HUNTINGTON BEACH ADULT SCHOOL

FREE Career Training at HBAS!

Train for a

Medical Career:

Medical Billing and Coding
Pharmacy Technician
Medical Assistant

CAREER FREE PROGRAMS!*

Train for an

Office Career:

Administrative Assistant
Accounting Clerk
Paraprofessional

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

2026-2027 CATALOG OF CLASSES

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

Huntington Beach Union High School District

Finding Purpose Through Healthcare: Julia's Journey at HBAS.

Julia Prager

When Julia Prager, CTE Student of the Year, moved from Salt Lake City to Southern California in 2023, she was searching for a fresh start and a sense of purpose. Shortly after settling in, she received the Huntington Beach Adult School catalog in the mail and noticed the Medical Assistant program. For Julia, the opportunity immediately stood out.

"I have always wanted to help people," she shared. *"When I saw the medical assistant program, it felt like something I was meant to do."*

Julia enrolled in the program in 2025 and quickly discovered she had found the right path. At the time, she was facing personal challenges and struggling to find direction.

"When I started the program, I was going through a difficult period in my life," she explained. *"But once I started coming to class, I never questioned why I was there. I looked forward to class every day."*

One of the biggest impacts on Julia's journey was the supportive environment she found at HBAS. She credits her classmates and instructor, Oscar Rivas, for helping her feel encouraged and motivated.

"Everyone was so positive and excited to learn," Julia said. *"Oscar brought real-life experiences into the classroom, which made me feel prepared for the future."*

Through the program, Julia not only gained valuable healthcare skills but also renewed confidence in herself and her future career goals.

For anyone considering enrolling at Huntington Beach Adult School or pursuing a career in healthcare, Julia offers this advice: *"There will always be unanswered questions about the future, but if there's something you want to do, let that push you forward. You have to do what makes you happy."*

Today, Julia feels confident she is building a future centered around helping others — something that has always been close to her heart.

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 | 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 - 3:00 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

educate& elevate

CALIFORNIA ADULT EDUCATION

An Investment in California's Future

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.

VALUES:

Holding our students to high standards of achievement and celebrating their accomplishments.

Building accessibility into all programs and services for all students.

Accepting all staff and students by embracing diversity, equity, and inclusivity.

Supporting Social Emotional health and wellness in the work and learning environment.

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 ACQUIRED 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

Turn Summer Energy into Lasting Momentum with Huntington Beach Adult School!

Dear Community,

Summer is one of our favorite times of the year—filled with beach days, family gatherings, travel, and countless opportunities to relax and recharge. These fun summer activities help us reset and enjoy life, but as summer winds down, it's also the perfect moment to think about what comes next.

Why not finish the summer on a high by planning for your future? Enrolling in one or more classes at Huntington Beach Adult School this fall is a powerful way to turn summer energy into lasting momentum. Whether you're looking to advance your career, improve your communication skills, earn a certificate, or explore new skills, our programs are designed to support your goals in a welcoming and flexible environment!

Warm regards,

Steve Curiel, Principal, Huntington Beach Adult School

Cultural Diversity Day and Student of the Year Celebration

At Huntington Beach Adult School (HBAS), we recognize that student success extends far beyond academics. Adult learners thrive when they feel supported, connected, and empowered both inside and outside the classroom. In addition to offering rigorous, relevant, and innovative educational programs, HBAS is proud to foster a warm and welcoming campus culture where students experience a genuine sense of belonging and community.

On March 26, 2026, HBAS hosted a Job and Resource Fair that brought together 45 employers and 22 community resource partners dedicated to supporting economic mobility and overall well-being. More than 500 attendees connected with valuable employment opportunities and community resources designed to support personal and professional growth. This event reflected HBAS's ongoing commitment to empowering students and strengthening connections within the community.

On May 7, we collaborated with the Huntington Beach Union High School District to host the District English Learner Advisory Committee (DELAC) Awards Ceremony. This meaningful partnership celebrated parents who actively took part in DELAC meetings to gain the knowledge and tools needed to support their children who are English learners in our district high schools. HBAS was especially proud to recognize that many of these dedicated parents are also current adult learners at our school. Following the DELAC celebration, HBAS honored our Students of the Year and hosted our annual Cultural Diversity Day celebration. The Cultural Diversity Day celebration highlighted the rich cultures and experiences represented throughout the HBAS community. Students and staff came together to enjoy cultural showcase tables, live performances, and an international potluck. The event served as a powerful reminder that diversity is one of HBAS's greatest strengths, and that student achievement flourishes in an inclusive and supportive environment.

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
esolis@hbas.edu 714.842.4227 x 48616

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

HBAS Admin Team Welcomes You !

SUPPORTING OUR STUDENTS

Our Counselors:

Dr. 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.*

Erica Solis, our part-time School Counselor is happy to support students in the areas of academics, social-emotional well-being, and college and career. She earned a Master of Arts degree in School Counseling from Concordia University, Irvine, with a Pupil Personnel Services Credential in School Counseling and a Bachelor of Arts degree in Public Health Policy from the University of California, Irvine. She enjoys connecting students with community resources and problem-solving with them to overcome barriers to success. She is passionate about the connection between wellness and student success.

Our Job Developer:

Arlene Flores is a seasoned Job Developer with more than two decades of experience in workforce development. She is deeply committed to connecting job seekers with meaningful and sustainable employment opportunities. Arlene has also excelled in the private sector, serving as a Director of Career Services, where she earned recognition for empowering students to achieve professional success. Her expertise and dedication were honored with the CCAE Award for Excellence in Support Services

(2024) and the CCAE State Award for Excellence in Support Services (2025). Before entering Adult Education, Arlene built a strong foundation in healthcare, working in Utilization Management and serving as a Certified Medical Assistant Lead, Breath Alcohol Technician, and Drug Test Technician. Her diverse background and unwavering commitment to service continue to shape her impact in the field of workforce development.

Our Registrar:

Tammy Asaki has been a registrar for Huntington Beach Adult School for over 30 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.

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
ONLINE	Anytime (Strongly recommended)

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

Where can I enroll?	
IN PERSON	**Gothard Campus** 17231 Gothard Street Huntington Beach, CA 92647
ONLINE	Anytime (Strongly recommended)

To enroll in CTE classes students must attend an online Information Session and pass the CTE Entrance Assessments. See pages 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.

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 ACCEPTS

MasterCard VISA DISCOVER NETWORK AMERICAN EXPRESS

Diploma / GED Registration

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

1. New or returning student, go to www.hbas.edu and click the tab for Diploma/GED
2. Fill out the **Online Enrollment Form**
3. Attend a group orientation.
4. Take a CASAS reading Assessment.
5. Check out a computer if needed for online instruction.
6. Call (714) 842-4227 with questions.

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

HBAS STAFF

Eddie Hernandez, Instructional Aide Technology, is the 2026 HBAS Classified Employee of the Year

Eddie is an incredible team member who passionately supports the ESL department and is always willing to lend a hand at our school-wide events. Whether he is performing with his band, working the sound system or setting up computers for students, Eddie does everything with a smile. He has played drums for 16 years, starting in middle school and playing through high school, and is now in two bands: Palm Sugar and Her Magic Orchestra. In his spare time, he also enjoys teaching drums to others and sharing his love of music. Congratulations, Eddie!

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.

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 huớng 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.

¿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 llevélo a la Orientación también.

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

Connect with us!

HBAS has Partnered 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

ORANGE COAST COMMUNITY COLLEGE:

- Keyboarding

Coast Colleges
Inspiration. Innovation. Graduation.

CAREER TRAINING

Are you ready to start a new career?

CAREER FREE PROGRAMS!*

HBAS offers five Certificate Programs: Accounting Clerk, Medical Assistant, Medical Billing and Coding, Pharmacy Technician, and Administrative Assistant. 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	
0600401	07/17/26	Ross
0600402	08/07/26	Ross
0600403	08/21/26	Ross
0600404	09/18/26	Ross
0600405	10/02/26	Ross
0600406	10/16/26	Ross
0600407	11/13/26	Ross
0600408	12/11/26	Ross
0600409	01/15/27	Ross
0600410	02/12/27	Ross
0600411	02/26/27	Ross
0600412	03/19/27	Ross
0600413	04/16/27	Ross
0600414	05/07/27	Ross
0600415	05/21/27	Ross

Thursday Online	9:00 am – 11:00 am	
0600475	06/17/27	Ross

Tuesday Online	6:00 pm – 8:00 pm	
0600451	07/07/26	Ross
0600452	07/21/26	Ross
0600453	08/11/26	Ross
0600454	09/08/26	Ross
0600455	09/22/26	Ross
0600456	10/20/26	Ross
0600457	11/03/26	Ross
0600458	11/17/26	Ross
0600459	12/01/26	Ross
0600460	01/05/27	Ross
0600461	01/19/27	Ross
0600462	02/02/27	Ross
0600463	02/16/27	Ross
0600464	03/09/27	Ross
0600465	03/23/27	Ross
0600466	04/06/27	Ross
0600467	04/27/27	Ross
0600468	05/11/27	Ross
0600469	05/25/27	Ross
0600474	06/08/27	Ross
0600476	06/22/27	Ross

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

*** A student who fails one or both entrance exams will be directed to enroll in remediation classes to prepare them to pass the exams.*

STEP 2 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 **TWO** additional classes.

?

Can't decide on a course selection or a career choice? Get the help you need from our counselor. See page 9.

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.

HBAS Job and Resource Fair

Join us for the next HBAS Job and Resource Fair on April 22, 2027.

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

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

#MoveAhead with ADULTED

CAREER TRAINING

Accounting Clerk Certificate Program

CAREER FREE PROGRAMS!*

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.

Required Coursework

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

Career Readiness Skills • (See page 27) • **Early Bird $89, Regular $109**

Windows Essentials & File Management • (See page 30) • **Early Bird $79, Regular $99**

Beginning Word# • (See pages 31, 33) • **Early Bird $99, Regular $129**

Beginning Excel# • (See pages 31, 34) • **Early Bird $99, Regular $129**

Intermediate Excel Online# • (See page 34) • **Early Bird $99, Regular $129**

Accounting • Level 1 • (See page 15) • **Early Bird $199, Regular $219**

Accounting • Level 2 • (See page 15) • **Early Bird $199, Regular $219**

QuickBooks • Level 1 • (See page 15) • **Early Bird $169, Regular $199**

QuickBooks • Level 2 • (See page 16) • **Early Bird $169, Regular $199**

Tax Preparer • (See page 16) • **Early Bird $169, Regular $199**

Payroll Accounting • (See page 16) • **Early Bird $169, Regular $199**

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

#Test Out Option: Students who wish to test out of Word, Excel or Power Point classes should check with the front office. There is a $40 fee to take the challenge test.

QUICK OCCUPATIONAL FACTS:
Bookkeeping, Accounting, Accounting Clerk

Average Hourly Wage: $24
Average Openings 2018-2028: 23,500

Source: www.labormarketinfo.edd.ca.gov

Take advantage of it!

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

Accounting • Level 1

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

Early Bird $199, Regular $229
Instructor: Esther Nguyen

0676502 1:00pm–5:00pm	11/7/26-2/27/27 HBAS-G	Sat 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 $199, Regular $229
Instructor: Esther Nguyen

0676601 8:30am–12:30pm	3/13/27-6/5/27 HBAS-G	Sat Rm C123
0676602 1:00pm–5:00pm	3/6/27-6/5/27 HBAS-G	Sat 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 $169, Regular $199
Instructor: Rosalba Barbosa

0670301 5:00pm–8:00pm	9/2/26-10/7/26 HBAS-G	M/W Rm C123
0670302 5:00pm–8:00pm	1/25/27-3/8/27 HBAS-G	M/W 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!

Accounting Clerk Certificate Program *(continued)*

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 $169, Regular $199
Instructor: Rosalba Barbosa

0670401 5:00pm–8:00pm	10/12/26-11/16/26 HBAS-G	M/W Rm C123
0670402 5:00pm–8:00pm	3/15/27-4/21/27 HBAS-G	M/W 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 $169, Regular $199
Instructor: Rosalba Barbosa

0624001 5:00pm–8:00pm	11/30/26-1/13/27 HBAS-G	M/W Rm C123
0624002 5:00pm–8:00pm	4/26/27-5/26/27 HBAS-G	M/W 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!

ELECTIVES

Externship

HBAS does not currently have externship sites for the accounting program. We are currently looking for new accounting externship sites. If you own or work at a business that can help support our accounting students, please reach out to Arlene Flores at aflores@hbas.edu.

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 $169, Regular $199
Instructor: Esther Nguyen

0676701 1:00pm–4:45pm	9/12/26-10/31/26 HBAS-G	Sat Rm C123
0676702 1:00pm–4:45pm	4/10/27-6/5/27 HBAS-G	Sat Rm C122

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

Medical Billing and Coding Certification

CAREER FREE PROGRAMS!*

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 being accepted into the program.** 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 17, 20) •
Early Bird $269, Regular $299

Medical Billing • (See page 18) •
Early Bird $409, Regular $439

Diagnostic Coding (ICD-10) • (See page 18) •
Early Bird $409, Regular $439

CPT - Procedural Coding • (See page 19) •
Early Bird $409, Regular $439

Beginning Word# • (See pages 31, 33) •
Early Bird $99, Regular $129

Beginning Excel# • (See pages 31, 34) •
Early Bird $99, Regular $129

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

Career Readiness • (See page 27) •
Early Bird $89, Regular $109

Electronic Health Records • (See pages 19, 22) •
Early Bird $269, Regular $299

Medical Terminology

CLASSES IN PERSON OR ONLINE

Topics include terminology related to anatomy, physiology, body systems, disease processes, procedures, abbreviations, and law & ethics necessary to work in the medical field. **This course is primarily conducted online, offering students the flexibility to attend live sessions remotely.** However, those who prefer an in-person learning experience are welcome to join the lectures on campus, as in-person attendance is also supported. All class sessions will be recorded and made available to ensure that students can review the material at their convenience, regardless of how they choose to attend. Weekly assignments will be submitted electronically through the course platform. These assignments are due by **Friday at 11:59pm** each week. Students are expected to manage their time effectively and ensure that all submissions are completed punctually to stay on track with the course schedule. **The first day of class is a mandatory in-person session.**

This course is primarily conducted online, offering students the flexibility to attend live sessions remotely. Early Bird $249, Regular $279

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.

Early Bird $269, Regular $299
Class is FREE for students in a CTE program.
Instructor: Allison Iglesia

0679201 1:30pm–4:00pm	9/2/26-10/28/26 HBAS-G	Mon/Wed B104
0679202 1:30pm–4:00pm	11/2/26-1/20/27 HBAS-G	Mon/Wed B104
0679203 1:30pm–4:00pm	1/27/27-4/7/27 HBAS-G	Mon/Wed B104
0679204 1:30pm–4:00pm	4/12/27-6/7/27 HBAS-G	Mon/Wed B104

#Test Out Option: Students who wish to test out of Word, Excel or Power Point classes should check with the front office. There is a $40 fee to take the challenge test.

Medical Billing and Coding Certification *(continued)*

CLASSES IN PERSON OR ONLINE

Medical Billing

This course will go over all the aspects of a medical biller and coder. The class will be trained on compliance, basic health insurance plans, how to complete a HCFA 1500 and UB-04 form, submitting claims on paper and electron, reading an explanation of benefits, posting payments and collections. The students will learn strategies in an office setting to prepare them for their future careers. **Prerequisites:** Medical Terminology and Career Readiness. ***Students taking Medical Billing, Diagnostic Coding, or CPT - Procedural Coding must be in class or online at the scheduled class time.* The first and last day of class are mandatory in-person sessions.**

Early Bird $409, Regular $439
Class is FREE for students in a CTE program.
Instructor: Nicole Craven

0680201 6:00pm–9:00pm	9/2/26-10/28/26 HBAS-G	Mon/Wed Rm C122
0680202 6:00pm–9:00pm	11/3/26-1/14/27 HBAS-G	Tue/Thu Rm C122
0680203 6:00pm–9:00pm	4/14/27-6/9/27 HBAS-G	Mon/Wed Rm C122

INSTRUCTOR: NICOLE CRAVEN
Nicole Craven has over 20 years of healthcare administration experience. For the past 10 years she has held the position of Medi-Cal Provider Field Representative as a provider trainer. She now passes on her training experience over to teaching. Ms. Craven has her certifications in Medical Billing and Coding and Medical Terminology as well as Graphic Design/Multimedia. Ms. Craven is passionate about helping students succeed with their career goals.

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!

Diagnostic Coding (ICD-10)

CLASSES IN PERSON OR ONLINE

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. ***Students taking Medical Billing, Diagnostic Coding, or CPT - Procedural Coding must be in class or online at the scheduled class time.* The first and last day of class are mandatory in-person sessions.**

Early Bird $409, Regular $439
Class is FREE for students in a CTE program.
Instructor: Nicole Craven

0681701 6:00pm–9:00pm	9/8/26-10/29/26 HBAS-G	Tue/Thu Rm C122
0681702 6:00pm–9:00pm	2/1/27-4/12/27 HBAS-G	Mon/Wed Rm C122
0681703 6:00pm–9:00pm	3/22/27-6/10/27 HBAS-G	Tue/Thu Rm C122

Electronic Health Records

CLASSES IN PERSON OR ONLINE

Welcome to the exciting world of Computers in the Medical Office! This course provides the student with an overview of the concepts and skills necessary for a successful career in the allied health/health profession, including occupations such as medical billing, medical assisting, health information management and health information technology. This course demonstrates the various steps of computer management software, in a simulated medical office setting. Students will learn to input various patient information, submit insurance claims to various companies, and schedule office visits, laboratory, and specific diagnostic and procedural testing appointments. The software will also help students understand the concepts used in the day-to-day operations of a medical office. **This course is primarily conducted online, offering students the flexibility to attend live sessions remotely.** However, those who prefer an in-person learning experience are welcome to join the lectures on campus, as in-person attendance is also supported. All class sessions will be recorded and made available to ensure that students can review the material at their convenience, regardless of how they choose to attend. Weekly assignments will be submitted electronically through the course platform. These assignments are due by **Friday at 11:59pm** each week. Students are expected to manage their time effectively and ensure that all submissions are completed punctually to stay on track with the course schedule. **The first day of class is a mandatory in-person session.**

Early Bird $269, Regular $299
Class is FREE for students in a CTE program.
Instructor: Oscar Rivas

0679601 2:00pm–4:30pm	9/2/26-10/28/26 HBAS-G	Mon/Wed Rm C117
0679602 2:00pm–4:30pm	11/2/26-1/20/27 HBAS-G	Mon/Wed Rm C117
0679603 2:00pm–4:30pm	1/27/27-4/7/27 HBAS-G	Mon/Wed Rm C117
0679604 2:00pm–4:30pm	4/12/27-6/7/27 HBAS-G	Mon/Wed Rm C117

HBAS ACCEPTS

MasterCard VISA DISCOVER NETWORK AMERICAN EXPRESS

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. ***Students taking Medical Billing, Diagnostic Coding, or CPT - Procedural Coding must be in class or online at the scheduled class time.* The first and last day of class are mandatory in-person sessions.**

Early Bird $409, Regular $439
Class is FREE for students in a CTE program.
Instructor: Nicole Craven

0681401 6:00pm–9:00pm	11/2/26-1/27/27 HBAS-G	Mon/Wed Rm C122
0681402 6:00pm–9:00pm	1/19/27-3/18/27 HBAS-G	Tue/Thu Rm C122

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 $30.

Externships are earned. Students must be in good standing, have a teacher's recommendation, and be willing to travel to their externship site. Externships are not guaranteed.

FREE to students in a CTE program
Instructor: Michael O'Brien

6081101	9/1/26-1/29/27
6081102	2/1/27-6/11/27

Open enrollment through each Semester.
Students must have availability M-F 8:00am–5:00pm. Externship is approximately 160 hours.

Medical Assistant Certification - Front & Back Office

CAREER FREE PROGRAMS!*

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.

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 17, 20) •
Early Bird $269, Regular $299

Career Readiness • (See page 27) •
Early Bird $89, Regular $109

Windows File Management • (See page 33) •
Early Bird $29, Regular $39

#**Beginning Word** • (See pages 31, 33) •
Early Bird $99, Regular $129

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

Electronic Health Records • (See pages 19, 22) •
Early Bird $269, Regular $299

Medical Assistant • (See page 21) •
Early Bird $599, Regular $629

CPR/First Aid • (See pages 23, 47) •
Early Bird $49, Regular $69

Medical Terminology

CLASSES IN PERSON OR ONLINE

Topics include terminology related to anatomy, physiology, body systems, disease processes, procedures, abbreviations, and law & ethics necessary to work in the medical field. **This course is primarily conducted online, offering students the flexibility to attend live sessions remotely.** However, those who prefer an in-person learning experience are welcome to join the lectures on campus, as in-person attendance is also supported. All class sessions will be recorded and made available to ensure that students can review the material at their convenience, regardless of how they choose to attend. Weekly assignments will be submitted electronically through the course platform. These assignments are due by **Friday at 11:59pm** each week. Students are expected to manage their time effectively and ensure that all submissions are completed punctually to stay on track with the course schedule. **The first day of class is a mandatory in-person session.**

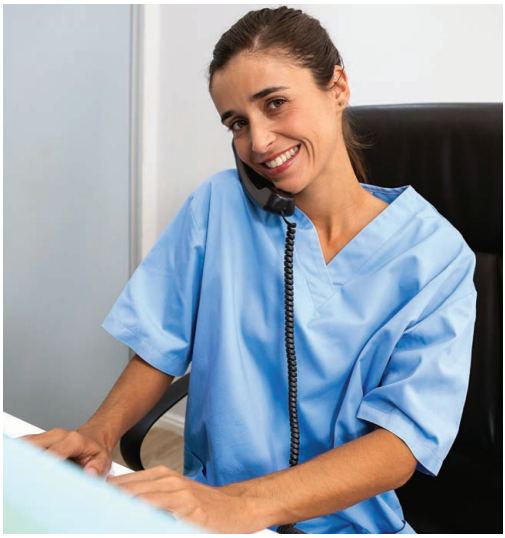
QUICK OCCUPATIONAL FACTS
Medical Assistant
Average Hourly Wage: **$19.68**
Average Openings 2018-2028: **12,870**
Source: www.labormarketinfo.edd.ca.gov

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

#**Test Out Option:** Students who wish to test out of Word, Excel or Power Point classes should check with the front office. There is a $40 fee to take the challenge test.

Early Bird $269, Regular $299
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 1:30pm–4:00pm	9/2/26-10/28/26 HBAS-G	Mon/Wed B104
0679202 1:30pm–4:00pm	11/2/26-1/20/27 HBAS-G	Mon/Wed B104
0679203 1:30pm–4:00pm	1/27/27-4/7/27 HBAS-G	Mon/Wed B104
0679204 1:30pm–4:00pm	4/12/27-6/7/27 HBAS-G	Mon/Wed B104



INSTRUCTOR: OSCAR RIVAS
Oscar Rivas brings a wealth of experience and a true passion for learning to his role as a Medical Assistant instructor. A dedicated educator with a passion for student success, he has over a decade of experience in higher education and over five years of hands-on experience in both front and back office medical assistant duties. He has served as a program director, externship coordinator, and job placement coordinator, giving him a unique perspective on the entire educational journey. He is committed to providing a supportive learning environment where students can grow and develop their skills, and he loves seeing them find success in their careers. When he's not teaching, he enjoys spending time with his sons, hiking, and snowboarding.

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.***

Early Bird $599, Regular $629
Class is FREE for students in a CTE program.
Instructors: Oscar Rivas / Richard Rochin

0679411 5:00pm–9:30pm	9/2/26-1/20/27 HBAS-G	Mon-Thu Rm C117
0679412 5:00pm–9:30pm	2/3/27-6/9/27 HBAS-G	Mon-Thu Rm C117

Medical Assistant Class – students are required to attend in person on Tuesday and Thursday evenings. Monday and Wednesday are hybrid format – students will work from home on those days and are not required to be in class or on the computer during class time. Students should expect a minimum of 9 hours of outside work each week.

0679413 5:00pm–9:30pm	10/28/26-3/18/27 HBAS-G	Mon-Thu* Rm C117
0679414 5:00pm–9:30pm	3/23/27-7/22/27 HBAS-G	Mon-Thu* Rm C117

This class will be Tues/Thu in person and hybrid on Mon/Wed.

INSTRUCTOR: DR. RICHARD ROCHIN
Dr. Richard Rochin brings 10 years of teaching and his extensive medical knowledge and hands-on experience from working in the healthcare field, along with a passion for preparing future healthcare professionals to his role as an MA instructor. He enjoys helping students develop the skills and confidence needed for success in healthcare careers.

CAREER FREE PROGRAMS!*

Medical Assistant Certification - Front & Back Office *(continued)*

Electronic Health Records

Welcome to the exciting world of Computers in the Medical Office! This course provides the student with an overview of the concepts and skills necessary for a successful career in the allied health/health profession, including occupations such as medical billing, medical assisting, health information management and health information technology. This course demonstrates the various steps of computer management software, in a simulated medical office setting. Students will learn to input various patient information, submit insurance claims to various companies, and schedule office visits, laboratory, and specific diagnostic and procedural testing appointments. The software will also help students understand the concepts used in the day-to-day operations of a medical office.

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

HBAS ACCEPTS

MasterCard VISA DISCOVER NETWORK AMERICAN EXPRESS

This course is primarily conducted online, offering students the flexibility to attend live sessions remotely. However, those who prefer an in-person learning experience are welcome to join the lectures on campus, as in-person attendance is also supported. All class sessions will be recorded and made available to ensure that students can review the material at their convenience, regardless of how they choose to attend. Weekly assignments will be submitted electronically through the course platform. These assignments are due by **Friday at 11:59pm** each week. Students are expected to manage their time effectively and ensure that all submissions are completed punctually to stay on track with the course schedule. **The first day of class is a mandatory in-person session.**

Early Bird $269, Regular $299 (Book included)
Class is FREE for students in a CTE program.
Instructor: Oscar Rivas

0679601 2:00pm–4:30pm	9/2/26-10/28/26 HBAS-G	Mon/Wed Rm C117
0679602 2:00pm–4:30pm	11/2/26-1/20/27 HBAS-G	Mon/Wed Rm C117
0679603 2:00pm–4:30pm	1/27/27-4/7/27 HBAS-G	Mon/Wed Rm C117
0679604 2:00pm–4:30pm	4/12/27-6/7/27 HBAS-G	Mon/Wed Rm C117

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 $30.

Externships are earned. Students must be in good standing, have a teacher's recommendation, and be willing to travel to their externship site. Externships are not guaranteed.

FREE to students in a CTE program
Instructor: Allison Iglesia

0680101	9/1/26-1/29/27
0680102	2/1/27-6/11/27

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. Non-healthcare providers and other community members may take this course. 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 10:00am–3:00pm	9/26/26 HBAS-G	Saturday Rm C116
091402 10:00am–3:00pm	10/2426 HBAS-G	Saturday Rm C116
091403 10:00am–3:00pm	11/14/26 HBAS-G	Saturday Rm C116
091404 10:00am–3:00pm	12/12/26 HBAS-G	Saturday Rm C116
091405 10:00am–3:00pm	1/23/27 HBAS-G	Saturday Rm C116
091406 10:00am–3:00pm	2/27/27 HBAS-G	Saturday Rm C116
091407 10:00am–3:00pm	3/13/27 HBAS-G	Saturday Rm C116
091408 10:00am–3:00pm	4/24/27 HBAS-G	Saturday Rm C116
091409 10:00am–3:00pm	5/8/27 HBAS-G	Saturday Rm C116
091410 10:00am–3:00pm	6/26/27 HBAS-G	Saturday Rm C116

CAREER TRAINING

CAREER FREE PROGRAMS!*

Pharmacy Technician Certificate Program

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

Required FREE Information Session

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

PROGRAM REQUIREMENTS:

Beginning Word# • (See pages 31, 33) •
Early Bird $99, Regular $129

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

Career Readiness • (See page 27) •
Early Bird $89, Regular $109

Electronic Health Records • (See pages 19, 22) •
Early Bird $269, Regular $299

Pharmacy Technician • (See page 24) •
Early Bird $599, Regular $629

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

#Test Out Option: Students who wish to test out of Word, Excel or Power Point classes should check with the front office. There is a $40 fee to take the challenge test.

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.

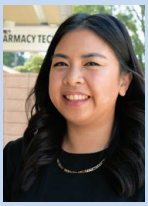
Early Bird $599, Regular $629
FREE for students who meet prerequisites and enroll in CTE program.
Instructor: Allison Iglesia

Morning Pharmacy Tech Class – students are required to attend in person on Monday and Wednesday mornings. Tuesdays and Thursdays are hybrid format – students will work from home on those days and are not required to be in class or on the computer during class time. Students should expect a minimum of 8 hours of outside work each week.

Evening Pharmacy Tech Class – students are required to attend in person Tuesday and Thursday evenings. Mondays and Wednesdays are hybrid format – students will work from home on those days and are not required to be in class or on the computer during class time. Students should expect a minimum of 8 hours of outside work each week.

0678504	9/3/26-1/21/27		
Mon-Thu	5:00pm–9:00pm*	HBAS-G	Rm B104
0678501	9/2/26-1/21/27		
Mon-Thu	9:00am–1:00pm*	HBAS-G	Rm B104
0678505	2/2/27-6/2/27		
Mon-Thu	5:00pm–9:00pm*	HBAS-G	Rm B104
0678502	2/3/27-6/3/27		
Mon-Thu	9:00am–1:00pm*	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

CLASSES IN PERSON OR ONLINE

Welcome to the exciting world of Computers in the Medical Office! This course provides the student with an overview of the concepts and skills necessary for a successful career in the allied health/health profession, including occupations such as medical billing, medical assisting, health information management and health information technology. This course demonstrates the various steps of computer management software, in a simulated medical office setting. Students will learn to input various patient information, submit insurance claims to various companies, and schedule office visits, laboratory, and specific diagnostic and procedural testing appointments. The software will also help students understand the concepts used in the day-to-day operations of a medical office. **This course is primarily conducted online, offering students the flexibility to attend live sessions remotely.** However, those who prefer an in-person learning experience are welcome to join the lectures on campus, as in-person attendance is also supported. All class sessions will be recorded and made available to ensure that students can review the material at their convenience, regardless of how they choose to attend. Weekly assignments will be submitted electronically through the course platform. These assignments are due by **Friday at 11:59pm** each week. Students are expected to manage their time effectively and ensure that all submissions are completed punctually to stay on track with the course schedule. **The first day of class is a mandatory in-person session.**

Early Bird $269, Regular $299 (Book included)
Class is FREE for students in a CTE program.
Instructor: Oscar Rivas

0679601 2:00pm–4:30pm	9/2/26-10/28/26 HBAS-G	Mon/Wed Rm C117
0679602 2:00pm–4:30pm	11/2/26-1/20/27 HBAS-G	Mon/Wed Rm C117
0679603 2:00pm–4:30pm	1/27/27-4/7/27 HBAS-G	Mon/Wed Rm C117
0679604 2:00pm–4:30pm	4/12/27-6/7/27 HBAS-G	Mon/Wed Rm C117

No class on school holidays. We observe all public school holidays. Please see page 58 for the 2026-2027 Holiday Schedule.

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

Specialized training for Pharmacy Technician

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, and also a great way of getting one's foot in the 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 practical experience may be gained. Externships are earned. Students must be in good standing, have a teacher's recommendation, and be willing to travel to their externship site. Externships are not guaranteed. Students must purchase malpractice insurance $30.

FREE to students in a CTE program
Instructor: Michael O'Brien

0678701	9/1/26-1/22/27
0678702	1/26/27-6/4/27

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

QUICK OCCUPATIONAL FACTS

Pharmacy Tech

Average Hourly Wage : $23.34
Average Job Openings 2018-2028: 3,160

Source: www.BLS.gov

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 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.

CAREER FREE PROGRAMS!*

Required Coursework

Keyboarding Certification (60 wpm minimum) / 10 Key Certification (140KPM) •
Early Bird $39, Regular $59 • (See page 29)
Typing Certificate $25 • (See page 29)

Career Readiness •
Early Bird $89, Regular $109 • (See page 27)

Microsoft Word Beginning# •
Early Bird $99, Regular $129 • (See pages 31, 33)

Microsoft Word Intermediate Online# •
Early Bird $99, Regular $129 • (See page 33)

Microsoft Excel Beginning# •
Early Bird $99, Regular $129 • (See pages 31, 34)

Microsoft Excel Intermediate# •
Early Bird $99, Regular $129 • (See page 34)

Microsoft PowerPoint Beginning & Intermediate Hybrid# •
Early Bird $99, Regular $129 • (See page 35)

Windows Essentials & File Management •
Early Bird $79, Regular $99 • (See page 30)

Accounting Level 1 •
Early Bird $199, Regular $229 • (See page 15)

Accounting Level 2 •
Early Bird $199, Regular $229 • (See page 15)

QuickBooks I & II •
Early Bird $169, Regular $199 • (See pages 15, 16)

Required FREE Information Session

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

#Test Out Option: Students who wish to test out of Word, Excel or Power Point classes should check with the front office. There is a $40 fee to take the challenge test.

Administrative Assistant Externship

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

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.

FREE to students in a CTE program
Instructor: Nami Aoyagi

0680001 3:00pm–6:00pm	9/9/26-10/19/26 HBAS-G	Mon/Wed Rm C122
0680002 3:00pm–6:00pm	10/21/26-12/9/26 HBAS-G	Mon/Wed Rm C122
0680003 12:00pm–3:00pm	1/4/27-2/25/27 HBAS-G	Mon-Thur Rm C122
0680004 3:00pm–6:00pm	3/1/27-4/14/27 HBAS-G	Mon-Thur Rm C122
0680005 3:00pm–6:00pm	4/19/27-6/2/27 HBAS-G	Mon-Thur 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.

Online Career Readiness

NEW!

This dynamic online course is designed to equip students with essential soft skills that are critical for success in today's professional environments. Topics include effective listening and communication techniques, resume writing, job interview preparation, strategies for handling difficult customers, professional telephone and email etiquette, and more. Students will engage in interactive online activities, self-paced assignments, and group discussions via **Microsoft Teams**, the primary platform for course content, communication, and submissions. Emphasis is placed on real-world applications, including mock interviews and scenario-based exercises.

Important Requirements:
- **First-day attendance is mandatory and must be in person.**
- **Mock interviews and the final exam will also require in-person attendance.**
- **Students must have strong computer skills and effective time management abilities to succeed in this online environment.**

FREE to students in a CTE program
Instructor: Nami Aoyagi

068006 9:00am–11:00am	9/14/26-10/19/26 Online	Mon
068007 9:00am–11:00am	10/26/26-12/7/26 Online	Mon
068008 9:00am–11:00am	1/4/27-2/22/27 Online	Mon
068009 9:00am–11:00am	3/8/27-4/19/27 Online	Mon
068010 9:00am–11:00am	4/26/27-6/7/27 Online	Mon

Math Refresher

This course will help students become proficient in essential math operations used in the healthcare and administrative professions. It is required for students who did not pass the CTE Math Entrance Exam. Students will spend six weeks working asynchronously on the MyPath platform. Students must come to class on the first day to get their account set up and verified. After day one, students are able to work independently to grow their skills. At the end of the class, students will retake the CTE Math Assessment. Student attendance and grades are evaluated based on the amount of work completed during the six weeks. Students who do not spend a minimum of six hours per week in MyPath are less likely to move into other CTE classes.

FREE to students in a CTE program
Instructor: Jason Ross

Students will meet at Gothard location in Room C123 at 5:30pm on first day.

060401	9/1/26-10/9/26	Tue
060402	10/13/26-11/20/26	Tue
060403	12/1/26-1/22/27	Tue
060404	1/26/27-3/5/27	Tue
060405	3/9/27-4/16/27	Tue
060406	4/20/27-5/28/27	Tue
060407	6/15/27-7/20/27	Tue

English Refresher

This course will help students become more proficient in reading comprehension; a skill needed to succeed in core CTE classes. It is required for students who did not pass the CTE English Entrance Exam. Students will spend six weeks working asynchronously on the MyPath platform. Students must come to class on the first day to get their account set up and verified. After day one, students are able to work independently to grown their skills. At the end of the class, students will retake the CTE English Assessment. Student attendance and grades are evaluated based on the amount of work completed during the six weeks. Students who do not spend a minimum of six hours per week in MyPath are less likely to move into other CTE classes.

FREE to students in a CTE program
Instructor: Jason Ross

Students will meet at Gothard location in Room C123 at 5:30pm on first day.

060501	9/1/26-10/9/26	Tue
060502	10/13/26-11/20/26	Tue
060503	12/1/26-1/22/27	Tue
060504	1/26/27-3/5/27	Tue
060505	3/9/27-4/16/27	Tue
060506	4/20/27-5/28/27	Tue
060507	6/15/27-7/20/27	Tue

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 12:30pm–2:00pm	9/2/26-10/12/26 HBAS-G	Mon/Wed Rm C122
0670202 12:30pm–2:00pm	10/14/26-11/30/26 HBAS-G	Mon/Wed Rm C122
0670203 12:30pm–2:00pm	12/2/26-1/25/27 HBAS-G	Mon/Wed Rm C122
0670204 12:30pm–2:00pm	1/27/27-3/15/27 HBAS-G	Mon/Wed Rm C122
0670205 12:30pm–2:00pm	3/17/27-4/26/27 HBAS-G	Mon/Wed Rm C122
0670206 12:30pm–2:00pm	4/28/27-6/2/27 HBAS-G	Mon/Wed 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 12:30pm–2:00pm	9/2/26-10/12/26 HBAS-G	Mon/Wed Rm C122
0670012 12:30pm–2:00pm	10/14/26-11/30/26 HBAS-G	Mon/Wed Rm C122
0670013 12:30pm–2:00pm	12/2/26-1/25/27 HBAS-G	Mon/Wed Rm C122
0670014 12:30pm–2:00pm	1/27/27-3/15/27 HBAS-G	Mon/Wed Rm C122
0670015 12:30pm–2:00pm	3/17/27-4/26/27 HBAS-G	Mon/Wed Rm C122
0670016 12:30pm–2:00pm	4/28/27-6/2/27 HBAS-G	Mon/Wed Rm C122

Typing / 10 Key Certification

If you require a typing certificate to verify your typing speed and accuracy, we are your solution. Typing tests consist of two 1-minute warm-ups and a 3-minute or 5-minute scored typing test, which you can take up to 3 times to obtain your best score. You receive a signed certificate authenticating your score.
Online registration only. No walk-in registration.

Test Fee $25 • Sign up on hbas.edu
Instructor: Michael O'Brien

068401 12:30pm–2:00pm	9/7/26-6/7/27 HBAS-G	Mon Rm C122
068402 12:30pm–2:00pm	9/8/26-6/8/27 HBAS-G	Tues Rm C122
068403 12:30pm–2:00pm	9/9/26-6/9/27 HBAS-G	Wed Rm C122

No testing on Holidays. See page 58 for Holiday dates.

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!

Computer Classes *(continued)*

Computer Basics - 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 save to USB flash drive. Most importantly, you will gain the confidence you need to make effective use of your computer.

Early Bird $79, Regular $99
FREE for students enrolled in a CTE program
Instructor: Michael O'Brien

0672101 9:00am–12:00pm	9/2/26-10/7/26 HBAS-G	Mon/Wed Rm C123
0672102 9:00am–12:00pm	5/12/27-6/14/27 HBAS-G	Tue/Thu Rm C123

Windows Essentials & File Management

Windows 11

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 $79, Regular $99
FREE for students enrolled in a CTE program
Instructor: Michael O'Brien

0635201 9:00am–12:00pm	10/7/26-10/26/26 HBAS-G	Mon/Wed Rm C123
0635202 9:00am–12:00pm	2/2/27-2/18/27 HBAS-G	Tue/Thu Rm C123
0635203 9:00am–12:00pm	4/26/27-5/12/27 HBAS-G	Tue/Thu Rm C122

We observe all public school holidays.
Please see page 58 for the 2026-2027 Holiday Schedule.

Test Out Option: Students who wish to test out of the following classes should check with the front office. There is a $40 fee to take the challenge test.

Windows File Management

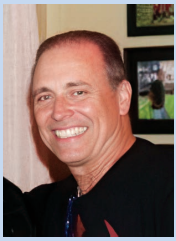
Windows 11

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: Michael O'Brien

0640101 9:00am–12:00pm	9/18/26 HBAS-G	Fri Rm C123
0640102 9:00am–12:00pm	11/23/26 HBAS-G	Fri Rm C123
0640103 9:00am–12:00pm	1/22/27 HBAS-G	Fri Rm C123
0640104 9:00am–12:00pm	4/16/27 HBAS-G	Fri Rm C123

INSTRUCTOR: MICHAEL O'BRIEN



Michael O'Brien is a Business applications instructor at Huntington Beach Adult School who is passionate about helping adult learners build the knowledge, skills, and confidence needed to achieve their career goals. He combines years of teaching experience with more than 36 years of executive leadership in business, finance, and telecommunications, bringing practical, real-world applications into every lesson. Michael holds a California CTE Credential in Business and Finance, a Single Subject Teaching Credential in Social Science, and also serves as a Guest Lecturer in Economics and Business Finance at California State University Long Beach. His supportive teaching style and industry expertise help students gain the skills they need to succeed in today's workforce.

Microsoft Word: 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 $99, Regular $129
FREE for students enrolled in a CTE program
Instructor: Michael O'Brien

0675621 9:00am–12:00pm	9/3/26-10/13/26 HBAS-G	Tue/Thu Rm C122
0675622 9:00am–12:00pm	11/2/26-1/4/27 HBAS-G	Mon/Wed Rm C122
0675623 9:00am–12:00pm	2/23/27-4/8/27 HBAS-G	Tue/Thu Rm C122

Microsoft Excel: 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 $99, Regular $129
FREE for students enrolled in a CTE program
Instructor: Michael O'Brien

0673731 9:00am–12:00pm	10/15/26-12/1/26 HBAS-G	Tue/Thu Rm C122
0673732 9:00am–12:00pm	1/11/27-3/3/27 HBAS-G	Mon/Wed Rm C122
0673733 9:00am–12:00pm	4/13/27-5/20/27 HBAS-G	Tue/Thu Rm C122

Microsoft Excel: 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, create pivot charts and more! **Prerequisite:** Completion of Excel: Beginning, Basic computer experience, File Management skills. ***Earn 1.5 units of college credit at CCC.***

Early Bird $99, Regular $129
FREE for students enrolled in a CTE program
Instructor: Michael O'Brien

0673741 9:00am–12:00pm	12/3/26-1/26/27 HBAS-G	Tue/Thu Rm C123
0673742 9:00am–12:00pm	3/8/27-4/21/27 HBAS-G	Mon/Wed 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 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 is required to learn the program (i.e. Word online requires you to have Word or higher, Excel requires Excel 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 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.

Hybrid computer class final exam will be taken the last week of the scheduled class. Students will schedule their final date and time with the instructor.

Session	First Day Meeting Date	Time
9/1/26-10/15/26	9/1/2026	1:00pm–3:00pm
10/19/26-12/3/26	10/19/2026	1:00pm–3:00pm
12/14/26-2/4/27	12/14/2026	1:00pm–3:00pm
2/16/27-3/25/27	2/16/2027	1:00pm–3:00pm
4/12/27-5/20/27	4/12/2027	1:00pm–3:00pm
6/14/27-7/22/27	6/14/2027	12:30pm–2:30pm

Once you are registered, please report to room C123 on the first day of class from 12:30pm - 2:00pm, to pick up class materials and log in instructions.
See "Computer Requirements" statement above. All correspondence is done via email. To receive a certificate of completion for the course, students must take an on-site final exam during one of our scheduled lab times or make special arrangements with the online instructor for that course. A final exam score of 80% or better is required to receive a certificate of course completion.

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

Hybrid Microsoft Word: Beginning* for PC only

This Hybrid course covers beginning Word skills for the computer user who wants to become well versed in Word. 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 page 32 **BEFORE** enrolling in a hybrid course. ***Earn 2 units of college credit at CCC.***

Session schedule • Early Bird $99, Regular $129 (Includes book and site license)
FREE for students enrolled in a CTE program
Instructor: Michael O'Brien

0684105 1:00pm–3:00pm	9/1/26-10/15/26 HBAS-G	Mon-Thu Rm C123
0684102 1:00pm–3:00pm	10/19/26-12/3/26 HBAS-G	Mon-Thu Rm C123
0684103 1:00pm–3:00pm	12/14/26-2/4/27 HBAS-G	Mon-Thu Rm C123
0684104 1:00pm–3:00pm	2/16/27-3/25/27 HBAS-G	Mon-Thu Rm C123
0684105 1:00pm–3:00pm	4/12/27-5/20/27 HBAS-G	Mon-Thu Rm C123
0684106 12:30pm–2:30pm	6/14/27-7/22/27 HBAS-G	Mon-Thu Rm C123

Hybrid Microsoft Word: Intermediate* for PC only

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 32 **BEFORE** enrolling in a hybrid course. ***Earn 2 units of college credit at CCC.***

Session schedule • Early Bird $99, Regular $129 (Includes book and site license)
FREE for students enrolled in a CTE program
Instructor: Michael O'Brien

0684201 1:00pm–3:00pm	9/1/26-10/15/26 HBAS-G	Mon-Thu Rm C123
0684202 1:00pm–3:00pm	10/19/26-12/3/26 HBAS-G	Mon-Thu Rm C123
0684203 1:00pm–3:00pm	12/14/26-2/4/27 HBAS-G	Mon-Thu Rm C123
0684204 1:00pm–3:00pm	2/16/27-3/25/27 HBAS-G	Mon-Thu Rm C123
0684205 1:00pm–3:00pm	4/12/27-5/20/27 HBAS-G	Mon-Thu Rm C123
0684206 12:30pm–2:30pm	6/14/27-7/22/27 HBAS-G	Mon-Thu Rm C123

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

Hybrid Computer Classes *(continued)*

Hybrid Microsoft Excel: Beginning* for PC only

This Hybrid course teaches the fundamentals of using Excel. 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 32 **BEFORE** enrolling in a hybrid course. ***Earn 1.5 units of college credit at CCC.***

Session schedule • Early Bird $99, Regular $129 (Includes book and site license)
FREE for students enrolled in a CTE program
Instructor: Michael O'Brien

0684301 1:00pm–3:00pm	9/1/26-10/15/26 HBAS-G	Mon-Thu Rm C123
0684302 1:00pm–3:00pm	10/19/26-12/3/26 HBAS-G	Mon-Thu Rm C123
0684303 1:00pm–3:00pm	12/14/26-2/4/27 HBAS-G	Mon-Thu Rm C123
0684304 1:00pm–3:00pm	2/16/27-3/25/27 HBAS-G	Mon-Thu Rm C123
0684305 1:00pm–3:00pm	4/12/27-5/20/27 HBAS-G	Mon-Thu Rm C123
0684306 12:30pm–2:30pm	6/14/27-7/22/27 HBAS-G	Mon-Thu Rm C123

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

Hybrid Microsoft Excel: Intermediate* for PC only

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 32 **BEFORE** enrolling in a hybrid course. ***Earn 1.5 units of college credit at CCC.***

Session schedule • Early Bird $99, Regular $129 (Includes book and site license)
FREE for students enrolled in a CTE program
Instructor: Michael O'Brien

0684401 1:00pm–3:00pm	9/1/26-10/15/26 HBAS-G	Mon-Thu Rm C123
0684402 1:00pm–3:00pm	10/19/26-12/3/26 HBAS-G	Mon-Thu Rm C123
0684403 1:00pm–3:00pm	12/14/26-2/4/27 HBAS-G	Mon-Thu Rm C123
0684404 1:00pm–3:00pm	2/16/27-3/25/27 HBAS-G	Mon-Thu Rm C123
0684405 1:00pm–3:00pm	4/12/27-5/20/27 HBAS-G	Mon-Thu Rm C123
0684406 12:30pm–2:30pm	6/14/27-7/22/27 HBAS-G	Mon-Thu Rm C123

Hybrid Microsoft PowerPoint: Beginning* for PC only

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 32 **BEFORE** enrolling in a hybrid course.
Earn 1.5 units of college credit at CCC.

Session schedule • Early Bird $99, Regular $129 (Includes book and site license)
FREE for students enrolled in a CTE program
Instructor: Michael O'Brien

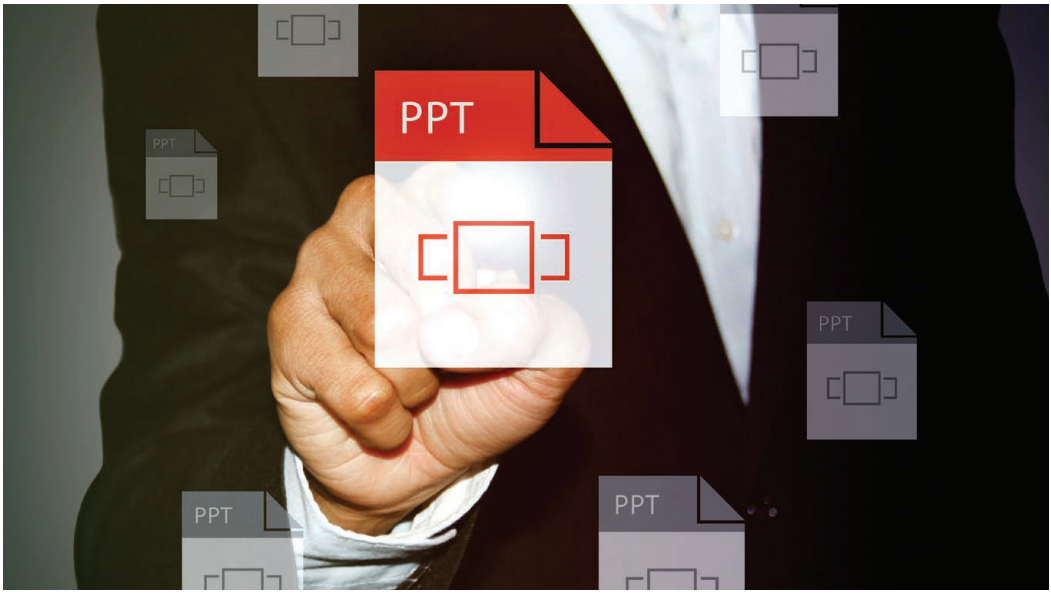
0684501 1:00pm–3:00pm	9/1/26-10/15/26 HBAS-G	Mon-Thu Rm C123
0684502 1:00pm–3:00pm	10/19/26-12/3/26 HBAS-G	Mon-Thu Rm C123
0684503 1:00pm–3:00pm	12/14/26-2/4/27 HBAS-G	Mon-Thu Rm C123
0684504 1:00pm–3:00pm	2/16/27-3/25/27 HBAS-G	Mon-Thu Rm C123
0684505 1:00pm–3:00pm	4/12/27-5/20/27 HBAS-G	Mon-Thu Rm C123

Hybrid Microsoft PowerPoint: Intermediate* for PC only

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 32 **BEFORE** enrolling in a hybrid course.
Earn 1.5 units of college credit at CCC.

Session schedule • Early Bird $99, Regular $129 (Includes book and site license)
FREE for students enrolled in a CTE program
Instructor: Michael O'Brien

0684601 1:00pm–3:00pm	9/1/26-10/15/26 HBAS-G	Mon-Thu Rm C123
0684602 1:00pm–3:00pm	10/19/26-12/3/26 HBAS-G	Mon-Thu Rm C123
0684603 1:00pm–3:00pm	12/14/26-2/4/27 HBAS-G	Mon-Thu Rm C123
0684604 1:00pm–3:00pm	2/16/27-3/25/27 HBAS-G	Mon-Thu Rm C123
0684605 1:00pm–3:00pm	4/12/27-5/20/27 HBAS-G	Mon-Thu Rm C123



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

Paraprofessional Certificate Program

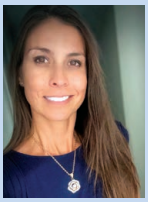
Paraprofessionals are an integral part of both special education and the general education classroom. Certified paraprofessionals offer skills and contributions to the learning environment that make candidates highly valued and sought after in education. The topics in this course will prepare students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

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

FREE
Instructor: Shauna Costa

0687001	10/1/26-11/10/26	Tue/Thu	4:00pm–7:00pm	EHS	Rm 509
0687002	4/6/27-5/6/27	Tue/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.

Mobilize! Start Your Notary Public Business!

Become a Mobile Notary Public. Make your own hours. Be a more valuable employee. This community education seminar is designed to study the notary public codes, discuss the responsibilities and duties of a notary public, and prepare for the Notary Public Exam. This course is approved by the CA Secretary of State and will satisfy the mandated six-hour course requirement for new applicants and for current notary public professionals seeking reappointment. A government/state issued identification (state driver license, state ID card, passport), 2" X 2" color passport photo, Social Security number or tax ID number and #2 pencils are required. Must be at least 18 years old and a California resident. A background check or live scan will be required to become a notary public. Other job-related costs for bond, insurance and notary public supplies will be explained in class. No refunds/transfers on Community Education courses.

Course fee: Early Bird $99, Regular $129
Instructor: Danny Perez or Tom Peavyhouse

0680700	8/15/26	Sat	8:00am–3:00pm*	HBAS-G	Rm C116
0680701	10/30/26	Fri	8:00am–3:00pm*	HBAS-G	Rm C116
0680702	1/29/27	Fri	8:00am–3:00pm*	HBAS-G	Rm C116
0680703	4/17/27	Sat	8:00am–3:00pm*	HBAS-G	Rm C116

** Includes a lunch break*

Required study materials fee: $49 (paid in class directly to the instructor with cash, check or money order made payable to "Masters Notary Academy")

Notary Public Exam fee: $40 (check or money order made payable to "CA Secretary of State") California State Proctors will administer the Notary Public Examination

Exam time: 4:00pm-6:00pm approx.

Questions? Please email Mr. Perez at dperez@hbas.edu

INSTRUCTOR:
DANNY PEREZ

Danny Perez holds a Notary Public Commission, Bachelor's degree in Business Finance from California State University of Long Beach, and M.A. degree from California State University of Los Angeles.

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!

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

5 Levels of ESL:

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

- Intro to Health Occupations
- Introduction to Computers
- Medical Assistant

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) 894-1018*
*Call this number for help with enrolling at sites without an office/no phone number.

GOTHARD CAMPUS (next to OVHS)
17231 Gothard Street, Huntington Beach
Phone: (714) 842-4227

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

OAK VIEW ELEMENTARY
17241 Oak Lane, Huntington Beach

POMONA ELEMENTARY
2051 Pomona Avenue, Costa Mesa

CORONA DEL MAR MIDDLE SCHOOL
2101 East Bluff Drive, Newport Beach

WHITTIER ELEMENTARY SCHOOL
1800 Whittier Avenue, Costa Mesa

GED® Preparation

FREE

English and Spanish

HBAS GED preparation is FREE as in absolutely NO OUT OF POCKET COST. We offer the opportunity for students to work fully online if they show a dedication of working independently 7+ hours a week.

GED preparation courses are offered online at the BESST Center in Costa Mesa, and our Gothard campus in Huntington Beach.

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

GED preparation is offered in both English and Spanish.

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

It is highly encouraged to complete GED/ Diploma online coursework in person with one our instructors at our Learning Center in Huntington Beach and Costa Mesa.

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

High School Diploma

FREE

Earn your High School Diploma for FREE. NO OUT OF POCKET COST. We offer the opportunity for students to work fully online if they show a dedication of working independently 7+ hours a week.

High School Diploma courses are offered at the BESST Center in Costa Mesa and Gothard campus in Huntington Beach.

- In addition to completing the online enrollment form, **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 to submit 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.

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.*

Enroll Now! hbas.edu
Go to Diploma/GED and complete the enrollment form online.

PLEASE NOTE: As a Title II Funded Agency, all Huntington Beach Adult School Diploma and GED students are required to participate in CASAS testing throughout the year.

PARENT SMART PRESCHOOL

SCHOOL YEAR 2026-2027 (Ongoing Enrollment)

5 STARS ON YELP–Check us out!

MARK YOUR CALENDARS!

Pre-Registration Preview Day for Parent Smart Programs

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

"If anyone is looking for a unique preschool experience for their little ones, I can't recommend enough - provides unique parent/child community to help with years before TK." Alina

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 parenting skills in real-time. 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 1/1/2022 before class starts, plus a copy of the child's immunizations and birth certificate.*

Preschool Combo (3 and 4 years by 9/1/2026)
Early Bird $579, Regular $599

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

Monday, Wednesday, Friday		9:000am–12:30pm
070711	9/9/26-11/4/26	MHS
070712	11/9/26-1/27/27	MHS
070713	2/1/27-4/7/27	MHS
070714	4/12/27-6/9/27	MHS

PARENT SMART TODDLER

SCHOOL YEAR 2026-2027 (Ongoing Enrollment)

5 STARS ON YELP–Check us out!

Parent Smart Toddler Program (12-35 months old)

Parent & Me Toddler classes are offered for parents who enjoy one-to-one learning with their toddlers. Classroom activities are designed to enhance "hands-on" fun, exploration and learning. Parents receive support regarding parenting issues specific to young children during morning classes and parenting seminars.
"Miss Lisa" is a fully credentialed (Early Childhood - Adult educator). She provides a nurturing, stimulating learning environment for toddlers and their parents! Family Fun Field Trips* at toddler-friendly locations at great group rates are also part of the experience!
(*Cost of field trips not included in class fee.)

Teacher: Lisa Marcinko

- *Register online at www.hbas.edu*
- *Ongoing registration can be done in-person at HBAS Main Campus (17231 Gothard Street).*
- *Parents attend one evening seminar on relevant parenting topic per semester. Parents must bring proof of parent TB test administered after 1/1/2022 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.

Parenting the 1 & 2-Year-Old (12-29 mos.)
Early Bird $309, Regular $329

Thursday	9:00am–11:30am	
071301	9/10/26-1/28/27	MHS
071401	2/4/27-6/3/27	MHS

"I cannot say enough good thing about this preschool. Miss Lisa is wonderful!"

DIGITAL MEDIA ARTS

Digital Media Arts: Filters 2

Filters 2 picks up where Filters 1 left off, but with more of an emphasis on creativity. This hands-on class is perfect for intermediate users who want to enhance their photos with dramatic effects, subtle enhancements, or artistic transformations. In this class, you will learn some important tricks, like how to apply and adjust filters non-destructively and to combine multiple filters using various filters, blending modes and adjustment layers. **Prerequisites:** Completion & Understanding of Digital Media Arts Filters 1.

Early Bird $159, Regular $189
Instructor: Nami Aoyagi

0887701	9/10/26-10/6/26	Tue/Thu
9:00am–12:00pm	HBAS-G	C122

Digital Media Arts: Blenders 2

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 $179, Regular $209
Instructor: Nami Aoyagi

0887301	9/16/26-12/16/26	Wed
9:00am–12:00pm	HBAS-G	C122

Digital Media Arts: Templates & Titles

Save time by using templates. Templates can help you create a layout in minutes. In this class you will learn how to make templates, use templates and how to manipulate them to create your own special look. **Prerequisites:** Completion of Photoshop Elements Intermediate Class.

Early Bird $99, Regular $129
Instructor: Nami Aoyagi

0889901	10/22/26-11/19/26	Tue/Thu
9:00am–12:00pm	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

0888201	12/1/26-12/17/26	Tue/Thu
9:00am–12:00pm	HBAS-G	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 $179, Regular $209
Instructor: Nami Aoyagi

0888301	1/6/27-3/17/27	Wed
9:00am–12:00pm	HBAS-G	Rm C122

Digital Media Arts: Design Concepts

Go from a blank canvas and learn the creative process of concept design. Students will learn how to add photos and embellishments with a creative twist. **Prerequisites:** Photoshop Elements Filters Classes & Blenders Classes.

Early Bird $159, Regular $189
Instructor: Nami Aoyagi

0888801	1/7/27-2/2/27	Tue/Thu
9:00am–12:00pm	HBAS-G	C122

HBAS ACCEPTS

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 $139, Regular $169
Instructor: Nami Aoyagi

0888701	2/25/27-3/18/27	Tue/Thu
9:00am–12:00pm	HBAS-G	C122

Digital Media Arts: Make it Fun

Ready to take your digital creativity to the next level? *Make It Fun* is an exciting Digital Media Arts class designed to help you transform ordinary photos, graphics, and designs into eye-catching works of art. You will explore creative techniques for combining images, adding artistic effects, designing unique layouts, and bringing your imagination to life. This class will inspire you to think outside the box and develop your own artistic style. Along the way, you'll learn valuable design principles, creative editing skills, and fun tricks that will make your projects stand out. *Make It Fun* will help you build confidence, spark creativity, and discover just how amazing digital art can be when you let your imagination lead the way! **Prerequisites:** DMA Intermediate.

Early Bird $179, Regular $209
Instructor: Nami Aoyagi

0888001	4/6/27-5/11/27	Tue/Thu
9:00am–12:00pm	HBAS-G	Rm C122

Digital Media Arts: Art Play - The Next Step in Your Creative Journey

Art Play is the next class in our creative series, designed to guide you in combining your images, ideas, and artistic techniques into stunning, expressive pages. Building on the skills you've already developed, this class focuses on helping you move beyond simple layouts and into imaginative, layered artwork that truly tells a story. Through guided instruction, playful experimentation, and inspiring techniques, you'll learn how to blend images, textures, color, and composition in new ways. Each session encourages creative freedom while providing clear direction, so you gain confidence in your artistic choices and discover unexpected possibilities. **Prerequisites:** DMA Intermediate.

Early Bird $99, Regular $129
Instructor: Nami Aoyagi

0887601	4/7/27-5/5/27	Wed
9:00am–12:00pm	HBAS-G	Rm C122

Digital Media Arts: Tips & Tricks

Unlock the full potential of Adobe Photoshop Elements 2025 with this fun, hands-on class designed for hobbyists, photographers, and creative enthusiasts of all levels. Whether you're editing family photos, designing social media content, or just exploring your creative side. You will learn time-saving shortcuts and tool hacks to as you discover powerful techniques to streamline your workflow and elevate your images. Bring your own projects or follow along with sample images as you gain confidence and discover how to get professional-looking results with Photoshop Elements. **Prerequisites:** Completion of Digital Media Arts Intermediate.

Early Bird $99, Regular $129
Instructor: Nami Aoyagi

0890201	5/12/27-6/9/27	Wed
9:00am–12:00pm	HBAS-G	C122

Digital Media Arts: Finishing Touches

Finishing Touches get ready to take your layouts to the next level — where creativity flows, techniques come together, and even you will be wowed by the beautiful results you create. Whether you're looking to expand your artistic voice or simply rediscover the joy of creating, *Finishing Touches* is where imagination and artistry meet. **Prerequisites:** DMA Intermediate.

Early Bird $179, Regular $209
Instructor: Nami Aoyagi

0890101	5/13/27-6/10/27	Tue/Thu
9:00am–12:00pm	HBAS-G	Rm C122

FLORAL DESIGN CLASSES

Fall for Wreaths Workshop

Come join us as we make Fall wreaths to adorn our homes. We will welcome the season with the natural beauty and warm colors of autumn. We will make our wreaths using ribbon and some seasonal foliage, some fall flowers, and creative accents. From traditional to contemporary, you'll learn the techniques to design your own wreath. Come awaken your spirit of Autumn and unleash your creativity!

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

240701	9/19/26	Saturday
9:00am–1:00pm	HBAS-G	Rm C116

Petals and Pumpkins Workshop

Celebrate the beauty of fall with a hands-on floral design class that combines the rustic charm of pumpkins with the rich colors and textures of seasonal blooms. Whether you're a beginner or an experienced florist, you'll enjoy creating your own unique centerpiece inside a real pumpkin or a festive fall container. Bring your own pumpkin (already cleaned out) or a favorite autumn vessel and get ready to explore the enchanting world of floral artistry in a warm, creative setting. Whether you are new to floral design or a seasoned florist, this class is sure to put you in the fall spirit as we harmonize the colors and textures to make captivating and unique centerpieces.

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

250701	10/17/26	Saturday
9:00am–1:00pm	HBAS-G	Rm C116

Floral Feasts Workshop

Get ready to welcome the season of gratitude with creativity and color! In this hands-on floral design class, we'll reveal the secrets to crafting a stunning fall centerpiece that captures the warmth and richness of the holidays. Using fresh blooms, seasonal foliage, and charming fall accents, you'll design and create an arrangement that turns any table into a celebration of autumn's beauty! Whether you're a first-time flower arranger or a seasoned floral enthusiast, this class offers inspiration and guidance to help you create something truly special. Feel free to bring your own fall-themed bowl or container if you'd like to personalize your design. Otherwise, we've got you covered. Come ready to play with color, texture, and all things festive!

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

240901	11/21/26	Saturday
9:00am–1:00pm	HBAS-G	Rm C116

Evergreen Elegance Workshop

Step into the season with the fresh, fragrant magic of winter greens and festive blooms! In this joyful floral design class, we'll embrace the holiday spirit by creating dazzling arrangements using classic Christmas pine, seasonal accents, and holiday décor sure to light up your home all December long! Whether you're looking to craft a show-stopping centerpiece or a charming addition to your holiday decorations, this hands-on class will guide you in blending color, texture, and festive flair to design something truly special. Feel free to bring your own holiday-themed bowl or container to personalize your creation. If not, we'll have everything you need to get started. Come ready to sip, snip, and celebrate the season in style!

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

250901	12/5/26	Saturday
9:00am–1:00pm	HBAS-G	Rm C116

We observe all public school holidays.
Please see page 58 for the 2026-2027 Holiday Schedule.

Mugs and Blooms Workshop

Celebrate love in all its forms—romantic, friendly, or simply self-care—in this heartwarming floral class! We'll be designing charming mini arrangements inside decorative mugs, using fresh flowers and Valentine-inspired accents to create the perfect gift for someone you love or just a little something sweet for yourself. This cozy and creative class is ideal for all skill levels, whether you're brand new to floral design or just looking for a fun way to spread some love. We'll provide all the materials, but feel free to bring your own favorite mug to personalize your creation.

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

251001	1/9/27	Saturday
9:00am–1:00pm	HBAS-G	Rm C116

Frog and Flower Flow Workshop

Discover the art of old-school floral mechanics with a modern twist! In this hands-on class, we'll explore how to design beautiful, sculptural arrangements using a floral frog (also known as a kenzan or pin frog) as your base. You'll learn how to build clean, airy designs with intentional lines, movement, and space—perfect for showcasing blooms in a minimal or natural style. This technique is ideal for those looking to deepen their design skills and gain more control and creativity in their arrangements. We'll provide a variety of flowers, greenery, and frogs to work with—but feel free to bring your own container if you have a special one in mind. Come ready to design with intention and discover the quiet magic of floral frog arranging.

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

251301	2/20/27	Saturday
9:00am–1:00pm	HBAS-G	Rm C116

Blooms and Bunnies Workshop

Hop into spring with a festive floral workshop that celebrates the joy of Easter! In this class, we'll design one-sided arrangements using fresh spring flowers, vibrant greenery, and playful Easter accents like eggs, bunnies, and pastel touches. Whether you're new to floral design or just love celebrating the season, this class is a fun and creative way to welcome Easter with blooms, color, and a little bunny magic. All materials will be provided, and you'll leave with a finished arrangement ready to brighten up your home!

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

251201	3/20/27	Saturday
9:00am–1:00pm	HBAS-G	Rm C116

Spring Teacup Arrangements

Celebrate the beauty of spring with a charming floral design class that blends the elegance of teatime with the freshness of seasonal blooms. In this workshop, we'll create a delightful arrangement nestled inside a teacup, using spring flowers, soft foliage, and a touch of creativity. Whether you're new to floral design or simply looking for a fun and relaxing way to welcome the season, this class is the perfect way to enjoy a little flower-filled inspiration. Come sip, create, and enjoy the artistry of springtime in bloom.

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

251401	4/17/27	Saturday
9:00am–1:00pm	HBAS-G	Rm C116

FLORAL DESIGN CLASSES *(continued)*

Summer Fun Wreath Workshop

Come join us as we create bright and cheerful summer wreaths to welcome the season! Together, we'll design wreaths using vibrant ribbons, fresh blooms, and playful seasonal accents that capture the fun and energy of summer. Think bold colors, light textures, and a little sunshine in every detail! From classic to whimsical styles, you'll learn the techniques to craft your own custom wreath—perfect for adding a pop of summer to your home. Come soak up the season, unleash your creativity, and make something fresh, fun, and full of summer vibes!

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

251601 9:00am–1:00pm	5/15/27 HBAS-G	Saturday Rm C116

Hand Tied & Heart Filled Workshop

It's that time of year when romance fills the air and wedding season begins to bloom! Join us for a hands-on floral workshop where we'll explore the timeless beauty of hand-tied and wedding bouquets. In this class, you'll learn the techniques, mechanics, and design principles behind creating stunning, personalized bouquets—perfect for weddings, special occasions, or simply celebrating love through flowers. Whether you're preparing for a big day or just love the romance of florals, this workshop will guide you in crafting arrangements filled with heart, movement, and elegance.

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

251501 9:00am–1:00pm	6/12/27 HBAS-G	Saturday 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 10:00am–12:00pm	9/23/26-11/18/26 FVSCC	Wed
0853102 10:00am–12:00pm	1/6/27-2/24/27 FVSCC	Wed
0853103 10:00am–12:00pm	4/14/27-6/2/27 FVSCC	Wed

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!

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 10:00am–3:00pm	9/26/26 HBAS-G	Saturday Rm C116
091402 10:00am–3:00pm	10/2426 HBAS-G	Saturday Rm C116
091403 10:00am–3:00pm	11/14/26 HBAS-G	Saturday Rm C116
091404 10:00am–3:00pm	12/12/26 HBAS-G	Saturday Rm C116
091405 10:00am–3:00pm	1/23/27 HBAS-G	Saturday Rm C116
091406 10:00am–3:00pm	2/27/27 HBAS-G	Saturday Rm C116
091407 10:00am–3:00pm	3/27/27 HBAS-G	Saturday Rm C116
091408 10:00am–3:00pm	4/24/27 HBAS-G	Saturday Rm C116
091409 10:00am–3:00pm	5/8/27 HBAS-G	Saturday Rm C116
091410 10:00am–3:00pm	6/26/27 HBAS-G	Saturday 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 $99, Regular $129
Instructor: Kaylee Sullivan

085701 6:00pm–7:30pm	9/22/26-11/10/26 EHS	Tuesday Rm 202
085702 6:00pm–7:30pm	2/2/27-3/23/27 EHS	Tuesday 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 $99, Regular $129
Instructor: Kaylee Sullivan

085601 6:00pm–7:30pm	11/17/26-1/26/27 EHS	Tuesday Rm 202
085602 6:00pm–7:30pm	4/6/27-5/25/27 EHS	Tuesday Rm 202

PHOTOGRAPHY CLASSES

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

Experience the photographic magic of the Bolsa Chica Wetlands, an extraordinary location with unique scenery and diverse wildlife that draws photographers from all over, pros and amateurs alike. In this informative and engaging workshop, we will delve into the art of composition, key photography guidelines, and uncover the wetlands' most spectacular hidden photographic locations. You'll learn how to capture its distinctive beauty, regardless of your photographic background or equipment. Our focus will be on creative vision, not camera mechanics or technical aspects, as we go on photo walks together at the wetlands. We will aquire insider tips, reveal the best times and secret spots to photograph its remarkable birds and wildlife, and explore what elevates a nature photo from ordinary to exceptional. All skill levels and all cameras (including your phone) are welcome. Join us for three consecutive Saturdays: an insightful classroom session followed by two immersive and rewarding photo walks within the special environment of 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.

0851402	HBAS-G Rm B104	
10/10/26	9:00am–12:00pm	Saturday
10/17/26	7:30am–10:30am	Saturday
10/24/26	3:00pm–6:00pm	Saturday

INSTRUCTOR: TAMMY ASAKI

Tammy is a local photographer with a deep love for the Bolsa Chica Wetlands and HB Central Park. Since moving to HB in the late 80s, she has extensively explored the local natural spaces. Her photographs have been featured on ABC TV, Bolsa Chica Conservancy and Bolsa Chica Land Trust Calendars, the Huntington Beach Visitors Guide, and in local magazines. She regularly writes about nature for Harbour Light magazine. Additionally, Tammy's photos and experiences at the Bolsa Chica Wetlands are highlighted in the new book, The Bolsa Chica Gun Club, A History by Chris Epting.

Photographing Huntington Beach Central Park - Workshop & Photo Walking Tour!

Discover the photographic wonders of Huntington Beach Central Park! Renowned as a birding and wildlife haven, this park also boasts stunning landscape opportunities, from serene reflective lakes to breathtaking Cherry Blossom trees. In this engaging workshop we will explore the art of composition, key photography guidelines, and unveil the park's most enchanting, lesser-known photographic locations. Our focus will be on creative vision, not camera mechanics or technical aspects, as we go on photo walks together through Central Park East and West. Prepare to learn valuable insider tips, discover the prime times and areas for spotting diverse birdlife and wildlife, and develop your eye for what constitutes a truly compelling nature photograph. All skill levels and all cameras (including your phone) are welcome. 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 park.

Early Bird $99, Regular $129
Instructor: Tammy Asaki

1st Saturday: Classroom Photo Workshop

2nd Saturday: Central Park Photo Morning Walk
Students will meet in front of the Central Library.

3rd Saturday: Central Park Photo Evening Walk
Students will meet in front of the Central Library.

0851502	HBAS-G	Rm B101
3/6/27	9:00am–12:00pm	Saturday
3/13/27	7:30am–10:30am	Saturday
3/20/27	4:00pm–7:00pm	Saturday

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 $79, Regular $99
Students may bring their own harmonica or bring $20 cash to purchase one from the instructor.
Instructor: Ben Wilson

0810101 5:00pm–6:00pm	9/8/26-11/17/26 HBAS-G	Tue Rm C116
0840102 5:00pm–6:00pm	12/8/26-3/2/27 HBAS-G	Tue Rm C116
0840103 5:00pm–6:00pm	3/16/27-6/1/27 HBAS-G	Tue Rm C116
0840104 5:00pm–6:00pm	6/22/27-7/27/27 HBAS-G	Tue/Thur Rm C116

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!

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 $149, Regular $179
Instructor: Beth Chilcott

0852301 2:30pm–4:30pm	9/16/26-12/16/26 HBAS-G	Wed Rm C116
0852302 2:30pm–4:30pm	1/6/27-3/24/27 HBAS-G	Wed Rm C116
0852303 2:30pm–4:30pm	4/7/27-6/23/27 HBAS-G	Wed Rm C116

Basic Watercolor Painting

A beginner's class into the magical world of watercolor painting. Emphasis will be on understanding the differences between watercolors and other painting mediums, how to control as well as "layer" watercolors, and the advantages as well as limitations of watercolors painting. **Students must furnish their own supplies. Approximate supply cost of $100. A supply list will be provided at the first class.**

Early Bird $139, Regular $169
Instructor: Beth Chilcott

0852601 12:30pm–2:00pm	9/16/26-12/16/26 HBAS-G	Wed Rm C116
0852602 12:30pm–2:00pm	1/6/27-3/24/27 HBAS-G	Wed Rm C116
0852603 12:30pm–2:00pm	4/7/27-6/23/27 HBAS-G	Wed Rm C116

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 $229, Regular $259
(Price includes materials.)
Instructor: Garrett Stryker

085121 5:00pm–8:00pm	8/24/26-11/16/26 HBHS	Mon Rm I-6

Early Bird $249, Regular $279
(Price includes materials.)
Instructor: Garrett Stryker

085141 5:00pm–8:00pm	8/26/26-11/18/26 HBHS	Wed Rm I-6

Early Bird $189, Regular $219
(Price includes materials.)
Instructor: Garrett Stryker

085122 5:00pm–8:00pm	11/30/26-3/8/27 HBHS	Mon Rm I-6

Early Bird $259, Regular $289
(Price includes materials.)
Instructor: Garrett Stryker

085142 5:00pm–8:00pm	12/2/26-3/10/27 HBHS	Wed Rm I-6

Early Bird $219, Regular $249
(Price includes materials.)
Instructor: Garrett Stryker

085123 5:00pm–8:00pm	3/15/27-5/24/27 HBHS	Mon Rm I-6
085143 5:00pm–8:00pm	3/17-27-6/2/27 HBHS	Wed Rm I-6

Early Bird $249, Regular $279
(Price includes materials.)
Instructor: Matthew Harward

085131 5:00pm–8:00pm	8/25/26-11/17/26 HBHS	Tue Rm I-6

Early Bird $259, Regular $289
(Price includes materials.)
Instructor: Matthew Harward

085151 5:00pm–8:00pm	8/27/26-11/19/26 HBHS	Thu Rm I-6
085132 5:00pm–8:00pm	12/1/26-3/9/27 HBHS	Tue Rm I-6
085152 5:00pm–8:00pm	12/3/26-3/11/27 HBHS	Thu Rm I-6

Early Bird $229, Regular $259
(Price includes materials.)
Instructor: Matthew Harward

085133 5:00pm–8:00pm	3/16/27-6/1/27 HBHS	Tues Rm I-6
085153 5:00pm–8:00pm	3/18/27-6/3/27 HBHS	Thu Rm I-6
085124 5:00pm–8:45pm	6/14/27-7/14/27 HBHS	Mon/Wed Rm I-6
085135 5:00pm–8:45pm	6/15/27-7/15/27 HBHS	Tue/Thu 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 6:00pm–9:00pm	9/3/26-11/19/26 MHS	Thu Rm 312
084402 6:00pm–9:00pm	12/3/26-3/4/27 MHS	Thu Rm 312
084403 6:00pm–9:00pm	3/11/27-6/3/27 MHS	Thu Rm 312

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!

CULINARY ARTS AND NUTRITION

Dough Much Fun: The Sweet Side of Empanadas (Roll, Fill, Fold & Feast)

Ready to satisfy your sweet tooth? Join us for Class 2 as we trade savory spices for honey, fruit, and caramel! You'll learn to master a delicate, sweet dough while crafting two elegant fillings: a creamy Honey-Goat Cheese with Pistachio and Dates, and a classic Apple Empanada drizzled with homemade Caramel Sauce. From the perfect fold to the golden finish, come learn how to turn the humble empanada into a gourmet dessert!

Material fee covers a 6" wooden roller, a 4-inch biscuit cutter, a small pastry brush, a large to-go container, and printed recipes. Students will be able to "Keep the Kit"!

Students should bring an apron and a large tablespoon to class.

Early Bird $59, Regular $69
Bring $12 material fee to class (cash only).
Instructor: Chef Lisa

232301	9/3/26	Thur
6:30pm–9:00pm	EHS	Rm 247

Dough Much Fun: Empanada Workshop (Roll, Fill, Fold & Feast)

Roll up your sleeves and learn the secrets to crafting the perfect handheld feast! From savory fillings to the signature braided edge, we'll guide you through the process of making empanadas from scratch. Come hungry and leave with the skills to host your own empanada party!

Material fee covers a 6" wooden roller, a 4-inch biscuit cutter, a small pastry brush, a large to-go container, and printed recipes. Students will be able to "Keep the Kit"!

Students should bring an apron and a large tablespoon to class.

Early Bird $59, Regular $69
Bring $12 material fee to class (cash only).
Instructor: Chef Lisa

232201	Canceled	Thur
6:30pm–9:00pm	EHS	Rm 247

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.

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!

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: Tony Han

FALL SESSION
Early Bird $189, Regular $209

096011 8:45am–10:00am	9/2/26-12/2/26 HBAS-G	Mon, Wed Rm C116
096012 10:30am–11:45am	9/2/26-12/2/26 HBAS-G	Mon, Wed Rm C116

WINTER SESSION
Early Bird $179, Regular $199

096021 8:45am–10:00am	12/7/26-3/17/27 HBAS-G	Mon, Wed Rm C116
096022 10:30am–11:45am	12/7/26-3/17/27 HBAS-G	Mon, Wed Rm C116

SPRING SESSION
Early Bird $189, Regular $209

096031 8:45am–10:00am	3/22/27-6/16/27 HBAS-G	Mon, Wed Rm C116
096032 10:30am–11:45am	3/22/27-6/16/27 HBAS-G	Mon, Wed Rm C116

SUMMER SESSION
Early Bird $79, Regular $99

096041 8:45am–10:00am	6/21/27-7/19/27 HBAS-G	Mon, Wed Rm C116
096042 10:30am–11:45am	6/21/27-7/19/27 HBAS-G	Mon, Wed Rm C116

Morning Yoga • 1-Day per week

Instructor: Tony Han

FALL SESSION
Early Bird $109, Regular $129

096311 8:45am–10:00am	9/2/26-12/2/26 HBAS-G	Mon or Wed Rm C116
096312 10:30am–11:45am	9/2/26-12/2/26 HBAS-G	Mon or Wed Rm C116

WINTER SESSION
Early Bird $109, Regular $129

096321 8:45am–10:00am	12/7/26-3/17/27 HBAS-G	Mon or Wed Rm C116
096322 10:30am–11:45am	12/7/26-3/17/27 HBAS-G	Mon or Wed Rm C116

SPRING SESSION
Early Bird $99, Regular $119

096331 8:45am–10:00am	3/22/27-6/16/27 HBAS-G	Mon or Wed Rm C116
096332 10:30am–11:45am	3/22/27-6/16/27 HBAS-G	Mon or Wed Rm C116

SUMMER SESSION
Early Bird $49, Regular $69

096341 8:45am–10:00am	6/21/27-7/19/27 HBAS-G	Mon or Wed Rm C116
096342 10:30am–11:45am	6/21/27-7/19/27 HBAS-G	Mon or Wed Rm C116

We observe all public school holidays.
Please see page 58 for the 2026-2027 Holiday Schedule.

HEALTH & FITNESS *(continued)*

Southern Style Line Dancing (All Genres with a Southern Soul)

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

0874401 5:00pm–6:30pm	9/9/26-10/28/26 HBAS-G	Wed Rm C116
0874402 5:00pm–6:30pm	1/13-27-3/3/27 HBAS-G	Wed Rm C116
0874403 5:00pm–6:30pm	4/7/27-5/26/27 HBAS-G	Wed Rm C116

Water Aerobics for Fitness • 2-Days per week

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

Instructor: Kelly Pointer

FALL SESSION
Early Bird $229, Regular $249

087801 7:00pm–8:00pm	9/2/26-12/2/26 OVHS Pool	Mon, Wed

WINTER SESSION
Early Bird $199, Regular $219

087802 7:00pm–8:00pm	12/7/26-3/10/27 OVHS Pool	Mon, Wed

SPRING SESSION
Early Bird $239, Regular $259

087803 7:00pm–8:00pm	3/15/27-6/9/27 OVHS Pool	Mon, Wed

SUMMER SESSION
Early Bird $119, Regular $239

087804 7:00pm–8:00pm	6/14/27-8/18/27 OVHS Pool	Mon, Wed

Water Aerobics for Fitness • 1-Day per week

Instructor: Kelly Pointer

FALL SESSION
Early Bird $129, Regular $149

087901 7:00pm–8:00pm	9/2/26-12/2/26 OVHS Pool	Mon or Wed

WINTER SESSION
Early Bird $119, Regular $139

087902 7:00pm–8:00pm	12/7/26-3/10/27 OVHS Pool	Mon or Wed

SPRING SESSION
Early Bird $119, Regular $139

087903 7:00pm–8:00pm	3/15/27-6/9/27 OVHS Pool	Mon or Wed

SUMMER SESSION
Early Bird $99, Regular $119

087904 7:00pm–8:00pm	6/14/27-8/18/27 OVHS Pool	Mon or Wed

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 $229, Regular $249

087701	9/2/26-12/2/26	Mon, Wed
7:00pm–8:00pm	OVHS Pool	

WINTER SESSION
Early Bird $199, Regular $219

087702	12/7/26-3/10/27	Mon, Wed
7:00pm–8:00pm	OVHS Pool	

SPRING SESSION
Early Bird $229, Regular $249

087703	3/15/27-6/9/27	Mon, Wed
7:00pm–8:00pm	OVHS Pool	

SUMMER SESSION
Early Bird $199, Regular $219

087704	6/14/27-8/18/27	Mon, Wed
7:00pm–8:00pm	OVHS Pool	

Lap Swimming for Fitness • 1-Day per week

Instructor: Kelly Pointer

FALL SESSION
Early Bird $129, Regular $149

087601	9/2/26-12/2/26	Mon or Wed
7:00pm–8:00pm	OVHS Pool	

WINTER SESSION
Early Bird $119, Regular $139

087602	12/7/26-3/10/27	Mon or Wed
7:00pm–8:00pm	OVHS Pool	

SPRING SESSION
Early Bird $119, Regular $139

087603	3/15/27-6/9/27	Mon or Wed
7:00pm–8:00pm	OVHS Pool	

SUMMER SESSION
Early Bird $99, Regular $119

087604	6/14/27-8/18/27	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 $139, Regular $159

088001	9/12/26-12/16/26	Sat
7:30am–8:30am	OVHS Pool	

WINTER SESSION
Early Bird $99, Regular $119

088002	1/9/27-3/27/27	Sat
7:30am–8:30am	OVHS Pool	

SPRING SESSION
Early Bird $89, Regular $109

088003	4/10/27-6/12/27	Sat
7:30am–8:30am	OVHS Pool	

SUMMER SESSION
Early Bird $89, Regular $109

088004	6/26/27-8/21/27	Sat
7:30am–8:30am	OVHS Pool	

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!

GENERAL INFORMATION / POLICIES

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
Christine Hernandez

Superintendent
Dr. Carolee Ogata

HBAS: Here to Help

Steve Curiel, *Principal*
714.842.4227

Jason Ross, *Assistant Principal,* CTE
714.842.4227

Philip Villamor, *Assistant Principal, ESL*
714.894.1018

TBD, *Assistant Principal, ASE*
714.842.4227

Dr. Ashley Nguyen, *Counselor*
714.592.1005

Erica Solis, *Counselor*
714.842.4227

Lenora Mitchell, *HBAS Secretary*
714.842.4227

Arlene Flores, *Job Developer*
714.842.4227

Tammy Asaki, *Registrar*
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 **before the class begins**, a full refund will be issued automatically. If a class is cancelled after it starts, a refund for the remaining unattended classes will be issued. Student initiated refunds, minus a $30 registration processing fee, will be granted if HBAS receives the request in writing at least 3 working days before the first day of class. A request for credit may be initiated by a student if received by HBAS in writing at least 1 day before the first day of class. **No refunds or credits may be requested after the first day of class.** There are no refunds for classes $49 or less; however, a credit may be requested if done so in writing before the first day of class. For refund policies for Kindergarten through 12 grade community education classes see the policy listed for the specific program on the hbas.edu website. For more information contact us at info@hbas.edu or (714) 842-4227.

No refund for classes less than $49.

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

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

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

GENERAL INFORMATION / POLICIES

Student Records Request

Students may get one copy of their program records or certificate for free. Additional copies are $10 per copy.

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.

CONGRATULATIONS GRADUATES!

2026-2027 Holiday Schedule

No classes on these dates.

Independence Day Observed
Saturday, July 3, 2026

Labor Day Monday, September 7, 2026

Veterans Day
Wednesday, November 11, 2026

Thanksgiving Recess
Monday, November 23, 2026–
Friday, November 27, 2026

Winter Recess
Monday, December 21, 2026–
Friday, January 1, 2027

Martin Luther King's Birthday
Monday, January 18, 2027

Staff Development Day
Monday, January 26, 2027

Lincoln's Birthday
Monday, February 8, 2027

Presidents' Day Monday, February 15, 2027

Spring Recess
Monday, March 29, 2027–Friday, April 2, 2027

Memorial Day Monday, May 31, 2027

Professional Staff Development Day
Friday, January 26, 2027

Juneteenth Friday, June 18, 2027

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.

HBUHSD Uniform Complaint Procedures

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

Parking by HBAS Permit Only

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

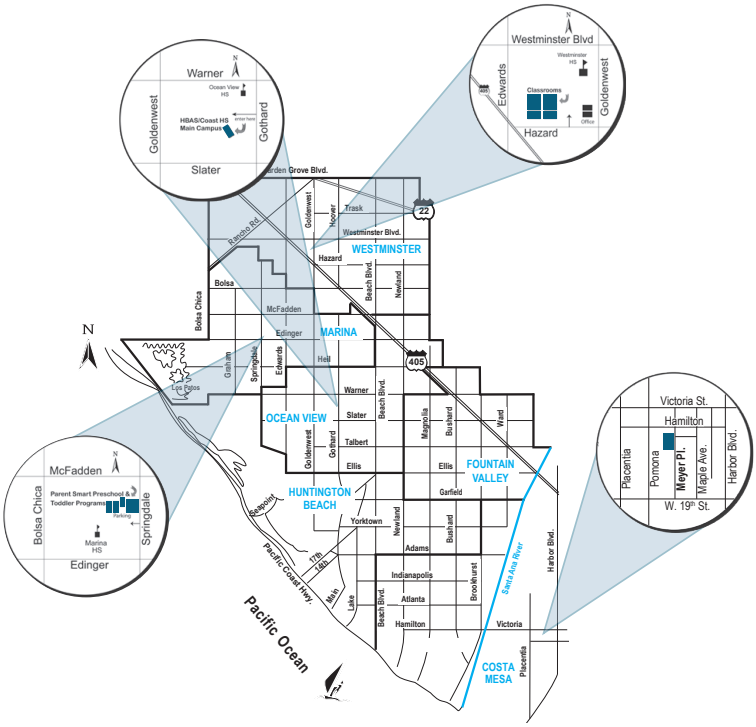
Equal Opportunity

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

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

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

CLASS LOCATIONS MAP



Early Birds Get In!

We recommend registering early to get into the class you want.
A class may be canceled if the minimum enrollment requirements are not met in time. We invite you to be an early bird!

Connect with us!

Instagram
@ h_b_a_s

MAIN CAMPUS LOCATIONS

HBAS-G	**Gothard Campus** 17231 Gothard Street, Huntington Beach 92647
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
OVE	Oak View Elementary School • 17241 Oak Lane, Huntington Beach 92647
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
WES	Whittier Elementary School • 1800 Whittier Avenue, Costa Mesa 92627

Huntington Beach Union High School District

Huntington Beach Adult School

17231 Gothard Street
Huntington Beach, CA 92647

HUNTINGTON BEACH ADULT SCHOOL

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