



HUNTINGTON BEACH ADULT SCHOOL

FREE Career Training at HBAS!



Train for an

Office Career:

Business Information Worker
Administrative Assistant
Accounting Clerk
Data Entry Clerk



**Paraprofessional
Bus Driver**

Train for a

Medical Career:

Medical Billing and Coding
Pharmacy Technician
Medical Assistant

**Students will need to be
in a CTE Pathway to get
the program for FREE.*



FALL 2023 CATALOG OF CLASSES

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

Huntington Beach Union High School District

A Role Model for My Children: Marianne

“Career Technical Education (CTE) plays a significant part in shaping our future. It guides us on how to plan our life and teaches us to conquer programs.” Marianne, Pharmacy Technician and ESL Student

We love helping students take new steps on their education journey—right here at HBAS! In 2022, we launched an IET Program (Integrated Education & Training) to support English language learners in our Pharmacy Technician Program. This collaboration has given our ESL students an opportunity to succeed in career programs much sooner than they would without an IET model.

Marianne, a 2023 Student of the Year, was a member of our first Pharmacy Technician IET session. Instructor Allison Iglesias shared her experience with Marianne:



“I had the pleasure of teaching Marianne in the Pharmacy Technician program. While this program is always fast-paced and rigorous, Marianne had additional challenges to overcome. The Fall 2022 session was even more accelerated than usual, condensed from an 11-week course into 8 weeks. And as an ESL student, learning a second language is a struggle of its own, without adding the third “language” of medicine!

While facing these obstacles, Marianne never lost hope and never gave up. She strived to be the best student out there and boy did it show. If unsure about a question, Marianne would look for the answer in her textbooks. If she couldn't find it, she sent me messages until I got back to her. Not only was Marianne an amazing student, she also took the time to help her classmates.

Marianne would always let me know, *“There’s so much information!”* with a huge smile on her face. As I tell each student, *“I know. Let’s take it day by day.”* Day by day turned into the last day of class. She completed Career Readiness, Pharmacy Technician Course, Electronic Health Records, Beginning Word, passed the typing test, met with our Job Developer and is now on the path to completing 120 Externship hours. While completing her hours, Marianne is waiting for her licensure to be approved so that she can work as a certified Pharmacy Technician.”

After completing her program, Marianne shared the impact HBAS has had on her life. *“Career Technical Education (CTE) let me develop my skills and knowledge so I can be prepared. It gave me a chance to start a new career to help my family. Now, I am a role model for my children. They are so proud of me after I challenged all the difficulties and found success.”*

The HBAS team is always looking for creative ways to help our students thrive along their education and career paths. Take your next big step @ HBAS: www.hbas.edu/enroll.

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/Wednesday 8:00 am - 7:00 pm | Closed on Fridays.

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

See location addresses on page 59. 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



HBAS MISSION STATEMENT



HUNTINGTON
BEACH
ADULT
SCHOOL



SCHOOLWIDE LEARNER OUTCOMES

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

WE VALUE:



HHealth and wellness in the work and learning environment.



Being a diverse and inclusive staff and student body.



Access to all programs and services for all students.



Success at all levels of learning and recognizing that success.

HUNTINGTON BEACH ADULT SCHOOL STUDENTS

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 AQUIRED SKILLS AND KNOWLEDGE

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

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PRINCIPAL'S MESSAGE



Steve Curiel, Principal

Summer is upon us! After one of the rainiest seasons in over 20 years, the pendulum has swung from the worry of drought to the worry of flooding. As we continue to recover from the pandemic, we face a stagnant if not depressing economy with what seems like ever-increasing prices for gas, food, housing, etc. Indeed, there is much to be stressed about but I am inspired by a group of HBAS staff who have refused to let this be the norm for us and our students. They have worked together to develop a plan filled with strategies to help staff and students deal with the challenges we face today. What we refer to as Social Emotional Learning (SEL) others might

recognize as coping strategies for an extraordinarily complex world. A little perspective-taking and self-awareness can be highly effective and helpful and can seem easy enough to do but when being constantly bombarded by gloomy news media and the reality of expenses constantly increasing, we can forget to take care of ourselves. That is why our SEL Team has developed a plan to help our school, our students, and staff, be more intentional about taking care of their minds, hearts, and bodies. We want our school to be a safe place and this team has done a lot in this regard. I cannot wait for you to see, and more importantly, feel the good things that are coming.

Sincerely, Steve Curiel, Principal, Huntington Beach Adult School

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!

WE ARE HERE FOR YOU! HBAS Wellness Hub is available 24/7!

No matter where you are in your educational journey, HBAS wants to make sure you are aware of the support and resources available for you as you continue to strive to do well academically, relationally, emotionally, spiritually, and physically. Our Wellness Hub is available 24/7 to assist in identifying strategies to manage and cope with different emotions. This site's focus is to provide creative, fun, and relaxing resources for personal wellness. We hope these tools will provide helpful outlets and practices for when life gets tough. You will also find 24/7 hotlines, counselor videos on various topics to help you reach your educational goals, and our community support and resource guide through our wellness hub.



Ashley Nguyen,
Counselor

HBAS is proud to announce that we are taking a schoolwide initiative to implement social-emotional learning (SEL) practices. SEL is the process through which individuals acquire and apply the knowledge, skills, and attitudes to develop healthy identities, manage emotions and achieve personal and collective goals, feel and show empathy for others, establish and maintain supportive relationships, and make responsible and caring decisions. Through SEL implementation, we aim to cultivate thriving environments by fostering student connections and engaging in caring and culturally responsive campus activities such as our Lunar New Year Tet show, Cultural Diversity Day, Kindness Week and Wellness Wednesdays. Furthermore, students in our adult secondary education: Diploma/GED, English as a Second Language, and Career Technical Education programs will all receive a student educational plan (SEP) upon enrollment. SEP is a planning tool that students and their teacher or support staff create together based on their academic, career, and personal goals. SEPs allow students to track and see their goals, increasing their chances of accomplishing them.

The HBAS team is dedicated to providing students with the necessary tools to be successful in our programs and beyond. Students remember, we are here cheering you on!

Please scan the QR Code
to visit the Wellness Hub.



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

#MoveAheadwith
ADULTED

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

HBAS Admin Team Welcomes You!



Courtney Winford,
Asst. Principal, ASE

Phil Villamor,
Asst. Principal, ESL

Steve Curiel,
Principal, HBAS

Jason Ross,
Asst. Principal, CTE

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

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
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ONLINE	Anytime (Strongly recommended)
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*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
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ONLINE	Anytime (Strongly recommended)
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To enroll in CTE classes students must attend an online Information Session and pass the CTE Entrance Assessments. See pages 12-13 for CTE Enrollment Information and Info Session dates.

CTE students must register in person at the Gothard location to receive FREE classes.

Students who are registering for an individual course such as Microsoft Word or Medical terminology, but who are not completing an entire certificate program can register and pay online.

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

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



Taryn Taylor, Instructional Aide
HBAS Classified Employee of the Year

Taryn is a dedicated and loyal employee who has served HBUHSD for 30 years. She always goes above and beyond to assist both staff and students in our ASE program. Congratulations Taryn!

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 Enrollment

How Do I Enroll/Re-Enroll for ESL?

1. 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.



¿Cómo me inscribo/re-inscribo para ESL?

1. 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 llévalo a la Orientación también.

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



Làm các nào để đăng ký học ESL?

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

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

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

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



HBAS is Partnering with Coast Community College District!

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

COASTLINE COMMUNITY COLLEGE:

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

ORANGE COAST COMMUNITY COLLEGE:

- Keyboarding


Coast Colleges
Inspiration. Innovation. Graduation.

Connect with us!



CAREER TRAINING

Are you ready to start a new career?



HBAS offers nine Certificate Programs: Accounting Clerk, Business Information Worker, Medical Assistant, Medical Billing and Coding, Pharmacy Technician, Administrative Assistant, Data Entry Clerk, Paraprofessional and Bus Driver. 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	9:00 am – 11:00 am		Tuesday Online	6:00 pm – 8:00 pm	
0600401	09/22/23	Foreman	0600451	08/29/23	Ross
0600402	10/06/23	Foreman	0600453	09/26/23	Ross
0600403	10/20/23	Foreman	0600454	10/10/23	Ross
0600404	11/03/23	Foreman	0600455	10/24/23	Ross
0600405	01/19/24	Foreman	0600456	11/07/23	Ross
0600406	02/02/24	Foreman	0600457	12/05/23	Ross
0600407	02/23/24	Foreman	0600458	12/19/23	Ross
0600408	03/01/24	Foreman	0600459	01/09/24	Ross
0600409	03/22/24	Foreman	0600460	01/23/24	Ross
0600410	04/19/24	Foreman	0600461	02/06/24	Ross
0600411	05/03/24	Foreman	0600462	03/12/24	Ross
0600412	05/17/24	Foreman	0600463	03/26/24	Ross
0600413	06/07/24	Foreman	0600464	04/09/24	Ross
			0600465	04/23/24	Ross
			0600466	05/07/24	Ross
			0600467	05/28/24	Ross
			0600468	06/11/24	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.

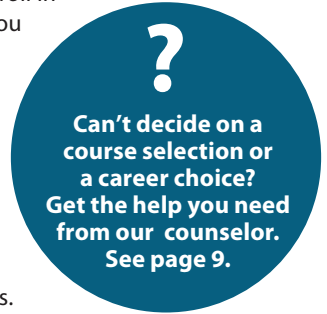
***Students who complete the CTE Information Session and pass both CTE assessments are eligible for FREE Career Programs.**

STEP 2 Come to Gothard location to begin enrollment process.

- Students must provide demographic information per CA State guidelines.
- Students must bring a copy of their High School diploma, GED or HiSET to register for classes.
- Students will register for the **Career Readiness Class** and **ONE** additional class.

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.



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.



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 12-13 for information session schedule and details.

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!

Required Coursework

Keyboarding (40 wpm minimum) /
10 Key Certification (140 kpm) • (See page 30) •
Early Bird \$29, Regular \$39,
or Typing Certificate / 10 Key Certificate \$25

Career Readiness Skills • (See page 28) •
Early Bird \$89, Regular \$109

Internet, Email, Google Docs, Gmail, Outlook •
(See page 31) • Early Bird \$59, Regular \$79

Windows Essentials & File Management •
(See page 31) • Early Bird \$59, Regular \$79

Beginning Word • (See pages 32, 33) •
Early Bird \$59, Regular \$79

Beginning Excel • (See pages 32, 34) •
Early Bird \$59, Regular \$79

Intermediate Excel Online • (See page 35) •
Early Bird \$59, Regular \$79

Accounting • Level 1 • (See page 15) •
Early Bird \$169, Regular \$199

Accounting • Level 2 • (See page 15) •
Early Bird \$169, Regular \$199

QuickBooks • Level 1 • (See page 15) •
Early Bird \$99, Regular \$119

QuickBooks • Level 2 • (See page 15) •
Early Bird \$99, Regular \$119

QuickBooks • Level 3 • (See page 16) •
Early Bird \$99, Regular \$119

Tax Preparer • (See page 16) •
Early Bird \$99, Regular \$119

***Students who complete the CTE Information Session and pass both CTE assessments are eligible for FREE Career Programs.**



INSTRUCTOR: ESTHER NGUYEN

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

Accounting • Level 1

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

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

Instructor: Esther Nguyen

0676502	9/6/23-11/1/23	M/W
4:00pm-6:30pm	HBAS-G	Rm C123
0676501	3/9/24-6/8/24	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.*

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

Instructor: Esther Nguyen

0676601	11/6/23-1/24/24	M/W
4:00pm-6:30pm	HBAS-G	Rm C123

QuickBooks • Level 1

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

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

Early Bird \$99, Regular \$119

Instructor: Esther Nguyen

0670301	9/9/23-11/18/23	Sat
8:30am-11:30am	HBAS-G	Rm C123
0670302	1/29/24-3/13/24	M/W
4:00pm-6:30pm	HBAS-G	Rm C123

QuickBooks • Level 2

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

Earn college credit at CCC.

Early Bird \$99, Regular \$119

Instructor: Esther Nguyen

0670401	3/18/24-5/1/24	M/W
4:00pm-6:30pm	HBAS-G	Rm C123
0670402	12/2/23-3/2/24	Sat
8:30am-11:30am	HBAS-G	Rm C123

No class on school holidays. We observe all public school holidays. Please see page 58 for the 2023-2024 Holiday Schedule.

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

CAREER TRAINING

Accounting Clerk Certificate Program (*continued*)



ELECTIVES

Externship

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

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

FREE to students in a CTE program

Instructor: Tracy Foreman

0676301 9/11/23-1/26/24 8:00am–5:00pm

0676302 1/30/24-6/13/24 8:00am–5:00pm

Open enrollment through each Semester.

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

Externship is approximately 160 hours.

QuickBooks • Level 3

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

Early Bird \$99, Regular \$119

Instructor: Esther Nguyen

0670501 5/6/24-6/10/24 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

0624001 9/9/23-11/18/23 Sat
12:00pm-3:00pm HBAS-G Rm C123

0624002 12/2/23-3/2/24 Sat
12:00pm-3:00pm HBAS-G Rm C123



Payroll Accounting

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

Early Bird \$99, Regular \$119

Instructor: Esther Nguyen

0676701 3/9/24-6/8/24 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.

***Students who complete the CTE Information Session and pass both CTE assessments are eligible for FREE Career Programs.**

BIW Stage 1 Certification

Required Coursework

Keyboarding • (See page 30) •
Early Bird \$29, Regular \$39

Career Readiness Skills • (See page 28) •
Early Bird \$89, Regular \$109

Computer Basics 1: Introduction to Computers •
(See page 30) • Early Bird \$59, Regular \$79

Windows Essential & File Management •
(See page 31) • Early Bird \$59, Regular \$79

Microsoft Word Beginning • (See pages 32, 33) •
Early Bird \$59, Regular \$79

Microsoft Excel Beginning • (See pages 32, 34) •
Early Bird \$59, Regular \$79

*Microsoft Outlook

*Introduction to Business Writing

*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.

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!

CAREER TRAINING

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 12-13 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 18, 22) •
Early Bird \$199, Regular \$229

Beginning Word • (See pages 32, 33) •
Early Bird \$59, Regular \$79

Beginning Excel • (See pages 32, 34) •
Early Bird \$59, Regular \$79

Keyboarding (40 wpm minimum) • (See page 30) •
Early Bird \$29, Regular \$39, or
Typing Certificate \$25

Career Readiness • (See page 28) •
Early Bird \$89, Regular \$109

Electronic Health Records • (See pages 20, 23) •
Early Bird \$199, Regular \$229

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!



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. Work for each week is due by 11:59 pm Friday night.

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.

Class is FREE for students in a CTE program.

Instructor: Allison Iglesia

0679201 9/5/23-10/26/23 Tue/Thu
3:00pm–5:45pm HBAS-G Rm B104

0679202 11/7/23-1/25/24 Tue/Thu
3:00pm–5:45pm HBAS-G Rm B104

0679203 1/30/24-3/28/24 Tue/Thu
3:00pm–5:45pm HBAS-G Rm B104

0679205 4/16/24-6/6/24 Tue/Thu
3:00pm–5:45pm HBAS-G Rm B104

**CLASSES
IN PERSON
OR ONLINE**

***Students who complete the CTE Information Session and pass both CTE assessments are eligible for FREE Career Programs.**

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

Class is FREE for students in a CTE program.

Instructor: Nicole Craven

0680201	9/5/23-11/16/23	Tue/Thu
6:00pm-9:00pm	HBAS-G	Rm C122
0680202	2/26/24-5/15/24	Mon/Wed
6:00pm-9:00pm	HBAS-G	Rm C122

**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

Class is FREE for students in a CTE program.

Instructor: Nicole Craven

0681401	9/11/23-11/8/23	Mon/Wed
6:00pm-9:00pm	HBAS-G	Rm C122
0681402	11/28/23-2/8/24	Tue/Thu
6:00pm-9:00pm	HBAS-G	Rm C122

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.

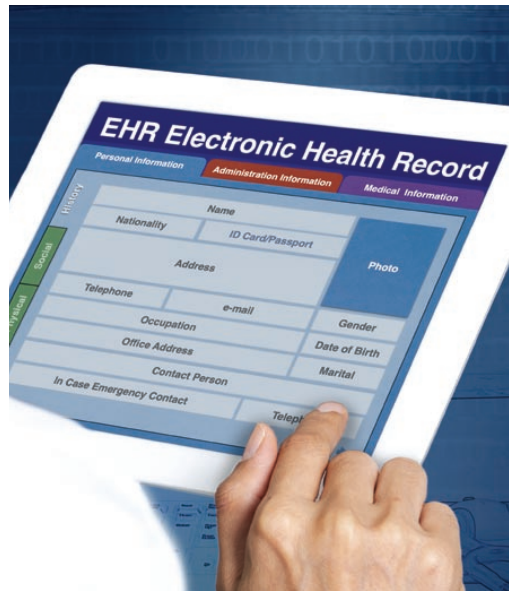
Early Bird \$409, Regular \$439

Class is FREE for students in a CTE program.

Instructor: Nicole Craven

0681701	11/27/23-2/14/24	Mon/Wed
6:00pm-9:00pm	HBAS-G	Rm C122
0681702	2/27/24-5/2/24	Tue/Thu
6:00pm-9:00pm	HBAS-G	Rm C122

**CLASSES
IN PERSON
OR ONLINE**



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

Medical Billing and Coding Certification (continued)

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. Work for each week is due by 11:59 pm Friday night.*

Early Bird \$199, Regular \$229 (Book included)
Class is FREE for students in a CTE program.

Instructor: Cheryl Jerzak

0679601	10/10/23-11/16/23	Tue/Thu
3:00pm-5:30pm	HBAS-G	Rm B104
0679602	2/20/24-3/28/24	Tue/Thu
3:00pm-5:30pm	HBAS-G	Rm B104
0679603	4/30/24-6/6/24	Tue/Thu
3:00pm-5:30pm	HBAS-G	Rm B104

CLASSES
IN PERSON
OR ONLINE

ELECTIVES

Externship

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

FREE to students in a CTE program

Instructor: Tracy Foreman

0681101 9/11/23-1/26/24

6081102 1/30/24-6/13/24

Open enrollment through each Semester.

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



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!

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 12-13 for information session schedule and details.

***Students who complete the CTE Information Session and pass both CTE assessments are eligible for FREE Career Programs.**

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 18, 22) •
Early Bird \$199, Regular \$229

Career Readiness • (See page 28) •
Early Bird \$89, Regular \$109

Windows File Management • (See page 31) •
Early Bird \$29, Regular \$39

Beginning Word • (See pages 32, 33) •
Early Bird \$59, Regular \$79

Keyboarding (40 wpm minimum) • (See page 30) •
Early Bird \$29, Regular \$39,
or Typing Certificate \$25

Electronic Health Records • (See pages 20, 23) •
Early Bird \$199, Regular \$229

Medical Assistant • (See page 22) •
Early Bird \$529, Regular \$559

CPR/First Aid • (See pages 23, 41) •
Early Bird \$49, Regular \$69

CAREER TRAINING



Medical Assistant Certification - Front & Back Office (continued)



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. Work for each week is due by 11:59 pm Friday night.

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.

Class is FREE for students in a CTE program.

Instructor: Allison Iglesia

0679201	9/5/23-10/26/23	Tue/Thu
3:00pm–5:45pm	HBAS-G	Rm B104
0679202	11/7/23-1/25/24	Tue/Thu
3:00pm–5:45pm	HBAS-G	Rm B104
0679203	1/30/24-3/28/24	Tue/Thu
3:00pm–5:45pm	HBAS-G	Rm B104
0679205	4/16/24-6/6/24	Tue/Thu
3:00pm–5:45pm	HBAS-G	Rm B104

**CLASSES
IN PERSON
OR ONLINE**

Medical Assistant

Medical Assistants will greet patients in medical offices or other medical settings where they help doctors with handling charts, examinations, and treatments. In this course, students will gain knowledge and training in both the clinical (back office) and administrative (front office) aspects of a medical assistant. In the back office (clinical), you will be prepared to assist doctors with routine and specialty exams by taking vitals, sterilizing instruments, recording 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

Class is FREE for students in a CTE program.

Instructor: Cheryl Jerzak

0679401	9/5/23-11/17/23	Mon-Fri
8:30am–3:00pm	HBAS-G	Rm C117
0679402	12/4/23-3/8/24	Mon-Fri
8:30am–2:30pm	HBAS-G	Rm C117
0679403	3/18/24-6/7/24	Mon-Fri
8:30am–2:30pm	HBAS-G	Rm C117

QUICK OCCUPATIONAL FACTS Medical Assistant

Average Hourly Wage: **\$19.68**

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

Source: www.labormarketinfo.edd.ca.gov



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. Work for each week is due by 11:59 pm Friday night.*

Early Bird \$199, Regular \$229 (Book included)
Class is FREE for students in a CTE program.

Instructor: Cheryl Jerzak

0679601	10/10/23-11/16/23	Tue/Thu
3:00pm-5:30pm	HBAS-G	Rm B104
0679602	2/20/24-3/28/24	Tue/Thu
3:00pm-5:30pm	HBAS-G	Rm B104
0679603	4/30/24-6/6/24	Tue/Thu
3:00pm-5:30pm	HBAS-G	Rm B104

ELECTIVES

Externship

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

FREE to students in a CTE program

Instructor: Tracy Foreman

0680101	9/11/23-1/26/24
0680102	1/30/24-6/13/24

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.

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.)
Class is FREE for students in a CTE program.
Student must pay for BLS card.

Instructor: Megan Irvine/OC-CPR.NET

091401	9/23/23	Saturday
10:00am-3:00pm	HBAS-G	Rm C116
091402	10/14/23	Saturday
10:00am-3:00pm	HBAS-G	Rm C116
091403	11/4/23	Saturday
10:00am-3:00pm	HBAS-G	Rm C116
091404	12/3/23	Saturday
10:00am-3:00pm	HBAS-G	Rm C116
091405	1/27/24	Saturday
10:00am-3:00pm	HBAS-G	Rm C116
091406	3/23/24	Saturday
10:00am-3:00pm	HBAS-G	Rm C116
091407	4/27/24	Saturday
10:00am-3:00pm	HBAS-G	Rm C116
091408	5/18/24	Saturday
10:00am-3:00pm	HBAS-G	Rm C116
091409	7/27/24	Saturday
10:00am-3:00pm	HBAS-G	Rm C116

CAREER TRAINING

Pharmacy Technician Certificate Program

This course introduces pharmacy technician students to the general principles of pharmacology. Drugs are discussed in the context of drug classes, mechanics of action, disease types, and body systems. The goal is to provide pharmacy technicians with sufficient background information so that they will be able to play a key role in avoiding dispensing errors. Although emphasis will be given to the approximately 200 most commonly prescribed drugs, many more drugs will be discussed during each module. **Live Scan clearance required.** *Official High School Diploma or high school equivalency required. All students must pass an English and math proficiency test. To receive program certification, students must complete all classes within a two-year time frame.*



Specialized training for Pharmacy Technician

Required FREE Information Session

for students considering enrolling! See pages 12-13 for information session schedule and details.

PROGRAM REQUIREMENTS:

Beginning Word • (See pages 32, 33) •
Early Bird \$59, Regular \$79

Keyboarding (40 wpm minimum) •
(See page 30) • **Early Bird \$29, Regular \$39,**
or Typing Certificate \$25

Career Readiness • (See page 28) •
Early Bird \$89, Regular \$109

Electronic Health Records • (See pages 20, 23) •
Early Bird \$199, Regular \$229

Pharmacy Technician • (See page 24) •
Early Bird \$529, Regular \$559

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

***Students who complete the CTE Information Session and pass both CTE assessments are eligible for FREE Career Programs.**

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

FREE for students who meet prerequisites and enroll in CTE program.

Instructor: Allison Iglesia

0678501	9/5/23-12/7/23			
Mon-Thu	8:30am-2:30pm*	HBAS-G	Rm B104	
0678502	12/11/23-3/14/24			
Mon-Thu	8:30am-2:45pm*	HBAS-G	Rm B104	
0678503	3/18/24-6/11/24			
Mon-Thu	8:30am-2:30pm*	HBAS-G	Rm B104	

* Includes 30 minutes lunch.



INSTRUCTOR: ALLISON IGLESIA

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

Electronic Health Records

The Electronic Health Records course prepares students to use and understand electronic records in a medical setting. This course incorporates exercises using software to create patient records, lab reports, nurse and physician notes, and much more. ***This class will be taught 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. Work for each week is due by 11:59 pm Friday night.***

Early Bird \$199, Regular \$229 (Book included)
Class is FREE for students in a CTE program.
 Instructor: Cheryl Jerzak

0679601	10/10/23-11/16/23	Tue/Thu
3:00pm-5:30pm	HBAS-G	Rm B104
0679602	2/20/24-3/28/24	Tue/Thu
3:00pm-5:30pm	HBAS-G	Rm B104
0679603	4/30/24-6/6/24	Tue/Thu
3:00pm-5:30pm	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.

FREE to students in a CTE program

Instructor: Tracy Foreman

0678701 9/11/23-1/26/24

0678702 1/30/24-6/13/24

Open enrollment through each Semester.

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

We observe all public school holidays.
 Please see page 58 for the 2023-2024 Holiday Schedule.

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.

Administrative Assistant Certificate Program

Enter the world of office administration by performing and coordinating an office's administrative activities and storing, retrieving, and integrating information for dissemination to staff and clients. Administrative

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



Required Coursework

Keyboarding Certification (60 wpm minimum) / 10 Key Certification (140KPM) •

Early Bird \$39, Regular \$59 • (See page 30)

Typing Certificate \$25 • (See page 30)

Microsoft Word Beginning •

Early Bird \$59, Regular \$79 • (See pages 32, 33)

Microsoft Word Intermediate Online •

Early Bird \$59, Regular \$79 • (See page 34)

Microsoft Excel Beginning •

Early Bird \$59, Regular \$79 • (See pages 32, 34)

Microsoft Excel Intermediate •

Early Bird \$59, Regular \$79 • (See page 35)

Microsoft PowerPoint Beginning & Intermediate Online

Early Bird \$89, Regular \$109 • (See page 35)

Windows Essentials & File Management •

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

Internet, Google Drive, Google Docs, Gmail, and Outlook • Early Bird \$59, Regular \$79 • (See page 31)

Accounting Level 1 •

Early Bird \$179, Regular \$209 • (See page 15)

Accounting Level 2 •

Early Bird \$179, Regular \$209 • (See page 15)

QuickBooks I & II •

Early Bird \$99, Regular \$119 • (See page 15)

Career Readiness •

Early Bird \$89, Regular \$109 • (See page 28)

Required FREE Information Session

for students considering enrollment! See pages 12-13 for Information Session schedule and details.

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

***Students who complete the CTE Information Session and pass both CTE assessments are eligible for FREE Career Programs.**



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.

Required Coursework

Keyboarding Certification

(40 wpm minimum) / Data Entry •

Early Bird \$29, Regular \$39 • (See page 30)

Typing Certificate \$25 • (See page 30)

Computer Basics I & II •

Early Bird \$59, Regular \$79 • (See pages 30, 31)

Microsoft Word Beginning •

Early Bird \$59, Regular \$79 • (See pages 32, 33)

Microsoft Excel Beginning •

Early Bird \$59, Regular \$79 • (See pages 32, 34)

Windows Essentials & File Management •

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

Internet, Google Drive, Google Docs, Gmail, and Outlook • Early Bird \$59, Regular \$79 • (See page 31)

Career Readiness •

Early Bird \$89, Regular \$109 • (See page 28)

***Students who complete the CTE Information Session and pass both CTE assessments are eligible for FREE Career Programs.**

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.

FREE to students in a CTE program

Instructor: Tracy Foreman Rm C123

0620201 9/11/23-1/26/24 8:00am-5:00pm

0620202 1/30/24-6/13/24 8:00am-5:00pm

Open enrollment through each Semester.

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

Externship is approximately 160 hours.

QUICK OCCUPATIONAL FACTS:

Receptionist/Data Clerk

Average Hourly Wage: **\$19.09**

2018-2028

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



Executive Secretary

Average Hourly Wage: **\$36.59**

2018-2028

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

Source: www.labormarketinfo.edd.ca.gov

Take advantage of it!

Notary Public Seminar

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

Bring with you to class:

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

Session schedule (1 day)

Early Bird \$99, Regular \$129

No same day registration.

Instructor: Tom Peevyhouse

0680711 10/13/23
 Fri 8:00am–6:00pm* HBAS-G Rm C122
 * Includes a lunch break

0680712 4/5/24
 Fri 8:00am–6:00pm* HBAS-G Rm C122
 * Includes a lunch break

Session schedule (1 day)

Early Bird \$99, Regular \$129

No same day registration.

Instructor: Danny Perez dperez@hbas.edu

0680701 9/9/23
 Sat 8:00am–6:00pm* HBAS-G Rm B102
 * Includes a lunch break

0680702 12/9/23
 Sat 8:00am–6:00pm* HBAS-G Rm B102
 * Includes a lunch break

0680703 2/3/24
 Sat 8:00am–6:00pm* HBAS-G Rm B102
 * Includes a lunch break

0680704 5/18/24
 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

FREE to students in a CTE program

Instructor: Nami Aoyagi

0680001 9/6/23-10/4/23 Mon/Wed
 3:00pm–6:00pm HBAS-G Rm C122

0680002 10/30/23-12/18/23 Mon/Wed
 3:00pm–6:00pm HBAS-G Rm C122

0680003 1/10/24-3/6/24 Mon/Wed
 3:00pm–6:00pm HBAS-G Rm C122

0680004 3/11/24-4/29/24 Mon/Wed
 3:00pm–6:00pm HBAS-G Rm C122

0680005 5/1/24-6/12/24 Mon/Wed
 3:00pm–6:00pm HBAS-G Rm C122

INSTRUCTOR: NAMI AOYAGI

After graduating from UC Irvine with a Bachelor in Social Science, Nami worked in human resources, accounts payable/receivable, and as a purchasing/production manager for 20 years. In

2005, Nami took Photoshop Elements at HBAS. She was hooked; she continued to take more PSE courses and then took every course HBAS had to offer before going back to school to earn her Vocational Education credential in Computer Applications, Computer Assisted Manufacturing and Business Management, which enabled her to become an instructor at the school she so deeply enjoyed. Nami earned the California Council for Adult Education Award for Excellence in Teaching in 2011.





Math Refresher

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

Early Bird \$49, Regular \$69

FREE to students in a CTE program

Instructor: Karan Shuster

060401	9/6/23-10/11/23			
Mon/Wed	12:00pm–2:30pm	HBAS-G	Rm B101	
060402	12/4/23-1/24/24			
Mon/Wed	12:00pm–2:30pm	HBAS-G	Rm B101	
060403	3/18/24-5/1/24			
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

FREE to students in a CTE program

Instructor: Joe Eustermann

060501	10/17/23-11/30/23			
Tue/Thur	12:00pm–3:00pm	HBAS-G	Rm B101	
060502	1/30/24-3/14/24			
Tue/Thur	12:00pm–3:00pm	HBAS-G	Rm B101	
060503	5/7/24-6/13/24			
Tue/Thur	12:00pm–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 \$139, Regular \$159

Instructor: Rosalba Barbosa

085901	10/10/23-12/6/23			
Mon/Wed	6:30pm–8:30pm	HBAS-G	Rm C122	
085902	3/5/24-4/25/24			
Mon/Wed	6:30pm–8:30pm	HBAS-G	Rm C122	

HBAS ACCEPTS



TAKE
ADVANTAGE OF

HBAS EARLY BIRD PRICING

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

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

FREE for students enrolled in a CTE program

Instructor: Nami Aoyagi

0670201	9/11/23-10/19/23	Mon,Wed
12:00pm–2:00pm	HBAS-G	Rm C122
0670202	10/23/23-11/15/23	Mon,Wed
12:00pm–2:00pm	HBAS-G	Rm C122
0670203	12/4/23-1/17/24	Mon,Wed
12:00pm–2:00pm	HBAS-G	Rm C122
0670204	1/22/24-2/28/24	Mon,Wed
12:00pm–2:00pm	HBAS-G	Rm C122
0670205	3/4/24-4/10/24	Mon,Wed
12:00pm–2:00pm	HBAS-G	Rm C122
0670206	4/15/24-5/22/24	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

FREE for students enrolled in a CTE program

Instructor: Nami Aoyagi

0670011	9/11/23-10/19/23	Mon,Wed
12:00pm–2:00pm	HBAS-G	Rm C122
0670012	10/23/23-11/15/23	Mon,Wed
12:00pm–2:00pm	HBAS-G	Rm C122
0670013	12/4/23-1/17/24	Mon,Wed
12:00pm–2:00pm	HBAS-G	Rm C122
0670014	1/22/24-2/28/24	Mon,Wed
12:00pm–2:00pm	HBAS-G	Rm C122
0670015	3/4/24-4/10/24	Mon,Wed
12:00pm–2:00pm	HBAS-G	Rm C122
0670016	4/15/24-5/22/24	Mon,Wed
12:00pm–2:00pm	HBAS-G	Rm C122

Typing / 10 Key Certification

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

Online registration only. No walk-in registration.

Test Fee \$25 • Sign up on [hbas.edu](https://www.hbas.edu)

FREE for students enrolled in a CTE program

Instructor: Nami Aoyagi

068401	9/6/23-6/5/24	Tue/Thur
12:00pm–1:30pm	HBAS-G	Rm C122

No testing on Holidays.

See page 58 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 \$79, Regular \$99

FREE for students enrolled in a CTE program

Instructor: Tracy Foreman

0672101	9/6/23-10/4/23	Mon/Wed
8:30am–11:30am	HBAS-G	Rm C123
0672102	1/16/24-2/15/24	Tue/Thu
8:30am–11:30am	HBAS-G	Rm C123
0672103	5/13/24-6/12/24	Mon/Wed
8:30am–11:30am	HBAS-G	Rm C123

We observe all public school holidays.

Please see page 58 for the 2023-2024 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

0672201	10/9/23-11/8/23	Mon/Wed
8:30am-11:30am	HBAS-G	Rm C123
0672202	2/20/24-3/21/24	Tue/Thu
8:30am-11:30am	HBAS-G	Rm C123

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

FREE for students enrolled in a CTE program

Instructor: Tracy Foreman

0635201	12/4/23-12/20/23	Mon/Wed
8:30am-11:30am	HBAS-G	Rm C122
0635202	4/22/24-5/8/24	Mon/Wed
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

FREE for students enrolled in a CTE program

Instructor: Tracy Foreman

0640101	9/29/23	Fri
8:30am-11:30am	HBAS-G	Rm C122
0640102	12/15/23	Fri
8:30am-11:30am	HBAS-G	Rm C122
0640103	3/15/24	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

FREE for students enrolled in a CTE program

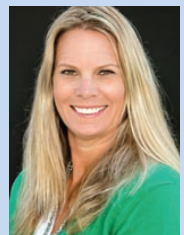
Instructor: Tracy Foreman

0677301	3/11/24-4/10/24	Mon/Wed
8:30am-11:30am	HBAS-G	Rm C123



INSTRUCTOR: TRACY FOREMAN

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



Computer Classes *(continued)*

Microsoft Word 2019: Beginning

This class provides thorough beginning training in Word. Topics include the new Office environment, Ribbon and Tab interface as well as learning to create, edit and save documents and formatting text, paragraphs and documents. Learn effective navigation and selection techniques; create custom tabs and tabs stops with leaders, indents, paragraph alignment and line spacing. Create tables, use powerful proofreading and correcting features including find and replace text, AutoCorrect, and Spelling and Grammar. Students will also learn mail merge. After completing this class, students can successfully face the challenges presented in Word: Intermediate. **Prerequisite:** Basic computer experience, File Management skills, typing speed 25wpm+. **Earn 2 units of college credit at CCC.**

Early Bird \$59, Regular \$79

FREE for students enrolled in a CTE program

Instructor: Tracy Foreman

0675621	10/31/23-12/21/23	Tue/Thu
12:00pm-3:00pm	HBAS-G	Rm C123
0675622	1/17/24-3/6/24	Mon/Wed
8:30am-11:30am	HBAS-G	Rm C123

Microsoft Excel 2019: Beginning

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

FREE for students enrolled in a CTE program

Instructor: Tracy Foreman

0673731	4/9/24-5/2/24	Tue/Thu
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

FREE for students enrolled in a CTE program

Instructor: Tracy Foreman

0673741	5/7/24-6/6/24	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

FREE for students enrolled in a CTE program

Instructor: Tracy Foreman

0674401	10/17/23-12/21/23	Tue/Thu
8:30am-11:30am	HBAS-G	Rm C123

Hybrid Computer Classes

Hybrid Course Information

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

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

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

Session	First Day Meeting Date	Final Exam Date	Time
9/11/23-10/19/23	9/11/2023	10/19/2023	12:00pm-1:30pm
10/23/23-12/21/23	10/23/2023	12/21/2023	12:00pm-1:30pm
1/8/24-2/22/24	1/8/2024	2/22/2024	12:00pm-1:30pm
2/26/24-4/11/24	2/26/2024	4/11/2024	12:00pm-1:30pm
4/15/24-5/30/24	4/15/2024	5/30/2024	12:00pm-1:30pm



Hybrid Computer Classes are FREE for students enrolled in a CTE program.

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 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)

FREE for students enrolled in a CTE program

Instructor: Tracy Foreman

0684101	9/11/23-10/19/23	Mon-Thu
12:00pm-1:30pm	HBAS-G	Rm C123
0684102	10/23/23-12/21/23	Mon-Thu
12:00pm-1:30pm	HBAS-G	Rm C123
0684103	1/8/24-2/22/24	Mon-Thu
12:00pm-1:30pm	HBAS-G	Rm C123
0684104	2/26/24-4/11/24	Mon-Thu
12:00pm-1:30pm	HBAS-G	Rm C123
0684105	4/15/24-5/30/24	Mon-Thu
12:00pm-1:30pm	HBAS-G	Rm C123

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 33 **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)

FREE for students enrolled in a CTE program

Instructor: Tracy Foreman

0684201	9/11/23-10/19/23	Mon-Thu
12:00pm-1:30pm	HBAS-G	Rm C123
0684202	10/23/23-12/21/23	Mon-Thu
12:00pm-1:30pm	HBAS-G	Rm C123
0684203	1/8/24-2/22/24	Mon-Thu
12:00pm-1:30pm	HBAS-G	Rm C123
0684204	2/26/24-4/11/24	Mon-Thu
12:00pm-1:30pm	HBAS-G	Rm C123
0684205	4/15/24-5/30/24	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 33 **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)

FREE for students enrolled in a CTE program

Instructor: Tracy Foreman

0684301	9/11/23-10/19/23	Mon-Thu
12:00pm-1:30pm	HBAS-G	Rm C123
0684302	10/23/23-12/21/23	Mon-Thu
12:00pm-1:30pm	HBAS-G	Rm C123
0684303	1/8/24-2/22/24	Mon-Thu
12:00pm-1:30pm	HBAS-G	Rm C123
0684304	2/26/24-4/11/24	Mon-Thu
12:00pm-1:30pm	HBAS-G	Rm C123
0684305	4/15/24-5/30/24	Mon-Thu
12:00pm-1:30pm	HBAS-G	Rm C123

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!

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 33 **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)

FREE for students enrolled in a CTE program

Instructor: Tracy Foreman

0684401	9/11/23-10/19/23	Mon-Thu
12:00pm-1:30pm	HBAS-G	Rm C123
0684402	10/23/23-12/21/23	Mon-Thu
12:00pm-1:30pm	HBAS-G	Rm C123
0684403	1/8/24-2/22/24	Mon-Thu
12:00pm-1:30pm	HBAS-G	Rm C123
0684404	2/26/24-4/11/24	Mon-Thu
12:00pm-1:30pm	HBAS-G	Rm C123
0684405	4/15/24-5/30/24	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 33 **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)

FREE for students enrolled in a CTE program

Instructor: Tracy Foreman

0684501	9/11/23-10/19/23	Mon-Thu
12:00pm-1:30pm	HBAS-G	Rm C123
0684502	10/23/23-12/21/23	Mon-Thu
12:00pm-1:30pm	HBAS-G	Rm C123
0684503	1/8/24-2/22/24	Mon-Thu
12:00pm-1:30pm	HBAS-G	Rm C123
0684504	2/26/24-4/11/24	Mon-Thu
12:00pm-1:30pm	HBAS-G	Rm C123
0684505	4/15/24-5/30/24	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 33 **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)

FREE for students enrolled in a CTE program

Instructor: Tracy Foreman

0684601	9/11/23-10/19/23	Mon-Thu
12:00pm-1:30pm	HBAS-G	Rm C123
0684602	10/23/23-12/21/23	Mon-Thu
12:00pm-1:30pm	HBAS-G	Rm C123
0684603	1/8/24-2/22/24	Mon-Thu
12:00pm-1:30pm	HBAS-G	Rm C123
0684604	2/26/24-4/11/24	Mon-Thu
12:00pm-1:30pm	HBAS-G	Rm C123
0684605	4/15/24-5/30/24	Mon-Thu
12:00pm-1:30pm	HBAS-G	Rm C123

CAREER TRAINING

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 A190 - Family School and Community Partners

ONLINE (3 units)

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

Instructor: Melissa Noah

Dates: 8/28/23-12/16/23

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

Class is asynchronous. Content is available online and may be accessed 24/7. No specific class dates for attendance, but assignments will have due dates.

Contact the Adult Education Office at OCC:

Call/Text: (714) 432-6897 | Email: adulthoodeducation@occ.cccd.edu



ESL Support Class CDE A190 - Family School and Community Partners HYFLEX

Instructor: Rebecca Spohr

Dates: 8/30/23-12/13/23

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

Hyflex: Students may come in person or can attend online at the same time as students receive instruction in class.

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.

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 Students must attend an Information Session.

Instructor: Shauna Costa

0687001	10/4/23-11/2/23	Wed/Thu	4:00pm-7:00pm	EHS	Rm 509
0687002	4/10/24-5/9/24	Wed/Thu	4:00pm-7:00pm	EHS	Rm 509



INSTRUCTOR: SHAUNA COSTA

Shauna Costa has 30 years of experience working in educational and caretaking environments with individuals with and without disabilities from infant through young adult. For twenty-three of those years, she has worked in the field of special education for Huntington Beach Union High School District (HBUHSD) - 15 years as a teacher and 8 years as a paraprofessional. Ms. Costa is currently an education specialist and department coordinator for Special Abilities Cluster (SAC), the largest special education program in HBUHSD. Her program currently employs over eighty paraprofessionals. Ms. Costa will give you the tools to be a successful paraprofessional. Ms. Costa earned her BA in Liberal Studies (concentration: Human and Child Development) and Masters in Special Education at CSU, Long Beach.

CAREER TRAINING

Class "B" Commercial Driver (School Bus) Certification



The HBUHSD Transportation Department is offering a comprehensive training program, both classroom and behind the wheel, for state certification as a School Bus Driver.

This course includes, but is not limited to training required for the:

California Department of Motor Vehicle (DMV):

- Class "B" Commercial Driver's License (written test)
- Air Brake (A/B) Endorsement (written test)
- Passenger Endorsement (written test)
- Class "C" General Knowledge (written test)

California Highway Patrol (CHP):

- School Bus Special Certificate (written test)
- Behind-the-Wheel (driving test)*

**Students who pass the 30-hour classroom portion of the training, and meet the HBUHSD guidelines for hiring, may be selected to complete the additional 30 hours behind the wheel training. Those that do not meet the hiring qualifications may look to other local school districts or county agencies to complete the driving portion of the certification.*

Fee: FREE

Instructor: Kevin Bennett / Matt Sobelman

Students must attend an Information Session.

Location: HBUHSD Maintenance, Operations, Transportation and Public Safety 7180 Yorktown Avenue, HB 0687101 12/13/23-12/20/23 7:30am-1:30pm

- All Classroom materials are provided at no cost.
- Behind the wheel training is provided at no cost to those who qualify and who are selected.
- Student is responsible for all: DMV, CHP & Background check fees.



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



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.

ESL (ENGLISH AS A SECOND LANGUAGE)

Please see page 11 for information regarding ESL enrollment.
Consulte la página 11 para obtener información sobre la inscripción.
Vui lòng xem trang 11 để biết thông tin ghi danh.



HBAS Annual Cultural Diversity Day Celebration

6 Levels of ESL:

- 1a Beginning Literacy
- 1b Low Beginning
- 2 High Beginning
- 3 Low Intermediate
- 4 High Intermediate
- 5 Advanced

AM/PM Classes Available at Most Sites:

Morning	9:00am–11:30am
Evening	6:00pm–8:30pm

Types of Classes:

Learn English

English Support for CTE*

*CTE - Career Technical Education Classes with ESL Support:

- Early Childhood Education
- Career Readiness
- Introduction to Computers
- Medical Terminology

Citizenship - Become a Citizen

Pronunciation / Conversation

Class Locations and Phone Numbers:

(Call first if you plan to stop by for assistance with enrollment.)

WESTMINSTER CAMPUS (at WHS)

14325 Goldenwest Street, Westminster
Phone: (714) 894-8018*

*Call this number for help with enrolling at sites without an office/no phone number.

MAIN CAMPUS (next to OVHS)

17231 Gothard Street, Huntington Beach
Phone: (714) 842-4227

BOLSA CAMPUS (HBUHSD District Office)

5832 Bolsa Avenue, Suite 100, HB

BESST CENTER

2045 Meyer Place, Costa Mesa
Phone: (949) 515-6717

FOUNTAIN VALLEY HS

17816 Bushard Street, Fountain Valley

OAK VIEW ELEMENTARY LOCATION

17241 Oak Lane, Huntington Beach

COMMUNITY EDUCATION CLASSES

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

HEALTH & SAFETY EDUCATION

BLS-Instructor Led Adult, Child, & Infant CPR

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

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.)

Class is FREE for students in a CTE program.

Student must pay for BLS card.

Instructor: Megan Irvine/OC-CPR.NET

091401	9/23/23	Saturday	
	10:00am-3:00pm	HBAS-G	Rm C116
091402	10/14/23	Saturday	
	10:00am-3:00pm	HBAS-G	Rm C116
091403	11/4/23	Saturday	
	10:00am-3:00pm	HBAS-G	Rm C116
091404	12/3/23	Saturday	
	10:00am-3:00pm	HBAS-G	Rm C116
091405	1/27/24	Saturday	
	10:00am-3:00pm	HBAS-G	Rm C116
091406	3/23/24	Saturday	
	10:00am-3:00pm	HBAS-G	Rm C116
091407	4/27/24	Saturday	
	10:00am-3:00pm	HBAS-G	Rm C116
091408	5/18/24	Saturday	
	10:00am-3:00pm	HBAS-G	Rm C116
091409	7/27/24	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.

AMERICAN SIGN LANGUAGE

American Sign Language (ASL): Beginning 1

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

Early Bird \$89, Regular \$109

Instructor: Harmony Soliz

085701	9/11/23-10/30/23	Mondays
4:00pm-5:30pm	EHS	Rm 202
085702	1/29/24-4/8/24	Mondays
4:00pm-5:30pm	EHS	Rm 202



American Sign Language (ASL) 2

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

Early Bird \$89, Regular \$109

Instructor: Harmony Soliz

085601	11/6/23-1/22/24	Mondays
4:00pm-5:30pm	EHS	Rm 202
085602	4/15/24-6/10/24	Mondays
4:00pm-5:30pm	EHS	Rm 202

COMMUNITY EDUCATION CLASSES

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

PARENT SMART PRESCHOOL

SCHOOL YEAR 2023-2024

(Ongoing Enrollment)

5 STARS ON YELP—Check us out!



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

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

Teaching Staff: Lisa Marcinko

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

Parents will be contacted with orientation date and time.

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

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

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

Monday, Wednesday, Friday	9:00am–12:30pm
070711	9/11/23-11/8/23 MHS
070712	11/13/23-2/2/24 MHS
070713	2/5/24-4/12/24 MHS
070714	4/15/24-6/14/24 MHS

MARK YOUR CALENDARS!

Pre-Registration Preview Day for Parent Smart Programs for Fall 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



PARENT SMART TODDLER

SCHOOL YEAR 2023-2024

Parent Smart Toddler Program (12-35 months old)

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

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

Teacher: Lisa Marcinko

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

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

Parents will be contacted with orientation date and time.

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

Sneak Peek Program Preview:

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

FALL 2023:

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

Early Bird \$279, Regular \$309

071301 Thursday 9:15am-11:45am
9/14/23-2/1/24

SPRING 2024:

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

Early Bird \$279, Regular \$309

071401 Thursday 9:15am-11:45am
2/2/24-6/6/24

MUSIC CLASS

Beginning Harmonica

This course gives you the chance to learn to play the world's most portable instrument. Easily fitting into your pocket or purse, the harmonica is ready when you are. Learn to play beginning harmonica so you are able to join informal jam sessions and play simple solo pieces. If you can breathe in and out, you can play within minutes. Come learn with Ben and make the joy, relaxation and creativity of music a part of your daily life.



Early Bird \$69, Regular \$79
Students must bring \$20 cash to purchase a harmonica and beginner's instructional book.

Instructor: Ben Wilson

Ages: 14+

0810101	9/5/23-11/28/23	Tues
5:00pm-6:00pm	HBAS-G	Rm C116
0810102	12/12/23-3/12/24	Tues
5:00pm-6:00pm	HBAS-G	Rm C116
0810103	3/26/24-6/18/24	Tues
5:00pm-6:00pm	HBAS-G	Rm C116

INSTRUCTOR: BEN WILSON

Ben has over 40 years of experience playing Harmonica and has even played at the Monterrey Blues Festival. He is an expert in playing blues, country western and Rock n Roll.



COMMUNITY EDUCATION CLASSES

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

DIGITAL MEDIA ARTS

Digital Media Arts: Filters 3

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

Early Bird \$149, Regular \$179

Instructor: Nami Aoyagi

0887801 9/5/23-9/28/23 Tue/Thu
8:30am-11:30am HBAS-G C122

Digital Media Arts: Frame It 1

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

Early Bird \$189, Regular \$219

Instructor: Nami Aoyagi

0889601 9/6/23-12/20/23 Wed
8:30am-11:30am HBAS-G C122

Digital Media Arts: Blenders 1

The new look in digital is blending photos together to create amazing works of art. We will go beyond filters and learn the basics of creating composites using blending modes and textures. This course covers the aspects of creating a visually appealing layout.

Prerequisites: Completion of Digital Media Arts - Basics & Beginning, DMA: Intermediate, DMA: Filters 1 and 2.

Early Bird \$129, Regular \$159

Instructor: Nami Aoyagi

0889901 10/26/23-11/16/23 Tue/Thu
8:30am-11:30am HBAS-G C122

Digital Media Arts: Holiday Projects

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

Prerequisites: Completion and understanding of Digital Media Arts - Basics & 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 \$119, Regular \$149

Instructor: Nami Aoyagi

0888301 12/5/23-12/21/23 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 \$169, Regular \$199

Instructor: Nami Aoyagi

0890001 1/16/24-2/15/24 Tue/Thu
8:30am-11:30am HBAS-G C122

Digital Media Arts: Frame It 2

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

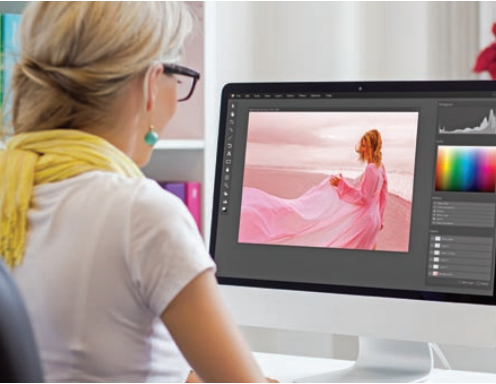
Completion and understanding of Digital Media Arts: Basics & Beginning, DMA: Intermediate, DMA: Filters 1, 2 & 3 and Windows File Management. Students are expected to be able to comfortably browse and locate computer files in order to keep up with the class.

Early Bird \$189, Regular \$219

Instructor: Nami Aoyagi

0889501 1/17/24-3/20/24 Wed
8:30am-11:30am HBAS-G C122

DIGITAL MEDIA ARTS *(continued)*



Digital Media Arts: Creative Play

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

Early Bird \$169, Regular \$199

Instructor: Nami Aoyagi

0890101 2/20/24-3/19/24 Tue/Thu
8:30am-11:30am HBAS-G C122

Digital Media Arts: Paint Like The Masters

Photoshop Elements allows you to paint pre-made effects and patterns directly on to your images. This can enhance your images, and bring them to life in ways other than what you are used to from an ordinary camera. If you've ever wanted to be able to paint like the Masters, get ready to turn your images into oil painting, impressionist, and even a pencil sketch. **Prerequisites:** Photo Elements Beginning, Intermediate & Advanced.

Early Bird \$119, Regular \$149

Instructor: Nami Aoyagi

0889801 3/26/24-4/18/24 Tue/Thu
8:30am-11:30am HBAS-G C122

Digital Media Arts: Titles

Learn how to add style to a simple title to make it pop off your page. In this class you will explore different techniques to help you create the perfect title that will help enhance your layout. **Prerequisites:** DMA Intermediate. 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

0888701 4/10/24-6/5/24 Wed
8:30am-11:30am HBAS-G Rm C122

Digital Media Arts: Artsy Composites

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

Early Bird \$149, Regular \$179

Instructor: Nami Aoyagi

0888101 4/23/24-5/16/24 Tue/Thu
8:30am-11:30am HBAS-G Rm C122

Digital Media Arts: Brush Work

In this class you will learn techniques to help elevate your creativity by exploring how to create and use brushes. **Prerequisites:** DMA Intermediate. Students are expected to be able to comfortably browse and locate computer files in order to keep up with the class.

Early Bird \$129, Regular \$159

Instructor: Nami Aoyagi

0888601 5/21/24-6/11/24 Tue/Thu
8:30am-11:30am HBAS-G Rm C122

TAKE
ADVANTAGE OF

HBAS EARLY BIRD PRICING

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

EARLY BIRD

COMMUNITY EDUCATION CLASSES

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

FLORAL CLASSES

Intro to Floral Design: Fall Wreaths & Fall Arrangement

Whether you are new to floral design or just want to get a few new ideas this class is just what you are looking for! We will be creating our own unique fall harvest arrangements and wreaths that will definitely make your door and room more festive! This class is exactly what you need to add a little extra homemade flair this fun fall season. Be prepared to take home your beautiful creation!

Early Bird \$49, Regular \$69

Material Fee: \$20 (cash only).

Instructor: Heidi Ross

240701 9/23/23 Saturday
9:00am–1:00pm HBAS-G Rm C116



Intro to Floral Design: Pumpkin & Succulent Arrangements

Whether you are new to floral design or just want to get a few new ideas this class is just what you are looking for! We will be creating our own unique fall pumpkin arrangements with succulents that will definitely make your room more festive! This class is exactly what you need to add a little extra homemade flair this fun fall season. Be prepared to take home your beautiful creation!

Early Bird \$49, Regular \$69

Material Fee: \$20 (cash only).

Instructor: Heidi Ross

241001 10/21/23 Saturday
9:00am–1:00pm HBAS-G Rm C116

Fall Holiday Centerpieces

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

Early Bird \$49, Regular \$69

Material Fee: \$20 (cash only).

Instructor: Heidi Ross

240801 11/18/23 Saturday
9:00am–1:00pm HBAS-G Rm C116

Winter Holiday Centerpieces

Whether you are new to floral design or just want to get a few new ideas this class is just what you are looking for! We will be creating our own unique holiday centerpieces that will definitely create a festive feeling in your home. We will discuss which flowers are in season and the best ways to preserve your centerpiece after you finish creating it! This class is exactly what you need to add a little extra homemade flair this holiday season. Be prepared to take home your beautiful creation!

Early Bird \$49, Regular \$69

Material Fee: \$20 (cash only).

Instructor: Heidi Ross

240301 12/9/23 Saturday
9:00am–1:00pm HBAS-G Rm C116



COMMUNITY EDUCATION CLASSES

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

Intro to Floral Design: Roses, Roses, Roses

Whether you are new to floral design or just want to get a few new ideas this class is just what you are looking for! We will be creating our own rose arrangements. We will go over how to pick them, how to clean them, and most importantly how to arrange them. Let's get you ready to surprise your valentine!

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

241101 1/27/24 Saturday
9:00am–1:00pm HBAS-G Rm C116

Spring Wreaths and Arrangements

Whether you are new to floral design or just want to get a few new ideas this class is just what you are looking for! We will be creating our own unique spring arrangements and wreaths that will definitely make your door and room more festive! This class is exactly what you need to add a little extra homemade flair this fun fall season. Be prepared to take home your beautiful creation!

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

250201 2/24/24 Saturday
9:00am–1:00pm HBAS-G Rm C116

Spring Holiday Bouquets

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

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

240901 3/23/24 Saturday
9:00am–1:00pm HBAS-G Rm C116

Spring Leis and Flower Crowns

It is graduation time, and flower crowns and leis are called for! Let's get together and learn this fun technique together. We will use fresh flowers and I will show you how to make other types of leis, such as Candy Ones and even Money ones. Be prepared to take home your beautiful creations!

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

250101 4/27/24 Saturday
9:00am–1:00pm HBAS-G Rm C116

Wedding Bouquets and More!

It's that time of year when romance is in the air and wedding are approaching. Join me for a how-to guide to making wedding bouquets. We will learn to make hair pieces with artificial flowers. We can get the bride and her attendants ready for that special day. Be prepared to take home your beautiful creation!

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

240501 5/18/24 Saturday
9:00am–1:00pm HBAS-G Rm C116

COMMUNICATION SKILLS

Writing Your Life Story

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

Early Bird \$109, Regular \$129
Instructor: Antonia Zupancich

0853101 9/27/23-11/15/23 Wed
10:00am–12:00pm FVSCC
0853102 1/10/24-2/28/24 Wed
10:00am–12:00pm FVSCC
0853103 4/10/24-5/29/24 Wed
10:00am–12:00pm FVSCC

COMMUNITY EDUCATION CLASSES

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

CULINARY ARTS AND NUTRITION



Instant Pot® II

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

Early Bird \$59, Regular \$69

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

Instructor: Melissa Browder

231501	3/16/24	Saturday
9:00am–12:00pm	EHS	Rm 247
231502	5/18/24	Saturday
9:00am–12:00pm	EHS	Rm 247



Cooking Basics

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

Early Bird \$59, Regular \$69

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

Instructor: Melissa Browder

232001	10/14/23	Saturday
9:00am–12:00pm	EHS	Rm 247
232002	2/10/24	Saturday
9:00am–12:00pm	EHS	Rm 247

Instant Pot® I

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

Early Bird \$59, Regular \$69

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

Instructor: Melissa Browder

231401	11/4/23	Saturday
9:00am–12:00pm	EHS	Rm 247
231402	4/27/24	Saturday
9:00am–12:00pm	EHS	Rm 247

Tamale Making 101

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

Early Bird \$59, Regular \$69

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

Instructor: Melissa Browder

231701	11/18/23	Saturday
9:00am–12:00pm	EHS	Rm 247
231702	12/16/23	Saturday
9:00am–12:00pm	EHS	Rm 247

**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

CHRIS EPTING CLASSES



The Hidden History of Huntington Beach

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

Early Bird \$89, Regular \$109

Instructor: Chris Epting

0856251	9/27/23-11/1/23	Wed
5:00pm–6:30pm	HBHS	Rm D3
0856252	1/24/24-2/28/24	Wed
5:00pm–6:30pm	HBHS	Rm D3
0856253	4/17/24-5/22/24	Wed
5:00pm–6:30pm	HBHS	Rm D3

Writing Your Memoir

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

Early Bird \$89, Regular \$109

Instructor: Chris Epting

0853001	9/27/23-11/1/23	Wed
6:30pm–8:00pm	HBHS	Rm D3
0853002	1/24/24-2/28/24	Wed
6:30pm–8:00pm	HBHS	Rm D3
0853003	4/17/24-5/22/24	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 a historian. As a memoirist, he has co-written books with the Doobie Brothers, John Oates, Leif Garrett, Dave Mason and others. He has also appeared extensively on TV and radio and currently is the producer/host of the local television program, “Hidden Huntington Beach.” He lectures frequently and for six years has led a popular memoir-writing workshop.

COMMUNITY EDUCATION CLASSES

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

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 3 Saturdays in a row: The first Saturday will be in the classroom and the second and third Saturdays we will have a fun photo walk on location at the Bolsa Chica Wetlands.

Early Bird \$99, Regular \$129

Instructor: Tammy Asaki

1st Saturday:

Classroom Photo Workshop

2nd Saturday:

Bolsa Chica Photo Morning Walk

Students will meet at the Bolsa Chica Conservancy Interpretive Center off Warner near PCH.

3rd Saturday:

Bolsa Chica Photo Evening Walk

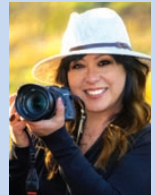
Students will meet at the Bolsa Chica Conservancy Interpretive Center off Warner near PCH.

0851401	HBAS-G	Rm C116
10/14/23	9:00am-12:00pm	Saturday
10/21/23	7:30am-10:30am	Saturday
10/28/23	3:30pm-6:30pm	Saturday
0851402	HBAS-G	Rm C116
2/24/24	9:00am-12:00pm	Saturday
3/2/24	7:30am-10:30am	Saturday
3/9/24	3:30pm-6:30pm	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.



EARLY BIRD

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COMMUNITY EDUCATION CLASSES

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FINANCE

Business Branding



If you've ever dreamed about starting your own business, launching a product line, or selling your art on your own website or Etsy, this class is for you! Learn to use industry software to develop a logo and build a business brand for print and the web. This class will empower and enable you to unleash your creativity to optimize your marketing strategies and build a far-reaching publicity network. You will be learning how to make use of the free available tools through WordPress.com to create a website that will be well integrated with the social media platforms where you will be building your client base. You will learn to generate and incorporate QR codes on your business cards so that you get your website in the palms of the hands of your potential clients instantaneously. You will also learn to create animated promotions for the web and the YouTube channel you will be launching. By the end of the course, you will have your own website that is fully functional and ready to connect with the world live online without paying any additional fees.

Early Bird \$299, Regular \$329

Instructor: Nabawia Elsoudani

0880202	11/28/23-2/8/24	Tue/Thu
6:45pm-9:15pm	HBAS-G	Rm C123
0880303	3/5/24-5/9/24	Tue/Thu
6:45pm-9:15pm	HBAS-G	Rm C123

INSTRUCTOR:

NABAWIA ELSOUDANI

After earning her Bachelor of Arts degree at the University of California, Irvine (UCI) in Studio Art and Digital Art and her Master of Fine Arts Degree at the California Institute of the Arts in the program of Film and Video, in May 2006, Nabawia "Nabby" Elsoudani began teaching Graphic Media Arts and Design classes at Orange Coast College in 2008. The Business Branding class that she developed for entrepreneurs has become one of her most popular as it has brought her students the most success in their lives. She is very excited to bring the course to Huntington Beach Adult School to teach the essential money saving skills that entrepreneurs need to know in order to market themselves effectively.



Bitcoin 101



The class will begin by discussing the characteristics of money, followed by a deep dive into how Bitcoin works, the implications of its invention on society through to how it has the potential to return private property rights, economic freedom and hope to the world. The class will also discuss other crypto currencies and why they exist, the possible identity of Satoshi Nakamoto, and the process of holding your own Bitcoin and achieving self-sovereignty.

Early Bird \$129, Regular \$149

Instructor: Hayden Jones

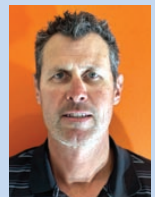
0860101	12/4/23-12/18/23	Mon
6:00pm-9:00pm	HBAS-G	Rm B104



INSTRUCTOR:

HAYDEN JONES

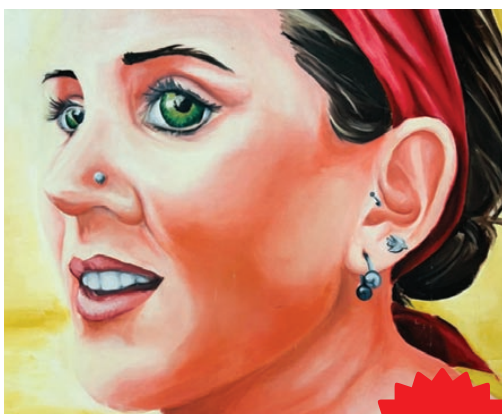
After over a decade of experience in traditional investing Hayden discovered the crypto currency industry and was immediately fascinated. This led to him to the founding of VolleyCash, an ERC20 "crypto currency token for the global volleyball community" in 2020. Hayden has spent years researching Bitcoin and its benefits and is an investor himself. Hayden has both a BPhEd and BSci from Otago University New Zealand, a teaching credential from Waikato University New Zealand and a Masters from Ohio University.



COMMUNITY EDUCATION CLASSES

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

NEW ART CLASSES



Lifelike Portraits

Build the skills to master soulful creative portraits from observation. We will start with contour drawing line portraits, move to a structured anatomical breakdown of the face and head and learn the exact art of photo-realism to replicate a beloved picture. For the final project we will discuss creative interpretations of each methodology and students will choose a personal approach. Embedded in the class will be easy to use methods for using your phone to capture quality photo portraits to draw and paint. Artists inspiration: Chuck Close, Kehinde Wiley, Alice Neel, Jonathan Yeo.

Early Bird \$239, Regular \$269

Course registration fee includes the majority of materials needed for the class. On the first day of class, the teacher will cover other materials needed including a sketchbook and pencils.

Instructor: Lauren Anderson

Ages: 14+

0852401 9/11/23-11/13/23 Mon
4:00pm-6:00pm FVHS Rm 305

INSTRUCTOR: LAUREN ANDERSON

I am an ocean lover, friend of fish, artist and mother to one loving daughter. I have been an art educator for 20 years specializing in drawing and painting and photography. I enjoy teaching my art students fundamental skills that enable them to express an individual vision.



Pretty Pet Portraits



Let's have some fun with our fur friends. Pet portraits have been a classic since the Victorian age. But our fur friends have been making it into works of art as far back as Roman times. Will talk about different artists' approaches to pet portraits including: George Rodrigue, Norman Rockwell, William Wegman and David Hockney. We will look at impressionistic styles, the structure of animal drawing and building layers of light and shadow. The class will learn how to use a photograph to reproduce a creative portrait of a pet. Embedded in the class will be easy to use methods for using your phone to capture quality photo portraits to draw and paint.

Early Bird \$239, Regular \$269

Course registration fee includes the majority of materials needed for the class. On the first day of class, the teacher will cover other materials needed including a sketchbook and pencils.

Instructor: Lauren Anderson

Ages: 14+

0852501 11/27/23-3/4/24 Mon
4:00pm-6:00pm FVHS Rm 305

THE ARTS

Basic Oil Painting

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

Early Bird \$159, Regular \$179

Instructor: Beth Chilcott

0852301 9/20/23-12/13/23 Wed
2:30pm-4:30pm HBAS-G Rm C116

0852302 1/10/24-3/27/24 Wed
2:30pm-4:30pm HBAS-G Rm C116

0852303 4/10/24-6/26/24 Wed
2:30pm-4:30pm HBAS-G Rm C116

COMMUNITY EDUCATION CLASSES

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

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 \$209, Regular \$239
(Price includes materials.)

Instructor: Garrett Stryker

085121	9/11/23-12/4/23	Mon
5:00pm-8:00pm	HBHS	Rm I-6
085141	9/13/23-12/6/23	Wed
5:00pm-8:00pm	HBHS	Rm I-6
085122	12/11/23-3/11/24	Mon
5:00pm-8:00pm	HBHS	Rm I-6
085142	12/13/23-3/13/24	Wed
5:00pm-8:00pm	HBHS	Rm I-6
085123	3/18/24-6/17/24	Mon
5:00pm-8:00pm	HBHS	Rm I-6
085143	3/20/24-6/19/24	Wed
5:00pm-8:00pm	HBHS	Rm I-6

Early Bird \$209, Regular \$239
(Price includes materials.)

Instructor: Matthew Harward

085131	9/12/23-12/5/23	Tue
5:00pm-8:00pm	HBHS	Rm I-6
085151	9/14/23-12/7/23	Thu
5:00pm-8:00pm	HBHS	Rm I-6
085132	12/12/23-3/12/24	Tue
5:00pm-8:00pm	HBHS	Rm I-6
085152	12/14/23-3/14/24	Thu
5:00pm-8:00pm	HBHS	Rm I-6
085133	3/19/24-6/18/24	Tue
5:00pm-8:00pm	HBHS	Rm I-6
085153	3/21/24-6/20/24	Thu
5:00pm-8:00pm	HBHS	Rm I-6

Early Bird \$209, Regular \$239
(Price includes materials.)

Instructors: Matthew Harward

085124	7/1/24-8/7/24	Mon, Wed
5:00pm-8:00pm	HBHS	Rm I-6
085134	7/2/24-8/8/24	Tue, Thu
5:00pm-8:00pm	HBHS	Rm I-6

Early Bird \$209, Regular \$239
(Price includes materials.)

Instructors: Michelle Dziadkovicz

085161	9/14/23-12/7/23	Thu
6:00pm-9:00pm	MHS	Rm 244
085162	12/14/23-3/14/24	Thu
6:00pm-9:00pm	MHS	Rm 244
085163	3/21/24-6/20/24	Thu
6:00pm-9:00pm	MHS	Rm 244

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 \$149, Regular \$179

Instructor: Matt Marward

0852201	9/13/23-12/6/23	Wed
5:00pm-7:00pm	HBHS	Rm I-6
0852202	12/13/23-3/13/24	Wed
5:00pm-7:00pm	HBHS	Rm I-6
0852203	3/20/24-6/12/24	Wed
5:00pm-7:00pm	HBHS	Rm I-6

Woodworking

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

Early Bird \$249, Regular \$279*

Instructor: Rick Jordan

084401	9/7/23-11/30/23	Thu
6:00pm-9:00pm	MHS	Rm 312
084402	12/7/23-3/7/24	Thu
6:00pm-9:00pm	MHS	Rm 312
084403	3/14/24-6/6/24	Thu
6:00pm-9:00pm	MHS	Rm 312

COMMUNITY EDUCATION CLASSES

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

HEALTH & FITNESS

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

Morning Yoga • 2-Days per week

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

Instructor: Jerry Cruise

FALL SESSION

Early Bird \$219, Regular \$249

096011	9/6/23-12/20/23	Mon, Wed
8:45am-10:00am	HBAS-G	Rm C116
096012	9/6/23-12/20/23	Mon, Wed
10:30am-11:45am	HBAS-G	Rm C116

WINTER SESSION

Early Bird \$159, Regular \$189

096021	1/8/24-3/27/24	Mon, Wed
8:45am-10:00am	HBAS-G	Rm C116
096022	1/8/24-3/27/24	Mon, Wed
10:30am-11:45am	HBAS-G	Rm C116

SPRING SESSION

Early Bird \$169, Regular \$199

096031	4/8/24-6/26/24	Mon, Wed
8:45am-10:00am	HBAS-G	Rm C116
096032	4/8/24-6/26/24	Mon, Wed
10:30am-11:45am	HBAS-G	Rm C116

SUMMER SESSION

Early Bird \$79, Regular \$109

096041	7/1/24-7/31/24	Mon, Wed
8:45am-10:00am	HBAS-G	Rm C116
096042	7/1/24-7/31/24	Mon, Wed
10:30am-11:45am	HBAS-G	Rm C116

Morning Yoga • 1-Day per week

Instructor: Jerry Cruise

FALL SESSION

Early Bird \$119, Regular \$149

096311	9/6/23-12/20/23	Mon or Wed
8:45am-10:00am	HBAS-G	Rm C116
096312	9/6/23-12/20/23	Mon or Wed
10:30am-11:45am	HBAS-G	Rm C116

WINTER SESSION

Early Bird \$99, Regular \$129

096321	1/8/24-3/27/24	Mon or Wed
8:45am-10:00am	HBAS-G	Rm C116
096322	1/8/24-3/27/24	Mon or Wed
10:30am-11:45am	HBAS-G	Rm C116

SPRING SESSION

Early Bird \$89, Regular \$119

096331	4/8/24-6/26/24	Mon or Wed
8:45am-10:00am	HBAS-G	Rm C116
096332	4/8/24-6/26/24	Mon or Wed
10:30am-11:45am	HBAS-G	Rm C116

SUMMER SESSION

Early Bird \$49, Regular \$59

096341	7/1/24-7/31/24	Mon or Wed
8:45am-10:00am	HBAS-G	Rm C116
096342	7/1/24-7/31/24	Mon or Wed
10:30am-11:45am	HBAS-G	Rm C116



HEALTH & FITNESS *(continued)*

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 \$89, Regular \$109

Instructor: Lenora Mitchell

0874101	9/13/23-11/1/23	Wed
5:00pm-6:30pm	HBAS-G	Rm C116
0874102	1/10/24-2/28/24	Wed
5:00pm-6:30pm	HBAS-G	Rm C116
0874103	4/10/24-5/26/24	Wed
5:00pm-6:30pm	HBAS-G	Rm C116

Water Aerobics for Fitness • 2-Days per week

Use a variety of pool “props” in the shallow side of the pool to assist in performing exercises that focus on various areas of the body. Choose one day a week (Tue or Thu) or attend both days for maximum benefit. Class held at OVHS pool (17071 Gothard Street, HB 92647). Times may vary due to High School competitions.

Instructor: Kelly Pointer

FALL SESSION

Early Bird \$269, Regular \$299

087801	9/6/23-12/6/23	Mon, Wed
7:00pm-8:00pm	OVHS Pool	

WINTER SESSION

Early Bird \$269, Regular \$299

087802	12/11/23-3/27/24	Mon, Wed
7:00pm-8:00pm	OVHS Pool	

SPRING SESSION

Early Bird \$249, Regular \$279

087803	4/8/24-6/26/24	Mon, Wed
7:00pm-8:00pm	OVHS Pool	

SUMMER SESSION

Early Bird \$169, Regular \$189

087804	7/1/24-8/21/24	Mon, Wed
7:00pm-8:00pm	OVHS Pool	



Water Aerobics for Fitness • 1-Day per week

Instructor: Kelly Pointer

FALL SESSION

Early Bird \$139, Regular \$159

087901	9/6/23-12/6/23	Mon or Wed
7:00pm-8:00pm	OVHS Pool	

WINTER SESSION

Early Bird \$139, Regular \$159

087902	12/11/23-3/27/24	Mon or Wed
7:00pm-8:00pm	OVHS Pool	

SPRING SESSION

Early Bird \$129, Regular \$159

087903	4/8/24-6/26/24	Mon or Wed
7:00pm-8:00pm	OVHS Pool	

SUMMER SESSION

Early Bird \$89, Regular \$119

087904	7/1/24-8/21/24	Mon or Wed
7:00pm-8:00pm	OVHS Pool	

EARLY BIRD

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COMMUNITY EDUCATION CLASSES

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HEALTH & FITNESS *(continued)*



Lap Swimming for Fitness • 2-Days per week

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

Instructor: Kelly Pointer

FALL SESSION

Early Bird \$269, Regular \$299

087701 9/6/23-12/6/23 Mon, Wed
7:00pm-8:00pm OVHS Pool

WINTER SESSION

Early Bird \$269, Regular \$299

087702 12/11/23-3/27/24 Mon, Wed
7:00pm-8:00pm OVHS Pool

SPRING SESSION

Early Bird \$249, Regular \$279

087703 4/8/24-6/26/24 Mon, Wed
7:00pm-8:00pm OVHS Pool

SUMMER SESSION

Early Bird \$169, Regular \$189

087704 7/1/24-8/21/24 Mon, Wed
7:00pm-8:00pm OVHS Pool

Lap Swimming for Fitness • 1-Day per week

Instructor: Kelly Pointer

FALL SESSION

Early Bird \$139, Regular \$169

087603 9/6/23-12/6/23 Mon or Wed
7:00pm-8:00pm OVHS Pool

WINTER SESSION

Early Bird \$139, Regular \$169

087604 12/11/23-3/27/24 Mon or Wed
7:00pm-8:00pm OVHS Pool

SPRING SESSION

Early Bird \$129, Regular \$159

087603 4/8/24-6/26/24 Mon or Wed
7:00pm-8:00pm OVHS Pool

SUMMER SESSION

Early Bird \$89, Regular \$109

087604 7/1/24-8/21/24 Mon or Wed
7:00pm-8:00pm OVHS Pool

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

Instructor: Kelly Pointer

FALL SESSION

Early Bird \$169, Regular \$199

088001 9/9/23-12/16/23 Sat
7:30am-8:30am OVHS Pool

WINTER SESSION

Early Bird \$159, Regular \$189

088002 1/6/24-4/13/24 Sat
7:30am-8:30am OVHS Pool

SPRING SESSION

Early Bird \$119, Regular \$149

088003 4/20/24-6/22/24 Sat
7:30am-8:30am OVHS Pool

SUMMER SESSION

Early Bird \$89, Regular \$119

088004 6/29/24-8/17/24 Sat
7:30am-8:30am OVHS Pool

EARLY BIRD

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MISSION STATEMENT

Huntington Beach Adult School promotes lifelong learning by providing rigorous, 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.

2023-2024 Holiday Schedule

No classes on these dates.

Labor Day Monday, September 4, 2023

Veterans Day Friday, November 10, 2023

Thanksgiving Recess
Monday, November 20, 2023–
Friday, November 24, 2023

Winter Recess
Friday, December 22, 2023–
Friday, January 5, 2024

Martin Luther King's Birthday
Monday, January 15, 2024

Professional Staff Development Day
Monday, January 29, 2024

Lincoln's Birthday
Monday, February 12, 2024

Washington's Birthday
Monday, February 19, 2024

Spring Recess
Monday, April 1, 2024–Friday, April 5, 2024

Memorial Day Monday, May 27, 2024

Juneteenth Wednesday, June 19, 2024

Independence Day Thursday, July 4, 2024

Code of Conduct

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

Dress Code

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

Zero Tolerance

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

No smoking including electronic cigarettes and vapes.

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

No biking or skateboarding on campus.

Publicity and Photo Release

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

Non-Discrimination Notice

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

GENERAL INFORMATION / POLICIES

HBUHSD Uniform Complaint Procedures

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

Parking by HBAS Permit Only

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

Equal Opportunity

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

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

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

MAIN CAMPUS LOCATIONS

HBAS-G	Gothard 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

Huntington Beach Union High School District

Huntington Beach Adult School

17231 Gothard Street
Huntington Beach, CA 92647



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

Register online @ hbas.edu

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Residential Customer



Learn English



Học Anh Ngữ



Apredna Inglés



Community Education

- Parent Smart Preschool / Toddler
- Floral Classes
- Culinary Arts and Nutrition
- Music and Finance Classes
- Arts / Photography
- Health & Fitness

