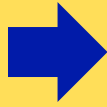


Winter 2024: Jan 8 - Mar 14



Registration  
Begins Nov 13



<https://www.tusd.org/tas/enrollment-page/index>

**LIMITED TIME: FREE CTE CLASSES**  
**Enroll Early! Save your Spot for FREE CLASSES!**

## OFFICE & BUSINESS/FINANCE

- **IMPORTANT NOTE:** Students should know the basics of operating a computer.
- TAS has implemented the following formal certification testing - these are industry-recognized certifications:
  - Microsoft Office Specialist (MOS)
  - QuickBooks Certified User (QBCU)
  - Entrepreneurship & Small Business (ESB)
  - Certified Bookkeeping Professional (CBP)
- Other CTE courses may award TAS Certificates of Completion based on subject competency based on class participation, exams, projects, course assignments, possible externships, and attendance.
- Specific requirements for certificate levels, course sequencing, and required competencies will be provided at the first class meeting.
- **Microsoft PowerPoint & Access available this term!**
- **NEW** - Internships available for qualified students only
- **Visit the TAS Website for our Policies & Procedures.**

## WINTER 2024 REGISTRATION DATES

- Nov 13 - Online Registration Begins
- Nov 29 - Mail & Walk-In Registration Begins

## SCHOOL HOLIDAYS (NO CLASS MEETINGS)

- Jan 15 - Martin Luther King Jr. Day
- Feb 12 - Lincoln Day
- Feb 19 - Presidents Day
- Mar 14 - No Morning Classes (TAS Staff Development)



## NOTICE OF PUBLICITY & PHOTO RELEASE

- TAS students may be photographed or filmed for TAS and/or TUSD marketing or public relations purposes. Consent is given by completing the registration form at enrollment.
- If you do not want your photograph to appear on publications, please email the TAS administrators.

**TUSD.ORG/TAS**

**(310) 533-4689**

CTE - Career Technical Education

# CTE OFFICE AND BUSINESS & FINANCE TAS PROGRAM CERTIFICATES

## **IMPORTANT INFORMATION FOR ALL TAS PROGRAM CERTIFICATES:**

- TAS Program Certificate is a school certificate of completion only. TAS Program Certificate is not an official license or certification.
- **Completion of all pathway courses is REQUIRED for ALL TAS Program Certificates**

## **OFFICE PROFESSIONAL PROGRAM CERTIFICATE**

### **Requirements for pathway completion:**

- Microsoft Excel
- Microsoft Word
- Microsoft Office Specialist (MOS) Excel Exam (industry-recognized certification)
- Microsoft Office Specialist (MOS) Word Exam (industry-recognized certification)

## **ADMINISTRATIVE ASSISTANT PROGRAM CERTIFICATE**

### **Requirements for pathway completion:**

- Microsoft Excel
- Microsoft Word
- Microsoft PowerPoint

## **FINANCIAL OPERATIONS PROGRAM CERTIFICATE**

### **Requirements for pathway completion:**

- Accounting I
- Accounting II
- QuickBooks
- Microsoft Excel
- QuickBooks Certified User (QBCU) Exam (industry-recognized certification)
- Microsoft Office Specialist (MOS) Excel Exam (industry-recognized certification)

## **BUSINESS OPERATIONS PROGRAM CERTIFICATE**

### **Requirements for pathway completion:**

- Accounting I
- Microsoft Excel
- Microsoft Word
- Starting a Business (Enroll in Business & Finance Course)
- Certified Bookkeeping Professional (CBP) Exam (industry-recognized certification)
- Entrepreneurship & Small Business (ESB) Exam (industry-recognized certification)

# Office Training Courses

## COMPUTER FUNDAMENTALS I & II

**Course - No Fee (No Textbook Required) ; Griffith Rm 6  
Jan 9 - Mar 14 ; Section #40900012 ; TTh 12:30p-3p**

**FREE  
GRATIS**  
無料  
비용 없음

**ESL Students must be Levels 4-6**

**This course is for students who have no or minimal computer skills.**

**Students will gain basic computer training for personal, professional, and academic life.**

### Topics include:

- Basic Computer Skills
- Windows OS
- Internet
- Email
- Social Media
- Information Literacy
- Google Docs
- Digital Footprint

**All information will be given on the first day of class.**

## MICROSOFT EXCEL I/II & MOS

**FREE  
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無料  
비용 없음



**Course - NO FEE ; MOS Exam - \$85.00**

**MW 6p-9p ; Section #40311102 ; Yuan, Levy Adult Ctr Rm K2 / Online / Live Stream**

**Textbook required, must be purchased on your own.**

**IMPORTANT NOTE:** Students should know the basics of operating a computer and using Windows to successfully complete this class. Course includes access to online curriculum.

- Microsoft Excel 2021/365 Desktop Version now available!
- Develop or improve the ability to use Excel to plan and manage personal and business needs
- Learn how to create charts, worksheets, and use data management tools
- Students will learn Basic (I) and Intermediate (II) levels upon successful completion of the course
- Qualified students can take the Microsoft Office Specialist (MOS) exam for industry-recognized certification
- Must maintain minimum 80% attendance - required
- **All information will be given on the first day of class**

## MICROSOFT WORD I/II & MOS

**FREE  
GRATIS**  
無料  
비용 없음



**Course - NO FEE ; MOS Exam - \$85.00**

**WF 8:30a-11:30a ; Section #40111102 ; Yuan, Hamilton Adult Ctr Rm 23 / Online / Live Stream**

**Textbook required, must be purchased on your own.**

**IMPORTANT NOTE:** Students should know the basics of operating a computer and using Windows to successfully complete this class. Course includes access to online curriculum.

- Microsoft Word 2021/365 Desktop Version now available!
- Learn how to create flyers, newsletters, and other text-based documents
- Students will learn the Basic (I) and Intermediate (II) levels upon completion
- Qualified students can take the Microsoft Office Specialist (MOS) exam for industry-recognized certification
- Must maintain minimum 80% attendance - required
- **All information will be given on the first day of class**



# Office Training Courses

## MICROSOFT ACCESS



**Course - NO FEE ; MOS Exam - \$85.00**

**T 6p-9p ; Section #40070022 ; Yuan, Griffith Adult Ctr Rm 6 / Online / Live Stream**

**Textbook required, must be purchased on your own.**

**IMPORTANT NOTE:** Students should know the basics of operating a computer and using Windows to successfully complete this class. Course includes access to online curriculum.

- Microsoft Access 2021/365 Desktop Version now available!
- Learn how to manage information in the workplace, by designing and managing a database.
- Manage and analyze massive amounts of information into a readable and comprehensive report
- Gain skills needed to:
  - Create and maintain a database
  - Design forms and reports
  - Create queries to extract relevant data
- Qualified students can take the Microsoft Office Specialist (MOS) exam for industry-recognized certification
- Must maintain minimum 80% attendance - required
- **All information will be given on the first day of class**

## MICROSOFT POWERPOINT



**Course - NO FEE ; MOS Exam - \$85.00**

**Th 6p-9p ; Section #40050022 ; Yuan, Griffith Adult Ctr Rm 6 / Online / Live Stream**

**Textbook required, must be purchased on your own.**

**IMPORTANT NOTE:** Students should know the basics of operating a computer and using Windows to successfully complete this class. Course includes access to online curriculum.

- Microsoft PowerPoint 2021/365 Desktop Version now available!
- Learn how to present information in a slides presentation to convey your objective to your audience
- Students will be introduced to public speaking skills that help them become a natural presenter
- Apply your skills to fun projects such as a family reunion photo book, recipe book, etc.
- PowerPoint skills can help individuals of various job positions, such as managers, trainers, salespersons, etc.
- Qualified students can take the Microsoft Office Specialist (MOS) exam for industry-recognized certification
- Must maintain minimum 80% attendance - required
- **All information will be given on the first day of class**



# Business & Finance Training Courses

## BUSINESS & FINANCE

FREE  
GRATIS

無料  
비용 없음

**Course - NO FEE ; Certification Exam Fees Vary**

**F 10:30a-4:30p\* ; Section #40825102 ; Marasigan ; ONLINE ONLY  
(NO CLASSROOM MEETINGS, NO ZOOM MEETINGS)**

- \*The above F 10:30a-4:30p is for office use only - students have 24/7 access to the online trainings.

**Self-paced class, includes access to online curriculum & practice test software**

**No textbook - 24/7 access to lessons and materials online**

- Review at your own pace and time for control over work-life-school balance
- Validate your understanding of core business principles to launch & maintain a small business successfully
- Learn through a series of online materials, recorded videos, and assignments
- Must complete required hours and course competencies

**Available Online Trainings for this class:**

- Starting a Business** - Learn and understand core business principles and start your own business.
- Accounting Basics** - Learn the accounting cycle for standard businesses and gain real-world understanding of bookkeeping.
- QuickBooks Online** - Learn the practical application of accounting fundamentals and use the computerized accounting software QuickBooks Online.
- QuickBooks Desktop** - Learn the practical application of accounting fundamentals and use the computerized accounting software QuickBooks Desktop.
- Microsoft Word** - Learn the word processing application software to create, save, edit, format, and print text-based documents such as letters and reports easily and efficiently.
- Microsoft Excel** - Learn the spreadsheet application software to organize data in columns and rows, calculate numerical data, display data in various formats, and speed the process of changing and updating data efficiently.
- Microsoft PowerPoint** - Learn the built-in presentation graphics application software to create multimedia presentations to deliver professional & highly effective presentations.
- Teacher Approval REQUIRED for MOS, QBCU, and CBP exam prep courses**  
**Email [Marasigan.Maria@tusd.org](mailto:Marasigan.Maria@tusd.org) to receive approval**
  - REQUIRED FOR MOS** - Certificate of Completion for MS Excel and/or MS Word, OR any proof of previous training or experience to take the industry-recognized certifications.
    - Microsoft Office Specialist (MOS) Exam Fee - \$85.00**
  - REQUIRED FOR QBCU** - Certificate of Completion for Accounting and QuickBooks, OR any proof of previous training or experience to take the industry-recognized certifications.
    - QuickBooks Certified User (QBCU) Exam Fee - \$95.00**
  - REQUIRED FOR CBP** - Certificate of Completion for Accounting 1, OR any proof of previous training or experience to take the industry-recognized certification.
    - Certified Bookkeeping Professional (CBP) Exam Fee - \$70.00**
  - REQUIRED FOR ESB** - Certificate of Completion for Starting a Business.
    - Entrepreneurship & Small Business (ESB) Exam Fee - \$70.00**



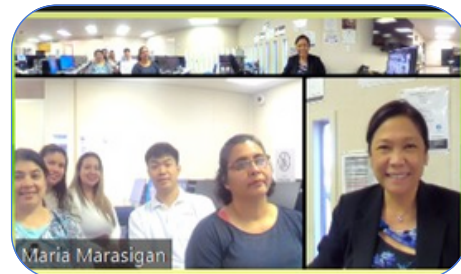
## ACCOUNTING I

**Course - NO FEE ; CBP Exam - \$70.00**

**TTh 6p-9p ; Section #40817122 ; Marasigan, Levy Adult Ctr Rm K2 / Online / Live Stream**

**Textbook required, must be purchased on your own.**

- Progress through the accounting cycle in the same order as a typical business, gaining real-world understanding of the cycle and actions associated with each step
- Provides a balance of theory and practical application to create a unique approach to learning and give a big-picture view of real-world experiences with realistic case studies
- Learning is reinforced with practice sets, progressive exercises, and projects
- Includes access to online curriculum
- Qualified students can take the Certified Bookkeeping Professionals (CBP) exam
- Must maintain minimum 80% attendance - required
- **All information will be given on the first day of class**



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無料  
비용 없음**



## ACCOUNTING II

**Course - NO FEE ; CBP Exam - \$70.00**

**TTh 6p-9p ; Section #40817122 ; Marasigan, Levy Adult Ctr Rm K2 / Online / Live Stream**

**Textbook required, must be purchased on your own.**

- **REQUIRED** - Certificate of Completion for **Accounting 1**, OR work experience in bookkeeping/accounting & Excel
- Offers sequential progression of material for Accounting using Excel
- Introduces accounting principles in a logical sequence
- Excel topics are introduced with the accounting principle through real-world projects
- Topics include Financial Statement Analysis, Inventory Costing, Bank Reconciliation, Depreciation Schedule, Payroll, Amortization, Budgeting and Cost Analysis
- Qualified students can take the Certified Bookkeeping Professionals (CBP) exam
- Must maintain minimum 80% attendance - required
- **All information will be given on the first day of class**

**Internships - Marasigan, Job Site Varies, Internship Days & Time Varies**

- Get on-the-job training at an external facility! List of approved facilities provided by TAS.
- Internships available - must be approved by [Marasigan.Maria@tusd.org](mailto:Marasigan.Maria@tusd.org)



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GRATIS  
無料  
비용 없음**

## QUICKBOOKS ONLINE I & II

**Course - NO FEE ; QBCU Exam - \$95.00**

**MW 6p-9p ; QuickBooks I ; Section #40835122 ; Marasigan, Hamilton Adult Ctr Rm 23 / Online / Live Stream**

**Textbook required, must be purchased on your own - book cost not included in course price.**

- **REQUIRED** - Certificate of Completion for Accounting 1, OR work background in bookkeeping/accounting
- Learn how to use QuickBooks Online to manage business operations of small businesses to fulfill fiduciary responsibilities from accounting, tax, and recordkeeping perspectives
- Topics include Setting Up a New Company, Working with Customers and Vendors, Banking and Credit Card Transactions, Managing Inventory, Working with Balance Sheets and Budgets, Customizing QuickBooks, Adjusting and Closing the Books, and Payroll
- Qualified students can take the QuickBooks Certified User (QBCU) exam
- Must maintain minimum 80% attendance - required
- **All information will be given on the first day of class**

**Internships - Marasigan, Job Site Varies, Internship Days & Time Varies**

- Get on-the-job training at an external facility! List of approved facilities provided by TAS.
- Internships available - must be approved by [Marasigan.Maria@tusd.org](mailto:Marasigan.Maria@tusd.org)





# WHAT'S NEXT? STUDENT SUPPORT SERVICES Transition to Training, College, or Jobs

## NEED HELP

with College, Jobs, or Resources?



## STUDENT SUPPORT SERVICES (SSS) Available to TAS students



### ACADEMIC TRANSITIONS

- College Applications
- Financial Aid (College)
- GED/HiSET Testing
- Certiport Testing



### JOB TRANSITIONS

- Resume/Cover Letter
- Job Applications
- Interview Preparation
- Job Fair/Hiring Events



### AGENCY REFERRALS

- Employment Partners
- Career Training
- Funding & Aid
- Food/Cash Assistance for Low-Income
- Document Translation
- Document Evaluation



### WELLNESS RESOURCES

- Health
- Wellness
- Housing Assistance
- Public Transportation

## STUDENT SUPPORT SERVICES TEAM

Contact us by email or phone



**Theano Kavoulakis**

(310) 533-4689 ext. 8284  
kavoulakis.theano@tusd.org

**STUDENT ADVISOR**  
GED/HiSET & Certiport Tests  
Job Transitions



**Baron Sia**

(310) 533-4689 ext. 8429  
sia.baron@tusd.org

**CAREER COORDINATOR**  
Job Transitions  
Agency Referrals



**Obie Imoh**

(310) 533-4689 ext. 8484  
imoh.obie@tusd.org

**SCHOOL COUNSELOR**  
Academic Transitions  
Wellness Resources

## WANT MORE INFORMATION?



**(310) 533-4689 ext. 8429**



**[bit.ly/SSSWEBTAS](https://bit.ly/SSSWEBTAS)**

**TUSD.ORG/TAS**

**(310) 533-4689**

# TORRANCE ADULT SCHOOL LOCATIONS

## HAMILTON CENTER (HAC)

2606 W. 182nd St, 90504

(310) 533-4689 ext. 8400

## GRIFFITH CENTER (GAC)

2291 Washington Ave, 90501

(310) 533-4689 ext. 8300

## LEVY CENTER (LAC)

3420 W. 229th Pl, 90505

(310) 533-4689 ext. 8200

