



# HUNTINGTON BEACH ADULT SCHOOL

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



Train for a  
**Medical Career:**  
Medical Billing and Coding  
Pharmacy Technician  
Medical Assistant

**Paraprofessional**



Train for an  
**Office Career:**

Business Information Worker  
Administrative Assistant  
Accounting Clerk  
Data Entry Clerk

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



**FALL 2024 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

## Julie Spring Alderfer & Lizza Morales

**These friends achieved their career goals and found ways to pay it forward.**

Longtime friends Lizza and Julie teamed up to complete the Medical Billing and Coding (MBC) Program in just 9 months. Their enthusiasm for our CTE program was contagious: several family members and friends are now following in their footsteps.

So how did these two friends end up in the MBC program together? It started with Lizza, actor by trade, in search of a new career path during the actors' strike. She came across the HBAS catalog and couldn't believe that a local school offered career training for "Free 99!" Meanwhile, Julie was looking for a fresh start after leaving a long-term job with Starbucks. Amazingly, they both finished the enrollment steps in time to start class the next Monday.

Lizza mapped out a course schedule for the duo to finish in under a year. Lizza and Julie raved about their CTE instructors, who created collaborative learning environments where students discussed real world scenarios. They were amazed at the resources offered by our Job Developer. "You would pay for these services out in the world, it's priceless."



**Julie and Lizza**

### **Challenges Build Confidence**

This fast-paced program wasn't easy. Lizza and Julie were learning new things in new classes every 8-10 weeks. But when the lows got low, they could always count on each other for support. "Everyone should have an accountability partner during the program."

Julie shared that she did not pass the initial math assessment, which meant she had to take a 5-week Math Refresher course. While some may feel bad about not passing a test, Julie looks back on the experience with gratitude. Finishing that first class—and getting a perfect score on her retake—really kick-started her confidence.

Julie credits her family for being supportive, especially during a grueling schedule of afternoon and evening classes. Julie shared, "We did homework together at the table. They saw Mom working hard at night, they saw Dad supporting Mom, making dinner and bringing me dinner during class." Her kids got to see firsthand what can happen when their mom puts her mind to something.

### **The Inspiration Feedback Loop**

Lizza's mom inspired them to pursue this new career goal. Lizza explained, "She has successfully run a salon, raised me as a single mom, taken care of my Abuelita, and been a mentor to her staff." And after seeing Lizza go back to school, her mom started taking computer classes at HBAS!

Lizza has become a recruiter of sorts, with her mom, aunt, fellow actors and colleagues enrolling in our career training classes. She also found a creative way to reach out to future students. When turning in her textbook at the end of each class, Lizza left an encouraging Post-it note for the next student to find.

### **Walking Before Running**

What's next for this dynamic duo? Lizza and Julie plan to do externships through HBAS to get their feet wet before starting a job. They are also preparing for exams to become Certified Professional Billers and Coders. They are eager to find a specialty they are passionate about and give back to their community. With determination, focus and friendship, we know Lizza and Julie will achieve any goals they set their minds to.

# 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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# PRINCIPAL'S MESSAGE



Steve Curiel, Principal

## A Year of Growth and Success

Looking back at the 2023-24 school year, I can say without a doubt that it is one of the most successful school years for HBAS in over a decade. From an operational standpoint, we now have four well established and growing campuses. As a school our student enrollment has grown by 25% in just one year. With new programs and partnerships, this growth is just the beginning for HBAS. In addition to growth in enrollment, our staff has grown professionally through extensive and intensive professional development. Our students are succeeding at new levels not seen before. Our partner relationships have never been stronger and our student support services are engaging with students and staff at new levels.

I have witnessed all this with my own eyes, but I can admit that my eyes can be biased and maybe unable to see objectively. But when an unbiased, external group of observers takes a deep look at our school and sees all the same positive things, and more, and reports all this in an official accreditation report and gives the highest marks possible it is undeniable that HBAS is performing at the highest levels possible. And I know, without a doubt, that there are even more successes to come in 2024-25. You can count on that.

*Sincerely, Steve Curiel, Principal, Huntington Beach Adult School*



**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!

## Cultivating a Sense of Community at HBAS

HBAS values relationships and is fortunate to be in a vital position to bridge our school and the community. One of our notable collaborations during the 2023-24 school year involved hosting the District English Language Advisory Committee (DELAC) in partnership with our district. This initiative supported our adult learners, empowering them to champion their children's education while nurturing an environment conducive to developing their own voices and actively participating.



Ashley Nguyen,  
Counselor

HBAS is committed to equipping our adult learners with the opportunity to develop the skills and knowledge necessary to transition into the workforce, pursue further education, and engage with the community. We've organized events such as a Job and Resource Fair, which aimed to enrich the lives of our students and community by offering employment opportunities and access to essential resources. Additionally, we joined forces with our partners from Coastline, Golden West, and Orange Coast colleges to observe College and Career Appreciation Week. Representatives from each institution visited all HBAS sites to offer insights on Adult Secondary Education: Diploma/GED, Career Technical Education, and college dual-enrollment and transition opportunities. After College and Career Week, Coastline College hosted its inaugural Bridge Day post-pandemic, granting our students the invaluable experience of being on a college campus to explore programs and services. Finally, in May, we invited students and stakeholders to celebrate at the Student of the Year Awards/Cultural Diversity Day. These gatherings highlight the varied experiences of our staff and students and strengthen the community by allowing us to learn about different cultures, traditions, and perspectives, promoting empathy and understanding.

Looking ahead to the 2024-25 academic year, we're excited to continue our efforts in collaboration with partners like John Chiu, the HBUHSD Food and Nutrition Services Administrator and his team, along with Ocean View High School. Together, we'll kick off the school year with a special event celebrating Hispanic/Latino Heritage Month, featuring Celebrity Chef Johnathan Zaragoza. This event promises to be a vibrant celebration of culture and unity, reflecting our ongoing commitment to fostering inclusivity and embracing diversity at HBAS.

### How Can I Move Ahead with Adult Ed?

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

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



# SUPPORTING OUR STUDENTS

## Why see a Counselor?

- Counseling offers a chance to explore areas of life that can bring more personal satisfaction and confidence.
- Helps students sort through personal difficulties and recognize the parts of their lives that are going well.
- Helps students identify strengths they already have to motivate and encourage progress.
- Strengths can be nurtured to become the tools for change, and to add clarity to life and ultimately benefit the student and others.

**Contact:** [anguyen@hbas.edu](mailto:anguyen@hbas.edu)  
714.592.1005 x 49470

## Why see a Job Developer?

- Job search strategies for Career Pathway students
- One on one employment assistance
- Assist in development of vocational goals
- Assist clients with the development of job searching skills
- Identify employment opportunities – JOB LEADS
- Resume critique

**Contact:** [aflores@hbas.edu](mailto:aflores@hbas.edu)  
714.842.4227 x 48422

## ***HBAS Admin Team Welcomes You!***





# SUPPORTING OUR STUDENTS

## Our Counselor:

**Ashley Nguyen**, our full-time counselor serving ASE, CTE and ESL students, holds a Bachelor of Arts degree in Psychology and Social Behavior and a Master of Arts Degree (and a credential) in educational counseling.

*Ashley happily makes herself available to students who are struggling to meet their educational goals, due to both academic and nonacademic reasons. No issue is too small or large. Ashley is a great listener and is passionate about helping students succeed.*



## Our Job Developer:

**Arlene Flores** has eight years of experience working in the private sector as a Job Developer and Director of Career Services where she earned accolades for helping Students/Graduates prepare for success in their new careers by offering workshops, resume review and job search strategies. She also developed strong relationships with hiring managers, setting up interviews, interview prep., and job placements. She comes with over 20 years of experience in the Healthcare field as well as a strong background in sales and marketing.



## Our 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.



## 5 STAR STUDENT REVIEWS

**What do students say about the Career Tech programs offered at HBAS?**

*"I am about to finish the Pharmacy Tech training course and I could not be more excited for the career ahead of me."*

*"I would definitely recommend this class to my friends and family."*



# 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
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<b>ONLINE</b>	Anytime (Strongly recommended)
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\*Office closed for lunch from 12:00 pm - 1:00 pm

### Where can I enroll?

<b>IN PERSON</b>	<b>Gothard Campus</b> 17231 Gothard Street Huntington Beach, CA 92647
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<b>ONLINE</b>	Anytime (Strongly recommended)
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To enroll in CTE classes students must attend an online Information Session and pass the CTE Entrance Assessments. See pages 12-13 for CTE Enrollment Information and Info Session dates.

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

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

## TAKE ADVANTAGE OF HBAS EARLY BIRD PRICING

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

**EARLY BIRD**

## Diploma / GED Registration

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

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

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



## HBAS STAFF



**Breianna Mitchell**, Intermediate Clerk Typist  
HBAS Classified Employee of the Year

Breianna is an outstanding staff member. Dedicated to serving the community, Breianna is the face of HBAS at our Gothard location. Students often comment on her warm demeanor and her excellent customer service skills. Congratulations Breianna!

## 5 STAR STUDENT REVIEWS

What do students say about the Career Tech programs offered at HBAS?

"HBAS is a great choice for career training."

"I really enjoy coming to class every day."

"Changed my life for the positive."



# ENROLLMENT INFORMATION

## ESL Enrollment

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

1. Go to [www.hbas.edu/ESL/Registration/](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.**



### ¿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 reservación de su Orientación y Evaluación seleccionando el enlace en pantalla.
3. Seleccione una reservación para una cita en persona fecha y hora de orientación y examen (Horarios disponibles por la mañana y por la noche tanto en el campus de Costa Mesa como en el campus de Westminster/WHS).

\*Lleve su computadora portátil a la Orientación y / o solicita una después de tu evaluación.

\*Si tienes un teléfono móvil, por favor llévalo a la Orientación también.

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



### Làm các nào để đăng ký học ESL?

1. Học sinh mới hoặc học sinh cũ trở lại trường xin vào website [www.hbas.edu/ESL/Registration/](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.**



## 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
- Medical Terminology

### ORANGE COAST COMMUNITY COLLEGE:

- Keyboarding

  
Coast Colleges  
Inspiration. Innovation. Graduation.

## Connect with us!



# CAREER TRAINING

## Are you ready to start a new career?

**HBAS offers seven Certificate Programs:** Accounting Clerk, Business Information Worker, 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	
0600401	09/06/24	Foreman	0600451	08/27/24	Ross
0600402	09/20/24	Foreman	0600452	09/10/24	Ross
0600403	10/04/24	Foreman	0600453	09/24/24	Ross
0600404	10/25/24	Foreman	0600454	10/08/24	Ross
0600405	11/01/24	Foreman	0600455	10/22/24	Ross
0600406	01/24/25	Foreman	0600456	11/05/24	Ross
0600407	01/31/25	Foreman	0600457	11/19/24	Ross
0600408	02/21/25	Foreman	0600458	12/10/24	Ross
0600409	03/07/25	Foreman	0600459	01/07/25	Ross
0600410	03/21/25	Foreman	0600460	01/21/25	Ross
0600411	04/04/25	Foreman	0600461	02/04/25	Ross
0600412	05/02/25	Foreman	0600462	02/25/25	Ross
0600413	05/16/25	Foreman	0600463	03/11/25	Ross
			0600464	03/25/25	Ross
			0600465	04/08/25	Ross
			0600466	04/22/25	Ross
			0600467	05/06/25	Ross
			0600468	05/20/25	Ross
			0600469	06/03/25	Ross

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

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

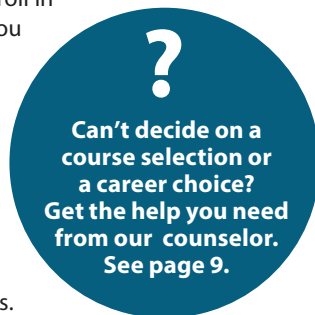
**\*Students who complete the CTE Information Session and pass both CTE assessments are eligible for FREE Career Programs.**

**STEP 2** Come to Gothard location to begin enrollment process.

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



## **Based on 500+ Survey Responses from Students:**

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



## Accounting Clerk Certificate Program



**Accounting Program**

This certificate program prepares you to compute, classify, and record numerical data to keep financial records complete. You will also be able to perform any combination of routine calculating, posting, and verifying duties to obtain primary financial data for use in maintaining accounting records. Students must pass a reading and math proficiency test in order to be accepted into the program.

A high school diploma or equivalent is required. To receive a program certification, students must complete all course work within a 2-year period.

### Required **FREE** Information Session for students considering enrollment in the Accounting Clerk Certificate Program!

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

### QUICK OCCUPATIONAL FACTS:

#### Bookkeeping, Accounting, Accounting Clerk

Average Hourly Wage: **\$24**

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

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

**Take advantage of it!**

### Required Coursework

Keyboarding (40 wpm minimum) / 10 Key Certification (140 kpm) • (See page 30) •

Early Bird \$29, Regular \$39, or Typing Certificate / 10 Key Certificate \$25

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

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

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

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

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

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

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

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

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

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

Payroll Accounting • (See page 16) • Early Bird \$99, Regular \$119

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



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

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

## Accounting • Level 1

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

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

Instructor: Esther Nguyen

0676501	9/4/24-10/30/24	M/W
5:00pm-7:30pm	HBAS-G	Rm C123
0676502	11/16/24-3/8/25	Sat
12:00pm-3:00pm	HBAS-G	Rm C123



## Accounting • Level 2

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

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

Instructor: Esther Nguyen

0676601	11/4/24-1/27/25	M/W
5:00pm-7:30pm	HBAS-G	Rm C123
0676602	3/15/25-6/21/25	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 \$99, Regular \$119**

Instructor: Esther Nguyen

0670301	9/7/24-11/9/24	Sat
8:30am-11:30am	HBAS-G	Rm C123
0670302	3/24/25-5/5/25	M/W
5:00pm-7:45pm	HBAS-G	Rm C123

## QuickBooks • Level 2

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

*Earn college credit at CCC.*

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

Instructor: Esther Nguyen

0670401	12/7/24-2/22/25	Sat
8:30am-11:30am	HBAS-G	Rm C123
0670402	5/7/25-6/11/25	M/W
5:00pm-8:00pm	HBAS-G	Rm C123

No class on school holidays. We observe all public school holidays. Please see page 58 for the 2024-2025 Holiday Schedule.

**TAKE  
ADVANTAGE OF**

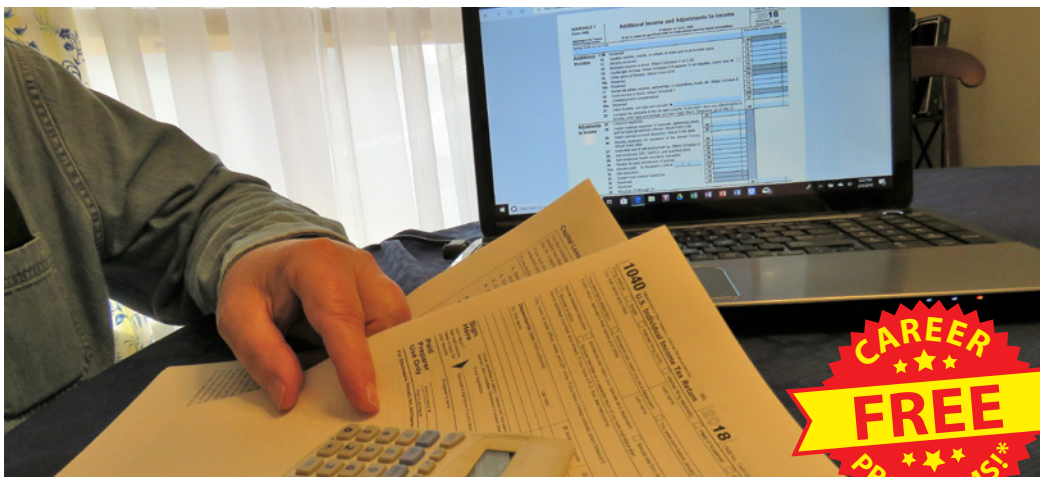
**HBAS EARLY BIRD PRICING**

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

**EARLY BIRD**

# CAREER TRAINING

## Accounting Clerk Certificate Program *(continued)*



### Tax Preparer

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

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

Instructor: Esther Nguyen

0624001	9/7/24-11/9/24	Sat
12:00pm-3:00pm	HBAS-G	Rm C123
0624002	2/3/25-3/19/25	M/W
5:00pm-7:30pm	HBAS-G	Rm C123

### ELECTIVES

### Externship

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

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

**FREE to students in a CTE program**

Instructor: Tracy Foreman

0676301	9/3/24-1/24/25	8:00am-5:00pm
0676302	1/28/25-6/12/25	8:00am-5:00pm

**Open enrollment through each Semester.**

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

### Payroll Accounting

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

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

Instructor: Esther Nguyen

0676701	3/22/25-6/7/25	Sat
8:30am-11:30am	HBAS-G	Rm C123





## Business Information Worker Certificate Program



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

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

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

### BIW Stage 1 Certification

#### Required Coursework

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

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

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

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

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

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

\*Microsoft Outlook

\*Introduction to Business Writing

\*HBAS does not offer these classes currently. However, several local colleges offer them. HBAS will accept an official transcript that reflects course completion from an accredited college.

### 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**

## 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 18, 22) •  
Early Bird \$229, Regular \$259

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

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

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

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

**Electronic Health Records** • (See pages 20, 23) •  
Early Bird \$229, Regular \$259

**EARLY BIRD**

### TAKE ADVANTAGE OF HBAS EARLY BIRD PRICING

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



### Medical Terminology

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

*This class will be taught primarily online; however, students may choose to attend in person. Lectures will be recorded. Students may access and complete lessons on own time. It is recommended, but not required, that student be online during scheduled hours. Work for each week is due by 11:59 pm Friday night.*

Early Bird \$229, Regular \$259

*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 Iglesias

0679201	9/4/24-10/23/24	Mon/Wed
3:30pm–5:30pm	HBAS-G	Rm B104
0679202	1/13/25-3/5/25	Mon/Wed
3:30pm–5:30pm	HBAS-G	Rm B104

**CLASSES  
IN PERSON  
OR ONLINE**

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

## Medical Billing

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

0680201	9/3/24-10/31/24	Tue/Thu
6:00pm-9:00pm	HBAS-G	Rm C122
0680202	2/3/25-4/9/25	Mon/Wed
6:00pm-9:00pm	HBAS-G	Rm C122
0680203	4/1/25-6/5/25	Tue/Thu
6:00pm-9:00pm	HBAS-G	Rm C122

**CLASSES  
IN PERSON  
OR ONLINE**

## Diagnostic Coding (ICD-10)

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

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

0681701	9/4/24-10/30/24	Mon/Wed
6:00pm-9:00pm	HBAS-G	Rm C122
0681702	11/5/24-1/23/25	Tue/Thu
6:00pm-9:00pm	HBAS-G	Rm C122
0681703	4/21/25-6/18/25	Mon/Wed
6:00pm-9:00pm	HBAS-G	Rm C122

**CLASSES  
IN PERSON  
OR ONLINE**

## 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!**



### 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.

## 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

0681401	11/4/24-1/22/25	Mon/Wed
6:00pm-9:00pm	HBAS-G	Rm C122
0681402	1/28/25-3/27/25	Tue/Thu
6:00pm-9:00pm	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!

## Medical Billing and Coding Certification (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. **ONLINE OR IN PERSON: students have the choice of attending in person on the scheduled days and times or accessing materials online through Microsoft Teams. All instruction is recorded and can be accessed via Microsoft Teams at any time during the scheduled class session.**

Early Bird \$229, Regular \$259

Class is FREE for students in a CTE program.

Instructor: Allison Iglesia

0679601	10/28/24-12/18/24	Mon/Wed
3:00pm–5:00pm	HBAS-G	Rm B104
0679602	3/10/25-4/23/25	Mon/Wed
3:00pm–5:00pm	HBAS-G	Rm B104

**CLASSES  
IN PERSON  
OR ONLINE**

### ELECTIVES

#### Externship

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

**FREE to students in a CTE program**

Instructor: Tracy Foreman

6081101 9/3/24-1/24/25

6081102 1/28/25-6/12/25

**Open enrollment through each Semester.**

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

Externship is approximately 160 hours.

**TAKE  
ADVANTAGE OF**

**HBAS EARLY BIRD PRICING**

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

**EARLY BIRD**



## 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 18, 22) •  
Early Bird \$229, Regular \$259

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

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

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

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

Electronic Health Records • (See pages 20, 23) •  
Early Bird \$229, Regular \$259

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

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

# CAREER TRAINING



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



### Medical Terminology

Topics include terminology related to anatomy, physiology, body systems, disease processes, procedures, abbreviations, and law & ethics necessary to work in the medical field. *This class will be taught primarily online; however, students may choose to attend in person. Lectures will be recorded. Students may access and complete lessons on own time. It is recommended, but not required, that student be online during scheduled hours. Work for each week is due by 11:59 pm Friday night. ONLINE OR IN PERSON: students have the choice of attending in person on the scheduled days and times or accessing materials online through Microsoft Teams. All instruction is recorded and can be accessed via Microsoft Teams at any time during the scheduled class session.*

**CLASSES  
IN PERSON  
OR ONLINE**

Early Bird \$229, Regular \$259

Note: This is a prerequisite for all other classes and can be taken separately or with any of the following courses.

Test out is available – see instructor for details.

Class is FREE for students in a CTE program.

Instructor: Allison Iglesia

0679201	9/4/24-10/23/24	Mon/Wed
3:30pm–5:30pm	HBAS-G	Rm B104

0679202	1/13/25-3/5/25	Mon/Wed
3:30pm–5:30pm	HBAS-G	Rm B104

### Medical Assistant

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

Early Bird \$529, Regular \$559

Class is FREE for students in a CTE program.

Instructor: Cheryl Jerzak

0679401	9/3/24-11/15/24	Mon-Fri
8:30am–2:30pm	HBAS-G	Rm C117

0679402	12/2/24-3/7/25	Mon-Fri
8:30am–2:30pm	HBAS-G	Rm C117

0679403	3/17/25-6/6/25	Mon-Fri
8:30am–2:30pm	HBAS-G	Rm C117

### QUICK OCCUPATIONAL FACTS Medical Assistant

Average Hourly Wage: **\$19.68**

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

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



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

## 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. **ONLINE OR IN PERSON: students have the choice of attending in person on the scheduled days and times or accessing materials online through Microsoft Teams. All instruction is recorded and can be accessed via Microsoft Teams at any time during the scheduled class session.**

**Early Bird \$229, Regular \$259 (Book included)**

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

Instructor: Allison Iglesia

0679601	10/28/24-12/18/24	Mon/Wed
3:00pm–5:00pm	HBAS-G	Rm B104
0679602	3/10/25–4/23/25	Mon/Wed
3:00pm–5:00pm	HBAS-G	Rm B104

## ELECTIVES

### Externship

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

**FREE to students in a CTE program**

Instructor: Tracy Foreman

0680101	9/3/24-1/24/25
0680102	1/28/25-6/12/25

**Open enrollment through each Semester.**

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

Externship is approximately 160 hours.

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

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

*100% classroom training means students are with an American Heart Association (AHA) Instructor for their entire learning experience.*

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

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

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

**Student must pay for BLS card.**

Instructor: Megan Irvine/OC-CPR.NET

091401	9/7/24	Saturday
10:00am–3:00pm	HBAS-G	Rm C116
091402	10/19/24	Saturday
10:00am–3:00pm	HBAS-G	Rm C116
091403	11/16/24	Saturday
10:00am–3:00pm	HBAS-G	Rm C116
091404	12/14/24	Saturday
10:00am–3:00pm	HBAS-G	Rm C116
091405	1/11/25	Saturday
10:00am–3:00pm	HBAS-G	Rm C116
091406	2/22/25	Saturday
10:00am–3:00pm	HBAS-G	Rm C116
091407	3/22/25	Saturday
10:00am–3:00pm	HBAS-G	Rm C116
091408	4/26/25	Saturday
10:00am–3:00pm	HBAS-G	Rm C116
091409	5/31/25	Saturday
10:00am–3:00pm	HBAS-G	Rm C116
091410	6/28/25	Saturday
10:00am–3:00pm	HBAS-G	Rm C116
091411	7/26/25	Saturday
10:00am–3:00pm	HBAS-G	Rm C116

**EARLY BIRD**

**TAKE ADVANTAGE OF HBAS  
EARLY BIRD PRICING**

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

# CAREER TRAINING

## Pharmacy Technician Certificate Program

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



Specialized training for Pharmacy Technician

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

### PROGRAM REQUIREMENTS:

**Beginning Word** • (See pages 32, 33) •

**Early Bird \$59, Regular \$79**

**Keyboarding (40 wpm minimum)** •

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

**or Typing Certificate \$25**

**Career Readiness** • (See page 28) •

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

**Electronic Health Records** • (See pages 20, 23) •

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

**Pharmacy Technician** • (See page 24) •

**Early Bird \$529, Regular \$559**

**Students are required to purchase scrubs.**

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

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

### Pharmacy Technician

#### Community Pharmacy Practice

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

**Early Bird \$529, Regular \$559**

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

Instructor: Allison Iglesias

0678501	9/3/24-11/21/24			
Mon-Thu	8:30am-2:45pm*	HBAS-G	Rm B104	
0678502	12/2/24-3/6/25			
Mon-Thu	8:30am-2:45pm*	HBAS-G	Rm B104	
0678503	3/10/25-6/5/25			
Mon-Thu	8:30am-2:30pm*	HBAS-G	Rm B104	

\* Includes 30 minutes lunch.



#### INSTRUCTOR: ALLISON IGLESIA

Allison Iglesias 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. Iglesias 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. **ONLINE OR IN PERSON: students have the choice of attending in person on the scheduled days and times or accessing materials online through Microsoft Teams. All instruction is recorded and can be accessed via Microsoft Teams at any time during the scheduled class session.**

**Early Bird \$229, Regular \$259 (Book included) Class is FREE for students in a CTE program.**  
Instructor: Allison Iglesias

0679601	10/28/24-12/18/24	Mon/Wed
3:00pm-5:00pm	HBAS-G	Rm B104
0679602	3/10/25-4/23/25	Mon/Wed
3:00pm-5:00pm	HBAS-G	Rm B104

**CLASSES  
IN PERSON  
OR ONLINE**

## ELECTIVES

### Externship

*Prerequisite: Instructor recommendation.*

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

**FREE to students in a CTE program**

Instructor: Tracy Foreman

0678701 9/3/24-1/24/25

0678702 1/28/25-6/12/25

**Open enrollment through each Semester.**

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

We observe all public school holidays.  
Please see page 58 for the 2024-2025 Holiday Schedule.

## QUICK OCCUPATIONAL FACTS

### Pharmacy Tech

**Average Hourly Wage : \$23.34**

**Average Job Openings**

**2018-2028: 3,160**



Source: www.BLS.gov



## HBAS is looking for Community Education teachers!

Do you have a skill or hobby that you think others would want to learn? Have you always wanted to share your expertise with others and



get paid doing it? HBAS is looking to start new classes and wants to talk to you. Scan QR code and complete form if interested.

## Administrative Assistant Certificate Program

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

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



### Required Coursework

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

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

Typing Certificate \$25 • (See page 30)

Microsoft Word Beginning •

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

Microsoft Word Intermediate Online •

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

Microsoft Excel Beginning •

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

Microsoft Excel Intermediate •

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

Microsoft PowerPoint Beginning & Intermediate Online

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

Windows Essentials & File Management •

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

Accounting Level 1 •

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

Accounting Level 2 •

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

QuickBooks I & II •

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

Career Readiness •

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

### Required FREE Information Session

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

TAKE  
ADVANTAGE OF  
HBAS EARLY BIRD PRICING

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

**EARLY BIRD**

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



## Office Clerk/Data Entry Clerk Certificate Program

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

### Required Coursework

#### Keyboarding Certification

(40 wpm minimum) / Data Entry •

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

Typing Certificate \$25 • (See page 30)

#### Computer Basics I & II •

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

#### Microsoft Word Beginning •

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

#### Microsoft Excel Beginning •

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

#### Windows Essentials & File Management •

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

#### Career Readiness •

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

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

### Administrative Assistant / Data Clerk Externship

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

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

#### FREE to students in a CTE program

Instructor: Tracy Foreman Rm C123

0620201 9/3/24-1/24/25 8:00am-5:00pm

0620202 1/28/25-6/12/25 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)

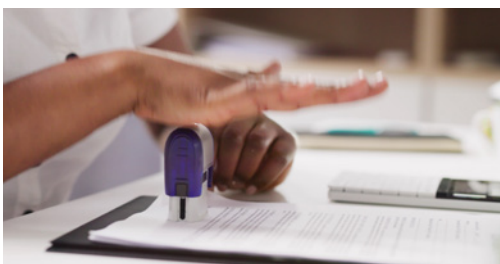
**Take advantage of it!**

## 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

0680711 10/18/24

Fri 8:00am–6:00pm\* HBAS-G Rm C122

\* Includes a lunch break

Session schedule (1 day)

Early Bird \$99, Regular \$129

No same day registration.

Instructor: Danny Perez dperez@hbas.edu

0680701 9/7/24

Sat 8:00am–6:00pm\* HBAS-G Rm C122

0680702 1/25/25

Sat 8:00am–6:00pm\* HBAS-G Rm C122

\* Includes a lunch break

### INSTRUCTOR: DANNY PEREZ

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



## Career Readiness

**This course is required for all certificate program students.**

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

**ONLY 1 ABSENCE allowed! Prerequisite:** Ability to type 25 wpm, basic computer skills.

Coursework includes online instruction.

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

Early Bird \$89, Regular \$109

FREE to students in a CTE program

Instructor: Nami Aoyagi

0680001 9/4/24-10/14/24 Mon/Wed  
3:00pm–6:00pm HBAS-G Rm C122

0680002 10/21/24-12/11/24 Mon/Wed  
3:00pm–6:00pm HBAS-G Rm C122

0680003 1/6/25-2/26/25 Mon/Wed  
3:00pm–6:00pm HBAS-G Rm C122

0680004 3/4/25-4/9/25 Mon/Wed  
3:00pm–6:00pm HBAS-G Rm C122

0680005 4/23/25-6/4/25 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.





## 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.

**Early Bird \$49, Regular \$69**  
**FREE to students in a CTE program**  
 Instructor: Tracy Foreman

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

060501	9/3/24-10/11/24
060502	10/15/24-11/22/24
060503	12/3/24-1/24/25
060504	1/28/25-3/7/25
060505	3/11/25-4/18/25
060506	4/22/25-5/30/25
060507	6/3/25-7/3/25

## 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.

**Early Bird \$49, Regular \$69**  
**FREE to students in a CTE program**  
 Instructor: Tracy Foreman

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

060401	9/3/24-10/11/24
060402	10/15/24-11/22/24
060403	12/3/24-1/24/25
060404	1/28/25-3/7/25
060405	3/11/25-4/18/25
060406	4/22/25-5/30/25
060406	6/3/25-7/3/25

## 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

085901	10/15/24-12/5/24		
Tue/Thu	6:30pm-8:30pm	HBAS-G	Rm C117
085902	3/4/25-4/24/25		
Tue/Thu	6:30pm-8:30pm	HBAS-G	Rm C117

# HBASACCEPTS



We observe all public school holidays.  
 Please see page 58 for the 2024-2025 Holiday Schedule.

## Computer Classes



### Self Paced Lab

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

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

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

Instructor: Nami Aoyagi

0670011	9/4/24-10/9/24	Mon/Wed
12:00pm–2:00pm	HBAS-G	Rm C122
0670012	10/14/24-11/13/24	Mon/Wed
12:00pm–2:00pm	HBAS-G	Rm C122
0670013	11/18/24-1/15/25	Mon/Wed
12:00pm–2:00pm	HBAS-G	Rm C122
0670014	1/22/25-3/12/25	Mon/Wed
12:00pm–2:00pm	HBAS-G	Rm C122
0670015	3/17/25-4/30/25	Mon/Wed
12:00pm–2:00pm	HBAS-G	Rm C122
0670016	5/5/25-6/11/25	Mon/Wed
12:00pm–2:00pm	HBAS-G	Rm C122

### Typing / 10 Key Certification

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

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

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

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

Instructor: Nami Aoyagi

068401	9/3/24-6/10/25	Tue
12:00pm–2:00pm	HBAS-G	Rm C122

No testing on Holidays.

See page 58 for Holiday dates.

We observe all public school holidays.  
Please see page 58 for the 2024-2025 Holiday Schedule.

**TAKE  
ADVANTAGE OF  
HBAS EARLY BIRD PRICING**

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

**EARLY BIRD**

### Keyboarding

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

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

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

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

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

Instructor: Nami Aoyagi

0670201	9/4/24-10/9/24	Mon/Wed
12:00pm–2:00pm	HBAS-G	Rm C122
0670202	10/14/24-11/13/24	Mon/Wed
12:00pm–2:00pm	HBAS-G	Rm C122
0670203	11/18/24-1/15/25	Mon/Wed
12:00pm–2:00pm	HBAS-G	Rm C122
0670204	1/22/25-3/12/25	Mon/Wed
12:00pm–2:00pm	HBAS-G	Rm C122
0670205	3/17/25-4/30/25	Mon/Wed
12:00pm–2:00pm	HBAS-G	Rm C122
0670206	5/5/25-6/9/25	Mon/Wed
12:00pm–2:00pm	HBAS-G	Rm C122

## Computer Classes *(continued)*

### Computer Basics - Introduction to Computers

Scared to turn on a computer? This absolute beginner's course will teach you the basics, from logging on and using the mouse, to desktop toolbars and printing documents. Discover how to create, save, view and edit your documents. You will also learn to change fonts, use formatting tools and save to USB flash drive. Most importantly, you will gain the confidence you need to make effective use of your computer.

#### FREE

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

Instructor: Tracy Foreman

0672101	9/4/14-10/9/24	Mon/Wed
8:30am-11:30am	HBAS-G	Rm C122
0672102	2/4/25-3/13/25	Tue/Thu
8:30am-11:30am	HBAS-G	Rm C122
0672103	5/6/25-6/10/25	Tue/Thu
8:30am-11:30am	HBAS-G	Rm C122

### Windows Essentials & File Management

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



**Early Bird \$59, Regular \$79**

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

Instructor: Tracy Foreman

0635201	12/3/24-12/19/24	Tue/Thu
8:30am-11:30am	HBAS-G	Rm C122
0635202	1/14/25-1/30/25	Tue/Thu
8:30am-11:30am	HBAS-G	Rm C122



### Windows File Management

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



**Prerequisite:** Basic computer skills required.

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

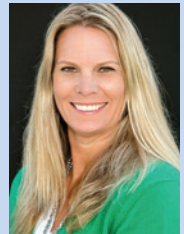
**FREE for students enrolled in a CTE program**

Instructor: Tracy Foreman

0640101	11/22/24	Fri
8:30am-11:30am	HBAS-G	Rm C122
0640102	2/28/25	Fri
8:30am-11:30am	HBAS-G	Rm C122

#### INSTRUCTOR: TRACY FOREMAN

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



## HBASACCEPTS



## Computer Classes *(continued)*

### 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 \$59, Regular \$79**

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

Instructor: Tracy Foreman

0675621	9/3/24-10/10/24	Tue/Thu
8:30am–11:30am	HBAS-G	Rm C122
0675622	11/4/24-12/18/24	Mon/Wed
8:30am–11:30am	HBAS-G	Rm C122
0675623	3/18/25-5/1/25	Tue/Thu
8:30am–11:30am	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 \$59, Regular \$79**

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

Instructor: Tracy Foreman

0673731	10/15/24-11/21/24	Tue/Thu
8:30am–11:30am	HBAS-G	Rm C122
0673732	3/10/25-4/23/25	Mon/Wed
8:30am–11:30am	HBAS-G	Rm C122

### Microsoft Excel: Intermediate

This course will move beyond the basics of Excel. Learn how to apply and customize themes, create and use cell styles, customize page setup, create functions using dates, perform date and time calculations, create and edit conditional formatting rules, create financial functions, create one-variable and two-variable data tables, use the What-If Analysis tool, use the Goal Seek feature, create formulas using nested functions, use 3-D cell referenced in formulas and much more!

**Prerequisite:** Completion of Excel: Beginning, Basic computer experience, File Management skills. **Earn 1.5 units of college credit at CCC.**

**Early Bird \$59, Regular \$79**

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

Instructor: Tracy Foreman

0673741	4/28/25-6/4/25	Mon/Wed
8:30am–11:30am	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 \$59, Regular \$79**

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

Instructor: Tracy Foreman

0674401	1/13/25-3/5/25	Mon/Wed
8:30am–11:30am	HBAS-G	Rm C122

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



## 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
9/9/24-10/24/24	9/9/2024	10/24/2024	12:00pm-1:30pm
10/28/24-12/19/24	10/28/2024	12/19/2024	12:00pm-1:30pm
1/8/25-2/20/25	1/8/2025	2/20/2025	12:00pm-1:30pm
2/24/25-4/3/25	2/24/2025	4/3/2025	12:00pm-1:30pm
4/7/25-5/29/25	4/7/2025	5/9/2025	12:00pm-1:30pm



### Hybrid Microsoft Word: Beginning\*

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 \$89, Regular \$109 (Includes book and site license)**

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

Instructor: Tracy Foreman

0684101	9/9/24-10/24/24	Mon-Thu
12:00pm-1:30pm	HBAS-G	Rm C123
0684102	10/28/24-12/19/24	Mon-Thu
12:00pm-1:30pm	HBAS-G	Rm C123
0684103	1/8/25-2/20/25	Mon-Thu
12:00pm-1:30pm	HBAS-G	Rm C123
0684104	2/24/25-4/3/25	Mon-Thu
12:00pm-1:30pm	HBAS-G	Rm C123
0684105	4/7/25-5/29/25	Mon-Thu
12:00pm-1:30pm	HBAS-G	Rm C123

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

Once you are registered, please report to room C123 on the first day of class from 12:00pm - 1:30pm, to pick up class materials and log in instructions.

See "Computer Requirements" statement above. All correspondence is done via email. To receive a certificate of completion for the course, students must take an on-site final exam during one of our scheduled lab times or make special arrangements with the online instructor for that course. A final exam score of 80% or better is required to receive a certificate of course completion.

# CAREER TRAINING

## Hybrid Computer Classes (continued)



### Hybrid Microsoft Word: Intermediate\*

This Hybrid course provides thorough intermediate training of Word. This course covers more complex skills than those presented in our Beginning Word course. Topics introduced include track changes, indexes, document themes, styles, picture editing, headers and footers, templates, tables of contents and indexes, and more. An onsite, in class, final exam score of 80% or better is required for certificate of course completion.

**Prerequisite:** Completion of Word Beginning.

**IMPORTANT:** Read the Hybrid Course Information located on page 33 **BEFORE** enrolling in a hybrid course. **Earn 2 units of college credit at CCC.**

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

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

Instructor: Tracy Foreman

0684201	9/9/24-10/24/24	Mon-Thu
12:00pm-1:30pm	HBAS-G	Rm C123
0684202	10/28/24-12/19/24	Mon-Thu
12:00pm-1:30pm	HBAS-G	Rm C123
0684203	1/8/25-2/20/25	Mon-Thu
12:00pm-1:30pm	HBAS-G	Rm C123
0684204	2/24/25-4/3/25	Mon-Thu
12:00pm-1:30pm	HBAS-G	Rm C123
0684205	4/7/25-5/29/25	Mon-Thu
12:00pm-1:30pm	HBAS-G	Rm C123

### Hybrid Microsoft Excel: Beginning\*

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 33 **BEFORE** enrolling in a hybrid course.

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

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

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

Instructor: Tracy Foreman

0684301	9/9/24-10/24/24	Mon-Thu
12:00pm-1:30pm	HBAS-G	Rm C123
0684302	10/28/24-12/19/24	Mon-Thu
12:00pm-1:30pm	HBAS-G	Rm C123
0684303	1/8/25-2/20/25	Mon-Thu
12:00pm-1:30pm	HBAS-G	Rm C123
0684304	2/24/25-4/3/25	Mon-Thu
12:00pm-1:30pm	HBAS-G	Rm C123
0684305	4/7/25-5/29/25	Mon-Thu
12:00pm-1:30pm	HBAS-G	Rm C123

## Hybrid 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 and much more! An onsite, in class, final exam score of 80% or better is required for certificate of course completion.

**Prerequisite:** Completion of Excel: Beginning, Basic computer experience, File Management skills.

**IMPORTANT:** Read the Hybrid Course Information located on page 33 **BEFORE** enrolling in a hybrid course. **Earn 1.5 units of college credit at CCC.**

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

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

Instructor: Tracy Foreman

0684401	9/9/24-10/24/24	Mon-Thu
12:00pm-1:30pm	HBAS-G	Rm C123
0684402	10/28/24-12/19/24	Mon-Thu
12:00pm-1:30pm	HBAS-G	Rm C123
0684403	1/8/25-2/20/25	Mon-Thu
12:00pm-1:30pm	HBAS-G	Rm C123
0684404	2/24/25-4/3/25	Mon-Thu
12:00pm-1:30pm	HBAS-G	Rm C123
0684405	4/7/25-5/29/25	Mon-Thu
12:00pm-1:30pm	HBAS-G	Rm C123

## Hybrid Microsoft PowerPoint: Beginning\*

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

**Prerequisite:** Basic computer experience, File Management skills. **IMPORTANT:** Read the Hybrid Course Information located on page 33 **BEFORE** enrolling in a hybrid course.

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

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

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

Instructor: Tracy Foreman

0684501	9/9/24-10/24/24	Mon-Thu
12:00pm-1:30pm	HBAS-G	Rm C123
0684502	10/28/24-12/19/24	Mon-Thu
12:00pm-1:30pm	HBAS-G	Rm C123
0684503	1/8/25-2/20/25	Mon-Thu
12:00pm-1:30pm	HBAS-G	Rm C123
0684504	2/24/25-4/3/25	Mon-Thu
12:00pm-1:30pm	HBAS-G	Rm C123
0684505	4/7/25-5/29/25	Mon-Thu
12:00pm-1:30pm	HBAS-G	Rm C123

## Hybrid Microsoft PowerPoint: Intermediate\*

Move beyond the basics in this PowerPoint Intermediate class. Learn how to prepare, edit and print presentations, use hyperlinks in a presentation, use the slide show toolbar, add audio and video to your presentation, create slide show timings to automatically advance your presentation, add and customize tables, and use Slide Masters and Action buttons, link Excel charts, create Smart Art diagrams, use tables. **Prerequisite:** Completion of PowerPoint: Beginning, Basic computer experience, File Management skills. **IMPORTANT:** Read the Hybrid Course Information located on page 33 **BEFORE** enrolling in a hybrid course.

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

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

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

Instructor: Tracy Foreman

0684601	9/9/24-10/24/24	Mon-Thu
12:00pm-1:30pm	HBAS-G	Rm C123
0684602	10/28/24-12/19/24	Mon-Thu
12:00pm-1:30pm	HBAS-G	Rm C123
0684603	1/8/25-2/20/25	Mon-Thu
12:00pm-1:30pm	HBAS-G	Rm C123
0684604	2/24/25-4/3/25	Mon-Thu
12:00pm-1:30pm	HBAS-G	Rm C123
0684605	4/7/25-5/29/25	Mon-Thu
12:00pm-1:30pm	HBAS-G	Rm C123

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

# CAREER TRAINING

## Paraprofessional Certificate Program



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

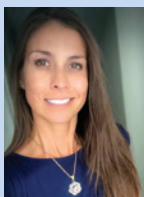
Students will be introduced to the continuum of programs offered within the Huntington Beach Union High School District. Students will learn about special education law within the public school system—with a concentrated focus on IDEA and Individualized Education Programs (IEP's). After examining the macro effects, students will focus on the purpose of inclusion and the appropriate connections that a paraprofessional will have in the classroom. Teamwork, classroom teacher collaboration, and Level 1 ABA certification training will also be covered.

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

### FREE

Instructor: Shauna Costa

0687001	10/2/24-11/6/24	Wed/Thu	4:00pm-7:00pm	EHS	Rm 509
0687002	3/26/25-5/1/25	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.

# 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 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 of our instructors.

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



## 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 new 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@hbas.edu](mailto:tasaki@hbas.edu). Students who attended an HBUHSD high school within the past 10 years do not need to submit their transcripts since we have access to them. Also, students must be 18 years old or older, and no longer attending high school, to enroll at HBAS.

### HBAS Diploma Program Graduation Requirements:

<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.
- 1 credit PS-Prep: Students must complete Post Secondary Prep as a requirement.

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

Go to Diploma/GED and complete the enrollment form online.



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

# ESL (ENGLISH AS A SECOND LANGUAGE)

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



HBAS Annual Cultural Diversity Day Celebration

## 6 Levels of ESL:

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

## AM/PM Classes Available at Most Sites:

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

## Types of Classes:

### Learn English

### English Support for CTE\*

\*CTE - Career Technical Education Classes with ESL Support:

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

### Citizenship - Become a Citizen

### Pronunciation / Conversation

## Class Locations and Phone Numbers:

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

### **WESTMINSTER CAMPUS (at WHS)**

14325 Goldenwest Street, Westminister

Phone: (714) 894-8018\*

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

### **GOTHARD CAMPUS (next to OVHS)**

17231 Gothard Street, Huntington Beach

Phone: (714) 842-4227

### **BOLSA CAMPUS**

**(HBUHSD District Office)**

5832 Bolsa Avenue, Suite 100, HB

### **BESST CENTER**

2045 Meyer Place, Costa Mesa

Phone: (949) 515-6717

### **OAK VIEW ELEMENTARY**

17241 Oak Lane, Huntington Beach

### **WHITTIER ELEMENTARY SCHOOL**

1800 Whittier Avenue, Costa Mesa

# COMMUNITY EDUCATION CLASSES

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

## ADULT AND KIDS SAVINGS COURSE

### Saving Stars: Empowering Parents and Kids for Financial Success

This is a specialized two-part class aimed at strengthening the financial literacy of both parents and children. This guides parents through strategies to incentivize and nurture their children's savings habits for long-term financial well-being. Practical tools will be used to navigate conversations about money with their kids and instill the value of saving from an early age.

The second part will be engaged directly with children creating interactive activities and games that illustrate the basics and importance of saving. Through hands-on learning experiences tailored to their age group, children gain a foundational understanding of financial concepts and develop the confidence to make informed decisions about money.

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

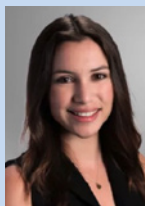
Instructor: Liz Martinez

2206001	Parents only			
10/15/24	Tuesday	6:00pm	HBAS-G	B103
2206002	Parents and kids, grades 5 <sup>th</sup> -8 <sup>th</sup>			
10/17/24	Thursday	5:00pm	HBAS-G	B103
2206003	Parents and kids, grades 9 <sup>th</sup> -12 <sup>th</sup>			
10/22/24	Tuesday	6:45pm	HBAS-G	B103

### 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**



#### INSTRUCTOR: LIZ MARTINEZ

Liz, a California native raised in Torrance, now resides in Long Beach with her partner Alessandro and their dog, Harvey. Inspired by her hardworking parents, she enjoys camping, cooking, and beach outings with loved ones. Alongside her role as a Financial Planner, Liz is dedicated to community impact through volunteer work with organizations like the Girl Scouts and South Bay Women's Association. She fosters rescue dogs and prioritizes tailored financial planning, emphasizing education to empower clients in achieving their unique goals, whether buying a home, starting a family, or planning for retirement.

## ADULTS FINANCIAL BASICS COURSE

### Financial Foundations: Building Wealth with Knowledge

A comprehensive 3-part series designed to empower you with the essential tools for financial success.

In 'Choosing the Right Accounts for You,' we delve into the myriad of financial accounts available, helping you navigate through savings, checking, retirement, and investment accounts to find the perfect fit for your unique financial goals and lifestyle.

In 'Maximizing Tax Savings,' we unlock the secrets of tax efficiency, guiding you through strategies to minimize your tax burden legally and ethically. From deductions to credits, learn how to keep more of your hard-earned money in your pocket.

In 'Investments and Estate Planning,' we explore the world of investments and estate management. From stocks and bonds to real estate and beyond, discover how to build a robust investment portfolio. Plus, gain insights into estate planning essentials to protect your legacy and ensure your loved ones are taken care of.

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

Instructor: Liz Martinez

Location: HBAS-G, B103

0853601

Part 1	10/22/24	Tuesday	5:30pm-7:00pm
Part 2	10/24/24	Thursday	5:30pm-7:00pm
Part 3	10/29/24	Tuesday	5:30pm-7:00pm

0853602

Part 1	3/25/25	Tuesday	5:30pm-7:00pm
Part 2	3/27/25	Thursday	5:30pm-7:00pm
Part 3	4/1/25	Tuesday	5:30pm-7:00pm

# COMMUNITY EDUCATION CLASSES

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

## PARENT SMART PRESCHOOL

**SCHOOL YEAR 2024-2025**

(Ongoing Enrollment)

**5 STARS ON YELP—Check us out!**



### MARK YOUR CALENDARS!

#### Pre-Registration Preview Day for Parent Smart Programs for Fall 2024

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 9/1/2024) 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	
070711	9/9/24-11/8/24	MHS
070712	11/13/24-1/31/25	MHS
070713	2/3/25-4/11/25	MHS
070714	4/21/25-6/13/25	MHS



# COMMUNITY EDUCATION CLASSES

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

## PARENT SMART TODDLER

**SCHOOL YEAR 2024-2025**

(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.

### FALL 2024:

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

Early Bird \$289, Regular \$309

Thursday	8:30am–11:00am	
071301	9/12/24-1/30/25	MHS

### SPRING 2025:

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

Early Bird \$289, Regular \$309

Thursday	8:30am–11:00am	
071401	2/6/25-6/5/25	MHS

# 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 \$169, Regular \$199**

Instructor: Nami Aoyagi

0888101 9/5/24-10/10/24 Tue/Thu  
8:30am-11:30am HBAS-G Rm C123

*No class 9/26, 10/1 and 10/3.*

### Digital Media Arts - Basics 1

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

**Early Bird \$169, Regular \$199**

Instructor: Nami Aoyagi

0887101 9/11/24-11/20/24 Wed  
8:30am-11:30am HBAS-G Rm C123

*No class 9/25 and 10/2.*

### Digital Media Arts: Frame It 1

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

**Early Bird \$169, Regular \$199**

Instructor: Nami Aoyagi

0889601 10/17/24-11/14/24 Tue/Thu  
8:30am-11:30am HBAS-G C123

### Digital Media Arts: Holiday Projects

Just in time for the holidays! Come and learn how to create one of a kind, personalized gifts and projects using photo hybrid styles. **Prerequisites:** Completion and understanding of Digital Media Arts - Basics & Beginning and Windows File Management. Students are expected to be able to comfortably browse and locate computer files in order to keep up with the class.

**Early Bird \$119, Regular \$149**

Instructor: Nami Aoyagi

0888301 11/19/24-12/19/24 Tue/Thu  
8:30am-11:30am HBAS-G C123

*No class 12/3 and 12/5.*

### 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 \$169, Regular \$199**

Instructor: Nami Aoyagi

0888001 12/4/24-2/19/25 Wed  
8:30am-11:30am HBAS-G C123

### Digital Media Arts: Frame It 2

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

**Early Bird \$169, Regular \$199**

Instructor: Nami Aoyagi

0889501 1/14/25-2/11/25 Tue/Thu  
8:30am-11:30am 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: Titles

Learn how to add style to a simple title to make it pop off your page. In this class you will explore different techniques to help you create the perfect title that will help enhance your layout. **Prerequisites:** DMA Intermediate. Students are expected to be able to comfortably browse and locate computer files in order to keep up with the class.

**Early Bird \$119, Regular \$149**

Instructor: Nami Aoyagi

0888701                    2/18/25-3/6/25                    Tue/Thu  
8:30am-11:30am                    HBAS-G                    Rm C123

### Digital Media Arts: Intermediate

After completing DMA - Basics 1 & 2, explore the use of layer style, brushes, and filters to add pizzazz to your already eye catching designs. **Prerequisites:** Completion and understanding of Digital Media Arts - Basics & Beginning and Windows File Management.

**Early Bird \$149, Regular \$179**

Instructor: Nami Aoyagi

0887301                    2/26/25-4/30/25                    Wed  
8:30am-11:30am                    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 \$149, Regular \$179**

Instructor: Nami Aoyagi

0888801                    3/13/25-4/8/25                    Tue/Thu  
8:30am-11:30am                    HBAS-G                    C123

### Digital Media Arts: Year in Review

Students will learn how to break down a huge task by creating a yearbook using monthly templates. In this class we will also do a monthly card using embellishments to enhance holidays, birthdays and anniversaries. **Prerequisites:** Must know File Management, have basic computer skills and complete Photoshop Elements Intermediate Class.

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

Instructor: Nami Aoyagi

0888901                    4/22/5-5/20/25                    Tue/Thu  
8:30am-11:30am                    HBAS-G                    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 \$99, Regular \$129**

Instructor: Nami Aoyagi

0887601                    5/7/25-6/4/25                    Wed  
8:30am-11:30am                    HBAS-G                    C123

### Digital Media Arts: Templates

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 \$119, Regular \$149**

Instructor: Nami Aoyagi

0888501                    5/22/24-6/10/25                    Tue/Thu  
8:30am-11:30am                    HBAS-G                    C123



## HBAS ACCEPTS



# COMMUNITY EDUCATION CLASSES

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

## FLORAL CLASSES

### Intro to Floral Design: Fall Wreaths

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

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

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

Instructor: Heidi Ross

240701                      9/21/24                      Saturday  
9:00am–1:00pm      HBAS-G                      Rm C116



### Intro to Floral Design: Pumpkin & Succulent Arrangements

Come join us as we delve into the enchanting world of succulents and pumpkins. Together, we will combine the rustic charm of pumpkins and the timeless elegance of succulents. Whether you are new to floral design or a seasoned florist, this class is sure to put you in the 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

241001                      10/19/24                      Saturday  
9:00am–1:00pm      HBAS-G                      Rm C116

### Fall Holiday Centerpieces

In this class, we'll discover the secrets to design a stunning arrangement that not only captures the essence of fall but will also make your dinner table a focal point of beauty for this grateful holiday season. Join us and unleash your creativity to craft the perfect centerpiece using fresh flowers, seasonal foliage, and fall accents.

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

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

Instructor: Heidi Ross

240801                      11/16/24                      Saturday  
9:00am–1:00pm      HBAS-G                      Rm C116

### Winter Holiday Centerpieces

Welcome to our floral class dedicated to the fresh smells of this fantastic holiday season. 'Tis the season to deck the halls and decorate our homes with festive flair. What better way than to come and create a spectacular arrangement using Christmas pine and holiday décor guaranteed to dazzle its way through December. Let your floral creation be the crowning glory of your holiday décor.

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

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

Instructor: Heidi Ross

240301                      12/14/24                      Saturday  
9:00am–1:00pm      HBAS-G                      Rm C116

### Intro to Floral Design: Roses, Roses, Roses

Whether you're a novice or a seasoned florist, join us as we unlock the secrets of the rose. Few flowers rival the elegance and romance of the rose, making it one of the most beloved flowers. In this class, we will delve into the artistry of working with roses and creating your own beautiful rose arrangement. Let's get you ready to surprise your Valentine.

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

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

Instructor: Heidi Ross

241101                      1/11/25                      Saturday  
9:00am–1:00pm      HBAS-G                      Rm C116

# COMMUNITY EDUCATION CLASSES

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

## Marvelous Minimalistic Mums

In this class, we will unleash your creativity and push the boundaries of traditional flower arrangements. We will embrace a minimalist design with new heights of contemporary elegance and style. We will create a bold one-sided arrangement guaranteed to be the talk of your next dinner party. Join us for this journey of innovative design.

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

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

Instructor: Heidi Ross

250301                      2/22/25                      Saturday  
9:00am–1:00pm      HBAS-G                      Rm C116

## Spring Teacup Arrangements

As the season blooms with vibrant colors, what better way to celebrate than to infuse the elegance of teatime with the beauty of spring flowers? In this class, we will explore the art of creating an enchanting arrangement that combines the delicate blooms of spring and lush foliage nestled in the confines of a teacup. Join us as we sip tea and immerse ourselves in the artistry of teatime!

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

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

Instructor: Heidi Ross

250401                      3/15/25                      Saturday  
9:00am–1:00pm      HBAS-G                      Rm C116

## Spring Ring

In this class we will create a fresh elegant floral design idea I like to call Spring Ring. We will create a captivating arrangement that is designed and created on a ring that can be attached to your door, window or even hang outside to ring in the spring season. Come and let your imagination bloom!

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

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

Instructor: Heidi Ross

250201                      4/26/25                      Saturday  
9:00am–1:00pm      HBAS-G                      Rm C116



## Spring Hand Bouquets

There is no better time to celebrate the beauty of the season than with freshly gathered bouquets. In this class, we will explore the techniques of creating European hand-held bouquets. We will learn how to create the European bouquet in your hand and drop it into a vase, just like they do in Holland!

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

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

Instructor: Heidi Ross

250601                      5/17/25                      Saturday  
9:00am–1:00pm      HBAS-G                      Rm C116

## Wedding Bouquets

It's that time of year when romance is in the air and weddings are approaching. Join us as we take a journey of creativity and celebrate the union of love and flowers in the timeless tradition of wedding bouquets. You will learn the techniques and principles in creating that special bouquet.

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

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

Instructor: Heidi Ross

240501                      6/7/25                      Saturday  
9:00am–1:00pm      HBAS-G                      Rm C116

**TAKE  
ADVANTAGE OF  
HBAS EARLY BIRD PRICING**

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

**EARLY BIRD**

# COMMUNITY EDUCATION CLASSES

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

## CULINARY ARTS AND NUTRITION

### Tamale Making 101

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

**Early Bird \$59, Regular \$69**

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

Instructor: Melissa Browder

231701	11/2/24	Saturday
9:00am-12:00pm	EHS	Rm 247
231702	11/16/24	Saturday
9:00am-12:00pm	EHS	Rm 247
231703	12/7/24	Saturday
9:00am-12:00pm	EHS	Rm 247



## COMMUNICATION SKILLS

### Writing Your Life Story

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

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

Instructor: Antonia Zupancich

0853101	9/25/24-11/13/24	Wed
10:00am-12:00pm	FVSCC	
0853102	1/8/25-2/26/25	Wed
10:00am-12:00pm	FVSCC	
0853103	4/2/25-5/25/25	Wed
10:00am-12:00pm	FVSCC	

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**EARLY BIRD**

Connect with us!



# COMMUNITY EDUCATION CLASSES

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

## CHRIS EPTING CLASSES



### The Hidden History of Huntington Beach

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

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

Instructor: Chris Epting

0856251      10/2/24-10/30/24      Wed  
5:00pm-6:30pm      HBHS      Rm D3

0856252      2/26/25-3/26/25      Wed  
5:00pm-6:30pm      HBHS      Rm D3

### Writing Your Memoir

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

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

Instructor: Chris Epting

0853001      10/2/24-10/30/24      Wed  
6:30pm-8:00pm      HBHS      Rm D3

0853002      2/26/25-3/26/25      Wed  
6:30pm-8:00pm      HBHS      Rm D3



#### INSTRUCTOR: CHRIS EPTING

Chris Epting is an award-winning music/travel journalist, author of 35 books on pop culture, travel, baseball etc., and a historian. As a memoirist, he has co-written books with the Doobie Brothers, John Oates, Leif Garrett, Dave Mason and others. He has also appeared extensively on TV and radio and currently is the producer/host of the local television program, "Hidden Huntington Beach." He lectures frequently and for six years has led a popular memoir-writing workshop.

# COMMUNITY EDUCATION CLASSES

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

## PHOTOGRAPHY CLASSES

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

Because of the unique scenery and wildlife, the Bolsa Chica Wetlands attract photographers from all over; pros and amateurs alike. In this workshop we will focus on how to capture interesting and beautiful photos at the wetlands no matter your photography experience or camera. Forget about f stops and shutter speed – this is not a technical class. You will have fun learning insider tips about the wetlands, finding out the best locations and times to spot your favorite birds and wildlife, and examining what makes a great nature photo! We will meet 3 Saturdays in a row: The first Saturday will be in the classroom and the second and third Saturdays we will have a fun photo walk on location at the Bolsa Chica Wetlands. **Please be aware that the walks are 3 hours, slow paced and require walking on uneven terrain with some inclines.**

**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

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.

0851401

HBAS-G

10/12/24

9:00am-12:00pm

10/19/24

7:30am-10:30am

10/26/24

3:30pm-6:30pm

Rm B101

Saturday

Saturday

Saturday

0851402

HBAS-G

3/15/25

9:00am-12:00pm

3/22/25

7:30am-10:30am

3/29/25

4:00pm-7:00pm

Rm B101

Saturday

Saturday

Saturday



#### INSTRUCTOR: TAMMY ASAKI

Tammy is a local photographer who has a passion for the Bolsa Chica Wetlands and for photography. She has been exploring the Bolsa Chica Wetlands since she moved to HB in the late 80's. 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 the Bolsa Chica Wetlands for Harbour Light magazine. Also, some of her photos and experiences at BCW have been included in a newly released book called *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)

## HEALTH & SAFETY EDUCATION

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

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

*100% classroom training means students are with an American Heart Association (AHA) Instructor for their entire learning experience.*

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

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

**Student must pay for BLS card.**

Instructor: Megan Irvine/OC-CPR.NET

091401	9/7/24	Saturday
10:00am-3:00pm	HBAS-G	Rm C116
091402	10/19/24	Saturday
10:00am-3:00pm	HBAS-G	Rm C116
091403	11/16/24	Saturday
10:00am-3:00pm	HBAS-G	Rm C116
091404	12/14/24	Saturday
10:00am-3:00pm	HBAS-G	Rm C116
091405	1/11/25	Saturday
10:00am-3:00pm	HBAS-G	Rm C116
091406	2/22/25	Saturday
10:00am-3:00pm	HBAS-G	Rm C116
091407	3/22/25	Saturday
10:00am-3:00pm	HBAS-G	Rm C116
091408	4/26/25	Saturday
10:00am-3:00pm	HBAS-G	Rm C116
091409	5/31/25	Saturday
10:00am-3:00pm	HBAS-G	Rm C116
091410	6/28/25	Saturday
10:00am-3:00pm	HBAS-G	Rm C116
091411	7/26/25	Saturday
10:00am-3:00pm	HBAS-G	Rm C116

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

## AMERICAN SIGN LANGUAGE

### American Sign Language (ASL): Beginning 1

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

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

Instructor: Kaylee Sullivan

085701	9/9/24-10/28/24	Mondays
6:00pm-7:30pm	EHS	Rm 202
085702	2/3/25-4/7/25	Mondays
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 \$89, Regular \$109**

Instructor: Kaylee Sullivan

085601	11/4/24-1/27/25	Mondays
6:00pm-7:30pm	EHS	Rm 202
085602	4/21/25-6/16/25	Mondays
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)

## 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

0852301	9/18/24-12/11/24	Wed
2:30pm-4:30pm	HBAS-G	Rm C116
0852302	1/8/25-3/26/25	Wed
2:30pm-4:30pm	HBAS-G	Rm C116
0852303	4/2/25-6/25/25	Wed
2:30pm-4:30pm	HBAS-G	Rm C116



### Ceramics: Hand-Building and Throwing

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

**Early Bird \$229, Regular \$259**

**(Price includes materials.)**

Instructor: Garrett Stryker

085121	9/9/24-12/9/24	Mon
5:00pm-8:00pm	HBHS	Rm I-6
085123	3/17/25-6/16/25	Mon
5:00pm-8:00pm	HBHS	Rm I-6
085143	3/19/25-6/18/25	Wed
5:00pm-8:00pm	HBHS	Rm I-6

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

**(Price includes materials.)**

Instructor: Garrett Stryker

085141	9/10/24-12/10/24	Wed
5:00pm-8:00pm	HBHS	Rm I-6

**Early Bird \$159, Regular \$189**

**(Price includes materials.)**

Instructor: Garrett Stryker

085122	12/16/24-3/10/25	Mon
5:00pm-8:00pm	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)

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

(Price includes materials.)

Instructor: Garrett Stryker

085142	12/18/24-3/12/25	Wed
5:00pm-8:00pm	HBHS	Rm I-6

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

(Price includes materials.)

Instructor: Matthew Harward

085131	9/10/24-12/10/24	Tue
5:00pm-8:00pm	HBHS	Rm I-6

085151	9/12/24-12/12/24	Thu
5:00pm-8:00pm	HBHS	Rm I-6

085153	3/20/25-6/12/25	Thu
5:00pm-8:00pm	HBHS	Rm I-6

## Early Bird \$229, Regular \$259

(Price includes materials.)

Instructor: Matthew Harward

085133	3/18/25-6/10/25	Tue
5:00pm-8:00pm	HBHS	Rm I-6

085124	6/30/25-8/6/25	Mon/Wed
5:00pm-8:00pm	HBHS	Rm I-6

085135	7/1/25-8/7/25	Tue/Thu
5:00pm-8:00pm	HBHS	Rm I-6

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

(Price includes materials.)

Instructors: Matthew Harward

085132	12/17/24-3/11/25	Tue
5:00pm-8:00pm	HBHS	Rm I-6

085152	12/19/24-3/13/25	Thu
5:00pm-8:00pm	HBHS	Rm I-6

## Early Bird \$229, Regular \$259

(Price includes materials.)

Instructors: John Weisenburg

085161	9/10/24-12/3/24	Tue
6:00pm-9:00pm	EHS	Rm 244

085162	12/10/24-3/11/25	Tue
6:00pm-9:00pm	EHS	Rm 244

085163	3/18/25-6/10/25	Tue
6:00pm-9:00pm	EHS	Rm 244



## Woodworking

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

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

Instructor: Rick Jordan

084401	9/5/24-11/21/24	Thu
6:00pm-9:00pm	MHS	Rm 312

084402	12/5/24-3/6/25	Thu
6:00pm-9:00pm	MHS	Rm 312

084403	3/13/25-5/29/25	Thu
6:00pm-9:00pm	MHS	Rm 312

**EARLY BIRD**

## TAKE ADVANTAGE OF HBAS EARLY BIRD PRICING

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# COMMUNITY EDUCATION CLASSES

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## MUSIC CLASS

### Beginning Harmonica

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



**Early Bird \$79, Regular \$99**  
Students must bring \$20 cash to purchase a harmonica and beginner's instructional book.

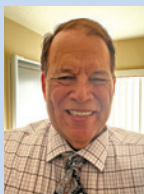
Instructor: Ben Wilson

Ages: 14+

0810101	9/3/24-11/19/24	Tues
5:00pm-6:00pm	HBAS-G	Rm C116
0810102	12/3/24-3/4/25	Tues
5:00pm-6:00pm	HBAS-G	Rm C116
0810103	3/25/25-6/17/25	Tues
5:00pm-6:00pm	HBAS-G	Rm C116

#### INSTRUCTOR: BEN WILSON

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



## NEW CLASS

### How To Start Your Own Kids Programs at Schools (With Your Talent!)

Calling All Adults, Teachers, Seniors and Parents! Start your own kids programs at schools, community recreation, childcare centers and home schools! Do you love working with children? Do you have a talent to share? If you love to dance, act, sing, play an instrument, sports, STEM, teach a language, tutoring, or just love teaching children, we will help give you the tools to jumpstart your new business!

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

Please bring \$25.00 cash material fee for materials and supplies.

Instructor: Nancy Holden

2206001	9/28/24	Saturday
1:00pm-4:00pm	HBAS-G	Rm C116
2206002	2/1/25	Saturday
1:00pm-4:00pm	HBAS-G	Rm C116
2206003	5/3/25	Saturday
1:00pm-4:00pm	HBAS-G	Rm C116

#### INSTRUCTOR: NANCY HOLDEN

Nancy Holden, founder of Dance with Nance, has been teaching dance classes, musicals, theater and music lessons in preschools and elementary schools across the nation since 1987. She grew her business to offer 50 different activities including soccer, tennis, guitar, math, art and poetry. Come take Nancy's workshop and learn how to turn your passion into a small business.

# COMMUNITY EDUCATION CLASSES

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## HEALTH & FITNESS

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

### Morning Yoga • 2-Days per week

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

Instructor: Jerry Cruise

#### FALL SESSION

**Early Bird \$219, Regular \$239**

096011	9/4/24-12/18/24	Mon, Wed
8:45am-10:00am	HBAS-G	Rm C116
096012	9/4/24-12/18/24	Mon, Wed
10:30am-11:45am	HBAS-G	Rm C116

#### WINTER SESSION

**Early Bird \$159, Regular \$179**

096021	1/6/25-3/26/25	Mon, Wed
8:45am-10:00am	HBAS-G	Rm C116
096022	1/6/25-3/26/25	Mon, Wed
10:30am-11:45am	HBAS-G	Rm C116

#### SPRING SESSION

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

096031	3/31/25-6/25/25	Mon, Wed
8:45am-10:00am	HBAS-G	Rm C116
096032	3/31/25-6/25/25	Mon, Wed
10:30am-11:45am	HBAS-G	Rm C116

#### SUMMER SESSION

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

096041	6/30/25-7/30/25	Mon, Wed
8:45am-10:00am	HBAS-G	Rm C116
096042	6/30/25-7/30/25	Mon, Wed
10:30am-11:45am	HBAS-G	Rm C116



### Morning Yoga • 1-Day per week

Instructor: Jerry Cruise

#### FALL SESSION

**Early Bird \$129, Regular \$149**

096311	9/4/24-12/18/24	Mon or Wed
8:45am-10:00am	HBAS-G	Rm C116
096312	9/4/24-12/18/24	Mon or Wed
10:30am-11:45am	HBAS-G	Rm C116

#### WINTER SESSION

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

096321	1/6/25-3/26/25	Mon or Wed
8:45am-10:00am	HBAS-G	Rm C116
096322	1/6/25-3/26/25	Mon or Wed
10:30am-11:45am	HBAS-G	Rm C116

#### SPRING SESSION

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

096331	3/31/25-6/25/25	Mon or Wed
8:45am-10:00am	HBAS-G	Rm C116
096332	3/31/25-6/25/25	Mon or Wed
10:30am-11:45am	HBAS-G	Rm C116

#### SUMMER SESSION

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

096341	6/30/25-7/30/25	Mon or Wed
8:45am-10:00am	HBAS-G	Rm C116
096342	6/30/25-7/30/25	Mon or Wed
10:30am-11:45am	HBAS-G	Rm C116

We observe all public school holidays.  
Please see page 58 for the 2024-2025 Holiday Schedule.

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**EARLY BIRD**

# COMMUNITY EDUCATION CLASSES

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

## HEALTH & FITNESS *(continued)*

### Line Dancing 101 (All Genres)

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

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

Instructor: Lenora Mitchell

0874101	9/11/24-10/30/24	Wed
5:00pm-6:30pm	HBAS-G	Rm C116
0874102	1/8/25-2/26/25	Wed
5:00pm-6:30pm	HBAS-G	Rm C116
0874103	4/23/25-6/11/25	Wed
5:00pm-6:30pm	HBAS-G	Rm C116

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

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

Instructor: Kelly Pointer

#### FALL SESSION

**Early Bird \$269, Regular \$289**

087801	9/4/24-12/4/24	Mon, Wed
7:00pm-8:00pm	OVHS Pool	

#### WINTER SESSION

**Early Bird \$269, Regular \$289**

087802	12/9/24-3/26/25	Mon, Wed
7:00pm-8:00pm	OVHS Pool	

#### SPRING SESSION

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

087803	4/7/25-6/25/25	Mon, Wed
7:00pm-8:00pm	OVHS Pool	

#### SUMMER SESSION

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

087804	6/30/25-8/20/25	Mon, Wed
7:00pm-8:00pm	OVHS Pool	



### Water Aerobics for Fitness • 1-Day per week

Instructor: Kelly Pointer

#### FALL SESSION

**Early Bird \$149, Regular \$169**

087901	9/4/24-12/4/24	Mon or Wed
7:00pm-8:00pm	OVHS Pool	

#### WINTER SESSION

**Early Bird \$159, Regular \$179**

087902	12/9/24-3/26/25	Mon or Wed
7:00pm-8:00pm	OVHS Pool	

#### SPRING SESSION

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

087903	4/2/25-6/25/25	Mon or Wed
7:00pm-8:00pm	OVHS Pool	

#### SUMMER SESSION

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

087904	6/30/25-8/20/25	Mon or Wed
7:00pm-8:00pm	OVHS Pool	

## HEALTH & FITNESS *(continued)*

### Lap Swimming for Fitness • 2-Days per week

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

#### FALL SESSION

**Early Bird \$269, Regular \$289**

087701                      9/4/24-12/4/24              Mon, Wed  
7:00pm-8:00pm              OVHS Pool

#### WINTER SESSION

**Early Bird \$269, Regular \$289**

087702                      12/9/24-3/26/25              Mon, Wed  
7:00pm-8:00pm              OVHS Pool

#### SPRING SESSION

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

087703                      4/7/25-6/25/25              Mon, Wed  
7:00pm-8:00pm              OVHS Pool

#### SUMMER SESSION

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

087704                      6/30/25-8/20/25              Mon, Wed  
7:00pm-8:00pm              OVHS Pool

### Lap Swimming for Fitness • 1-Day per week

Instructor: Kelly Pointer

#### FALL SESSION

**Early Bird \$149, Regular \$169**

087601                      9/4/24-12/4/24              Mon or Wed  
7:00pm-8:00pm              OVHS Pool

#### WINTER SESSION

**Early Bird \$159, Regular \$179**

087602                      12/9/24-3/26/25              Mon or Wed  
7:00pm-8:00pm              OVHS Pool

#### SPRING SESSION

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

087603                      4/7/25-6/25/25              Mon or Wed  
7:00pm-8:00pm              OVHS Pool

#### SUMMER SESSION

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

087604                      6/30/25-8/20/25              Mon or Wed  
7:00pm-8:00pm              OVHS Pool



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

Instructor: Kelly Pointer

#### FALL SESSION

**Early Bird \$169, Regular \$189**

088001                      9/7/24-12/21/24              Sat  
7:30am-8:30am              OVHS Pool

#### WINTER SESSION

**Early Bird \$159, Regular \$179**

088002                      1/11/25-4/12/25              Sat  
7:30am-8:30am              OVHS Pool

#### SPRING SESSION

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

088003                      4/26/25-6/21/25              Sat  
7:30am-8:30am              OVHS Pool

#### SUMMER SESSION

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

088004                      6/29/25-8/17/25              Sat  
7:30am-8:30am              OVHS Pool

## MISSION STATEMENT

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

## HUNTINGTON BEACH UNION HIGH SCHOOL DISTRICT

### School Board

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

### Superintendent

Dr. 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

Ashley Nguyen, *Counselor*  
714.592.1005

Lenora Mitchell, *HBAS Secretary*  
714.842.4227

Arlene Flores, *Job Developer*  
714.842.4227

Tammy Asaki, *Guidance Specialist*  
714.842.4227

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

### Main Office Hours

Please see page 3 for Office Hours.

**Admission** Courses are open to any person 18 years of age or over who can profit from instruction. There is open, ongoing enrollment in most classes.

**1098-T Tax Forms** As a non-credit program HBAS does not issue 1098-T tax forms to HBAS students.

**Fees** A \$20 non-refundable registration fee is charged in most CTE classes as well as material or lab fees where needed.

### Refund Policy

Sometimes it becomes necessary to cancel a class due to low enrollment or a problem with facilities or staff. If HBAS cancels a class, a full refund will be issued automatically. Student initiated refunds, minus a \$20 registration processing fee, will be granted if HBAS receives the request in writing at least 3 working days before the first day of class. A request for credit may be initiated by a student if received by HBAS in writing at least 1 day before the first day of class. **No refunds or credits may be requested after the first day of class.** There are no refunds for classes \$49 or less; however, a credit may be requested if done so in writing before the first day of class.

For refund policies for Kindergarten through 12 grade community education classes see the policy listed for the specific program on the hbas.edu website. For more information contact us at info@hbas.edu or (714) 842-4227.

**No refund for classes less than \$49.**

### Returned Check Fee

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

### Attendance

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

### Enrollment Confirmation

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



# GENERAL INFORMATION / POLICIES

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## Dress Code

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

## Zero Tolerance

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

## No smoking including electronic cigarettes and vapes.

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

## No biking or skateboarding on campus.

## Publicity and Photo Release

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

## Non-Discrimination Notice

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

# CONGRATULATIONS 2024 GRADUATES!

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## 2024-2025 Holiday Schedule

*No classes on these dates.*

**Labor Day** Monday, September 2, 2024

**Veterans Day** Monday, November 11, 2024

**Thanksgiving Recess**  
Monday, November 25, 2024–  
Friday, November 29, 2024

**Winter Recess**  
Friday, December 20, 2024–  
Friday, January 3, 2025

**Martin Luther King's Birthday**  
Monday, January 20, 2025

**Professional Staff Development Day**  
Monday, January 27, 2025

**Presidents' Day**  
Monday, February 17, 2025

**Spring Recess**  
Monday, April 14, 2025–  
Friday, April 18, 2025

**Memorial Day** Monday, May 26, 2025

**Juneteenth** Thursday, June 19, 2025

**Independence Day** Friday, July 4, 2025

## 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](http://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.hbusd.edu](http://www.hbusd.edu), select "Board" and then from the pull down menu select "Board Policies and Regulations."

## Parking by HBAS Permit Only

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

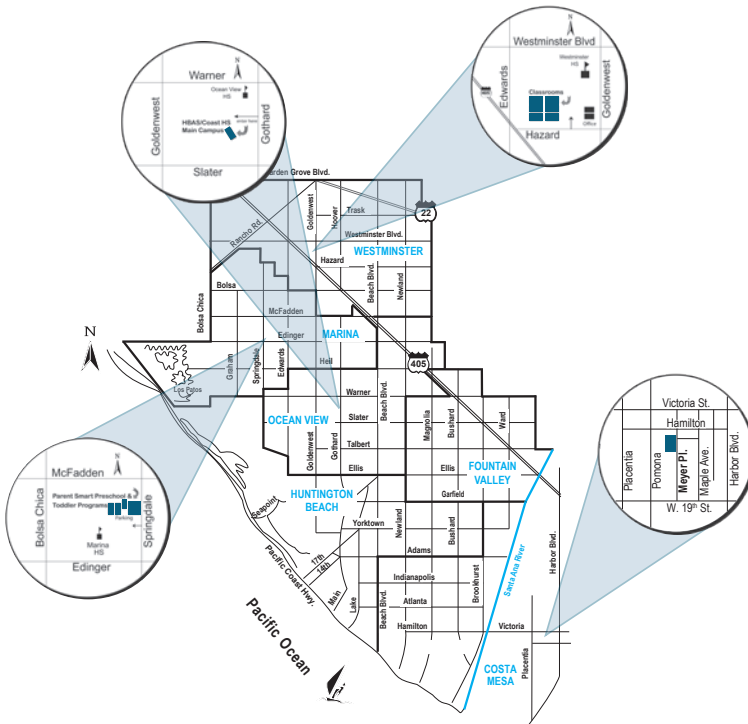
## Equal Opportunity

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

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

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

# CLASS LOCATIONS MAP



## Early Birds Get In!

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

## MAIN CAMPUS LOCATIONS

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

## CLASS LOCATIONS

- EHS Edison High School • 21400 Magnolia, Huntington Beach 92646
- FVSC 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

## 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



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

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

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

## 2024 CTE GRADUATES

