

# HUNTINGTON BEACH ADULT SCHOOL

***FREE Career Training at HBAS!***



## Train for a **Medical Career:**

Medical Billing and Coding  
Pharmacy Technician  
Medical Assistant

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



Train for an  
**Office Career:**  
Administrative Assistant  
Accounting Clerk  
Data Entry Clerk  
Paraprofessional

**CAREER  
FREE  
PROGRAMS!**



## **WINTER 2025-2026 CATALOG OF CLASSES**

[www.hbas.edu](http://www.hbas.edu) | 17231 Gothard Street Huntington Beach CA 92647 | 714.842.4227

Huntington Beach Union High School District

# STUDENT SUCCESS SPOTLIGHT

## **“I really love working with numbers.”**

Safoura earned bachelor's degrees in accounting and mathematics in her native Iran. She worked as an accountant in Iran for 20 years before coming to the US in 2020. Safoura first heard about HBAS from her parents, who were taking English as a Second Language (ESL) classes. Instead of enrolling in ESL herself, Safoura decided that to take Career Training classes, so she could gain job skills while also improving her English.

In 2021, Safoura started with computer and accounting classes, and hasn't stopped since! Safoura has successfully completed over two dozen classes and earned FIVE Career Certificates: Administrative Assistant, Accounting Clerk, Data Entry Clerk, Medical Billing and Coding, and Pharmacy Technician. Along the way, HBAS staff recognized her potential, and brought her on as a Dropout Recovery Liaison with the ESL department. She continued to take a full load of classes while working at HBAS and doing accounting for a local organization.

The ESL team has been impressed with Safoura on the job. They were not surprised when she was recently hired by the Huntington Beach Unified School District as a Senior Accounting Clerk. She started her new job in October 2024.

Safoura's ambitions have no sign of slowing. In addition to her new job, she is also taking college classes at Golden West College to earn her AA and BA in Accounting.

And when she has already accomplished so much, why does Safoura keep taking classes here? She said, *“CTE has the best teachers. If you need help, they help you.”* She also gave a shout out to Job Developer Arlene for helping jobseekers like her take the first steps on their new career path.

Rebecca Adams, Senior Secretary at our Westminster Campus, shared her excitement: *“So happy to hear about her new endeavor. Safoura is an example of discipline and persistence. She has such a caring demeanor.”*

*Congratulations and lots of success, Safoura. You deserve the best!”*



**Safoura**

# WELCOME TO HBAS

## HBAS OFFICE HOURS

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

### **BESST**

Monday/Wednesday/Thursday 8:00 am - 5:00 pm  
Tuesday/Wednesday 8:00 am - 7:00 pm | Closed on Fridays

### **Bolsa**

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

### **Gothard**

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

### **Westminster High School**

Monday/Thursday 8:00 am - 5:00 pm  
Tuesday/ Wednesday 8:00 am - 7:00 pm | Friday 8:00 am - 12:00 pm

***See location addresses on page 59. Please see [hbas.edu](http://hbas.edu) for orientation schedule and the most current operational hours.***

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

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



# 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:



**H**olding our students to high standards of achievement and celebrating their accomplishments.



**B**uilding accessibility into all programs and services for all students.



**A**ccepting all staff and students by embracing diversity, equity, and inclusivity.



**S**upporting 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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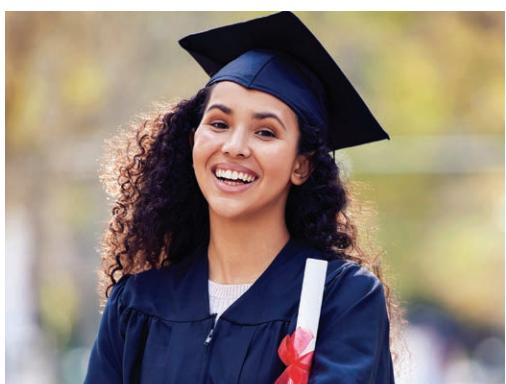


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# PRINCIPAL'S MESSAGE



## Keep Learning in 2026!

Dear Community,

As we welcome a brand new year, I want to extend my heartfelt gratitude to our incredible community—students, staff, families, and partners—who make Huntington Beach Adult School a place of growth, opportunity, and connection.

2026 brings with it fresh beginnings and renewed possibilities. Whether you're continuing your educational journey, exploring new career paths, or simply seeking personal enrichment, we are here to support and celebrate your goals. Your dedication and resilience inspire us every day, and we are honored to walk alongside you as you pursue your dreams.

This year, we remain committed to fostering a welcoming, inclusive, and empowering learning environment. Our programs are designed to meet the diverse needs of our community, and we are excited to introduce new opportunities that reflect the evolving world around us.

Let's embrace this new chapter with optimism, courage, and a shared commitment to lifelong learning. Together, we can make 2026 a year of achievement, transformation, and joy.

Wishing you and your loved ones a healthy, prosperous, and fulfilling New Year!  
Warm regards,

*Steve Curiel, Principal, Huntington Beach Adult School*

# STUDENT SUPPORT SERVICES

## HBAS and Ocean View High School Celebrate Hispanic Heritage Month

HBAS and OVHS co-hosted a spectacular Hispanic/Latino Heritage Month Fiesta to celebrate and honor Hispanic/Latino culture and heritage. Staff across three school districts (Huntington Beach Union High School District, Ocean View School District, and Westminster School District) came together with students, parents, and board members to enjoy this special community event.

The celebration featured lively performances, including a Folklórico dance showcase by HBAS (featuring Rebeca Adams) and Stacey Middle School, three beautiful song performances by Teffany Nowell from the Oak View Family Resource Center, and a spirited OVHS band performance of La Chona. The HBAS and Stacey Middle School Folklórico groups performed a total of nine routines, demonstrating their skilled choreography and love for traditional dance.

This year's Fiesta also welcomed several wonderful community partners, including Common Ground, Project Hope Alliance, AltaMed Health Services, and Orange County Community Housing Corp/SteppingUP. Each organization hosted educational booths to connect students and families to vital services such as health care, housing, and college preparation. OVSD, WSD, and Oak

View Elementary School also shared information about volunteer opportunities and programs, including OVSD's Spanish Dual Language Immersion program.

Delicious traditional Mexican dishes, pozole and tacos al pastor, were prepared by John Chiu's HBUHSD Nutrition Services team. Food is an essential part of Hispanic/Latino culture, and we are grateful to our OVHS kitchen staff for generously sharing their time, culinary expertise, and passion. A special thank you goes to Kendra Rosales and the Brave Ones Foundation for generously covering the cost of student meals.

Together, we celebrated the value, strength, and beauty of the Hispanic/Latino culture and community. Thank you to everyone who attended, supported, and helped make our Hispanic/Latino Heritage Month Fiesta a truly memorable success.



**TAKE ADVANTAGE OF HBAS EARLY BIRD PRICING**

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

**EARLY BIRD**

# 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** 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 Guidance Specialists:

**Tammy Asaki** has been a guidance specialist for Huntington Beach Adult School for over 28 years. She offers academic guidance for our High School Diploma students including transcript evaluation, registration, choosing a course of study, developing an educational plan, scheduling and course changes. She also maintains student records and can provide transcripts, letters, and verifications, as needed, for diploma students. Tammy has a Bachelor of Arts degree in Psychology from CSUF and her main goal is to help adult students graduate from high school and continue their education.



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



# ENROLLMENT INFORMATION

## CTE & Community Ed Classes:

### When can I enroll?

<b>IN PERSON</b>	Mondays & Thursdays 8:00 am - 4:30 pm Tuesdays & Wednesdays 8:00 am - 6:30 pm Fridays 8:00 am - 2:30 pm
<b>ONLINE</b>	Anytime (Strongly recommended)

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

### Where can I enroll?

<b>IN PERSON</b>	Gothard Campus 17231 Gothard Street Huntington Beach, CA 92647
<b>ONLINE</b>	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.

**TAKE  
ADVANTAGE OF  
HBAS EARLY BIRD PRICING**

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

**EARLY BIRD**

**HBAS ACCEPTS**



## Diploma / GED Registration

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

1. New or returning student, go to [www.hbas.edu](http://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



**Rebecca Adams, Senior Secretary  
HBAS Classified Employee of the Year**

Always positive, Rebecca is a model employee who supports students and staff in and out of the classroom. She has helped to build the HBUSD DLAC into a robust group of involved parents and has worked with students to start a traditional Folklorio dance group Sin Fronteras, that now perform at community events throughout the area. Congratulations Rebecca!

# ENROLLMENT INFORMATION

## ESL Enrollment

### How Do I Enroll/Re-Enroll for ESL?

1. Go to [www.hbas.edu/ESL/Registration/](http://www.hbas.edu/ESL/Registration/)
2. Fill out the [Online Enrollment Form](#).  
After submitting the form, follow the instructions / select the link to launch Booking site for your Orientation/Assessment.
3. Select a Booking for an In-Person Orientation/Assessment time (Morning and Evening times at the Costa Mesa and Westminster/WHS campuses).

\*Bring your laptop to the Orientation and/or arrange to check one out after.

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

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



### Làm các nào để đăng ký học ESL?

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

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

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

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



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

1. Vaya a [www.hbas.edu/ESL/Registration/](http://www.hbas.edu/ESL/Registration/)
2. Complete el [Formulario de Inscripción en Línea](#). Después de enviar el formulario, siga las instrucciones dadas para iniciar la reserva de su Orientación y Evaluación seleccionando el enlace en pantalla.
3. Seleccione una reserva 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.**



## 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



## Connect with us!



# CAREER TRAINING

## Are you ready to start a new career?

**HBAS offers seven Certificate Programs:** Accounting Clerk, Medical Assistant, Medical Billing and Coding, Pharmacy Technician, Administrative Assistant and

Data Entry Clerk. If you are interested in one or more of our programs, enroll online and register to attend a FREE Information Session. The schedule for the Information Sessions can be found below.



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

**You can complete training for a new career in two simple steps. Please note: These steps must be completed in the order listed below:**

**STEP 1** Enroll and register online to attend a FREE, REQUIRED Information Session. At the Information Session you will learn about the programs prerequisites, registration fees, externship opportunities, job prospects, and more. The schedule for the Information Session for each certificate program is listed below. In this step you will complete a required Reading and Math entrance exam. **Allow 2 hours for this step. Information Session will be held on Microsoft Teams.** A link will be emailed to participants before the meeting.

### Information Session Schedule:

Friday Online	9:00 am – 11:00 am		Tuesday Online	6:00 pm – 8:00 pm	
0600406	12/05/25	Marasigan	0600458	12/02/25	Ross
0600407	01/23/26	Marasigan	0600459	01/06/26	Ross
0600408	01/30/26	Marasigan	0600460	01/20/26	Ross
0600409	02/20/26	Marasigan	0600461	02/03/26	Ross
0600410	03/06/26	Marasigan	0600462	02/24/26	Ross
0600411	03/20/26	Marasigan	0600463	03/17/26	Ross
0600412	04/03/26	Marasigan	0600464	03/24/26	Ross
0600413	04/24/26	Marasigan	0600465	04/14/26	Ross
0600414	05/01/26	Marasigan	0600466	05/05/26	Ross
0600415	05/15/26	Marasigan	0600467	05/12/26	Ross
* Information sessions will be conducted virtually over Microsoft Teams.			0600468	05/26/26	Ross
			0600469	06/09/26	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.

**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!

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

# CAREER TRAINING

## 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.

## Certificate Program Information Continued:

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



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

## HBAS Job and Resource Fair



Join us for the next HBAS Job and Resource Fair on March 26, 2026.

## 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.

# **MoveAhead with ADULTED**

Enroll today! [www.hbas.edu](http://www.hbas.edu)

# CAREER TRAINING

## Accounting Clerk Certificate Program



**Accounting Program**

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

### Required FREE Information Session

for students considering enrollment in the Accounting Clerk Certificate Program!

See pages 12-13 for information session schedule and details.



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

**Average Hourly Wage: \$24**

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

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

**Take advantage of it!**



### Required Coursework

Keyboarding (40 wpm minimum) / 10 Key Certification (140 kpm) • (See page 31) • Early Bird \$29, Regular \$39, or Typing Certificate / 10 Key Certificate \$25

Career Readiness Skills • (See page 29) • Early Bird \$89, Regular \$109

Windows Essentials & File Management • (See page 32) • Early Bird \$79, Regular \$99

Beginning Word • (See pages 33, 35) • Early Bird \$79, Regular \$99

Beginning Excel • (See pages 33, 36) • Early Bird \$79, Regular \$99

Intermediate Excel Online • (See page 36) • Early Bird \$59, Regular \$79

Accounting • Level 1 • (See page 15) • Early Bird \$189, Regular \$219

Accounting • Level 2 • (See page 15) • Early Bird \$189, Regular \$219

QuickBooks • Level 1 • (See page 15) • Early Bird \$109, Regular \$139

QuickBooks • Level 2 • (See page 16) • Early Bird \$109, Regular \$139

Tax Preparer • (See page 16) • Early Bird \$109, Regular \$139

Payroll Accounting • (See page 16) • Early Bird \$109, Regular \$139

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

No class on school holidays. We observe all public school holidays. Please see page 58 for the 2025-2026 Holiday Schedule.



#### **INSTRUCTOR: ESTHER NGUYEN**

Esther Nguyen holds a Bachelor's 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 \$189, Regular \$219**

Instructor: Esther Nguyen

0676502	2/28/26-6/6/26	Sat
8:30am-11:30am	HBAS-G	Rm C123

## Accounting • Level 2

This is an advanced course in practical accounting for Corporation (Merchandising). Hands-on manual training includes accounting cycle for merchandising corporation, accounting for publicly held corporations, cash funds, plant assets and depreciation, uncollectible accounts receivable, inventories, notes payable and receivable. **Prerequisites:** Accounting Level 1. *Earn college credit at CCC.*

**Early Bird \$189, Regular \$219**

Instructor: Esther Nguyen

0676602	2/28/26-6/6/26	Sat
12:00pm-3:00pm	HBAS-G	Rm C123

## QuickBooks • Level 1

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

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

**Early Bird \$109, Regular \$139**

Instructor: Esther Nguyen

0670302	3/23/26-5/4/26	M/W
5:00pm-7:45pm	HBAS-G	Rm C123

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

# CAREER TRAINING

## Accounting Clerk Certificate Program (*continued*)



### 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 \$109, Regular \$139

Instructor: Esther Nguyen

0670402	12/6/25-2/21/26	Sat
8:30am-11:30am	HBAS-G	Rm C123
0670401	5/6/26-6/10/26	M/W
5:00pm-8:00pm	HBAS-G	Rm C123

### Tax Preparer

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

#### Early Bird \$109, Regular \$139

Instructor: Esther Nguyen

0670401	9/6/25-11/8/25	Sat
12:00pm-3:00pm	HBAS-G	Rm C123
0670402	2/2/26-3/18/26	M/W
5:00pm-7:30pm	HBAS-G	Rm C123

### Open enrollment through each Semester.

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

### Payroll Accounting

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

#### Early Bird \$109, Regular \$139

Instructor: Esther Nguyen

0676701	11/15/25-2/7/26	Sat
12:00pm-3:00pm	HBAS-G	Rm C123

TAKE  
ADVANTAGE OF

**EARLY BIRD**

**HBAS EARLY BIRD PRICING**

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

## Medical Billing and Coding Certification

Medical Billers and Coders are health care professionals who work alongside the administration in a medical office or facility. The students will learn how to process patient data, send claim forms to insurance companies, check for errors in medical records, code medical records and use ICD10, CPT, and HCPCS Coding System. Upon completion of the program the students can seek employment in physicians' offices, hospitals, billing companies, laboratories, clinics, and insurance companies. High School Diploma or equivalency required. *All students must pass a reading and math proficiency test prior to 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, 21) •  
Early Bird \$249, Regular \$279

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 33, 35) •  
Early Bird \$79, Regular \$99

Beginning Excel • (See pages 33, 36) •  
Early Bird \$79, Regular \$99

Keyboarding (40 wpm minimum) • (See page 31) •  
Early Bird \$29, Regular \$39, or  
Typing Certificate \$25

Career Readiness • (See page 29) •  
Early Bird \$89, Regular \$109

Electronic Health Records • (See pages 19, 22) •  
Early Bird \$249, Regular \$279

### Medical Terminology

Topics include terminology related to anatomy, physiology, body systems, disease processes, procedures, abbreviations, and law & ethics necessary to work in the medical field.

**This 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.

**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.*

**Class is FREE for students in a CTE program.**

Instructor: Allison Iglesia

0679203 1:30pm-4:00pm	2/26-4/1/26 HBAS-G	Mon/Wed B104
0679204 2:00pm-4:30pm	4/14/26-6/4/26 HBAS-G	Tue/Thu B104

**CLASSES  
IN PERSON  
OR ONLINE**

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

# CAREER TRAINING

## Medical Billing and Coding Certification (continued)

### 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.*

Early Bird \$409, Regular \$439

Class is FREE for students in a CTE program.

Instructor: Nicole Craven

0680203            3/9/26-5/6/26            Mon/Wed  
6:00pm-9:00pm    HBAS-G                    Rm C122

CLASSES  
IN PERSON  
OR ONLINE

CAREER  
FREE  
PROGRAMS!\*



#### 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.

### Diagnostic Coding (ICD-10)

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

CLASSES  
IN PERSON  
OR ONLINE

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.*

Early Bird \$409, Regular \$439

Class is FREE for students in a CTE program.

Instructor: Nicole Craven

0681702            1/12/26-3/4/26            Mon/Wed  
6:00pm-9:00pm    HBAS-G                    Rm C122  
0681703            3/10/26-5/7/26            Tue/Thu  
6:00pm-9:00pm    HBAS-G                    Rm C122

### QUICK OCCUPATIONAL FACTS FOR ORANGE CO:

Average Hourly Wage : \$22

Average Job Openings  
2016-2026: 7,050

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

Take advantage of it!



### TAKE ADVANTAGE OF HBAS EARLY BIRD PRICING

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

EARLY BIRD

## 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.

**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.

**Early Bird \$249, Regular \$279**

**Class is FREE for students in a CTE program.**

Instructor: Allison Iglesia

0679603	2/3/26-4/2/26	Tue/Thu
2:00pm-4:30pm	HBAS-G	Rm B104
0679604	4/13/26-6/3/26	Mon/Wed
1:30pm-4:00pm	HBAS-G	Rm B104



**CLASSES  
IN PERSON  
OR ONLINE**

## CPT - Procedural Coding

This class teaches procedures for completing insurance claims and various financial methods used in medical offices for insurance billing and coding. Current Procedural Terminology (CPT) is a medical code set that is used to report medical procedures and services to entities such as physicians, health insurance companies and accreditation organizations. Current Procedural Terminology, Health Care Procedural Coding System, anatomy, and physiology are critical in the new coding systems and physicians depend on the codes for accuracy. **Prerequisites:**

Medical Terminology and Career Readiness.

*\*Students taking Medical Billing, Diagnostic Coding, or CPT - Procedural Coding must be in class or online at the scheduled class time.*

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

**Class is FREE for students in a CTE program.**

Instructor: Nicole Craven

0681402	1/13/26-3/5/26	Tue/Thu
6:00pm-9:00pm	HBAS-G	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	9/2/25-1/23/26
6081102	1/27/26-6/10/26

**Open enrollment through each Semester.**

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

No class on school holidays. We observe all public school holidays. Please see page 58 for the 2025-2026 Holiday Schedule.

# CAREER TRAINING

## Medical Assistant Certification - Front & Back Office



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

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

See pages 12-13 for information session schedule and details.

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

### PROGRAM REQUIREMENTS:

#### ***Start in Medical Terminology!***

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

***Students are required to purchase scrubs.***

***Scrub cost: approximately \$26 per set.***

Medical Terminology • (See pages 17, 21) •  
Early Bird \$249, Regular \$279

Career Readiness • (See page 29) •  
Early Bird \$89, Regular \$109

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

Beginning Word • (See pages 33, 35) •  
Early Bird \$79, Regular \$99

Keyboarding (40 wpm minimum) • (See page 31) •  
Early Bird \$29, Regular \$39,  
or Typing Certificate \$25

Electronic Health Records • (See pages 22, 25) •  
Early Bird \$249, Regular \$279

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

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

## Medical Terminology

Topics include terminology related to anatomy, physiology, body systems, disease processes, procedures, abbreviations, and law & ethics necessary to work in the medical field.

**This 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.

**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.*

**Class is FREE for students in a CTE program.**

Instructor: Allison Iglesia

0679203 1:30pm–4:00pm	2/2/26-4/1/26 HBAS-G	Mon/Wed B104
0679204 2:00pm–4:30pm	4/14/26-6/4/26 HBAS-G	Tue/Thu B104

**CLASSES  
IN PERSON  
OR ONLINE**

## Medical Assistant

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

**Early Bird \$599, Regular \$629**

**Class is FREE for students in a CTE program.**

Instructor: Oscar Rivas

**Medical Assistant Class – students are required to attend in person on Monday and Wednesday evenings.**

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 9 hours of outside work each week.

0679402 5:00pm–9:30pm	1/28/26-6/9/26 HBAS-G	Mon-Thu Rm C117
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**\*Students who complete the CTE Information Session and pass both CTE assessments are eligible for FREE Career Programs.**

## QUICK OCCUPATIONAL FACTS Medical Assistant

**Average Hourly Wage: \$19.68**

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

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



### 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.

No class on school holidays. We observe all public school holidays. Please see page 58 for the 2025-2026 Holiday Schedule.

# CAREER TRAINING

## 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.

**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.

**Early Bird \$249, Regular \$279 (Book included)**  
**Class is FREE for students in a CTE program.**

Instructor: Oscar Rivas

0679603 2:00pm-4:30pm	2/3/26-4/2/26 HBAS-G	Tue/Thu Rm B104
0679604 1:30pm-4:00pm	4/13/26-6/3/26 HBAS-G	Mon/Wed Rm B104

**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!

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

## 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: Michael O'Brien

0680101 9/2/25-1/23/26

0680102 1/27/26-6/10/26

#### 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

091404 10:00am-3:00pm	12/13/25 HBAS-G	Saturday Rm C116
091405 10:00am-3:00pm	1/10/26 HBAS-G	Saturday Rm C116
091406 10:00am-3:00pm	2/28/26 HBAS-G	Saturday Rm C116
091407 10:00am-3:00pm	3/28/26 HBAS-G	Saturday Rm C116
091408 10:00am-3:00pm	4/18/26 HBAS-G	Saturday Rm C116
091409 10:00am-3:00pm	5/9/26 HBAS-G	Saturday Rm C116
091410 10:00am-3:00pm	6/13/26 HBAS-G	Saturday Rm C116



# CAREER TRAINING

## Pharmacy Technician Certificate Program

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

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

**Required FREE Information Session** for students considering enrolling! See pages 12-13 for information session schedule and details.

### PROGRAM REQUIREMENTS:

Beginning Word • (See pages 33, 35) •

Early Bird \$59, Regular \$79

Keyboarding (40 wpm minimum) •

(See page 31) • Early Bird \$29, Regular \$39, or Typing Certificate \$25

Career Readiness • (See page 29) •

Early Bird \$89, Regular \$109

Electronic Health Records • (See pages 22, 25) •

Early Bird \$249, Regular \$279

Pharmacy Technician • (See page 24) •

Early Bird \$599, Regular \$629

**Students are required to purchase scrubs.**

**Scrub cost: approximately \$26 per set.**



### Pharmacy Technician

#### Community Pharmacy Practice

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

0678505 1/27/26-6/4/26

Mon-Thu 5:00pm–9:00pm\* HBAS-G Rm B104

0678502 1/28/26-6/4/26

Mon-Thu 9:00am–1:00pm\* HBAS-G Rm B104

\* Includes 30 minutes lunch.

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



#### INSTRUCTOR: ALLISON IGLESLIA

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

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.

**Early Bird \$249, Regular \$279 (Book included)**

**Class is FREE for students in a CTE program.**

Instructor: Oscar Rivas

0679603	2/3/26-4/2/26	Tue/Thu
2:00pm–4:30pm	HBAS-G	Rm B104
0679604	4/13/26-6/3/26	Mon/Wed
1:30pm–4:00pm	HBAS-G	Rm B104

No class on school holidays. We observe all public school holidays. Please see page 58 for the 2025-2026 Holiday Schedule.

CLASSES  
IN PERSON  
OR ONLINE



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. It can also be a great way of getting one's foot in the front door. The ability to perform on the job is extremely important in assisting fellow professionals and providing services to patients. An externship is an effective way of providing distinctive learning opportunities where knowledge of job performance requirements and short, practical experience may be gained.

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

0678701	9/2/25-1/23/26
0678702	1/27/26-6/10/26

**Open enrollment through each Semester.**

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

EARLY BIRD

TAKE ADVANTAGE OF HBAS  
EARLY BIRD PRICING

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



## QUICK OCCUPATIONAL FACTS

### Pharmacy Tech

**Average Hourly Wage : \$23.34**

**Average Job Openings**

**2018-2028: 3,160**

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

# CAREER TRAINING

## 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.



### Required Coursework

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

Early Bird \$39, Regular \$59 • (See page 31)

Typing Certificate \$25 • (See page 31)

Microsoft Word Beginning •

Early Bird \$79, Regular \$99 • (See pages 33, 35)

Microsoft Word Intermediate Online •

Early Bird \$79, Regular \$99 • (See page 36)

Microsoft Excel Beginning •

Early Bird \$79, Regular \$99 • (See pages 33, 36)

Microsoft Excel Intermediate •

Early Bird \$79, Regular \$99 • (See page 34)

Microsoft PowerPoint Beginning & Intermediate Online •

Early Bird \$79, Regular \$99 • (See page 37)

Windows Essentials & File Management •

Early Bird \$79, Regular \$99 • (See page 32)

Accounting Level 1 •

Early Bird \$189, Regular \$219 • (See page 15)

Accounting Level 2 •

Early Bird \$189, Regular \$219 • (See page 15)

QuickBooks I & II •

Early Bird \$109, Regular \$139 • (See pages 15, 16)

Career Readiness •

Early Bird \$89, Regular \$109 • (See page 29)

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

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

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



## Data Entry Clerk Certificate Program

Rather than performing a single specialized task, Office Clerks/Data Entry Clerks have responsibilities that often change daily with the needs of the specific job and the employer. Some clerks spend their days filing or keyboarding. Others enter data at a computer terminal. They also operate photocopiers, fax machines, and other office equipment; prepare mailings; proofread documents; and answer telephones and deliver messages. The specific duties assigned to a clerk vary significantly, depending on the type of office in which he or she works. The HBAS Career Training Center prepares Office Clerks/Data Entry Clerks to be prepared for just about any environment they might find themselves in. To receive program certification students must complete all classes within a two-year time frame. High School Diploma/GED required. Student must pass reading/math entrance exam.

### Required Coursework

#### Keyboarding Certification

(40 wpm minimum) / Data Entry •

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

Typing Certificate \$25 • (See page 31)

#### Computer Basics •

Early Bird \$79, Regular \$99 • (See page 32)

#### Microsoft Word Beginning •

Early Bird \$79, Regular \$99 • (See pages 33, 35)

#### Microsoft Excel Beginning •

Early Bird \$79, Regular \$99 • (See pages 33, 36)

#### Windows Essentials & File Management •

Early Bird \$79, Regular \$99 • (See page 32)

#### Career Readiness •

Early Bird \$89, Regular \$109 • (See page 29)

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

### Administrative Assistant / Data Clerk Externship

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

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

#### FREE to students in a CTE program

Instructor: Michael O'Brien      Rm C123  
0620201      9/2/25-1/23/26      8:00am-5:00pm  
0620202      1/27/26-6/10/26      8:00am-5:00pm

#### Open enrollment through each Semester.

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

### QUICK OCCUPATIONAL FACTS: Receptionist/Data Clerk

**Average Hourly Wage: \$19.09**

**2018-2028**

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



### Executive Secretary

**Average Hourly Wage: \$36.59**

**2018-2028**

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

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

**Take advantage of it!**

# CAREER TRAINING

## 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

0680003	1/7/26-2/25/26	Mon/Wed
3:00pm-6:00pm	HBAS-G	Rm C122
0680004	3/2/26-4/22/26	Mon/Wed
3:00pm-6:00pm	HBAS-G	Rm C122
0680005	4/27/26-6/8/26	Mon/Wed
3:00pm-6:00pm	HBAS-G	Rm C122

### **INSTRUCTOR: NAMI AOYAGI**

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



## Online Career Readiness



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

068008	1/12/26-3/9/26	Mon
9:00am-11:00am	Online	
068009	3/16/26-4/27/26	Mon
9:00am-11:00am	Online	
068010	5/4/26-6/8/26	Mon
9:00am-11:00am	Online	

We observe all public school holidays.

Please see page 58 for the 2025-2026 Holiday Schedule.



## 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.**

060403	12/2/25-1/23/26
060404	1/27/26-3/6/26
060405	3/10/26-4/17/26
060406	4/21/26-5/29/26
060407	6/2/26-7/3/26

## 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 grow 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.**

060503	12/2/25-1/23/26
060504	1/27/26-3/6/26
060505	3/10/26-4/17/26
060506	4/21/26-5/29/26
060507	6/2/26-7/3/26

# CAREER TRAINING

## 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

0670207	1/19/26-3/4/26	Mon/Wed
12:30pm–2:00pm	HBAS-G	Rm C122
0670204	3/9/26-4/15/26	Mon/Wed
12:30pm–2:00pm	HBAS-G	Rm C122
0670205	4/20/26-5/20/26	Mon/Wed
12:30pm–2:00pm	HBAS-G	Rm C122
0670206	5/27/26-6/8/26	Mon/Wed
12:30pm–2:00pm	HBAS-G	Rm C122



### Self Paced Lab

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

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

**FREE for students enrolled in a CTE program**

Instructor: Nami Aoyagi

0670017	1/19/26-3/4/26	Mon/Wed
12:30pm–2:00pm	HBAS-G	Rm C122
0670014	3/9/26-4/15/26	Mon/Wed
12:30pm–2:00pm	HBAS-G	Rm C122
0670015	4/20/26-5/20/26	Mon/Wed
12:30pm–2:00pm	HBAS-G	Rm C122
0670016	5/27/26-6/8/26	Mon/Wed
12:30pm–2:00pm	HBAS-G	Rm C122

### Typing / 10 Key Certification

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

***Online registration only. No walk-in registration.***

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

**FREE for students enrolled in a CTE program**

Instructor: Nami Aoyagi

068401	9/2/25-6/9/26	Mon
12:30pm–2:00pm	HBAS-G	Rm C122
068402	9/25/25-6/9/26	Tues
12:30pm–2:00pm	HBAS-G	Rm C122
068403	9/25/25-6/9/26	Wed
12:30pm–2:00pm	HBAS-G	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 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

0672102	12/2/25-1/22/26	Tue/Thu
9:00am-12:00pm	HBAS-G	Rm C123

## Windows Essentials & File Management



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

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

**FREE for students enrolled in a CTE program**

Instructor: Michael O'Brien

0635202	1/27/26-2/12/26	Tue/Thu
9:00am-12:00pm	HBAS-G	Rm C122
0635203	5/19/26-6/4/26	Tue/Thu
9:00am-12:00pm	HBAS-G	Rm C122

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We observe all public school holidays.  
Please see page 58 for the 2025-2026 Holiday Schedule.



# CAREER TRAINING

## Computer Classes (continued)

### Windows File Management

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

**Prerequisite:** Basic computer skills required.

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

**FREE for students enrolled in a CTE program**

Instructor: Michael O'Brien

0640102	1/9/26	Fri
9:00am–12:00pm	HBAS-G	Rm C122



#### INSTRUCTOR: MICHAEL O'BRIEN

Michael has been teaching academically for last five years. Previously 30+ years he was working for financial services companies and telecommunications companies. Currently owns a financial management company and is operating an Accounting/ Bookkeeping business. He has been teaching adults in professional and academic environments for over 35 years.



### 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 \$79, Regular \$99**

**FREE for students enrolled in a CTE program**

Instructor: Michael O'Brien

0675622	2/23/26-4/1/26	Mon/Wed
9:00am–12:00pm	HBAS-G	Rm C122
0675623	3/31/26-5/14/26	Tue/Thur
9:00am–12:00pm	HBAS-G	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 \$79, Regular \$99**

**FREE for students enrolled in a CTE program**

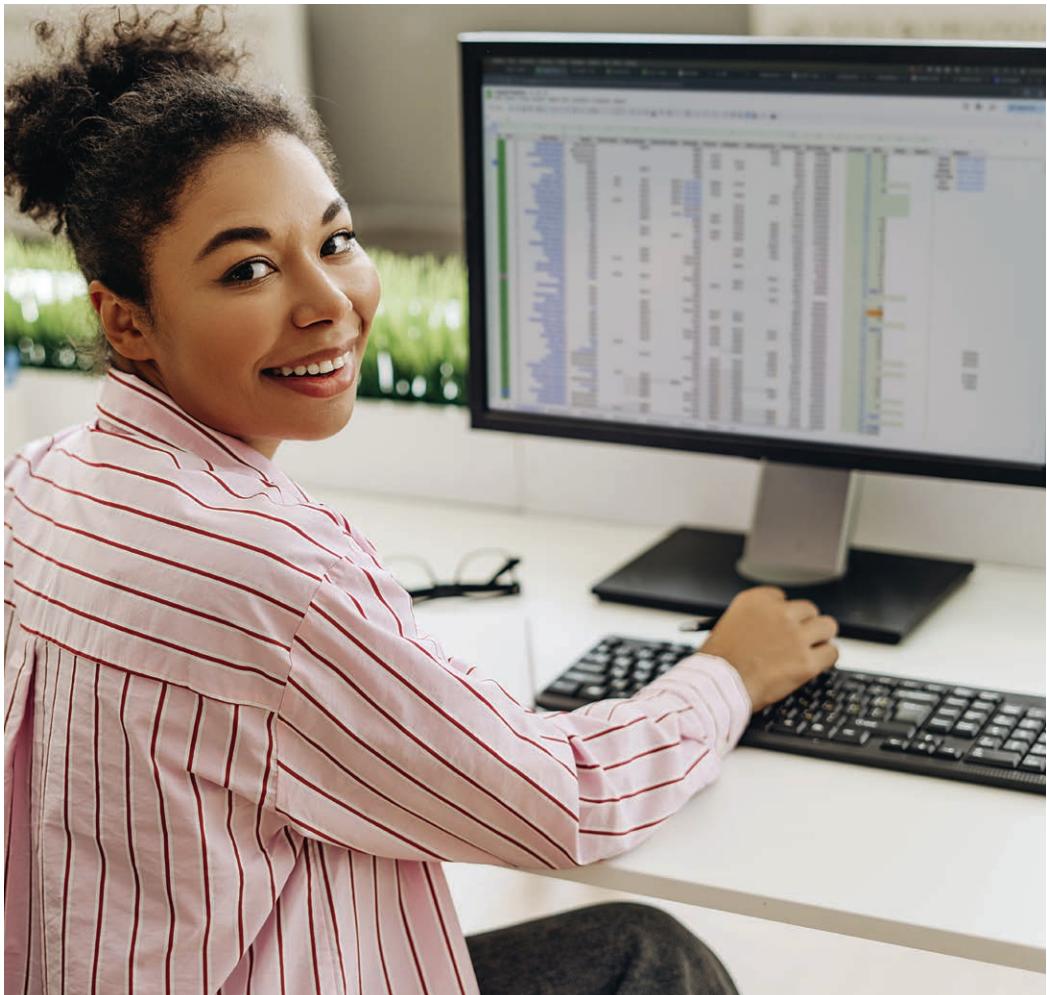
Instructor: Michael O'Brien

0673732	2/17/26-3/26/26	Tue/Thu
9:00am–12:00pm	HBAS-G	Rm C122

**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!



## 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 \$79, Regular \$99**

**FREE for students enrolled in a CTE program**

Instructor: Michael O'Brien

0673741                    4/13/26-5/20/26            Mon/Wed  
9:00am-12:00pm            HBAS-G                    Rm C122

## Microsoft PowerPoint: Beginning & Intermediate

This course will ensure you have the skills necessary to create a PowerPoint presentation.

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

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

**FREE for students enrolled in a CTE program**

Instructor: Michael O'Brien

0674401                    11/17/25-2/18/26            Mon/Wed  
9:00am-12:00pm            HBAS-G                    Rm C122

# CAREER TRAINING

## 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.**

Session	First Day Meeting Date	Final Exam Date	Time
12/15/25-2/12/26	12/15/2025	2/12/2026	12:30pm-2:30pm
2/17/26-4/2/26	2/17/2026	4/2/2026	12:30pm-2:30pm
4/13/26-5/28/26	4/13/2026	5/28/2026	12:30pm-2:30pm

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

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



### **Hybrid Microsoft Word: 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 above **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

0684103	12/15/25-2/12/26	Mon-Thu
1:00pm-3:00pm	HBAS-G	Rm C123
0684104	2/17/26-4/2/26	Mon-Thu
1:00pm-3:00pm	HBAS-G	Rm C123
0684105	4/13/26-5/28/26	Mon-Thu
1:00pm-3:00pm	HBAS-G	Rm C123

## HBAS ACCEPTS



## 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 35 **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

0684203	12/15/25-2/12/26	Mon-Thu
1:00pm-3:00pm	HBAS-G	Rm C123
0684204	2/17/26-4/2/26	Mon-Thu
1:00pm-3:00pm	HBAS-G	Rm C123
0684205	4/13/26-5/28/26	Mon-Thu
1:00pm-3:00pm	HBAS-G	Rm C123

## 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 35 **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

0684303	12/15/25-2/12/26	Mon-Thu
1:00pm-3:00pm	HBAS-G	Rm C123
0684304	2/17/26-4/2/26	Mon-Thu
1:00pm-3:00pm	HBAS-G	Rm C123
0684305	4/13/26-5/28/26	Mon-Thu
1:00pm-3:00pm	HBAS-G	Rm C123



## 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 35 **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

0684403	12/15/25-2/12/26	Mon-Thu
1:00pm-3:00pm	HBAS-G	Rm C123
0684404	2/17/26-4/2/26	Mon-Thu
1:00pm-3:00pm	HBAS-G	Rm C123
0684405	4/13/26-5/28/26	Mon-Thu
1:00pm-3:00pm	HBAS-G	Rm C123

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

# CAREER TRAINING

## Hybrid Computer Classes *(continued)*



### 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 35 **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

0684503	12/15/25-2/12/26	Mon-Thu
1:00pm-3:00pm	HBAS-G	Rm C123
0684504	2/17/26-4/2/26	Mon-Thu
1:00pm-3:00pm	HBAS-G	Rm C123
0684505	4/13/26-5/28/26	Mon-Thu
1:00pm-3:00pm	HBAS-G	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 35 **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

0684603	12/15/25-2/12/26	Mon-Thu
1:00pm-3:00pm	HBAS-G	Rm C123
0684604	2/17/26-4/2/26	Mon-Thu
1:00pm-3:00pm	HBAS-G	Rm C123
0684605	4/13/26-5/28/26	Mon-Thu
1:00pm-3:00pm	HBAS-G	Rm C123

## 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

0687002

3/25/26-4/30/26

Wed/Thu

4:00pm–7:00pm

EHS

Rm 509



### INSTRUCTOR: SHAUNA COSTA

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

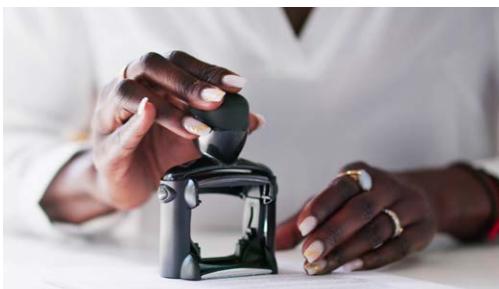
# CAREER TRAINING

## Notary Public Seminar

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

### Bring with you to class:

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



### Session schedule (1 day)

Early Bird \$99, Regular \$129

No same day registration.

Instructor: Tom Peevyhouse

0680703 4/24/26

Fri 8:00am–6:00pm\* HBAS-G Rm C122

\*Includes a lunch break

### Session schedule (1 day)

Early Bird \$99, Regular \$129

No same day registration.

Instructor: Danny Perez dperez@hbas.edu

0680702 1/24/26

Sat 8:00am–6:00pm\* HBAS-G Rm C117

\*Includes a lunch break

### INSTRUCTOR: DANNY PEREZ

Danny Perez holds a Notary Public Commission, teaching credential from California State University, Fullerton and M.A. degree from California State University, Los Angeles and Notary Public Instructor for 8 years at HBAS.



## Spanish for the Workplace

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

Early Bird \$149, Regular \$179

Instructor: Rosalba Barbosa

085902 3/2/26-4/22/26 Mon/Wed  
6:30pm–8:30pm HBAS-G Rm C116



## HBAS ACCEPTS



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

# HIGH SCHOOL DIPLOMA

## GED® Preparation

### English and Spanish

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

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

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

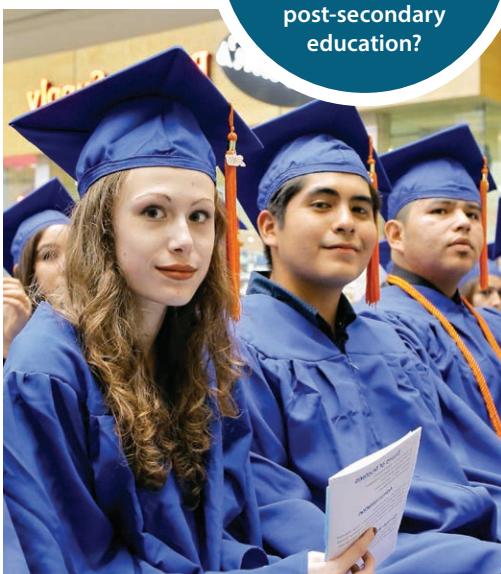
GED preparation is offered in both English and Spanish.

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.**

### Did you know?

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



**FREE**

## High School Diploma

Earn your High School Diploma for FREE. NO OUT OF POCKET COST. We offer the opportunity to work fully online (7+ hours per week).

*High School Diploma courses are offered at our Bolsa site, the BESST Center in Costa Mesa and Gothard campus.*

- In addition to completing the online enrollment form, **New students** enrolling in the High School Diploma program must send their transcripts to [tasaki@hbash.edu](mailto:tasaki@hbash.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.

**FREE**

### HBAS Diploma Program Graduation Requirements:

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

- **10 credit residency requirement:** Students must earn at least 10 credits from HBAS.

### Enroll Now! [hbash.edu](http://hbash.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.



# COMMUNITY EDUCATION CLASSES

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

## HEALTH & SAFETY EDUCATION

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

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

*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

091404	12/13/25	Saturday
10:00am-3:00pm	HBAS-G	Rm C116
091405	1/13/26	Saturday
10:00am-3:00pm	HBAS-G	Rm C116
091406	2/28/26	Saturday
10:00am-3:00pm	HBAS-G	Rm C116
091407	3/28/26	Saturday
10:00am-3:00pm	HBAS-G	Rm C116
091408	4/18/26	Saturday
10:00am-3:00pm	HBAS-G	Rm C116
091409	5/9/26	Saturday
10:00am-3:00pm	HBAS-G	Rm C116
091410	6/13/26	Saturday
10:00am-3:00pm	HBAS-G	Rm C116

*No refunds will be given for these classes due to the restricted class size, unless a class is cancelled by HBAS.*

TAKE  
ADVANTAGE OF  
**HBAS EARLY BIRD PRICING**

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

**EARLY BIRD**

## 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 \$119**

Instructor: Kaylee Sullivan

085702	2/3/26-3/24/26	Tuesday
6:00pm-7:30pm	EHS	Rm 202



### American Sign Language (ASL) 2

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

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

Instructor: Kaylee Sullivan

085602	4/14/26-6/2/26	Tuesday
6:00pm-7:30pm	EHS	Rm 202

# COMMUNITY EDUCATION CLASSES

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

## PARENT SMART PRESCHOOL

**SCHOOL YEAR 2025-2026**

(Ongoing Enrollment)

**5 STARS ON YELP—Check us out!**



### MARK YOUR CALENDARS!

**Pre-Registration Preview Day  
for Parent Smart Programs  
for Fall 2025**

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

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

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

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

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

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

**EARLY BIRD**

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

Parent Smart classes are perfect for parents committed to their child's education. We strongly believe that parents are a child's first teacher.

At Parent Smart, parents actively participate in their child's classroom. Parents learn, both in the classroom and during parenting seminars, child development theories and practice effective parenting skills. Children participate in readiness skills as they learn to love school! Family Fun Field trips at great group rates are part of the fun.\*  
(\*Cost of the field trips not included in class fees.)

*Teaching Staff: Lisa Marcinko*

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

Parents will be contacted with orientation date and time.

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

#### **Preschool Combo (3 and 4 years by 9/1/2025) Early Bird \$579, Regular \$599**

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

Monday, Wednesday, Friday	8:30am-12:00pm
070713	2/2/26-4/3/26
070714	4/13/26-6/12/26

MHS

# COMMUNITY EDUCATION CLASSES

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

## PARENT SMART TODDLER

**SCHOOL YEAR 2025-2026**

(Ongoing Enrollment)

**5 STARS ON YELP—Check us out!**



### **Parent Smart Toddler Program (12-35 months old)**

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

"Miss Lisa" is a fully credentialed (Early Childhood - Adult educator). She provides a nurturing, stimulating learning environment for toddlers and their parents! Family fun field trips\* at toddler-friendly locations at great group rates are also part of the experience!

(\*Cost of field trips not included in class fee.)

*Teacher: Lisa Marcinko*

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

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

Parents will be contacted with orientation date and time.

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

### **Sneak Peek Program Preview:**

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

### **SPRING 2026:**

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

Early Bird \$299, Regular \$319

Thursday 8:30am–11:00am

071401 2/5/26-6/4/26

MHS

**HBAS ACCEPTS**



# COMMUNITY EDUCATION CLASSES

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

## DIGITAL MEDIA ARTS

### 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 \$159, Regular \$189**

Instructor: Nami Aoyagi

0888201	1/7/26-2/25/26	Wed
9:00am-12:00pm	HBAS-G	Rm C123
0888201	4/28/26-5/21/26	Tue/Thu
9:00am-12:00pm	HBAS-G	Rm C123



### Digital Media Arts: Filters 1

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

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

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

**Early Bird \$179, Regular \$209**

Instructor: Nami Aoyagi

0887601	1/8/26-2/9/26	Tue/Thu
9:00am-12:00pm	HBAS-G	C123

### Digital Media Arts: Creative Play

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

**Early Bird \$179, Regular \$209**

Instructor: Nami Aoyagi

0890101	2/10/26-3/10/26	Tue/Thu
9:00am-12:00pm	HBAS-G	C123

### 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. **Prerequisites:** Must know File Management, have basic computer skills and complete Digital Media Arts Basics.

**Early Bird \$179, Regular \$209**

Instructor: Nami Aoyagi

0888801	3/04/26-5/6/26	Wed
9:00am-12:00pm	HBAS-G	C123

### Digital Media Arts: Blenders 1

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

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

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

Instructor: Nami Aoyagi

0889901	3/17/26-4/26/26	Tue/Thu
9:00am-12:00pm	HBAS-G	C123

# COMMUNITY EDUCATION CLASSES

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

## DIGITAL MEDIA ARTS *(continued)*

### Digital Media Arts:

#### Templates & Titles 2

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 \$79, Regular \$99**

Instructor: Nami Aoyagi

0888501            5/13/26-6/10/26        Wed  
9:00am-12:00pm    HBAS-G                    C123

#### 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            5/26/26-6/9/26        Tue/Thu  
9:00am-12:00pm    HBAS-G                    C123

#### Digital Media Arts: Beginning

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

**Early Bird \$209, Regular \$239**

Instructor: Nami Aoyagi

*Returning 2026-2027 School Year*

#### Digital Media Arts: Intermediate

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

**Prerequisites:** Completion and Understanding of Digital Media Arts - Beginning 1 & 2 and Windows File Management.

**Early Bird \$229, Regular \$249**

Instructor: Nami Aoyagi

*Returning 2026-2027 School Year*

#### 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 \$179, Regular \$209**

Instructor: Nami Aoyagi

*Returning 2026-2027 School Year*

#### 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 \$99, Regular \$129**

Instructor: Nami Aoyagi

*Returning 2026-2027 School Year*

## HBAS ACCEPTS



# COMMUNITY EDUCATION CLASSES

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

## 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

*Returning Fall 2026*



### 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

*Returning Fall 2026*

### 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

*Returning Fall 2026*

### 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	12/6/25	Saturday
9:00am-1:00pm	HBAS-G	Rm C116

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We observe all public school holidays.

Please see page 58 for the 2025-2026 Holiday Schedule.

# COMMUNITY EDUCATION CLASSES

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



## 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                    1/31/26  
9:00am–1:00pm            HBAS-G

Saturday  
Rm C116

## Glass Gardens Workshop

Step into the enchanting world of terrariums and build your very own tiny jungle! In this hands-on class, we'll use a variety of mini plants, moss, stones, and natural accents to create a living, layered arrangement inside a glass container. These lush little ecosystems are perfect for bringing a touch of green into any space—no green thumb required! You'll learn the basics of terrarium design, how to care for your mini plants, and tips for styling your piece to match your vibe. All supplies will be provided, but feel free to bring your own glass container if you have something special in mind.

**Early Bird \$49, Regular \$69**

**Material Fee: \$20 (cash only).**

Instructor: Heidi Ross

251101                    2/21/26  
9:00am–1:00pm            HBAS-G

Saturday  
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                    3/21/26  
9:00am–1:00pm            HBAS-G

Saturday  
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                    4/25/26  
9:00am–1:00pm            HBAS-G

Saturday  
Rm C116

TAKE  
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**HBAS EARLY BIRD PRICING**

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

**EARLY BIRD**

# COMMUNITY EDUCATION CLASSES

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

## FLORAL DESIGN CLASSES *(continued)*

### Frogs and Foilage Workshop

In this unique floral workshop, we'll explore the art of one-sided floral design using a floral frog (kenzan) and a live plant to create an arrangement that blends structure with natural beauty. This class combines the elegance of floral mechanics with the life and longevity of a potted plant, giving you a creation that continues to grow even after the blooms fade. Perfect for both beginners and experienced designers, this is a workshop where simplicity meets sophistication. All materials will be provided—including a floral frog, seasonal stems, and a small live plant—but feel free to bring a favorite container for a personalized touch.

**Early Bird \$49, Regular \$69**

**Material Fee: \$20 (cash only).**

Instructor: Heidi Ross

251401

9:00am–1:00pm

5/16/26

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

6/6/26

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

0853102

10:00am–12:00pm

1/7/26-2/25/26

Wed

0853103

10:00am–12:00pm

4/15/26-6/3/26

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!

# COMMUNITY EDUCATION CLASSES

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

## 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 acquire 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

1<sup>st</sup> Saturday: Classroom Photo Workshop

2<sup>nd</sup> Saturday: Bolsa Chica Photo Morning Walk  
Students will meet at the Bolsa Chica Conservancy Interpretive Center off Warner near PCH.

3<sup>rd</sup> Saturday: Bolsa Chica Photo Evening Walk  
Students will meet at the Bolsa Chica Conservancy Interpretive Center off Warner near PCH.

*Returning 2026-2027 School Year*

### 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

1<sup>st</sup> Saturday: Classroom Photo Workshop

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

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

0851402	HBAS-G	Rm B101
3/14/26	9:00am-12:00pm	Saturday
3/21/26	7:30am-10:30am	Saturday
3/28/26	4:00pm-7:00pm	Saturday

#### INSTRUCTOR: TAMMY ASAHI

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.



# COMMUNITY EDUCATION CLASSES

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

## THE ARTS

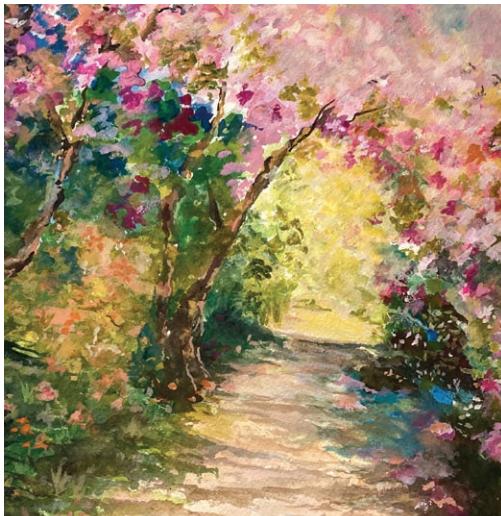
### Basic Oil Painting

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 \$169, Regular \$199

Instructor: Beth Chilcott

0852302	1/7/26-3/25/26	Wed
2:30pm-4:30pm	HBAS-G	Rm C116
0852303	4/1/26-6/24/26	Wed
2:30pm-4:30pm	HBAS-G	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

0852602	1/7/26-3/25/26	Wed
12:30pm-2:00pm	HBAS-G	Rm C116
0852603	4/1/25-6/24/26	Wed
12:30pm-2:00pm	HBAS-G	Rm C116

### 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

084402	12/6/25-3/4/26	Thu
6:00pm-9:00pm	MHS	Rm 312
084403	3/11/26-6/3/26	Thu
6:00pm-9:00pm	MHS	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!

# COMMUNITY EDUCATION CLASSES

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

## Ceramics:

### Hand-Building and Throwing

Create ceramic objects using a variety of hand building techniques, glazing and firing processes. Try your hand at shaping forms with an introduction to wheel throwing.

**Early Bird \$219, Regular \$249**

(Price includes materials.)

Instructor: Garrett Stryker

085123	3/16/26-6/1/26	Mon
5:00pm-8:00pm	HBHS	Rm I-6
085143	3/18/26-6/3/26	Wed
5:00pm-8:00pm	HBHS	Rm I-6

**Early Bird \$259, Regular \$289**

(Price includes materials.)

Instructor: Garrett Stryker

085142	12/3/25-3/4/26	Wed
5:00pm-8:00pm	HBHS	Rm I-6

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

(Price includes materials.)

Instructor: Garrett Stryker

085122	12/1/25-3/9/26	Mon
5:00pm-8:00pm	HBHS	Rm I-6

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

(Price includes materials.)

Instructor: Matthew Harward

085124	6/22/26-7/22/26	Mon/Wed
5:00pm-8:00pm	HBHS	Rm I-6
085135	6/23/26-7/23/26	Tue/Thu
5:00pm-8:00pm	HBHS	Rm I-6



**Early Bird \$259, Regular \$289**

(Price includes materials.)

Instructor: Matthew Harward

085132	12/2/25-3/10/26	Tues
5:00pm-8:00pm	HBHS	Rm I-6
085152	12/4/25-3/12/26	Thu
5:00pm-8:00pm	HBHS	Rm I-6

**Early Bird \$219, Regular \$249**

(Price includes materials.)

Instructor: Matthew Harward

085133	3/17/26-6/2/26	Tues
5:00pm-8:00pm	HBHS	Rm I-6
085153	3/19/26-6/4/26	Thu
5:00pm-8:00pm	HBHS	Rm I-6

**Early Bird \$219, Regular \$249**

(Price includes materials.)

Instructor: Matthew Harward

085124	6/22/26-7/22/26	Mon/Wed
5:00pm-8:45pm	HBHS	Rm I-6
085135	6/23/26-7/23/26	Tue/Thu
5:00pm-8:45pm	HBHS	Rm I-6

**Connect with us!**



# COMMUNITY EDUCATION CLASSES

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

## MUSIC CLASS

### Beginning Harmonica

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

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

**Students may bring their own harmonica or bring \$20 cash to purchase one from the instructor.**

Instructor: Ben Wilson

0810102	12/2/25-3/3/26	Tue
5:00pm-6:00pm	HBAS-G	Rm C116
0810103	3/24/26-6/16/26	Tue
5:00pm-6:00pm	HBAS-G	Rm C116



### 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.



# COMMUNITY EDUCATION CLASSES

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

## HEALTH & FITNESS

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

### Morning Yoga • 2-Days per week

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

Instructor: Alexis Kemp-Angier

#### WINTER SESSION

**Early Bird \$179, Regular \$199**

096021	1/5/26-4/1/26	Mon, Wed
8:45am-10:00am	HBAS-G	Rm C116
096022	1/5/26-4/1/26	Mon, Wed
10:30am-11:45am	HBAS-G	Rm C116

#### SPRING SESSION

**Early Bird \$179, Regular \$199**

096031	4/13/26-6/24/26	Mon, Wed
8:45am-10:00am	HBAS-G	Rm C116
096032	4/13/26-6/24/26	Mon, Wed
10:30am-11:45am	HBAS-G	Rm C116

#### SUMMER SESSION

**Early Bird \$79, Regular \$109**

096041	6/29/26-7/29/26	Mon, Wed
8:45am-10:00am	HBAS-G	Rm C116
096042	6/29/26-7/29/26	Mon, Wed
10:30am-11:45am	HBAS-G	Rm C116

### Morning Yoga • 1-Day per week

Instructor: Alexis Kemp-Angier

#### WINTER SESSION

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

096321	1/5/26-4/1/26	Mon or Wed
8:45am-10:00am	HBAS-G	Rm C116
096322	1/5/26-4/1/26	Mon or Wed
10:30am-11:45am	HBAS-G	Rm C116

#### SPRING SESSION

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

096331	4/13/26-6/24/26	Mon or Wed
8:45am-10:00am	HBAS-G	Rm C116
096332	4/13/26-6/24/26	Mon or Wed
10:30am-11:45am	HBAS-G	Rm C116

#### SUMMER SESSION

**Early Bird \$49, Regular \$69**

096341	6/29/26-7/29/26	Mon or Wed
8:45am-10:00am	HBAS-G	Rm C116
096342	6/29/26-7/29/26	Mon or Wed
10:30am-11:45am	HBAS-G	Rm C116

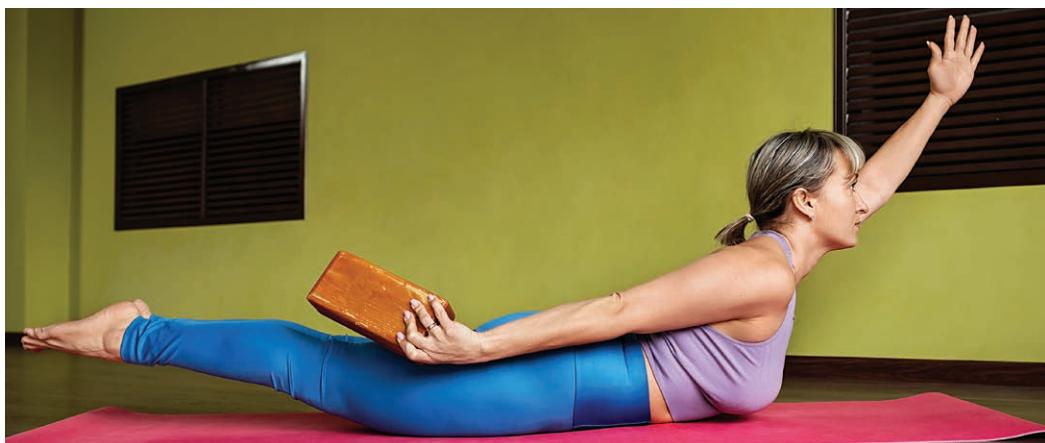
We observe all public school holidays.

Please see page 58 for the 2025-2026 Holiday Schedule.

**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!



# COMMUNITY EDUCATION CLASSES

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

## 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

0874402	1/7/26-2/25/26	Wed
5:00pm-6:30pm	HBAS-G	Rm C116
0874403	4/22/26-6/10/26	Wed
5:00pm-6:30pm	HBAS-G	Rm C116



### **Water Aerobics for Fitness • 2-Days per week**

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

#### **WINTER SESSION**

**Early Bird \$179, Regular \$199**

087802	12/8/25-3/25/26	Mon, Wed
6:00pm-7:00pm	OVHS Pool	

#### **SPRING SESSION**

**Early Bird \$239, Regular \$259**

087803	3/30/26-6/24/26	Mon, Wed
6:00pm-7:00pm	OVHS Pool	

#### **SUMMER SESSION**

**Early Bird \$179, Regular \$199**

087804	6/29/26-8/19/26	Mon, Wed
6:00pm-7:00pm	OVHS Pool	



### **Water Aerobics for Fitness •**

#### **1-Day per week**

Instructor: Kelly Pointer

#### **WINTER SESSION**

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

087902	12/8/25-3/25/26	Mon or Wed
6:00pm-7:00pm	OVHS Pool	

#### **SPRING SESSION**

**Early Bird \$139, Regular \$159**

087903	3/30/26-6/24/26	Mon or Wed
6:00pm-7:00pm	OVHS Pool	

#### **SUMMER SESSION**

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

087904	6/29/26-8/19/26	Mon or Wed
6:00pm-7:00pm	OVHS Pool	

**Connect with us!**



# COMMUNITY EDUCATION CLASSES

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

## 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



#### WINTER SESSION

**Early Bird \$179, Regular \$199**

087702            12/8/25-3/25/26    Mon, Wed  
6:00pm-7:00pm    OVHS Pool

#### SPRING SESSION

**Early Bird \$239, Regular \$259**

087703            3/30/26-6/24/26    Mon, Wed  
6:00pm-7:00pm    OVHS Pool

#### SUMMER SESSION

**Early Bird \$179, Regular \$199**

087704            6/29/26-8/19/26    Mon, Wed  
6:00pm-7:00pm    OVHS Pool

### Lap Swimming for Fitness •

#### 1-Day per week

Instructor: Kelly Pointer

#### WINTER SESSION

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

087602            12/8/25-3/25/26    Mon or Wed  
6:00pm-7:00pm    OVHS Pool

#### SPRING SESSION

**Early Bird \$139, Regular \$159**

087603            3/30/26-6/24/26    Mon or Wed  
6:00pm-7:00pm    OVHS Pool

#### SUMMER SESSION

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

087604            6/29/26-8/19/26    Mon or Wed  
6:00pm-7:00pm    OVHS Pool

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

Instructor: Kelly Pointer

#### WINTER SESSION

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

088002            1/10/26-4/4/26    Sat  
7:30am-8:30am    OVHS Pool

#### SPRING SESSION

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

088003            4/18/26-6/20/26    Sat  
7:30am-8:30am    OVHS Pool

#### SUMMER SESSION

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

088004            6/27/26-8/22/26    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.

**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 \$25 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 \$25 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 [hbashs.edu](http://hbashs.edu) website. For more information contact us at [info@hbashs.edu](mailto:info@hbashs.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.

## 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*  
714.842.4227

Philip Villamor, *Assistant Principal*  
714.894.1018

Jennifer Graves, *Assistant Principal*  
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, *Guidance Specialist*  
714.842.4227

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

### Main Office Hours

Please see page 3 for Office Hours.

# GENERAL INFORMATION / POLICIES

## 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.

## HBAS ACCEPTS



## CONGRATULATIONS 2025 GRADUATES!



# GENERAL INFORMATION / POLICIES

## 2025-2026 Holiday Schedule

*No classes on these dates.*

### Winter Recess

Monday, December 22, 2025–  
Friday, January 2, 2026

### Martin Luther King's Birthday

Monday, January 19, 2026

### Professional Staff Development Day

Monday, January 26, 2026

### Lincoln's Birthday

Monday, February 9, 2026

### Presidents' Day

Monday, February 16, 2026

### Spring Recess

Monday, April 6, 2026–Friday, April 10, 2026

### Memorial Day

Monday, May 25, 2026

### Juneteenth

Friday, June 19, 2026

### Independence Day

Saturday, July 4, 2026

## 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](http://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.

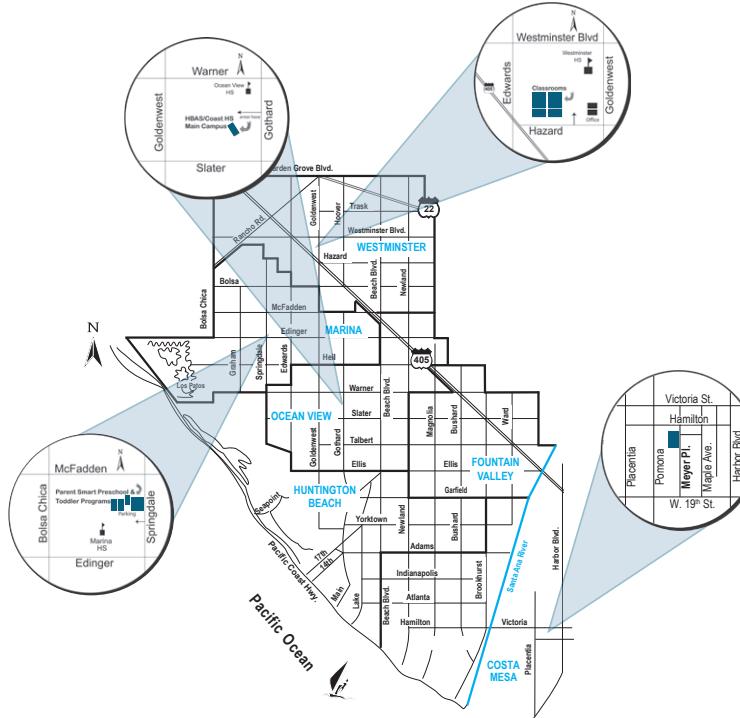
The Board affirms its position as an equal opportunity employer and upholds the right of every person to be employed and to advance on the basis of merit, ability and potential. Employment discrimination is prohibited on the basis of the person's actual or perceived race, religious creed, color, national 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.

**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!

# CLASS LOCATIONS MAP



## MAIN CAMPUS LOCATIONS

HBAS-G	<b>Gothard Campus</b> 17231 Gothard Street, Huntington Beach 92647
HBAS-B	<b>Bolsa Campus</b> 5832 Bolsa Avenue, Suite 100, Huntington Beach 92649
HBAS-W	<b>Westminster Campus (ESL classes only)</b> • 14325 Goldenwest Street, Westminster 92683
HBAS-G	<b>Career Training Center</b> 17231 Gothard Street, Huntington Beach 92647
PSP	<b>Parent Smart Preschool and Toddler Programs</b> 15859 Springdale Street, Huntington Beach 92649
BST	<b>BESST Center</b> • 2045 Meyer Place, Costa Mesa 92627

## CLASS LOCATIONS

EHS	Edison High School • 21400 Magnolia, Huntington Beach 92646
FVSCC	Fountain Valley Senior & Community Center • 17967 Bushard, Fountain Valley 92708
HBAS-G	HB Adult School (Main Campus) • 17231 Gothard Street, Huntington Beach 92647
HBAS-W	HB Adult School (Westminster Campus) • 14325 Goldenwest 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

# *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

Huntington Beach Union High School District

## Huntington Beach

### Adult School

17231 Gothard Street

Huntington Beach, CA 92647



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

Non-Profit Organization

U.S. POSTAGE

**PAID**

Permit No. 34

Huntington Beach, CA

\*\*\*\*\*ECRWSSEDDM\*\*\*\*\*

Residential Customer

# 2025 CTE GRADUATES

