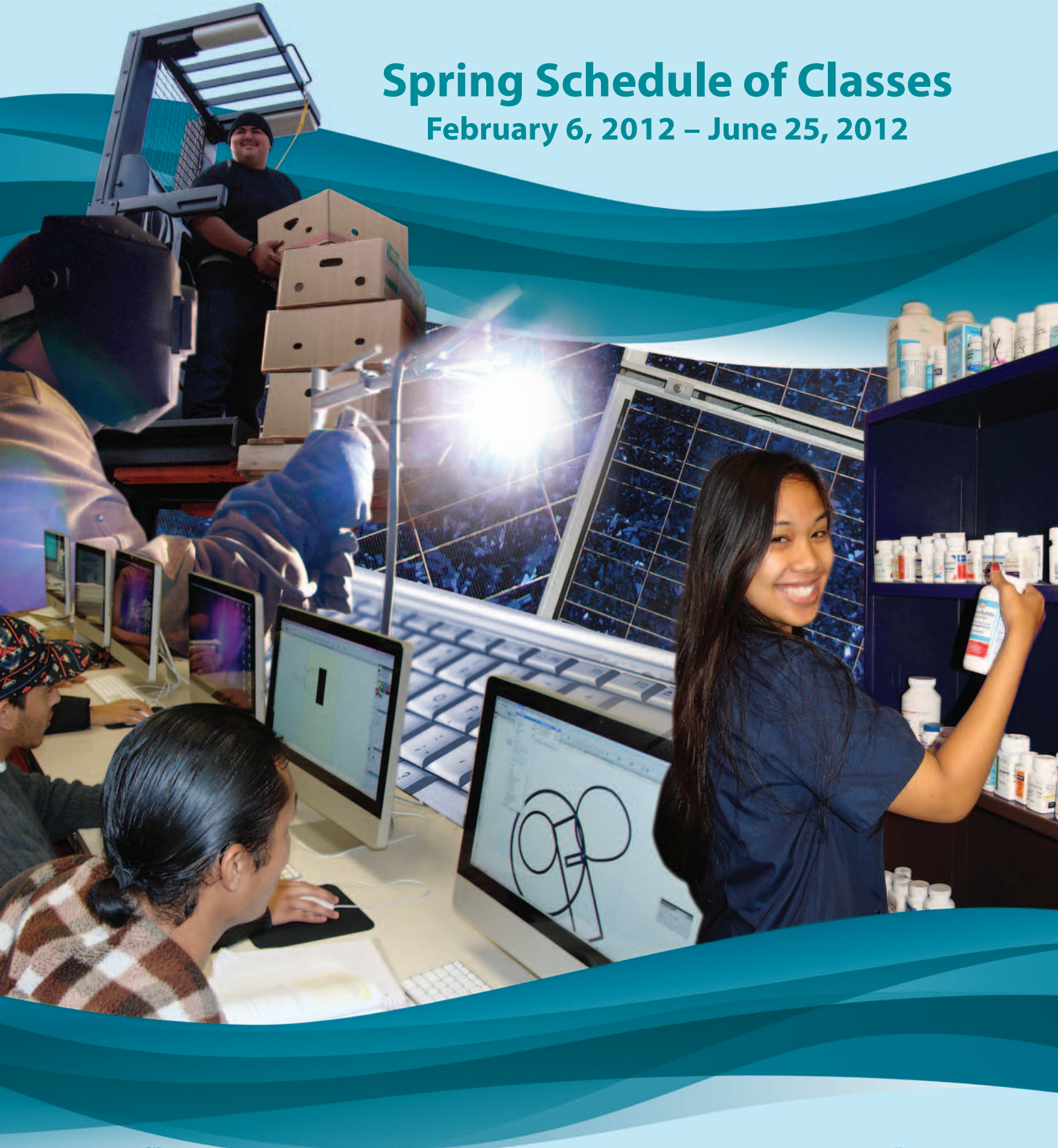


Spring Schedule of Classes

February 6, 2012 – June 25, 2012



**Harbor Occupational Center-
San Pedro/Wilmington Skills Centers**

(310) 547-5551 or TDD (310) 547-5346 www.harboroc.org



Mission Statement

"We are committed to providing the highest quality career technical education training, academic courses and job placement services to a diverse population, empowering students to succeed in a technologically changing society."

Student Learning Outcomes

Students completing their educational programs at Harbor Occupational Center – San Pedro/Wilmington Skills Centers will:

- Demonstrate effective communication skills enabling them to compete in the job market.
- Demonstrate interpersonal skills that will allow them to work effectively in the work place.
- Demonstrate the ability to use critical thinking and problem solving skills in classroom activities.
- Demonstrate academic and career technical education skills to succeed in a technologically changing society.

Administrative Staff

Trudy Hawkins	Principal
Victor Abadia.....	Assistant Principal, Operations
Gail Florence.....	Assistant Principal, Adult Counseling Services
Rocio Tylor.....	School Administrative Assistant
Lupe Sarinana.....	Financial Manager
Leticia Ruiz.....	Adult S.I.S. Coordinator
Hugo Juarez.....	Plant Manager
Lisa Andrade	Disability Services Advisor
Sylvia Quidera.....	Disability Services Advisor
Thomas Franklin	Teacher Advisor
Matt Matich	AEWC Outreach Consultant
Enrique Moreno	Perkins Advisor
Elena Schrank	TAA /Teacher Advisor
Dan Sifuentes.....	WIA Advisor
Margaret Chedotte	Teacher Advisor
Rocelyn Watson.....	Teacher Advisor

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General Information

Harbor Occupational Center (HOC), San Pedro Skills Center (SPSC) and Wilmington Skills Center (WSC) are full-time Regional Occupational Centers operated by the Los Angeles Unified School District, Division of Adult and Career Education. The centers are accredited by the Western Association of Schools and Colleges and provide short-term career technical training and job placement assistance. English as a Second Language (ESL), Math and English skills remediation, General Educational Development (GED) and high school diploma classes are also available.



ENROLLMENT REQUIREMENTS

Any person 16 years of age or older is eligible for enrollment. Those under 18 must have approval from their parent, home school and HOC-SP/WSC. Enrollment must be confirmed by attendance at the first class meeting. Under the continuous enrollment policy, vacancies at the first class meeting will be filled immediately.

FEE INFORMATION

1. A registration fee of \$30.00 for each semester.
2. A class/material fee, depending on the class selected.
3. A fee of \$6.00 for a School Photo I.D.
4. Books and supplies are required for most classes.
5. A fee of \$7.00 per semester for a Student Parking Permit.

ALL FEES ARE PAYABLE AT THE TIME OF REGISTRATION.

FEE EXEMPTIONS

Individuals exempt from paying registration fees are:

1. Persons 60 years of age or older.
2. Students receiving verified public assistance, i.e. General Relief, Food Stamps, Unemployment and Social Security Insurance.
3. English as a Second Language students.

Individuals exempt from paying class fees are:

1. Concurrently enrolled high school students.
2. Persons with disabilities who enroll and qualify for supportive services.
3. Alternative Education Work Center (AEWC) students.
4. Minors enrolled in young adult programs.

If you are eligible for an exemption, inform the registration/counseling staff before beginning the registration process.

REFUNDS

ALL REFUNDS ARE SUBJECT TO A \$10.00 DROP FEE PER TRANSACTION. UPON REQUEST, A FULL REFUND OF THE REGISTRATION FEE WILL BE ISSUED TO A STUDENT WHO DROPS THE CLASS BEFORE THE FIRST DAY OF ATTENDANCE OR WITHIN 7 CALENDAR DAYS FOLLOWING THE FIRST DAY OF POSSIBLE ATTENDANCE.

Refund requests must be accompanied by a paid receipt. A refund will also be made to all students in courses closed by the Principal before the completion of their scheduled duration or when a fee is paid in error. School identification card, textbooks, liability insurance and material fees are not refundable.

TERMINATION OF CLASSES

The administration reserves the right to terminate or combine a class according to Division of Adult and Career Education policy.

CERTIFICATES

Certificates are awarded upon successful completion of training. All course competencies must be met before a certificate is awarded.

COUNSELING AND GUIDANCE

An orientation/assessment in reading and math is given to new students. Call for scheduled times. Students receive assistance in course credit evaluation, program planning and career-technical guidance. Job placement services are available through our Career Center. Bilingual counselors are available.

SEXUAL HARASSMENT

It is the policy of the Los Angeles Unified School District to maintain a working and learning environment that is free from sexual harassment. Sexual harassment of or by employees or students is a form of gender discrimination in that it constitutes differential treatment on the basis of gender, and, for that reason, is a violation of state and federal laws and a violation of this policy.

TOBACCO FREE CAMPUS/NO SMOKING

Federal and state governments have adopted various anti-tobacco laws that require schools to have adopted and fully implemented tobacco-free environment policies. As required by these laws, the Los Angeles Unified School District has prohibited smoking and the use of all tobacco products on all school and District property.

UNIFORM COMPLAINT PROCEDURE

Complaints alleging unlawful discrimination or failure to comply with state or federal law in adult basic education, consolidated categorical aid programs, migrant education, career technical education, child care and development programs, child nutrition programs and special education programs must be made in writing and given to the District's Compliance Officer. If you have a complaint see an administrator at HOC-SP/WSC or call (310) 547-5551 or TDD (310) 547-5346. Confidentiality of the facts of the complaint will be observed to the maximum possible. The District will not tolerate retaliation against anyone who files a complaint.

CIVIL RIGHTS COMPLIANCE

All educational and career technical education opportunities are offered without regard to race, color, national origin, gender (including sexual harassment), physical or mental disability, or age in any of its policies, procedures, or practices, in compliance with federal civil rights laws. A lack of English language skills will not be a barrier to admission and participation in educational and career-technical programs.

Special Programs

ALTERNATIVE EDUCATION WORK CENTER (AEWC)

Located at San Pedro Skills Center

This program targets youth (ages 16 – 18) who have exited high school and seek a high school diploma.

ASSESSMENT CENTER

This center offers reading and math assessment for anyone entering into academic or CTE programs. Testing takes place on Mondays and Thursdays at 8:00 a.m. and Wednesday evenings at 5:00 p.m. The assessment is free and no appointment is required.

CAHSEE TEST PREPARATION

English-Language Arts and Math test preparation is provided for adults and high school students grades 10 – 12.

CAREER CENTER

Job placement assistance is available at Harbor Occupational Center. Services include assistance in completing online job applications, resumes, interview preparation and other job search topics. For more information contact the Career Center at (310) 547-5551, Extension 270 or TDD (310) 547-5346.

Special Programs (Continued)

PROGRAMS FOR ADULTS WITH DISABILITIES

This office assists in providing necessary accommodations to students who have physical disabilities, hearing impairments and vision loss. Also serves students with learning and emotional disabilities or a history of substance abuse. Written verification of the disability is required. Types of services provided include registration, fee waivers, assistance with class selection, sign language interpreting, adaptive equipment and agency referrals. A resource room for visually impaired students is available at Harbor Occupational Center.

GED EXAMINATION

Harbor Occupational Center is an official General Educational Development (GED) test site. For information call (310) 547-5551 or TDD (310) 547-5346. GED Test Preparation is available.

YOUNG ADULT PROGRAM

Assists youth between 16 and 18 years old seeking high school diploma courses combined with career technical education courses.

HARBOR OCCUPATIONAL CENTER CLASS SCHEDULE

740 NORTH PACIFIC AVENUE • SAN PEDRO, CA 90731

(310) 547-5551 OR TDD (310) 547-5346 www.harboroc.org

Business Education

ACCOUNTING/1

\$15.00
21-02-50

Electronic calculators and accounting applications for sole proprietorships and partnerships using Quick-Books and Microsoft Excel.

Prerequisites: Algebra and Excel backgrounds or instructor's permission.

M – F 10:15a – 12:15p M311 Sifuentes

ACCOUNTING/2

\$15.00
21-02-51

Electronic calculators and accounting applications for corporations using QuickBooks and Microsoft Excel.

Prerequisites: Enrollment requires successful completion of the Accounting/1 (21-02-50) course or instructor's permission.

M – F 10:15a – 12:15p M311 Sifuentes

ADMINISTRATIVE ASSISTANT/1: OFFICE PROCEDURES

\$15.00
65-35-50/21-17-50

Office safety, copiers, FAX, telephone techniques, filing, employability skills, business ethics and attitudes, e-mail and mail processing, data records management, and travel arrangements.

M – F 8:00a – 10:00a M302 Flores
M – F 10:15a – 12:15p M302 Flores
M – F 12:45p – 2:45p M307 Chedotte
TWTh 3:00p – 4:30p M302 Flores
Sat. 8:00a – 12:15p M302 Vela

ADMINISTRATIVE ASSISTANT/2: BUSINESS ENGLISH

\$15.00
65-35-60

Grammar, spelling, vocabulary, punctuation & letter writing.

Prerequisites: Enrollment requires successful completion of the Administrative Assistant/1: Office Procedures (65-35-50) course or instructor's permission.

M – F 8:00a – 10:00a M302 Flores
M – F 10:15a – 12:15p M302 Flores
M – F 12:45p – 2:45p M307 Chedotte
TWTh 3:00p – 4:30p M302 Flores

ADMINISTRATIVE ASSISTANT/3: BUSINESS MATH

\$15.00
65-35-70/21-17-52

Review basic math, fractions, decimals, percentage, calculator, payroll, discount and interest rates.

Prerequisites: Enrollment requires successful completion of the Administrative Assistant/2: Business English (65-35-60) course or instructor's permission.

M – F 10:15a – 12:15p M311 Sifuentes
M – F 12:45p – 2:45p M307 Chedotte

COMPUTER OPERATION/1: FOUNDATIONS

\$15.00
65-35-80/21-18-50

Introduction to operating systems, computer parts, concepts, and terminology; keyboarding; Internet; and e-mail.

M – F 8:00a – 10:00a M302/M310 Flores/Pollard
M – F 10:15a – 12:15p M302/M310 Flores/Pollard
M – F 12:45p – 2:45p M302/M310 Flores/Pollard
TWTh 3:00p – 4:30p M302 Flores
Sat. 8:00a – 12:15p M302 Vela
TTh 5:30p – 8:45p M302 Staff
W 5:30p – 8:45p M302 Staff

**COMPUTER OPERATION/2:
INTEGRATED APPLICATIONS** **\$15.00**
65-35-90/21-18-51

Intermediate Office: Word, Excel, and Outlook; Internet; troubleshooting; and keyboarding reinforcement.

Prerequisites: Enrollment requires successful completion of the Computer Operation/I: Foundations (65-35-80) course or instructor's permission.

M – F	8:00a – 10:00a	M302/M310	Flores/Pollard
M – F	10:15a – 12:15p	M302/M310	Flores/Pollard
M – F	12:45p – 2:45p	M302/M310	Flores/Pollard
TWTh	3:00p – 4:30p	M302	Flores
Sat.	8:00a – 12:15p	M302	Vela
TTh	5:30p – 8:45p	M302	Staff
W	5:30p – 8:45p	M302	Staff

**COMPUTER OPERATION/3:
DATABASE MANAGEMENT** **\$15.00**
65-45-50/21-18-52

Advanced Office: Access, alphabetic indexing, cross referencing, and database management.

Prerequisites: Enrollment requires successful completion of the Computer Operation/2: Integrated Applications (65-35-90) course or instructor's permission.

M – F	8:00a – 10:00a	M302/M310	Flores/Pollard
M – F	10:15a – 12:15p	M302/M310	Flores/Pollard
M – F	12:45p – 2:45p	M302/M310	Flores/Pollard
TWTh	3:00p – 4:30p	M302	Flores
Sat.	8:00a – 12:15p	M302	Vela
TTh	5:30p – 8:45p	M302	Staff
W	5:30p – 8:45p	M302	Staff

**COMPUTER OPERATION/4:
PRESENTATIONS** **\$15.00**
65-45-60/21-18-53

Technical instruction and practical experience & development in presentations while formatting graphics using PowerPoint. Creating, editing, & navigating presentations.

Prerequisites: Enrollment requires successful completion of the Computer Operation/3: Database Management (65-45-50) course or instructor's permission.

M – F	8:00a – 10:00a	M302/M310	Flores/Pollard
M – F	10:15a – 12:15p	M302/M310	Flores/Pollard
M – F	12:45p – 2:45p	M302/M310	Flores/Pollard
TWTh	3:00p – 4:30p	M302	Flores
Sat.	8:00a – 12:15p	M302	Vela
TTh	5:30p – 8:45p	M302	Staff
W	5:30p – 8:45p	M302	Staff

**CUSTOMER SERVICE
REPRESENTATIVE** **\$15.00**
61-60-50/21-01-50

Prepares student to provide customer services to a variety of industry and/or company environments.

Prerequisites: Minimum of 8.0 reading level measured by the TABE D 9/10 test.

M – F	8:00a – 10:00a	M302	Flores
M – F	10:15a – 12:15p	M311	Sifuentes
TWTh	3:00p – 4:30p	M302	Flores

DESKTOP PUBLISHING/1 **\$15.00**
60-55-70

Design fundamentals, word processing, fonts, page layout, publishing, paint and line graphics, Microsoft Word, and Publisher.

Prerequisite: Enrollment requires employment-level competency in reading, writing skills and math, knowledge of Windows operating system, word processing, and keyboarding speed as required by the industry, or instructor's permission.

M – F	8:00a – 10:00a	M310	Pollard
M – F	10:15a – 12:15p	M310	Pollard
M – F	12:45p – 2:45p	M310	Pollard

DESKTOP PUBLISHING/2 **\$15.00**
60-55-75

Photoshop, graphics, job planning & development, proof-reading & editing, and review of principles of design & layout.

Prerequisites: Requires successful completion of the Desktop Publishing/1 (60-55-70) course or instructor's permission.

M – F	8:00a – 10:00a	M310	Pollard
M – F	10:15a – 12:15p	M310	Pollard
M – F	12:45p – 2:45p	M310	Pollard

TAX PREPARATION **\$15.00**
65-15-70

This 90 hour course will cover the principles and procedures of income tax preparation and filing; identify tax forms 1040EZ, 1040A, 1040 and other required tax documents; perform tax calculations, identify tax credits and deductions, and learn tax concepts and laws.

Prerequisites: Basic Math Skills or instructor's permission.

TWTh	4:00p – 8:30p	M307	Censi-Corso
Sat.	8:00a – 12:15p	M311	Sifuentes

TYPIST: KEYBOARDING **\$20.00**
61-50-88/21-13-72

Development of speed and accuracy; timed writings; formatting, letters, memos, outlines, tables and reports. Challenge test is available.

M – F	8:00a – 10:00a	M302/M310	Flores/Pollard
M – F	10:15a – 12:15p	M302/M310	Flores/Pollard
M – F	12:45p – 2:45p	M302/M310	Flores/Pollard
M – Th	12:45p – 2:45p	M307	Chedotte
TWTh	3:00p – 4:30p	M302	Flores
TTh	5:30p – 8:45p	M302	Staff
W	5:30p – 8:45p	M302	Staff

For more information call
(310) 547-5551 or
TDD (310) 547-5346

Health Occupations

Health Information Tech/1: Terminology **\$15.00** **66-15-50**

Understanding the language of medicine through word building, analysis of terms, pronunciation, and spelling. Provides practice in the use of a medical dictionary and reference books.

Prerequisites: Enrollment requires employment-level competency in reading, written, and oral communications, and math.

M – F 8:00a – 2:45p D203 Staff

Health Information Tech/2: Electronic Recording and Filing **\$15.00** **66-15-60**

Keyboarding, medical terminology, preparation of medical forms, reports, correspondence, record keeping, office tools and equipment, including computer usage, safety procedures, medical ethics and legal responsibilities.

Prerequisites: Successful completion of Health Information Tech/1: Terminology.

M – F 8:00a – 2:45p D203 Staff

Health Information Tech/3: Insurance and Billing **\$15.00** **66-15-70**

Prepare for entry level employment in medical offices, hospitals, clinical laboratories, insurance companies and other medical facilities. Instruction in basic insurance information in major types of medical programs, procedural and diagnostic coding utilized in the preparation of claims forms.

Prerequisites: Successful completion of Health Information Tech/2: Electronic Recording and Filing.

M – F 8:00a – 2:45p D203 Staff

Health Information Tech/4: Diagnostic Coding **\$15.00** **66-15-80**

Verbal description of diseases, injuries, conditions, and procedures into numerical designations (codes). This is for purposes of reimbursement and statistical medical record keeping.

Prerequisites: Successful completion of Health Information Tech/3: Insurance and Billing.

M – F 8:00a – 2:45p D203 Staff

Health Information Tech/5: Ambulatory Coding Systems **\$15.00** **66-15-90**

Uniform description of medical, surgical, and diagnostic services rendered into five-digit numeric codes used by third-party payers. Training in coding compliance, identifying/applying coding guidelines in Evaluation Management, Anesthesia, Surgery, Pathology/Laboratory, Radiology, and Medicine.

Prerequisites for Health Information Tech/5: Ambulatory Coding Systems (66-15-90): Successful completion of Health Information Tech/4: Diagnostic Coding.

M – F 8:00a – 2:45p D203 Staff

PHARMACY TECHNICIAN **\$80.00** **67-90-60**

Prepare for employment in a pharmacy setting. Interpret prescriptions, prepare and label drug products, perform aseptic technique. Learn pharmacy laws, measurement conversions, body systems, and pharmacology. Qualify to apply for a Pharmacy Technician License with the CA State Board of Pharmacy. Prepare for PTCB National Certification exam.

Prerequisites: 18 years of age; high school graduate or GED; 9.0 reading level & Math 2 (53-03-76) completion; TB clearance & physical exam will be discussed at mandatory orientation.

M – F 8:00a – 2:45p H1 Acuña

Home Economics

BAKER (FUNDAMENTALS) **\$30.00** **68-50-50/28-08-72**

This course offers entry-level training, enabling graduates to qualify for first year apprentice positions in the commercial baking industry. Students are exposed to hands-on production procedures including scaling, mixing, make-up, baking, and merchandising of commercial baking products.

M – F 8:00a – 2:45p M108 Staff
Sat. 8:00a – 12:15p M108 Staff

Automotive/ Diesel Technology

AUTO TECH: BRAKES **\$25.00** **69-90-53/29-03-56**

Brake diagnosis and repair: general, hydraulic system, drum brake, disc brake, power assist units, wheel bearings, parking brakes, electronic brake, and control systems.

Prerequisites: Enrollment requires successful completion of the Auto Tech: Engine Repair (69-90-73) or instructor's permission.

M – F 8:00a – 2:45p A102/103 Lopez
TWTh 3:00p – 5:30p A102/103 Lopez
TWTh 5:30p – 8:45p A102/103 Garcia

AUTO TECH: DIESEL/1 **\$25.00** **69-90-55/29-03-57**

Diesel engine diagnosis and repair. Cylinder head, valve train and engine block repair. Instruction and practical experience with "green" vehicle technologies.

Prerequisites: Enrollment requires successful completion of the Auto Tech: Engine Repair (69-90-73) or instructor's permission.

M – F 8:00a – 2:45p D201 Cochran
TWTh 5:30p – 8:45p D201 Cochran

AUTO TECH: DIESEL/2 **\$25.00**
69-90-57/29-03-58

Diesel engine diagnosis and repair. Lubrication, cooling, fuel, intake and exhaust systems. Engine brakes and electronic fuel systems.

Prerequisites: Requires successful completion of the Auto Tech: Diesel/1 (69-90-55) course or instructor's permission.

M – F	8:00a – 2:45p	D201	Cochran
TWTh	5:30p – 8:45p	D201	Cochran

AUTO TECH: DRIVE TRAIN **\$25.00**
69-90-59/29-03-59

Drive train diagnosis and repair: clutch, transmission, drive shaft, universal joint and drive axle.

Prerequisites: Enrollment requires successful completion of the Auto Tech: Diesel/2 (69-90-57) or instructor's permission.

M – F	8:00a – 2:45p	D201	Cochran
TWTh	5:30p – 8:45p	D201	Cochran

AUTO TECH: ELECTRICAL AND ELECTRONICS/1 **\$25.00**
69-90-61/29-03-60

Electrical and electronic diagnosis and repair: general diagnosis of domestic and import cars, battery, starting system, and charging system.

Prerequisites: Enrollment requires successful completion of the Auto Tech: Engine Repair (69-90-73) or instructor's permission.

M – F	8:00a – 2:45p	A102/A103	Lopez
M – F	10:15a – 2:45p	A109	Santillan
TWTh	5:30p – 8:45p	A102/A103	Garcia
TWTh	5:30p – 8:45p	A109	Santillan
Sat.	8:00a – 12:15p	A109	Santillan

AUTO TECH: ELECTRICAL AND ELECTRONICS/2 **\$25.00**
69-90-63 /29-03-61

Electrical and electronic diagnosis and repair: lighting systems, gauges, warning devices, driver information systems, horn and wiper/washer, and accessories.

Prerequisites: Successful completion of the Auto Tech: Electrical and Electronics/1 (69-90-61) or instructor's permission.

M – F	8:00a – 2:45p	A102/A103	Lopez
TWTh	5:30p – 8:45p	A102/A103	Garcia

AUTO TECH: EMISSION CONTROL/1 **\$15.00**
69-90-65 /29-03-62

First in a sequence of two courses designed to meet the Bureau of Automotive Regulation (BAR) licensing requirements for the Basic Clean Air Car Course Program. Emission control using sustainable and green vehicle technologies. On Board Diagnosis (OBD) II systems tests and diagnostics, malfunction indicator light (MIL) trouble codes, main monitors and readiness tests.

M – F	10:15a – 2:45p	A109	Santillan
TWTh	5:30p – 8:45p	A109	Santillan
Sat.	8:00a – 12:15p	A109	Santillan

AUTO TECH: EMISSION CONTROL/2 **\$15.00**
69-90-67 /29-03-63

Second in a sequence of two courses designed to meet the Bureau of Automotive Regulation (BAR) licensing requirements for the Basic Clean Air Car Course Program. Emission control using sustainable and green vehicle technologies. NOx emissions, DSO, loaded mode emissions, catalytic converter, and BAR-97 EIS testing procedures for the Enhanced Area Program.

M – F	10:15a – 2:45p	A109	Santillan
TWTh	5:30p – 8:45p	A109	Santillan
Sat.	8:00a – 12:15p	A109	Santillan

AUTO TECH: ENGINE PERFORMANCE/1 **\$25.00**
69-90-69 /29-03-64

Introduction to the different engine designs, automotive electricity, hybrid vehicles, and alternative fuel vehicles. Engine performance diagnosis and repair: general, computerized engine controls, and ignition system.

Prerequisites: Enrollment requires successful completion of the Auto Tech: Engine Repair (69-90-73) or instructor's permission.

M – F	8:00a – 2:45p	A102/A103	Lopez
M – F	10:15a – 2:45p	A109	Santillan
TWTh	5:30p – 8:45p	A102/A103	Garcia
TWTh	5:30p – 8:45p	A109	Santillan
Sat.	8:00a – 12:15p	A109	Santillan

AUTO TECH: ENGINE PERFORMANCE/2 **\$25.00**
69-90-71/29-03-65

Engine performance: fuel, air induction, and exhaust systems, emission controls systems, and engine-related service. It also offers reviews of engine design, automotive electricity, hybrid vehicles, and alternative fuel vehicles.

Prerequisites: Successful completion of the Auto Tech: Engine Performance/1 (69-90-69) or instructor's permission.

M – F	8:00a – 2:45p	A102/A103	Lopez
M – F	10:15a – 2:45p	A109	Santillan
TWTh	5:30p – 8:45p	A102/A103	Garcia
TWTh	5:30p – 8:45p	A109	Santillan
Sat.	8:00a – 12:15p	A109	Santillan

AUTO TECH: ENGINE REPAIR **\$25.00**
69-90-73/29-03-66

Engine repair: general engine, cylinder head and valve train, engine block assembly, and lubrication and cooling systems.

M – F	8:00a – 2:45p	A102/A103	Lopez
TWTh	5:30p – 8:45p	A102/A103	Garcia

**For more information call
(310) 547-5551 or TDD (310) 547-5346**

Automotive/ Diesel Technology (Cont.)

AUTO TECH: SUSPENSION AND STEERING **\$25.00** **69-90-79/29-03-69**

Suspension and steering diagnosis and repair: general, steering, suspension, related steering and suspension, wheels, & tires.

Prerequisites: Enrollment requires successful completion of Auto Tech: Engine Repair (69-90-73) course or instructor's permission.

M – F	8:00a – 2:45p	A102/A103	Lopez
TWTh	5:30p – 8:45p	A102/A103	Garcia

AUTOMOTIVE TECHNICIAN: EXHAUST EMISSIONS (OBD) II **\$15.00** **69-60-75/29-06-99**

This course prepares students for employment and licensing in the California State Smog Check Program. Emphasis on systems operation, inspection, diagnosis, and repair. Prepares students for the California State Smog licensing exam.

Prerequisites: Enrollment requires a 7.5 reading level as measured by the TABE D 9/10, math skills equivalent to Basic Math – Advanced (53-03-73). Students must also meet state requirements to enter required class for Clean Air Car Course (CACC).

M – F	10:15a – 2:45p	A109	Santillan
TWTh	5:30p – 8:45p	A109	Santillan
Sat.	8:00a – 12:15p	A109	Santillan

AUTOMOTIVE TECHNICIAN: EXHAUST EMISSIONS– 20 HOUR SMOG LICENSING (Upgrade) **\$15.00** **69-60-70/29-06-98**

BAR 20-Hour Update #1 for currently employed licensed California State Smog Technicians. Introduction to ASM testing and diagnosis; oscilloscope testing and waveform pattern diagnosis; lab scope operation and analysis of fuel control sensors.

M – F	10:15a – 2:45p	A109	Santillan
TWTh	5:30p – 8:45p	A109	Santillan
Sat.	8:00a – 12:15p	A109	Santillan

MOBILE ELECTRONICS TECHNICIAN/1 **\$25.00** **69-35-80**

Instruction of basic electronics, test equipment, basic auto mechanics and principles, operations and installation of vehicle audio systems. Math and testing emphasized.

Prerequisites: Enrollment requires a 7.0 reading level as measured by the TABE D 9/10 test and math skills equivalent to Math 1(53-03-75).

M – F	8:00a – 2:45p	A101	Yanez
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MOBILE ELECTRONICS TECHNICIAN/2 **\$25.00** **69-35-85**

Hands-on installation methods for vehicle speakers, crossovers, security systems, cellular phones, navigation and vehicle tracking systems. Math and testing emphasized.

Prerequisites: Enrollment requires successful completion of Mobile Electronics Technician/1 (69-35-80).

M – F	8:00a – 2:45p	A101	Yanez
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MOBILE ELECTRONICS TECHNICIAN/3 **\$25.00** **69-35-90**

Instruction and experience in hands-on installation methods for mobile electronics. Instruction includes vehicle security systems, navigation equipment, cellular technology and vehicle tracking systems. Math and testing emphasized.

Prerequisites: Enrollment requires successful completion of Mobile Electronics Technician/2 (69-35-85).

M – F	8:00a – 2:45p	A101	Yanez
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TECHNOLOGY/1: AUTOMOTIVE SYSTEMS **\$15.00** **69-90-83/29-03-71**

Emphasis on domestic car engine designs, engine cooling systems, engine lubrication systems, automotive electricity, charging systems, and starting systems.

Prerequisites: Enrollment requires employment-level competency in reading, written and oral communications, & math.

M – F	8:00a – 2:45p	A102/A103	Lopez
M – F	10:15a – 2:45p	A109	Santillan
TWTh	5:30p – 8:45p	A102/A103	Garcia
TWTh	5:30p – 8:45p	A109	Santillan
Sat.	8:00a – 12:15p	A109	Santillan

TECHNOLOGY/2: AUTOMOTIVE SYSTEMS **\$15.00** **69-90-85/29-03-72**

Emphasis on foreign car engine designs, the ignition systems, exhaust systems, emission control, major engine operations, and alternative power sources for automobiles.

Prerequisites: Enrollment requires successful completion of the Technology/1: Automotive Systems (69-90-83) course or instructor's permission.

M – F	8:00a – 2:45p	A102/103	Lopez
TWTh	3:00p – 5:30p	A102/103	Lopez
TWTh	5:30p – 8:45p	A102/103	Garcia
Sat.	8:00a – 12:15p	A102/103	Santillan

**For more information call
(310) 547-5551 or TDD (310) 547-5346**

Industrial Technology

BUILDING AND GROUNDS WORKER (FUNDAMENTALS) **\$15.00** **29-30-51**

Prepares trainees for entry-level employment as school custodians, upgrades skills, and prepares employees for promotion.

TTh	5:30p– 8:45p	TBD	Staff
Sat.	8:00a–12:15p	TBD	Staff

CONSTRUCTION WORK/1 **\$25.00** **61-35-50/29-09-55**

Provides instruction and practical experience in basic residential and commercial construction using sustainable green technology. Includes trade mathematics; emphasis on the techniques, tools, and materials required for concrete work, masonry, floor and wall construction, and roof construction.

M – F	8:00a – 2:45p	M109	Hernandez
Sat.	8:00a –12:15p	M109	Hernandez

CONSTRUCTION WORK/2 **\$25.00** **61-35-60/29-09-56**

Provides instruction and practical experience in basic residential and commercial construction using sustainable green technology. Includes workplace safety, resource management, trade mathematics with emphasis on the techniques, tools, and materials required for plumbing, electrical, and drywall installation.

Prerequisites: Enrollment requires successful completion of the Construction Work/1 (61-35-50) course or instructor's permission.

M – F	8:00a – 2:45p	M109	Hernandez
Sat.	8:00a –12:15p	M109	Hernandez

CONSTRUCTION WORK/3 **\$25.00** **61-35-70/29-09-57**

Provides instruction and practical experience in basic residential and commercial construction using sustainable green technology. Includes workplace safety, resource management, trade mathematics and apprenticeship preparation with emphasis on the techniques, tools, and materials required for plumbing and electrical work, roofing and painting.

Prerequisites: Enrollment requires successful completion of the Construction Work /2 (61-35-60) course or instructor's permission.

M – F	8:00a – 2:45p	M109	Hernandez
Sat.	8:00a –12:15p	M109	Hernandez

FLOORING TECHNICIAN/1 **\$25.00** **29-01-51**

This course gives students an introduction to floor laying installation on an apprenticeship and trainee basis. Upgrade skills in new techniques.

Sat.	8:00a – 12:15p	G1	Nunez
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FLOORING TECHNICIAN/2 **\$25.00** **29-01-52**

This course provides hands-on training in ceramic tile, hard surfaces, carpeting and hardwood installation.

Prerequisites: Enrollment requires successful completion of the Flooring Technician/1 (61-35-80) course or instructor's permission.

Sat.	8:00a – 12:15p	G1	Nunez
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HVAC/1 **\$25.00** **62-85-60/29-25-54**

Provides students with project-based experiences in residential and commercial heating systems. Emphasis on basic theories and applications of electricity and thermodynamics, and the operational, troubleshooting, and maintenance techniques used for heating systems.

Prerequisites: Enrollment requires employment-level competency in reading, written and oral communications, and math, and ability to lift heavy items required in the industry.

M – F	8:00a – 2:45p	M106/113	Morales/Nguyen
TTh	4:00p– 8:30p	M113	Nguyen
W	4:00p– 8:30p	M106	Morales
Sat.	8:00a – 12:15p	M106	Goldstein

HVAC/2 **\$25.00** **62-85-65/29-25-55**

Provides students with project-based experiences in residential & commercial ventilation and refrigeration. Emphasis on generation & modification of electricity for HVAC systems, wiring principles and procedures approved by the National Electric Code (NEC), operational techniques for ventilation and refrigeration systems, and troubleshooting techniques for refrigeration systems.

Prerequisites: Enrollment requires completion of the HVAC/1 (62-85-60) course or instructor's permission.

M – F	8:00a – 2:45p	M106/113	Morales/Nguyen
TTh	4:00p– 8:30p	M113	Nguyen
W	4:00p– 8:30p	M106	Morales
Sat.	8:00a – 12:15p	M106	Goldstein

Open enrollment in many courses. Enroll Today!

Industrial Technology (Continued)

HVAC/3

\$25.00
62-85-70/29-25-56

Provides students with project-based experiences in air conditioning & integrated systems. Emphasis on cooling & control systems, commercial air conditioning, integrated systems, and lab work focusing on the service, diagnostic, and repair techniques used in the HVAC industry.

Prerequisites: Enrollment requires completion of the HVAC/2 (62-85-65) course or instructor's permission.

M – F	8:00a – 2:45p	M106/113	Morales/Nguyen
TTh	4:00p – 8:30p	M113	Nguyen
W	4:00p – 8:30p	M106	Morales
Sat.	8:00a – 12:15p	M106	Goldstein

PHOTOVOLTAICS/1

\$100.00
62-65-50/29-23-55

Provides project-based experiences in photovoltaics (PV). Emphasis on basic electrical theories, electrical wiring principles, procedures, and solar energy.

Prerequisites: Employment-level competency in reading, written and oral communications, and math, and students must be at least 18 years of age, or instructor's permission.

M – Th	8:00a – 2:45p	M104	Washington
F	8:00a – 11:15a	M104	Washington
Sat.	8:00a – 12:15p	M104	Starks

PHOTOVOLTAICS/2

\$100.00
62-65-60/29-23-56

Prepares students in photovoltaics (PV) system selection, site selection, and mechanical design adaptation. PV system hardware & component evaluation, site assessments, sizing/costing/selection of PV systems, & PV system mechanical design.

Prerequisites: Enrollment requires successful completion of the Photovoltaics/1 (62-65-50) course or instructor's permission.

M – Th	8:00a – 2:45p	M104	Washington
F	8:00a – 11:15a	M104	Washington
Sat.	8:00a – 12:15p	M104	Starks

PHOTOVOLTAICS/3

\$100.00
62-65-70/29-23-57

Provides project-based experiences in photovoltaics (PV) installation. Emphasis on electrical design adaptations for PV systems and installation of subsystems and components.

Prerequisites: Enrollment requires successful completion of the Photovoltaics/2 (62-65-60) course or instructor's permission.

M – Th	8:00a – 2:45p	M104	Washington
F	8:00a – 11:15a	M104	Washington
Sat.	8:00a – 12:15p	M104	Starks

PLUMBING/1

\$25.00
29-09-83

Emphasis is placed on the proper selection and use of plumbing materials (including sustainable and green products) and tools, pipefitting techniques, piping & traps.

Prerequisites: Enrollment requires successful completion of the Construction Work/1 (61-35-50) or instructor's permission.

TWTh	5:30p – 8:45p	D202	Grageda
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REFRIGERATION TECHNICIAN (FUNDAMENTALS)

\$20.00
69-10-60/29-30-74

This course provides training in the refrigeration and air conditioning trade. Instruction includes basic knowledge of refrigeration and air conditioning mechanical theory, operation and maintenance, with emphasis on commercial aspects of refrigeration and air conditioning, including heating systems.

M – F	8:00a – 2:45p	M113	Nguyen
TTh	4:00p – 8:30p	M113	Nguyen

REFRIGERATION TECHNICIAN: SERVICE

\$20.00
69-10-65/29-30-75

This course provides training in the refrigeration and air conditioning trade. System fundamentals, troubleshooting and repair procedures are emphasized in practical terms.

M – F	8:00a – 2:45p	M113	Nguyen
TTh	4:00p – 8:30p	M113	Nguyen

WAREHOUSE OPERATIONS: FORKLIFT OPERATOR (FUNDAMENTALS)

\$25.00
29-10-53

Prepares students for the modern material-handling trades. Training includes warehousing, storekeeping, industrial safety; the uses and purposes of various types of material-handling equipment, such as: gas and electric forklifts, straddle-arm stackers, transporter and tow motors.

M – Th	8:00a – 12:15p	AB1-2	Grant
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WAREHOUSE OPERATIONS: FORKLIFT OPERATOR

\$100.00
29-10-54

Learn modern material-handling trades. Warehousing principles of space layout, processing and preparing receipt for storage, stock locator system, storekeeping, industrial safety; the uses and purposes of various types of material handling equipment. Prepares students in computer applications as used in the operation of industrial trucks, & employability skills.

M – Th	8:00a – 12:15p	AB1-2	Grant
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**For more information call
(310) 547-5551 or TDD (310) 547-5346**

WELDING/1

67-95-50/29-13-53

Course provides technical instruction and practical experience in shielded metal arc welding, oxyacetylene cutting and trade mathematics. Emphasis on workplace safety procedures and employability skills.

Prerequisites: Enrollment requires employment-level competency in reading, written and oral communication, & math.

(1) Weekly fee of \$30.00 (Cash only). (2) Weekly fee of \$20.00 (Cash only). (3) Weekly fee of \$10.00 (Cash only).

M – F (1) 8:00a – 2:45p	W106	Pernell
TWTh (2) 5:30p – 8:45p	W106	Pernell
Sat. (3) 8:00a – 12:15p	W106	Cerda

WELDING/2

67-95-60/29-13-54

Course provides students with technical instruction on advanced techniques in welding and cutting processes. Emphasis on advanced welding, plasma arc cutting, types of welds, weld joints and trade mathematics.

Prerequisites: Enrollment requires successful completion of the Welding/1 (67-95-50) course or instructor's permission.

(1) Weekly fee of \$30.00 (Cash only). (2) Weekly fee of \$20.00 (Cash only). (3) Weekly fee of \$10.00 (Cash only).

M – F (1) 8:00a – 2:45p	W106	Pernell
TWTh (2) 5:30p – 8:45p	W106	Pernell
Sat. (3) 8:00a – 12:15p	W106	Cerda

WELDING/3

67-95-70/29-13-55

Technical instruction & practical experience in advanced shielded metal arc welding in flux-core arc welding, gas metal arc welding, gas tungsten arc welding, groove welds, and carbon arc cutting. Review of geometric and trigonometric designs with an introduction to fabrication and robotic welding. Focus on the requirements of the City of Los Angeles Departmental Welding Exams adopted from the American Welding Society (AWS) procedures.

Prerequisites: Enrollment requires successful completion of the Welding/2 (67-95-60) course or instructor's permission.

(1) Weekly fee of \$30.00 (Cash only). (2) Weekly fee of \$20.00 (Cash only). (3) Weekly fee of \$10.00 (Cash only).

M – F (1) 8:00a – 2:45p	W106	Pernell
TWTh (2) 5:30p – 8:45p	W106	Pernell
Sat. (3) 8:00a – 12:15p	W106	Cerda

Specialty Classes

A+ CERTIFICATION/1

\$25.00
64-15-50

Installation, repair, and configuration of computer hardware. Includes system boards, memory, processors, storage devices, and printers.

Prerequisites: Enrollment requires successful completion of one of the Computer Operation courses (65-35-80, 65-35-90, 65-45-50, 65-45-60, or 65-45-70) or instructor's permission.

M – F	8:00a – 2:45p	M211	Reyes
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A+ CERTIFICATION/2

\$25.00
64-15-60

Installation, repair, and configuration of computer software and operating systems. Includes Windows 2000/XP/Vista/7 operating systems.

Prerequisites: Enrollment requires successful completion of the A+ Certification/1 (64-15-50) course.

M – F	8:00a – 2:45p	M211	Reyes
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A+ CERTIFICATION/3

\$25.00
64-15-70

Introduction to computer networks including hardware and protocols. Software, hardware, and virus troubleshooting methodologies are discussed.

Prerequisites: Enrollment requires successful completion of the A+ Certification/2 (64-15-60) course.

M – F	8:00a – 2:45p	M211	Reyes
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GRAPHIC DESIGNER (FUNDAMENTALS)

\$25.00
60-65-50

Basic principles of vector art, graphic design, print and typography, color theory, illustration, logo design, and branding. Conceptualization of images through the creative process and design software. Adobe Illustrator and Adobe Photoshop.

M – F	8:00a – 2:45p	M213	Scott
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GRAPHIC DESIGNER/ DIGITAL IMAGING

\$25.00
60-65-55

Prepares students in the use of a variety of digital image software and hardware used in the creation and manipulation of still, two-dimensional photo images and design. Adobe Photoshop, Adobe Illustrator.

Prerequisite: Graphic Designer/Fundamentals (60-65-50).

M – F	8:00a – 2:45p	M213	Scott
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GRAPHIC DESIGNER/ ADVERTISING DESIGN

\$25.00
60-65-60

Illustration and layout design using, Adobe Photoshop, Adobe Illustrator, Adobe InDesign, and concepts in pre-press production. Create magazines ads, posters, brochures & page layouts. Portfolio preparation.

Prerequisite: Graphic Designer/Digital Imaging (60-65-55).

M – F	8:00a – 2:45p	M213	Scott
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GRAPHIC DESIGNER/ WEB DESIGN

\$25.00
60-65-65

Basic concepts in web design using Adobe Dreamweaver, Adobe Flash, Basic CSS, and HTML. Prepare layout designs and images for the web. Create a web based portfolio.

Prerequisite: Graphic Designer/Advertising Design (60-65-60).

M – F	8:00a – 2:45p	M213	Scott
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Specialty Classes (Continued)

NETWORK CONTROL OPERATOR \$35.00 69-45-60

Introduction to network administration. DOS, Windows, hardware & software for the network.

Prerequisites: Completion of Computer Operator Software Applications and/or demonstrated computer skills and 7.5 reading and math.

M – F 8:00a – 2:45p M211 Reyes

NETWORK ADMINISTRATOR: CERTIFICATION PREPARATION \$60.00 69-45-50

Prepare for the Network Administrator exam. Develop ability to administer and manage network operating systems.

Prerequisites: Completion of Computer Operation 2/Integrated Applications and/or demonstrated computer skills and 7.5 reading and math.

M – F 8:00a – 2:45p M211 Reyes

POLICE OFFICER TRAINEE \$20.00 62-30-90/29-53-51

This course is designed as a comprehensive introduction to law enforcement & criminal justice. This course explores the necessary skills to become a police officer. The general concepts of law enforcement are presented.

Prerequisites: Enrollment requires a 7.5 reading level as measured by the TABE D 9/10 and demonstrated competence in or successful completion of English 3 (23-10-73).

M – F 10:15a – 2:45p P 2 Staff
TWTh 5:30p – 8:45p P2 Staff

UPHOLSTERY/1 \$25.00 61-45-90/29-09-90

Use of tools and equipment in compliance with safety guidelines of upholstery. Learn power sewing, furniture padding and covering to most styles of chairs and sofas. Some tufting and pattern making.

M – F 9:00a – 2:45p AB3-4 Almeida

UPHOLSTERY/2 \$25.00 61-45-95/29-09-91

This course is the second in a sequence of two designed for upholstery. It provides students with technical instruction and practical experience in auto upholstery, incorporating sustainable and green products. Instruction includes reviews of workplace safety, resource management, trade mathematics, and employability skills.

Prerequisites: Enrollment requires successful completion of the Upholstery/1 (61-45-90) course or instructor's permission.

M – F 9:00a – 2:45p AB3-4 Almeida

Distance Learning

GED \$10.00 30-50-73

The GED Test covers the academic knowledge and skills attained in four years of high school. GED Distance Learning offers you a unique opportunity to prepare for the GED.

Prerequisite: 9.0 reading level.

T 3:00p – 7:00p M206 Bailey-Blenman

PARENT EDUCATION/ NOW AND FUTURE PARENT 51-07-93

Knowledge and skills necessary for effective parenting of young children.

TTh 3:00p – 7:00p M304 Tate

PARENT EDUCATION/ PARENTING THE ADOLESCENT 51-05-93

Developmental needs of adolescents and the challenges and rewards of the parenting teenager.

TTh 3:00p – 7:00p M304 Tate

Academic Programs

ADULT BASIC EDUCATION LAB \$5 per course

Basic reading courses offered in an integrated laboratory setting utilizing small group instruction and flow charts to monitor progress.

Adult Basic Education Courses

Reading 1 (53 – 03 – 64)
Reading 2 (53 – 03 – 65)
Reading – Advanced (53 – 03 – 63)

M – F 8:00a – 10:00a M308 Vinovich
M – F 10:15a – 12:15p M308 Vinovich

ADULT INDEPENDENT STUDY \$5.00

Refundable Book Deposit Required (Cash only)

Prerequisite: 9.0 reading level. By appointment only.

T 5:00p – 7:00p M202 Anderson

GED Test Preparation/ Test Taking Strategies \$10.00 30-50-71

Teacher directed class designed to prepare students to take and pass the GED Test. This competency-based course covers the five basic subject areas of language arts, social studies, science, literature and mathematics.

TTh 4:00p – 7:15p TBA Staff
Sat. 8:00a – 12:15p TBA Staff

INDIVIDUALIZED INSTRUCTION LAB \$5 per course

Courses are offered through individualized instruction in Learning Centers where different study programs that meet the individual needs of learners are available. Classes may be completed at the student's pace.

Individualized Instruction Lab Courses

Algebra 1A	(31 – 02 – 70)
Algebra 1B	(31 – 02 – 71)
Biology/1/Life Science	(36 – 09 – 73)
Biology/2/Life Science	(36 – 09 – 74)
Economics	(37 – 09 – 71)
English 1	(23 – 09 – 71)
English 2	(23 – 09 – 72)
English 3	(23 – 10 – 73)
English 4	(23 – 10 – 74)
English Composition/Contemporary	(23 – 11 – 75)
English Composition/Expository	(23 – 12 – 77)
Fine Arts/The Visual Arts	(20 – 09 – 52)
GED Test Preparation/ Test-Taking Strategies	(30 – 50 – 71)
General Science/Integrated 1	(36 – 09 – 51)
General Science/Integrated 2	(36 – 09 – 52)
General Science/Integrated 3	(36 – 10 – 53)
General Science/Integrated 4	(36 – 10 – 54)
Geometry 1A	(31 – 03 – 71)
Geometry 1B	(31 – 03 – 72)
Health	(36 – 05 – 74)
Life Skills	(37 – 04 – 77)
Literature/American	(23 – 11 – 76)
Literature/Modern	(23 – 12 – 78)
Math 1	(53 – 03 – 75)
Math 2	(53 – 03 – 76)
Math 3	(53 – 03 – 77)

Parent Education	(51 – 07 – 64)
Psychology	(37 – 04 – 74)
Test Preparation/Essential Standards English Language Arts/CAHSEE	(23 – 05 – 51)
Test Preparation/Essential Standards Math/CAHSEE	(31 – 01 – 65)
U.S. Government	(37 – 06 – 70)
U.S. History/1	(37 – 01 – 70)
U.S. History/2	(37 – 01 – 71)
World History/1	(37 – 02 – 71)
World History/2	(37 – 02 – 72)

M – F	8:00a – 10:00a	M303	Macias
M – F	10:15a – 12:15p	M303	Macias
M – F	12:45p – 2:45p	M303	Macias
TWTh	3:30p – 5:30p	M303	Macias
TWTh	5:45p – 8:45p	M303	Staff
Sat.	8:00a – 12:15p	M303	Clavel

INDIVIDUALIZED INSTRUCTION – \$5.00 per course ENGLISH LAB

M – F	8:00a – 10:00a	M215	Morris
M – F	10:15a – 12:15p	M215	Morris
Sat.	8:00a – 12:15p	M215	Morris

INDIVIDUALIZED INSTRUCTION – \$5.00 per course MATH LAB

M – F	8:00a – 10:00a	M202	Chedotte
M – F	10:15a – 12:15p	M202	Chedotte

For more information call (310) 547-5551 or TDD (310) 547-5346 Enroll Today!

SAN PEDRO SKILLS CENTER CLASS SCHEDULE

920 WEST 36TH STREET • SAN PEDRO, CA 90731

(310) 221-4651 OR TDD (310) 547-5346

INDIVIDUALIZED INSTRUCTION (AEWC PROGRAM FOR 16 – 18 YEAR OLDS) Call (310) 221-4651 for information or an enrollment appointment. GED/High School diploma courses are offered through individualized instruction.

M – Th	8:00a – 12:15p	Matich	M – Th	8:00a – 1:30p	Pineda
M – Th	1:00p – 3:00p	Matich	F	8:00a – 12:15p	Pineda

WILMINGTON SKILLS CENTER CLASS SCHEDULE

217 ISLAND AVENUE • WILMINGTON, CA 90744

(310) 549-9831 OR TDD (310) 547-5346

Academic Programs

ENGLISH AS A SECOND LANGUAGE (ESL) COMMUNITY BASED ENGLISH TUTORING (CBET) DISTANCE LEARNING ESL*

Ofrecemos clases de inglés para estudiantes principiantes e intermedios. Develops language proficiency in beginning/intermediate listening, speaking, reading & writing skills; grammar in everyday situations.

M – Th	8:00a – 12:15p	Rm. 1	Route
*MT	12:15p – 2:45p	Rm. 1	Route

Business Education

ACCOUNTING/1 \$15.00 21-02-50

Electronic calculators and accounting applications for sole proprietorships and partnerships using Quick-Books and Microsoft Excel.

Prerequisites: Algebra and Excel backgrounds or instructor's permission.

M – F	10:15a – 12:15p	Rm. 2	Guerrero
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ADMINISTRATIVE ASSISTANT/1: OFFICE PROCEDURES \$15.00 65-35-50

Office safety, copiers, FAX, telephone techniques, filing, employability skills, business ethics and attitudes, e-mail and mail processing, data records management, and travel arrangements.

M – F	8:00a – 10:00a	Rm. 2	Guerrero
M – F	10:15a – 12:15p	Rm. 2	Guerrero

ADMINISTRATIVE ASSISTANT/2: BUSINESS ENGLISH \$15.00 65-35-60

Grammar, spelling, vocabulary, punctuation and letter writing.

Prerequisites: Enrollment requires successful completion of the Administrative Assistant/1: Office Procedures (65-35-50) course or instructor's permission.

M – F	8:00a – 10:00a	Rm. 2	Guerrero
M – F	10:15a – 12:15p	Rm. 2	Guerrero

ADMINISTRATIVE ASSISTANT/3: BUSINESS MATH \$15.00 65-35-70

Review basic math, fractions, decimals, percentage, calculator, payroll, discount and interest rates.

Prerequisites: Enrollment requires successful completion of the Administrative Assistant/2: Business English (65-35-60) course or instructor's permission.

M – F	8:00a – 10:00a	Rm. 2	Guerrero
M – F	10:15a – 12:15p	Rm. 2	Guerrero

COMPUTER OPERATION/1: FOUNDATIONS \$15.00 65-35-80/21-18-50

Introduction to operating systems, computer parts, concepts, and terminology; keyboarding; Internet; and e-mail.

M – F	8:00a – 10:00a	Rm. 3	Navarro
M – F	10:15a – 12:15p	Rm. 3	Navarro
M – F	12:45p – 2:45p	Rm. 3	Navarro
TWTh	5:30p – 8:45p	Rm. 3	Navarro

COMPUTER OPERATION/2: INTEGRATED APPLICATIONS \$15.00 65-35-90/21-18-51

Intermediate Office: Word, Excel, and Outlook; Internet; troubleshooting; and keyboarding reinforcement.

Prerequisites: Enrollment requires successful completion of the Computer Operation/1: Foundations (65-35-80) course or instructor's permission.

M – F	8:00a – 10:00a	Rm. 3	Navarro
M – F	10:15a – 12:15p	Rm. 3	Navarro
M – F	12:45p – 2:45p	Rm. 3	Navarro
TWTh	5:30p – 8:45p	Rm. 3	Navarro

COMPUTER OPERATION/3: DATABASE MANAGEMENT \$15.00 65-45-50/21-18-52

Advanced Office: Access, alphabetic indexing, cross referencing, and database management.

Prerequisites: Enrollment requires successful completion of the Computer Operation/2: Integrated Applications (65-35-90) course or instructor's permission.

M – F	8:00a – 10:00a	Rm. 3	Navarro
M – F	10:15a – 12:15p	Rm. 3	Navarro
M – F	12:45p – 2:45p	Rm. 3	Navarro
TWTh	5:30p – 8:45p	Rm. 3	Navarro

CUSTOMER SERVICE REPRESENTATIVE

\$15.00
61-60-50

Prepares student to provide customer services to a variety of industry and/or company environments.

Prerequisites: Minimum of 8.0 reading level measured by the TABE D 9/10 test.

M – F	8:00a – 10:00a	Rm. 2	Guerrero
M – F	10:15a – 12:15p	Rm. 2	Guerrero

DESKTOP PUBLISHING/1

\$15.00
60-55-70/29-04-59

Design fundamentals, word processing, fonts, page layout, publishing, paint & line graphics, Word, and Publisher.

Prerequisite: Enrollment requires employment-level competency in reading, writing skills and math, knowledge of Windows operating system, word processing, and keyboarding speed as required by the industry, or instructor's permission.

M – F	8:00a – 10:00a	Rm. 3	Navarro
M – F	10:15a – 12:15p	Rm. 3	Navarro
M – F	12:45p – 2:45p	Rm. 3	Navarro
TWTh	5:30p – 8:45p	Rm. 3	Navarro

DESKTOP PUBLISHING/2

\$15.00
60-55-75/29-04-60

PhotoShop, graphics, job planning & development, proofreading and editing, and review of principles of design & layout.

Prerequisites: Enrollment requires successful completion of the Desktop Publishing/1 (60-55-70) or instructor's permission.

M – F	8:00a – 10:00a	Rm. 3	Navarro
M – F	10:15a – 12:15p	Rm. 3	Navarro
M – F	12:45p – 2:45p	Rm. 3	Navarro
TWTh	5:30p – 8:45p	Rm. 3	Navarro

IC3 CERTIFICATION PREPARATION

\$15.00
21-18-54

Prepares students for the IC3 Certification Exam.

Prerequisites: Enrollment requires successful completion of the Computer Operation/4: Presentations (65-45-60) course or instructor's permission.

TWTh	5:30p – 8:45p	Rm. 3	Navarro
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TYPIST: KEYBOARDING

\$20.00
61-50-88

Development of speed and accuracy; timed writings; formatting, letters, memos, outlines, tables and reports. Challenge test is available.

M – F	8:00a – 10:00a	Rm. 2	Guerrero
M – F	10:15a – 12:15p	Rm. 2	Guerrero

Industrial Technology

WELDING/1

67-95-50/29-13-53

Course provides technical instruction and practical experience in shielded metal arc welding, oxyacetylene cutting and trade mathematics. Emphasis on workplace safety procedures and employability skills.

Prerequisites: Enrollment requires employment-level competency in reading, written and oral communication, and math. (1) Weekly fee of \$15.00 (Cash only). (2) Weekly fee of \$25.00 (Cash only). (3) Weekly fee of \$25.00 (Cash only).

M	(1) 8:00a – 2:45p	Rm. S1	Hinojosa
TWTh	(2) 10:15a – 2:30p	Rm. S1	Hinojosa
TWTh	(3) 3:00p – 7:30p	Rm. S1	Hinojosa

WELDING/2

67-95-60/29-13-54

Course provides students with technical instruction on advanced techniques in welding and cutting processes. Emphasis on advanced welding, plasma arc cutting, types of welds, weld joints and trade mathematics.

Prerequisites: Enrollment requires successful completion of the Welding/1 (67-95-50) course or instructor's permission. (1) Weekly fee of \$15.00 (Cash only). (2) Weekly fee of \$25.00 (Cash only). (3) Weekly fee of \$25.00 (Cash only).

M	(1) 8:00a – 2:45p	Rm. S1	Hinojosa
TWTh	(2) 10:15a – 2:30p	Rm. S1	Hinojosa
TWTh	(3) 3:00p – 7:30p	Rm. S1	Hinojosa

WELDING/3

67-95-70/29-13-55

Technical instruction and practical experience in advanced shielded metal arc welding in flux-core arc welding, gas metal arc welding, gas tungsten arc welding, groove welds, and carbon arc cutting. Review of geometric and trigonometric designs with an introduction to fabrication and robotic welding. Focuses on the requirements of the City of Los Angeles Departmental Welding Exams adopted from the American Welding Society (AWS) procedures.

Prerequisites: Enrollment requires successful completion of the Welding/2 (67-95-60) course or instructor's permission. (1) Weekly fee of \$15.00 (Cash only). (2) Weekly fee of \$25.00 (Cash only). (3) Weekly fee of \$25.00 (Cash only).

M	(1) 8:00a – 2:45p	Rm. S1	Hinojosa
TWTh	(2) 10:15a – 2:30p	Rm. S1	Hinojosa
TWTh	(3) 3:00p – 7:30p	Rm. S1	Hinojosa

**For more information call
(310) 549-9831 or TDD (310) 547-5346**



Harbor Occupational Center – San Pedro/ Wilmington Skills centers
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Training Certifications



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Hearing Impaired Call (310) 547-5346 TDD

San Pedro Skills Center

920 W. 36th Street — San Pedro, CA 90731
(310) 221-4651
Hearing Impaired Call (310) 547-5346 TDD

Wilmington Skills Center

217 Island Avenue — Wilmington, CA 90744
(310) 549-9831 — Fax (310) 834-9674
Hearing Impaired Call (310) 547-5346 TDD

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