

Torrance
Adult
School



*Home or Classroom
Education is KEY!*



Winter 2022

January 5 - March 18

Register online WWW.TUSD.ORG/TAS

Torrance
Adult
School



Pharmacy Technician class

You, too, can be on your way to a career in the medical field.



Register online WWW.TUSD.ORG/TAS



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Academic Subjects

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Language Arts Center, Learning Center, Online courses, GED®, and HiSET® preparation and testing.

Career Pathways &

Job Training

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Career training: Allied Health and Business, Education.

English as a Second Language

Pages 13 through 17

Classes offered at locations throughout Torrance in the morning, afternoon, and evening.

Career Education

Pages 19 through 25

Microsoft® Office Applications, Bookkeeping, Accounting, and Allied Health.

Community Education & Interest

Pages 25 through 34

Community members, who have gained expertise in their course area, teach these classes. The courses are provided in areas in which our community has expressed an interest.

Miscellaneous Information

Pages 34 through 40

Publicity and Photo Release, How to Register, Refund Policy, Policies and Procedures, Registration Form, School Locations, Map, and Index.



Education
offers a
brighter path.

Save your seat!
Online registration for
Career Education and
Community Education &
Interest begins
November 16, 2021
WWW.TUSD.ORG/TAS



ALL CLASSES ARE OPEN TO ADULTS 18 AND OVER

Winter Term 2022: January 5 - March 18

School Holidays:

January 17 - Martin Luther King Day

February 11 - Lincoln Day

February 21 - Presidents Day

STUDENT SUPPORT SERVICES
INVITES YOU TO JOIN OUR



STUDENT LEADERSHIP GROUP (SLG)

Do you want to increase your involvement in the community? Are you looking for experience that can be added to your resume? Are you interested in learning leadership skills and practicing your teamwork? Do you just want to network and meet other people?

Join our Student Leadership Group! You will have the chance to learn about various leadership skills and topics, and will have the opportunity to hold a student leadership position. Students will receive a Certification of Recognition for participating in the group.

**MEETS ON THE SECOND
WEDNESDAY OF EACH MONTH
5:30 PM - 6:30 PM
ZOOM**

Want to join our information session?
Email Ortiz.Liliana@tusd.org

ABE/ASE/HSD Winter 2022 Enrollment

TAS Enrollment Center - Hours of Operation
2606 West 182nd Street, Torrance 310-533-4689 X 8400/8442

Daily Enrollment Schedule for Winter 2022 – begins December 1, 2021
 Hamilton Adult School - (ABE/ASE/HSD/HSE Students)
 By Appointment Only

	AM	AFTERNOON	PM
Monday	9:00- 12:30	1:00 - 4:00	CLOSED
Tuesday	9:00- 12:30	1:00 - 4:00	CLOSED
Wednesday	9:00- 12:30	1:00 - 4:00	4:30 -8:00
Thursday	9:00- 12:30	1:00 - 4:00	CLOSED
Friday	CLOSED	CLOSED	CLOSED

November 22-26, 2021	CLOSED – Thanksgiving Holiday
November 29 ongoing	Counseling Appointments (Walk or Phone In, NEW and Current Students)
November 29 - December 3, 2021	Reenrollment Week for Winter 2022 classes (Current Fall 2021 Students. By appointment Only)
December 9, 2021	LAST DAY of Instruction for Fall 2021 classes
December 13-31, 2021	CLOSED – Winter Break
January 5, 2022	FIRST DAY of Instruction for Winter 2022 classes
January 14, 2022	LAST DAY to Enroll in Direct Instruction Classes
January 17, 2022	CLOSED – Martin Luther King Day
February 11, 2022	CLOSED – Lincoln Day
February 21, 2022	CLOSED – President's Day
March 18, 2022	LAST DAY of Instruction for Winter 2022 classes

How to enroll:

HIGH SCHOOL DIPLOMA (HSD) - HIGH SCHOOL EQUIVALENCY (HSE)

**No tuition will be charged to students qualifying for
 the Workforce Innovation and Opportunity Act**

By Appointment Only

1. Visit our website www.tusd.org/tas, click on REGISTRATION
2. Complete the online form for High School Diploma/Equivalency
3. TAS will contact you within 3 to 5 business days to schedule your CASAS test and enrollment appointment. New students will have an additional appointment to meet with our Academic Counselor.

•NOTE: Testing, Counseling and Enrollment will take approximately 2 to 2.5 hours.

•Childcare is not available during registration and testing



BIG NEWS
California!

There's a new way to
 earn your high school
 equivalency certificate.



Adult Literacy and High School Education

**In compliance with COVID-19 orders,
all classes are online until further notice.**

All classes in this section begin the week of January 3rd, 2022

Classes start January 5th, 2022.

Holidays: Jan. 17th, 2022 Martin Luther King Day,

February 11, 2022 Lincoln Day, February 21, 2022 Presidents day

Late Start - Classes open at 1:00pm: February 2nd, 2022.

Registration Information:

Online, Walk-in, Fax, and Mail Registration do not apply to the Adult Literacy and High School Diploma programs.

Contact the office at 310-533-4689 extension 8400 for an appointment as a new student, a returning student, and/or for information regarding the High School Equivalency Exams (HiSET® or GED®). New students must meet with the counselor for placement and development of an academic and career plan. Students whose native language is not English must complete Advanced ESL or its equivalent before enrolling in literacy or high school courses.

Students receive more information during the registration process.



Torrance Adult School is accredited by the Western Association of Schools and Colleges Post-Secondary Education (WASC). Accreditation status certifies that Torrance Adult School is a trustworthy institution of learning and validates our academic program's integrity. It supports student learning throughout life.

All classes are using online platforms.

Lab classes either online or face-to-face in the classroom will be using computers. Staff will be available in the classroom for assistance. Students may also work online from home.

Direct instruction classes are offered at specific times. Class work will be done online.

Language Arts Center Rooms 9 & 10 Hamilton Center

Adult Basic Education, Reading and Writing Literacy, and High School English Language Arts.

The Language Arts Center is an open environment where adults are provided opportunities for learning English language arts skills ranging from a non-reader level to competency-based high school diploma and college-level courses. Students are offered necessary language skills that integrate program standards for Adult Basic and Secondary Education. The Adult Basic Education Program (ABE) is a literacy program that provides essential reading and writing skills. Students are offered computer-assisted learning and individualized instruction. ABE learners are taught essential reading, writing, speaking, listening, critical thinking, and problem-solving skills to become more successful and productive community members. This classroom has a 6-hour a week mandatory attendance requirement. Non readers must attend in person for staff assistance and classroom materials.

Lab Hours: M-Th 8:30am- 8:30pm

High School Equivalency test preparation is available in our independent study lab.

Small Group Workshops in the Language Arts Center

In addition to working independently, students in the Language Arts Center have the opportunity to participate in small group workshops with credentialed teachers. Students can join these workshops whenever convenient and do not need to sign up ahead of time. These workshops help students meet program standards for Adult Basic and Secondary Education. Workshop topics are determined by student needs and interests. Workshop topics include grammar, writing, reading, social studies, science, and career readiness skills to help students move forward and make progress.

Small Group workshops: M-Th 9am-11am and 5:30pm-7:30pm



**BIG NEWS
California!**

There's a new way to
earn your high school
equivalency certificate.





Learning Center Rooms 3 & 4 Hamilton Center

Adult Secondary Education: High School Diploma, Enrichment Courses, and High School Equivalency Exam preparation. The Learning Center provides direct instruction in basic math, Algebra, and high school equivalency math. It also offers self-paced independent learning for other diploma subjects. Students may enroll in classes required for a high school diploma, enrichment, and/or preparation for the high school equivalency certificate (HiSET® or GED®). A credentialed teacher is available for all students who need assistance. This classroom has a 6-hour a week mandatory attendance requirement.

Lab Hours: M-Th 8:30am- 8:30pm

High School Equivalency (HSE) Math Preparation Course-Hamilton Center

Torrance Adult School now offers a hybrid HiSET®/GED® math preparation course consisting of teacher direction and computer instruction. This course is designed to prepare students to pass the math section of the high school equivalency exam. The class meets two times per week, and regular attendance is required. There is no fee for the course, and students may repeat the course if needed. This is a NON Credit course. Prerequisite: The passing of a diagnostic test or General Math Basic B.

HSE Math Schedule

TTh 9:00am – 12:00pm

TTh 5:30pm – 8:30pm



High School Equivalency (HSE) Science Test Preparation – Hamilton Center

Torrance Adult School now offers a direct instruction HiSET®/GED® science test preparation class. This 10-week course is an overview of and practice with the three general scientific categories: earth science life science, and physical science. Course content includes released test prep questions and general preparation material, small group discussion, computer-based science concepts practice, and test-taking strategies all designed to equip students to pass the science high school equivalency exam. The class meets twice a week, for a total of 6 hours. This is a non-credit class and may be repeated. MW 9:00am-12:00pm

ONLINE Courses– Hamilton Center

Work on your high school diploma or enrichment courses in class and/or in the comfort of your own home. Courses include subject remediation, high school diploma requirements, as well as advanced courses. All exams must be completed on campus. Students must work in class a minimum of 6 hours a week. Teacher assistance is available, and online access is 24/7.

HiSET® Reading Test Preparation Hamilton Center

The HiSET® reading exam requires several specialized strategies to successfully pass on the first attempt. This class's design provides practice with released test preparation questions that cover a wide range of topics embedded within both fiction and nonfiction excerpts. Over the 10-week course, the reading material covers essential strategies such as locating the main idea and supporting details, what it means to summarize a passage, and identifying an author's style through word choice and point of view. The class also includes several key strategies to identify vocabulary authors use to convey tone and mood. Beyond that, this class instructs readers how to determine themes, find meaning within a poem, and select the meaning of unknown vocabulary words through contextual clues. Whether your goal is preparation for the high school equivalency exam or entrance into college, this class helps students sharpen comprehension skills and become more skilled readers. The class meets two times a week (3 hours a day), and 6 hours a week is mandatory. Students earn five elective credits upon successful completion of all assignments.

TTh 9:00am – 12:00pm

The
HiSET®
exam



Accepted by
employers
and colleges
nationwide.


[Get Started >](#)



GED®

Torrance Adult School now offers the GED® exam. The test consists of four subject areas. Each subject area test costs \$35. Students who wish to enroll can go to GED.com and create a free MyGED® account. Any questions about the GED® test should be directed to (877) 392- 6433. All testing is at the Levy Adult Center, which is located at 3420 W. 229th Place. Students who have not passed a portion of the GED® and wish to schedule a review before re-testing may contact the Hamilton Adult Center for information. 310- 533- 4689 ext. 8400



Math Class Schedules:

General Math Basic A, General Math Basic B, and HSE Math Prep/Algebra 1A meet two times per week, requiring regular attendance.
All classes will be a hybrid of on campus and online.

Math A	Math B	HSE Math Preparation/Algebra1A
MW 9:00am-12:00pm	TTh 9:00am-12:00pm	TTh 9:00am-12:00pm
MW 5:30pm-8:30pm	TTh 5:30pm-8:30pm	TTh 5:30pm-8:30pm

HiSET®

California has approved three tests for the high school equivalency exam: HiSET®, GED®, and TASC. Torrance Adult School now offers the HiSET® exam in a paper-based format. The test consists of five subject areas. For enrolled TAS students, each subject area test costs \$30, or you may purchase the entire test for \$130. For non-enrolled test-takers, each subject area test costs \$45, or you may purchase the whole test for \$199. Free advising and preparation courses are available. For more information, please call the Hamilton office at 310- 533- 4689 ext. 8400. We offer practice tests to determine if you are ready to pass or need additional study preparation. Practice tests are free with enrollment. Call the Hamilton Adult Center for scheduling 310- 533- 4689 ext. 8400





Torrance Adult School offers the HiSET® exam to adult school students at the Levy Center on the following schedule:

Test Date	Test Area	Testing Time	Registration Period
Jan. 18	Science	9:00am	11/30/21 – 1/7/22
Jan. 18	Soc. Studies	11:00am	11/30/21 – 1/7/22
Jan. 19	Math	9:00am	11/30/21 – 1/7/22
Jan. 19	Reading	11:00am	11/30/21 – 1/7/22
Jan. 20	Writing	9:00am	11/30/21 – 1/7/22

Test Date	Test Area	Testing Time	Registration Period
Feb. 15	Science	5:00pm	1/10/22 – 2/4/22
Feb. 15	Soc. Studies	7:00pm	1/10/22 – 2/4/22
Feb. 16	Math	5:00pm	1/10/22 – 2/4/22
Feb. 16	Reading	7:00pm	1/10/22 – 2/4/22
Feb. 17	Writing	5:00pm	1/10/22 – 2/4/22

Test Date	Test Area	Testing Time	Registration Period
Mar. 15	Science	9:00am	2/7/22 – 3/4/22
Mar. 15	Soc. Studies	11:00am	2/7/22 – 3/4/22
Mar. 16	Math	9:00am	2/7/22 – 3/4/22
Mar. 16	Reading	11:00am	2/7/22 – 3/4/22
Mar. 17	Writing	9:00am	2/7/22 – 3/4/22



BEGIN YOUR CAREER!

Pharmacy Technician



A pharmacy technician is a pharmacist's right hand, performing a variety of tasks that facilitate the disbursement of medication to patients. Although you must always work under the direct supervision of a pharmacist, there is quite a bit of responsibility that comes with the job including:

- Counting pills and labeling medication bottles
- Performing administrative tasks (answering phones, operating cash registers, and taking care of insurance billing.)
- Stocking medication and performing pharmacy calculations
- Compounding medications
- Processing prescriptions

One of the best parts about being a pharmacy technician is the versatility in where you work. Although almost all work is done in a pharmacy, it is possible to find employment in retail settings, mail-order pharmacy companies, hospitals, nursing homes, and even larger doctor's offices. Regular 9 to 5 hours are common, though 24-hour pharmacies might also offer weekend, evening, and night shifts.

Program Requirements:

1. High school diploma or GED/HISET
2. Right-to-work in the U.S.
3. ESL Level 5 or higher (For English learners)
4. Clear criminal history

Earn an average of \$21.86 per hour in the Los Angeles-Long Beach-Anaheim, CA region (Source: O-NET).

Schedule: 3-months instruction + 120-hour externship at a local pharmacy!

13%+

Employment
Growth Rate

99%+

Completion
Rate

95%+

Hiring
Rate

PARTNERS: Walgreens, CVS, RxRelief, Fox Drugs, Kovacs-Frey Pharmacy, Pacifica Compounding Pharmacy, and more!

ENROLL AT WWW.TUSD.ORG/TAS
OR CALL (310) 533 - 4689 EXT. 8200

Levy Adult Center 3420 W. 229th Place
Torrance, CA 90505

Fully Accredited by



Career Pathways & Job Training

**All classes are scheduled according to COVID-19 safety guidelines.
More information will be given during registration.**

Are you an ESL or an ASE student?

Do you want job training in a growing industry?

Health Care, Business and Childcare classes are now available.

Contact the Enrollment Center

TAS Enrollment Center at Hamilton Adult School

2606 West 182nd Street, Torrance 90504.

Call: 310- 533-4689 x 8442

Unless otherwise noted, all classes in this section begin the week of January 5, 2022.

No Classes: January 17, MLK, Jr. Birthday, February 11, Lincoln's Birthday,

February 21, Presidents' Day.

No morning classes February 2, 2022 for staff development.

Business Careers

TAS Office Assistant Program Certificate

To be eligible for the TAS Office Assistant Program Certificate, students must complete the following series:

- Word (Levels 1, 2) and MOS Certification
- Excel (Levels 1, 2) and MOS Certification
- Access
- PowerPoint

Students receive a certificate of completion after completing:

- Required course assignments
- Pass simulation tests with a minimum grade of 75%
- Maintain a minimum of 80% attendance

Specific requirements for certification levels, course sequencing, and required competencies are provided at the first class meeting.



Excel for ESL/ASE

Are you looking for a promotion, a new job, or just want to improve your job skills? Take charge and remove the mystery from spreadsheets. Develop or improve the ability to use Microsoft® Excel to plan and manage personal and business needs. In this Excel class, learn how to create charts, worksheets, and use data management tools. Students will learn skills at the Basic and Intermediate levels. This is an English language support class for the CTE class: Microsoft Excel I/II & MOS. *Students must be co-enrolled in the CTE course (\$65) (see page 20).* Textbook required (\$45)– Price not included in course price. Minimum of 80% attendance required.



Book fees \$45

Class fee \$65

12:30pm-1:30pm

Bowyer/Yuan

TWTh

Levy RmK2

ESL Support

Childcare Providers

Childcare Providers 1 & 2 for ESL/ASE

This intermediate/advanced course is for Levels 4 through 6 or anyone interested in learning more English for babysitting or childcare. It is also for students interested in working in daycare centers, preschools, and kindergartens. Students practice good speaking and writing skills for communicating with parents, children, and coworkers on topics including:

- Day-to-day care
- Health and safety
- Writing incident and accident reports
- Stages of development from infants to school-aged children
- Documenting and describing child development
- Cognitive development
- Social-emotional development

Upon completing ESL/ASE for Childcare Providers 1 & 2, students will be prepared to take El Camino College's Child Development courses 103 and 104 to earn an Early Childhood Education Permit.

MW

12:30pm-3:30pm

Hamilton Rm24

Estes-Morrison



Allied Health (Medical)

Medical Terminology/Anatomy for ESL/ASE

January 5-March 24, 2022

This is a highly recommended class for ESL/ASE students who want a career in a healthcare field.

- Learn medical terms, parts of the body, body systems, and common medications
- Learn prefixes and suffixes to help you understand medical vocabulary

Students who successfully complete this course will be able to enroll in Medical Assisting, Pharmacy Technician, and Medical Billing and Coding career training.

\$55

TWTh 1:00pm-4:00pm

Multilevel
Levy Rm15



Medical Billing and Coding for ESL/ASE

March 14-July 22, 2022

Medical Terminology is highly recommended but not required before taking this class. Prepare for a future in medical billing and coding to qualify to work in a physician's office, clinic, or other health care organizations. The number of jobs in this area will continue to grow for many years. You will learn how to:

- Read patient records
- Determine the correct codes for the treatments the patients receive
- Use the correct codes to bill the insurance providers

The textbook and workbook may be purchased in class. Students must maintain a minimum attendance of 85%. Students are responsible for the book fees (\$485) and uniform (\$25). Students must have a Social Security number, a Right to Work permit, and secondary school/high school transcripts before they start their externship. Students are required to purchase HPSO liability insurance for malpractice (\$25) by the end of the class. Upon successful completion of the class, you will receive hands-on experience by completing a 160-hour externship.

\$2099

MTWThF
Levy Rm13

8:30am-12:00pm
Estes-Morrison/Salter

Medical Assisting for ESL/ASE

February 14-July 14, 2022

Medical Terminology is highly recommended but not required before taking this class. In the Medical Assisting program, you will learn how to:

- Help physicians carry out procedures
- Care for patients
- Take patient histories
- Schedule appointments
- Perform simple lab tests
- Administer medications

The textbook and workbook may be purchased in class. Students must maintain a minimum attendance of 85%. A CPR certification class will be given before completion of the classroom portion. Students are responsible for the book fees (\$150) and uniform (\$25). Students must have a Social Security number, a Right to Work permit, and secondary school/high school transcripts before they start their externship. Students will be required to complete a TB clearance, a physical examination, proof of vaccination (immunization card), and to purchase HPSO liability insurance for malpractice (\$25) by the end of Module D. Upon successful completion of the class, you will receive hands-on experience by completing a 160-hour externship.

\$1299

MTWTh
Levy Rm13

12:30pm-4:30pm
Estes-Morrison/Salter

Pharmacy Tech for ESL/ASE

January 5-March 25, 2022

Medical Terminology is highly recommended but not required before taking this class. Prepare to become a pharmacy technician by learning:

- Pharmacology standards
- Ethics
- Pharmacy calculations
- Record keeping and customer service skills

The textbook and workbook may be purchased in class. Students must maintain a minimum attendance of 85%. A CPR certification class will be given before completion of the classroom portion. Students are required to purchase HPSO liability insurance for malpractice (\$25) by the end of the class. Students are responsible for the book fees (\$200), and uniform fees (\$25). Students must have a Social Security number, a Right to Work permit, and secondary school/high school transcripts before they start their externship. Upon successful completion of the class, you will receive hands-on experience by completing a 120- hour externship.

\$799

MTWThF
Levy Rm15

8:30am-12:00pm
Vargas/Wang

ESL Support
F
Levy Rm15

10:00am-12:00pm

Torrance Adult School

TAS

education that works

NEED A JOB?

HEALTHCARE IS GROWING!

Projected growth in employment in CA (2018 - 2028):

- Medical Assistant - 25%+
- Pharmacy Technician - 13%+
- Medical Biller & Coder - 10%+

TRAIN WITH US!

- Gain hands-on experience at local employers
- Obtain your certification and/or license
- Receive job search assistance

ENROLL AT

WWW.TUSD.ORG/TAS

Source: O*NET



STUDENT SUPPORT SERVICES

CAREER WEEK 2022

LEARN ABOUT IN-DEMAND CAREERS
AND HOW YOU CAN GET STARTED!

TUESDAY, MARCH 1ST

Healthcare Careers

WEDNESDAY, MARCH 2ND

Childcare Careers

THURSDAY, MARCH 3RD

Accounting & Office Careers

ZOOM, 12 PM - 1 PM

For RSVP information, please visit the
"Upcoming Events" section at [TUSD.ORG/TAS](https://www.tusd.org/tas)



BEGIN YOUR CAREER!

**Medical Biller
& Coder**

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ESL Winter 2022 Enrollment

TAS Enrollment Center - Hours of Operation
2606 West 182nd Street, Torrance 310-533-4689 X 8400/8442

Enrollment for Winter 2022 begins November 16, 2021
 Hamilton Adult School - (ESL Students)
 By Appointment Only

Session	AM	AFTERNOON	PM Only
Monday	9:00- 12:30	1:00 - 4:00	CLOSED
Tuesday	9:00- 12:30	1:00 - 4:00	4:30 - 8:00
Wednesday	9:00- 12:30	1:00 - 4:00	CLOSED
Thursday	9:00- 12:30	1:00 - 4:00	CLOSED
Friday	CLOSED	CLOSED	CLOSED

November 16, 2021	FIRST DAY to register for classes
November 22-26, 2021	CLOSED – Thanksgiving Holiday
December 20-31, 2021	CLOSED – Winter Break
January 5, 2022	Winter 2022 CLASSES BEGIN
January 17, 2022	CLOSED – Martin Luther King Day
January 21, 2022	ENROLLMENT ENDS-ALL ESL CLASSES
February 11, 2022	CLOSED - Lincoln Day
February 21, 2022	CLOSED - President's Day
March 18, 2022	LAST DAY of Instruction for Winter 2022 classes

How to Enroll:

ENGLISH AS A SECOND LANGUAGE (ESL)

No tuition will be charged to students qualifying for
 the Workforce Innovation and Opportunity Act

By Appointment Only

1. Visit our website www.tusd.org/tas, click on REGISTRATION
2. Complete the online form for English as Second Language
3. The Enrollment Center will contact you within 3 to 5 business days through email to schedule your CASAS test and enroll appointment
 (The process will take approximately 2 hours)

If you have any trouble submitting the online form, please contact (310) 533-4689 x8442

•Childcare is not available during registration and testing



ESL WINTER 2022

**All classes are scheduled according to COVID-19 safety guidelines.
More information will be given during registration.**

ESL classes begin January 5, 2022
No Class: January 17, MLK, Jr. Birthday, February 11, Lincoln's Birthday,
February 21 Presidents' Day.
No morning classes February 2 for staff development.

English as a Second Language

ESL is a basic education program in English for adults whose native language is not English. Classes help students develop needed English language skills to be a productive worker, an effective community member, a supportive family member, and a lifelong learner.

GRIFFITH ADULT CENTER

2291 Washington Avenue

Morning Classes

MTWTh	8:30am-12:00pm	Level 1-2	Room 15	Katsui
MTWTh	8:30am-12:00pm	Level 3	Room 14	Fujii
MTWTh	8:30am-12:30am	Level 4	Room 11	Tan
Daily	8:30am-12:00pm	Level 5	Room 3	Lin
Daily	8:30am-12:00pm	Level 6	Room 8	Murray
MTWTh	8:30am-12:00pm	Level 6 College Transition	Room 16	Staff
MTWTh	8:30am-12:00pm	Level 6 Communication Skills	Room 13	Bellman
F	9:00am-1:00pm	Learn English at Home	Room 2	Hall

Griffith Afternoon Classes

MW	12:30pm-3:15pm	English Grammar - Use It or Lose It Int/Adv	Room 8	Murray
TTh	12:30pm-3:00pm	Let's Talk Conversation Int/Adv	Room 8	Murray
TWTh	12:30pm-4:30pm	Learn English at Home	Room 2	Hall

Griffith Evening Classes

TWTh	6:00pm-9:00pm	Levels 1-2	Room 13	Bellman
TWTh	5:30pm-9:00pm	Levels 3-4	Room 16	Lin
TWTh	6:00pm-9:00pm	Levels 5-6	Room 3	Staff
TWTh	5:00pm-9:00pm	Learn English at Home	Room 2	Hall

HAMILTON ADULT CENTER

2606 West 182nd St.

Morning Classes

MTWTh	8:30am-12:00pm	Level 1-2	Room 8	Bowyer
MTWTh	8:30am-12:00pm	Level 3-4	Room 7	Vargas
MTWTh	8:30am-12:00pm	Level 5-6	Room 5	Tait

Hamilton Afternoon Classes

MW	12:30pm-3:30pm	ESL for Childcare Providers 1 & 2 (ECC 103 support)	Room 24	Estes-Morrison
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LEVY ADULT CENTER 3420 West 229th Pl.

Levy students must complete placement testing and registration at the Hamilton Center

Levy Morning Classes

MTWTh	8:30am-12:30pm	Medical Billing and Coding for ESL	Room 13	Estes-Morrison/ Salter
F	9:00am-11:00am	ESL Support		
MTWTh	8:30am-12:00pm	Pharmacy Tech for ESL	Room 15	Vargas/Wang
F	10:00am-12:00pm	ESL Support		

Levy Afternoon Classes

MTWTh	12:30pm-4:30pm	Medical Assisting for ESL	Room 13	Estes-Morrison/ Salter
F	11:00am-1:00pm	ESL support		
TWTh	1:00pm-4:00pm	Medical Terminology for ESL/ASE	Room 14	Vargas/L.Wang



Conversation, Grammar, and Other Elective Classes

Communication Skills

- Use English to communicate better in everyday situations
- Practice conversation, speaking, and listening skills
- Learn vocabulary, idioms, and expressions
- Meet new people and feel more confident speaking English!

MTWTh 8:30am-12:00pm
Grif Rm13 Bellman



College Transition

Are you a college or career bound student at the advanced level of ESL? This course assists you to transition to COLLEGE and CAREERS through:

- ACADEMIC LISTENING comprehension skills
- Clear speech (oral presentations, PRO-NUNCIATION, intonation)
- Advanced IDIOMS and university level vocabulary
- Formal CONVERSATION skills
- Higher-level reading activities with an emphasis on authentic material
- ADVANCED GRAMMAR
- Writing well-organized, academic paragraphs and essays
- Advanced punctuation skills

Individual assistance from Student Support Services.

MTWTh 8:30am-12:00pm
Level 6 College Transition
Grif Rm16 Staff

ESL for Childcare Providers 1 & 2 (El Camino Community College, CDEV103 support)

This intermediate/advanced course is for students in ESL Levels 4 through 6, or anyone interested in learning more English for babysitting or childcare. It is also for students who are interested in working in day care centers, preschools, and kindergartens. Students practice useful speaking and writing skills for communicating with parents, children, and coworkers on topics including:

- Day to day care
- Health & safety
- Writing incident & accident reports
- Stages of development from infant to school-aged
- Documenting & describing child development
- Cognitive development

Upon completing ESL/ASE for Childcare Providers I/II, students will be prepared to take EL Camino College's Child Development courses 103 and 104 to earn an Early Childhood Education Permit.

MW 12:30pm-3:30pm
Ham Rm24 Estes-Morrison

Let's Talk! English Conversation

It's time to USE the vocabulary and grammar you already know!

- Talk about your life in the United States and practice conversation for REAL LIFE situations
- Learn today's English language, the latest idioms, and slang
- Discuss current news topics

English is the world's language. Make it yours!

TTh 12:30pm-3:00pm Levels 4-6
Grif Rm8 Murray

English Grammar - Use It or Lose It

Are articles awful? Prepositions a problem? Review these and other difficult details of English grammar. Improve your written and spoken English and learn more about the structure of the English language as well as spelling and punctuation rules. Brush up on your grammar in this fun class.

MW 12:30pm-3:15pm Levels 4-6
Grif Rm8 Murray

Citizenship and Distance Learning



ESL Citizenship

- Prepare for the U.S. Citizenship exam
- Study U.S. History & Government, Civics and English
- Learn vocabulary for the NEW N-400 Naturalization Application
- Practice for the oral interview

Study from home using online lessons. Meet once a week for a 15-minute appointment to review your work.

Grif Rm2

Register at the Hamilton Center (See page 9)

T 12:30pm-4:30pm, 5pm-9pm

W 12:30pm-4:30pm, 5pm-9pm

Th 12:30pm-4:30pm

F 9:00am-1:00pm

For information, call 310-533-4689, ext. 8489.

Learn English at Home

(Levels: All)

Study from home using online video lessons. Review your work with a teacher who can answer your questions and check out the next unit of study.

Register at the Hamilton Center. For information call 310-533-4689, ext. 8489.

Grif Rm2

T 12:30pm-4:30pm, 5:00pm-9:00pm

W 12:30pm-4:30pm, 5:00pm-9:00pm

Th 12:30pm-4:30pm, 5:00pm-9:00pm

F 9:00am-1:00pm

For information, call 310-533-4689, ext. 8489.



Volunteers

Volunteers

Would you like to help students from all over the world by giving the gift of your English? Learn techniques to help students learn English as you participate in their classes. Teachers will arrange flexible hours to suit your schedule. Please email delavega.ryan@tusd.org.



BEGIN YOUR CAREER!

Medical Assistant



Medical assistants render service with full respect for the dignity of humanity. They respect confidential information and follow the continuously changing healthcare standards. They are responsible for a variety of administrative and clinical tasks including:

- Helping physicians carry out procedures
- Preparing exam rooms
- Caring for patients
- Taking patient histories
- Scheduling appointments
- Performing simple lab tests
- Administering medications

Medical Assistants may seek employment in a private doctor's office, health care facility like Kaiser or Optum, hospital, laboratory clinic, Red Cross, and home health company. There are many opportunities available for Medical Assistants

Program Requirements:

1. High school diploma or GED/HISET
2. Right-to-work in the U.S.
3. ESL Level 5 or higher (For English learners)

Earn an average of \$17.82 per hour in the Los Angeles-Long Beach-Anaheim, CA region (Source: O-NET).

Schedule: 5-months of instruction + 160-hour externship at a local medical facility!

25%+

Employment
Growth Rate

99%+

Completion
Rate

25%+

Hiring
Rate

PARTNERS: Torrance-Lomita Medical Center, Urgent Care of South Bay, PV Medical Group, South Bay Eye Institute, Western Health Care, and more!

ENROLL AT WWW.TUSD.ORG/TAS
OR CALL (310) 533 - 4689 EXT. 8200

Levy Adult Center 3420 W. 229th Place
Torrance, CA 90505

Fully Accredited by



Career Technical Education

All students must have a high school diploma or high school equivalency certificate by the completion of the CTE program.

In compliance with COVID-19 orders, we are setting up for in-person classes until further notice.

Fee waivers may be available to eligible CalWORKs recipients Workforce Innovation and Opportunity Act tuition waivers may not apply to students in the CTE classes or Medical Programs

**Online Registration Begins on November 16, 2021
WWW.TUSD.ORG/TAS**

Career Education & Allied Health Classes

All classes in this section begin the week of January 3rd, 2022
Classes start January 5th, 2022.

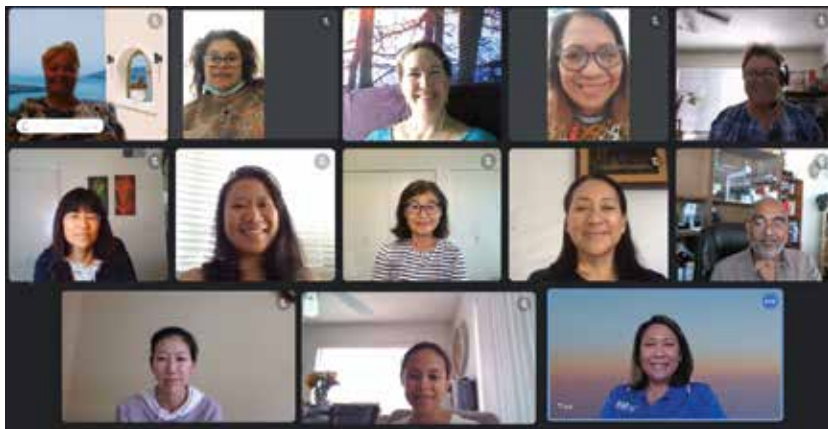
Holidays: January 17th, 2022 Martin Luther King Day,
February 11, 2022 Lincoln Day, February 21, 2022 Presidents day
Late Start - Classes open at 1:00pm: February 2nd, 2022.

Fully Accredited by



Torrance Adult School is accredited by the Western Association of Schools and Colleges Post-Secondary Education (WASC). Accreditation status certifies that Torrance Adult School is a trustworthy institution of learning and validates our academic program's integrity. It supports student learning throughout life.

TAS has now implemented formal certification testing for Microsoft® Office Specialist (MOS) and QuickBooks Certified User (QBCU). For details on these tests, please see the related section of the catalog. Other CTE courses may offer certificates of completion that are awarded based on subject competency demonstrated through class participation, quizzes, projects, tests, presentations, practicums, possible externships, as well as attendance and class assignment requirements. Specific requirements for certificate levels, course sequencing, and required competencies will be provided at the first class meeting. Note: Some courses require more than a single term to meet all certificate requirements and to complete the training programs. For information on Career Technical Education Pathways and industry requirements, visit our website: WWW.TUSD.ORG/TAS and select the Career Technical Education section.



Questions? 310-533-4689

CAREER TECHNICAL EDUCATION

TAS Office Assistant Program Certificate

To be eligible for the TAS Office Assistant Program Certificate, students must complete the following series:

- Word (Levels 1, 2) and MOS Certification
- Excel (Levels 1, 2) and MOS Certification
- Access
- PowerPoint

Students receive a certificate of completion after completing:

- Required course assignments
- Pass simulation tests with a minimum grade of 75%
- Maintain a minimum of 80% attendance

Specific requirements for certification levels, course sequencing, and required competencies will be provided at the first class meeting.

TAS Business and Finance Program Certificate

To be eligible for the TAS Business and Finance Program Certificate, students must complete the following series:

- Accounting I
- Accounting II
- QuickBooks Desktop or QuickBooks Online
- Excel (Levels 1, 2) and MOS Certification.

Students receive a certificate of completion after completing:

- Required course assignments
- Pass simulation tests with a minimum grade of 75%
- Maintain a minimum of 80% attendance

Specific requirements for certification levels, course sequencing, and required competencies will be provided at the first class meeting.

Microsoft® Office Courses

Microsoft® Office Courses

No Classes: Martin Luther King day-January 17, Lincoln Day-February 11, Presidents Day-February 21, 2022

Staff Development: February 2, 2022

(Morning classes will not meet from 8:00am-12:30pm)

Today, employers want job seekers to have experience using Microsoft® Office Applications. Our office application courses are designed to prepare students to use and master these popular business programs. 21st century occupations require select skills including Excel, Word, Access, and PowerPoint. Students receive a certificate of completion for each individual course by completing required assignments, tests, and simulations with a minimum average grade of 75% and maintain a minimum of 80% attendance. In addition, students are able to take the Microsoft® Office Specialist Certification exams for the following MS Office courses: Excel and Word. Students currently enrolled have access to practice tests and also have an opportunity to take the official certification test. Note: Some courses require more than a single term to meet all certification requirements and to complete the training programs.

Microsoft Word course will not be offered in the winter.

The next planned course date will be on March 21, 2022

Microsoft Excel I/II & MOS

Are you looking for a promotion, a new job, or just want to improve your job skills? Take charge and remove the mystery out of spreadsheets. Develop or improve the ability to use Microsoft® Excel to plan and manage personal and business needs. In this Excel class, learn how to create charts, worksheets, and use data management tools. Learn how to take these job skills and apply them to other fun activities such as making a yard sale price list, potluck sign-in sheet, a cookie sale organization a list, and much

more. Students will learn skills at the Basic (1) and Intermediate (2) levels upon completion. Qualified students have the opportunity to take the Microsoft Office Specialist exam. The Microsoft® Office Specialist Exam is an industry test that gives students an advantage in a competitive job market. Students passing this industry exam demonstrate high proficiency in Microsoft® Excel. Textbook required – Price not included in course price. Minimum of 80% attendance required. **Textbook information is provided in the first class session.**

Course Fee - \$65

Exam Fee-\$85

TTh 8:30am-11:30am Levy RmK2
Staff Section 40311202

MW 6:00pm-9:00pm Levy RmK2
Staff Section 40311222

Technology Training for Work and School

Session 1: January 5, 2022 –February 2, 2022

Session 2: February 9, 2022-March 16, 2022

This course provides information technology literacy and basic skills training. Students will improve their typing skills, speed and have a basic understanding of Email Etiquette. The teacher will introduce students to the Microsoft Office suite, such as Microsoft Word, the word processing application software to create, save, edit, format, and print text-based. Microsoft Excel, the spreadsheet application software to organize data in columns and rows, calculates numerical data, displays data in various forms, speeds the process of changing and updating data efficiently. Microsoft PowerPoint (a built-in presentation graphics application software to create multimedia presentations for multiple functions). There are plenty of exercises and activities in this course. For example, to process the various business documents, analyze business/ personal/ financial data in a table format, and introduce the slide show concepts. Upon completing the training, students will have an opportunity to further their understanding by taking Microsoft Office.

		Course Fee - \$25
MW	1:00pm-3:00pm	Levy RmK2
Yuan		
Session-1		Section 40900212
Session-2		Section 40900242



Microsoft® Access

Information management has become a vital tool in the work field. Managing and analyzing the massive amounts of information into a readable and comprehensive report is the key to success. How can you accomplish this difficult, yet, very important task? The skills taught in this course help you and your organization design and manage a database. The objective of this course is to provide you with the fundamental understanding of Microsoft® Access, including the skills needed to create and maintain a database, design forms and reports, and create queries where you can extract relevant data that will help you analyze the data you are maintaining. Students passing this industry test will be able to provide employers proof of proficiency in Microsoft Access. Textbook required – Price not included in course price. Minimum of 80% attendance required. **Textbook information is provided in the first class session.**

		Course Fee - \$65
		Exam Fee-\$90
Th	12:30pm-4:00pm	Grif Rm6
Staff		Section 40070012



Microsoft® PowerPoint

Visual presentation has become an ever increasing prominent component in the work field. How can you create presentations that have the greatest impact on your audience? The skills taught in this course will help individuals of various job positions, such as managers, trainers, salespersons, and others to present information in a way that will convey your objective to your audience. Students will be introduced to public speaking skills that will help them become a natural presenter. Let's have some fun! Learn how to take these job skills and apply them to other fun activities such as a family reunion photo book, recipe book, etc. After the completion of the course, students will be allowed to enroll in the Microsoft® Office Specialist Test Prep Course. Enrolled students who are placed at MOS Level will be placed in a MOS prep course and will be provided access to Microsoft Office Specialist Exam training. The Microsoft Office Specialist exam is an industry test that gives students an advantage in a competitive job market. Students who pass this industry exam satisfy the Microsoft PowerPoint proficiency necessary for many business office positions. Students passing this industry test will be able to provide employers proof of proficiency in Microsoft PowerPoint. Textbook required – Price not included in course price. Minimum of 80% attendance required. **Textbook information is provided in the first class session.**

		Course Fee - \$65
		Exam Fee-\$90
T	12:30pm-4:00pm	Grif Rm6
Staff		Section 40050012



Business Finance and Accounting

No Classes: Martin Luther King day-January 17, Lincoln Day-February 11, Presidents Day-February 21, 2022

Staff Development: February 2, 2022

(Morning classes will not meet from 8:00am-12:30pm)

Accounting I

(Hybrid Class-combination of classroom and online instructions)

This class is the new approach to accounting basics. Students will progress through the accounting cycle in the same order as a typical business, gaining a real-world understanding of the cycle and the actions associated with each step. This course provides a balance of theory and practical application to create a unique approach to learning and provide a big picture view of real-world experiences using realistic case studies. Learning is reinforced with practice sets, progressive exercises, and projects.

Course Fee - \$65

Accounting II

(Hybrid Class-combination of classroom and online instructions)

Required: Certificate for Accounting I or work background in bookkeeping/accounting and basic Excel. This class offers a sequential progression of material for Accounting in the Excel environment and introduces the accounting

principles in a logical sequence. Excel topics are introduced with the accounting principle to which they are most relevant through real- world projects. Topics include Financial Statement Analysis, Inventory Costing, Bank Reconciliation, and Depreciation Schedule. Payroll, Amortization, Budgeting and Cost Analysis

Course Fee - \$65

This includes access to online curriculum. Minimum of 80% Attendance Required. **Textbook information is provided in the first class session. Textbook price not included in course price.**

Mon & Wed Accounting 1-2

12:00pm-3:00pm

Levy Rm8

12:00pm-3:00pm

Live Stream/Online

Staff

Section 40817212

Mon & Wed-Accounting 1-2

6:00pm-9:00pm

Levy Rm8

6:00pm-9:00pm

Live Stream/Online

Staff

Section 40817222

QuickBooks



QuickBooks Online

(Hybrid Class-combination of classroom and online instructions)

Required: Certificate for Accounting I or work background in bookkeeping/ accounting. QuickBooks is one of the core course requirements for the Business and Finance Program Certificate (see page 20). Are you interested in conducting computerized accounting from any device that is connected to the Internet? Then this course is for you! QuickBooks Online students meet in the classroom and apply and learn the practical application of the fundamentals of accounting using a cloud based version of QuickBooks. This program manages the business operations of small businesses and fulfills fiduciary responsibilities from an accounting, tax, and recordkeeping perspective. 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 Online, adjusting and closing the books, and payroll. Qualified students have the opportunity to take the QuickBooks Certified User (QBCU) exam.

Course Fee - \$65

(QBCU) exam Fee\$95

This includes access to online curriculum, practice test software. Minimum of 80% Attendance Required. **Textbook information is provided in the first class session**

Textbook price not included in course price.

TTh 12:00pm-3:00pm

Levy Rm8

TTh 12:00pm-3:00pm

Live Stream/Online

Staff

Section 40835212



QuickBooks Desktop

(Hybrid Class-combination of classroom and online instructions)

Required: Certificate for Accounting I or work background in bookkeeping/accounting. QuickBooks is one of the core course requirements for the Business and Finance Program Certificate (see page 20). QuickBooks is a practical application of the fundamentals of accounting and uses the computerized accounting software QuickBooks (desktop version). This program manages the business operations of small businesses and fulfills fiduciary responsibilities from an accounting, tax, and record-keeping perspective. Topics include sales process, managing expenses, bank reconciliation and transactions, financial reporting, customizing QuickBooks Desktop, inventory, time and billing, payroll setup and processing, company set up, adjustments and year-end procedures. Qualified students have the opportunity to take the QuickBooks Certified User (QBCU) exam.

Course Fee - \$65
(QBCU) exam Fee\$95

This includes access to online curriculum, practice test software. Minimum of 80% Attendance Required. Textbook information is provided in the first class session. **Textbook price not included in course price.**

Tues & Thurs -QuickBooks Desktop

6:00pm-9:00pm

Levy Rm8

6:00pm-9:00pm

Live Stream/Online

Staff

Section 40830222

Business & Finance Certification Review (Open Entry-Open Exit (OE2))

Class available anytime, a combination of classroom and online instructions with access to all lessons and materials electronically at any time from any location. Students learn through a series of online materials, recorded videos, and assignments. Required: Certificate of Completion for QuickBooks Desktop or QuickBooks Online or current/prior QuickBooks experience. Do you want to train at your own pace and time? Do you want to gain control of your time with family, school & work? Do you want to validate your technology skills and knowledge? Become a QuickBooks Certified User (QBCU). This class is to prepare you for industry certification. The key benefits of an industry certification are to validate your knowledge and skills for a position in a highly technical office environment, demonstrate your skills in a tangible, measurable way, and position yourselves as a credible job candidate to employers. Qualified students have the opportunity to take the QuickBooks Certified User (QBCU) exam.

Course Fee - \$65
(QBCU) exam Fee\$95

This includes access to online curriculum, practice test software. Minimum of 80% Attendance Required. **No textbook required.**

Fri-Business & Finance Certification Review

9:00am-12:00pm

Levy Rm8

9:00am-12:00pm

Live Stream/Online

Staff

Section 40825202

Fri-Business & Finance Certification Review

12:00pm-3:00pm

Levy Rm8

12:00pm-3:00pm

Live Stream/Online

Staff

Section 40825212

Medical Support Career Courses: Medical Terminology * Medical Assistant Medical Billing/Coding * Pharmacy Technician

**In compliance with COVID-19 orders,
all classes are online until further notice.**

Career Technical Education & Allied Health Classes

Unless otherwise noted, all classes in this section begin January 5, 2022

The Occupational Outlook Handbook identifies Allied Health Careers among the employment sectors that will have the greatest growth over the next ten years. Start now to prepare for a rewarding career in Allied Health! Medical Terminology is the foundation course-preparing students for their chosen health occupations pathway. Computer competency is a job skill that employers look for when hiring new health care employees. Students should become proficient in keyboarding, be able to use Microsoft® Word and Excel for job related tasks, as well as have basic computer skills for the health profession. All Allied Health training applicants need to have a high school equivalency exam or high school diploma or be enrolled in a program to complete the necessary course work required. Proof of either high school equivalency exam or high school diploma will be required if students take a state or national certification exam after completing the course, as well as proof of a live scan. Students should complete the Hepatitis B series of inoculations.



Torrance Adult School is accredited by the Western Association of Schools and Colleges Post-Secondary Education (WASC). Accreditation status certifies that Torrance Adult School is a trustworthy institution of learning and validates our academic program's integrity. It supports student learning throughout life.

Medical Terminology / Anatomy (Hybrid)

January 5, 2022 through March 24, 2022

This foundational health care occupations course is recommended for everyone planning on a career in the healthcare field. Prepare for a career in health by learning the "Language of Medicine" and Anatomy, which are foundational courses for all medical support occupations. You will discover prefixes, suffixes, and combining forms that are medical and pharmaceutical terms. Discover body systems and the identifying terms. Textbook cost is subject to publisher pricing and must be purchased on your own. This information will be provided at first class meeting. NOTE: This is a highly recommended class for students who want a career in a healthcare field.

\$55

TWTh 1:00pm-4:00pm Levy Rm15
Wang Section 50200212

Medical Assisting (Online and Hybrid)

February 14, 2022 through July 14, 2022

For completion of the Medical Assistant course, you will need to complete a 20-week classroom program along with 160 hours of externship working in a medical office. The responsibilities of a Medical Assistant (MA) helps physicians carry out procedures, care for patients, take histories, schedule appointments, perform simple lab tests, and administer medications. This course combines 4, 5-week educational modules of classroom/skills, lab training/ electronic health records with an additional 160-hour externship for more hands-on practice at an outpatient facility. Students are required to complete an assumption of risk form, prepare a resume, and provide immunization records, a physical exam, and TB testing in order to qualify for some externship positions. Students who have medical or other issues that may affect their participation or require accommodations must notify the instructor and the Career Education Office prior to registering for classes. Students must maintain a minimum attendance of 85% in order to meet the classroom attendance requirement. The textbook and workbook will be purchased on your own. The cost is subject to the publisher's pricing. This information is provided at the first class meeting with the course syllabus. NOTE: Medical Terminology is highly recommended, but not required, before taking this class.

\$1,299

MTWTh 12:30pm-4:30pm Levy Rm13
Salter Section 50400212

Who Cares?

If pharmacy technician are Certified

Patients care.

Choose PTCB



Pharmacy Technician (Online and Hybrid)

January 5, 2022 through March 25, 2022

Prepare to become an entry-level pharmacy technician by learning concepts of pharmacology, standards, ethics, pharmacy calculations, record keeping, and customer service. After the successful completion of the course, students receive hands-on experience while completing a 120-hour externship. Upon completion of all requirements, you will receive both an affidavit as proof of completion, as required by the state, and a TAS Certificate of Completion. Employers recommend keyboarding skills for all pharmacy technician students. Textbooks for this course are subject to the publisher's pricing and must be purchased on your own. Students must maintain a minimum attendance of 85% in order to meet the state minimum classroom-training requirement. NOTE: Medical Terminology is highly recommended, but not required, before taking this class.

\$799

MTWThF 8:30am-12:00pm Levy Rm15
Wang Section 50600202

All allied health program students are required to wear a school uniform with the school logo on it. The cost for each set is \$30.00. Students will need to purchase student liability insurance for the duration of their program. The cost is \$25.00. Students must also obtain a valid CPR card before their externship begins. The instructor will provide students with all necessary information on the first meeting of class.

Medical Billing and Coding (Online and Hybrid)

March 14, 2022 through July 22, 2022

Prepare for a future in medical billing and coding and qualify for a job working in a physician's office, clinic, billing company, and many other health care organizations. The number of jobs in this area is expanding and will continue to grow for many years to come. You'll be prepared to take the national certification exam with the AAPC and the Billing Specialists exam with NHA. After successfully completing the classroom portion, you will then be placed on a 160-hour externship for hands-on experience with a billing company or outpatient clinic. The textbook and workbooks are purchased on your own. The cost is subject to the publisher's pricing. This information will be given on the first day of class. Be sure to register early to save a place in this popular course. NOTE: Medical Terminology is highly recommended, but not required, before taking this class.

\$2,099

MTWThF

8:30am-12:00pm

Levy Rm13

Salter

Section 50010202

Community Education and Interests

All classes will be offered in compliance with TUSD and the LA County Department of Public Health Safety Protocols.

Community Education and Interest classes are fully funded by student fees. ENROLL EARLY to assure your class is offered. Classes not meeting minimum enrollments will be canceled prior to the first class session.

Online Registration Begins November 16, 2021 @ WWW.TUSD.ORG/TAS

**Unless otherwise noted, all classes in this section begin the week of
January 5-March 18, 2022.**

No class January 17, February 11, and 21, 2022.

Parent/Child Education

Parenting classes offer great learning activities where parents and children learn and play together.

Adults come to class with their children. The parent, or other adult, attending the parenting classes with a child is the student.

When completing registration forms, the information should be about the ADULT student.

Registration must indicate ADULT name and ADULT birthday of the ADULT coming to class.

Register Now - Don't Wait!

Parent/Child Music & Movement

(Adult comes with child)

Session A~Jan 5-Feb 2

Session B~Feb 9-Mar 9

This class includes music and movement activities using various instruments and other accessories. Additionally, the parent and child engage in art time and outside playtime specifically designed to encourage curiosity and interest. This class promotes listening skills, following directions, and body awareness.

9-24 months

Mosley	Ham Rm1
W	9:30am-11:00am
Session A	Section 21726102A \$79
Session B	Section 21726102B \$79

18-36 months

Mosley	Ham Rm1
W	11:15am-12:45pm
Session A	Section 21725102A \$79
Session B	Section 21725102B \$79

**Be Your Child's
Best Teacher**



Arts and Crafts

Community Education and Interest classes are fully funded by student fees.
ENROLL EARLY to assure your class is offered. Classes not meeting minimum enrollments will be canceled prior to the first class session.

Decorative Painting

Session A~Jan 13-Feb 3

Session B~Feb 17-Mar 10

Learn this popular painting technique that shades, highlights, and blends all in one stroke of your brush. Paint gifts for family and friends or something special for your home. With this fun, quick, and easy technique, you can paint on glass, wood, tin, fabric, furniture and even on walls. You don't have to be an artist, and it's for people of all ages. (Fee does NOT include materials)

Numamoto	Levy	Rm6
Th	10:30am-12:30pm	
Session A	Section 20030202A	\$64
Session B	Section 20030202B	\$64

Numamoto	Levy	Rm6
Th	1:00pm-3:00pm	
Session A	Section 20030212A	\$64
Session B	Section 20030212B	\$64



Personal Finance

Community Education and Interest classes are fully funded by student fees.
ENROLL EARLY to assure your class is offered. Classes not meeting minimum enrollments will be canceled prior to the first class session.

Social Security

Mar 1

Choosing when and how to claim Social Security benefits is one of the biggest financial decisions Boomers face today. Failing to use the right strategy can cost you a lot of money in unclaimed Social Security income over your lifetime and potentially put your surviving spouse at financial risk. Join us in this informative class where we will explore the ways in which you can maximize your benefits. Gain the knowledge necessary to make an educated and confident election decision.

T	6:30pm-8:30pm	Grif	Rm9
Rakness	Section 21950022		\$35

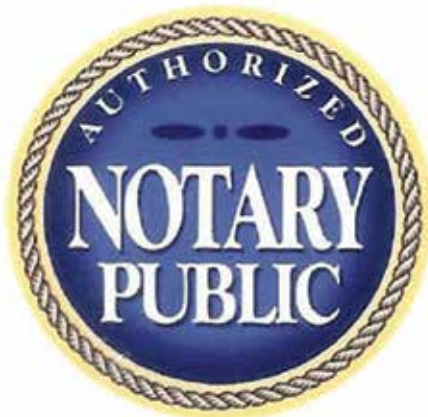


Maximizing Retirement Income

Feb 1

This informative and educational class helps you to gain insight to maximize your income in retirement. Find out if you can retire comfortably and do the things you want. We will discuss how to protect your retirement income, ways to prevent you from outliving your money, and the allocation of your investments for maximum income with safety. We will also examine when to apply for Social Security benefits as well as various investment options including stocks, bonds, mutual funds, annuities, and real estate. If you are recently retired or contemplating retirement soon, this class is a must!

T	6:30pm-9:00pm	Grif	Rm9
Rakness	Section 21942022		\$39



Notary Public Course

Jan 18

California needs additional professional notaries! This class provides the new, or previously commissioned, Notary Public with the education and skills to pass the state examination, detect fraud, and be successful in a new career. There is a growing need for Notaries Public in the expanding financial, real estate, business, and law professions. The State Certification test will be given immediately following this class. Bring a separate \$40 check or money order (no cash or credit card) payable to the Secretary of State, a 2" x 2" color passport photo, a #2 pencil, and a sack lunch. California driver's license or identification card required.

T	8:00am-4:00pm	Levy	Rm2
Peavyhouse	Section 21920202		\$135

Retirement Planning Today

Feb 17 & Feb 24

Learn how to avoid the 10 biggest retirement planning mistakes! Discover how to save money on taxes, manage investment risk in your portfolio, learn how to maximize your benefits when filing for Social Security, and protect your assets from long-term health-care expenses. Above all, this course shows you how to assess your financial situation and develop a personalized plan to achieve your retirement goals. Whether you plan to retire 10 years from now, or have just recently retired, the valuable information you'll learn in this class can deliver rewards throughout your lifetime. By registering for this class you are authorizing TAS to provide your name and email address to FMT Solution, LLC for the specific purpose of obtaining the e-book for this class. FMT Solutions, LLC will email to you the link to download the e-book. Please note: The security of this e-book will only allow you to download the book once. Fee includes e-book.

Th	6:00pm-8:00pm	Online
Takahashi	Section 21940022	\$64

Real Estate Investing from A to Z

Feb 24 & Mar 3

Join experienced real estate investor and mortgage broker Athena Paquette for this 3-hour intensive and riveting class on how YOU can create passive income with real estate investing. Topics covered include investing for fast equity, investing with ZERO money out of your pocket, investing out of state and which states are right, small units and big units, flipping, using OPM and more. Real current deals are used as examples. This class changes every time, so repeat students are welcome. Includes 100-page workbook. Ideal for beginning and experienced investors.

Th	6:00pm-7:30pm	Online
Paquette	Section 21930022	\$39



Taxes in Retirement

Feb 9

Learn how to generate tax-free income by using overlooked tax tips per IRS guidelines. With the new CARES ACT & SECURE ACT, there will never be a more cost-effective time to leverage your current assets into tax-free assets such as LIRPS or Roth IRAs. As you move your tax-deferred funds to a tax-free territory, you reduce the impact of future tax hikes on your retirement savings. How will our Government continue to fund Social Security, Medicare, Defense, and pay interest on our 25 trillion-dollar debt? Increase our taxes. In addition, accounts like 401Ks, 403bs, IRAs, and those who have an inheritance are easy targets.

W	6:00pm-8:00pm	Grif	Rm1
Basile	Section 21941022		\$39



Music

Community Education and Interest classes are fully funded by student fees.
ENROLL EARLY to assure your class is offered. Classes not meeting minimum enrollments will be canceled prior to the first class session.

Learning to Play the Guitar

Jan 10-Mar 14

Beginners learn basic techniques and simple songs. Intermediate students focus on more advanced techniques and apply them to songs. Students must furnish their own guitar to participate in class.

M	7:30pm-9:00pm	Grif Rm9
Ellis	Section 21520022	\$89



Learning to Play the Ukulele

M class: Jan 10-Mar 14

W class: Jan 12-Feb 16

Please select correct section # when enrolling. The ukulele is an instrument beloved by those who enjoy Hawaiian music. Students, in this course, learn simple chords, strums, and plucking patterns. The techniques will be applied to fun, simple songs. All students must bring their own "tunable" ukulele. Only soprano, concert, or tenor size is allowed to participate in the class.

M	6:00pm-7:30pm	Grif Rm9
Ellis	Section 21530022	\$89

W	7:00pm-8:30pm	Grif Rm7
Chang	Section 21530052	\$69

Physical Fitness/Wellness

Community Education and Interest classes are fully funded by student fees.
ENROLL EARLY to assure your class is offered. Classes not meeting minimum enrollments will be canceled prior to the first class session.

Yawn Chi - Get Your Yawn On & Find Your Breath

Mar 8 & 15

Yawn Chi is a program that uses yawning to produce your own breathing rhythm in conjunction with light stretching and contracting exercises to restore your energy. This exercise stimulates Chi to reduce stress. At the end of each class we spend 10- 20 minutes in a meditation practice of quieting the mind.

T	6:30pm-7:30pm	Grif Rm7
Rosaire	Section 22350022	\$39



Aerobic Exercise - Over 40 Shape-Up

MW class: Jan 10-Mar 16

T class: Jan 11-Mar 15

No matter what shape you are in now, this is the place to improve your fitness level, stamina, strength, and muscle tone. Wear comfortable clothing and bring a mat or towel.

Entrance on Talisman Street. *please select correct session # when enrolling.

MW	5:00pm-6:00pm	Jefferson Gymnasium
Rock	Section 22110722	\$74

T	5:30pm-6:30pm	Jefferson Gymnasium
Rock	Section 22110752	\$49

Save your seat!

Online registration for

Community Education & Interest begins

November 16, 2021

WWW.TUSD.ORG/TAS

POUND Rockout Workout

Jan 11-Mar 15

Sweat, sculpt, & ROCK in this 60-minute jam session inspired by the infectious and energizing fun of playing drums. You become the music in this full-body workout that combines cardio, conditioning, and strength training with Yoga and Pilates-inspired movements. Designed for all fitness levels, this class provides the perfect atmosphere for letting loose, getting energized, toning up, and rockin' out!

T	7:00pm-8:00pm	Levy Multipurpose
Karowski	Section 22180222	\$79



Get Fit Fast

Session A~Jan 11-Feb 10

Session B~Feb 15-Mar 17

This individualized fitness program is designed to assist students in understanding how to assess their own personal muscular weaknesses, provide exercises and movements for their personal strengthening, use their own body weight, (no equipment or apparatus necessary), and "tweak" movements for their particular needs. Students also learn how to adjust movements from beginning to intermediate and intermediate to advance. A certified personal trainer, with over 22 years of experience, teaches the class.

P. Valentine	Levy Multipurpose
TTh	9:00am-10:00am
Session A	Section 22131232A \$69
Session B	Section 22131232B \$69



Low-Impact Aerobics

Session A~ Jan 10-Feb 9

Session B~ Feb 14-Mar 16

This low-impact aerobics class emphasizes a warm-up, light aerobics, stretching, balance, and strength building. Exercises are done standing and seated with some floor work. Students should be able to stand and sit without assistance. Bring a mat and weights.

L. Valentine	Levy Multipurpose
MW	8:00am-9:00am
Session A	Section 22111202A \$69
Session B	Section 22111202B \$69

MW	9:05am-10:05am
Session A	Section 22111232A \$69
Session B	Section 22111232B \$69

MW	10:10am-11:10am
Session A	Section 22111262A \$69
Session B	Section 22111262B \$69



Muscle Strengthening

Session A~ Jan 10-Feb 9

Session B~ Feb 14-Mar 16

Learn safe and proper techniques for upper and lower body strengthening. Improve posture, strengthen the back, assist with balance, and avoid bone loss. Students use free weights, elastic bands, and other equipment to enhance strength building. A chair aerobic routine is included.

L.Valentine	Levy Multipurpose
MW	11:15am-12:15pm
Session A	Section 22123202A \$69
Session B	Section 22123202B \$69



Cardio Salsa! Beginning

Jan 14-Mar 18

Cardio + Salsa + Merengue + Line dancing = fun, fun! Learn the popular dances in the Latin beat. Add Line dancing and Swing and you have a dynamic cardio workout! Stretching and cool down exercises are included. Wear comfortable shoes for dancing.

F 11:10am-12:10pm Ken Miller Ctr
Gutierrez Section 22121102 \$55

Cardio Salsa! Intermediate

Jan 14-Mar 18

Engage in an aerobic workout while learning new dance steps and routines for physical fitness and performance. Learn the latest Latin dances: Salsa, Cha-Cha, Merengue, and Bachata. Update your Western line-dance routines, Swing, and Ballroom dance steps. This class is for those who have taken beginning Cardio Salsa or who have some experience in Latin or ballroom dance. Partners are not necessary. Warm-up and cool-down stretches are included. Wear comfortable shoes for dancing.

F 9:30am-11:00am Ken Miller Ctr
Gutierrez Section 22122102 \$79



T'ai Chi-Qi Gong

Beginning

Jan 10-Mar 14

Increase your strength, endurance, balance, and stress resilience. Learn various ancient Chinese Qi Gong exercises and the first part of the T'ai Chi Chu'an 24 short form. Students must be able to stand throughout the class. Wear athletic shoes with a low grip.

M 1:00pm-2:30pm Levy Multipurpose
Guillermo Section 22310212 \$59

T'ai Chi-Qi Gong

Intermediate

Jan 13-Mar 10

The Intermediate class is open to students who have taken the beginning class and are interested in continuing their practice of Qi Gong and the T'ai Chi Chu'an Short Form. The class is designed to improve strength, balance, focus, and relaxation. Students are supported in cultivating life force energy and increasing the flow of "chi" throughout the body. New postures will be added to the Yang Style Long Form sequence. Previously learned postures will be refined and reviewed. Students will be standing throughout the class. Wear low-grip shoes.

Th 11:00am-12:00pm Levy Multipurpose
Guillermo Section 22321202 \$59

T'ai Chi-Qi Gong

Advanced

Jan 13-Mar 10

The Advanced class is for students who have completed the Intermediate class and are interested in mastering various forms of Yang Style T'ai Chi Chu'an and continuing their Qi Gong practice. Students will be supported in deepening their skills in cultivating life force energy and increasing the flow of "chi" throughout the body. Attention will be given to continuous refinement of the Yang Style Short Form, Long Form, and Fast Forms.

Th 1:00pm-2:00pm Levy Multipurpose
Guillermo Section 22322212 \$59

Restorative Yoga & Stretch for Beginners

Jan 12-Mar 16

A deeply relaxing and revitalizing practice that encourages rest and resets the body, mind and spirit while stretching. Designed to increase flexibility, posture and strength. The instructor has a California Physical Fitness teaching credential from UCLA. Students must bring their own yoga mat to class. No props.

W	4:30pm-5:15pm	Levy RmMusic
Eichel	Section 22443222	\$89

W	5:30pm-6:15pm	Levy RmMusic
Eichel	Section 22443252	\$89



Yoga-2

Jan 10-Mar 16

This class is for students who have had previous training in yoga. It includes a progression of classic positions that may increase in difficulty to develop strength, stamina, and flexibility. Relaxation and breathing techniques are included. Students must bring their own yoga mat to class. *** This class is offered in collaboration with the City of Torrance Parks and Recreation Community Services

MW	9:45am-10:45am	***El Retiro
Wulff	Section 22431512	\$104

Chair Yoga

Session A~Jan 11-Feb10

Session B~Feb 15-Mar 17

Get the benefits of yoga in a class designed just for you. Yoga fitness exercises are adapted to seated chair positions. Breathing, stretching, and relaxation, techniques are included. Gain greater flexibility, strength, and confidence from this new approach to the ancient science of yoga. The class contains primarily seated exercises. Standing exercises are optional.

Eichel	Levy RmMusic
TTh	10:00am-10:45am
Session A	Section 22420202A \$89
Session B	Section 22420202B \$89

We offer Yoga classes designed to fit the needs of students at various levels. The Chair Yoga classes are for those who need the stretching and strengthening but do not want a floor exercise. Bring your own mat.

Languages

ENROLL EARLY to assure your class is offered. Classes not meeting minimum enrollments will be canceled prior to the first class session.

Beginning Japanese

T class ~ Jan 18-Mar 15

Th class ~ Jan 20-Mar 17

This course is designed to cover speaking and listening Japanese skills. Some basic reading and writing skills will also be taught. Students will enjoy learning about the Japanese culture as well as making new friends while developing fundamental skills in both spoken and written modern Japanese.

T	11:00am-12:30pm	Levy Rm6
Kon	Section 21350202	\$89

Th	6:00pm-7:30pm	Levy Rm3
Kon	Section 21350222	\$89



Save your seat!
Online registration for
Community Education & Interest begins
November 16, 2021
WWW.TUSD.ORG/TAS

Special Interest

Community Education and Interest classes are fully funded by student fees.
ENROLL EARLY to assure your class is offered. Classes not meeting minimum enrollments will be canceled prior to the first class session.

Floral Design

Basic/Advanced

Tuesday class~Jan 11-Mar 15

Wednesday class~Jan 12-Mar 16

Thursday class~Jan 13-Mar 17

Students bring one or two dozen Roses to the first day of class. Teacher will provide the container & greens if needed. Bring stem cutters and a bucket for flowers. Students will learn to make each week's arrangement in a step-by-step demonstration. Advanced students will add to their arrangements with skills previously developed and their imagination. Students will also learn how to clean & preserve flowers & greens.

Students will also learn how to make corsages and boutonnières.

T	8:30am-11:00am	Ham	Rm12
Staff	Section 20911102		\$169
T	11:30am-2:00pm	Ham	Rm12
Staff	Section 20911162		\$169
Th	8:30am-11:00am	Ham	Rm12
Staff	Section 20911132		\$169
Th	11:30am-2:00pm	Ham	Rm12
Staff	Section 20911192		\$169
W	6:00pm-8:30pm	Ham	Rm12
Staff	Section 20911122		\$169



Write Your Life Story

Jan 7-Mar 11

Celebrities do it. Politicians do it. Why don't you? Write the story only you know. Neither good grammar nor writing experience is necessary; memories are what count. Help preserve history by creating a family treasure. The experienced teacher makes the class fun.

F	9:30am-11:30am	Levy	Multipurpose
Willen	Section 23040202		\$89



Antiques and Collectibles

Jan 11-Mar 15

Learn to identify and appraise a variety of antiques and collectibles. Dos and don'ts of buying, researching "finds," and marketing them will be included in this ongoing class.

T	10:00am-11:00am	Online/Zoom
Strumpf	Section 23010202	\$79

Handweaving on a Loom

Jan 11-Mar 1

Learn to make a one-of-a-kind scarf or fabric heirloom table linen, coverlet, or rug. Beginning to advanced students are welcome.

Flemming	Griff	Rm5
T	10:00am-12:00pm	
Section 20050002		\$125
T	2:00pm-4:00pm	
Section 20050012		\$125

Ma Jong Beginner (National Standard)

Jan 10-Mar 14

Ma Jong is a traditional tile-based Chinese game that has been played in China since the mid-9th century. Ma Jong is a great game to keep the mind sharp and is often recommended for older adults as a way to help maximize brain health. Students in this class will learn the rules of the game step-by-step and will also have time to play Ma Jong in order to use their new-found skills!

M	7:00pm-8:00pm	Levy	Rm1
Hsieh	Section 23000222		\$55



South Bay Community History

Jan 24-Feb 14

Explore the history of our beloved South Bay. This course takes an intriguing look into the development of our South Bay community and the historical experiences that shaped our neighborhoods. Video clips, facts and shared memories will make this a course you won't want to miss.

M	6:30pm-8:00pm	Levy	Rm2
Leanos	Section 23130222		\$79

Beginning Screenplay Writing

Jan 25-Feb 22

Beginning Screenplay Writing is a short term course that intends to be practical, experiential, and motivational for building an original screenplay. This class is for beginners and advanced students of screenplay writing. This class facilitates a creative journey of self-expression and students will learn by doing.

T	6:00pm-9:00pm	Levy	Rm5
Collins	Section 20800222		\$199



Learn Basic Sewing Skills

Beginning Level

Jan 11-Feb 8

If you want to learn to sew, this is the class for you! Class includes how to read a pattern guide sheet and how to sew by hand using various techniques and stitches. Students learn sewing terminology and how to use sewing tools and apply sewing skills for simple projects to be done in class. This class is offered for beginning sewing students (students may bring their own sewing machine).

T	6:30pm-8:30pm	Levy	Rm7
Jackson	Section 23080222		\$79

Learn Basic Sewing Skills

Intermediate Level

Feb 15-Mar 15

(Pre-requisite: Students must have basic sewing skills) Class will include, application of interfacing, how to make handmade button holes and button shank, how to sew on hooks and eyes, zipper application, facing application, how to set in sleeves, sew on seam binding and attach a waist band. Project: skirt or pants, blouse with an open front with set in sleeves. (Students may bring their own sewing machine).

T	6:30pm-8:30pm	Levy	Rm7
Jackson	Section 23081222		\$79

Learn the Secrets of Resume Writing, Interviewing & Salary Negotiation

Jan 5-Jan 26

Are you thinking of making a career move or transition? This course provides you with an understanding of what recruiters and hiring managers look for in prospective employees. Learn resume writing tips, how to look for jobs and how to interview. You will also learn the differences between private and public sector jobs as well as strategies of how to increase your chances of getting a job.

W	7:00pm-8:30pm	Online
Waki	Section 23057222	\$79



Dinner Tonight

Feb 3-Feb 24

Make a delicious dinner every week. Chicken Pot Pie, Tikka Masala, Stuffed Shells, Risotto, Thai Chicken Pasta and much more. All recipes can be modified for vegetarians. Advance preparation is not required as we do all the chopping and cooking together in our Zoom class! At the end of each class, you will enjoy a flavorful and healthy dinner. A recipe will be emailed to you one week prior so you can purchase the ingredients.

Th	5:30pm-6:30pm	Online
Dean	Section 23120222	\$44

Introduction to Fly Fishing

Note: NO actual fishing will be a part of this introductory class!

Jan 5-Jan 26

Discover the enjoyment of catching trout on a fly. Learn the basic techniques of fly-fishing, what equipment is essential, and how to select it. Learn basic casting skills, why there are so many different flies, and how they relate to the trout's food source. Discover how to "read the water" to determine the most likely areas to find fish.

W	7:00pm-8:30pm	Levy	Rm5
Radocchio	Section 23060222		\$69

Dance

Hula & Polynesian Dance

Jan 10-Feb 28

This class is for those who want to learn basic hula for fun and exercise in a relaxed environment. Students learn the proper way to move their hands, feet, & hips. The class will go over Hawaiian hula classics with a touch of Tahitian and Samoan dances as well.

M	6:30pm-7:30pm	Levy Multipurpose
Laolagi	Section 20330222	\$49



Line Dance-Improver

Mon class~Jan 10-Mar 14

Wed class~Jan 12-Mar 16

Thurs class~Jan 13-Mar 17

This course will solidify the basic steps learned in the Beginner Line Dance Course and gradually introduce additional and more complex steps and rhythms. Many different line dances will be taught to multiple music genres. Each week we will review the dances learned from the previous week and introduce one or two new dances as time permits. No partner is required.

M	7:30pm-8:30pm	Ham Multipurpose
Quan	Section 20315122	\$39

W	7:30pm-8:30pm	Levy Multipurpose
Quan	Section 20315222	\$44

Th	7:30pm-8:30pm	Levy Multipurpose
Quan	Section 20315252	\$44

Line Dance Beginner

Mon class~Jan 10-Mar 14

Wed class~Jan 12-Mar 16

Thurs class~Jan 13-Mar 17

The Beginner Line Dance class provides all students the opportunity to move to music and express themselves in ways other activities do not. This course will introduce basic line dance steps, and many different line dances will be taught to multiple music genres. Each week we will review the dances learned from the previous week and introduce one or two new dances as time permits. No partner is required.

M	5:00pm-6:00pm	Ham Multipurpose
Quan	Section 20310122	\$39

M	6:15pm-7:15pm	Ham Multipurpose
Quan	Section 20310152	\$39

W	5:00pm-6:00pm	Levy Multipurpose
Quan	Section 20310222	\$44

W	6:15pm-7:15pm	Levy Multipurpose
Quan	Section 20310252	\$44

Th	5:00pm-6:00pm	Levy Multipurpose
Quan	Section 20310282	\$44

Th	6:15pm-7:15pm	Levy Multipurpose
Quan	Section 20310292	\$44

Teach An Adult Education Class

Thinking about teaching an adult education class?

Do you have a class you would like to teach? Wondering how to apply or how to organize the class?

For additional information, please contact the Torrance Adult School Director, Wayne Diulio, Ed. D.

He can be reached at (310) 533-4689 x 6965 or via email at Diulio.Wayne@tusd.org

Publicity and Photo Release

As a student of Torrance Adult School, you may be photographed or filmed for campus or district (Torrance Unified School District) 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 Torrance Adult School administrator.

How to Register Quickly and Easily for Winter 2022

Career Technical Education and Community Education & Interest

Registration



Online Begins November 16.

Go to WWW.TUSD.ORG/TAS and click on the "Register Now" button to complete the required information and select the link for the program you want to enroll. You will need to provide your credit card information (MasterCard or Visa ONLY).

Mail Begins November 29.

Complete the registration form (see page 37) with your payment (check, money order, MasterCard, or Visa information) and mail it to Levy Adult Center, 3420 West 229th Place, Torrance, CA 90505.

Fax Begins December 1.

Fax your registration form into Griffith Adult Center ONLY at (310) 972-6394.

Walk-in Begins December 1.

Complete the registration form (see page 37) and bring it to Griffith, Levy, or Hamilton Adult Center to make your payment (check, cash, MasterCard, or Visa information).
During school session: M-Th, 8am-9pm, Fri, 8am-4:30;
Between sessions: M-F, 8am-4:30pm

ESL students must register by appointment.

HSD or ABE students must register by appointment with the counselor.

Pre-Registration is Important!

Assure your seat because many popular classes fill up fast. All classes have minimum and maximum student enrollment. Classes that do not meet the minimum enrollments will be closed before the first session. Your timely registration helps keep your class open.



Refund Policy

- Full refunds only on classes cancelled by Torrance Adult School
- A \$10 processing fee will be charged for refunds and materials fees if applicable
- All refund requests need to be processed through TAS, following our refund policy, or a \$25 fee will be charged for each transaction
- Students are not issued refunds after the start of the second class meeting
- Textbooks are nonrefundable
- Classes that meet one time are not refunded once class begins
- Transfers after the second class meeting are not refunded.

Policies and Procedures

COMMUNITY EDUCATION CLASS: Fees for classes in this category are determined by length of class and an estimated number of enrolled students. Community Education class fees pay for teacher salaries, use of facilities, operations, and overall clerical & administrative support. Information provided and opinions expressed by instructors are their own and do not necessarily reflect those of the members of the Board of Education, District Administration and/or Adult School Administrators. **Classes not meeting a minimum enrollment are subject to cancellation.**

CALIFORNIA ADULT EDUCATION PROGRAM: These classes are financed by state and federal programs, which may include student fees. All students must attend the first-class meeting to reserve their seat. **Classes not meeting the minimum enrollment are subject to cancellation. Classes that do not sustain students' attendance may also be cancelled. All students must have a high school diploma or high school equivalency certificate by the completion of the CTE program.**

MINIMUM STUDENT AGE: All classes are open to adults **18 and older.**

ADDITIONAL FEES: Materials or service fees are needed in some classes for handouts, instructional assistants, or maintenance of equipment. Some courses require textbooks, tools, or supplies. All Community Education classes include a general material fee.

PAYING FEES: There is no in-class payment of fees. Pay all fees in the Adult Center Office.

REFUND POLICY: Refund forms are available at all Adult Center Offices.

- * Full refunds only on classes cancelled by the Torrance Adult School.
- * A \$10 processing fee is charged for all student refund requests and materials fee if applicable.
- * All refund requests need to be processed through TAS, following our refund policy, or a \$25 fee will be charged for each transaction.
- * Refunds must be requested before the start of the second scheduled class meeting.
- * Textbooks are nonrefundable.
- * Classes that meet one time are not refunded once class begins.
- * Transfers after the second-class meeting are not refunded.

CHILD CARE: Torrance Adult School offers child care Monday through Thursday only (not Friday) from 8:30am to 12:30pm for children aged two to five (toilet trained). Children may be enrolled only when a parent is attending a mandated class on the Hamilton campus at the same time. Parents must register for class and then bring the child's birth certificate and immunization records, including **proof of negative TB** to the childcare classroom to enroll the child.

NO SMOKING: Smoking and the use of all tobacco products, marijuana, including e-cigarettes, is prohibited on all Torrance Unified School District property. This ban applies at all times to all employees, students, and visitors.

STATEMENT OF NONDISCRIMINATION: The Torrance Unified School District does not discriminate on the basis of actual or perceived ethnic group identification, religion, sexual orientation, ancestry, gender, race, color, national origin (including lack of English language skills), sex (including sexual harassment), handicap (or disability), or age 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 handicap), and Age Discrimination Act of 1975 (pertaining to age). This nondiscrimination policy covers admission and access to, and treatment and employment in, the District's programs and activities, including vocational education. The District has a uniform complaint procedure that allows the filing of a grievance/complaint. Local community legal assistance agencies are available. Legal resources are in the telephone book under "legal services". Inquiries regarding the equal opportunity policies, the filing of grievances, or to request a copy of the grievance procedures covering discrimination complaints may be directed to Mario Liberati, Director – Employment Relations, T.U.S.D., 2335 Plaza Del Amo, Torrance, CA 90509, (310) 972-6071.

EQUAL EMPLOYMENT OPPORTUNITY: Torrance Unified School District is an equal opportunity employer and is committed to an active Nondiscrimination Program. It is the stated policy of T.U.S.D. that harassment is prohibited and that all employees, and applicants, shall receive equal consideration and treatment. All recruitment, hiring, placements, transfers, and promotions will be on the basis of qualifications of the individual for the positions being filled regardless of Sex, Race, Color, Ancestry, Religious Creed, National Origin, Physical Disability (including HIV and AIDS), Mental Disability, Medical Condition (cancer), Age (over 40), Marital Status, and Denial of Family Care Leave.

STUDENTS WITH DISABILITIES: Torrance Adult School makes every effort to accommodate the needs of students with disabilities. Please contact any of our school offices two weeks prior to the beginning of class to request special accommodations and to provide recent documentation of the disability.

Griffith Adult Center

2291 Washington Ave.
Torrance, CA 90501
(310) 533-4689 x8300
Fax: (310) 972-6394

Hamilton Adult Center

2606 W. 182nd St.
Torrance, CA 90504
(310) 533-4689 x8400

Levy Adult Center

3420 W. 229th Place
Torrance, CA 90505
(310) 533-4689 x8200

Personal Information:

☐ New Student ☐ Returning Student

☐ Fall ☐ Winter ☐ Spring ☐ Summer

Last Name:		First Name:		MI:
Address:		City:		Zip Code:
Date of Birth: / /	Female <input type="checkbox"/> Male <input type="checkbox"/> Non-Binary <input type="checkbox"/>	Email:		
Home Phone: ()	Cell Phone: ()	Student ID #:		
*Emergency Contact Information Name:		Phone: ()		Relationship:

Signature: _____ Date: ____/____/____

By signing this form, I agree to the Internet Agreement on the TAS website under the Terms of Use and the Photo Release Agreement in the Catalog.
*If you do not agree to the Photo Release Agreement, please submit a letter to the Torrance Adult School Administrator.

Ethnicity (Check all that apply)	Native Language (Check one only)
Are you Hispanic? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> White <input type="checkbox"/> Asian <input type="checkbox"/> Black <input type="checkbox"/> Filipino <input type="checkbox"/> American Indian <input type="checkbox"/> Alaska Native <input type="checkbox"/> Pacific Islander/Hawaiian	<input type="checkbox"/> English <input type="checkbox"/> Spanish <input type="checkbox"/> Vietnamese <input type="checkbox"/> Lao <input type="checkbox"/> Chinese <input type="checkbox"/> Hmong <input type="checkbox"/> Cambodian <input type="checkbox"/> Farsi <input type="checkbox"/> Tagalog <input type="checkbox"/> Korean <input type="checkbox"/> Russian <input type="checkbox"/> Other

Class Information		
Section #	Course Name	Fee
		\$
		\$
		Total \$

Class Goals		
<input type="checkbox"/> Get a Job <input type="checkbox"/> Retain a Job <input type="checkbox"/> Enter College/Adv. Training	<input type="checkbox"/> High School Diploma <input type="checkbox"/> Personal Goal	<input type="checkbox"/> High School Equivalency (HSE) <input type="checkbox"/> Family Goal <input type="checkbox"/> Other

Education	
Years of School Completed (Circle One)	Education Level (Check Highest Level Completed Only)
Elementary: 1 2 3 4 5 6 7 8 Secondary: 9 10 11 12 Post-Secondary: 13 14 15 16+ <input type="checkbox"/> Outside of the U.S.	<input type="checkbox"/> None <input type="checkbox"/> HSE <input type="checkbox"/> High School Diploma <input type="checkbox"/> Some College/No Degree <input type="checkbox"/> 2-Year College (AA) <input type="checkbox"/> Technical Certificate <input type="checkbox"/> 4-Year College <input type="checkbox"/> Graduate Studies <input type="checkbox"/> Outside of the U.S.

Student Status: <input type="checkbox"/> TANF <input type="checkbox"/> Rehabilitation <input type="checkbox"/> EDD <input type="checkbox"/> Disabled <input type="checkbox"/> GAIN <input type="checkbox"/> Other:
Employment: <input type="checkbox"/> Employed <input type="checkbox"/> Unemployed Looking for Work <input type="checkbox"/> Unemployed NOT looking for Work <input type="checkbox"/> Retired

Payment Information: <input type="checkbox"/> Cash <input type="checkbox"/> Check # _____ <input type="checkbox"/> Credit Card  or 		Expiration Date: ____/____
Card #: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	CVC: <input type="text"/> <input type="text"/> <input type="text"/> (3 digit code on the back of the card)	
Card Holder Name: _____		Entered By: _____
Signature: _____ Date: ____/____/____		Date: ____/____/____

Torrance Unified School District (TUSD)
2335 Plaza Del Amo, Torrance, CA 90501



BOARD OF EDUCATION

President - Betty Lieu, Esq.
Vice President - James Han
Member - Jeremy L. Gerson, Ed.D
Member - Anil Muhammed, Ed.D
Member - Jasmine Park



SUPERINTENDENT OF SCHOOLS

Tim Stowe, Ed.D

Vision Statement

Torrance Adult School is dedicated to providing adults with a dynamic program of lifelong learning that supports the current and future needs of our community.

Mission Statement

“Torrance Adult School provides adult students with accessible, high quality educational opportunities to empower them with the knowledge and skills necessary to achieve their academic, career, and personal goals.”

HAMILTON ADULT CENTER (Ham)

2606 West 182nd Street, 90504
(310) 533-4689 ext. 8400
Director: Dr. Wayne Diulio
Resource Teacher Adult Basic & Secondary
Education: Armando Chavez
Resource Teacher English As A Second
Language: Ryan de la Vega
Counselor: Veronica Nieves



GRIFFITH ADULT CENTER (Grif)

2291 Washington Avenue, 90501
(310) 533-4689 ext. 8300
Principal: Staff

LEVY ADULT CENTER (Levy)

3420 West 229th Place, 90505
(310) 533-4689 ext. 8200
Resource Teacher Career Technical
Education: Yowanda Salter
Leticia Wang

Sites are open:

During school session: M-Th, 8:00am-9:00pm, Fri, 8:00am-4:30pm

Between sessions: M-F, 8:00am-4:30pm

Additional Class Locations

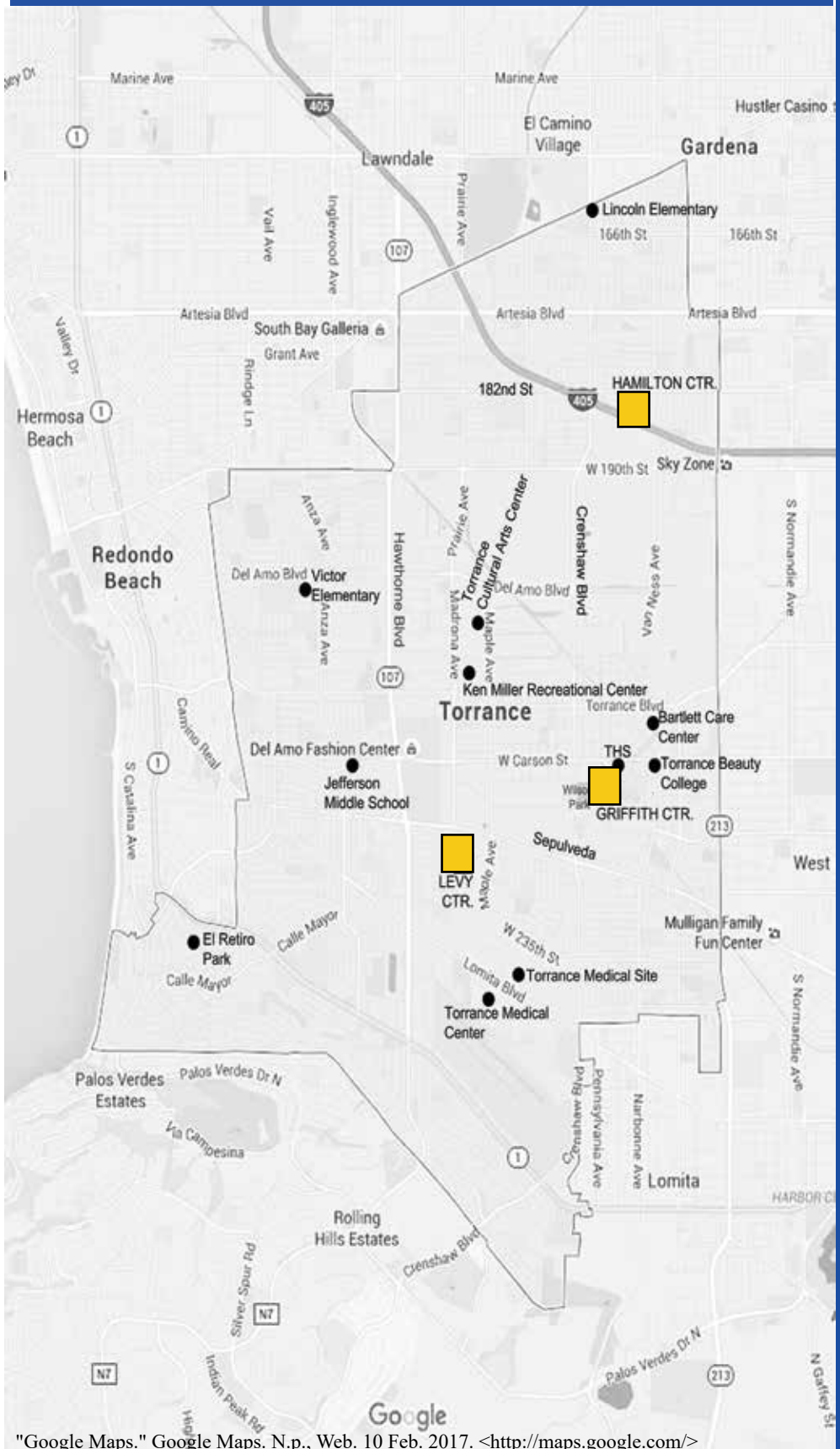
El Retiro Park126 Vista del Parque, 90277
Jefferson Middle School21717 Talisman Street, 90503
Ken Miller Recreation Center3330 Civic Center Drive, 90503



Register Online!
WWW.TUSD.ORG/TAS

Torrance Adult School Locations

MAP



"Google Maps." Google Maps. N.p., Web. 10 Feb. 2017. <<http://maps.google.com/>>

Questions? 310-533-4689

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**In compliance with COVID-19 orders,
all classes are hybrid until further notice.**

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**ALL CLASSES ARE OPEN TO
ADULTS 18 AND OVER**

Winter Term 2022:

January 5 - March 18

School Holidays:

January 17 - Martin Luther King Day

February 11 - Lincoln Day

February 21 - Presidents Day

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Contact: 310.972.6280 or enrollment@tusd.org

www.tusd.org/parents/enrollment

Transitional Kindergarten and Kinder Enrollment

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specific enrollment date)



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