

# Spring 2024: Mar 18 - May 31

# ESL - English as a Second Language



## Registration Opens Feb 26

### Register & set your test appointment

(Use QR Code or Link below)



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

- All students must schedule an appointment for testing and enrollment.
- Students will take 2 assessments - Reading Test and Speaking Test - to determine their English level and appropriate class.



## LEARN ENGLISH

- English as a Second Language (ESL) is a basic education program in English for adults whose native language is not English.
- Classes help students learn English language skills to be a productive worker, an effective community member, a positive family member, and a lifelong learner.
- **ESL classes are FREE - NO COST.**
- ESL classes are offered at the Griffith Center & Hamilton Center locations.
- **Visit the TAS Website for our Policies & Procedures.**

## SPRING 2024 REGISTRATION DATES

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

## SCHOOL HOLIDAYS (NO CLASS MEETINGS)

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

## VOLUNTEERS

Would you like to help students from all over the world by helping them learn English?

Interested? Email [delavega.ryan@tusd.org](mailto:delavega.ryan@tusd.org)

- Learn techniques to help students learn English as you participate in their classes.
- Teachers will arrange flexible hours to suit your schedule.



## NOTICE OF PUBLICITY & PHOTO RELEASE

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

# TUSD.ORG/TAS

# (310) 533-4689

GRIFFITH ADULT CENTER - 2291 Washington Ave, Torrance, CA 90501			
GRIFFITH MORNING CLASSES			
Course	Day & Time	Room	Instructor
Level 1	MTWTh 8:30a-12p	Griffith Ad Ctr Rm 15	Rivera
Level 2	TWTh 8:30a-12p	Griffith Ad Ctr Rm 9	Nakatsuka
Level 3	MTWTh 8:30a-12p	Griffith Ad Ctr Rm 14	Fujii
Level 4	MTWTh 8:30a-12p	Griffith Ad Ctr Rm 11	Tan
Level 5	Daily 8:30a-12p	Griffith Ad Ctr Rm 8	Lin
Levels 5-6	MTWTh 8:30a-10:30a	Griffith Ad Ctr Rm 1	de la Vega
Level 6	MTWTh 8:30a-12p	Griffith Ad Ctr Rm 16	Rogers
GRIFFITH AFTERNOON CLASSES			
Course	Day & Time	Room	Instructor
Conversation Levels 1-4	MTWTh 12:30p-2p	Griffith Ad Ctr Rm 14	Fujii
Conversation Levels 5-6	TuTh 12:30p-3:15p	Griffith Ad Ctr Rm 8	Lin
Grammar Levels 5-6	MW 12:30p-3p	Griffith Ad Ctr Rm 8	Lin
GRIFFITH EVENING CLASSES			
Course	Day & Time	Room	Instructor
Level 1	TWTh 6p-9p	Griffith Ad Ctr Rm 13	LaPorte
Level 2	TWTh 6p-9p	Griffith Ad Ctr Rm 9	Nakatsuka
Level 3	TWTh 6p-9p	Griffith Ad Ctr Rm 14	Fujii
Level 4	TWTh 6p-9p	Griffith Ad Ctr Rm 10	Mar
Levels 5-6	TWTh 6p-9p	Griffith Ad Ctr Rm 1	Staff
Multi-Level (3-6)	TWTh 6p-9p	Online	Murray

HAMILTON ADULT CENTER - 2606 W. 182nd St, Torrance, CA 90504			
HAMILTON MORNING CLASSES			
Course	Day & Time	Room	Instructor
Level 1	MTWTh 8:30a-12p	Hamilton Ad Ctr Rm 24	Evans
Level 2	MTWTh 8:30a-12p	Hamilton Ad Ctr Rm 6	Koyadinovich
Levels 3-4	MTWTh 8:30a-12p	Hamilton Ad Ctr Rm 8	Mar
Level 5-6	MTWTh 8:30a-12p	Hamilton Ad Ctr Rm 7	Vargas
HAMILTON AFTERNOON CLASS			
Course	Day & Time	Room	Instructor
Childcare Providers 1 & 2	Mon 12:30p-3:30p (TAS) Wed 11:30a-1p (ECC)	Mon - Zoom / Online Wed - El Camino College	Estes-Morrison

# ONLINE COURSES FOR ESL

## **ESL MULTI-LEVEL (LEVELS 3-6), Murray TWTh 6p-9p (Evening Only)**

**Learn English online, with a class & teacher, from the convenience of your home!**

- Practice your reading, speaking, listening, and writing skills
- Practice your conversation with classmates

## **ESL CITIZENSHIP (Schedules Vary)**

**For Information - Call (310) 533-4689 ext. 8400**

**Study at home using online lessons, and make a 15-minute appointment to review your work and check out the next unit of study!**

**Register at Hamilton Adult Center.**

- 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



## **LEARN ENGLISH AT HOME (Schedules Vary) For Information - Call (310) 533-4689 ext. 8400**

**Study English online, at home! All ESL levels welcome.**

**Register at Hamilton Adult Center.**

- Study from home online. Meet with a teacher once a week (online or in-person) who answers your questions
- Citizenship preparation is also available

**STAY INFORMED, STAY CONNECTED!**

Sign up for TAS Text Message alerts and email list for the latest school news, important updates, and more!

**Sign Up at [www.bit.ly/TASTEXT](http://www.bit.ly/TASTEXT)**

# CHILDCARE PROVIDERS 1 & 2: Feb 5 - Jun 5

**Mon 12:30p-3:30p, Zoom / Online (1st Day Mon Feb 5 ; No Monday Class Feb 12 & 19)  
Wed 11:30a-1p, El Camino College (1st Day Wed Feb 14)**

## **Child Development 112 - Collaboration Between TAS and El Camino College**

**This intermediate/advanced course is for ESL Levels 4-6.**

**Recommended for students who are interested in learning more English for babysitting or childcare, OR students interested working in day care centers, preschools, and kindergartens.**

- **MUST co-enroll in TAS Childcare Providers, AND El Camino College CDEV 112 and CDEV 103**
- 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 the TAS Childcare Providers I/II class, students will be prepared to take El Camino College's Child Development courses 103 and 104 to earn an Early Childhood Education (ECE) Permit.



## **CONVERSATION**

**Levels 1-4 - Griffith Adult Ctr Rm 14 ; MTWTh 12:30p-2:45p**

**Levels 5-6 - Griffith Adult Ctr Rm 8 ; TTh 12:30p-3:15p**

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

**English is the world's language - make it yours!**

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

## **GRAMMAR**

**Levels 5-6 - Griffith Adult Ctr Rm 8 ; MW 12:30p-3p**

**A fun way to learn the difficult details of the English language!**

- Learn more about English grammar, such as articles and prepositions
- Improve your written and spoken English
- Learn more about the structure of the English language, such as spelling & pronunciation

**ESL - English as a Second Language**

# **TRAIN FOR A CAREER: Co-Enroll in IET Courses!**

**Students in ESL Level 5 or 6 can co-enroll in a Career Technical Education (CTE) class.**

## **COMPUTER FUNDAMENTALS II (ESL Levels 4-6 Welcome)**

**Course - NO FEE (No Textbook Required) ; Yuan, Griffith Adult Ctr Rm 6**

**Mar 19 - May 30 ; TTH 12:30p-3p ; All information given on the first day of class.**

- This course provides training in basic computer and software skills that will help you develop the digital literacy necessary to succeed in personal, professional, and academic life. This course is recommended for students with little to no computer skills.
- Topics include: Google Docs, Microsoft Word, Digital Footprint, Social Media, & Career Search.

## **MICROSOFT WORD I/II & MOS**

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

**Mar 18 - May 29 ; MW 6p-9p ; Section #40311102 ; Yuan, Levy Adult Ctr Rm K2 / Online / Live Stream  
Textbook required, must be purchased on your own. All information given on the first day of class.**

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

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

## **MICROSOFT EXCEL I/II & MOS**

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

**Mar 18 - May 29 ; MW 6p-9p ; Section #40311102 ; Yuan, Levy Adult Ctr Rm K2 / Online / Live Stream  
Textbook required, must be purchased on your own. All information given on the first day of class.**

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

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- Qualified students can take the Microsoft Office Specialist (MOS) exam for industry-recognized certification
- Must maintain minimum 80% attendance - required
- **All information will be given on the first day of class**

## **MICROSOFT POWERPOINT & MOS**

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

**TTh 6p-9p ; Section #40050022 ; Yuan, Griffith Adult Ctr Rm 6 / Online / Live Stream  
Textbook required, must be purchased on your own.**

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

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

# TRAIN FOR A CAREER: Co-Enroll in IET Courses!

Students in ESL Level 5 or 6 can co-enroll in a Career Technical Education (CTE) class.

## **MEDICAL TERMINOLOGY: Apr 9 - Jun 27, 2024**

**Course - NO FEE ; TWTh 1p-4p ; Section #50200212 ; Wang/Vargas, Levy Adult Ctr Rm 15  
HIGHLY RECOMMENDED - Foundation Course for all Medical Careers**

- 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
- Textbook cost is subject to publisher pricing and must be purchased on your own

## **PHARMACY TECHNICIAN: Apr 9 - Jun 28, 2024**

**Course - NO FEE ; MTWThF 8:30a-12p ; Section #50600202 ; Wang/Vargas, Levy Adult Ctr Rm 15  
HIGHLY RECOMMENDED: Medical Terminology and Keyboarding Skills before taking this class**

- Prepare to become an entry-level technician by learning concepts of pharmacology, standards, ethics, pharmacy calculations, record keeping, and customer service
- **Required: 120-hour externship for hands-on practice at an outpatient facility AFTER successful completion of course**
- Students receive both an Affidavit as proof of completion (as required by the state) and TAS Certificate of Completion
- Textbooks must be purchased on your own - costs are subject to publisher pricing
- Must maintain minimum 85% attendance - required
- **All information will be given on the first day of class**

## **MEDICAL ASSISTANT: Feb 20 - Jul 26, 2024**

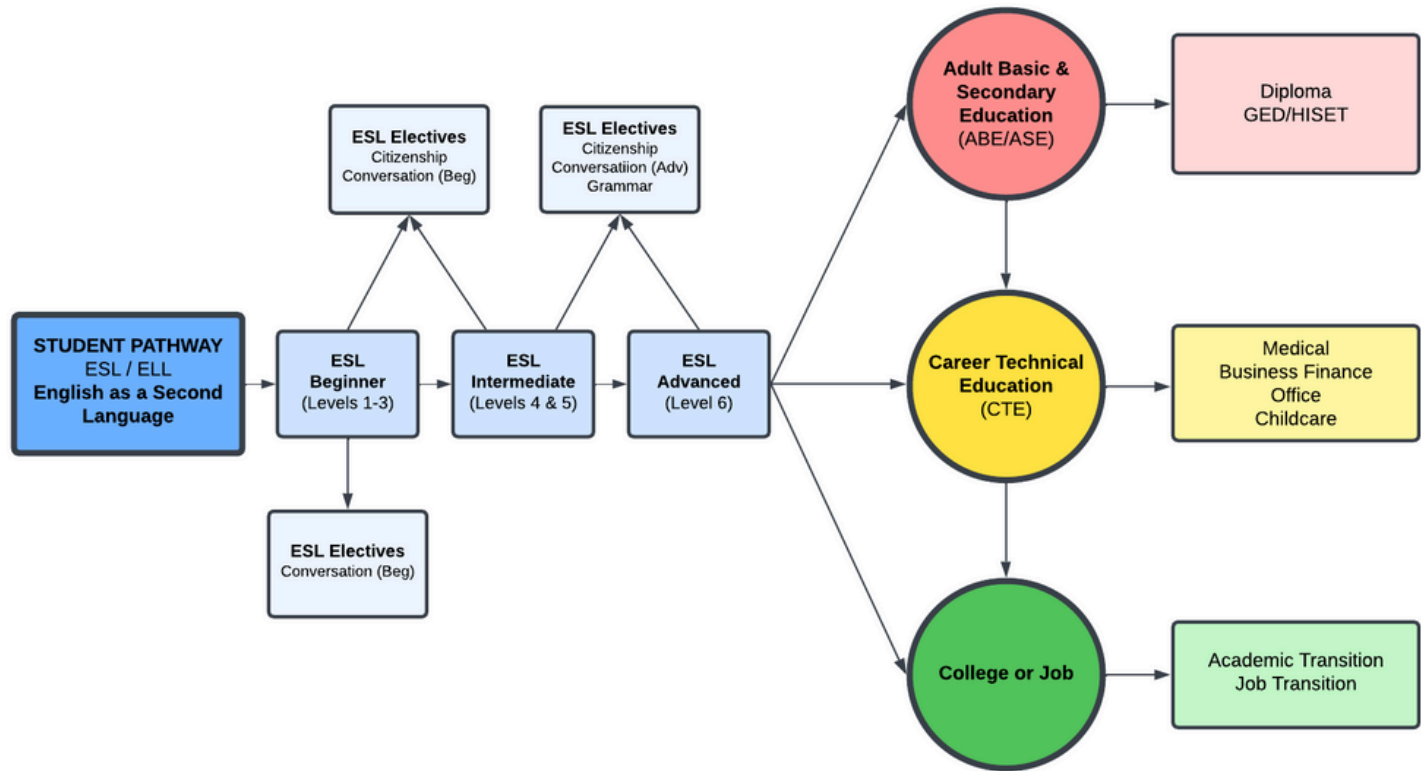
**Course - NO FEE ; MTWTh 12:30p-4:30p ; Section #50400212 ; Salter, Levy Adult Ctr Rm 13  
Medical Terminology is HIGHLY RECOMMENDED, but not required, before taking this class**

- Help physicians carry out procedures, care for patients, take histories, schedule appointments, perform simple lab tests, and administer medications
- **Combines four 5-week modules of classroom/skills, lab training/electronic health records with an additional 160-hour externship for hands-on practice at an outpatient facility**
- 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
- Must maintain minimum 85% attendance - required
- Textbook and workbook must be purchased on your own - costs subject to publisher pricing
- Students with medical or other issues that may affect participation / require accommodations MUST notify instructor and office BEFORE registering for the course
- **All information will be given on the first day of class**

## **MEDICAL BILLING & CODING: Mar 18 - Aug 2, 2024**

**Course - NO FEE ; MTWThF 8:30a-12p ; Section #50010203 ; Salter, Levy Adult Ctr Rm 13  
Medical Terminology is HIGHLY RECOMMENDED, but not required, before taking this class**

- Prepare for a future in medical billing and coding and qualify for a job working in a physician's office, clinic, billing company, and other health care organizations - jobs are expanding and will continue to grow for years
- Course content will prepare you for the national certification exams (CPC) with AAPC and (CBCS) NHA
- **Required: 160-hour externship for hands-on practice at a billing company or outpatient facility AFTER successful completion of course**
- Textbooks must be purchased on your own - costs are subject to publisher pricing
- **All information will be given on the first day of class**



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

Torrance Adult School **TAS** education that works

### NEED HELP?

#### STUDENT SUPPORT SERVICES

Available to TAS Students

- Academic / College
- Jobs / Career Preparation
- Agency Referrals
- Wellness Resources

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

# CTE OFFICE AND BUSINESS & FINANCE TAS PROGRAM CERTIFICATES

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

- TAS Program Certificate is a school certificate of completion only. TAS Program Certificate is not an official license or certification.
- **Requirements for ALL TAS Program Certificates:**
  - Complete required course assignments
  - Pass simulation tests with minimum 75% grade
  - Maintain minimum 80% attendance

## **OFFICE PROFESSIONALS PROGRAM CERTIFICATE**

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

- Microsoft Excel
- Microsoft Word
- MOS Excel Exam Certification (industry-recognized certification from Microsoft)
- MOS Word Exam Certification (industry-recognized certification from Microsoft)

## **ADMINISTRATIVE ASSISTANT PROGRAM CERTIFICATE**

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

- Microsoft Excel
- Microsoft Word
- Microsoft PowerPoint

## **FINANCIAL OPERATIONS PROGRAM CERTIFICATE**

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

- Accounting 1
- Accounting 2
- QuickBooks
- Microsoft Excel
- QBCU Exam Certification (industry-recognized certification from Intuit)
- MOS Excel Exam Certification (industry-recognized certification from Microsoft)

## **BUSINESS OPERATIONS PROGRAM CERTIFICATE**

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

- Accounting 1
- Microsoft Excel
- Microsoft Word
- Starting a Business (Enroll in Business & Finance (OE2) Course)
- CBP Exam Certification (industry-recognized certification from Intuit)
- Entrepreneurship & Small Business Exam Certification (ESB)

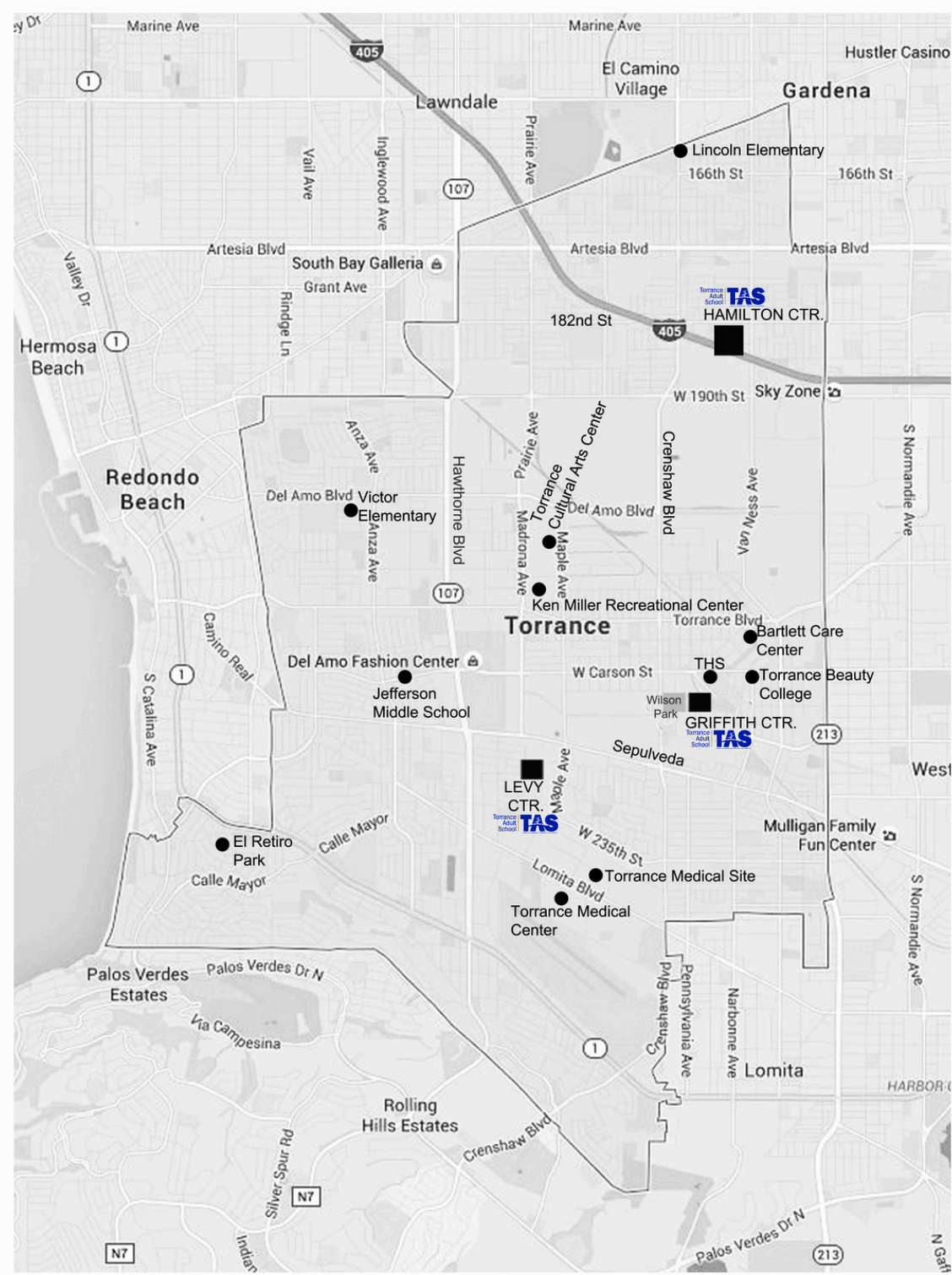


# TORRANCE ADULT SCHOOL LOCATIONS

**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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