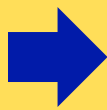


Spring 2024: Mar 18 - May 31



**Registration
Begins Feb 26**



<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 available this term!**
- **Visit the TAS Website for our Policies & Procedures.**

SPRING 2024 REGISTRATION DATES

- Feb 26 - Online Registration Begins
- Mar 4 - Mail & Walk-In Registration Begins

SCHOOL HOLIDAYS (NO CLASS MEETINGS)

- Apr 1 - 5 - Spring Break
- May 27 - Memorial Day



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)

Spring
2024

CTE - Career Technical Education

Office Training Courses

COMPUTER FUNDAMENTALS II

**Course - No Fee (No Textbook Required) ; Griffith Rm 6
Mar 19 - May 30 ; Section #40900013 ; TTh 12:30p-3p**

**FREE
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無料
비용 없음

ESL Students must be Levels 4-6

This course provides training in basic computer and software skills that will help you develop the digital literacy necessary to succeed in personal, professional, and academic life. This course is recommended for students with little to no computer skills.

Topics include:

- Google Docs
- Microsoft Word
- Digital Footprint
- Social Media
- Career Search

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

MICROSOFT EXCEL I/II & MOS

Course - NO FEE ; MOS Exam - \$85.00

MW 6p-9p ; Section #40311223 ; Yuan, Levy Adult Ctr Rm K2 / Online / Live Stream

Textbook required, must be purchased on your own. Textbook information given on the first day of class.

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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**

TUSD.ORG/TAS

(310) 533-4689

Office Training Courses

MICROSOFT WORD I/II & MOS

FREE
GRATIS
無料
비용 없음



Course - NO FEE ; MOS Exam - \$85.00

WF 8:30a-11:30a ; Section #40111103 ; Yuan, Hamilton Adult Ctr Rm 23 / Online / Live Stream
Textbook required, must be purchased on your own. Textbook information given on the first day of class.

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**

MICROSOFT POWERPOINT & MOS

FREE
GRATIS
無料
비용 없음



Course - NO FEE ; MOS Exam - \$85.00

TTh 6p-9p ; Section #40050023 ; 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
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無料
비용 없음

Course - NO FEE ; Certification Exam Fees Vary
F 10:30a-4:30p* ; Section #40825103 ; 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.

INFORMATION ABOUT THIS COURSE:

(A) Self-paced class, includes access to online curriculum & practice test software

(B) No textbook - 24/7 access to lessons and materials online

(C) There will be an open forum Orientation on the first Friday class meeting where students can get more information about this course.

- 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 maintain minimum attendance requirements and course competencies for the online training.

(1) SELECT AN ONLINE TRAINING FOR THIS COURSE:

- 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.

(2) TAKE THE CERTIFICATION EXAM AT THE END OF THE TRAINING:

Teacher Approval REQUIRED for MOS, QBCU, and CBP exam prep courses

Email 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

MW 6p-9p ; Section #40817123 ; Marasigan, Hamilton Adult Ctr Rm 23 / 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
- Course 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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ACCOUNTING II

Course - NO FEE ; CBP Exam - \$70.00

MW 6p-9p ; Section #40817123 ; Marasigan, Hamilton Adult Ctr Rm 23 / 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



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QUICKBOOKS ONLINE I & II

Course - NO FEE ; QBCU Exam - \$95.00

TTH 6p-9p ; QuickBooks I ; Section #40835223 ; Marasigan, Levy Adult Ctr Rm K2 / 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



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

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

