WVOC — West Valley Occupational Center

Open Enrollment Schedule
Career Technical Education (CTE)

	Week 1			Week 2	
March 25 **Monday**	March 26 **Tuesday**	March 27-28 **Wed-Thur**	March 29 **Friday**	April 2-4 **Tue-Thur**	April 5 **Friday**
8:30 AM - 11:30 AM & 5:00 PM - 8:00 PM	8:30 AM - 11:30 AM & 5:00 PM - 8:00 PM	8:30 AM - 4:00 PM & 5:00 PM - 8:00 PM	8:30 AM - 4:00 PM	8:30 AM - 4:00 PM & 5:00 PM - 8:00 PM	8:30 AM - 4:00 PM

Week 1

Monday	Entry Test Req.	Tuesday	Entry Test Req.
Accounting	No	Graphic Design	No
Admin. Assistant	No	Health Info. Tech.	No
Computer Operations	No	Landscaping	No
Typing	No	Video Production	No

- March 27-28 Wed-Thur: All Available Programs
- March 29 Friday: All Available Programs
- April 2-4 Tue-Thur: All Available Programs
- April 5 Friday: All Available Programs

- Enrollment is first come, first served.
- All fees must be paid at time of registration.
- Please refer to the CTE prerequisite sheet for a complete listing of enrollment requirements.

*	Course Title †	Section #		Course # †	Cost ‡	Weekly Schedule	Days	Start Date	End Date
	Accounting/1	1653	Sifuentes	75-15-50	$60	8:15 AM - 10:15 AM	M-F	04/02/19	06/07/19
	Accounting/1	1652	Plat	75-15-50	$60	10:30 AM - 12:30 PM	M-F	04/02/19	06/07/19
*	Accounting/2	1651	Plat	75-15-60	$60	8:15 AM - 10:15 AM	M-F	04/02/19	06/07/19
*	Accounting/2	1655	Sifuentes	75-15-60	$60	6:15 PM - 9:00 PM	M-Th	04/02/19	06/06/19
*	Accounting Clerk (Upgrade) QuickBooks	1654	Sifuentes	75-10-80	$80	10:30 AM - 12:30 PM	M-F	04/02/19	06/07/19
	Administrative Assistant/2	1622	Kinne	75-35-60	$90	10:30 AM - 12:30 PM	M-F	04/02/19	06/07/19
	Computer Operation/1	1650	Giammattei	75-35-80	$90	8:15 AM - 10:15 AM	M-F	04/02/19	06/07/19
	Computer Operation/1	1657	Torres	75-35-80	$90	10:30 AM - 12:30 PM	M-F	04/02/19	06/07/19
* *	Computer Operation/3 Computer Operation/4	356	Torres	75-45-50 75-45-60	$90 $90	8:15 AM - 10:15 AM	M-F	04/02/19	06/07/19
*	Culinary Arts: Baking/2	4455	Prieto	77-15-55	$80	8:15 AM - 3:00 PM	M,W	04/08/19	06/05/19
*	Electrician/2	4846	Hernandez	72-75-55	$240	8:15 AM - 12:30 PM	M-F	04/02/19	06/07/19
*	Fashion/4	4471	Chang	74-55-80	$80	8:15 AM - 12:30 PM	M-F	04/02/19	06/07/19
 * *	Graphic Design: Fundamentals or Graphic Design: Digital Imaging or Graphic Design: Advertising Design	354	Robbins	70-65-50 70-65-55 70-65-60	$100 $100 $100	8:15 AM - 3:00 PM & 8:15 AM - 12:30 PM	M-Th & F	04/02/19	06/07/19
	HIT/1:Terminology	4055	Dorsey	76-15-50	$100	10:30 AM - 12:30 PM	M-F	04/02/19	06/07/19
*	HIT/2: Electronic Recording & Filing	4040	Alvarez	76-15-60	$100	10:30 AM - 12:30 PM	M-F	04/02/19	06/07/19
*	HIT/3: Insurance & Billing	4044	Dorsey	76-15-70	$100	8:15 AM - 10:15 AM	M-F	04/02/19	06/07/19
*	HIT/4: Diagnostic Coding Systems	4047	Kinne	76-15-80	$100	8:15 AM - 10:15 AM	M-F	04/02/19	06/07/19
*	HIT/5: Ambulatory Coding Systems	4051	Alvarez	76-15-90	$100	5:15 PM - 9:00 PM	M-Th	04/10/19	06/06/19
*	HVAC/3	4852	Figueroa	72-85-70	$100	8:15 AM - 3:00 PM	M-F	04/29/19	06/07/19
	Landscaping/1	2855	Martinez	70-25-70	$50	4:00 PM - 7:45 PM & 4:00 PM - 7:15 PM	M,T & Th	04/02/19	06/06/19
*	Manicuring/2	359	Cao	78-10-95	$260	8:15 AM - 2:00 PM & 8:15 AM - 12:45 PM	M-Th & F	04/02/19	06/07/19
*	Networking/2	4851	Belgarde	77-65-60	$100	8:15 AM - 2:00 PM	M-F	04/02/19	06/07/19
 *	Typist: Keyboarding/1 Typist: Keyboarding/2	370	Castro	71-50-84 71-50-86	$50 $50	8:15 AM - 10:15 AM	M-F	04/02/19	06/07/19
 *	Typist: Keyboarding/1 Typist: Keyboarding/2	371	Castro	71-50-84 71-50-86	$50 $50	10:30 AM - 12:30 PM	M-F	04/02/19	06/07/19
 * *	Video Production/1 Video Production/2 Video Production/3	355	Shushtari	70-85-60 70-85-70 70-85-80	$70 $70 $70	8:15 AM - 1:00 PM	M-F	04/02/19	06/06/19

* Indicates a prerequisite requirement
† Where multiple courses are listed together, only one may be enrolled in for a given term
‡ Students pay a separate enrollment cost for each course

2018 - 2019 Class Schedule

WVOC

West Valley Occupational Center
6200 Winnetka Ave., Woodland Hills, CA 91367
Call 818-346-3540 or visit us online at wvoc.net

Prerequisites for Career Technical Education (CTE) Courses

Course #	Course Title	Prerequisite	Recommended Prior Course
75-15-60	Accounting/2	Accounting/1	
71-10-80	Accounting Clerk: Upgrade (QuickBooks)	Accounting/1	Accounting/2 & Comp Op/1
75-35-90	Computer Operation/2:Applications	Computer Operation/1 or Comp Op/1 Challenge Test	
75-45-50	Computer Operation/3: Database Management	Computer Operation/1 or Comp Op/1 Challenge Test	
75-45-60	Computer Operation/4: Presentations	Computer Operation/1 or Comp Op/1 Challenge Test	
71-35-60	Construction Work/2	Construction Work/1	
71-35-70	Construction Work/3	Construction Work/2	
78-45-60	Cosmetology/1	Reading Assessment Test Score - 9.0	
78-45-63	Cosmetology/2	Cosmetology/1	
78-45-65	Cosmetology/3	Cosmetology/2	
78-45-95	Cosmetology Specialist	Cosmetology Experience & Teacher Approval	
78-45-70	Barber Crossover for Cosmetologist	Cosmetology/3 or Licensed Cosmetologist	
77-15-50	Culinary Arts: Baking/1	Reading Assessment Test Score - 8.0	
77-15-55	Culinary Arts: Baking/2	Culinary Arts: Baking/1	
77-15-80	Culinary Arts: Catering (Food Prep & Presentation)	Reading Assessment Test Score - 8.0	
72-75-55	Electrician/2: Wiring & Codes	Electrician/1: Fundamentals	
78-45-80	Esthetician/1	Reading Assessment Score - 9.0	
78-45-83	Esthetician/2	Esthetician/1	
78-45-85	Esthetician/3	Esthetician/2	
74-55-60	Fashion/2	Fashion/1	Comp Op/1
74-55-80	Fashion/4	Fashion/2	
70-65-55	Graphic Design: Digital Imaging	Graphic Design: Fundamentals	
70-65-60	Graphic Design: Advertising Design	Graphic Design: Digital Imaging	
76-15-60	Health Info Tech/2: Electronic Recording & Filing	HIT/1	Comp Op/1 & Typing-30wpm
76-15-70	Health Info Tech/3: Insurance & Billing	HIT/1	
76-15-80	Health Info Tech/4: Diagnostic Coding Systems	HIT/2 & HIT/3	
76-15-90	Health Info Tech/5: Ambulatory Coding Systems	HIT/2 & HIT/3	
72-85-65	HVAC/2	HVAC/1	
72-85-70	HVAC/3	HVAC/2	
70-25-75	Landscaping/2	Landscaping/1	
78-10-90	Manicuring/1	Completed 10th Grade or Reading Assessment Test Score - 8.0	
78-10-95	Manicuring/2	Manicuring/1	
77-65-60	Networking/2	Networking/1	Comp.Tech Intro & Comp.Tech A+ Cert.
77-50-75	Nursing Assistant: Long-Term Care	HIT/1 & Reading Assessment Test Score - 8.0	
77-80-70	Home Health Aide (Supplemental)	Nursing Asst: LTC & passing score on state exam	
77-90-60	Pharmacy Technician	HS Diploma/HSE & Reading Assessment Test Score - 9.0	
76-45-50	Physical Therapy Aide	Reading Assessment Test Score - 6.0	
76-45-55	Sports Therapeutics	Reading Assessment Test Score - 6.0	
71-50-86	Typist: Keyboarding/2	Typist: Keyboarding/1	
70-85-70	Video Production/2	Video Production/1	
70-85-80	Video Production/3	Video Production/2	

All CTE courses require employment level competency in written and verbal communication in English in order to be successful and complete the courses.

Space permitting, you may enroll in a course you do not complete one additional time only.

You may not re-enroll in a course you have completed.

No Prerequisites for the following courses:

Accounting/1	Early Childhood Education classes	HIT/1: Terminology	Tax Preparation
Administrative Assistant classes	Electrician/1: Fundamentals	HVAC/1	Typist: Keyboarding/1
Computer Operation/1: Foundations	Fashion/1	Landscaping	Video Production/1
Construction Work/1	Graphic Design: Fundamentals	Networking/1	