Every fall, at HBAS, we are excited to open our doors again after a short summer break. Our teachers are well rested and eager to get back into their classrooms. We will typically have a number of new courses to offer, new technology to use, and even new furniture to sit in (not in every class, but a few). We enjoy and take pride in offering our students quality and relevant classes, as well as a quality learning environment. This fall, in preparation for fall and thanks to a number of grants HBAS received, we will be adding over 100 new mobile learning devices at various ESL and High School Diploma/GED locations. We will be remodeling one of our ESL classrooms with new and modern furniture. In addition, we will be implementing a new Cisco Academy that will train students for high paying and in-demand jobs. We will be swapping out some of our Math, English, and Social Science courses in our High School Diploma classes to more up to date version. All in all, HBAS will be investing just over $200,000 to improve what we already offer our community. We are happy to do it because we know our students will be better able to meet their goals of getting a job or better job or enrolling into a post-secondary school or getting their high school diploma or equivalency.

Steve Curiel, Principal, Huntington Beach Adult School
Career Training

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Our guidance counselor is here to help, meet Cynthia Bonnycastle!
Cynthia happily makes herself available for students that have questions about continuing education, personal growth & development and career enrichment. She provides valuable workshops that encourage, motivate, instill confidence, and reinforce positive self-esteem.

For an appointment call 714-842-4227 ext. 4470 or email cbonnycastle@hbas.edu

Walk-ins welcome.

Early bird fees are available if postmarked or paid in person at least SEVEN days prior to the start date of classes.

Services & Workshops

• Resumé Assistance
• Educational, Career, Personal Counseling
• Coaching for Successful Job Performance
• Job and College Application Assistance
• Career and Job Information Resources
• Interests, Values, Personality Assessments
• Career Exploration
• Career Interest Assessment Testing
• Goal Setting
• Effective Communication
• Résumé and Job Interview
• Skills Training

For information, call the main campus at 714.842.4227 Fax 714.847.8316
CTE Orientation Schedule

Are you ready to get started on your new career?

To be eligible to participate in our Career Technical Education (CTE) programs, you must first attend an orientation session.

At orientation you will receive all of the information you need on prerequisites, registration fees, schedules, externships, career prospects and more. Learn what to do as a new or returning student and meet our teaching staff.

Our CTE programs are open to all students who are 18 years of age and have earned a high school diploma or a GED. All students considering enrolling in one of our CTE programs will be required to pass an English and Math entrance exam during orientation or before program completion. Test results will be given promptly following the exams and remediation class will be available as needed.

Location: HBAS-G

*Orientation Agenda for Medical Billing and Coding:
10:30am–11:15am • Program Information/Class Requirements Discussion
11:15am–11:30am • Questions & Answers
11:30am–12:30pm • English Entrance Exam
12:30pm–1:30pm • Math Entrance Exam

**Orientation Agenda for Medical Assistant, Pharmacy Technician, Data Entry and Administrative Assistant
9:00am–9:45am • Program Information/Class Requirements Discussion
9:45am–10:00am • Questions & Answers
10:00am–11:00am • English Entrance Exam
11:00am–12:00pm • Math Entrance Exam

^July 24, 2015 - All Orientations are from 12:00pm–3:00pm.

Orientation Dates:

*MEDICAL BILLING & CODING
07/24/15 0680601
08/29/15 0680602
09/19/15 0680603
10/17/15 0680604
12/12/15 0680605
01/09/16 0680606
02/06/16 0680607
03/05/16 0680608
04/16/16 0680609
06/04/16 0680610

**MEDICAL ASSISTANT
07/24/15 0679001
08/27/15 0679002
10/02/15 0679003
11/06/15 0679004
12/04/15 0679005
01/08/16 0679006
02/05/16 0679007
03/04/16 0679008
04/08/16 0679009
05/06/16 0679010
06/03/16 0679011

**PHARMACY TECHNICIAN
07/24/15 0678610
08/27/15 0678611
10/02/15 0678612
11/06/15 0678613
12/04/15 0678614
01/08/16 0678615
02/05/16 0678616
03/04/16 0678617
04/08/16 0678618
05/06/16 0678619
06/03/16 0678620

**DATA ENTRY/ADMIN ASSISTANT
07/24/15 062010
08/27/15 062011
10/02/15 062012
11/06/15 062013
12/04/15 062014
01/08/16 062015
02/05/16 062016
03/04/16 062017
04/08/16 062018
05/06/16 062019
06/03/16 062020
Step 1. Visit our school website at www.hbas.edu to register online or register in person at our Main Campus for one of our free orientation sessions.

Step 2. Bring a pen & pencil on the day of your scheduled orientation and plan to stay for the complete three hour session. No children please.

Step 3. It is recommended that you complete the computer courses required for the program in which you are enrolling for; before you enroll in the first required class of the program.

Step 4. All course work must be completed within a two year time frame.

Step 5. Participate in the annual Pinning Ceremony!

If you finish your course work in the summer, fall, or winter, you will be eligible to participate in the ceremony immediately following the completion of your last class only.

If you fail one or both entrance exams you may be referred to free remediation classes before enrolling in a certificate program.

Special Notes:

- If you successfully complete your program’s required course work with a passing grade of 80% or higher, you pass the National/State certifying exam and with your instructors recommendation, you may be offered the opportunity to enroll in the externship program.

- If you have already taken a course and can provide a certificate of course completion or an official transcript from an accredited school within the last two years, you may speak to an instructor about challenging the course. If the instructor verifies you qualify to challenge, you may challenge the exam ONCE and ONLY ONCE. The exam must be taken on or before start date of the class. The Challenge Exam Fee of $20 will apply. If you successfully challenge the exam, you will receive a “CT” on your transcript. 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. The challenge exam fee will not be applied toward the cost of you enrolling in the course should you not pass the exam at 80% accuracy. You may not use any reference materials when challenging the exam and you will not be provided any study materials prior to the exam.
Medical Billing and Coding Program

Medical Billing and Coding/Health Information Technicians are the health care professionals in charge of processing patient data such as treatment records and related insurance information. The Medical Biller & Coder program prepares students for a medical career in a non-patient setting. Upon completion of this program, the student can sit for a national coding exam to become a certified coder. Medical billers and coders are employed by coding companies, billing companies, collection agencies, clearing houses, physician’s offices, hospitals, clinics, consulting firms, insurance companies including HMOs, PPOs, IPAs, and foundations for health care, mental health care facilities. High School Diploma or GED required. All students must pass an English and Math proficiency test. To receive program certification students must complete all classes within a 2-year time frame.

FREE ORIENTATION for students considering enrolling!
Saturday 10:30am-1:30pm.
See page 4 for orientation schedule and details.

PROGRAM REQUIREMENTS:

Start in Medical Terminology!
Students must start their training in Medical Terminology A or B (in no particular order) or be enrolled concurrently with another course within the program.

Students are required to purchase scrubs. Scrub cost: approximately $40 per set.

Beginning Word • (See page 15 or 16)
Beginning Excel • (See page 15 or 17)

Keyboarding Certification
40 wpm minimum • (See page 14)
$20, or Lab Class $59

Career Readiness Skills • (See page 13)
Early Bird $89, Regular $99

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

Medical Terminology (9 weeks)
Early Bird $249, Regular $279 – Each Module (Includes books)
Note: This is a prerequisite for all other classes
Instructor: TBD

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<th>Module</th>
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<td>10/28/15</td>
<td>Module A</td>
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<td>Module B</td>
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</tr>
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<td>06791.B02</td>
<td>4/13/16</td>
<td>6/8/16</td>
<td>Module B</td>
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*Diagnostic Coding (ICD-10)
Early Bird $479, Regular $509 (Includes 2 books)
Instructor: Annette Butler

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<td>0681702</td>
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Procedure Coding
Early Bird $479, Regular $509 (Includes 2 books)
Instructor: Annette Butler

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Billing
Early Bird $529, Regular $559
Instructor: Annette Butler

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<td>0680202</td>
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<td>6/2/16</td>
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Career Training
Anatomy & Physiology for Coders (4 weeks)
Early Bird $439, Regular $469 (includes 1 book)
Instructor: Annette Butler
0680501 1/11/16-2/11/16
Mon, Tue, Thu 6:00pm–10:00pm
HBAS-G C117

ELECTIVES

National Credentialing Exam Prep Class for Coding Specialist (includes exam)
Fee $409 (No Early Bird)

Exam date:
Tuesday, January 12, 2016, 3:00–7:00pm
0680801 1/4/16, 1/5/16 & 1/7/16
Mon, Tue, Thu 5:00pm–10:00pm
HBAS-G C117

Exam date:
Wednesday, June 8, 2016, 3:00pm–7:00pm
0680802 6/4/16 and 6/6/16-6/7/16
Sat 9:00am–1:00pm
Tue, Thu 5:00pm–10:00pm
HBAS-G C117

Externship
Fee $389 (Open Enrollment)
Prerequisite: Successful completion of all required coursework, pass the National Credentialing exam, and instructor recommendation. Students must purchase malpractice insurance $20.
0681101 8/31/15-1/22/16 Mon-Fri
0681102 1/26/16-6/9/16 Mon-Fri

We observe all public school holidays. Please see Page 49 for the 2015-2016 Holiday Schedule.

Employment for Medical Records and Health Information Technicians is expected to increase nationally by 22% from 2012 to 2022.*


For information, call the main campus at 714.842.4227 | Fax 714.847.8316
CAREER TRAINING

Medical Assistant Certification

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 GED required. All students must pass an English and Math proficiency test. To receive program certification students must complete all classes within a 2-year time frame.

FREE ORIENTATION for students considering enrolling!
See page 4 for orientation schedule and details.

PROGRAM REQUIREMENTS:

Start in Medical Terminology!

Students must start their training in Medical Terminology A or B (in no particular order) or be enrolled concurrently with another course within the program. Students are required to purchase scrubs. Scrub cost: approximately $40 per set.

Windows Essentials & File Management • Saturday Course • (See page 34)
Early Bird $39, Regular $49

Google Docs • (See page 15)

Beginning Word • (See page 15 or 16)
Beginning Excel • (See page 15 or 17)

Microsoft Outlook:
Saturday Course • (See page 32)
Early Bird $39, Regular $49

Keyboarding Certification
40 wpm minimum • (See page 14)
$20, or Lab Class $59

Career Readiness • (See page 13)
Early Bird $89, Regular $99

Adult First Aid/CPR/AED & Pediatric CPR Class • (TBD)

Medical Terminology–(9 weeks)
Early Bird $249, Regular $279 – Each Module (Includes books)
Note: This is a prerequisite for all other classes
Instructor: TBD

06791.A01 Module A 9/2/15-10/28/15
Wed 6:00pm–10:00pm
HBAS-G C117

Wed 6:00pm–10:00pm
HBAS-G C117

06791.A02 Module A 2/3/16-4/6/16
Wed 6:00pm–10:00pm
HBAS-G C117

06791.B02 Module B 4/13/16-6/8/16
Wed 6:00pm–10:00pm
HBAS-G C117

Administrative Medical Office Assistant (9 weeks)
Early Bird $389, Regular $419 – Module A
Early Bird $479, Regular $509 – Module B
Note: Module B class fee includes Peg Board
Instructor: Randa Baird

06792.A01 Module A 8/31/15-10/28/15
Mon, Wed 8:00am–2:30pm
HBAS-G C117

06792.B01 Module B 11/2/15-1/27/16
Mon, Wed 8:00am–2:30pm
HBAS-G C117

06792.A02 Module A 2/1/16-4/13/16
Mon, Wed 8:00am–2:30pm
HBAS-G C117

06792.B02 Module B 4/18/16-6/8/16
Mon, Wed 8:00am–2:30pm
HBAS-G C117

Early bird fees are available if postmarked or paid in person at least seven days prior to the start date of classes.
Clinical Medical Office Assistant
(9 weeks)
Early Bird $389, Regular $419 – Each Module
Instructor: Randa Baird

06793.A01 Module A 9/1/15-10/29/15
Tue, Thu 8:00am–2:30pm
HBAS-G C117

06793.B01 Module B 11/3/15-1/21/16
Tue, Thu 8:00am–2:30pm
HBAS-G C117

06793.A02 Module A 1/26/16-3/24/16
Tue, Thu 8:00am–2:30pm
HBAS-G C117

06793.B02 Module B 4/5/16-6/2/16
Tue, Thu 8:00am–2:30pm
HBAS-G C117

Electronic Health Records
Early Bird $269, Regular $299
Instructor: Randa Baird

0679601 9/28/15-11/6/15
Mon, Wed 3:00pm–6:00pm
HBAS-G C117

0679602 11/16/15-1/13/16
Mon, Wed 3:00pm–6:00pm
HBAS-G C117

0679603 2/1/16-3/16/16
Mon, Wed 3:00pm–6:00pm
HBAS-G C117

0679604 4/18/16-5/25/16
Mon, Wed 3:00pm–6:00pm
HBAS-G C117

Electives:

Externship
$389
Prerequisite: Successful completion of all required coursework, pass CCMA exam and instructor recommendation. Students must purchase malpractice insurance $20.

0680101 8/31/15-1/22/16 Mon-Fri
0680102 1/26/16-6/9/16 Mon-Fri

*Source: http://www.bls.gov/ooh/healthcare/medical-assistants.htm

In today’s bustling health care industry, employment of medical assistants is expected to grow by 29% nationally from 2012 – 2022.*

For information, call the main campus at 714.842.4227 | Fax 714.847.8316
Pharmacy Tech
Quick Occupational Facts for the OC:
Average Wage: $18.10/hr.
Job Openings 2012-2022: 3,870
Source: www.labormarketinfo.edd.ca.gov

Instructor:
Pamela Canlas, RPhT, CPhT
Pamela Canlas has over a decade of practical experience as a lead pharmacy technician specializing in chemotherapy/HIV agents and outpatient settings while at Kaiser Permanente, USC Medical Center, Harbor UCLA, and King Drew Medical Center. Ms. Canlas is a Registered Pharmacy Technician with the California Board of Pharmacy and received her national certification from the Pharmacy Technician Certification Board. She is a graduate of the University of California, Irvine, where she earned her Bachelor’s Degree in Psychology. She went on to receive her teaching credential through UCLA’s extension program. Ms. Canlas is a firm believer that innovative and compassionate healthcare is a key factor in promoting the quality of life for patients.
Pharmacy Technician

Pharmacy Technicians work under the direct supervision and control of a licensed pharmacist. They perform repetitive, basic routine tasks related to the processing of a prescription in a pharmacy. Pharmacy Technicians may: count tablets; measure, mix, pour and record amounts and dosages of medications; label bottles; and package pharmaceuticals. Pharmacy Technicians typically work in retail or hospital settings that are clean, organized, well-lit and well-ventilated. They spend most of their work day on their feet and may work eight hours or more per day. The job of Pharmacy Technician will appeal to those who enjoy working with people and performing duties that are organized, clearly defined, and require accuracy and attention to detail. Students must have a High School Diploma or GED and a clear background check (English version required if document is in a foreign language). All students must also pass an English and Math proficiency test. To receive program certification students must complete all classes within a 2-year time frame. 96% of our students pass the National Board Exam.

FREE ORIENTATION for students considering enrolling!
See page 4 for orientation schedule and details.

PROGRAM REQUIREMENTS:

Beginning Word • (See page 15 or 16)
Keyboarding Certificate
40 wpm minimum • (See page 14)
$20 or Lab Class $59

Career Readiness Skills • (See page 14)
Early Bird $89, Regular $99

Students are required to purchase scrubs.
Scrub cost: approximately $40 per set.

Fall Session
Students are required to complete Module A prior to enrolling in Module B.

Day Classes/Classroom (6 weeks)
Early Bird $1,429, Regular $1,529 – Module A
Early Bird $1,309, Regular $1,409 – Module B (Module A includes 4 books)
Instructor: Pamela Canlas

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<tr>
<td>06785.B01</td>
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<td>10/12/15</td>
<td>11/19/15</td>
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<td></td>
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<td>1/21/16</td>
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Hybrid Online (14 weeks)
Early Bird $1,229, Regular $1,329 - Module A
Early Bird $979, Regular $1,079 - Module B

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ELECTIVES:

Externship
$389
Prerequisite: Successful completion of all required coursework, pass board exam and instructor recommendation. Students must purchase malpractice insurance $20.

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We observe all public school holidays.
Please see Page 49 for the 2015-2016 Holiday Schedule.
CAREER TRAINING

Administrative Assistant
Enter the world of office administration by performing and coordinating an office’s administrative activities and storing, retrieving, and integrating information for dissemination to staff and clients. Administrative Assistants (formerly referred to as secretaries) perform a variety of administrative and clerical duties necessary to run an organization efficiently. They serve as information and communication managers for an office; plan and schedule meetings and appointments; organize and maintain paper and electronic files; manage projects; conduct research; and disseminate information by using the telephone, mail services, web sites, and e-mail. Administrative Assistants with experience and/or specialized training can advance to Executive Assistants and legal and medical assistants. Such advancements can result in significantly higher pay. To receive program certification students must complete all classes within a 2-year time frame.

Required Coursework
Data Entry/10 Key (140KPM)
Keyboarding Certification (60 wpm minimum)
Microsoft Word Beginning & Intermediate
Microsoft Excel Beginning & Intermediate
Microsoft PowerPoint Beginning & Intermediate
Microsoft Outlook (1 Day Saturday Class)
Windows Essentials & File Management (1 Day Saturday Class)
Internet, Google Drive, Google Docs & Gmail
The ABC’s of Accounting
QuickBooks I & II
Career Readiness Skills
Accounting

Office Clerk/Data Entry Clerk
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 2-year time frame.

Required Coursework
Data Entry/10 Key (140KPM)
Keyboarding Certification (40 wpm minimum)
Computer Basics I & II
Microsoft Word Beginning
Microsoft Excel Beginning
Microsoft Outlook (1 Day Saturday Class)
Windows Essentials & File Management (1 Day Saturday Class)
Internet, Google Drive, Google Docs & Gmail
Career Readiness Skills

(Class dates and times listed on pages 15-18 and 28-34)

FREE ORIENTATION for students considering enrolling!
See page 4 for orientation schedule and details.
Career Readiness Skills

**Prerequisite:** Ability to type 25 wpm, basic computer skills, access to a computer with Internet. Coursework includes online instruction. 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 an up-to-date 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.

**Session schedule • Early Bird $109, Regular $119**

Instructor: Nami Aoyagi

<table>
<thead>
<tr>
<th>Session Code</th>
<th>Start Date</th>
<th>End Date</th>
<th>Monday, Wednesday Time</th>
<th>Room</th>
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</tr>
</tbody>
</table>

**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*. A 2” x 2” passport sized photo is required for the notary public application form. Citizenship or residency required.

**Session schedule (1 day)**

Early Bird $89, Regular $99 ($45 textbook/materials fee due on the day of class)

Instructor: Danny Perez dperez@hbas.edu

<table>
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<tr>
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*State Proctor Exam: $40 personal check or money order payable to Secretary of State (cash is not accepted).

**Prerequisites are essential to our classes.** Meeting the prerequisite skills from a previous class will enhance your learning experience and allow the class to run smoothly and with fewer interruptions. If you are unsure about whether you have the skills to take an intermediate or advanced level class, please take a look at the requirements for each course or schedule a meeting with our counselor who can help you choose the right class.

**Class Cancellation** Oh, darn! Why was my class canceled? Sometimes a great class gets canceled because people wait to register until the last minute. Sign-up early, and if you have a change of heart, get busy at work, or your schedule changes, just call us and we will be happy to credit your account for a future class.

**Employers,** we can also help to prescreen your applicant’s computer skills to be sure they have the skills they say they have. Please contact Tracy Foreman at tforeman@hbas.edu for computer skills testing information.

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For information, call the main campus at **714.842.4227**  Fax 714.847.8316
Computer Classes

Keyboarding/Self-Paced Lab
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. 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.

Course Fee $59, $29 if enrolled concurrently in a 5 week computer course
Instructor: Nami Aoyagi
0670201 9/1/15-10/1/15 Tue, Thu 12:00pm–3:00pm HBAS-G C122
0670202 10/6/15-11/5/15 Tue, Thu 12:00pm–3:00pm HBAS-G C122
0670203 11/10/15-12/17/15 Tue, Thu 12:00pm–3:00pm HBAS-G C122

Typing 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.

Test Fee $20 • Cash Only
068401 9/1/15-11/19/15 Tue, Thu 12:30pm–2:30pm HBAS-G C122
068401 12/1/15-12/17/15 Tue, Thu 12:30pm–2:30pm HBAS-G C122
068401 1/12/16-3/24/16 Tue, Thu 12:30pm–2:30pm HBAS-G C122
068401 4/5/16-6/2/16 Tue, Thu 12:30pm–2:30pm HBAS-G C122
First Friday of the month 8:30am–10:30 am
9/4/15
10/2/15
11/6/15
12/4/15

Computer Basics 1
Scared to turn on a computer? This absolute beginner’s course will teach you the basics, from logging on and using the mouse, to desktop toolbars and printing documents. Discover how to create, save, view and edit your documents. You will also learn to change fonts, use formatting tools and browse the Internet (does not cover email). Most importantly, you will gain the confidence you need to make effective use of your computer. After completing this class, students can successfully face the challenges presented in Computer Basics 2.

Session schedule (5 weeks) • Early Bird $89, Regular $99
Instructor: Cody Jones
0672101 8/31/15-9/30/15 Mon, Wed 8:30am–11:30am HBAS-G C123

Computer Basics 2
Grasp the fundamentals of Windows 7 and Microsoft Word. Learn how to create a Word document, how to use the Quick Access Toolbar and Ribbons, how to add clip art to make flyers, write business letters, create envelopes, labels and more. After completing this class, students can successfully face the challenges presented in Word: Beginning, Windows File Management or Internet.

Prerequisite: Completion of Computer Basics 1 or teacher recommendation

Session schedule (5 weeks) • Early Bird $89, Regular $99
Instructor: Cody Jones
0672201 10/5/15-11/4/15 Mon, Wed 8:30am–11:30am HBAS-G C123

Typing 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.

Test Fee $20 • Cash Only
068401 9/1/15-11/19/15 Tue, Thu 12:30pm–2:30pm HBAS-G C122
068401 12/1/15-12/17/15 Tue, Thu 12:30pm–2:30pm HBAS-G C122
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068401 4/5/16-6/2/16 Tue, Thu 12:30pm–2:30pm HBAS-G C122
First Friday of the month 8:30am–10:30 am
9/4/15
10/2/15
11/6/15
12/4/15

Students who are enrolled in a 5 week computer class will take their final exam in the classroom with their teacher and classmates. Students who do not pass the final exam the first time, can retake the exam on a later date for a $20 fee per additional test.
Word: Beginning

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. After completing this class, students can successfully face the challenges presented in Word: Intermediate. **Prerequisite:** Basic computer experience, File Management Skills.

**Session schedule (5 weeks) • Early Bird $119, Regular $129**
Instructor: Valerie Beachley

0675601  10/6/15-11/5/15  Tue, Thu
6:00pm–9:00pm  HBAS-G  C122

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. 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.

**Session schedule (5 weeks) • Early Bird $119, Regular $129**
Instructor: Valerie Beachley

0673701  11/10/15-12/17/15  Tue, Thu
6:00pm–9:00pm  HBAS-G  C122

Windows 8.1

If you are transitioning to Windows 8.1, this class is for you. We will explore new features available in Windows 8.1 including the start screen, home and tiles, desktop interface, charms and side bar. Learn to back up your files, create folders and organize your files and photos, burn CDs and 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.

**Session schedule • Early Bird $89, Regular $99**
Instructor: Cody Jones

0635001  8/31/15-9/30/15  Mon, Wed
3:00pm–6:00pm  HBAS-G  C123

Internet, Google Drive, Google Docs & Gmail

Learn to efficiently browse the web, search, bookmark, and use the various features of internet explorer and chrome. Gmail is the most popular free Email service in offices today. Gmail topics such as creating folders, filters, signatures, and managing multiple email accounts will be explained. Save and share documents, music, and movies online through Google Drive and OneDrive. This course will also cover online versions of Word, Excel, and PowerPoint which provide the ability to work from any internet connected computer even if proper software is not installed. **Prerequisites:** Mouse, keyboarding, and Windows File Management.

**Session schedule (5 weeks) • Early Bird $89, Regular $99**
Instructor: Cody Jones

0677301  11/9/15-12/16/15  Mon, Wed
8:30am–11:30am  HBAS-G  C123
Online Computer Classes

Online Course Information
These courses are entirely self-paced. You do not need to download any software or wait for future lessons. 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.

Once you are registered, a one-time classroom meeting is required before the class begins; to pick up your book, materials and log in instructions. 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.

Online Word: Beginning
This online course covers beginning to intermediate Word skills for the computer user who wants to become well versed in Word 2010. Topics include the Ribbon interface, working with text, printing, using proofreading tools, creating bulleted and numbered lists, tables and forms and more. On site, in class, final exam score of 80% or better required for certificate of course completion. Prerequisite: File Management and Internet skills.

Session schedule (5 weeks) • $149
Instructor: Tracy Foreman
0682191 8/31/15-10/1/15
0682192 10/5/15-11/5/15
0682193 11/9/15-12/18/15

Online Word: Intermediate
This online course provides thorough intermediate training of Word. This course covers more complex skills than those presented our Beginning course. Topics introduced include newsletter columns, WordArt and Clip art, document themes, styles, picture editing, Mail Merge, footnotes and endnotes, headers and footers, templates, tables of contents and indexes, and more. On site, in class, final exam score of 80% or better required for certificate of course completion. Prerequisite: Completion of Word Beginning.

Session schedule (5 weeks) • $149
Instructor: Tracy Foreman
0682391 8/31/15-10/1/15
0682392 10/5/15-11/5/15
0682393 11/9/15-12/18/15

Computer Requirements:
Full version of Microsoft Office 2007 or higher is required to learn the program (i.e. Word online requires you to have Word 2007 or higher, Excel requires Excel 2007 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 7, not a MAC.

Instructor: Tracy Foreman
Tracy Foreman is a 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 13 years. Tracy is 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 Coordinator of the Career Technical Education department.

Students who are enrolled in online computer class will take their final exam in a classroom with their teacher. Students who do not pass the final exam the first time can retake the exam on a later date for a $20 fee per additional test.
Online Excel 2010: Beginning
This online course teaches the fundamentals of using Excel 2010. It covers introductory skills. Topics covered include 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. On site, in class, final exam score of 80% or better required for certificate of course completion. Prerequisite: File Management and Internet skills.

Session schedule (5 weeks) • $149
Instructor: Tracy Foreman
0682091 8/31/15-10/1/15
0682092 10/5/15-11/5/15
0682093 11/9/15-12/18/15

Online Excel 2010: Intermediate
Move beyond the basics in this Excel Intermediate class. Learn how to move data within and between workbooks, manage large worksheets, link multiple worksheets/workbooks and use advanced formatting features. Learn to outline and consolidate data, link formulas, and format using styles, insert images and SmartArt and create and use Templates. Create and use cell names for greater understanding and ease. Learn advanced filtering options to find and organize your data. On site, in class, final exam score of 80% or better required for certificate of course completion. Prerequisite: Completion of Excel: Beginning, Basic computer experience, File Management Skills.

Session schedule (5 weeks) • $149
Instructor: Tracy Foreman
0682291 8/31/15-10/1/15
0682292 10/5/15-11/5/15
0682293 11/9/15-12/18/15

Online 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, inserting charts and SmartArt diagrams and working with external Excel spreadsheets. Prerequisite: Basic computer experience, File Management Skills.

Session schedule (5 weeks) • $149
Instructor: Tracy Foreman
0682491 8/31/15-10/1/15
0682492 10/5/15-11/5/15
0682493 11/9/15-12/18/15

Online 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. Prerequisite: Completion of PowerPoint: Beginning, Basic computer experience, File Management Skills.

Session schedule (5 weeks) • $149
Instructor: Tracy Foreman
0682591 8/31/15-10/1/15
0682592 10/5/15-11/5/15
0682593 11/9/15-12/18/15
IT Essentials, A+

The IT Essentials course covers the fundamentals of computer hardware and software and advanced concepts such as security, networking, and the responsibilities of an IT professional. It is designed for students who want to pursue careers in IT and students who want to gain practical knowledge of how a computer works. Students who complete both ITE 1 and ITE 2 will be prepared for the A+ certification test and therefore able to describe the internal components of a computer, assemble a computer system, install an operating system, and troubleshoot using system tools and diagnostic software. Students will also be able to connect to the Internet and share resources in a networked environment. Must be 18 or older and must have graduated high school to take licensing exam.

Early Bird $399, Regular $429 (each part)
Instructor: Cody Jones

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<td>9/15-10/29/15</td>
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**CCNA 1, Intro to Networks**

In this introductory course, students will be able to build simple LANs, perform basic configurations of routers and switches, and implement IP addressing schemes. This course will prepare students for their CCENT certification and is the first in a series of courses providing preparation for students seeking the Cisco CCNA Certification, which are offered at various local community colleges. This is a 2 session course and there is an emphasis on hands-on training. **Prerequisite:** Completion of IT Essentials, A+ part 1 & 2

Early Bird $399, Regular $429 (each part)
Instructor: Cody Jones

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<thead>
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<td>1/26/16-3/24/16</td>
<td>1/26/16-3/24/16</td>
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We observe all public school holidays.
Please see page 49 for the 2015-2016 holiday schedule.
Computerized Accounting

QuickBooks 2014 • 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 course if you require acquisition of these skills. Students are advised to bring a USB Flash drive.

Session schedule (5 weeks) • Early Bird $129, Regular $139 (includes book)
Instructor: Cody Jones
0670301 10/5/15-11/4/15 Mon, Wed 3:00pm–6:00pm HBAS-G C123

QuickBooks 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 an USB Flash Drive. Prerequisites: QuickBooks 1

Session schedule (5 weeks) • Early Bird $129, Regular $139 (Includes book)
Instructor: Cody Jones
0670401 11/9/15-12/16/15 Mon, Wed 3:00pm–6:00pm HBAS-G C123
High School Diploma

Now, more than ever before, having a High School Diploma is a priority if you are applying for a job or are interested in furthering your educational studies.

All High School Diploma classes at HBAS are taken through our online software but students are encouraged to do their school work in our new Learning Center at the Westminster Mall and from home. Diploma students will have scheduled appointments with teachers who will check progress and assist in any areas of struggle.

STUDENTS, WHO LEARN MORE, EARN MORE!
The U.S. Census Bureau estimates a person with a high school diploma will earn $9,634 more per year than a high school dropout.

New students enrolling in the High School Diploma class must attend orientation prior to enrollment. Students must be 18 years old or older or attended high school for 4 years to attend. Orientations can be done at our mall location between the hours of 8:30 am and 5:00 pm Monday-Thursday and Friday 8:30 am to 11:00 am.

Returning students should call (714) 592-1005 to schedule an appointment to enroll. There is a $40 (cash only) software deposit which is refunded when students complete their Diploma/GED.

PLEASE NOTE:
All Diploma students are required to participate in CASAS testing throughout the year.
High School Equivalency Preparation (GED & HiSET)

Preparation courses are designed to prepare students to pass all sections of the GED & HiSET. It is highly recommended that students take the preparation class before investing money in either test. Students begin by taking a diagnostic assessment that identifies their academic strengths and weaknesses and coursework is assigned based on those results.

Students enrolling in the preparation class must attend orientation prior to enrollment. Students must be 18 years or older or have attended high school for 4 years to attend these classes. Orientations are Monday-Thursdays 8:30 am–5:00 pm, Fridays 8:30 am–11:00 am.

Returning Students should call (714) 592-1005 to schedule an appointment to enroll.

PLEASE NOTE: All GED students are required to participate in CASAS testing throughout their preparation for GED.

For information on taking the GED test or getting a GED transcript visit GED.com

Preparation classes are now offered at our NEW Huntington Beach Adult School Westminster Mall Campus, located on the lower level next to JC Penney!

High School Equivalency Diploma Changes

California has approved the use of three high school equivalency tests (GED®, HiSET® and TASC™) for students 18 years old and older, and 17 years old in some instances, for the purpose of receiving a California High School Equivalency Certificate.

HBAS offers classes that prepare students for all three tests. Students are encouraged to research each exam option to see which test is the best choice for them. Further information of each test can be found at: http://www.cde.ca.gov/ta/tg/gd

For information, call the mall campus at 714.592.1005  Fax 714.592.1006
ESL Administrative Office is located at 17231 Gothard Street, Huntington Beach (Main Campus). For information, please call (714) 848-9269.

$40 registration fee per school year is payable upon enrollment (cash only, correct change please). There is no mail-in registration for ESL classes. Registration fee is non-refundable. Classes end June 9th

How to register:
1. Go to the site you would like to attend (see below)
2. Complete a registration form and take a short placement test
3. You will be placed in the appropriate class that same day

Cómo inscribirse:
1. Vaya a la escuela a la que quiera asistir (vea la lista de escuelas abajo)
2. Llene un formulario de inscripción y tome un examen corto para determinar su nivel
3. Se le asignará a la clase apropiada ese mismo día

Thể lệ ghi danh:
1. Dịch thân đến trường quý vị muốn học. (xin xem dưới đây)
2. Điền Đơn Ghi Danh và làm một bài trắc nghiệm ngắn
3. Quý vị sẽ được xếp lớp vào cùng ngày.

Schedule of classes

**Westminster Campus**
14325 Goldenwest Street, Westminster
Classes begin on Monday, August 31, 2015

**Morning**
- ESL Level 1a  8:30am–11:30am  Mon-Thu
- ESL Level 1b  8:30am–11:30am  Mon-Thu
- ESL Level 2   8:30am–11:30am  Mon-Thu
- ESL Level 3   8:30am–11:30am  Mon-Thu

**Evening**
- ESL Level 1a  6:00pm–9:00pm  Mon-Thu
- ESL Level 1b  6:00pm–9:00pm  Mon-Thu
- ESL Level 2   6:00pm–9:00pm  Mon-Thu
- ESL Level 3   6:00pm–9:00pm  Mon-Thu

**CONVERSATION CLASSES**
ESL Multi-Level Conversation  
Fee: $20 per session

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<td>II</td>
<td>11/13/15-1/29/16</td>
<td>Fri</td>
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<td>III</td>
<td>2/12/16-4/15/16</td>
<td>Fri</td>
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<td>8:30am–11:30am</td>
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**COMPUTER CLASSES (VESL)**
VESL Intro to Computer/MS Word  
Fee: $20 per session

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<tbody>
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**Westminster Mall**
1025 Westminster Mall, Space #1017A, Westminster
Class begins on Monday, August 31, 2015

ESL Multi-Level  8:30am–11:00am  Mon-Thur
Room: MPR

**Cecil B. DeMille**
15400 Van Buren Street, Midway City
Class begins on Tuesday, September 8, 2015

ESL Multi-Level  8:30am–11:00am  Mon-Thur
Room: MPR

**Finley Elementary School**
13521 Edwards Street, Westminster
Class begins on Monday, September 14, 2015

VESL Multi-Level  8:00am–11:00am  Mon-Thur
Room: 21 (Childcare)

**Holy Spirit Catholic Church**
17270 Ward Street, Fountain Valley
Class begins on Monday, August 31, 2015

ESL Multi-Level  9:00am–12:00pm  Mon-Thur
Room: Parish Center C6
HBAS Gothard, Main Campus  
17231 Gothard Street, Huntington Beach  
Classes begin on Monday, August 31, 2015

**Morning**  
ESL Level 3  8:15am–11:15am  Mon-Thu  
ESL Level 4  8:15am–11:15am  Mon-Thu

**Evening**  
ESL Level 3  6:00pm–9:00pm  Mon-Thu  
ESL Level 4  6:00pm–9:00pm  Mon-Thu

Oak View Preschool & Education Resource Center  
17131 Emerald Lane, Huntington Beach  
Classes begin on Monday, August 31, 2015

**Morning**  
ESL Level 1  8:15am–11:15am  Mon-Thu  
ESL Level 2  8:15am–11:15am  Mon-Thu

**Evening**  
ESL Level 1  6:00pm–9:00pm  Mon-Thu  
ESL Level 2  6:00pm–9:00pm  Mon-Thu

Our Lady of Guadalupe  
17103 Magnolia Street, Fountain Valley  
Class begins on Wednesday, September 2, 2015

ESL Multi-Level  9:00am–12:00pm  Wed, Fri  
Rec. Room

Ray M. Schmitt Elementary School  
7200 Trask Ave, Westminster  
Classes begin on Tuesday, September 8, 2015

**Morning**  
ESL Multi-Level  8:15am–11:15am  Mon-Thu  
Room: Bungalow 39

**Evening**  
ESL Multi-Level  6:00pm–9:00pm  Mon-Thu  
Room: Bungalow 39

Willis Warner Middle School  
14171 Newland Street, Westminster  
Classes begin on Tuesday, September 8, 2015

ESL Level 1  5:45pm–8:45pm  Mon-Thur  
ESL Level 2  5:45pm–8:45pm  Mon-Thur

Registration and testing in room 21 on Mondays and Wednesdays, except on holidays.

Westminster Senior Center  
8200 Westminster Blvd., Westminster  
Class begins on Tuesday, September 1, 2015

ESL Multi-Level  8:30am–11:30am  Tue, Thu  
Room B5

We observe all public school holidays.  
Please see Page 49 for the 2015-2016 Holiday Schedule.

The beautiful thing about learning is that no one can take it away from you.
Are you looking for an outstanding Preschool or Pre-K with a 27-year reputation for excellence?

- Do you want to be involved “hands-on” in your child’s first classroom?
- Do you want credentialed teachers teaching the California Preschool Standards to your child?
- Would you like an adult-child ratio of 1-8 or less?
- New playground for kids to enjoy.

The Huntington Beach Adult School’s Parent Smart Preschool offers you and your child a high quality education within the Huntington Beach Union High School District and its Adult Education System. We invite parents to become learning members of their child’s first classroom.

The Parent Smart Preschool provides children a nurturing and enriching preschool experience designed for maximum “school readiness.” Parents are provided a strong background in effective parenting, child development, and the learning process. Unlike in most preschools, all instructors are fully credentialed (preK-8 & adult) and experienced teachers.

Our parents are required to be involved in the classroom by attending with their child one of the mornings each week, acting as an assistant teacher and practicing the skills they are learning as Parent Education students.

Parent Smart parents are required to attend the Orientation (no children please), two special family nights, and one parenting seminar. This requirement ensures that parents gain information on current “best practices” in effective parenting from our teacher specialists and also have opportunities to interact with other parents regarding the challenges and successes they are experiencing. At Orientation your teacher will offer a higher pay option for less parental involvement. Parents are also required to complete two take-home learning units on the Parenting topic of their choice.

Multiple children cannot be accommodated without multiple adult participation, homework, and fees.

Parent Smart Preschool (Marina HS Campus) is located at 15859 Springdale Street, Huntington Beach, CA 92649

Cassi Perruccio, cperruccio@hbas.edu
Cassi Perruccio has over 23 years’ experience in the teaching industry with 13 years at HBAS. She holds her California Teaching Credential and started teaching kindergarten in 2001 for the Long Beach Unified School District. Cassi has three children of her own and is proud to say that she and her children were students at the HBAS Parent Smart Preschool. Cassi values the Parent Smart program because it supports not only the parents but the whole family!

Suzanne Chen, schen@hbas.edu
Suzanne Chen has a Bachelor’s Degree in Human Development from the University of Irvine as well as her California Teaching Credential. Prior to joining the HBAS Team, Suzanne taught at the elementary school in Whittier for 5 years. She has been teaching Parent Education for 22 years’ now and loves that she gets to work with the whole family, not just the children. Suzanne and her husband of 35 years also have two children of their own.

Lisa Marcinko, lmarcinko@hbas.edu
Lisa Marcinko has over 10 years’ experience working with families with young children through HBAS’s Parent Smart Preschool and Toddler Program. She feels honored to encourage and support parents and their children during these precious first years in this unique and wonderful program. Parents learn parenting techniques and children learn important life skills that lay the foundation for future educational and social/emotional success in school and interpersonal relationships. “Miss Lisa” and her own son went through the program and made wonderful memories and lifelong friendships. “Miss Lisa” has a Bachelor’s in Communications and had a successful career in Marketing before returning to school to obtain her Professional Clear Teaching Credential. Before teaching Parent Ed, Ms. Marcinko taught elementary school in Anaheim.
Parent Smart Preschool & Pre-K Classes

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!

Teaching Staff: Suzanne Chen, Cassi Perruccio (Preschool–Pre-K, 3–5 years)

Fall 2015 Dates:
September 14, 2015–June 10, 2016

Preschool
(3 years by 9/1/15)
Tue, Thu  9:00am–12:30pm

Pre-K
(4 years by 9/1/15)
Mon, Wed, Fri  9:00am–12:30pm

Ongoing Registration can be done in-person at HBAS Main Campus (17231 Gothard St.) and online now www.hbas.edu

*We are accepting a non-refundable deposit to reserve your spot for the Fall.

We observe all public school holidays. Please see Page 49 for the 2015-2016 Holiday Schedule.

Optional afterschool programs will be available throughout the school year based on parent interest.

Parent Ed Pre-K and Preschool Prices*

You have three payment options:
• 1 payment for the full year tuition (least expensive)
• 2 payments: September and January
• 4 payments: September, November, January and March

Full Year Tuition* (1 payment)
Mon, Wed, Fri: $1600  Save $200
Tue, Thu: $1240

Half Year Tuition* (2 payments)
Mon, Wed, Fri: $850
Tue, Thu: $670

Quarterly Payments* (4 payments)
Mon, Wed, Fri: $450
Tue, Thu: $360

*Based on weekly parent participation, add $100 per quarter to reduce parent participation to every other week.

**Non-refundable $40 materials fee due to teacher at orientation.

Parent Smart Open Preview and Registration Day:
Tuesday, August 18 from 10:00am–12:00pm
Location: Parent Smart Campus at Marina High School (15859 Springdale St., Huntington Beach, CA 92649)

$150 non-refundable deposit to reserve your spot for Fall.

Mandatory Orientation for all Parents/Guardians:
MWF Class, September 9, 2015 at 6:30pm
TTH Class, September 10, 2015 at 6:30pm
Location: Parent Smart Preschool at Marina High School (No children please)

Parents who miss the Orientation will be required to pay a $25 Private Orientation Fee.

You will need to provide a copy of the child’s birth certificate, and immunization records. Also the parent/guardian helping in the class must have proof of negative TB test.

★★★★★ 5 STARS ON YELP–Check us out!
Parent Smart Toddler Classes

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!

Fall session begins September 14, 2015–January 22, 2016. (17 weeks)

Teacher: Lisa Marcinko

071101 Parenting the Toddler (12-23 mo.)
Thu 9:15am–11:15am MHS Fee: $179

072001 Parenting the Two Year-old (24-29mo.)
Tue 9:15am–11:45am MHS Fee: $209

072101 Parenting the Two Year-old (30-35 mo.)
Wed 9:15am–11:45am MHS Fee: $209

Family Fun field trips** at toddler-friendly locations at great group rates are also part of the experience!

** Cost of field trips is not included in class fee.

• Parents attend one evening seminar on relevant Parenting topic per Fall semester.

• Parents must bring proof of parent TB test administered after 1/1/12 before class starts, plus a copy of the child’s immunizations and birth certificate.

Parent Smart Open Preview and Registration Day:

Tuesday August 18, 2015 from 10:00am–12:00pm. Location: Parent Smart Campus at Marina High School (15859 Springdale St., Huntington Beach, CA 92649). $100 non-refundable deposit to reserve your spot for Fall.

Mandatory Orientation:

Thursday, September 10, 2015 from 6:00pm–9:00pm

Location: Parent Smart Campus at Marina High School, Room 503 (No Children Please)

Parents who miss the Orientation will be required to pay a $25 Private Orientation Fee.

Ongoing Registration can be done in-person at HBAS Main Campus (17231 Gothard Street) and online now: www.hbas.edu

Please contact “Miss Lisa” with any questions at lmarcinko@hbas.edu
Parent Smart Toddler Classes

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!

Winter/Spring session begins February 1, 2016–June 3, 2016. (17 weeks)
Teacher: Lisa Marcinko

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Description</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
<th>Fee</th>
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<tbody>
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<td>071102</td>
<td>Parenting the Toddler (12-23 mo.)</td>
<td>Thu</td>
<td>9:15am–11:15am</td>
<td>MHS</td>
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<td>072002</td>
<td>Parenting the Two Year-old (24-29mo.)</td>
<td>Tue</td>
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<td>072102</td>
<td>Parenting the Two Year-old (30-35 mo.)</td>
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<td>072302</td>
<td>Parenting the Three Year-old (35-39 mo.)</td>
<td>Wed</td>
<td>9:15am–11:45am</td>
<td>MHS</td>
<td>$249</td>
</tr>
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</table>

* 14 week class due to Holiday Mondays.

Family Fun field trips** at toddler-friendly locations at great group rates are also part of the experience!

** Cost of field trips is not included in class fee.

- **Parents attend one evening seminar on relevant Parenting topic per Winter/Spring semester.**
- **Parents must bring proof of parent TB test administered after 1/1/12 before class starts, plus a copy of the child’s immunizations and birth certificate.**

Parent Smart Open Preview and Registration Day:
Thursday January 14, 2016 from 11:45am–12:45pm. Location: Parent Smart Campus at Marina High School (15859 Springdale Street, Huntington Beach, CA 92649).

Mandatory Orientation for all new Parents/Guardians and all Monday Class Parents/Guardians:

Friday, January 29, 2016 from 10:00am–12:00pm
Location: Parent Smart Campus at Marina High School, Room 503 (No Children Please)

Parents who miss the Orientation will be required to pay a $25 Private Orientation Fee.

Ongoing Registration can be done in-person at HBAS Main Campus (17231 Gothard Street) and online now: www.hbas.edu

Please contact “Miss Lisa” with any questions at lmarcinko@hbas.edu

For information, call the main campus at 714.842.4227 | Fax 714.847.8316
SENIOR CENTER
COMPUTER CLASSES
2 hour classes, 2 times per week

Conquer Computer Phobia
If you have no computer experience, this class is for you. This slow paced, hands-on course provides a solid foundation for the beginning computer user. With a few easy lessons from a patient instructor, you can learn how to use your computer. Learn computer terminology, essential concepts like how to use the mouse, basics of starting and running computer programs, and a brief introduction to the Internet (does not cover email). This hands on course will give you the confidence and knowledge to begin operating a personal computer. Each student will have hands-on practice at a computer.
Prerequisite: Basic computer experience.

2 week class • Early Bird $39, Regular $49
Instructor: Joyce Prantalos
0619401 9/14/15-9/28/15 Mon, Wed 9:30am–11:30am FVSC
0619402 4/4/16-4/28/16 Mon, Wed 9:30am–11:30am FVSC

How to Use the Internet and Gmail
Are you a “newbie” to the technological world of the Internet? Discover how to surf the Internet. Use search engines, go shopping, and find information that interests you. Save a picture from the Internet as the desktop on your computer or save it for later use. Get in the communication stream with email. Find out how easy it is to set up an email account and send and receive email. Topics include working with email addresses, composing, replying to and forwarding a message, retrieving, reading and deleting messages, opening and saving attachments.
Prerequisite: Basic computer experience.

3 week class • Early Bird $59, Regular $69
Instructor: Joyce Prantalos
0619601 10/5/15-10/22/15 Mon, Wed 9:30am–11:30am FVSC
0619602 3/7/16-3/24/16 Mon, Wed 9:30am–11:30am FVSC

Windows 7: Operating System Basics/Organize your Files & Photos
Learn the basic functions of Windows 7, how to customize your desktop, add gadgets, work with the Taskbar, recycle bin, find lost files and more. Do you waste valuable time searching for important files and photos? Learn to effectively organize and manage your files and photos with a systematic approach to file, folder, and name creation, naming and renaming files and file placement. Learn the rules and suggestions for file naming, renaming, finding, copying, deleting and backing up files.
Prerequisite: Basic computer experience.

2 week class • Early Bird $39, Regular $49
Instructor: Joyce Prantalos
0619501 10/26/15-11/4/15 Mon, Wed 9:30am–11:30am FVSC
0619502 4/18/16-4/27/16 Mon, Wed 9:30am–11:30am FVSC

Basic Computer Applications
Get started using three basic applications for Microsoft Office: Word, Excel and PowerPoint. Clear step-by-step instructions to show you how to tackle the Office tasks. Topics include: creating a letter in Word, assembling and creating a slideshow presentation in PowerPoint, and building a spreadsheet in Excel.
Prerequisite: Basic computer experience.

3 week class • Early Bird $59, Regular $69
Instructor: Joyce Prantalos
0619601 11/30/15-12/16/15 Mon, Wed 9:30am–11:30am FVSC

Instructor: Joyce Prantalos
After graduating from UCLA and Fullerton College, Joyce has enjoyed working with students new to computers in the Adult Education field for over 21 years. Her patience and nurturing approach to teaching are the key factors of her success.
SENIOR CENTER COMPUTER CLASSES

(continued)

Explore Microsoft Word 2010
Come learn where everything is located in Microsoft Word. Learn how to use the Quick Access Toolbar and get a general overview for the new setting and Ribbon interface. Learn to type and format letters, create envelopes and mailing labels, create flyers, and insert clipart, page borders and much more. Prerequisite: Basic computer experience and file management.

2 week class • Early Bird $39, Regular $49
Instructor: Joyce Prantalos
0619701 1/4/16-1/13/16 Mon, Wed 9:30am–11:30am FVSC

Explore Microsoft Excel 2010
Microsoft Excel is a powerful application spreadsheet software. Learn how to use the Quick Access Toolbar and get a general overview for the new setting and Ribbon interface. Learn to create and edit data, create spreadsheets, create simple formulas and basic charts and graphs. Prerequisite: Basic computer experience and file management.

2 week class • Early Bird $39, Regular $49
Instructor: Joyce Prantalos
0619801 2/22/16-3/2/16 Mon, Wed 9:30am–11:30am FVSC

1 Day Classes

Figuring Out Facebook
This hands-on class will help you learn how to connect with your friends using Facebook, the most popular social networking tool. Learn how to create an account, set up your profile, change your privacy settings, find your friends, share your photos, and keep up with your family and friends.

Early Bird $19, Regular $29
Instructor: Cody Jones
0601101 9/4/15 Fri 8:30am–11:30am HBAS-G C122

Organize Your Computer Files & Folders
Confused about the computers’ filing system? Can’t find your files, folders or digital photos? Learn how to work with Windows filing system, create new folders, copy and move files into folders and organize your photos and documents. An essential skill! Skills taught are universal whether you have Windows XP, Vista, Windows 7 and Windows 8.

Early Bird $19, Regular $29
Instructor: Cody Jones
0601001 9/11/15 Fri 8:30am–11:30am HBAS-G C122

Windows 8.1 Essentials
This class is to help students become more comfortable with the Windows 8.1 Operating System. Learn to use the Tiles, Start Menu and find the desktop in this hands-on Windows 8.1 class.

Early Bird $19, Regular $29
Instructor: Cody Jones
0603901 9/18/15 Fri 8:30am–11:30am HBAS-G C122
Turn Your Records into Digital Files
Breathe new life into your dusty vinyl records by digitizing your LP’s. Learn to rip your vinyl records into a digital format. If you have a desire to preserve your great music, then this class is for you. Please bring in 1 LP to class and at least 1 blank CD or a USB flash drive.

Early Bird $19, Regular $29
Instructor: Cody Jones
0602901  9/25/15  Fri
8:30am–11:30am  HBAS-G  C122

How to use Microsoft OneDrive
Microsoft OneDrive is an online backup and data storage software that backs up all of your files to the cloud. Using OneDrive, you can securely store your files and get them where you want, when you want them. OneDrive can be installed on various devices including your smartphone, MAC, or PC. Additionally, you can access OneDrive from the Internet anywhere in the world via the OneDrive website, so you can have access to your files even if you don’t have access to your devices. Anything you save to your OneDrive account will automatically be backed up in the cloud.

Early Bird $19, Regular $29
Instructor: Cody Jones
0602801  10/2/15  Fri
8:30am–11:30am  HBAS-G  C122

Mastering Cut, Copy and Paste
Do you know the multiple ways to cut, copy and paste? Learn how to cut, copy and paste text, graphics, photos and more from the Internet or other files into Word, Email messages and other programs. Lots of shortcuts and time saving techniques will be taught in class.

Early Bird $19, Regular $29
Instructor: Cody Jones
0603001 10/16/15  Fri
8:30am–11:30am  HBAS-G  C122

Where are my photos?
Don’t know how to get your photos from your digital camera to your computer? Once your photos are uploaded, do you know where they are? Learn how to get those digital photos from your camera to your computer, then learn to email them, change your desktop background, set up a screen saver and more. We will be using Windows 7 to demonstrate. Please bring your fully charged digital camera with photos, camera cord and/or card reader to class.

Early Bird $19, Regular $29
Instructor: Cody Jones
0601401 10/9/15  Fri
8:30am–11:30am  HBAS-G  C122

Gmail
Create a FREE Gmail account. Learn to send, receive and reply to email messages. You will learn to create an address book, create, organize and send email messages, send attachments including photos and documents, copy and paste text into messages and use the spell check feature.

Early Bird $19, Regular $29
Instructor: Cody Jones
0601701 10/23/15  Fri
8:30am–11:30am  HBAS-G  C122

Clean up and Speed up Your PC
Is your computer running slow? Think you need a technician? Think again! Take this hands-on class to learn how to clean up, troubleshoot and diagnose software and security problems that slow down or may even damage your computer.

Early Bird $19, Regular $29
Instructor: Cody Jones
0600101 10/30/15  Fri
8:30am–11:30am  HBAS-G  C122

Early bird fees are available if postmarked or paid in person at least seven days prior to the start date of classes.
Make Your Own Holiday Address Labels

Want to create some fun, personalized holiday labels that you can use on your Holiday cards? Using Microsoft Word, our instructor will walk you through a step-by-step process to create customized return labels with clip art. You will leave with several pages of Return Address Labels you can use for the Holiday season.

Early Bird $19, Regular $29
Instructor: Cody Jones
0603401 11/6/15 Fri
8:30am–11:30am HBAS-G C122

Excel Tips, Tricks and Techniques

Microsoft Excel has become the tool of choice for analyzing and reporting data, yet many of its users are self-taught and have never received any formal Excel training. This interactive, hands-on workshop will teach you sophisticated and time-saving techniques for accomplishing your Excel tasks more productively. Throughout the class, you will learn how to navigate and select data more efficiently, use popular shortcut keys and cell styles, and use the AutoSum button and its other features for quick formulas. By the end of the workshop, you will have learned many tips, tricks, and techniques to improve your productivity and accuracy.

Early Bird $19, Regular $29
Instructor: Cody Jones
0603501 11/13/15 Fri
8:30am–11:30am HBAS-G C122

Protecting Your Privacy: Staying Secure Online

From social media, to email to search engines, modern life leaves digital footprints everywhere we go. How can you ensure that your Internet browsing, purchases, email, and other online activity is safe and secure? This class will offer an overview of social media privacy, how to browse anonymously and use encryption. Discover the tools and techniques you need to protect your online information.

Early Bird $19, Regular $29
Instructor: Cody Jones
0603701 11/20/15 Fri
8:30am–11:30am HBAS-G C122

Learn to Scan

Wondering how to scan your professional certificates so you can upload them to an employment website? Want to scan an old photo so it becomes a digital file? Learn how to scan pictures and documents to your computer. Please bring something to scan to class.

Early Bird $19, Regular $29
Instructor: Cody Jones
0603801 12/4/15 Fri
8:30am–11:30am HBAS-G C122

Windows Movie Maker Part 1

Learn how to create movies with your digital photos and/or videos to share with family and friends using the FREE program, Windows Movie Maker on Windows 8. Embellish your movies with multimedia elements including titles, credits and background music!

Early Bird $19, Regular $29
Instructor: Cody Jones
0602401 12/11/15 Fri
8:30am–11:30am HBAS-G C122

Windows Movie Maker Part 2

Take what you have learned from Movie Maker part 1 to create your own personal movie. Bring your photos and music on a flash drive or portable hard drive.

Early Bird $19, Regular $29
Instructor: Cody Jones
0603601 12/18/15 Fri
8:30am–11:30am HBAS-G C122

Cody Jones has been a computer teacher at the adult school for 6 years. He began working as a dropout recovery liaison in 1999 and worked in the position until 2001. Afterwards Cody went on to college at Cal State Fullerton, graduating with a degree in business. He went on to pursue a career in Track & Field competing and coaching. The last year he coached was 2007 at Mater Dei, the same year he returned to the adult school to teach. His computer skills cover 90% of the courses offered at the Adult School covering everything from Excel to Video Editing. He developed his passion to teach through his parents, who are both teachers themselves.
Fast Track 1 Day Classes

PowerPoint in a Day
PowerPoint has many and new enhanced features to make your presentations even more professional looking! Learn how to use the new ribbon features, Backstage view and how to use Live Preview. Explore the new themes and styles, try out the improved animations and effects, learn to rehearse timings so your presentation advances automatically, and much more. This class is energetically paced!

**Early Bird $39, Regular $49**
Instructor: Valerie Beachley
0649871  9/12/15  Sat
8:30am–3:00pm   HBAS-G  C122

DSLR for Beginners
Working with menu settings, practicing composition rules, using aperture and shutter priority modes. Bring your camera, fully charged battery, blank memory card, and any lenses you have.

**Early Bird $39, Regular $49**
Instructor: Ronda Allen
0650671  9/12/15  Sat
8:30am–3:00pm   HBAS-G  C123

Outlook
Make your life easier with Outlook by learning to manage your email, tasks, and contacts effectively. Keep your calendar organized with appointments and meetings.

**Early Bird $39, Regular $49**
Instructor: Valerie Beachley
0649371  9/19/15  Sat
8:30am–3:00pm   HBAS-G  C122

Excel Level 1–Spreadsheets and Formulas
If you are moving from Excel 2007 or earlier you will see that Excel has undergone a major redesign. Discover the new interface and make your use of Excel more efficient. Learn the main parts of the program screen, how to use the Quick Access Toolbar and Ribbons. The magic of Excel is its formulas and ability to crunch numbers. This class will then focus on basic spreadsheets and formulas. You will learn how to reference cells in formulas; learn to use AutoSum, Average, Max & Min. Lots of little tips and tricks

* Lunch break from 11:30 am - 12:00 pm.

**Early Bird $39, Regular $49**
Instructor: Valerie Beachley
0650871  9/26/15  Sat
8:30am–3:00pm   HBAS-G  C122

DSLR Part 2
Review menu settings, learn about fill flash, practice using fully manual control, learn how settings work for various situations, learn about filters, and using a tripod. Bring your camera, fully charged battery, memory card, a tripod if you have one, and any lenses you have.

**Early Bird $39, Regular $49**
Instructor: Ronda Allen
0650771  9/12/15  Sat
8:30am–3:00pm   HBAS-G  C122

These courses are designed for those looking to get as much training packed into a single day as possible. Courses are meant for those who are familiar with computers, not complete beginners.
Excel Level 2–Formatting, Graphs and Charts

Use Excel’s charting feature to create various types of charts. Charting is an important skill to have when using worksheets because comparisons, trends, and other relationships are conveyed more effectively with charts. You will create line charts, column charts, and pie charts. Learn to edit, add titles, borders, change colors and themes and add data labels to your charts and graphs.

**Early Bird $39, Regular $49**
Instructor: Valerie Beachley
0650971 10/3/15 Sat
8:30am–3:00pm HBAS-G C122

Excel Level 3–Sorting and Freezing

Do you have large amounts of data that is hard to view? Get on track and learn several techniques for working with large worksheets. Learn to input and arrange, sort and filter worksheet data in alphabetic or numeric order, use the various views, print multiple worksheets, set title rows and column headings to print on all pages, use watermarks, headers and footers, freeze and split worksheet windows to compare data from separate areas and more. Set print options, including headers and footers, margins, adjust line breaks and scaling.

**Early Bird $39, Regular $49**
Instructor: Valerie Beachley
0651071 10/10/15 Sat
8:30am–3:00pm HBAS-G C122

Excel Level 4–Pivot Tables, Pivot Charts and Macros

PivotTables let you summarize worksheet data dynamically to view them in various ways. You will learn to arrange your data with drag and drop commands and have Excel automatically create summary formulas in rows and columns. Use PivotCharts to achieve the same power and flexibility for charting data. Use slicers to peel away a section of your PivotTable. In addition, you will learn to record and assign macros to shortcut keys, assign buttons to the toolbar and create custom buttons in a worksheet.

**Early Bird $39, Regular $49**
Instructor: Valerie Beachley
0651171 10/17/15 Sat
8:30am–3:00pm HBAS-G C122

Macro Photography 101

With macro and close-up photography, you can discover new details in everyday objects and capture subjects that most people don’t normally get to see. This course explores some subjects you may want to capture, from flowers to bugs, to pets. The course also explores tools and techniques for shooting macros with topics like: Shooting close-up shots of flowers and pets, exploring textures as subjects, shooting indoors, in a miniature studio, using high-speed sync to get light in a macro shot. Bring fully charged battery, memory card, a flash, and tripod if you have one.

**Early Bird $39, Regular $49**
Instructor: Ronda Allen
0651271 10/17/15 Sat
8:30am–3:00pm HBAS-G C123

*Early bird fees are available if postmarked or paid in person at least seven days prior to the start date of classes.*
Windows Essentials and File Management

If you are a current Windows XP or Windows 7 user and would like to transition to Windows 8, this class is for you. In this class, you will take a look at the latest Windows operating system, walk through some of the major new features, find familiar elements and understand some of the most important changes like the Start Screen, home and tiles, learn about the charms bar and side bar, learn to make folders and organize your files!

Early Bird $39, Regular $49
Instructor: Valerie Beachley
0649071  10/24/15  Sat
8:30am–3:00pm  HBAS-G C122

iPad 101

iPad is a marvelous product that provides the best way to experience the web, email, and pictures. And on top of that, it’s a fabulous book reader, outstanding video player, and there are more than 65,000 apps available for it. This exciting course will show you the ins and outs of your iPad. Learn to set up personal preferences, use text, picture and video messages, back up your information, share information on multiple devices and more. Learn how to set up your iPad, use Face Time, create folders, download apps and use iTunes. Learn to make playlists in iTunes, movie folders and Photo Albums. Bring your fully charged iPad and cords and be sure to update it to the latest version of iOS before coming to class. iPads will not be provided for this class.

Early Bird $39, Regular $49
Instructor: TBD
0650571  11/12/15  Sat
8:30am–3:00pm  HBAS-G C122

Publisher in a Day

Get familiar with the Publisher 2010 environment and start working on a publication including modifying the layout and structure of a publication, formatting text, editing the contents, formatting graphics and preparing a publication for distribution.

Early Bird $39, Regular $49
Instructor: Valerie Beachley
0637371  11/14/15  Sat
8:30am–3:00pm  HBAS-G C122

How to Trace Your Family Tree

Learn how to get started discovering your ancestry and create your first family tree with these guidelines to beginner genealogy. Family tree research is easy and fun!

Early Bird $39, Regular $49
Instructor: Valerie Beachley
0651371  12/5/15  Sat
8:30am–3:00pm  HBAS-G C122

Android by Google

The popularity of Android phones is simply exploding. Now is the perfect time to learn how to use your Android phone or tablet, transfer files, manage music, download apps, sync your calendar and more. Learn how to set up your phone to take advantage of the latest Android features. This class will make users more comfortable and help more intermediate users get the most out of their Android device. Be sure to bring your fully charged Android devise to class, as well as your USB cord.

Early Bird $39, Regular $49
Instructor: Cody Jones
0650471  12/12/15  Sat
8:30am–3:00pm  HBAS-G C122
Digital Photography & Photo Editing

Lightroom 5 • Beginning
Create varieties of effects within a single image, utilize Smart Previews, combine still images, video clips and, music into a slide show that can be viewed on almost any device. Learn techniques that will help save time by developing good workflow habits. Minimum skill requirements: Students are expected to be able to comfortably browse and locate computer files in order to keep up with the class.

Early Bird $129, Regular $139
Instructor: TBD
6:00pm–9:00pm HBAS-G C123

Lightroom 5 • Intermediate
This course builds on the basics taught in the Lightroom 5 Beginning. This class will cover, in detail, the Library and Develop section of the Lightroom 5 user interface and its function, as well properly outputting your photographs to print, the web, and archiving your work. Prerequisite: Lightroom Beginning.

Early Bird $129, Regular $139
Instructor: TBD
0630201 11/9/15-12/16/15 Mon, Wed
6:00pm–9:00pm HBAS-G C123

Photoshop Elements 13 • Beginning
This course is ideal for the entry-level user or hobbyist who wants to quickly and easily edit and color correct their photos. Photoshop Elements has many of the great powerful features of Photoshop but is available for a fraction of the cost. Projects include photo retouching, replacing backgrounds, cropping, selecting objects, using layers, color correction, removing red eye, saving for print, resizing, and much more! Minimum skill requirements: Students are expected to be able to comfortably browse and locate computer files in order to keep up with the class.

Session schedule (5 weeks)
• Early Bird $89, Regular $99
Instructor: Pat Jones
0668001 9/1/15-10/1/15 Tue, Thu
3:00pm–6:00pm HBAS-G C122

Photoshop Elements 13 • Intermediate
Learn to use the enhanced menu commands and review the most useful tools such as the spot healing brush tool, the clone stamp tool and the quick selection tool. Use layers to edit photos and create photo panoramas from your digital photos. Once editing is complete, use your artistic talent to arrange photos in collages. Prerequisites: Adobe Photoshop Elements Beginning within 1 year.

Session schedule (5 weeks)
• Early Bird $89, Regular $99
Instructor: Pat Jones
0668101 10/6/15-11/5/15 Tue, Thu
3:00pm–6:00pm HBAS-G C122

Photoshop Elements 13 • Advanced
We will be working extensively with layers in Photoshop Elements. We will learn how to colorize a black and white photo, how to use layers to enhance and sharpen photos, how to use clipping groups and how to create animations that can be shared by email. Learn more advanced features including adjustment layers, filters and effects, make and use your own brushes and patterns and make creative photo collages. Prerequisites: Adobe Photoshop Elements Beginning and Intermediate within 1 year.

Session schedule (5 weeks)
• Early Bird $89, Regular $99
Instructor: Pat Jones
0668201 11/10/15-12/17/15 Tue, Thu
3:00pm–6:00pm HBAS-G C122

Instructor: Pat Jones
Pat Jones began working part-time for the Huntington Beach Adult School as an instructional aide in the Technology Center. Within a year she began teaching part-time and eventually taught full-time. Pat attended teaching certificati on classes at California State University Long Beach where she received a life Designated Subjects Vocational Teaching Credential and a life Community College Vocational Instructor Credential. Pat is also a certified Microsoft User Specialist Authorized Instructor. In the 34 years of her teaching career Pat has taught various versions of Word, Excel, Access, PowerPoint, Publisher, HTML (website creation), Windows and Photoshop Elements. Pat retired from full-time teaching in June of 2012, but continues to teach part-time for the Adult School.

For information, call the main campus at 714.842.4227 Fax 714.847.8316
Digital Media Arts: Basics 1
After completing the Photoshop Elements courses, take the tools you’ve learned to the next level and apply them to digital media arts and digital scrapbooking. This is an introduction to using the computer as an art and design tool. Emphasize the fundamental tools learned in Photoshop Elements as it pertains to creating one-of-a-kind layouts for personal or professional publication. This is your 1st step into the world of Digital Media Arts and is a required course to the vast array of classes offered in this program. Prerequisites: Completion and understanding of Photoshop Elements Beginning, Intermediate and Advanced, 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.

Session schedule (5 weeks) • Early Bird $89, Regular $99
Instructor: Nami Aoyagi
0687101 9/1/15-10/1/15 Tue, Thu 8:30am–11:30am HBAS-G C122

Digital Media Arts: Basics 2
This course will emphasize color computer graphic skills through practical experience. Prerequisites: Completion and understanding of Photoshop Elements Beginning, Intermediate and Advanced, Digital Media Arts Basics 1 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.

Session schedule (5 weeks) • Early Bird $89, Regular $99
Instructor: Nami Aoyagi
0687201 10/6/15-11/5/15 Tue, Thu 8:30am–11:30am HBAS-G C122

Digital Media Arts: Cards 1
Cardmaking is just one great way to make your scrapbooking skills come to life. You will learn how to take a flat image and make it spring or twist, spin or waterfall. Traditional cardmaking techniques with a new digital twist. Prerequisites: Completion and understanding of Digital Media Arts: Basics 1 & 2 and Windows File Management. Students are expected to be able to comfortably browse and locate computer files in order to keep up with the class.

Session schedule (5 weeks) • Early Bird $89, Regular $99
Instructor: Nami Aoyagi
0688401 8/31/15-9/30/15 Mon, Wed 12:00pm–3:00pm HBAS-G C122

Digital Media Arts: Blenders
The new look in digital is blending photos together to create amazing works of art. We will go beyond filters and learn the basics of creating composites using blending modes and textures. This course covers the aspects of creating a visually appealing layout. If you want your layout to WOW, then this is the class to learn HOW!! It covers basics styles of blending and then moves on to methods of achieving that eye catching layout. We will also focus on layout design techniques throughout focal points, balance, and use of color and theory. Prerequisites: Completion of Digital media arts basics 1 & 2, DMA Intermediate, DMA Filters 1, 2 & 3.

Early Bird $89, Regular $99
Instructor: Nami Aoyagi
0689901 10/5/15-11/4/15 Mon, Wed 12:00pm–3:00pm HBAS-G C122
Digital Media Arts: Blenders 2

Blenders 2 is the next step for all of the Blenders and Composites enthusiasts. You will continue to learn new concepts to successfully transform and create composites. **Prerequisites:** Completion and understanding of Digital Media Arts: Blenders and Composites and Windows File Management. Students are expected to be able to comfortably browse and locate computer files in order to keep up with the class.

**Early Bird $89, Regular $99**
Instructor: Nami Aoyagi

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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 1 & 2, 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.

**Session schedule (5 weeks) • Early Bird $89, Regular $99**
Instructor: Nami Aoyagi

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Digital Media Arts: Composites

Take your techniques acquired in the DMA Blenders class and learn to make better composites. A composite is the building of different elements to make a comprehensive image. You will work with filters, blending modes, adjustment layers and photo blending to create breathtaking pieces worthy of framing. **Prerequisites:** Completion and understanding of Digital Media Arts: Filters 1, 2, and 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.

**Session schedule (5 weeks) • Early Bird $89, Regular $99**
Instructor: Nami Aoyagi

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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 1 & 2 and Windows File Management. Students are expected to be able to comfortably browse and locate computer files in order to keep up with the class.

**Session schedule (5 weeks) • Early Bird $89, Regular $99**
Instructor: Nami Aoyagi

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**Instructor: Nami Aoyagi**

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.
Communication Skills

Lose the Fear of Public Speaking!
A Speech Communication Workshop for You...

Strong communication skills are essential for a successful professional career, but also for fulfillment in most of life's endeavors. This course will concentrate on two domains of communication: interpersonal exchanges (social “small” talk) and more formal public speaking (“big” talk). Gain self-awareness (and grace) and become less preoccupied with self-consciousness (or awkwardness). Participants’ anxiety about one-on-one and small group encounters will diminish, and ability to inform, inspire, and persuade individuals and audiences will increase. Students will be introduced to a variety of experiences designed to develop their skills in oral communication. Relevant theory and loads of enjoyable practice will be included, and participants will come to understand why “human beings are made for talking.”

Session schedule (4 weeks)
• Early Bird $69, Regular $79
Instructor: Dr. Ben Miles

Writing Your Life Story

You are unique in the entire universe and no one has lived a life like you have. Writing the story of your life can be one of the most life-affirming gifts you can give yourself and those you love. Join like-minded people to learn skills and techniques that will enable you to actually put your life into words rather than just think about it. 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 15.

Session schedule (8 weeks)
• Early Bird $79, Regular $89
Instructor: Sharon Fleming

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).

Session schedule (11 weeks)
• Early Bird $109, Regular $119
Instructor: Beth Chilcott

Instructor: Dr. Ben Miles

Instructor Dr. Ben Miles is a faculty member at the Art Institute of California, Orange County, where he teaches Effective Speaking, Theater, and Journalism. Ben is also a theater critic for The Beachcomber Newspaper (Long Beach) and at Showmag.com.
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. A $15 materials fee will be due to the teacher for basic materials. Anything beyond this may add additional fees. Please bring a lock for an assigned locker.

Session schedule (12 weeks)
• Early Bird $129, Regular, $139
plus Materials fee of $15 per student
Instructor: Matthew Harward

Build an Electric Guitar

In this course, you will build your own electric guitar based on the famous Fender Stratocaster. You will learn and employ the woodworking skills required to fabricate the body, and then be lead in the installation of the neck, electrical components, and hardware. The result will be your own functional instrument to enjoy for years. The cost of the components (excluding the wood for the body) is $150. Wood for the body will vary depending on which tone wood you select. No prior woodworking experience is required, and safety will be stressed throughout.

Session schedule (12 weeks)
• Early Bird $289, Regular $299
plus materials fee of $150 per student
Instructor: Rick Jordan

Wood Working

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. Students will purchase their own wood. No experience necessary.

Session schedule (18 weeks)
• Early Bird $249, Regular $259
plus Materials fee of $20 per student
Instructor: John Carser

For information, call the main campus at 714.842.4227 I Fax 714.847.8316
Music

History of American Folk Music
Trace the origins and development of our country’s rich and varied repertoire of American Folk music. Examine how various events and regions influenced musical expression of the common people in such forms as ballads, work songs, bluegrass, spirituals and country blues. Enjoy lively discussions, listening and even singing with the accompaniment of banjo and guitar.

Session schedule (8 weeks)
• Early Bird $79, Regular $89
Instructor: Allan Katz
085611  9/10/15-10/29/15 Thu
1:00pm–3:00pm  HLC MP

History of Jazz
Trace the origins and development of our American art form—jazz—from the rhythms of Africa, through the slave fields, Dixieland, Swing and into modern styles. Hear examples of each period, and gain a deeper understanding and appreciation of this moving, expressive music.

Session schedule (8 weeks)
• Early Bird $79, Regular $89
Instructor: Allan Katz
085624  1/7/16-2/25/16 Thu
1:00pm–3:00pm  HLC MP

World Folk Music
Experience the cultural diversity and richness of folk music around the world. Sample and compare the melodies and rhythms from various regions of Europe, Russia, the Far East, Middle East, Africa and South America. Try playing an exotic instrument, listening, and singing songs and chants in other languages from other lands and people. Colorful audio-visuals and performances will also expand your understanding and appreciation of the art of musical expression.

Session schedule (8 weeks)
• Early Bird $79, Regular $89
Instructor: Allan Katz
085620  4/14/16-6/2/16 Thu
1:00pm–3:00pm  HLC MP

Guitar Workshop for Beginners and Advanced
This Guitar Workshop is designed for everybody from beginner to advanced. You will learn different strumming and picking styles of many well known holiday songs. No previous guitar knowledge is needed in order to take these guitar lessons. Regardless of your skill level or interest in any genre of music, his teaching technique incorporates scientific research that will help you learn the guitar up to 10 times faster than alternative methods. Enroll in these proven, fun group classes and you will learn the skills needed to play many of your favorite songs!

Objectives:
1. How to handle the guitar properly
2. Learn easy chords and how to apply them to songs from different genres
3. Learn many strumming and picking styles (basic to advanced)
4. Learn scale and chord formations and how to apply to the guitar
5. Learn how to read guitar music and how to interpret sheet music downloaded from the Internet
6. To accompany yourself on guitar in music of your choice using techniques that you learn in class
7. Learn techniques through many styles of music: folk, country, pop (past and present)

Early Bird $89, Regular $109
Instructor: Markus Illko

BEGINNING
0856101  9/3/15-9/24/15 Thu
6:00pm–7:30pm  HBAS-G C116
0856102  10/1/15-10/22/15 Thu
6:00pm–7:30pm  HBAS-G C116
0856103  10/29/15-11/19/15 Thu
6:00pm–7:30pm  HBAS-G C116

ADVANCED
0856201  9/3/15-9/24/15 Thu
7:30pm–9:00pm  HBAS-G C116
0856202  10/1/15-10/22/15 Thu
7:30pm–9:00pm  HBAS-G C116
0856203  10/29/15-11/19/15 Thu
7:30pm–9:00pm  HBAS-G C116
Culinary Arts

Learn to make the foods you love by using flavors from around the world while learning culinary knife techniques. As we approach the holiday seasons this will be the perfect opportunity for you to learn how to cook for big groups such as family and friends for the holidays. Basic knowledge of knife skills. Appropriate tools to make cooking easier, i.e. pots, pans, mixers, etc.

Oktober Fest
Learn how to make German style food for Oktoberfest: Potato Salad with Horseradish, Fried Apple Pie, Basic Potato Salad, Chicken and Dumplings, Pickled Red Onions, Pork Wiener Schnitzel, Sage-Garlic-Brined Pork Chops, Building a Better Bratwurst.

4 weeks • Early Bird $119, Regular $129 plus $50 Materials fee
Instructor: Vince Gomez
230101 9/14/15-10/7/15 Mon, Wed
6:00pm–9:00pm OVHS 419

Grillmasterz!
Learn to be the King of your castle by mastering your grilling skills. In this course you will learn all basics skills of grilling and maintaining your grill. Learn how to properly oil your grates before grilling. Learn about direct and indirect heat. The difference between propane grill vs charcoal. How to get the perfect sear on your steaks and vegetables. Charcoal types, proper utensils for grilling. Grilling chicken and fish. Cleaning your grill after your party. How to utilize coals that are still burning.

Saturday • Early Bird $49, Regular $59 plus $15 Materials fee
Instructor: Vince Gomez
230201 10/17/15 Sat
11:00am–5:00pm OVHS 419

Holiday Extravaganzas I
Holiday cooking at its best. In this session you will learn mass quantity preparation for events, family functions, Thanksgiving and Christmas parties. Basic knowledge of knife skills. Appropriate tools to make cooking easier, i.e. pots, pans, mixers, etc. Vegetable cookery, making sauces vinaigrettes and gravy, poaching meat, meat brines, salads.

3 weeks • Early Bird $89, Regular $99 plus $50 Materials fee
Instructor: Vince Gomez
230401 11/30/15-12/16/15 Mon, Wed
6:00pm–9:00pm OVHS 419

Smokin’ Jo
In this session you will learn how to smoke beef pork fish and chicken, learn how apply a rub and learn which ingredients to add for more flavor with marinades, learn which herbs to put on meat fish and chicken while smoking them, choosing the right wood to smoke with, creating a smoker at home, smoking on the grill, smoked vegetables, learn to cook low and slow

Saturday • Early Bird $49, Regular $59 plus $15 Materials fee
Instructor: Vince Gomez
230501 11/14/15 Sat
11:00am–5:00pm OVHS 419

Holiday Extravaganzas II
Happy Hollandaise to you!! In this session you will learn how to make classy holiday appetizers to WOW your family and friends. Learn how to make Coconut Shrimp Skewers, Seared Asparagus Remoulade, Ahi Fish Tacos with Sriracha Slaw, Seared Scallops in malt vinegar butter, Beef Wellington Bites with roasted béarnaise sauce. You will also learn how to make cold pasta salads, sweet broccoli raisin and sunflower seed salad, compressed arugula salad with gala apples with manchego cheese and balsamic vinaigrette. There’s no place like home for the holidays. Learn to make home style food: baked chicken, ham, mashed potatoes, gravy, apple crisp, cookies galore.

3 weeks • Early Bird $89, Regular $99 plus $50 Materials fee
Instructor: Vince Gomez
230401 11/30/15-12/16/15 Mon, Wed
6:00pm–9:00pm OVHS 419

Instructor: Vincent Gomez
Vincent Gomez began his Culinary Career in 2008. He attended Orange Coast College (OCC) where he received his training in Culinary Arts (Certified) Baking (Certified) and Catering (Certified) has been exposed to a wide range of foods from around the world as well as parties and wedding ranging from 30 people to 20,000 people.
Brain Fitness/ Mental Gymnastics

Revolutionary Brain Fitness Classes!
Sign up for our “Brain Fitness” classes, and work out daily with the software exercises specially designed to be responsive to your response level. The “graduates” from our first 14 sessions report dramatic results; proven increases in memory, response time, emotional well-being, communication skills, and thinking skills. The best part is that this program requires absolutely no experience on computers.

A global team of more than 50 scientists at leading universities created the “Brain Fitness” program for Posit Science.

You will feel the difference immediately as you…
- Lose 10 years in your “brain age!”
- Improve your memory for names, directions, facts, lists and ideas
- Sharpen your listening and thinking skills
- Gain alertness, confidence, and vitality that you thought were lost
- Hear more, retain more, and quicken your response time to process what you hear!

Students need to complete two 5-week sessions to master all the lessons and receive the full benefits provided in the software and instructional program.

Mental Gymnastics:
Take Mental Gymnastics for a fun way to wake up your brain—and/or as a compliment to your Brain Fitness program. Learn how you can become sharper and quicker as you get older by exercising your mental abilities, memory and critical thinking power.

Session schedule (8 weeks) • Early Bird $79, Regular $89
Instructor: Sharon Fleming
0875101 0875102 9/29/15-11/17/15 Tue, Wed, Fri 10:00am-12:00pm 10:00am-12:00pm FVSC FVSC
0875103 0875104 4/26/16-6/14/16 Tue, Wed, Fri 10:00am-12:00pm 10:00am-12:00pm FVSC FVSC

Brain Fitness • “Sound” and “Sight” Classes
Start first with the 40 “Sound” exercises, and improve your auditory processing and memory. Move on into Insight when you are ready—the “Sight” software takes “Brain Fitness” to the next level for improving your visual memory & processing speed!

Session schedule (5 weeks) • Early Bird $119, Regular $129
Instructor: Sharon Fleming
0875401 0875402 9/22/15-10/23/15 Tue, Wed, Fri 12:30pm-2:30pm 12:30pm-2:30pm FVSC FVSC
0875403 0875404 10/27/15-12/8/15 Tue, Wed, Fri 12:30pm-2:30pm 12:30pm-2:30pm FVSC FVSC
0875405 0875406 1/12/16-2/12/16 Tue, Wed, Fri 12:30pm-2:30pm 12:30pm-2:30pm FVSC FVSC
0875407 0875408 2/16/16-3/18/16 Tue, Wed, Fri 12:30pm-2:30pm 12:30pm-2:30pm FVSC FVSC
0875409 0875410 3/22/16-4/29/16 Tue, Wed, Fri 12:30pm-2:30pm 12:30pm-2:30pm FVSC FVSC
0875411 0875412 5/3/16-6/3/16 Tue, Wed, Fri 12:30pm-2:30pm 12:30pm-2:30pm FVSC FVSC
0875413 0875414 6/7/16-7/8/16 Tue, Wed, Fri 12:30pm-2:30pm 12:30pm-2:30pm FVSC FVSC

Brain Fitness • “Sight” or “Sound” for Active Seniors who are busy during the day!
Students may take either “Brain Fitness” programs - “Sound” for visual processing or “Sight,” the follow-up. Class sessions are 10 weeks. Students need to complete two sessions of 10 weeks to master all the Posit Science lessons in either course.

Session schedule (10 weeks) • Early Bird $119, Regular $129
Instructor: Sharon Fleming
0875201 0875202 9/22/15-12/4/15 Tue, Fri 2:45pm-4:15pm 2:45pm-4:15pm FVSC FVSC
0875203 0875204 1/12/16-3/18/16 Tue, Fri 2:45pm-4:15pm 2:45pm-4:15pm FVSC FVSC

We observe all public school holidays.
Please see Page 49 for the 2015-2016 Holiday Schedule.

Featured on Public Television (PBS) and Researched by University of San Francisco and Mayo Clinic!
If you are 45 years old or more, you can lose 10+ years in “Brain Age!”
Health & Safety Education

Obtaining First Aid and CPR/AED Certification is Important!

American Red Cross First Aid, CPR (cardiopulmonary resuscitation) and AED (Automated External Defibrillator) training meets the needs of workplace responders, school staff, professional responders and healthcare providers, as well as the general public and concerned parents. This American Red Cross Adult First Aid/CPR/AED and Pediatric CPR class incorporates the current ECC standards. Students who successfully complete the course will receive a certificate/card which is valid for two years. Students must read at eighth grade level. Purchase of the ARC book is optional ($15).

Adult First Aid/CPR/AED & Pediatric CPR Class

Dates & times to be determined. See website for more information.

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

Yoga will help to create a vigorous, well-functioning body and an alert mind. It is energizing and restful, cleansing and calming, and brings to the body agility and vitality. Our classes are appropriate for people that are brand new to yoga as well as folks who have been practicing for some time. Students will work on different postures and various areas of the body in every class to help develop strength, flexibility, and balance throughout the entire body. Props will be available from the instructor (Straps and Blocks).

All classes are for all levels of Yoga.

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. A good morning begins a great day!

Instructor: Jerry Cruise

Fall session (14 weeks) • Early Bird $119, Regular $129
096011 9/9/15-12/16/15 Mon, Wed 9:00am-10:15am HBAS-G C116
096012 9/9/15-12/16/15 Mon, Wed 10:30am-11:45am HBAS-G C116

Winter session (14 weeks) • Early Bird $119, Regular $129
096021 1/4/16-4/13/16 Mon, Wed 9:00am-10:15am HBAS-G C116
096022 1/4/16-4/13/16 Mon, Wed 10:30am-11:45am HBAS-G C116

Spring session (14 weeks) • Early Bird $119, Regular $129
096031 4/18/16-7/20/16 Mon, Wed 9:00am-10:15am HBAS-G C116
096032 4/18/16-7/20/16 Mon, Wed 10:30am-11:45am HBAS-G C116

Afternoon Yoga • 2-Days per week

Experience balance and harmony through a slow and mindful practice designed to release tension, reduce stress, and promote relaxation.

Instructor: Jerry Cruise

Fall session (14 weeks) • Early Bird $119, Regular $129
096231 3:45pm-5:00pm HBAS-G C116
096251 9/9/15-12/16/15 Mon, Wed 5:00pm-6:15pm HBAS-G C116

Winter session (14 weeks) • Early Bird $119, Regular $129
096232 1/4/16-4/13/16 Mon, Wed 3:45pm-5:00pm HBAS-G C116
096252 1/4/16-4/13/16 Mon, Wed 5:00pm-6:15pm HBAS-G C116

Spring session (14 weeks) • Early Bird $119, Regular $129
096233 4/18/16-7/20/16 Mon, Wed 3:45pm-5:00pm HBAS-G C116
096253 4/18/16-7/20/16 Mon, Wed 5:00pm-6:15pm HBAS-G C116

Students must bring their own yoga mat.
Afternoon Yoga • 1-Day per week

Instructor: Jerry Cruise

Fall session (14 weeks) • Early Bird $69, Regular $79
096431  9/9/15-12/16/15  Mon or Wed  3:45-5:00pm  HBAS-G  C116
096451  9/9/15-12/16/15  Mon or Wed  5:00pm-6:15pm  HBAS-G  C116

Winter session (14 weeks) • Early Bird $69, Regular $79
096432  1/4/16-4/13/16  Mon or Wed  3:45-5:00pm  HBAS-G  C116
096452  1/4/16-4/13/16  Mon or Wed  5:00pm-6:15pm  HBAS-G  C116

Spring session (14 weeks) • Early Bird $69, Regular $79
096433  4/18/16-7/20/16  Mon or Wed  3:45-5:00pm  HBAS-G  C116
096453  4/18/16-7/20/16  Mon or Wed  5:00pm-6:15pm  HBAS-G  C116

Firm, Tone, and Sculpt

Engage your core as you simultaneously strengthen and sculpt your muscles. This 90 minute class incorporates a combination of Pilates mat work and cardio. The last 25-30 minutes of each session consists of yoga and stretching exercises and poses. Feel relaxed and invigorated when each session is finished. Be prepared to see long term results. Please bring a yoga mat and a towel.

Instructor: Carol Ann Trifiletti

Fall session (14 weeks) • Early Bird $109, Regular $119
201411  9/8/15-12/15/15  Tue  6:00pm-7:30pm  HBAS-G  C116

Winter session (14 weeks) • Early Bird $109, Regular $119
201412  1/5/16-4/12/16  Tue  6:00pm-7:30pm  HBAS-G  C116

Spring session (14 weeks) • Early Bird $109, Regular $119
201413  4/19/16-7/19/16  Tue  6:00pm-7:30pm  HBAS-G  C116

Dance Aerobics: Levels 1, 2

Learn complex steps and patterns to a variety of music and tempos. Learn up to 100 combinations and increase your physical fitness and brain power. Each level requires increased aerobic fitness and memorization of patterns.

Instructor: Carolyn Cragun

Fall session (14 weeks) • No class 11/17 • Early Bird $79, Regular $89
087411  Level 1  9/8/15-12/15/15  Tue  2:30pm-4:00pm  FVSC
087421  Level 2  9/8/15-12/15/15  Tue  1:00pm-2:30pm  FVSC

Winter session (14 weeks) • Early Bird $79, Regular $89
087412  Level 1  1/5/16-4/12/16  Tue  2:30pm-4:00pm  FVSC
087422  Level 2  1/5/16-4/12/16  Tue  1:00pm-2:30pm  FVSC

Spring session (14 weeks) • Early Bird $79, Regular $89
087413  Level 1  4/19/16-7/19/16  Tue  2:30pm-4:00pm  FVSC
087423  Level 2  4/19/16-7/19/16  Tue  1:00pm-2:30pm  FVSC

Encore Dance

Students will have the opportunity to experience how a professional level dance company succeeds and thrives throughout the dance community. Through recommendations, resumes, and a standard audition process, students will be accepted into the class after demonstrating a proficiency in Ballet, Modern, and Partnering.

Instructor: Marie Hoffman

Fall session (14 weeks) • Early Bird $139, Regular $149
208201  9/8/15-12/17/15  Tue, Thu  7:00pm-9:00pm  HBHS I6

Winter session (14 weeks) • Early Bird $139, Regular $149
208202  1/5/16-4/14/16  Tue, Thu  7:00pm-9:00pm  HBHS I6

Spring session (14 weeks) • Early Bird $139, Regular $149
208203  4/19/16-7/21/16  Tue, Thu  7:00pm-9:00pm  HBHS I6
Low Impact Aerobics: Level 1
Simple movements set to music while either sitting or standing to benefit your cardiovascular fitness. Also, various exercises performed to improve posture and alignment, strengthen and tone muscles, and increase flexibility and coordination. This class is beneficial to counter the effects of arthritis or inactivity.

Instructor: Nancy Jaeger

Fall session (14 weeks) •
Early Bird $119, Regular $129
084211  9/8/15-12/17/15
10:15am-11:15am  Tue, Thu FVSC

Winter session (14 weeks) •
Early Bird $119, Regular $129
084212  1/5/16-4/14/16
10:15am-11:15am  Tue, Thu FVSC

Spring session (14 weeks) •
Early Bird $119, Regular $129
084213  4/19/16-7/21/16
10:15am-11:15am  Tue, Thu FVSC

Instructor: Rene Burton

Fall session (14 weeks) •
Early Bird $79, Regular $89
084221  9/9/15-12/17/15
10:30am-11:45am  Mon, Wed RSC

Winter session (14 weeks) •
Early Bird $79, Regular $89
084222  1/4/16-4/14/16
10:30am-11:45am  Mon, Wed RSC

Spring session (14 weeks) •
Early Bird $79, Regular $89
084223  4/18/16-7/21/16
10:30am-11:45am  Mon, Wed RSC

Zumba Gold
Zumba Gold is a dance-fitness class that is fun and friendly. It targets older adults and modifies the moves and pacing to suit their needs in developing a fit and healthy lifestyle. The class maintains all the favorite elements: zesty Latin music, Salsa, Cumbia, etc., as well as the exhilarating, easy-to-follow moves.

Instructor: Nancy Jaeger

Fall session (14 weeks) •
Early Bird $59, Regular $69
084631  9/8/15-12/15/15
11:30am-12:30pm  Tue FVSC
084611  9/14/15-12/14/15
12:45pm-1:45pm  Mon FVSC
084621  9/10/15-12/17/15
11:30am-12:30pm  Thu FVSC

Winter session (14 weeks) •
Early Bird $59, Regular $69
084632  1/5/16-4/12/16
11:30am-12:30pm  Tue FVSC
084622  1/7/16-4/14/16
11:30am-12:30pm  Thu FVSC

Early Bird $49, Regular $59
084612  1/4/16-4/11/16
12:45pm-1:45pm  Mon FVSC

Spring session (14 weeks) •
Early Bird $59, Regular $69
084633  4/19/16-7/19/16
11:30am-12:30pm  Tue FVSC
084623  4/21/16-7/21/16
11:30am-12:30pm  Thu FVSC

Early Bird $49, Regular $59
084613  4/18/16-7/18/16
12:45pm-1:45pm  Mon FVSC

We observe all public school holidays.
Please see Page 49 for the 2015-2016 Holiday Schedule.
Zumba Gold Toning
Zumba Gold Toning combines body-sculpting exercises and simple dance moves to Latin based music. You will learn to use maraca-like Toning Sticks or one-pound weights to enhance rhythms and tone the arms, abs and thighs. The perfect way to sculpt while having fun!

Instructor: Nancy Jaeger
Fall session (14 weeks)
• Early Bird $59, Regular $69
  0846101  9/10/15-12/17/15  Thu 9:00am-10:00am  FVSC
Winter session (14 weeks)
• Early Bird $59, Regular $69
  0846102  1/7/16-4/14/16  Thu 9:00am-10:00am  FVSC
Spring session (14 weeks)
• Early Bird $59, Regular $69
  0846103  4/21/16-7/21/16  Thu 9:00am-10:00am  FVSC

Water Aerobics for Fitness • 1-Day per week
Water aerobics offer a variety of water exercises for fitness, strength, and endurance without harsh impact on the body. 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 (Tuesday or Thursday) or attend both days for maximum benefit. Class held at MHS pool (15871 Springdale Street, HB 92649). Times may vary due to High School competitions.

Instructor: Kelly Pointer
Fall session (14 weeks)
• Early Bird $139, Regular $149
  087801  9/8/15-12/17/15  Tue, Thu 6:00pm-7:00pm  MHS
Winter session (14 weeks)
• Early Bird $139, Regular $149
  087802  1/5/16-4/14/16  Tue, Thu 6:00pm-7:00pm  MHS
Spring session (14 weeks)
• Early Bird $139, Regular $149
  087803  4/19/16-7/21/16  Tue, Thu 6:00pm-7:00pm  MHS

Lap Swimming for Fitness
Swim laps in the evening at your own speed and build up your strength and endurance. Take inches off your waistline and add vitality to your everyday health. Chart your progress and see the results. Class held at MHS pool (15871 Springdale Street, HB 92649). Times may vary due to High School competitions.

Instructor: Kelly Pointer
Fall session (14 weeks)
• Early Bird $139, Regular $149
  087701  9/8/15-12/17/15  Tue, Thu 7:00pm-8:00pm  MHS
Winter session (14 weeks)
• Early Bird $139, Regular $149
  087702  1/5/16-4/14/16  Tue, Thu 7:00pm-8:00pm  MHS
Spring session (14 weeks)
• Early Bird $139, Regular $149
  087703  4/19/16-7/21/16  Tue, Thu 7:00pm-8:00pm  MHS
Mission Statement
The Huntington Beach Adult School promotes lifelong learning by providing a relevant educational program that meets individual needs and enables students to become productive workers, involved citizens and effective family and community members.

HUNTINGTON BEACH UNION HIGH SCHOOL DISTRICT

School Board
Bonnie Castrey
Dr. Duane Dishno
Susan Henry
Kathy Iverson
Dr. Michael Simons

Superintendent
Dr. Greg Plutko

Here to Help
Steve Curiel, Principal
714.842.4227, x4401

Susan Torres, Asst. Principal
714.842.4227, x4403

Shirley Vaughn, Asst. Principal
714.842.4227, x4404

Tomoko Gane, HBAS Secretary
714.842.4227, x4402

Cynthia Bonnycastle, Counselor
714.842.4227, x4470

Tammy Asaki, Guidance Specialist*
714.592.1005, x4422

Susan Jahns, Guidance Specialist
714.842.4227, x4423

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

Main Office Hours
Monday-Thursday from 8:00am to 8:00pm.
Friday from 8:00am to 3:30pm.
ESL, Diploma and Parent Education hours may vary—see each department for details.

*Located at the new HBAS/SYF Westminster Mall Campus.

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. High school students may arrange to take adult education courses through their high school.

Fees
A $20 non-refundable registration fee is charged in most 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 1-2 days before the first day of class. No refunds or credits maybe 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 start a state-supported 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. The Adult School 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.
**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.**
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 feel otherwise, 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.

**2015-2016 Holiday Schedule**
*No classes on these dates.*

**Veterans Day**
Wednesday, November 11, 2015

**Thanksgiving Recess**
Monday, November 23, 2015 – Friday, November 27, 2015

**Winter Recess**
Monday, December 21, 2015 – Friday, January 1, 2016

**Martin Luther King’s Birthday**
Monday, January 18, 2016

**Professional Staff Development Day**
Monday, January 25, 2016

**Lincoln’s Birthday**
Monday, February 8, 2016

**Washington’s Birthday**
Monday, February 15, 2016

**Spring Recess**
Monday, March 28, 2016 – Friday, April 1, 2016

**Memorial Day**
Monday, May 30, 2016

**Independence Day**
Monday, July 4, 2016

**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.

**Why people choose HBAS:**
- Relevant and timely classes.
- Experienced and friendly instructors.
- Easy, quick registration.
- Classes located throughout the community.
- Accredited by the Western Association of Schools and Colleges.
REGISTRATION FORM

HB Adult School  17231 Gothard Street, Huntington Beach, CA 92647  www.hbas.edu
Phone: 714-842-HBAS (4227)  Fax: 714-847-8316

Please Note: The State Department of Education requests demographic data for all adults who enroll in Adult Education classes. This information may assist our school in qualifying for State and Federal grants. Information is confidential and only reported collectively.

Please PRINT and fill in COMPLETELY

Please note that we will assign you a student ID number and use your birthdate to identify you in our student database.

☐ New Student  ☐ Returning Student

Personal Information (ALL Information IS Required)

Last Name: __________________________________________ First Name: __________________________ Mi: ______
Birth Date:_________________________________________ Gender:  ☐ Male  ☐ Female
Street Address:____________________________________ City/State/Zip: ___________________________
Billing Address: (if different than above)________________________ City/State/Zip: __________________________
Preferred Phone: (Home/Work/Cell) (______ )________________________ Email Address:________________________
Other Phone: (Home/Work/Cell) (______ )________________________ Ethnicity:______________________________
Native Language (language spoken in home): __________________________
Employment Status: ☐ Employed  ☐ Unemployed  ☐ Not employed and not seeking work
Highest year of school completed: ☐ HS Diploma (If no diploma, what was the highest grade completed?)________
☐ Masters/Ph.D  ☐ 4-year college degree  ☐ AA or AS degree  ☐ GED  ☐ Technical Certificate ☐ other:________
Do you receive public assistance or are in any of these categories? (Check all that apply)
☐ AFDC  ☐ CalWORKs  ☐ TANF  ☐ JTPA  ☐ WIA  ☐ Disabled  ☐ Single Parent  ☐ Rehabilitation
☐ Other public assistance: __________________________ ☐ Displaced homemaker  ☐ Other:__________________
Marital Status: ☐ Single  ☐ Couple Number of dependent children:________________________________________
Income: (Please indicate your current monthly income)______________________________________

Early Bird Registration available for specific classes indicated and if postmarked or received by a least seven days prior to the first day of class.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Days</th>
<th>Class Hours</th>
<th>Start Date</th>
<th>Early Bird Fee</th>
<th>Regular Fee</th>
</tr>
</thead>
</table>

By my signature below, I verify that this information is true and complete to the best of my knowledge. I also give my permission for the HBAS to publish photos in which I may appear for marketing purposes. ☐ Yes  ☐ No

Student Signature_________________________ Date:________________________

Payment Information

☐ Cash  ☐ Check or Money Order #_________________________ (payable to: HBAS)
☐ MasterCard  ☐ Visa  ☐ Discover  ☐ WIA/Dept. of Rehab/One-Stop

A $25 fee will be charged for checks returned to us for insufficient funds.

Charge Card Information: We cannot process your enrollment without an expiration date and 3-digit security code.

Last three digits of security code on back side of credit card:

Confirmations of receipt or enrollment can be requested by email to info@hbas.edu.

No Refunds unless we are notified 3 working days prior to start date in writing (or unless policy is specified otherwise) and a $20 processing fee will be charged (unless class is canceled by HBAS). See the catalog or website for more information regarding refunds and credits. No refunds for classes $49 or less.

Cardholder Name: (print)_________________________ Signature __________________________

Office Use Only:
Date Entered __________________________________________________ Entered by (initials)_________________________
Main Campus Locations
HBAS-G  Main Campus • 17231 Gothard Street, Huntington Beach 92647
HBAS-W  Westminster Campus (ESL classes only) • 14325 Goldenwest St., Westminster 92683
HBAS-G  Career Training Center • 17231 Gothard Street, Huntington Beach 92647
HBAS-M  Westminster Mall (High School Diploma & GED Prep.) • 1025 Westminster Mall, Space 1017A, Westminster 92683
PSP  Parent Smart Preschool and Toddler Programs • 15859 Springdale Street, Huntington Beach 92649

Class Locations
DES  DeMille Elementary School • 15400 Van Buren Street, Midway City
EHS  Edison High School • 21400 Magnolia, Huntington Beach 92646
FES  Finley Elementary School • 13521 Edwards Street, Westminster 92683
FVSCC  Fountain Valley Senior & Community Center • 17967 Bushard, Fountain Valley 92708
FVHS  Fountain Valley High School • 17816 Bushard, Fountain Valley 92708
HSC  Holy Spirit Church • 17270 Ward, 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 St., Westminster 92683
HBAS-M  HB Adult School (Westminster Mall) • 1025 Westminster Mall, Westminster 92683
HBHS  Huntington Beach High School • 1905 Main Street, Huntington Beach 92648
HLC  Huntington Landmark Community • 20880 Oakridge Lane, Huntington Beach 92646
MHS  Marina High School • 15871 Springdale Street, Huntington Beach 92649
OLG  Our Lady of Guadalupe • 17103 Magnolia Street, Fountain Valley 92708
OVPEC  Oak View Preschool & Educ. Res. Center • 17131 Emerald Ln., Huntington B. 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
RSES  Ray Schmitt Elementary School • 7200 Trask Avenue, Westminster 92683
RSC  Rodgers Seniors’ Center • 1706 Orange Avenue, Huntington Beach 92648
TBD/TBA  Location to be determined or announced
VaVHS  Valley Vista High School • 9600 Dolphin, Fountain Valley 92708
WHS  Westminster High School • 14325 Goldenwest Street, Westminster 92683
WSC  Westminster Senior Center • 8200 Westminster Boulevard, Westminster 92683
WWMS  Willis Warner Middle School • 14171 Newland Street, Westminster 92683

You and your friends can subscribe to our monthly e-updates for free at hbas.edu

For information, call the main campus at 714.842.4227  I  Fax 714.847.8316