



Torrance  
Adult  
School



**TORRANCE ADULT SCHOOL**

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# **Career Technical Education (CTE) Catalog**

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**FALL 2025**



# ALLIED HEALTH (MEDICAL)

**Fall 2025: September 2 - December 12**

**Registration Begins  
July 1**

Quick Links:

- [How to Register](#)
- [Register for CTE Classes](#)



**LIMITED TIME: FREE CTE CLASSES**  
Special TAS Promotion - Course Fee Waived

## IMPORTANT INFORMATION

- **IN-DEMAND JOBS** - The Occupational Outlook Handbook identifies Allied Health careers among the employment sectors with the greatest growth over the next decade.
- **PROGRAM REQUIREMENTS** - *The following requirements apply for the Medical Assistant, Medical Billing & Coding, and Pharmacy Technician, and Phlebotomy programs:*
  - **Orientation** - All students entering a medical program must successfully complete an orientation in order to be enrolled in the actual program.
  - **Scrubs / Uniform** - Students must purchase and wear the TAS scrubs/uniform (\$60 per set).
  - **Student Liability Insurance** - Students must purchase liability insurance (\$30 ; this is different from your own personal medical insurance).
  - **CPR & 1st Aid Certification** - Students must complete CPR & 1st Aid training and obtain a valid CPR card before starting externship.
  - **Live Scan / Fingerprinting** - Students must complete a Live Scan / Fingerprinting during the medical program. This is required for externships, the CA Board of Pharmacy Licensure Application, and future employment.
  - **Drug Testing** - Students are required to pass a drug test before entering externship (\$91).
  - **Hepatitis B** - Students must complete Hepatitis B inoculations before entering the medical programs.
- **Visit the TAS Website for our [Policies & Procedures](#).**



## IMPORTANT DATES

### FALL 2025 REGISTRATION DATES

- July 1 - Online Registration Begins
- Aug 4 - Walk-In & Mail-In Registration Begin

### SCHOOL HOLIDAYS (No Class Meetings)

- Nov 11 - Veterans Day
- Nov 24-28 - Thanksgiving Break

# MEDICAL TERMINOLOGY

Sep 2 - Dec 11, 2025

SPECIAL OFFER  
Course Fee Waived

**IMPORTANT: This course is HIGHLY RECOMMENDED for students entering the medical field.**

- Learn the "Language of Medicine" and Anatomy
- Discover prefixes, suffixes, and combining forms that are medical and pharmaceutical terms
- Discover body systems and the identifying terms
- ESL Students must be Levels 4-6 to take this class.
- Textbook cost is subject to publisher pricing and must be purchased on your own

Course - \$55.00 ; T-Th 1:00pm-4:00pm ; Wang/Vargas, Levy Adult Center Rm 15

# PHARMACY TECHNICIAN

Sep 2 - Dec 12, 2025

SPECIAL OFFER  
Course Fee Waived

**IMPORTANT: Registration has closed for this class, as all orientation dates have already passed.**

**IMPORTANT: Completion of our Medical Terminology course is HIGHLY RECOMMENDED for this program.**

## PROGRAM REQUIREMENTS

- See the **Program Requirements on Page 2.**
- **Orientation** - All students must complete a mandatory Orientation to enter this program. See below for the Pharmacy Technician Orientation schedule. You must select one orientation session when you register.
- **Attendance** - Students must maintain a minimum **90% attendance** in the program.
- **ESL Level** - ESL Students must be **Levels 5-6** to take this class.
- **High School Education** - High School Diploma (HSD) or High School Equivalency (HSE) **is required for this program.** The CA Board of Pharmacy requires students to have **OFFICIAL HIGH SCHOOL TRANSCRIPTS** for the state license in order to work in the state of CA. **Official U.S. transcripts must be sealed. Official foreign transcripts must be translated and notarized.**
- **Externship** - Students must complete a **120-hour externship** for hands-on practice at an outpatient facility **after successful completion of this course.**
- **Textbooks** - **Textbook information and syllabus will be given on the first day of class.** Books, and all other materials, must be purchased on your own.

## COURSE DESCRIPTION

- Students who need accommodations due to medical or physical issues must notify the instructor ([wang.leticia@tusd.org](mailto:wang.leticia@tusd.org)) and the school counselor ([imoh.obie@tusd.org](mailto:imoh.obie@tusd.org)) **BEFORE** registering for this course.
- Prepare to become an entry-level technician by learning concepts of pharmacology, standards, ethics, pharmacy calculations, record keeping, and customer service.
- Students receive both an Affidavit as proof of completion (as required by the state of California) and TAS Certificate of Completion.

Course - \$799.00 ; M-F 8:30am-12:00pm ; Wang/Vargas, Levy Adult Center Rm 15

PHARMACY TECHNICIAN ORIENTATION SCHEDULE		
Location	Date	Time
Levy Adult Center, Rm K2	T 08/05/2025	9:00 AM - 12:00 PM
Levy Adult Center, Rm K2	M 08/11/2025	9:00 AM - 12:00 PM

**IMPORTANT: Registration has closed for this class, as all orientation dates have already passed.**

**IMPORTANT: Completion of our Medical Terminology course is HIGHLY RECOMMENDED for this program.**

#### PROGRAM REQUIREMENTS

- See the **Program Requirements on Page 2.**
- **Orientation** - All students must complete a required Orientation to enter this program. More information about the Medical Assistant Orientation will be posted soon.
- **Attendance** - Students must maintain a minimum **90% attendance** in the program.
- **ESL Level** - ESL Students must be **Levels 5-6** to take this class.
- **High School Education** - High School Diploma (HSD) or High School Equivalency (HSE) is not required to enter this program. However, students will need proof of HSD or HSE to take the CCMA exam for certification.
- **Externship** - Students must complete a **160-hour externship** for hands-on practice at an outpatient facility **after successful completion of this course.**
- **Textbooks** - **Textbook information and syllabus will be given on the first day of class.** Books, and all other materials, must be purchased on your own.

#### COURSE DESCRIPTION

- Students who need accommodations due to medical or physical issues must notify the instructor ([salter.yowanda@tusd.org](mailto:salter.yowanda@tusd.org)) and the school counselor ([imoh.obie@tusd.org](mailto:imoh.obie@tusd.org)) **BEFORE** registering for this course.
- This program combines four 5-week modules of classroom/skills and lab training/electronic health records.
- Help physicians carry out procedures, care for patients, take histories, schedule appointments, perform simple lab tests, and administer medications.
- Students required to complete an assumption of risk form, prepare a resume, and provide immunization records, physical exam, and TB testing to qualify for some externship positions.

**Course - \$1,299.00 ; M-Th 12:30pm-4:30pm ; Salter/Evans, Levy Adult Center Rm 13**

MEDICAL ASSISTANT ORIENTATION SCHEDULE		
Location	Date	Time
Levy Adult Center, Rm K2	Th 08/07/2025	12:30 PM - 3:30 PM
Levy Adult Center, Rm K2	W 08/13/2025	12:30 PM - 3:30 PM





**IMPORTANT:** Registration has closed for this class, as all orientation dates have already passed.

**IMPORTANT:** Completion of our Medical Terminology course is **HIGHLY RECOMMENDED** for this program.

## PROGRAM REQUIREMENTS

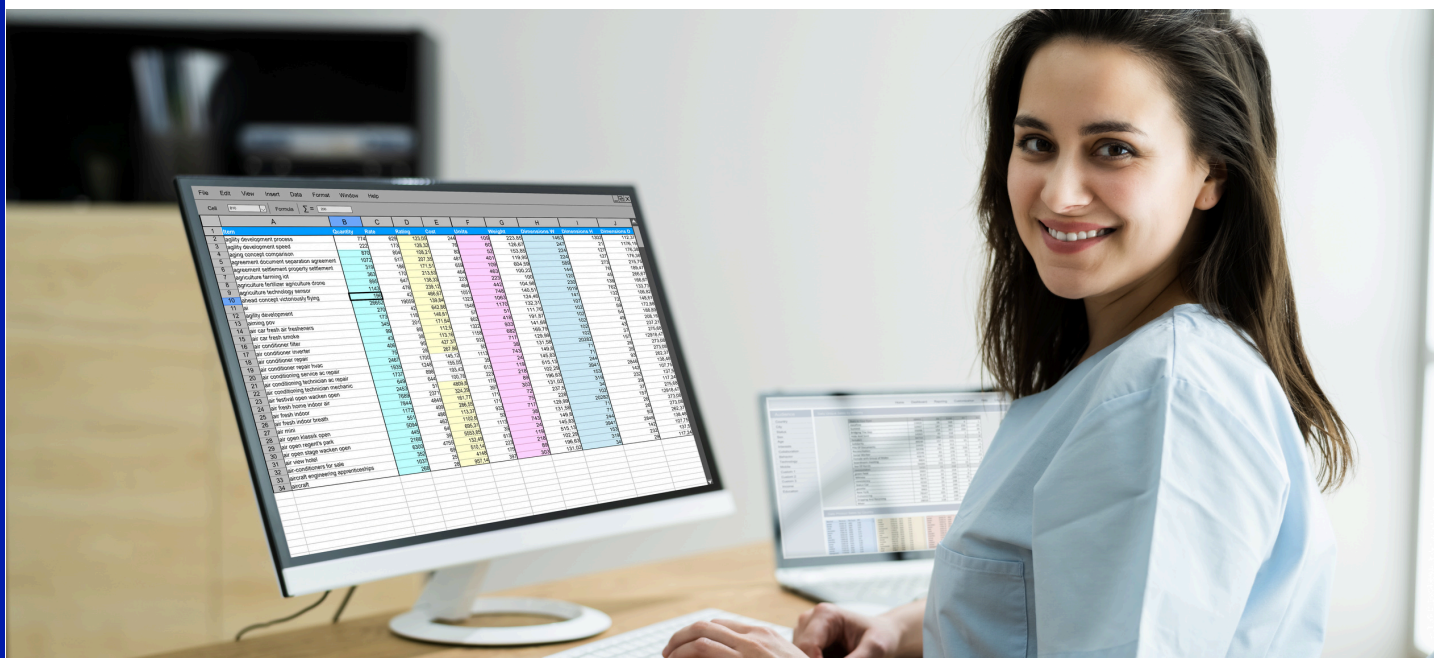
- See the **Program Requirements on Page 2.**
- **Orientation** - All students must complete a required Orientation to enter this program. More information about the Medical Billing & Coding Orientation will be posted soon.
- **Attendance** - Students must maintain a minimum **90% attendance** in the program.
- **ESL Level** - ESL Students must be **Levels 5-6** to take this class.
- **Externship** - Students must complete a **160-hour externship** for hands-on practice at an outpatient facility **after successful completion of this course.**
- **Textbooks** - **Textbook information and syllabus will be given on the first day of class.** Books, and all other materials, must be purchased on your own.

## COURSE DESCRIPTION

- Students who need accommodations due to medical or physical issues must notify the instructor ([salter.yowanda@tusd.org](mailto:salter.yowanda@tusd.org)) and the school counselor ([imoh.obie@tusd.org](mailto:imoh.obie@tusd.org)) **BEFORE** registering for this course.
- Prepare for a future in medical billing and coding, and qualify for a job in a physician's office, clinic, billing company, or other healthcare organizations - these jobs are expanding and will continue to grow.
- Course content will prepare you for the national certification exams (CPC) with AAPC and (CBCS) with NHA.

Course - \$2,099.00 ; M-F 8:30am-12:00pm ; Salter/Evans, Levy Adult Center Rm 13

MEDICAL BILLING & CODING ORIENTATION SCHEDULE		
Location	Date	Time
Levy Adult Center, Rm K2	W 08/06/2025	9:00 AM - 12:00 PM
Levy Adult Center, Rm K2	W 08/13/2025	9:00 AM - 12:00 PM



# NEW CAREER TRAINING PROGRAMS

## PHLEBOTOMY Dates To Be Determined (TBD)

**SPECIAL OFFER**  
Course Fee Waived

**IMPORTANT: Registration is not open at this time. Please check TAS website for the latest information.**

### PROGRAM REQUIREMENTS

- See the **Program Requirements on Page 2.**
- **Orientation** - All students must complete a required Orientation to enter this program. More information about the Phlebotomy Orientation will be posted soon.
- **Attendance** - Students must maintain a minimum **90% attendance** in the program.
- **ESL Level** - ESL Students must be **Levels 5-6** to take this class.
- **Externship** - Students must complete a **40-hour externship** for hands-on practice at an outpatient facility **after successful completion of this course.**
- **Additional Costs** - Students will be responsible for the following out-of-pocket costs: scrubs/uniform, student liability insurance, certification exam, and licensure fees.

### COURSE DESCRIPTION

- Students who need accommodations due to medical or physical issues must notify the instructor ([salter.yowanda@tusd.org](mailto:salter.yowanda@tusd.org)) and the school counselor ([imoh.obie@tusd.org](mailto:imoh.obie@tusd.org)) **BEFORE** registering for this course.
- In this hands-on course, you will learn basic & advanced blood collection techniques, proper venipuncture procedures, safety, infection control, & patient care, anatomy & physiology related to phlebotomy, handling difficult draws & special populations, labeling, documentation, & lab protocols, HIPAA, and legal guidelines & professional conduct.
- Course content will prepare you for the national certification exam (CPT I) with NHA.

Course - \$0.00 ; M-Th 9:00am-1:00pm ; Staff, Levy Adult Center Rm 14

**IMPORTANT: Registration is not open at this time. Please check TAS website for the latest information.**

PHLEBOTOMY ORIENTATION SCHEDULE		
Location	Date	Time
Levy Adult Center, Rm 4	TBD	9:00 AM - 12:00 PM
Levy Adult Center, Rm 4	TBD	9:00 AM - 12:00 PM

## MORE TRAINING PROGRAMS COMING SOON!



**Forklift  
Operator**



**Registered  
Behavior Technician (RBT)**



**Custodial  
& Grounds**



**Security  
Guard**



# COMPUTER & OFFICE

**Fall 2025: September 2 - December 12**

## Registration Begins July 1

Quick Links:

- [How to Register](#)
- [Register for CTE Classes](#)



**LIMITED TIME: FREE CTE CLASSES**  
Special TAS Promotion - Course Fee Waived

## IMPORTANT INFORMATION

- **COURSE REQUIREMENT** - Students must know the basics of operating a computer in order to take the Microsoft courses.
- TAS has implemented the following formal certification testing - these are industry-recognized certifications:
  - Microsoft Office Specialist (MOS)
- Other CTE courses may award TAS Certificates of Completion based on subject competency based on class participation, exams, projects, course assignments, possible externships, and attendance.
- Specific requirements for certificate levels, course sequencing, and required competencies will be provided at the first class meeting.
- Visit the [TAS Website](#) for our [Policies & Procedures](#).



## IMPORTANT DATES

### FALL 2025 REGISTRATION DATES

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- Nov 11 - Veterans Day
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# UNLOCK YOUR TECH POTENTIAL

# COMPUTER SKILLS:

## Basic Essentials

Beginner course for adults & seniors with little to no computer experience!



September 22 - December 11, 2025 · Mon & Wed, 5:30 PM - 8:00 PM  
Hamilton Adult Center (Rm 23), 2606 W. 182<sup>nd</sup> St, Torrance, CA 90504

**Learn essential computer skills for everyday tasks!**

### Computer Parts & Startup

- Identify key hardware components
- Turning computer on/off
- Practice mouse & keyboard skills

### Windows Navigation

- Explore the desktop
- Adjust basic settings
- Organize files and folders

### Safe Internet Essentials

- Understand browsers
- Recognize safe/unsafe sites
- Learn how to access websites



Torrance  
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**Fall 2025 Registration Now Open!**



(310) 533-4689



[TUSD.ORG/TAS](https://TUSD.ORG/TAS)





# OFFICE & COMPUTER COURSES

## COMPUTER FUNDAMENTALS

**FREE!**

**IMPORTANT:** This course is recommended for students with little computer skills.

### COURSE DESCRIPTION

- This workforce training course provides basic computer and software skills that will help you develop digital literacy and navigate the digital world.
- This course focuses on the fundamentals of the internet and email, covering key concepts such as web browsing, search engine use, online safety, and effective email communication.
- Students learn how to set up and manage email accounts, practice proper online etiquette, and develop skills for safely using the internet.
- ESL Students must be Levels 4-6 to take this class.
- No textbook required - more information about this course will be given on the first day of class.

Course - \$0.00 ; M & W 12:30pm-3:00pm ; Yuan, Griffith Adult Center Rm 6

## MICROSOFT EXCEL I/II & MOS

**SPECIAL OFFER**  
Course Fee Waived

**IMPORTANT:** Students must know the basics of operating a computer & using Windows for this class.

### REQUIREMENTS

- **Attendance** - Students must maintain a **minimum of 80% attendance** in the class.
- **English Level** - ESL Students must be **Levels 4-6** to take this class.
- **Textbook** - Textbook information and syllabus will be given on the first day of class. Textbook must be purchased on your own.

### COURSE DESCRIPTION

- This course includes access to online curriculum.
- Develop or improve the ability to use Excel to plan and manage personal and business needs.
- Learn how to create charts, worksheets, and use data management tools.
- Students will learn Basic (I) and Intermediate (II) levels upon successful completion of the course.
- Qualified students can take the Microsoft Office Specialist (MOS) exam for industry-recognized certification.

Course - \$65.00 ; T & Th 6:00pm-9:00pm ; Yuan, Levy Adult Center Rm K2

Course - \$65.00 ; M & W 9:00am-12:00pm ; Yuan, Griffith Adult Center Rm 6

## MICROSOFT WORD I/II & MOS

**SPECIAL OFFER**  
Course Fee Waived

**IMPORTANT:** Students must know the basics of operating a computer & using Windows for this class.

### REQUIREMENTS

- **Attendance** - Students must maintain a **minimum of 80% attendance** in the class.
- **English Level** - ESL Students must be **Levels 4-6** to take this class.
- **Textbook** - Textbook information and syllabus will be given on the first day of class. Textbook must be purchased on your own.

### COURSE DESCRIPTION

- This course includes access to online curriculum.
- Learn how to create flyers, newsletters, and other text-based documents
- Students will learn the Basic (I) and Intermediate (II) levels upon completion
- Qualified students can take the Microsoft Office Specialist (MOS) exam for industry-recognized certification

Course - \$65.00 ; T & Th 12:30pm-3:30pm ; Yuan, Levy Adult Center Rm K2

# TRAINING COSTS BY PROGRAM

Please see below for the estimated training costs for each training program.  
Training costs are also listed on the SBWIB I-TRAIN Training Provider Directory.  
<https://wioa.i-train.org/iTrain/tpd/>

## ALLIED HEALTH / MEDICAL

	Pharmacy Technician	Medical Assistant	Medical Billing & Coding
Tuition	\$799.00	\$1,299.00	\$2,099.00
Books	\$114.99	\$217.98	\$796.53
Supplies	\$120.00	\$455.00	\$375.00
Other Expenses	\$540.00	\$374.00	\$1,672.80
Total Training Costs	\$1,573.99	\$2,345.98	\$4,943.33

## BUSINESS & FINANCE

**IMPORTANT: Accounting classes are not available for the Fall 2025 term. Please check the TAS website and/or CTE course catalog for the next course offering.**

	Accounting 1	Accounting 2
Tuition	\$65.00	\$65.00
Books	\$99.00	\$141.00
Supplies	\$0.00	\$0.00
Other Expenses	\$70.00	\$70.00
Total Training Costs	\$234.00	\$276.00

Fall  
2025

# STUDENT SUPPORT SERVICES

## Transition to Training, College, or Jobs

CTE - Career Technical Education



Torrance  
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**TAS**  
education that works

# Get Help with your Goals

STUDENT SUPPORT SERVICES



## Services Available to All TAS Students



### Academic Transitions

- College
- GED/HISET Testing
- Certiport Testing



### Job Transitions

- Resume
- Job Applications
- Interview Prep



### Agency Referrals

- Employment
- Financial Aid
- Foreign Documents



### Wellness Resources

- Mental Health
- Housing Assistance
- Transportation

**Need Help? Contact Student Support Services!**



**Theano Kavoulakis**

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



**Baron Sia**

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



**Obie Imoh**

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

For more information, visit [bit.ly/SSSWEBTAS](https://bit.ly/SSSWEBTAS)

**TUSD.ORG/TAS**

**(310) 533-4689**

Fall  
2025

# TORRANCE ADULT SCHOOL LOCATIONS

## HAMILTON CENTER (HAC)

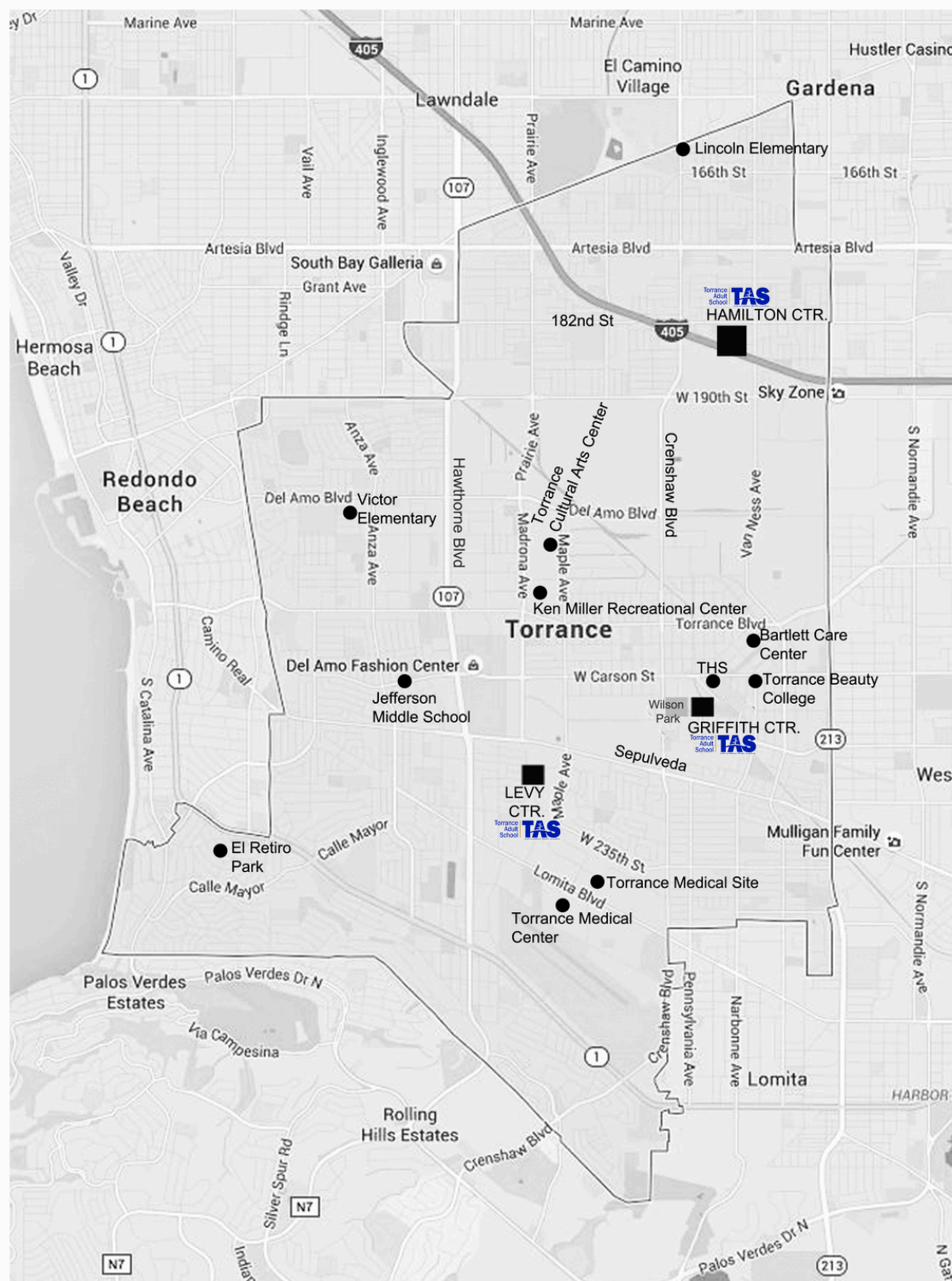
2606 W. 182nd St, 90504  
(310) 533-4689 ext. 8400

## GRIFFITH CENTER (GAC)

2291 Washington Ave, 90501  
(310) 533-4689 ext. 8300

## LEVY CENTER (LAC)

3420 W. 229th Pl, 90505  
(310) 533-4689 ext. 8200



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(310) 533-4689

CTE - Career Technical Education