Let us help you with your vision!

Spring 2020
March 23 - June 4
Register online www.tastusd.org
FIRST EVER ANNUAL

OPEN HOUSE
Thursday, February 27, 2020

Day Session: 11 AM - 1 PM
Night Session: 5 PM - 7 PM

LEVY ADULT CENTER
3420 W. 229th Place
Torrance, 90505

DISCOVER WHAT TORRANCE ADULT SCHOOL CAN DO FOR YOU!

For questions / info, please contact a Student Support Services Representative:
Liliana Ortiz: (310) 533-4689, ext. 8429
Theano Kavoulakis: (310) 533-4689, ext. 8284
Save your seat!
Online registration for Career Education and Community Interest begins
February 25, 2020
www.tastusd.org

ALL CLASSES ARE OPEN TO ADULTS 18 AND OVER
Spring Term 2020: March 23 - June 4
School Holidays:
Spring Break (No Classes) - April 6 to 10
Memorial Day - Monday, May 25, 2020

Academic Subjects
Pages 2 through 5
Language Arts Center, Learning Center, Online courses, GED®, and HiSET® preparation and testing.

Job Training
Pages 6 through 8
Career training: Allied Health, Business, and Early Childhood Education.

English as a Second Language
Pages 9 through 13
Classes offered at locations throughout Torrance in the morning, afternoon, and evening.

Career Education
Pages 14 through 19
Microsoft© Office Applications, Bookkeeping, Accounting, and Allied Health.

Community Interest
Pages 20 through 30
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 31 through 36
How to Register, Refund Policy, Policies and Procedures, Registration Form, School Locations, Map, and Index.
ABE/ASE/HSD Spring 2020 Enrollment

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

Daily Enrollment Schedule for SPRING 2020 – begins MARCH 2, 2020
Hamilton Adult School - (ABE/ASE/HSD/HSE Students)
By Appointment Only

<table>
<thead>
<tr>
<th>AM</th>
<th>AFTERNOON</th>
<th>PM</th>
<th>Last Test Session Starts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>8:30 - 12:30</td>
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<tr>
<td>Tuesday</td>
<td>8:30 - 12:30</td>
<td>1:00 - 4:30</td>
<td>4:30 - 8:00 6:00p</td>
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<tr>
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<tr>
<td>Friday</td>
<td>8:30 - 12:30</td>
<td>1:00 - 4:30</td>
<td>CLOSED 2:00p</td>
</tr>
</tbody>
</table>

February 18, 2020 ongoing Counseling Appointments (Walk or Phone In, NEW and Current Students)

March 2 - 6, 2020 Reenrollment Week for Spring 2020 classes (Current Winter 2020 Students. By Appointment Only)

March 18, 2020 LAST DAY of Instruction for Winter 2020 classes

March 23, 2020 FIRST DAY of Instruction for Spring 2020 classes

March 31, 2020 NO Morning Classes – All School Professional Development Workshop

April 3, 2020 LAST DAY to Enroll in Direct Instruction Classes!

April 6 – 10, 2020 CLOSED – Spring Break

May 22, 2020 LAST DAY TO ENROLL – New Students

May 25, 2020 Holiday

June 4, 2020 Last Day of Classes Graduation Ceremony

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

• Students Must CALL or WALK IN to make an appointment for ABE/ASE/HSD/HSE classes
• Phone In and In Person open from 8:30a - 8:30p, Monday through Thursday
• Phone In and In Person open 8:30a - 4:00p on Friday
• Online Registration is not available
• NOTE: Counseling, Testing, and Enrollment will take approximately 2.5 hours
• Bring a snack and water
• Childcare is not available during registration and testing
• NOTE: Childcare is only available at Hamilton Adult School while classes are in session (See page 32 for childcare requirements)

Questions? 310-533-4689
All classes in this section begin the week of March 23, 2020 
No Class: April 6 - 10, 2020 - Spring Break, May 25, 2020 - Memorial Day 
Late start: March 31, 2020 1:00 pm 
Graduation Night: June 4 classes close at 4:30 pm 

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 prior to enrolling in literacy or high school courses. 
Please note: Morning childcare is available at the Hamilton Center in Room 2 for children ages 2 – 5 when parent is registered for classes. See page 32. 

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 the integrity of our academic program as it supports student learning throughout life. 

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 provided basic language skills that integrate program standards for Adult Basic and Secondary Education. 
The Adult Basic Education Program (ABE) is a literacy program that provides basic skills instruction in reading and writing. Students are provided computer assisted learning and individualized instruction. ABE learners are taught basic reading, writing, speaking, listening, critical thinking, and problem solving skills to become more successful and productive members of the community. High school diploma English language arts courses are also offered. These are competency based courses designed to develop reading comprehension, literary analysis, and written composition. Courses are structured to develop and enhance analytical and critical thought processes as well as interpretative and evaluative skills. This classroom has a 6 hour a week mandatory attendance requirement. M-Th 8:30am to 8:30pm 

Hamilton Center 
Adult Secondary Education: High School Diploma, Enrichment Courses, and High School Equivalency Exam preparation. The Learning Center is a classroom environment that provides direct instruction in the area of math and also provides the opportunity for students to work independently at their own pace in all other high school 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. M-Th 8:30am-8:30pm F 8:30am – 12:30pm (lab courses only)
Online Courses– Hamilton Center
Work on your high school diploma or enrich课外课程 in class and also 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 are required to work in class a minimum of 6 hours a week.

High School Equivalency (HSE)

Math Preparation Course–Hamilton Center
Torrance Adult School now offers a blended HiSET®/GED® math preparation course consisting of teacher direction and computer instruction. Released test questions are dissected and test taking strategies are discussed. This noncredit 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 has continuous enrollment. The coursework will be repeated every 5 weeks to prepare for the next testing session. There is no fee for the course and students may repeat the course if needed.

Pre requisite: General Math Basic A or passing of a diagnostic test. This class is open to all students enrolled in the Learning Lab.
HSE Math Schedule
MW 12:30pm – 2:30pm
TTh 5:30pm – 8:30pm

High School Equivalency (HSE)

English Language Arts (ELA)
Preparation Course–Hamilton Center
Torrance Adult School now offers a direct instruction HiSET®/GED® English Language Arts preparation course that addresses reading and test taking skills in the 4 subject strands: social studies, science, reading, and English language arts grammar and writing. This course prepares students to read and apply test-taking strategies across the varied subject matter. Included in the class is an online reading program designed to increase test taking reading skills and an essay preparation class for the exam’s written response. The class meets two times per week and mandatory 6 hour attendance is required. Recommended Pre requisite: Reading Skills level 6 or higher. Students earn 5 elective credits upon successful completion.

Tu 9:00am-12:00pm
Th 9:00am – 12:30pm

Questions? 310-533-4689
HIGH SCHOOL EDUCATION

Math Pull Out Class Schedules:
General Math Basic A, General Math Basic B, and Algebra 1A meet two times per week and regular attendance is required.

<table>
<thead>
<tr>
<th>Math A</th>
<th>Math B</th>
<th>Algebra 1A</th>
</tr>
</thead>
<tbody>
<tr>
<td>MW 9:00am-12:00pm</td>
<td>TTh 9:00am-12:00pm</td>
<td>MW 9:00am-12:00pm</td>
</tr>
<tr>
<td>MW 5:30pm-8:30pm</td>
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<td></td>
</tr>
</tbody>
</table>

Math Lab FUN - Making math understandable and enjoyable!
The math lab serves math students ranging from Math A through Algebra B Monday through Thursday from 9:00am - 12:00pm. This is an instructor guided course with lessons and projects designed to decrease math anxiety, expand math knowledge, demonstrate how math skills apply to 21st century workforce skills, and help students to complete their assigned math class. Classes include blended lessons comprised of teacher directed group activities and computer learning. Students will understand how math is used everywhere in our daily life. The attendance requirement is a mandatory 6 hours per week.

English Elective A – Hamilton Center
English Elective A equips students with reading skills for passing high school equivalency tests or college level work.

Within the context of non-fiction essays, ten key reading strategies are taught and practiced. Close reading to analyze and evaluate texts leads to the composition of well-developed, short essay selection responses. Vocabulary acquisition, comprehension, writing, and essential notetaking skills are included in this 10.5-week class. In addition to online reading resources, one full-length novel is included. There is no fee for this class. The class meets two times per week for a mandatory 6-hour attendance requirement. Prerequisite recommend: Reading Skills level 8 or counselor / teacher has waived requirement. Students earn 5 English elective credits upon successful completion of all assignments and attendance requirements.

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 entire test for $199. Free advising and preparation courses are available. For more information and scheduling, please call the Hamilton office at 310-533-4689 ext. 8400.

Practice tests are also offered to help 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.

ONLINE Courses– Hamilton Center
Work on your high school diploma or enrichment courses in class and also 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 are required to work in class a minimum of 6 hours a week.

M-Th 8:30am-8:30pm; F 8:30am – 12:30pm
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

HiSET® 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 and practice with the three general scientific categories: earth science, life science, & 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 two times a week (3 hours a day) and 6 hours a week attendance is required. This is a non-credit class and may be repeated. M/W 9:00am-12:00pm

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

<table>
<thead>
<tr>
<th>Test Date</th>
<th>Test Area</th>
<th>Testing Time</th>
<th>Registration Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Apr. 20</td>
<td>Science</td>
<td>5:00pm</td>
<td>3/5/20 – 4/15/20</td>
</tr>
<tr>
<td>Apr. 20</td>
<td>Soc. Studies</td>
<td>7:00pm</td>
<td>3/5/20 – 4/15/20</td>
</tr>
<tr>
<td>Apr. 21</td>
<td>Math</td>
<td>5:00pm</td>
<td>3/5/20 – 4/15/20</td>
</tr>
<tr>
<td>Apr. 21</td>
<td>Reading</td>
<td>7:00pm</td>
<td>3/5/20 – 4/15/20</td>
</tr>
<tr>
<td>Apr. 22</td>
<td>Writing</td>
<td>5:00pm</td>
<td>3/5/20 – 4/15/20</td>
</tr>
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<td>May 18</td>
<td>Science</td>
<td>9:00am</td>
<td>4/16/20 – 5/13/20</td>
</tr>
<tr>
<td>May 18</td>
<td>Soc. Studies</td>
<td>11:00am</td>
<td>4/16/20 – 5/13/20</td>
</tr>
<tr>
<td>May 19</td>
<td>Math</td>
<td>9:00am</td>
<td>4/16/20 – 5/13/20</td>
</tr>
<tr>
<td>May 19</td>
<td>Reading</td>
<td>11:00am</td>
<td>4/16/20 – 5/13/20</td>
</tr>
<tr>
<td>May 20</td>
<td>Writing</td>
<td>9:00am</td>
<td>4/16/20 – 5/13/20</td>
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<tr>
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<td>Science</td>
<td>5:00pm</td>
<td>5/14/20 – 5/27/20</td>
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<td>Soc. Studies</td>
<td>7:00pm</td>
<td>5/14/20 – 5/27/20</td>
</tr>
<tr>
<td>June 2</td>
<td>Math</td>
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<tr>
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<td>Reading</td>
<td>7:00pm</td>
<td>5/14/20 – 5/27/20</td>
</tr>
<tr>
<td>June 3</td>
<td>Writing</td>
<td>5:00pm</td>
<td>5/14/20 – 5/27/20</td>
</tr>
</tbody>
</table>
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. Sign up now!

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 March 23, 2020. No Classes: April 6-10, May 25

Introduction to Microsoft® Office Applications
Students must have basic computer skills and be able to keyboard 20 words per minute in order to take this class.
This is the first-level career course for ESL/ASE students who are interested in business or medical careers. Students work in class with a teacher and practice online to learn and apply:
- Beginning MS Word skills
- Beginning PowerPoint skills
- Beginning Excel skills
- 35 words per minute keyboarding
Students who take this training class will receive ESL language support.

F 8:30am-12:00pm Multilevel
Grif’ Rm16 Espinoza/Marasigan

Word for ESL/ASE
Students must have basic computer skills and be able to keyboard 20 words per minute in order to take this class.
Do you want to learn a new skill or get a job promotion? This is the first class for ESL students who are interested in a business or medical career. Learn:
- MS Word keyboard shortcuts and how to use the Ribbon.
- How to create, format, and edit documents.
- How to create tables and insert images.
- How to increase your typing speed to 35 words per minute
Our expert teachers help you with the technical and language skills you need to succeed!
We help you prepare for the Microsoft® Office Specialist (MOS) certification exam.

Book fees ($84)

MTTh 8:30am-12:00pm
Levy 3/K-2 Chon/Yuan

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
Students must have basic computer skills and be able to keyboard 20 words per minute in order to take this class.
Do you want to learn a new skill or get a job promotion? Excel is the most popular program for managing data, including financial records, and for professional and personal needs.
Learn to:
• Create spreadsheets
• Sort and use customer information data
• Use formulas for calculations
We help you prepare for the Microsoft® Office Specialist (MOS) certification exam.
Book fees ($84)
MWTH 8:30am-12:00pm
Levy 3/K-2  Chon/Yuan

Medical Terminology for ESL/ASE
April 14 – June 18, 2020
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.
TWTh 1:00pm-4:00pm  Multilevel
Levy Rm15  Wang/Caramaschi

Pharmacy Tech for ESL/ASE
March 30 – June 19, 2020
No class April 6-10 - Spring Break, May 25 - Memorial Day
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%. 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 120-hour externship.
MTWThF 8:30am-12:00pm
Levy Rm15  Caramaschi/L.Wang

Medical Billing and Coding for ESL/ASE
March 9 – July 17, 2020
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.
MTWThF 8:30am-12:00pm
Levy Rm13  Caramaschi/Salter

Questions?  310-533-4689
Career Training: Early Childhood Education

Childcare Providers I/II for ESL/ASE
This intermediate/advanced course is for students in 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 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 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.

Medical Assisting for ESL/ASE
February 11 – July 2, 2020
No class April 6-10 - Spring Break, May 25 - Memorial Day
*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.

MTWTH 12:30pm-4:30pm  Levy Rm13  Caramaschi/Salter

Questions? 310-533-4689  JOB TRAINING
Enrollment for Spring 2020 begins March 4, 2020 – April 3, 2020
Hamilton Adult School - (ESL Students)

<table>
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<th>AM</th>
<th>AFTERNOON</th>
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<td>1:00 - 4:30</td>
<td>CLOSED</td>
<td>2:00pm</td>
</tr>
</tbody>
</table>

March 4, 2020 FIRST DAY to register for classes
March 4, 2020 Evening Registration Opens at Griffith Adult School
March 23, 2020 AM CLASSES BEGIN
March 31, 2020 NO Morning Classes – All School Professional Development Workshop
April 1, 2020 LAST NIGHT TO ENROLL – Griffith Adult School
April 3, 2020 LAST DAY TO ENROLL – Hamilton Adult School Enrollment Center
April 6 – 10, 2020 CLOSED – Spring Break
May 25, 2020 CLOSED – Memorial Day
June 4, 2020 LAST DAY of Instruction for Spring 2020 classes

Evening Enrollment Schedule – WEDNESDAYS, March 4, 11, 25 and April 1st, 2020
Griffith Adult School - Room 12 (ESL Students ONLY)

<table>
<thead>
<tr>
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<th>AM</th>
<th>AFTERNOON</th>
<th>PM Only</th>
<th>Last Test Session</th>
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<td>CLOSED</td>
<td>4:30 - 8:00pm</td>
<td>6:00pm</td>
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How to Enroll:
ENGLISH AS A SECOND LANGUAGE (ESL)
No tuition will be charged to students qualifying for the Workforce Innovation and Opportunity Act
• Students must register in person for all ESL classes
• Online Registration is not available
• Testing and Enrollment will take approximately 2 hours
• You must arrive by the LAST TEST SESSION start time to enroll on the same day
  • Bring a snack and water
• Childcare is not available during registration and testing
• Childcare is only available at Hamilton Adult School while classes are in session
  (See page 32 for Childcare requirements)
Griffith Adult School location for evening registration ONLY:
2291 Washington Ave., Torrance 90501 310- 533-4689 x 8312, Room 12
No Enrollment: March 31 (morning), April 6-10, 2020

Learning makes life better!
ESL classes begin March 23, 2020
No Class: April 6-10 Spring Break, May 25 Memorial Day
Late start: March 31, 2020 12:30 pm

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 positive family member, and a lifelong learner.

Griffith Morning Classes

<table>
<thead>
<tr>
<th>Days</th>
<th>Time</th>
<th>Level</th>
<th>Room</th>
<th>Instructor</th>
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<tbody>
<tr>
<td>MTWTh</td>
<td>8:30am-12:00pm</td>
<td>Level 1</td>
<td>15</td>
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<tr>
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<td>Fujii</td>
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<td>Level 4</td>
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<td>Level 5</td>
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<td>Lin</td>
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<tr>
<td>Daily</td>
<td>8:30am-12:00pm</td>
<td>Level 6</td>
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<td>Murray</td>
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<td>MTWTh</td>
<td>8:30am-12:00pm</td>
<td>Level 6</td>
<td>16</td>
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<tr>
<td>F</td>
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<td></td>
<td>16</td>
<td>Espinoza/Marasigan</td>
</tr>
</tbody>
</table>

Introduction to Microsoft Office Applications

Griffith Afternoon Classes

<table>
<thead>
<tr>
<th>Days</th>
<th>Time</th>
<th>Course</th>
<th>Room</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>M</td>
<td>12:30pm-3:00pm</td>
<td>Beginning Conversation</td>
<td>3</td>
<td>Lin</td>
</tr>
<tr>
<td>MW</td>
<td>12:30pm-3:15pm</td>
<td>English Grammar - Use It or Lose It Int/Adv</td>
<td>8</td>
<td>Murray</td>
</tr>
<tr>
<td>TTh</td>
<td>12:30pm-3:00pm</td>
<td>Let’s Talk Conversation Int/Adv</td>
<td>8</td>
<td>Murray</td>
</tr>
<tr>
<td>TWTh</td>
<td>12:30pm-4:30pm</td>
<td>Learn English at Home</td>
<td>2</td>
<td>Hall</td>
</tr>
</tbody>
</table>

Griffith Evening Classes

<table>
<thead>
<tr>
<th>Days</th>
<th>Time</th>
<th>Level</th>
<th>Room</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>TWTh</td>
<td>6:00pm-9:00pm</td>
<td>Levels 1-2</td>
<td>13</td>
<td>Bellman</td>
</tr>
<tr>
<td>TWTh</td>
<td>6:00pm-9:00pm</td>
<td>Levels 3-4</td>
<td>16</td>
<td>Espinoza</td>
</tr>
<tr>
<td>TWTh</td>
<td>5:30pm-9:00pm</td>
<td>Levels 5-6</td>
<td>3</td>
<td>Lin</td>
</tr>
<tr>
<td>TW</td>
<td>5:00pm-9:00pm</td>
<td>Learn English at Home</td>
<td>2</td>
<td>Hall</td>
</tr>
</tbody>
</table>

Questions? 310-533-4689
ENGLISH AS A SECOND LANGUAGE
## Childcare: Morning childcare for children ages 2-5 is available while parent is in class at Hamilton. See page 32.

### Hamilton Morning Classes

<table>
<thead>
<tr>
<th>Days</th>
<th>Time</th>
<th>Level</th>
<th>Room</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>MTWTh</td>
<td>8:30am-12:00pm</td>
<td>Level 1-2</td>
<td>8</td>
<td>Bowyer</td>
</tr>
<tr>
<td>Daily</td>
<td>8:30am-12:00pm</td>
<td>Level 3</td>
<td>6</td>
<td>Hernandez</td>
</tr>
<tr>
<td>MTWTh</td>
<td>8:30am-12:00pm</td>
<td>Level 4</td>
<td>7</td>
<td>Caramaschi</td>
</tr>
<tr>
<td>MTWTh</td>
<td>8:30am-12:00pm</td>
<td>Level 5</td>
<td>14</td>
<td>Tait</td>
</tr>
<tr>
<td>MTWTh</td>
<td>8:30am-12:00am</td>
<td>Level 6</td>
<td>5</td>
<td>Lynch</td>
</tr>
</tbody>
</table>

### Hamilton Afternoon Classes

<table>
<thead>
<tr>
<th>Days</th>
<th>Time</th>
<th>Level</th>
<th>Room</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>MTWTh</td>
<td>12:30pm-3:00pm</td>
<td>English Club Levels 1-4</td>
<td>6</td>
<td>Hernandez</td>
</tr>
<tr>
<td>MW</td>
<td>12:30pm-3:30pm</td>
<td>Childcare Providers I/II for ESL/ASE</td>
<td>7</td>
<td>Estes-Morrison</td>
</tr>
</tbody>
</table>

### Hamilton Evening Class

<table>
<thead>
<tr>
<th>Days</th>
<th>Time</th>
<th>Level</th>
<th>Room</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>TWTh</td>
<td>6:00pm-9:00pm</td>
<td>Communication Skills Levels 4-6</td>
<td>7</td>
<td>Staff</td>
</tr>
</tbody>
</table>

### Levy Adult Center 3420 West 229th Pl.

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

### Levy Morning Classes

<table>
<thead>
<tr>
<th>Days</th>
<th>Time</th>
<th>Course</th>
<th>Room</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>TW</td>
<td>8:30am-12:00pm</td>
<td>Multilevel ESL Lab</td>
<td>3</td>
<td>Chon</td>
</tr>
<tr>
<td>MTWTh</td>
<td>8:30am-12:00pm</td>
<td>Levels 4-6</td>
<td>7</td>
<td>Rogers</td>
</tr>
<tr>
<td>MWTh</td>
<td>8:30am-12:00pm</td>
<td>MS Excel for ESL</td>
<td>3/K2</td>
<td>Chon/Yuan</td>
</tr>
<tr>
<td>MTTh</td>
<td>8:30am-12:00pm</td>
<td>Word for ESL/ASE</td>
<td>3/K2</td>
<td>Chon/Yuan</td>
</tr>
<tr>
<td>MTWTh</td>
<td>8:30am-12:30pm</td>
<td>Medical Billing and Coding for ESL</td>
<td>13</td>
<td>Caramaschi/Salter</td>
</tr>
<tr>
<td>F</td>
<td>8:30-10:30am ESL Support</td>
<td>Pharmacy Tech for ESL</td>
<td>15</td>
<td>Caramaschi/L.Wang</td>
</tr>
</tbody>
</table>

### Levy Afternoon Class

<table>
<thead>
<tr>
<th>Days</th>
<th>Time</th>
<th>Course</th>
<th>Room</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>MTWTh</td>
<td>12:30pm-4:30pm</td>
<td>Medical Assisting for ESL</td>
<td>13</td>
<td>Caramaschi/Salter</td>
</tr>
<tr>
<td>F</td>
<td>1:15-3:15pm ESL support</td>
<td>Medical Terminology for ESL/ASE</td>
<td>14</td>
<td>Caramaschi/L.Wang</td>
</tr>
<tr>
<td>TWTh</td>
<td>1:00pm-4:00pm</td>
<td>Medical Terminology for ESL/ASE</td>
<td>14</td>
<td>Caramaschi/L.Wang</td>
</tr>
</tbody>
</table>
**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, PRONUNCIATION, 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
Grif Rm16 Espinoza

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**ESL Multilevel Lab**

Our expert teacher helps you create an individual English-language learning plan. Set goals in the areas where you most need help: listening, speaking, reading, writing, pronunciation, grammar, vocabulary, life skills, and cultural awareness. Learn computer skills such as MS Word, PowerPoint, and Internet basic skills.

TW 8:30am-12:00pm Levels 4-6
Levy Rm3 Chon

---

**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

---

**The English Club**

Are you looking for a stress-free place to practice your spoken English? Come to our friendly classroom! Meet new people and talk about topics that are important to you. Did you hear or experience something you did not understand? Our sage teacher helps you find answers to all your questions about the English language and life in the USA. Join the club!

MTWTh 12:30pm-3:00pm Levels 1-4
Ham Rm6 Hernandez

---

**Beginning Conversation**

- Practice conversation for everyday life including shopping, using the telephone, eating in restaurants, and more.
- Practice grammar
- Learn new vocabulary words
- Learn how to ask questions


M 12:30pm-3:00pm Levels 1-3
Grif Rm3 Lin

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**Conversation, Grammar, and Other Elective Classes**

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**English for College and Careers**

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**Questions? 310-533-4689 ENGLISH AS A SECOND LANGUAGE**
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!

TWTh 6:00pm-9:00pm Levels 4-6
Ham Rm7 Staff

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 lesson packets and return to school once each week for a 15-minute appointment to review your work and check out the next unit of study. Grif Rm2
Register at the Hamilton Center (See page 9)
T 12:30pm-4:30pm, 5-9pm
W 12:30pm-4:30pm, 5-9pm
TH 12:30pm-4:30pm
For information call 310-533-4689 ext. 8489

Learn English at Home
(Levels: All)
Study from home using borrowed DVDs and lesson packets. Meet with a teacher who answers your questions. Come to school once each week for a 15-minute appointment to review your work and check out the next unit of study. Citizenship preparation available. Register at the Hamilton Center.
For information call 310-533-4689, ext. 8489.
Grif Rm2
T 12:30pm-4:30pm, 5-9pm
W 12:30pm-4:30pm, 5-9pm
TH 12:30pm-4:30pm

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.
Fee waiver 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 Tuesday, February 25, 2020
www.tastusd.org

Career Education

Career Education & Allied Health Classes
Unless otherwise noted, all classes in this section begin the week of
March 23, 2020 – June 4, 2020
No Class: Spring Break-April 6-10, 2020, Memorial Day-May 25, 2020

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 Education Pathways and industry requirements, visit our website: www.tastusd.org and select the Career Technical Education section.

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 Level 1, Level 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.

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 the integrity of our academic program as it supports student learning throughout life.

Register online www.tastusd.org
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, you will also be 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.
**QuickBooks Desktop (Hybrid Class)**

Preferred: 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 14).

Are you looking for a user-friendly way to conduct computerized accounting tasks from your desktop? Then this course is for you! 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, depreciation schedule, payroll, amortization, budgeting and cost analysis. This course provides a variety of practice materials to help students transfer textbook learning to practical applications. Qualified students have the opportunity to take the QuickBooks Certified User (QBCU) exam.

**Course Fee - $65**

**T 6:00pm-9:00pm Levy RmK2**
+ Hybrid/Online Learning
Marasigan Section 40812213

**F 8:30am-12:30pm Grif Rm6**
+ Hybrid/Online Learning
Marasigan Section 40830003

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**Accounting I**

Begin your career in accounting. This class is a 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. Textbook required.

**Course Fee - $65**

**MW 12:00pm-3:00pm Levy Rm8**
Staff Section 40811213

**TTh 6:00pm-9:00pm Levy Rm8**
Staff Section 40811223

**Accounting II**

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, Depreciation Schedule, Payroll, Amortization, Budgeting and Cost Analysis. Textbook required.

**Course Fee - $65**

**Prerequisite: Accounting I**

**M 12:30pm-3:30pm Levy RmK2**
+ Hybrid/Online Learning
Marasigan Section 40812213

**M 6:00pm-9:00pm Levy Rm8**
+ Hybrid/Online Learning
Marasigan Section 40812223

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**Save your seat!**

Online registration for Career Education begins **February 25, 2020**

www.tastusd.org
QuickBooks Online (Hybrid Class)
Preferred: 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 14).
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. This provides a variety of practice materials to help students transfer textbook learning to practical applications. Qualified students have the opportunity to take the QuickBooks Certified User (QBCU) exam.

Course Fee - $65
This includes access to practice test software and actual testing.
Textbook required – Price not included in course price.
Minimum of 80% Attendance Required.
W 6:00pm-9:00pm Levy Rm8 + Hybrid/Online Learning
Marasigan Section 40835223

Questions? 310-533-4689
Start your new career today.

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

Career Education & Allied Health Classes
Unless otherwise noted, all classes in this section begin the week of March 23, 2020
No Class: March 31, 2020, Spring Break April 6-10, May 25, 2020

Medical Terminology / Anatomy
March 23, 2020 through June 4, 2020
This foundational health care occupations course is recommended for everyone planning for a career in the healthcare field. Prepare for a career in health by learning the “Language of Medicine” & Anatomy, which are foundational courses for all medical support occupations. You’ll discover prefixes, suffixes, and combining forms that are medical and pharmaceutical terms. Discover body systems and the terms identifying each. 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
TTh 4:00pm-6:00pm Levy Rm13
Batson Section 50200223

All health program students are required to wear a school uniform with the school logo on it. The cost for each set is $25.00. 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.

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 the integrity of our academic program as it supports student learning throughout life.

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.

Register online www.tastusd.org
Medical Assisting
February 11, 2020 through July 2, 2020
No class: May 25
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) help 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. The textbook and workbook will be purchased on your own. The cost is subject to the publisher’s pricing.

Medical Billing and Coding
March 9, 2020, through July 17, 2020
No Class: March 31, May 25
Prepare for a future in medical billing and coding and qualify for a job working in a physician’s office, clinic, 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.

Pharmacy Technician
March 30, 2020 through June 19, 2020
No Class: March 31, May 25
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.

Questions? 310-533-4689
Parenting the Pre-Schooler  
(Adult comes with child)  
March 25-May 20  
No class April 8  
Parents and their pre-schoolers, 2 1/2 to 5 years old, engage in quality enrichment activities including art, music, and games, with a major emphasis on communication and cooperation skills. The adult discussion addresses physical and social development, as well as teaching techniques that encourage positive behaviors. Parents take time to play, laugh, and share with their children during these important years of childhood development. $89  
W 9:30am-11:30am  
Levy K1  
Cabrera-Mora  
Section 21713203

Parenting the Two-Year-Old  
(Adult comes with child)  
March 27-May 22  
No class April 10  
Parents of two-year-olds participate in activities designed to promote positive learning experiences. This course encourages the understanding of the ages and stages of normal growth and development. Topics of discussion include self-awareness, motor development, raising eco-friendly children, communication, and the importance of literature. $89  
F 9:30am-11:30am  
Levy K1  
Cabrera-Mora  
Section 21712203

Parent/Child Music & Movement  
(Adult comes with child)  
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. $89

1-4 Year-Olds  
T 9:30am-11:30am  
Ham Rm1  
Mosley  
Section 21726103

9 mos. to 2 ½ years old  
W 9:30am-11:30am  
Ham Rm1  
Mosley  
Section 21725103

Community Interest  
Community Interest classes are fully funded by student fees. ENROLL EARLY to ensure your class will run. Classes not meeting a minimum enrollment are subject to cancellation one week before the class starts.

Online Registration Begins February 25, 2020 @ www.tastusd.org

Unless otherwise noted, all classes in this section begin the week of March 23, 2020 – June 4, 2020  
No class April 6-10, and May 25, 2020

Parent 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. This is the ADULT name and ADULT birthday of the ADULT coming to class.  
Register Now - Don’t Wait!  
PLEASE LOOK FOR THE CORRECT AGE RANGE OF YOUR CHILD

Register online www.tastusd.org
Arts and Crafts

Decorative Painting
March 26-May 7
No class April 9
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) $85
Th 1:00pm-3:00pm Levy Rm6
Numamoto Section 20030123

Open Studio Painting Social
March 26, April 2, 16 & 23
Do you have a project you are working on or you just want to unwind, relax, and have fun painting with others? Here’s the perfect class that provides the space and an instructor that will guide, critique, and answer any of your questions. Students bring their own supplies and materials to work on projects at their own pace. Some painting experience required. $69
Th 6:30pm-8:30pm Levy Rm6
Numamoto Section 20045223

Music Plus
(Aadult comes with child)
March 23-May 18
No class April 6
This expanded program includes music and movement activities using various instruments and other accessories. Additionally, the parent and child engage in story time, art time and outside playtime specifically designed to encourage curiosity and interest. This class promotes listening skills, following directions, and body awareness. $89
Th 9:30am-11:30am Ham Rm1
Mosley Section 2171103

Parenting the Toddler
(Aadult comes with child)
Parents and toddlers, 12 to 24 months old, share a special time together as they eagerly explore the classroom activities designed specifically for this age. These lively children grow rapidly in physical and verbal abilities, and parents learn and discuss the important physical and social changes occurring. Helping parents to understand and accept each child as a unique and special individual is an important focus of this class. $89
Th 9:30am-11:30am Ham Rm1
Mosley Section 2171103

Oil Painting
March 24-April 21
Under the supervision of the teacher, students use basic principles and techniques of oil painting, learn basic composition, color theory, and various other oil painting ideologies and practices. Themes include floral, seascape, landscape, still life, portraits, and other painting topics. Students provide their own tools and supplies. $89
T 1:00pm-4:00pm Levy Rm3
Strickler Section 20010213

Parenting the Toddler
(Aadult comes with child)
Parents and toddlers, 12 to 24 months old, share a special time together as they eagerly explore the classroom activities designed specifically for this age. These lively children grow rapidly in physical and verbal abilities, and parents learn and discuss the important physical and social changes occurring. Helping parents to understand and accept each child as a unique and special individual is an important focus of this class. $89
Th 9:30am-11:30am Ham Rm1
Mosley Section 2171103

Open Studio Painting Social
March 26, April 2, 16 & 23
Do you have a project you are working on or you just want to unwind, relax, and have fun painting with others? Here’s the perfect class that provides the space and an instructor that will guide, critique, and answer any of your questions. Students bring their own supplies and materials to work on projects at their own pace. Some painting experience required. $69
Th 6:30pm-8:30pm Levy Rm6
Numamoto Section 20045223

Decorative Painting
March 26-May 7
No class April 9
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) $85
Th 1:00pm-3:00pm Levy Rm6
Numamoto Section 20030213

Spring term is March 23, 2020 - June 4, 2020, except where noted.

ENROLL EARLY to ensure your class will run. Classes not meeting a minimum enrollment are subject to cancellation one week before the class starts.

No class April 6-10, and May 25, 2020.
Dance

Spring term is March 23, 2020 - June 4, 2020, except where noted.

Dance: Line Dance-Beginner
Monday Class: March 30-June 1
Wednesday Class: April 1-June 3
Learn the basics of line dancing by doing easy dances. Learn the step patterns for dances including Cowboy Hustle, Strait Cha Cha, Waltz Across Texas, Black Velvet, and many more. No partners are necessary. Dress casual and have fun!

$39
M 6:00pm-7:00pm Ham Multipurpose
W 6:00pm-7:00pm Levy Multipurpose

Dance: Line Dance-Improver
Monday Class: March 30-June 1
Wednesday Class: April 1-June 3
After learning the basics, move up to the next level of line dancing. Learn the newer dances being done at the socials in the South Bay as well as more of the classic dances.

$39
M 7:00pm-8:00pm Ham Multipurpose
W 7:00pm-8:00pm Levy Multipurpose

Dance: Western Couples Dance
April 1-June 3
Learn Cowboy Cha-Cha, Country Two-Step, Schottische, Denver Cha Cha, Country Waltz, Desperado Wrap and more. No partner necessary.

$39
W 5:00pm-6:00pm Levy Multipurpose

Hula & Polynesian Dance
May 4-June 1
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.

$59
M 6:30-8:00pm Levy Multipurpose

Dance: Line Dance-Beginner
Monday Class: March 30-June 1
Wednesday Class: April 1-June 3
Learn the basics of line dancing by doing easy dances. Learn the step patterns for dances including Cowboy Hustle, Strait Cha Cha, Waltz Across Texas, Black Velvet, and many more. No partners are necessary. Dress casual and have fun!

$39
M 6:00pm-7:00pm Ham Multipurpose
W 6:00pm-7:00pm Levy Multipurpose

Dance: Line Dance-Improver
Monday Class: March 30-June 1
Wednesday Class: April 1-June 3
After learning the basics, move up to the next level of line dancing. Learn the newer dances being done at the socials in the South Bay as well as more of the classic dances.

$39
M 7:00pm-8:00pm Ham Multipurpose
W 7:00pm-8:00pm Levy Multipurpose

Dance: Western Couples Dance
April 1-June 3
Learn Cowboy Cha-Cha, Country Two-Step, Schottische, Denver Cha Cha, Country Waltz, Desperado Wrap and more. No partner necessary.

$39
W 5:00pm-6:00pm Levy Multipurpose

Languages

Korean Level 1 Conversational
March 25-May 20
Learn the basics of Korean language: the alphabet, reading, writing and conversation.

$89
W 7:00pm-8:00pm Levy Rm7
Lee Section 21310223

Korean Level 2 Conversational
March 23-May 18

$89
M 7:00pm-8:00pm Levy Rm7
Lee Section 21311223

Farsi
March 24-June 2
Learn the basics of Farsi reading and writing through fun activities such as games and songs! Conversation skills will also be covered.

$69
T 6:00pm-7:00pm Levy Rm5
Irani Section 21340223
Spring term is March 23, 2020 - June 4, 2020, except where noted.

ENROLL EARLY to ensure your class will run. Classes not meeting a minimum enrollment are subject to cancellation one week before the class starts.

No class April 6-10, and May 25, 2020.

Stock Market Beginning
April 29 & May 6
Fundamentals of investing will be introduced. Strategies to be discussed include stocks, bonds, money market funds, mutual funds, international stocks, and methods for implementing a personal investment portfolio. Topics such as earning more from CDs, maximizing return in IRA accounts, and the impact of taxes on investments will also be presented.

$75
W  7:00pm-9:00pm  Grif Rm9
Critelli  Section 21960023

Stock Market Intermediate
May 13 & May 20
This course offers a more advanced presentation of stock market trading techniques. The class focuses on the evaluation and understanding of stock charts, sector investing, hedging for the individual investor, closed and listed funds, and how to find values in a speculative market.

$75
W  7:00pm-9:00pm  Grif Rm9
Critelli  Section 21961023

Maximizing Retirement Income
May 19
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!

$39
T  6:30pm-9:00pm  Grif Rm9
Rakness  Section 21942023

Notary Public Course (California)
March 25
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. [If you want to take the test only: Call the office (310- 533- 4689, ext. 8400) to reserve a seat. Arrive at 4 p.m. and have your payment to the Secretary of State, your passport photo, and pencil. There will also be a $10 cash service charge for which you will receive a receipt.]

$135
Th  6:00pm-9:00pm  Levy Rm2
Peavyhouse  Section 2192023

Real Estate Investing Mastermind
April 30
Join experienced real estate investor and mortgage broker Athena Paquette for this riveting and informative class on how YOU can create passive income with real estate investing. Includes workbook. Ideal for beginning and experienced investors.

$45
Th  6:00pm-9:00pm  Grif Rm9
Paquette  Section 21930023

Online registration for Community Interest begins
February 25, 2020
www.tastusd.org
Fool Me Once, Fool Me Twice
May 26
There are hundreds of financial professionals trying to sell you products and services. No one helps you to avoid making the same potential mistakes that occurred in 2000 and 2008. Come and learn how Wall Street half-truths keep us playing their “game,” to our own detriment. Learn all aspects of how your financial decisions will impact your retirement life and most importantly, understand why you do what you do. Come away with the ability to make better, safer decisions when it comes to your retirement and investment assets.

$39
T 6:30pm-9:00pm Levy Rm7
Penland Section 21943023

Financial Wisdom for Couples
June 2
This ultra-practical class is designed to teach couples to make wise money and investment decisions together. You will benefit whether you are a couple starting out or a couple dealing with retirement. The class will include: when to take Social Security benefits and retirement accounts, should you roll to a Roth IRA, how to build and maintain credit scores, what about Real Estate, how much will you need in the future, and if insurance is a good bet. Also, a fun and insightful quiz will reveal both of your Money Personalities to help you make wise decisions. Every couple should attend this class.

$39 Per person
T 6:30pm-9:00pm Grif Rm9
Rakness Section 21977023

I Hate Annuities
May 5
Annuities supposedly give investors the chance to participate in the stock market’s gains without ever losing. Before you buy an annuity, know what you’re buying, how your returns will be calculated, understand how they can generate income, if an annuity fits your “time horizon,” how much liquidity can be expected, how safe they are and why some people still hate them. Students will learn about these issues and others, discuss the pros and cons, and have the opportunity to ask any questions they may have about annuities.

$39
T 6:30pm-9:00pm Levy Rm7
Penland Section 21966023

Social Security
May 5
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.

$35
T 6:30pm-8:30pm Grif Rm9
Rakness Section 21950023

Taxes in Retirement
April 1
Learn how to generate tax-free income by using overlooked tax tips per the IRS Guidelines. This course is ideal for those who want to retain more of their hard-earned nest egg. Taxes are scheduled to increase by as much as 25% on 1/1/2026. Discover strategies that benefit you and your family from the new tax changes. Plan ahead while taxes are still on sale!

$39
W 6:30pm-8:30pm Grif Rm1
Basile Section 21941023

Risk Less, Spend More
April 2
Investing and saving when you are near retirement and after retirement requires different strategies than those used to build your retirement accounts. This workshop provides the knowledge needed to make a smooth, safe and worry-free transition from the earning years to the spending years. Learn about a very well-documented “bucket strategy” for asset allocation that gives many retirees confidence that they will not run out of money. You’ll also learn about additional retirement alternatives, knowledge of the modern financial markets and its systematic risks, strategies to minimize those risks, and a greater ability to make the decisions necessary for secure retirement planning.

$39
Th 6:30pm-9:00pm Levy Rm7
Penland Section 21944023

Register online www.tastusd.org
Music

Spring term is March 23, 2020 - June 4, 2020, except where noted.

ENROLL EARLY to ensure your class will run. Classes not meeting a minimum enrollment are subject to cancellation one week before the class starts.

No class April 6-10, and May 25, 2020.

Learning to Play the Guitar
March 23-May 18
No class April 6
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.

$79

M 7:30pm-9:00pm Grif Rm9
Ellis Section 21520023

Learning to Play the Ukulele
Monday class: March 23-May 18
No class April 6
Wednesday class: April 29-June 3
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.

$95

MW 9:30am-10:30am Grif Snack Area
Ellis Section 22300003

YawnChi Get Your Yawn On & Find Your Breath
(Introduction Class)
April 14-May 5
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 ofquieting the mind.

$59

T 6:30pm-7:30pm Grif Rm10
Rosairesh Section 22350023

Reiki: Balance Your Energy & Balance Your Life
March 25
Each day seems to bring more stress until we feel out of control with no “down” time, resulting in negative health issues. Reiki is a gentle, non-invasive way to get “back on track.” This informational lecture provides a basic understanding of Reiki. Techniques will be demonstrated and class ends with a guided meditation.

$39

W 6:00pm-8:30pm Grif Rm10
Sanders Section 22150023

T’ai Chi
March 23-June 3
No class April 6-10 & May 25
T’ai Chi Chuan is a slow-motion exercise program for relaxation and health. Learn the history, philosophy, and the basic moves of this ancient art for modern people. T’ai Chi is an excellent exercise for stress reduction and relaxation. Wear comfortable shoes and clothing.

$95

MW 9:30am-10:30am Grif Snack Area
Smith Section 22300003

POUND Rockout Workout
April 14-June 2
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!

$49

T 6:00pm-7:00pm Levy Rm21
Karwowski Section 22180003
**Aerobic Exercise - Over 40 Shape-Up**

March 23-June 3

No class April 6-10 & May 25

This total body workout, if done consistently, increases muscle strength, bone density, lean body mass, metabolism, improves coordination, and balance. All major muscle groups are engaged with the use of hand weights and floor exercises. Dance-like cardio intervals are performed to lively, motivating music to elevate the heart rate and burn calories. Get a total body workout while having fun! Includes mat exercises for abs, stretches, and a cool-down period to relax the muscles and mind. Bring a mat and hand weights (3-5 pounds). Wear loose clothing and athletic shoes.

MW 5:00pm-6:00pm Jefferson Cafeteria

Rock Section 22110723

MW 6:00pm-7:30pm Levy Multipurpose

Platus Section 22120223

Th 6:00pm-7:30pm Levy Multipurpose

Platus Section 22120253

**Hatha Yoga for Beginners**

April 15-June 3

Have you been wanting to do yoga, but hesitant to try? This class is for you! We will start easy and gradually work our way to more difficult poses. Yoga improves flexibility, builds muscle strength, and helps posture and bone density.

W 4:45pm-5:45pm Ham Multipurpose

Barr Section 22450103

**Yoga for Physical Fitness-Beginning**

April 15-June 3

Practice various yoga poses to improve your flexibility, balance, and strength. This is in coordination with deep breathing, increasing your mental calmness, heightening body awareness, and reducing stress. The instructor has a California Physical Fitness teaching credential from UCLA and USC. Students must bring their own yoga mat to class.

W 5:30pm-6:30pm Levy Rm21

Eichel Section 22440223

**Low-Impact Aerobics**

March 23-June 3

No class April 6-10 & May 25

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.

MWF 8:00am-9:30am

Levy Multipurpose

Valentine Section 2211203

MWF 9:30am-11:00am

Levy Multipurpose

Valentine Section 2211233

**Get Fit Fast**

March 24-June 4

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 advanced. A certified personal trainer, with over 14 years of experience, teaches the class.

TTh 8:00am-9:00am Levy Rm1

P. Valentine Section 22131203

$119

TTh 9:00am-10:30am Levy Rm1

P. Valentine Section 22131233

$95

**Yoga for Physical Fitness-All Levels**

March 23-June 4

No Class: April 6, April 9 and May 25

Do you want to improve your flexibility, balance, posture and overall well-being? Yoga for All Levels will help you with all of those goals through calming, yet challenging, poses and flows. Students must bring their own yoga mat to class.

MTh 4:30pm–5:30pm Anza Cafeteria

Ordorica Section 22442923

$75

**Strength and Cardio Intervals for Body Sculpt and Fitness**

Tuesday class: March 24-June 2

Thursday class: March 26-June 4

No class April 6-10

This total body workout, if done consistently, increases muscle strength, bone density, lean body mass, metabolism, improves coordination, and balance. All major muscle groups are engaged with the use of hand weights and floor exercises. Dance-like cardio intervals are performed to lively, motivating music to elevate the heart rate and burn calories. Get a total body workout while having fun! Includes mat exercises for abs, stretches, and a cool-down period to relax the muscles and mind. Bring a mat and hand weights (3-5 pounds). Wear loose clothing and athletic shoes.

$69

$49

**Community Interest**

Online registration for Community Interest begins

February 25, 2020

www.tastusd.org
T’ai Chi-Qi Gong
Beginning
March 23-May 18
No class April 6
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 1:15pm–2:45pm Levy Multipurpose
Guillermo Section 22310213

$59

T’ai Chi-Qi Gong
Intermediate
March 27-May 22
No class April 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 Short Form sequence. Previously learned postures will be refined and reviewed. Students will be standing throughout the class. Wear low-grip shoes.

F 11:30am-1:00pm Levy Multipurpose
Guillermo Section 22321023

$59

T’ai Chi-Qi Gong
Advanced
March 26-May 21
No class April 9
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 11:00am-12:30pm Levy Multipurpose
Guillermo Section 22321023

$59

Cardio Salsa! Beginning
March 27-May 29
No class April 10
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 22121803

$49

Cardio Salsa! Intermediate
March 27-May 29
No class April 10
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 22122803

$59

Muscle Strengthening
MW Class: March 23-June 3
No class April 6, 8 & May 25
TTh class: March 24-June 4
No class April 7 & 9
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.

TTh 9:00am-10:30am
El Retiro Park***
Valentine Section 22123503

$79

Questions? 310-533-4689
Special Interest
Chair Yoga
MW class: March 23-May 20
T Th class: April 14-June 4
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.
$79
MW 1:00pm-2:00pm Levy Rm21
Wulff TTh 9:30am-10:30am Levy Rm21
Eichel

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. In the Gentle, Beginning, and Intermediate classes, students must be able to maneuver from the floor to a sitting or standing position without assistance. Bring your own mat.

Yoga-2
March 23-May 20
No class April 6-10
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.
$95
MW 10:00am-11:30am
El Retiro Park***
Wulff T 6:30pm-8:30pm Griff Rm7
Salas Section 22000023
Th 6:30pm-8:30pm Griff Rm7
Salas Section 22000053

Cancer Care – Maximize the Fight Against Cancer
Tuesday class: April 14-May 5
Thursday class: April 16-May 7
As a Stage 4 cancer survivor, I have identified 14 key areas you can prepare yourself to challenge this condition in the healthiest way possible. You will learn about resources that could help to reduce the hostile conditions that inhibit your immune system. Learn how these resources may help to increase stamina and improve your resistance to everyday illnesses during this physically demanding period.
$79
T 6:30pm-8:30pm Griff Rm7
Salas Section 22000023
Th 6:30pm-8:30pm Griff Rm7
Salas Section 22000053

Antiques and Collectibles
March 24-June 2
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.
$75
T 9:30am-12:00pm Levy Multipurpose Strumpf/Coffey Section 23010203

Wellness
Spring term is March 23, 2020-June 4, 2020, except where noted.

Community Interest classes are fully funded by student fees. ENROLL EARLY to ensure your class will run. Classes not meeting a minimum enrollment are subject to cancellation one week before the class starts.
No class April 6-10, and May 25, 2020.
Floral Design – Basic/Advanced
Tuesday class: March 24-June 2
Wednesday class: March 25-June 3
Thursday class: March 26-June 4
Students should bring one or two dozen medium-size roses and filler flowers (such as baby’s breath or waxed flowers) to the first class meeting. The teacher will provide vase and greens. New students bring clippers to cut your flowers and a bucket to put them in. In the first hour of class, we complete the basic flower arrangement in a step-by-step method. In the second hour of class, we complete the advanced flower arrangement. Basic students will be able to participate or observe the last hour, but it will be reserved for some basic technical arrangements. Students learn how to clean and preserve flowers and greens, wire roses, and make bows. Students also learn how to make corsages, boutonnieres, and hairpieces. $89

Lights, Camera, You!
April 29 & May 6
If you’ve ever wondered how you are presenting yourself in public, or you just want to be more comfortable talking and/or performing in front of people, this class is for you. Students will perform speeches, monologues, commercials and improvisation exercises. Students will discover how they are presenting themselves in a public and professional environment and learn how to focus and get past their nerves. The purpose of this class is to help students become more comfortable putting themselves out there (either on a professional or personal level); while having fun doing it! $59

Handweaving On a Loom
March 24-June 2
No class April 7 & May 26
Learn to make a one-of-a-kind scarf or fabric heirloom table linen, coverlet, or rug. Beginning to advanced students are welcome. $129

Social Media: How to Market Your Business or “Be Discovered”
March 25-June 3
Learn to navigate the different social media platforms to suit your business needs and/or talents. Whether you are looking to be discovered or generate business, this course will teach you how to become an influencer and gain followers. You will learn of the potential to make money and drive audiences to your product or personality. Famous names like Awkwafina, Shawn Mendes, and many others were discovered on social media. $89

Questions?  310-533-4689
Learn Basic Sewing Skills
May 5-June 2
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 and intermediate sewing students (students may bring their own sewing machine).

$89
T 6:00pm-8:00pm  Levy Rm3
Jackson  Section 23080223

Write Your Life Story
March 27-May 29
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.

$59
F 9:30am-11:30pm  Levy Rm6
Willen  Section 23040203

Develop Your Management Skills
April 15-May 13
Do you have a desire to place yourself in a strong position for the next consideration of advancement? Place yourself at that fork in the road of being prepared for the next opportunity. This class will provide you with the tools to prepare for the growth, confidence, and self-empowerment necessary for advancing.

$79
W 6:30pm-8:30pm  Levy Rm3
Witherspoon  Section 23055223

Having Fun with Speaking
April 13-May 11
You will develop skills in one of the hallmarks of communication. This class will provide you with tools to speak with authority, power, and to have FUN. Learn how you can increase your potential for growth, confidence, and self-empowerment and have FUN in the process!

$79
M 6:30pm-8:30pm  Levy Rm3
Witherspoon  Section 23101223

Home Repair
Spring term is March 23, 2020 - June 4, 2020, except where noted.

Community Interest classes are fully funded by student fees.
ENROLL EARLY to ensure your class will run. Classes not meeting a minimum enrollment are subject to cancellation one week before the class starts.

All classes taught by an experienced, licensed contractor and teacher

Basic Homeowners Electrical
Hand’s on Class
March 25, April 1 & April 15
Open to all levels, no prior electrical knowledge required. What do circuit breakers actually do? Why do the lights dim when the air conditioner comes on? What is the proper way to add an extra outlet in the bedroom? Bring ALL your electrical questions to this class to find the correct answers. Electric theory, electric building codes, proper tools, and wiring methodology along with actual hands-on wiring practice will help you keep your house safe!

$65
W 6:00pm-8:30pm  Levy Rm6
Friedrich  Section 21130223

Basic Home Repairs
May 20, May 27 & June 3
This class explores the “inner workings” of your house. Presented in an easy to understand format, learn how the different parts of your house work together to keep you safe and dry. Bring your basic building and/or remodeling questions to get your answers. You will also learn drywall, painting, and other tips and hints with some hands-on-practice. Open to all levels of knowledge and physical abilities; no HARD physical work in class.

$65
W 6:00pm-8:30pm  Levy Rm6
Friedrich  Section 2110223

Write Your Life Story
Spring term is March 23, 2020 - June 4, 2020, except where noted.

Community Interest classes are fully funded by student fees.
ENROLL EARLY to ensure your class will run. Classes not meeting a minimum enrollment are subject to cancellation one week before the class starts.

All classes taught by an experienced, licensed contractor and teacher
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 Principal, Paula Takamine.
She can be reached at (310) 533-4689 x 8300 or via email at Takamine.Paula@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 Spring 2020
Career Education and Community Interest

Online Begins February 25.
Go to www.tastusd.org and click on the “Click Here” button to complete the required information and select the class, or classes, you want to take. You will need to provide your credit card information (MasterCard or Visa ONLY).

Mail Begins March 2.
Complete the registration form (see page 33) with your payment (check, money order, MasterCard, or Visa information) and mail to Levy Adult Center, 3420 West 229th Place, Torrance, CA 90505.

Fax Begins March 2.
Fax your registration form into Griffith Adult Center ONLY at (310) 972-6394.

Walk-in Begins March 6.
Complete the registration form (see page 33) with your payment (check, cash, MasterCard, or Visa information) and bring it to Griffith, Levy, or Hamilton Adult Center during office hours. During school session: M-Th, 8am-9pm, Fri, 8am-4:30; Between sessions: M-F, 8am-4:30pm

ESL students must register in person.
HSD or ABE students must register by appointment with 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.
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. No tuition will be charged to students qualifying for the Workforce Innovation and Opportunity Act (WIOA). WIOA tuition waivers may not apply to students in CTE classes. 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.

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.

CHILDCARE: Torrance Adult School offers childcare 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, 3 photos of your child (size 3”x 5”), 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, 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 1983 (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.
**REGISTRATION FORM**

**Personal Information:**
- **New Student**  [ ]  **Returning Student**  [ ]
- **Fall**  [ ]  **Winter**  [ ]  **Spring**  [ ]  **Summer**  [ ]

<table>
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<th>Last Name:</th>
<th>First Name:</th>
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<td>[ ] Female  [ ] Male  [ ] Non-Binary</td>
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<thead>
<tr>
<th>Home Phone: ( )</th>
<th>Cell Phone: ( )</th>
<th>Student ID #:</th>
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**Emergency Contact Information**
- **Name:**
- **Phone:** ( )
- **Relationship:**

**Signature:**

**Date:** __/__/__

---

**ETHNICITY (Check all that apply)**
- [ ] Yes  [ ] No

**Native Language (Check one only)**
- [ ] English
- [ ] Spanish
- [ ] Vietnamese
- [ ] Lao
- [ ] Chinese
- [ ] Hmong
- [ ] Cambodian
- [ ] Farsi
- [ ] Tagalog
- [ ] Korean
- [ ] Russian
- [ ] Other

---

**Class Information**

<table>
<thead>
<tr>
<th>Section #</th>
<th>Course Name</th>
<th>Fee</th>
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**Total $**

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**Class Goals**

- [ ] Get a Job
- [ ] Retain a Job
- [ ] High School Diploma
- [ ] High School Equivalency (HSE)
- [ ] Enter College/Adv. Training
- [ ] Personal Goal
- [ ] Family Goal
- [ ] Other

---

**Education**

<table>
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<th>Education Level (Check Highest Level Completed Only)</th>
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<td>None  HSE  High School Diploma</td>
</tr>
<tr>
<td>Secondary: 9 10 11 12</td>
<td>Some College/No Degree  2-Year College (AA)</td>
</tr>
<tr>
<td>Post-Secondary: 13 14 15 16+</td>
<td>Technical Certificate  4-Year College</td>
</tr>
<tr>
<td>Outside of the U.S.</td>
<td>Graduate Studies  Outside of the U.S.</td>
</tr>
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**Where did you hear about us:**

- [ ] Friend
- [ ] Family Member
- [ ] Work
- [ ] Catalog
- [ ] Internet/Web
- [ ] Facebook
- [ ] Instagram
- [ ] Twitter
- [ ] Drive By
- [ ] Other

---

**Payment Information:**

- [ ] Cash
- [ ] Check #: _____
- [ ] Credit Card: [ ] Visa  [ ] MasterCard

**Expiration Date:** __/__/__

**Card #:** ____________  ____________  ____________  ____________  ____________

**Card Holder Name:** __________________________

**Signature:** __________________________

**Date:** __/__/__

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Make checks payable to T.U.S.D.
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.”

SCHOOLS LOCATIONS

HAMILTON ADULT CENTER (Ham)
2606 West 182nd Street, 90504
(310) 533-4689 ext. 8400
Director: Dr. Wayne Diulio
Resource Teacher Adult Basic & Secondary Education: Marcia Bergen
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: Paula Takamine

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
Anza Elementary School ......................... 21400 Ellinwood Drive, 90503
Bartlett Senior Center ......................... 1318 Cravens Avenue, 90501
El Retiro Park .............................. 126 Vista del Parque, 90277
Jefferson Middle School ......................... 21717 Talisman Street, 90503
Ken Miller Recreation Center ................... 3330 Civic Center Drive, 90503
Tillim Center at McMaster Park ................ 3624 Artesia Blvd, Torrance, CA 90504
Victor Elementary School ......................... 4820 Spencer Street, 90503
(Entrance on Victor Street)
Wilson Park. .............................. 2200 Crenshaw Boulevard, 90501
Torrance Adult School Locations

Questions?  310-533-4689
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**ALL CLASSES ARE OPEN TO ADULTS 18 AND OVER**

**Spring Term 2020: March 23 - June 4**

**School Holidays:**

- Spring Break (No Classes) - April 6 to 10
- Memorial Day - Monday, May 25, 2020

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Register online: www.tastusd.org
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.”

Save your seat!
Online registration for Career Education and Community Interest begins
February 25, 2020
www.tastusd.org
• Algebra - Direct Instruction p. 3
• Farsi p. 22
• Financial Wisdom for Couples p. 24
• Hatha Yoga for Beginners p. 26
• Cancer Care – Maximize the Fight Against Cancer p. 28
• Social Media: How to Market Your Business or “Be Discovered” p. 29
• Develop Your Management Skills p. 30
• Having Fun with Speaking p. 30

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