

# SPRING 2020

SCHEDULE OF CLASSES JANUARY 27, 2020 - JUNE 13, 2020  
OPEN ENROLLMENT



## HARBOR OCCUPATIONAL CENTER

740 N. PACIFIC AVE. • SAN PEDRO, CA 90731  
(310) 241-4800 • HARBOROC.ORG



## MISSION STATEMENT

Harbor Occupational Center is committed to providing the highest quality instruction in Adult Secondary and Basic Education, English as a Second Language, and Career Technical Education to a diverse population, while empowering students to succeed in a technologically changing society.



## STUDENT LEARNING OUTCOMES

Students completing their educational programs at Harbor Occupational Center will:

- Demonstrate communication and interpersonal skills that prepare students for success in the workforce, in higher education, and in their communities.
- Demonstrate the ability to use critical thinking and problem solving skills.
- Demonstrate academic and technical skills to succeed in meeting employer expectations and personal goals.

## ADMINISTRATIVE STAFF

Sonya Ramirez . . . . . Principal  
Alma Alvarez . . . . . Assistant Principal, Operations  
Alison Bacon . . . . . Assistant Principal, Operations  
Johanna Hart . . . . . Assistant Principal,  
Adult Counseling Services

## 2019-2020 SCHOOL YEAR CALENDAR

Fall Semester . . . . . August 20, 2019 – January 25, 2020  
Spring Semester . . . . . January 27, 2020 – June 13, 2020  
School will be closed on the following days:  
August 30, 2019 . . . . . Admission Day  
September 2, 2019 . . . . . Labor Day  
September 30, 2019 . . . . . Unassigned Day  
October 9, 2019 . . . . . Unassigned Day  
November 11, 2019 . . . . . Veteran's Day  
Nov. 25 – Nov. 30, 2019 . . . . . Thanksgiving Holiday  
Dec. 21, 2019 – January 12, 2020 . . . . . Winter Break  
January 20, 2020 . . . . . Martin Luther King Day  
February 17, 2020 . . . . . Presidents' Day  
April 6 – April 11, 2020 . . . . . Spring Recess  
May 25, 2020 . . . . . Memorial Day

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## GENERAL INFORMATION

Harbor Occupational Center, and its branch locations offer full-time educational programs operated by the Los Angeles Unified School District • Division of Adult and Career Education. The school is accredited by the Western Association of Schools and Colleges. Programs include: English as a Second Language (ESL), Math and English skills remediation, High School Equivalency Test Preparation (HiSET), high school diploma classes and short-term career technical training and job placement assistance.

### ASSESSMENT CENTER

Placement testing for students enrolling into English as a Second Language (ESL), Academic or Career Technical Education (CTE) programs is required. Students interested in academic classes may bring their high school transcripts for evaluation and enrollment into appropriate classes. The test is offered at no cost. Call (310) 241-4800 for scheduled times.

### CERTIFICATES

Certificates for Career Technical Education (CTE) are awarded upon successful completion of course. Competencies must be met before a certificate is awarded.

### 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.

### COUNSELING AND GUIDANCE

An orientation/assessment in reading and math is given to new students. Call (310) 241-4800 for scheduled times. Students receive assistance in course credit evaluation, program planning and career-technical guidance. Bilingual counselors are available.

## GENERAL INFORMATION

### DISABILITY SUPPORT SERVICES

This program serves an essential role in ensuring reasonable accommodations for adults who provide documentation of their disability. Students served may include: students with physical disabilities; visual or hearing impairments; learning, emotional disability or history of substance abuse. A Resource Room is available for students who are blind or have a visual impairment.

### ENROLLMENT REQUIREMENTS

Any person 18 years of age or over is eligible for enrollment. Those under 18 and currently enrolled as a high school student must have their high school's administrative approval to be registered as a concurrently-enrolled high school student with written permission from their parent/guardian. 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 class fee depending on class selected.
  2. A fee of \$10 for a School Photo I.D.
  3. Books and supplies are required for most classes.
  4. A fee of \$10 per semester is required for parking in the student parking structure at Harbor Occupational Center.
- ALL FEES ARE PAYABLE AT THE TIME OF REGISTRATION.

### CTE COURSE FEE EXEMPTIONS, EXCEPTION, REFUNDS, AND DROP CHARGES

#### A. CTE COURSE FEE EXEMPTIONS

The students meeting any of the following criteria are exempt from paying fees:

1. Concurrent students referred by a high school counselor.
2. Accelerated College and Career Transition students.
3. Minor students enrolled in a service center for which a Pupil Accounting Report (PAR) is on file.
4. An individual with a disability up to age 22 per District Bulletin 4692.

#### B. CTE COURSE FEE EXCEPTION

Adult students in the High School Diploma program who enroll in a CTE course to meet a graduation requirement do not pay a class fee.

#### C. CTE COURSE FEE REFUNDS AND DROP CHARGES

Upon request, a student may be issued a refund of fees when he or she drops the class before the first day of attendance or within seven (7) calendar days following the first day of possible attendance. However, a \$20 drop fee will be assessed on a per course basis, except when an administrator has closed the class.

### 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.

### TERMINATION OF CLASSES

The administration reserves the right to terminate or combine a class according to Division of Adult and Career Education 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 Harbor Occupational Center or call (310) 241-4800. 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.

### VETERANS

Harbor Occupational Center is approved by the California State Approving Agency to enroll veterans and other eligible persons.

### BROCHURE DISCLAIMER

Information in this brochure was accurate at time of publication. Changes may have occurred subsequently.

# ACADEMIC COURSES AND PROGRAMS

## (HiSET) HIGH SCHOOL EQUIVALENCY TEST

Harbor Occupational Center is an official test site. Adults may earn a High School Equivalency Certificate by taking the High School Equivalency Test (HiSET). Study for the High School Equivalency Test (HiSET) by taking a preparation course. The first step is to take a placement test. Students may enroll in the test preparation class at any time. The test is available in English or Spanish. Prerequisite: Must be at least 17 years 10 months of age to take the High School Equivalency Test (HiSET). Contact us at (310) 241-4800.

**HARBOR OCCUPATIONAL CENTER** 740 North Pacific Avenue • San Pedro, CA 9073 • Phone (310) 241-4800 • Fax (310) 547-4974

Sat. 8:00a – 12:15p HiSet Test Preparation (Spanish) Room M202 Adame

## INDIVIDUALIZED INSTRUCTION

### HARBOR OCCUPATIONAL CENTER

740 North Pacific Avenue • San Pedro, CA 90731  
Phone (310) 241-4800 • Fax (310) 547-4974

### BANNING ADULT LEARNING CENTER

1527 Lakme Avenue • Wilmington, CA 90744  
Phone (310) 847-3781 • Fax (310) 847-3791

### NARBONNE HIGH SCHOOL

24300 S. Western Avenue • Harbor City, CA 90710  
For more information call (310) 241-4800

### SAN PEDRO ADULT LEARNING CENTER

950 West Santa Cruz Street • San Pedro, CA 90731  
Phone (310) 547-4425 • Fax (310) 832-3489

### SAN PEDRO SKILLS CENTER

920 West 36<sup>th</sup> Street • San Pedro, CA 90731  
Phone (310) 221-4651 • Fax (310) 221-4659

#### Individualized Instruction Lab Courses Offered:

- \*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)
- High School Equivalency Test Preparation  
Test-Taking Strategies (30-50-75)
- General Science/Integrated 1 (36-09-51)
- General Science/Integrated 2 (36-09-52)
- \*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 (37-04-78)
- \*Psychology (37-04-74)
- \*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)

## INDIVIDUALIZED INSTRUCTION LAB

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

### HARBOR OCCUPATIONAL CENTER

M – F	8:00a – 10:00a	II Lab	Rm M303	Macias
M – F	10:15a – 12:15p	II Lab	Rm M303	Macias
M – Th	6:00p – 8:45p	II Lab	Rm M303	Choi-Milling
M – F	8:00a – 10:00a	Math Lab	Rm M202	Chedotte
M – F	10:15a – 12:15p	Math Lab	Rm M202	Chedotte
M – Th	1:00p – 2:30p	II Lab	Rm M202	Chedotte
Sat.	8:00a – 12:15p	II Lab	Rm M303	Suhre

### BANNING ADULT LEARNING CENTER

M – Th	6:00p – 8:45p	II Lab	Rm E105	Macias
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### SAN PEDRO ADULT LEARNING CENTER

M – F	8:00a – 10:00a	II Lab	Rm 6	Hosking
M – F	10:15a – 12:15p	II Lab	Rm 6	Hosking
M – Th	6:00p – 8:45p	II Lab	Rm 6	Pagdilao

\* **Classes available On-line in the I.I. Lab**

## ADULT INDEPENDENT STUDY (AIS)

Adult Independent Study (AIS) offers home study for the high school diploma program. Adult and high school concurrent students complete assignments at home and meet with an instructor on a weekly basis for assistance and testing. The first step is to take a placement test. A minimum of 10.0 Reading level is required to participate. A refundable deposit of \$40 is charged at the time of registration. See a counselor for more information.

### Adult Independent Study Courses Offered:

- \*Expository Composition/Expository (23-12-77)  
Literature/Modern (23-12-78)
- \*U.S. History/1 (37-01-70)
- \*U.S. History/2 (37-01-71)
- \*U.S. Government (37-06-70)
- \*Economics (37-09-71)
- \*Health (36-05-74)
- \*HiSET Distance Learning (30-50-94)
- \*Psychology (37-04-74)

### \* Classes available On-line in the A.I.S. Lab

HARBOR OCCUPATIONAL CENTER				
M – F	10:30a – 12:30p	AIS	Rm M304	Choi-Milling
M – Th	6:00p – 8:45p	AIS	Rm M304	Choi-Milling
Sat.	8:00a – 12:15p	AIS	Rm M304	Macias

SAN PEDRO ADULT LEARNING CENTER				
M – F	12:30p – 2:30p	AIS	AIS Office	Hosking
M – Th	6:00p – 8:45p	AIS	Rm 6	Pagdilao

BANNING ADULT LEARNING CENTER				
M – Th	6:00p – 8:45p	AIS	Rm E105	Macias

## ACCELERATED COLLEGE AND CAREER TRANSITION (AC<sup>2</sup>T)

This program targets youth and young adults (ages 16 - 24) who have exited high school and seek to complete their high school diploma.

SAN PEDRO SKILLS CENTER				
M – F	8:00a – 1:30p		Rm 2	Adame
M – F	8:00a – 1:30p		Rm 3	Suhre

**VISIT US AT [WWW.HARBOROC.ORG](http://WWW.HARBOROC.ORG)  
FOR MORE INFORMATION CALL  
(310) 241-4800**

## HIGH SCHOOL CREDIT RECOVERY PROGRAM

After regular school, high school students may enroll in classes to make-up credits toward the high school diploma. Placement testing and a Concurrent Enrollment Waiver Permit are required for enrollment.

HARBOR OCCUPATIONAL CENTER				
M – Th	6:00p – 8:45p	II Lab	Rm M303	Choi-Milling

BANNING ADULT LEARNING CENTER				
M – Th	6:00p – 8:45p	II Lab	Rm E105	Macias

SAN PEDRO ADULT LEARNING CENTER				
M – Th	6:00p – 8:45p	II Lab	Room 6	Pagdilao

## ADULT BASIC EDUCATION (ABE)

Students needing to advance in their reading, writing and math skills based on entrance placement testing or identified need, may enroll in targeted subject areas.

- Reading 2 (53-03-65)
- Reading 3 (53-03-66)
- Math 1 (53-03-75)
- Math 2 (53-03-76)
- Math 3 (53-03-77)
- Basic Language Arts 1 Beginning (53-03-81)
- Basic Language Arts 2 Intermediate (53-03-82)
- Basic Language Arts 3 Advanced (53-03-83)

HARBOR OCCUPATIONAL CENTER				
M – F	8:00a – 10:00a	Reading 2, 3	Rm M308	Mendez
M – F	8:00a – 10:00a	Math 1, 2, 3	Rm M202	Chedotte
M – F	10:15a – 12:15p	Math 1, 2, 3	Rm M202	Chedotte
M – Th	1:00p – 2:30p	Math 1, 2, 3	Rm M202	Chedotte
M – F	10:15a – 12:15p	Basic Language Arts	Rm M215	Morris

BANNING ADULT LEARNING CENTER				
M – Th	6:00p – 8:45p	Reading 2, 3	Rm 115	Mendez
M – Th	6:00p – 8:45p	Math 1, 2, 3	Rm E105	Macias

SAN PEDRO ADULT LEARNING CENTER				
M – Th	8:00a – 10:00a	Math 1, 2, 3	Rm 6	Hosking
M – F	10:30a – 12:30p	Basic Language Arts	Rm 5	Staff
M – Th	10:15a – 12:15p	Math 1, 2, 3	Rm 6	Hosking
M – Th	6:00p – 8:45p	Math 1, 2, 3	Rm 6	Pagdilao

## ENGLISH AS A SECOND LANGUAGE (ESL)

### 15<sup>TH</sup> STREET ELEMENTARY SCHOOL 1527 South Mesa Street • San Pedro, CA 90731 • (310) 241-4800

M – F	8:00a – 10:00a	Beginning Literacy A/B	(500159/60)	Room 1	Ochoa
M – F	8:00a – 10:00a	Beginning Low A/B	(500182/83)	Room 1	Ochoa
M – F	8:00a – 10:00a	Beginning High A/B	(500184/85)	Room 1	Ochoa
M – F	8:00a – 10:00a	Intermediate Low A/B	(500186/87)	Room 1	Ochoa
M – F	8:00a – 10:00a	Inter High A/B, Adv Low	(500154/55/56)	Room 1	Ochoa

### BANNING ADULT LEARNING CENTER 1527 Lakme Avenue • Wilmington, CA 90744 • (310) 847-3781

M – Th	6:00p – 8:45p	Beginning Literacy A/B/Low A	(500159/60/82)	Room 107	Aurelio
M – Th	6:00p – 8:45p	Beginning Low A	(500182)	Room 109	Pinales
M – Th	6:00p – 8:45p	Beginning Low B	(500183)	Room 106	Ochoa
M – Th	6:00p – 8:45p	Beginning High A/B	(500184/85)	Room 105	Dow
M – Th	6:00p – 8:45p	Intermediate Low A/B	(500186/87)	Room 116	Korzeniowski
M – Th	6:00p – 8:45p	Inter. High A/B, Adv. Low	(500154/55/56)	Room 113	Garske

### CATSKILL AVENUE ELEMENTARY 23536 Catskill Avenue • Carson, CA 90745 • (310) 241-4800

M – F	12:30p – 2:30p	Beginning Literacy A/B	(500159/60)	Parent Center	Mendez
M – F	12:30p – 2:30p	Beginning Low A/B	(500182/83)	Parent Center	Mendez
M – F	12:30p – 2:30p	Beginning High A/B	(500184/85)	Parent Center	Mendez
M – F	12:30p – 2:30p	Intermediate Low A/B	(500186/87)	Parent Center	Mendez
M – F	12:30p – 2:30p	Inter. High A/B, Adv. Low	(500154/55/56)	Parent Center	Mendez

### DOMINGUEZ ELEMENTARY 21250 S. Santa Fe Avenue • Carson, CA 90810 • (310) 241-4800

M – F	11:00a – 1:00p	Beginning Literacy A/B	(500159/60)	Parent Center	Garske
M – F	11:00a – 1:00p	Beginning Low A/B	(500182/83)	Parent Center	Garske
M – F	11:00a – 1:00p	Beginning High A/B	(500184/85)	Parent Center	Garske
M – F	11:00a – 1:00p	Intermediate Low A/B	(500186/87)	Parent Center	Garske
M – F	11:00a – 1:00p	Inter. High A/B, Adv. Low	(500154/55/56)	Parent Center	Garske

### GEORGE DE LA TORRE 500 Island Avenue • Wilmington, CA 90744 • (310) 241-4800

M – F	8:00a – 10:00a	Beginning Literacy A/B	(500159/60)	Room 5	Garske
M – F	8:00a – 10:00a	Beginning Low-Inter. Low	(500182-87)	Room 5	Garske
M – F	8:00a – 10:00a	Inter. High A/B, Adv. Low	(500154/55/56)	Room 5	Garske

### HARBOR OCCUPATIONAL CENTER 740 North Pacific Avenue • San Pedro, CA 90731 • (310) 241-4800

M – F	8:00a – 10:00a	Beginning Literacy A/B	(500159/60)	Room M206	Morris
M – F	8:00a – 10:00a	Beginning Low A/B	(500182/83)	Room M206	Morris
M – F	8:00a – 10:00a	Beginning High A/B	(500184/85)	Room M206	Morris
M – F	8:00a – 10:00a	Intermediate Low A/B	(500186/87)	Room M206	Morris
M – F	8:00a – 10:00a	Inter. High A/B, Adv. Low	(500154/55/56)	Room M206	Morris
M – Th	6:00p – 8:45p	Beginning Literacy A/B	(500159/60)	Room M206	Coiman
M – Th	6:00p – 8:45p	Beginning Low A/B	(500182/83)	Room M206	Coiman
M – Th	6:00p – 8:45p	Beginning High A/B	(500184/85)	Room M206	Coiman
M – Th	6:00p – 8:45p	Intermediate Low A/B	(500186/87)	Room M206	Coiman
M – Th	6:00p – 8:45p	Inter. High A/B, Adv. Low	(500154/55/56)	Room M206	Coiman
Sat.	8:00a – 12:15p	Beginning Literacy A/B	(500159/60)	Room M206	Pinales
Sat.	8:00a – 12:15p	Beginning Low A/B	(500182/83)	Room M206	Pinales
Sat.	8:00a – 12:15p	Beginning High A/B	(500184/85)	Room M206	Pinales
Sat.	8:00a – 12:15p	Intermediate Low A/B	(500186/87)	Room M206	Pinales
Sat.	8:00a – 12:15p	Inter. High A/B, Adv. Low	(500154/55/56)	Room M206	Pinales

**HARRY BRIDGES SPAN SCHOOL** 1235 Broad Avenue • Wilmington, CA 90744 • (310) 241-4800

M – F	10:30a – 12:30p	Beginning Literacy A/B	(500159/60)	Parent Center	Chardiet
M – F	10:30a – 12:30p	Beginning Low A/B	(500182/83)	Parent Center	Chardiet
M – F	10:30a – 12:30p	Beginning High A/B	(500184/85)	Parent Center	Chardiet
M – F	10:30a – 12:30p	Intermediate Low A/B	(500186/87)	Parent Center	Chardiet
M – F	10:30a – 12:30p	Inter. High A/B, Adv. Low	(500154/55/56)	Parent Center	Chardiet

**MARINE AVENUE ADULT LEARNING CENTER** 1468 Marine Avenue • Wilmington, CA 90744 • (310) 241-4800

M – F	8:00a – 10:00a	Beginning Literacy A/B	(500159/60)	Room 3	Choi-Milling
M – F	8:00a – 10:00a	Beginning Low A/B	(500182/83)	Room 3	Choi-Milling
M – F	8:00a – 10:00a	Beginning High A/B	(500184/85)	Room 1	Pinales
M – F	8:00a – 10:00a	Intermediate Low A/B	(500186/87)	Room 2	Dow
M – F	8:00a – 10:00a	Inter. High A/B, Adv. Low	(500154/55/56)	Room 2	Dow
M – F	10:15a – 12:15p	Beginning Literacy A/B	(500159/60)	Room 1	Pinales
M – F	10:15a – 12:15p	Beginning Low A/B	(500182/83)	Room 1	Pinales
M – F	10:15a – 12:15p	Beginning High A/B	(500184/85)	Room 1	Pinales
M – F	10:15a – 12:15p	Intermediate Low A/B	(500186/87)	Room 1	Pinales
M – F	10:15a – 12:15p	Inter. High A/B, Adv. Low	(500154/55/56)	Room 1	Pinales

**MEYLER ADULT LEARNING CENTER** 1123 West 223rd Street • Torrance, CA 90502 • (310) 241-4800

M – F	12:00p – 2:00p	Beginning Literacy A/B	(500159/60)	Parent Center	Galvez
M – F	12:00p – 2:00p	Beginning Low A/B	(500182/83)	Parent Center	Galvez
M – F	12:00p – 2:00p	Beginning High A/B	(500184/85)	Parent Center	Galvez
M – F	12:00p – 2:00p	Intermediate Low A/B	(500186/87)	Parent Center	Galvez
M – F	12:00p – 2:00p	Inter. High A/B, Adv. Low	(500154/55/56)	Parent Center	Galvez

**PRESIDENT AVENUE ELEMENTARY SCHOOL** 1465 West 243rd Street • Harbor, CA 90710 • (310) 241-4800

M – F	8:15a – 10:15a	Beginning Literacy A/B	(500159/60)	Parent Center	Galvez
M – F	8:15a – 10:15a	Beginning Low A/B	(500182/83)	Parent Center	Galvez
M – F	8:15a – 10:15a	Beginning High A/B	(500184/85)	Parent Center	Galvez
M – F	8:15a – 10:15a	Intermediate Low A/B	(500186/87)	Parent Center	Galvez
M – F	8:15a – 10:15a	Inter. High A/B, Adv. Low	(500154/55/56)	Parent Center	Galvez

**SAN PEDRO ADULT LEARNING CENTER** 950 West Santa Cruz Street • San Pedro, CA 90731 • (310) 547-4425

M – F	12:45p – 2:45p	Integrated Education and Training (IET) Pre-Computer Operations	(753502)	Room 3	Navarro/Yang
M – F	8:00a – 10:00a	Beginning Literacy A/B	(500159/60)	Room 9	Sanchez
M – F	8:00a – 10:00a	Beginning Low A/B	(500182/83)	Room 9	Sanchez
M – F	8:00a – 10:00a	Beginning High A/B	(500184/85)	Room 11	Pagdilao
M – F	8:00a – 10:00a	Intermediate Low A/B	(500186/87)	Room 1	Chardiet
M – F	8:00a – 10:00a	Inter. High A/B, Adv. Low	(500154/55/56)	Room 2	Korzeniowski
M – F	10:15a – 12:15p	Beginning Literacy A/B	(500159/60)	Room 11	Pagdilao
M – F	10:15a – 12:15p	Beginning Low A/B	(500182/83)	Room 11	Pagdilao
M – F	10:15a – 12:15p	Beginning High A/B	(500184/85)	Room 11	Pagdilao
M – F	10:15a – 12:15p	Intermediate Low A/B	(500186/87)	Room 11	Sanchez
M – F	10:15a – 12:15p	Inter. High A/B, Adv. Low	(500154/55/56)	Room 9	Sanchez
M – F	10:15a – 12:15p	Conversation, Pronunciation, English Vocabulary & Idioms	(500451/52/53)	Room 2	Korzeniowski
M – TH	6:00p – 8:45p	Beginning Literacy A/B	(500159/60)	Room 11	Galvez
M – TH	6:00p – 8:45p	Beginning Low A/B	(500182/83)	Room 11	Galvez
M – TH	6:00p – 8:45p	Beginning High A/B	(500184/85)	Room 1	Morris
M – TH	6:00p – 8:45p	Inter. Low A/B	(500186/87)	Room 9	Sanchez
M – TH	6:00p – 8:45p	Inter. High A/B, Adv. Low	(500154/55/56)	Room 9	Sanchez

**WILMINGTON SKILLS CENTER** 217 Island Avenue • Wilmington, CA 90744 • (310) 549-9831

M – F	8:00a – 10:00a	Beginning Low A/B	(500182/83)	Room 1	Coiman
M – F	8:00a – 10:00a	Beginning High A/B	(500184/85)	Room 1	Coiman
M – F	8:00a – 10:00a	Intermediate Low A/B	(500186/87)	Room 1	Coiman
M – F	8:00a – 10:00a	Inter. High A/B, Adv. Low	(500154/55/56)	Room 1	Coiman

# CAREER TECHNICAL EDUCATION CLASSES (CTE)

## DRUMMING

Grand Vision Foundation will offer a free drumming course at San Pedro Adult Learning Center.

### SAN PEDRO ADULT LEARNING CENTER

W 12:30p – 1:30p Room 11

## ARTS & MEDIA

### GRAPHIC DESIGNER/ FUNDAMENTALS

**\$100.00**  
**70-65-50**

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

### HARBOR OCCUPATIONAL CENTER

M – F 8:00a – 12:15p Room M213 Scott

### GRAPHIC DESIGNER/ DIGITAL IMAGING

**\$100.00**  
**70-65-55**

Prepares students in the use of a variety of digital image software and hardware used in the creation and manipulation of photo images and artwork, colorizing and retouching techniques using Adobe Illustrator CC, Adobe Photoshop CC.

*Prerequisite: Completion of Graphic Designer/Fundamentals (70-65-50).*

### HARBOR OCCUPATIONAL CENTER

M – F 8:00a – 12:15p Room M213 Scott

### GRAPHIC DESIGNER/ ADVERTISING DESIGN

**\$100.00**  
**70-65-60**

Instruction in basic concepts of layout and composition using Adobe InDesign CC, Adobe Illustrator CC, and Adobe Photoshop CC. Concepts in pre-press production. Students create magazines ads, posters, brochures and page layouts.

*Prerequisite: Completion of Graphic Designer/Digital Imaging (70-65-55).*

### HARBOR OCCUPATIONAL CENTER

M – F 8:00a – 12:15p Room M213 Scott

### GRAPHIC DESIGNER/ WEB DESIGN

**\$100.00**  
**70-65-65**

Basic concepts in web design using Adobe Dreamweaver CC, Instruction in basic CSS, and HTML. Prepare layout designs and images for the web. Students will create websites and a web based portfolio.

*Prerequisite: Completion of Graphic Designer/Advertising Design (70-65-60).*

### HARBOR OCCUPATIONAL CENTER

M – F 8:00a – 12:15p Room M213 Scott

## BUILDING, TRADES & CONSTRUCTION

### HVAC/1

**\$100.00**

**72-85-60**

Provides instruction in residential and commercial heating systems. Emphasis on basic theories and applications of electricity and thermodynamics, troubleshooting, and maintenance techniques used for heating systems.

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

### HARBOR OCCUPATIONAL CENTER

*M – F	8:00a – 2:45p	Room M106	Nguyen
M – Th	5:30p – 8:45p	Room M106	Nguyen
Sat.	8:00a – 12:15p	Room M106	Nguyen

### HVAC/2

**\$100.00**

**72-85-65**

Instruction in residential and commercial ventilation and refrigeration. Emphasis on generation and 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.

*Prerequisites: Completion of the HVAC/1 (72-85-60) course or instructor's permission.*

### HARBOR OCCUPATIONAL CENTER

*M – F	8:00a – 2:45p	Room M106	Nguyen
M – Th	5:30p – 8:45p	Room M106	Nguyen
Sat.	8:00a – 12:15p	Room M106	Nguyen

### HVAC/3

**\$100.00**

**72-85-70**

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

*Prerequisites: Completion of HVAC/2 (72-85-65) or instructor's permission.*

### HARBOR OCCUPATIONAL CENTER

*M – F	8:00a – 2:45p	Room M106	Nguyen
M – Th	5:30p – 8:45p	Room M106	Nguyen
Sat.	8:00a – 12:15p	Room M106	Nguyen



**PLUMBING/1****\$100.00**  
**71-45-70**

This course is the first in a sequence of two. Instruction in basic plumbing according to the Uniform Plumbing Code and the Los Angeles Plumbing Code. Emphasis on sustainable and green materials, tools, pipe fitting techniques, sanitary drainage, vent and storm water drainage systems, vent piping, and traps.

**HARBOR OCCUPATIONAL CENTER**

M – Th	5:30p – 8:45p	A101	Treviño
Sat.	8:00a – 12:15p	A101	Treviño

**PLUMBING/2****\$100.00**  
**71-45-80**

This course is the second in a sequence of two. Instruction includes water supply piping and protection, proper selection and use of fixtures and appliances, testing and inspection techniques, and the use of sustainable and green materials.

*Prerequisites: Successful completion of the Plumbing/1 (71-45-70).*

**HARBOR OCCUPATIONAL CENTER**

M – Th	5:30p – 8:45p	A101	Treviño
Sat.	8:00a – 12:15p	A101	Treviño

**REFRIGERATION TECHNICIAN/  
FUNDAMENTALS****\$100.00**  
**79-10-60**

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

**HARBOR OCCUPATIONAL CENTER**

*M – F	8:00a – 2:45p	Room M106	Nguyen
M – Th	5:30p – 8:45p	Room M106	Nguyen
Sat.	8:00a – 12:15p	Room M106	Nguyen

**REFRIGERATION TECHNICIAN/  
SERVICE****\$100.00**  
**79-10-65**

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

**HARBOR OCCUPATIONAL CENTER**

*M – F	8:00a – 2:45p	Room M106	Nguyen
M – Th	5:30p – 8:45p	Room M106	Nguyen
Sat.	8:00a – 12:15p	Room M106	Nguyen

\*Cohort Program Managed Enrollment Schedule

**HARBOR OCCUPATIONAL CENTER****HVAC/1 (72-85-60) & REFRIGERATION 1 (79-10-60)**

January 29, 2020 – March 11, 2020

**HVAC/2 (72-85-65) & REFRIGERATION 2 (79-10-65)**

March 12, 2020 – April 30, 2020

**HVAC/3 (72-85-70)**

May 1, 2020 – June 12, 2020

**TILE TECHNICIAN/1:****\$75.00**  
**71-55-80**

This course is the first in a sequence of three courses designed for Tile Marble and Granite installation. It provides students with technical instruction and practical experience for the installation of tile using sustainable and green technology.

**HARBOR OCCUPATIONAL CENTER**

M – F	8:00a – 12:15p	Room AB3	Nuñez
Sat.	8:00a – 12:15p	Room AB3	Nuñez

**TILE TECHNICIAN/2:****\$75.00**  
**71-55-85**

This course is designed for Tile Marble, and Granite installation. Practical experience for the installation of tile and marble using sustainable and green technology techniques.

*Prerequisites: Successful completion of the Tile Technician/1 (71-55-80) course or instructor's permission.*

**HARBOR OCCUPATIONAL CENTER**

M – F	8:00a – 12:15p	Room AB3	Nuñez
Sat.	8:00a – 12:15p	Room AB3	Nuñez

**TILE TECHNICIAN/3:****\$75.00**  
**71-55-90**

This course is the third in a sequence of three courses designed for Tile, Marble, and Granite installation. Technical instruction and practical experience for the installation of Tile, Marble, and Granite using sustainable and green technology techniques. Focus in this competency based course is on granite fabrication and installation.

*Prerequisites: Successful completion of the Tile Technician/2 (71-55-85) course or instructor's permission.*

**HARBOR OCCUPATIONAL CENTER**

M – F	8:00a – 12:15p	Room AB3	Nuñez
Sat.	8:00a – 12:15p	Room AB3	Nuñez

**BUSINESS & FINANCE****ACCOUNTING/1****\$60.00**  
**75-15-50**

Prepares students for employment in modern accounting professions. Accounting applications for proprietorships, partnerships, and corporations. Emphasis on general ledger, accounts receivable and payable, cash flow, financial statements, payroll, payroll tax prep and filings, and inventory control.

**HARBOR OCCUPATIONAL CENTER**

M – F	8:00a – 10:00a	Room M310	Licea
M – F	10:15a – 12:15p	Room M310	Licea
M – Th	5:30p – 8:45p	Room M310	Licea

**ACCOUNTING/2****\$60.00**  
**75-15-60**

Integrated accounting technology for proprietorships, partnerships, and corporations with an emphasis on financial analysis, and critical thinking to prepare and enhance student employment in modern accounting professions. Financial statement preparation and analysis, asset management, liabilities analysis, debt and capital financing, and fiscal year analysis.

*Prerequisites: Successful completion of the Accounting/1 (75-15-50) course or instructor's permission.*

**HARBOR OCCUPATIONAL CENTER**

M – F	8:00a – 10:00a	Room M310	Licea
M – F	10:15a – 12:15p	Room M310	Licea
M – Th	6:00p – 8:45p	Room M310	Licea

**ADMINISTRATIVE ASSISTANT/1:  
OFFICE PROCEDURES****\$90.00**  
**75-35-50**

Instruction in office procedures. Instruction includes: office safety, copiers, FAX, telephone techniques, filing, employability skills, business ethics and attitudes, e-mail and mail processing, data records management, and travel.

**HARBOR OCCUPATIONAL CENTER**

M – F	8:00a – 10:00a	Room M310	Licea
M – F	10:15a – 12:15p	Room M310	Licea
M – Th	6:00p – 8:45p	Room M310	Licea

**ADMINISTRATIVE ASSISTANT/2:  
BUSINESS ENGLISH****\$90.00**  
**75-35-60**

Instruction and practical experience in written and oral communications. Emphasis on English grammar skills, effective reading and listening skills, spelling and punctuation, business communication, business writing and reporting.

*Prerequisites: Successful completion of the Administrative Assistant/1: Office Procedures (75-35-50).*

**HARBOR OCCUPATIONAL CENTER**

M – F	8:00a – 10:00a	Room M310	Licea
M – F	10:15a – 12:15p	Room M310	Licea
M – Th	6:00p – 8:45p	Room M310	Licea

**ADMINISTRATIVE ASSISTANT/3:  
BUSINESS MATH****\$90.00**  
**75-35-70**

Technical instruction and practical experience in business mathematics. Addition, subtraction, multiplication, and division, decimals, and fractions.

*Prerequisites: Successful completion of the Admin. Assistant/2: Business English (75-35-60) or instructor's permission.*

**HARBOR OCCUPATIONAL CENTER**

M – F	8:00a – 10:00a	Room M310	Licea
M – F	10:15a – 12:15p	Room M310	Licea
M – Th	6:00p – 8:45p	Room M310	Licea

**COMPUTER OPERATION/1:  
FOUNDATIONS****\$90.00**  
**75-35-80**

This course is the first in a series of four, designed for students of all career pathways. Students are provided a comprehensive understanding of basic computing and the Windows operating system. An introduction to keyboarding, word processing and electronic file management; and use of the internet and email.

**HARBOR OCCUPATIONAL CENTER**

M – F	8:00a – 10:00a	Room M310	Licea
M – F	10:15a – 12:15p	Room M310	Licea
M – Th	6:00p – 8:45p	Room M310	Licea

**WILMINGTON SKILLS CENTER**

M – F	10:15a – 12:15p	Room 3	Navarro
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**SAN PEDRO ADULT LEARNING CENTER**

M – F	12:45p – 2:45p	Room 3	Navarro
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**COMPUTER OPERATION/2:  
INTEGRATED APPLICATIONS****\$90.00**  
**75-35-90**

Provides students with an introduction to Microsoft's Office, Word and Excel program applications. Students will learn about creating and editing documents and spreadsheets; applying formatting elements and page layouts; producing tables and charts; saving and printing. Internet ethics, safe use policies, security, virus and spyware applications.

*Prerequisites: Successful completion of the Computer Operation/1: Foundations (75-35-80) or instructor's permission.*

**HARBOR OCCUPATIONAL CENTER**

M – F	8:00a – 10:00a	Room M310	Licea
M – F	10:15a – 12:15p	Room M310	Licea
M – Th	6:00p – 8:45p	Room M310	Licea

**WILMINGTON SKILLS CENTER**

M – F	10:15a – 12:15p	Room 3	Navarro
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**SAN PEDRO ADULT LEARNING CENTER**

M – F	12:45p – 2:45p	Room 3	Navarro
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**COMPUTER OPERATION/3:  
DATABASE MANAGEMENT****\$90.00**  
**75-45-50**

Provides technical instruction and practical experience in database management. Emphasis is placed on basic filing, alphabetical indexing, cross-referencing techniques for on-file documents, application of system commands for file maintenance; the creation, documentation, and protection of functional data files; and understanding key aspects of the Access database program, including record creation, tables, forms, queries, and filtering.

*Prerequisites: Successful completion of Computer Operation/2: Integrated Applications (75-35-90) or instructor's permission.*

**HARBOR OCCUPATIONAL CENTER**

M – F	8:00a – 10:00a	Room M310	Licea
M – F	10:15a – 12:15p	Room M310	Licea
M – Th	6:00p – 8:45p	Room M310	Licea

**WILMINGTON SKILLS CENTER**

M – F 10:15a – 12:15p Room 3 Navarro

**SAN PEDRO ADULT LEARNING CENTER**

M – F 12:45p – 2:45p Room 3 Navarro

**COMPUTER OPERATION/4: PRESENTATIONS \$90.00 75-45-60**

Provides technical instruction and practical experience in presentation programs. Emphasis is placed on the different types of presentation graphics software, understanding the parts of the PowerPoint, creating a new presentation using the basic principles of design, formatting objects to edit and improve the presentation graphics, and tips to maximize the effect and utility of the presentation.

*Prerequisites: Successful completion of the Computer Operation/3: Database Management (75-45-50) or instructor's permission.*

**HARBOR OCCUPATIONAL CENTER**

M – F 8:00a – 10:00a Room M310 Licea

M – F 10:15a – 12:15p Room M310 Licea

M – Th 6:00p – 8:45p Room M310 Licea

**WILMINGTON SKILLS CENTER**

M – F 10:15a – 12:15p Room 3 Navarro

**SAN PEDRO ADULT LEARNING CENTER**

M – F 12:45p – 2:45p Room 3 Navarro

**COMPUTER OPERATION/5: IC<sup>3</sup> CERTIFICATION PREPARATION \$90.00 75-45-70**

Technical instruction in obtaining digital literacy (living online, key applications, and computing fundamentals). Practical experience in fulfilling the requirements of the Internet and Computing Core Certificate (IC<sup>3</sup>) Program, a global training and certification program for students who want to excel in a digital world.

*Prerequisites: Successful completion of the Computer Operation/4: Presentations (75-45-60) or instructor's permission.*

**HARBOR OCCUPATIONAL CENTER**

M – F 8:00a – 10:00a Room M310 Licea

M – F 10:15a – 12:15p Room M310 Licea

M – Th 6:00p – 8:45p Room M310 Licea

**WILMINGTON SKILLS CENTER**

M – F 10:15a – 12:15p Room 3 Navarro

**SAN PEDRO ADULT LEARNING CENTER**

M – F 12:45p – 2:45p Room 3 Navarro

**TAX PREPARATION****\$60.00 75-15-70**

Instruction and practical experience in tax preparation and principles of taxation, federal, state, and local tax laws, the tax characteristics of various business entities, and the principles and procedures related to income tax preparation and filing, calculations and deductions.

**HARBOR OCCUPATIONAL CENTER**

M – F 8:00a – 10:00a Room M310 Licea

M – F 10:15a – 12:15p Room M310 Licea

M – Th 6:00p – 8:45p Room M310 Licea

**HEALTH AND MEDICAL TECHNOLOGY****HEALTH INFORMATION TECH/1: TERMINOLOGY \$100.00 76-15-50**

Students learn the anatomy and physiology of the body systems, the corresponding medical terms, pathology and diagnostics procedures related to each system. The course provides practice in the language of medicine through word building, pronunciation and spelling using medical dictionaries and other references.

*Prerequisites: Requires employment-level competency in reading, written, and oral communications, and math.*

**HARBOR OCCUPATIONAL CENTER**

M – Th 8:00a – 11:30a H-1 Pike

M – Th 5:30p – 8:45p H-1 Carter

**HEALTH INFORMATION TECH/2: ELECTRONIC RECORDING & FILING \$100.00 76-15-60**

This course introduces students to the daily responsibilities of medical front office staff. Gaining skills in business communications, appointment scheduling, medical records including legal and ethical responsibilities as it relates to the profession.

*Prerequisites: Completion of Health Info. Tech/1: Terminology*

**HARBOR OCCUPATIONAL CENTER**

M – F 8:00a – 11:15a H-1 Pike

M – Th 5:30p – 8:45p H-1 Carter

**HEALTH INFORMATION TECH/3: INSURANCE AND BILLING \$100.00 76-15-70**

This course prepares students for entry-level employment working in a physician's office, insurance companies, hospitals, and other medical facilities. Offers basic skills needed to manually and electronically file insurance claims, gives insight to various insurance plans and policies related to reimbursement.

*Prerequisites: Successful completion of Health Information Tech/2: Electronic Recording and Filing (75-15-60).*

**HARBOR OCCUPATIONAL CENTER**

M – F 8:00a – 11:15a H-1 Pike

M – Th 5:30p – 8:45p H-1 Carter

**HEALTH INFORMATION TECH/4:  
DIAGNOSTIC CODING** **\$100.00**  
**76-15-80**

This course covers the basics of outpatient services. Students review health record information, apply appropriate diagnostic and procedural codes from commonly used coding books for the purpose of reimbursement and statistical record keeping.

*Prerequisites: Successful completion of Health Information Tech/3: Insurance and Billing (76-15-70).*

HARBOR OCCUPATIONAL CENTER			
M – F	8:00a – 11:15a	H-1	Pike
M – Th	5:30p – 8:45p	H-1	Carter

**HEALTH INFORMATION TECH/5:  
AMBULATORY CODING SYSTEMS** **\$100.00**  
**76-15-90**

This course provides project based experiences in ambulatory coding with an emphasis placed on identifying and applying the coding guidelines in Evaluation and Management (E/M), Anesthesia, Surgery, Pathology/Laboratory, Radiology, and Medicine.

*Prerequisite: Successful completion of Health Information Tech/4: Diagnostic Coding (76-15-80).*

HARBOR OCCUPATIONAL CENTER			
M – F	8:00a – 11:15a	H-1	Pike
M – Th	5:30p – 8:45p	H-1	Carter

**MEDICAL ASSISTANT** **\$300.00**  
**77-40-50**

This course prepares students to function as a medical assistant in outpatient settings such as medical clinics, urgent care facilities and physician's offices. Students will be taught medical terminology, medical law and ethics, office safety, HIPAA compliance, medication administration, specimen collection and testing, vital signs, EKG and job preparation. Students will participate in clinical externship training and prepare for the national certification through National Healthcareer Association (NHA).

*Prerequisites: 7.4 reading level as measured by the TABE D 9/10 test, at least 18 years of age, and evidence of measles, mumps, rubella, rubeola, varicella, and TB screenings.*

HARBOR OCCUPATIONAL CENTER			
M – F	8:00a – 2:45p	Room D203	Batson

**ENERGY & UTILITIES**

**ELECTRICIAN/1:  
FUNDAMENTALS** **\$240.00**  
**72-75-50**

This course provides students with technical instruction and practical experience in workplace safety, trade mathematics, fundamental electrical concepts, storage batteries in direct current (DC) circuits, Ohm's Law, alternating current (AC), and resource management.

HARBOR OCCUPATIONAL CENTER			
M – F	8:00a – 12:15p	Room M109	Ghanim
M – Th	5:30p – 8:45p	Room M109	Ghanim

**ELECTRICIAN/2:  
WIRING AND CODES** **\$240.00**  
**72-75-55**

Instruction and practical experience in electrical wiring and codes. Safety, permit requirements and code compliance, wiring design and protection, wiring materials and methods, equipment for general use, special occupancies, special equipment, special conditions, communication systems sanctioned by the National Electrical Code (NEC), and interpretation of NEC table data.

*Prerequisites: Successful completion of the Electrician/1: Fundamentals (72-75-50) course.*

HARBOR OCCUPATIONAL CENTER			
M – F	8:00a – 12:15p	Room M109	Ghanim
M – Th	5:30p – 8:45p	Room M109	Ghanim

**ELECTRICIAN/3:  
WIRING AND CODES** **\$600.00**  
**72-75-60**

This course provides instruction on the selection and utilization of electrical instrumentation, proper interpretation of wire color connections, wiring techniques & function of blueprint drawings & prints.

*Prerequisites: Successful completion of the Electrician/2: Wiring & Codes (72-75-55) course.*

HARBOR OCCUPATIONAL CENTER			
M – F	8:00a – 12:15p	Room M109	Ghanim
M – Th	5:30p – 8:45p	Room M109	Ghanim

**INFORMATION TECHNOLOGY**

**A+ CERTIFICATION/1:  
COMPUTER REPAIR** **\$90.00**  
**74-15-50**

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

*Prerequisites: Successful completion of one of the Computer Operation courses (75-35-80, 75-35-90, 75-45-50, 75-45-60, or 75-45-70) or instructor's permission.*

HARBOR OCCUPATIONAL CENTER			
M – F	8:00a – 12:15p	Room M211	Le

**A+ CERTIFICATION/2:  
COMPUTER REPAIR** **\$90.00**  
**74-15-60**

Troubleshooting, maintenance, and configuration of computer software and operating systems. Includes Windows 7/10, Linux and Apple Operating Systems.

*Prerequisites: Successful completion of the A+ Certification/1 (74-15-50) course.*

HARBOR OCCUPATIONAL CENTER			
M – F	8:00a – 12:15p	Room M211	Le

**A+ CERTIFICATION/3:  
COMPUTER REPAIR** **\$90.00**  
**74-15-70**

Introduction to computer networks including hardware and TCP/IP protocols. Wireless technology, routers, switches and firewall are discussed.

*Prerequisites: Completion of the A+ Certification/2 (74-15-60) course.*

HARBOR OCCUPATIONAL CENTER			
M – F	8:00a – 12:15p	Room M211	Le

**COMPUTER TECHNICIAN:  
A+ CERTIFICATION (UPGRADE)** **\$90.00**  
**79-30-90**

This course is designed to upgrade student's existing computer repair skills. Level of instruction assumes student has an advanced working knowledge of troubleshooting, service and support skills with regard to computer repair. Instruction also includes the support/service of printers and laptop computers.

*Prerequisites: Completion of the A+ Certification/3 (74-15-70) course.*

HARBOR OCCUPATIONAL CENTER			
M – F	8:00a – 12:15p	Room M211	Le

**NETWORKING/1:  
CERTIFICATION PREPARATION** **\$100.00**  
**77-65-50**

Introduction to Cisco network fundamentals, LAN switching technologies, routing technologies, infrastructure services and infrastructure maintenance.

*Prerequisites: Completion of A+ Certification 1 and/or demonstrated computer skills and 7.5 reading and math.*

HARBOR OCCUPATIONAL CENTER			
M – F	8:00a – 12:15p	Room M211	Le

**NETWORKING/2** **\$100.00**  
**77-65-60**

Prepare for the Cisco Certification exam. Develop knowledge and skills related to LAN switching technologies, IPV4 and IPV6 routing technologies, and WAN technologies.

*Prerequisites: Completion of Networking 1 (77-65-50).*

HARBOR OCCUPATIONAL CENTER			
M – F	8:00a – 12:15p	Room M211	Le

**NETWORK CONTROL OPERATOR** **\$100.00**  
**79-45-60**

Introduction to network administration. Review of the micro computer DOS, Windows and understanding of the relationship of desktop hardware and software to the network.

*Prerequisites: Completion of Networking 2 (77-65-60).*

HARBOR OCCUPATIONAL CENTER			
M – F	8:00a – 12:15p	Room M211	Le

**MANUFACTURING & PRODUCT DEVELOPMENT**

**WELDING/1** **\$700.00**  
**77-95-50**

Technical instruction and practical experience in shielded metal arc welding, oxyacetylene cutting & trade math.

HARBOR OCCUPATIONAL CENTER			
*M – F	8:00a – 2:45p	W106	Watkins
M – Th	4:30p – 8:45p	W106	Cerda
Sat.	8:00a – 12:15p	W106	Langarica

WILMINGTON SKILLS CENTER			
M – Th	8:00a – 11:45a	W106	Langarica
F	8:00a – 12:15p	W106	Langarica
M – Th	5:30p – 8:45p	W106	Langarica

**WELDING/2** **\$700.00**  
**77-95-60**

Instruction on advanced techniques in welding and cutting processes. Advanced welding, plasma arc cutting, types of welds, weld joints and trade math.

*Prerequisites: Successful completion of the Welding/1 (77-95-50) course or instructor's permission.*

HARBOR OCCUPATIONAL CENTER			
*M – F	8:00a – 2:45p	W106	Watkins
M – Th	4:30p – 8:45p	W106	Cerda
Sat.	8:00a – 12:15p	W106	Langarica

WILMINGTON SKILLS CENTER			
*M – Th	8:00a – 11:45a	W106	Langarica
F	8:00a – 12:15p	W106	Langarica
M – Th	5:30p – 8:45p	W106	Langarica

**WELDING/3** **\$700.00**  
**77-95-70**

Instruction 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. Introduction to fabrication & robotic welding. Focus on the City of Los Angeles Departmental Welding Exam requirements from the American Welding Society (AWS).

*Prerequisites: Successful completion of the Welding/2 (77-95-60) course or instructor's permission.*

HARBOR OCCUPATIONAL CENTER			
*M – F	8:00a – 2:45p	W106	Watkins
M – Th	4:30p – 8:45p	W106	Cerda
Sat.	8:00a – 12:15p	W106	Langarica

WILMINGTON SKILLS CENTER			
*M – Th	8:00a – 11:45a	W106	Langarica
F	8:00a – 12:15p	W106	Langarica
M – Th	5:30p – 8:45p	W106	Langarica

## MARKETING, SALES AND SERVICE

### **BUILDING AND GROUNDS WORKER/ FUNDAMENTALS** **\$60.00** **79-75-50**

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

#### HARBOR OCCUPATIONAL CENTER

M – Th 5:30p – 8:45p Room P-2 Williams

## TRANSPORTATION

### **AUTO TECH: DIESEL/1** **\$120.00** **79-90-55**

The course provides instruction in Electronic/Mechanical Diesel engine operation; Training and practical experience with "Certified Clean Idle" vehicles.

*Prerequisites: Successful completion of the Auto Tech: Engine Repair (79-90-73) or instructor's permission.*

#### HARBOR OCCUPATIONAL CENTER

\*M – F 8:00a – 2:45p Room D201 Cochran  
M – Th 5:30p – 8:45p Room D201 Bijelic  
Sat. 8:00a – 12:15p Room D201 Cochran

### **AUTO TECH: DIESEL/2** **\$120.00** **79-90-57**

The course prepares students in Diesel Engine diagnosis and repair; Instruction and practical use of Diagnostic Tools/Trouble codes.

*Prerequisites: Successful completion of the Auto Tech: Diesel/1 (79-90-55) course or instructor's permission.*

#### HARBOR OCCUPATIONAL CENTER

\*M – F 8:00a – 2:45p Room D201 Cochran  
M – Th 5:30p – 8:45p Room D201 Bijelic  
Sat. 8:00a – 12:15p Room D201 Cochran

### **AUTO TECH: DRIVE TRAIN** **\$120.00** **79-90-59**

The course offers instruction in the area of Drive-Train diagnostics and repair; Training and practical experience with ABS air brakes; drive axle, fifth wheels, transmission, truck & transport refrigeration.

*Prerequisites: Successful completion of the Auto Tech: Diesel/2 (79-90-57) or instructor's permission.*

#### HARBOR OCCUPATIONAL CENTER

\*M – F 8:00a – 2:45p Room D201 Cochran  
M – Th 5:30p – 8:45p Room D201 Bijelic  
Sat. 8:00a – 12:15p Room D201 Cochran

\*Cohort Program Managed Enrollment Schedule

**AUTO TECH: DIESEL/1 & DRIVE TRAIN (79-90-55 / 59)**  
**January 29, 2020 – March 11, 2020**

**AUTO TECH: DIESEL/2 & DRIVE TRAIN (79-90-57 / 59)**  
**March 12, 2020 – April 30, 2020**

**AUTO TECH: DIESEL/1 & DRIVE TRAIN (79-90-55 / 59)**  
**May 1, 2020 – June 12, 2020**

### **AUTO TECH: DIESEL/1 & DRIVE TRAIN (79-90-55 / 59)**

### **AUTO TECH: BRAKES** **\$110.00** **79-90-53**

Brake diagnosis and repair: general, hydraulic system, drum brake, disc brake, power assist units, wheel bearings, parking brakes, electronic brake, & control systems. This course is designed to meet the Automotive Service Excellence (ASE) Program Certification Standards set by the National Automotive Technicians Education Foundation (NATEF).

*Prerequisites: Completion of the Auto Tech: 1 & 2 or instructor's permission.*

#### HARBOR OCCUPATIONAL CENTER

M – F 8:00a – 12:15p Room A102/103 Lopez  
M – Th 5:30p – 8:45p Room A102/103 Elias

#### FORT MACARTHUR

M – F 10:00a – 12:00p Auto Shop Casasola

### **AUTO TECH: ELECTRICAL AND ELECTRONICS/1** **\$120.00** **79-90-61**

This course is designed to meet the Automotive Service Excellence (ASE) Program Certification Standards set by the National Automotive Technicians Education Foundation (NATEF). Maintenance, the use of service manuals and computer-based information systems. Battery, starting & charging systems, and math.

*Prerequisites: Successful completion of the Auto Tech: 1 & 2 or instructor's permission.*

#### HARBOR OCCUPATIONAL CENTER

M – F 8:00a – 12:15p Room A102/103 Lopez  
M – Th 5:30p – 8:45p Room A102/103 Elias

#### FORT MACARTHUR

M – F 10:00a – 12:00p Auto Shop Casasola

### **AUTO TECH: ELECTRICAL AND ELECTRONICS/2** **\$120.00** **79-90-63**

This course is designed to meet the Automotive Service Excellence (ASE) Program Certification Standards set by the National Automotive Technicians Education Foundation (NATEF). Instruction in sustainable and green vehicle technologies. Instruction includes: electrical & electronic diagnosis & repair.

*Prerequisites: Successful completion of the Auto Tech: Electrical and Electronics 1 or instructor's permission.*

#### HARBOR OCCUPATIONAL CENTER

M – F 8:00a – 12:15p Room A102/103 Lopez  
M – Th 5:30p – 8:45p Room A102/103 Elias

#### FORT MACARTHUR

M – F 10:00a – 12:00p Auto Shop Casasola

**AUTO TECH:  
ENGINE PERFORMANCE/1** **\$120.00  
79-90-69**

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: Completion of the Auto Tech: 1 & 2 or instructor's permission.*

HARBOR OCCUPATIONAL CENTER			
M – F	8:00a – 12:15p	Room A102/103	Lopez
M – Th	5:30p – 8:45p	Room A102/103	Elias

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FORT MACARTHUR			
M – F	10:00a – 12:00p	Auto Shop	Casasola

**AUTO TECH:  
ENGINE PERFORMANCE/2** **\$120.00  
79-90-71**

Engine performance: fuel, air induction, and exhaust systems, emission controls systems, and engine-related service. Review of engine design, electricity, hybrid vehicles & alternative fuel vehicles.

*Prerequisites: Successful completion of the Auto Tech: Engine Performance/1 (79-90-69) or instructor's permission.*

HARBOR OCCUPATIONAL CENTER			
M – F	8:00a – 12:15p	Room A102/103	Lopez
M – Th	5:30p – 8:45p	Room A102/103	Elias

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FORT MACARTHUR			
M – F	10:00a – 12:00p	Auto Shop	Casasola

**AUTO TECH: ENGINE REPAIR** **\$120.00  
79-90-73**

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

HARBOR OCCUPATIONAL CENTER			
M – F	8:00a – 12:15p	Room A102/103	Lopez
M – Th	5:30p – 8:45p	Room A102/103	Elias

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FORT MACARTHUR			
M – F	10:00a – 12:00p	Auto Shop	Casasola

**AUTO TECH: SUSPENSION  
AND STEERING** **\$110.00  
79-90-79**

Suspension and steering diagnosis and repair: general, components, related steering and suspension, wheels, tires, and wheel alignment.

*Prerequisites: Successful completion of Auto Tech: Engine Repair (79-90-73) or instructor's permission.*

HARBOR OCCUPATIONAL CENTER			
M – F	8:00a – 12:15p	Room A102/103	Lopez
M – Th	5:30p – 8:45p	Room A102/103	Elias

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FORT MACARTHUR			
M – F	10:00a – 12:00p	Auto Shop	Casasola

**TECHNOLOGY/1:  
AUTOMOTIVE SYSTEMS** **\$60.00  
79-90-83**

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

*Prerequisites: Requires employment-level competency in reading, written and oral communications, and math.*

HARBOR OCCUPATIONAL CENTER			
M – F	8:00a – 12:15p	Room A102/103	Lopez
M – Th	5:30p – 8:45p	Room A102/103	Elias

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FORT MACARTHUR			
M – F	10:00a – 12:00p	Auto Shop	Casasola

**TECHNOLOGY/2:  
AUTOMOTIVE SYSTEMS** **\$60.00  
79-90-85**

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

*Prerequisites: Successful completion of the Technology/1: Automotive Systems (79-90-83) or instructor's permission.*

HARBOR OCCUPATIONAL CENTER			
M – F	8:00a – 12:15p	Room A102/103	Lopez
M – Th	5:30p – 8:45p	Room A102/103	Elias

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FORT MACARTHUR			
M – F	10:00a – 12:00p	Auto Shop	Casasola

**EMISSIONS CONTROL/1** **\$110.00  
79-90-65**

Provides students with techniques in the following areas of emission control: vehicle testing, On Board Diagnosis (OBD) II systems tests and diagnostics, malfunction indicator light (MIL) trouble codes, main monitors and readiness tests.

FORT MACARTHUR			
M – F	10:00a – 12:00p	Auto Shop	Casasola

**EMISSIONS CONTROL/2** **\$110.00  
79-90-67**

Provides students with techniques in the following areas of emission control: NOx emissions, DSO, loaded mode emissions, catalytic converter, and BAR-97 EIS testing procedures for the Enhanced Area Program.

*Prerequisites: Successful completion of the Emissions Control/1 (79-90-65) or instructor's permission.*

FORT MACARTHUR			
M – F	10:00a – 12:00p	Auto Shop	Casasola

# SPRING 2020 SCHEDULE OF CLASSES January 27, 2020 – June 13, 2020

LOS ANGELES UNIFIED SCHOOL DISTRICT  
DIVISION OF ADULT AND CAREER EDUCATION

## HARBOR OCCUPATIONAL CENTER

740 N. Pacific Avenue  
San Pedro, CA 90731

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**RESIDENTIAL CUSTOMER**

## MAIN CAMPUS

### HARBOR OCCUPATIONAL CENTER

740 North Pacific Avenue • San Pedro, CA 90731  
(310) 241-4800 • Fax (310) 547-4974  
www.harboroc.org



Office Hours: Monday – Thursday

7:30 a.m. – 9:00 p.m.

Friday 7:30 a.m. – 4:00 p.m.

Saturday 7:30 a.m. – 12:30 p.m.

## BRANCH LOCATIONS

### BANNING ADULT LEARNING CENTER

1527 Lakme Avenue • Wilmington, CA 90744  
Phone (310) 847-3781 • Fax (310) 847-3771

### CATSKILL AVENUE ELEMENTARY

23536 Catskill Avenue • Carson, CA 90745  
For more information call (310) 241-4800

### DOMINGUEZ ELEMENTARY

21250 S. Santa Fe Avenue • Carson, CA 90810  
For more information call (310) 241-4800

### FORT MACARTHUR

3605 S. Gaffey Street • San Pedro, CA 90731  
(310) 221-4630

### GEORGE DE LA TORRE ELEMENTARY SCHOOL

500 Island Avenue • Wilmington, CA 90744  
For more information call (310) 241-4800

### HARRY BRIDGES SPAN SCHOOL

1235 Broad Avenue • Wilmington, CA 90744  
For more information call (310) 241-4800

### MARINE AVENUE ADULT LEARNING CENTER

1468 Marine Avenue • Wilmington, CA 90744  
For more information call (310) 241-4800

### MEYLER ADULT LEARNING CENTER

1123 West 223<sup>rd</sup> Street • Torrance, CA 90502  
For more information call (310) 241-4800

### PRESIDENT AVENUE ELEMENTARY SCHOOL

1465 West 243<sup>rd</sup> Street • Harbor City, CA 90710

### SAN PEDRO ADULT LEARNING CENTER

950 W. Santa Cruz Street • San Pedro, CA 90731  
Phone (310) 547-4425 • Fax (310) 832-3489

### SAN PEDRO SKILLS CENTER

3605 South Gaffey Street • San Pedro, CA 90731  
(310) 221-4651 • Fax (310) 221-4659

### WILMINGTON SKILLS CENTER

217 Island Avenue • Wilmington, CA 90744  
Phone (310) 549-9831 • Fax (310) 834-9674

### 15<sup>TH</sup> STREET ELEMENTARY SCHOOL

1527 South Mesa Street • San Pedro, CA 90731  
For more information call (310) 241-4800

