

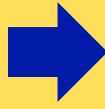
Summer 2024: June 3 - 26



Torrance
Adult
School



Registration Begins May 13



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

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

OFFICE & BUSINESS/FINANCE

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

SUMMER 2024 REGISTRATION DATES

- May 13 - Online Registration Begins
- May 22 - Walk-In Registration Begins

SCHOOL HOLIDAYS (NO CLASS MEETINGS)

- June 19 - Juneteenth



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.

CTE - Career Technical Education

TUSD.ORG/TAS

(310) 533-4689

CTE OFFICE AND BUSINESS & FINANCE TAS PROGRAM CERTIFICATES

IMPORTANT INFORMATION FOR ALL TAS PROGRAM CERTIFICATES:

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

OFFICE PROFESSIONAL PROGRAM CERTIFICATE

Requirements for pathway completion:

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

ADMINISTRATIVE ASSISTANT PROGRAM CERTIFICATE

Requirements for pathway completion:

- Microsoft Excel
- Microsoft Word
- Microsoft PowerPoint

FINANCIAL OPERATIONS PROGRAM CERTIFICATE

Requirements for pathway completion:

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

BUSINESS OPERATIONS PROGRAM CERTIFICATE

Requirements for pathway completion:

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

MICROSOFT EXCEL I/II & MOS



Course - NO FEE ; MOS Exam - \$85.00

MTWTh 8a-12p ; Section #40311100 ; Yuan, Hamilton Adult Ctr Rm 23

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



BUSINESS & FINANCE REVIEW



Course - NO FEE ; Certification Exam Fees Vary

M-F 8a-12p* ; Section #40825103 ; Marasigan ; ONLINE ONLY

(NO CLASSROOM MEETINGS, NO ZOOM MEETINGS)

- *The above M-F 8a-12p is for office use only - students have 24/7 access to the online trainings.

INFORMATION ABOUT THIS COURSE:

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

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

(C) There will be an open forum Orientation via Zoom on the first day of class where students can get more information about this course - check your email for the invite.

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

(1) SELECT AN ONLINE TRAINING FOR THIS COURSE:

- **Starting a Business Course** - Learn and understand core business principles and start your own business.
- **Accounting Basics Review** - Learn the accounting cycle for standard businesses and gain real-world understanding of bookkeeping.
- **QuickBooks Online Review** - Learn the practical application of accounting fundamentals and use the computerized accounting software **QuickBooks Online**.
- **Microsoft Word Review** - Learn the word processing application software to create, save, edit, format, and print text-based documents such as letters and reports easily and efficiently.
- **Microsoft Excel Review** - Learn the spreadsheet application software to organize data in columns and rows, calculate numerical data, display data in various formats, and speed the process of changing and updating data efficiently.
- **Business & Finance Externship** - Practice your skills and knowledge at an offsite workplace/partner facility. **REQUIRED FOR EXTERNSHIP** - Certificates of Completion for Accounting Basics and QuickBooks Online.

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

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

Email Marasigan.Maria@tUSD.org to receive approval

- **REQUIRED FOR MOS** - Certificate of Completion for MS Excel and/or MS Word, OR any proof of previous training or experience to take the industry-recognized certifications.
 - **Microsoft Office Specialist (MOS) Exam Fee - \$85.00**
- **REQUIRED FOR QBCU** - Certificate of Completion for Accounting and QuickBooks, OR any proof of previous training or experience to take the industry-recognized certifications.
 - **QuickBooks Certified User (QBCU) Exam Fee - \$95.00**
- **REQUIRED FOR CBP** - Certificate of Completion for Accounting 1, OR any proof of previous training or experience to take the industry-recognized certification.
 - **Certified Bookkeeping Professional (CBP) Exam Fee - \$70.00**
- **REQUIRED FOR ESB** - Certificate of Completion for Starting a Business.
 - **Entrepreneurship & Small Business (ESB) Exam Fee - \$70.00**



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



NEED HELP with College, Jobs, or Resources?

STUDENT SUPPORT SERVICES (SSS) Available to TAS students



ACADEMIC TRANSITIONS

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



JOB TRANSITIONS

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



AGENCY REFERRALS

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



WELLNESS RESOURCES

- Health
- Wellness
- Housing Assistance
- Public Transportation

STUDENT SUPPORT SERVICES TEAM Contact us by email or phone



Theano Kavoulakis

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

STUDENT ADVISOR
GED/HiSET & Certiport Tests
Job Transitions



Baron Sia

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

CAREER COORDINATOR
Job Transitions
Agency Referrals



Obie Imoh

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

SCHOOL COUNSELOR
Academic Transitions
Wellness Resources

WANT MORE INFORMATION?



(310) 533-4689 ext. 8429



bit.ly/SSSWEBTAS

TORRANCE ADULT SCHOOL LOCATIONS

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

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

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

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