# CTE 2nd Qtr. Open Enrollment Schedule for the General Public
October 21 – 25, 2019

| | Monday 10/21/19 | Tuesday 10/22/19 | Wednesday 10/23/19 | Thursday 10/24/19 | Friday 10/25/19 |
|---|---|---|---|---|---|
| **Day** | *8:30 AM – 11:30 AM* Room 209<br><br>Accounting 1<br><br>Video Production 1<br><br>Fashion 1 | *8:30 AM – 11:30 AM* Room 209<br><br>Computer Operations 1<br><br>Health Info. Tech. 1<br><br>Grph. Dsgn.: Fundamentals | *8:30 AM – 11:30 AM* Room 102<br><br><br>All Available Programs | *8:30 AM – 11:30 AM* Room 102<br><br><br>All Available Programs | *8:30 AM – 11:30 AM* Room 102<br><br><br>All Available Programs |
| **Evening** | *5:00 PM – 8:00 PM* Room 209<br><br>Accounting 1<br><br>Video Production 1<br><br>Fashion 1 | *5:00 PM – 8:00 PM* Room 209<br><br>Computer Operations 1<br><br>Health Info. Tech. 1<br><br>Grph. Dsgn.: Fundamentals | *5:00 PM – 8:00 PM* Room 102<br><br><br>All Available Programs | *5:00 PM – 8:00 PM* Room 102<br><br><br>All Available Programs | |

LOS ANGELES UNIFIED SCHOOL DISTRICT / Division of Adult and Career Education

### WEST VALLEY OCCUPATIONAL CENTER CAMPUS

## CAREER TECHNICAL EDUCATION CLASSES  *(Alpha by Course)*

### 2nd QUARTER CLASSES  • General Public Open Enrollment: Oct. 21 – Oct. 25

| Section | Term | Course Title | Course # | # wks | Days | Begin – End Dates | Times | Rm. # | Teacher | Fee |
|---|---|---|---|---|---|---|---|---|---|---|
| 1561 | QTR2 | Accounting/1 | 75-15-50 | 9 | M – F | 10/28/19-1/24/20 | 8:15 am – 10:15 am | 201 | Sifuentes | $60 |
| 1562 | QTR2 | Accounting/1 | 75-15-50 | 9 | M – F | 10/28/19-1/24/20 | 10:30 am – 12:30 pm | 305 | Plat | $60 |
| 1567 | QTR2 | Accounting/1 | 75-15-50 | 9 | M – TH | 10/28/19-1/23/20 | 6:15 pm – 9:00 pm | 201 | Sifuentes | $60 |
| 1560 | QTR2 | *Accounting/2 | 75-15-60 | 9 | M – F | 10/28/19-1/24/20 | 8:15 am – 10:15 am | 305 | Plat | $60 |
| 1563 | QTR2 | *Accounting Upgrade (Quickbooks) | 71-10-80 | 9 | M – F | 10/28/19-1/24/20 | 10:30 am – 12:30 pm | 201 | Sifuentes | $80 |
| 265 | QTR2 | *B&G Maint. Supvsr: Heat'g & Vent. | 79-75-75 | 9 | T – TH | 10/29/19-1/23/20 | 10:30 am – 1:00 pm | 65/66 | Bertran | $60 |
| 1564 | QTR2 | Computer Oper/1: Foundations | 75-35-80 | 9 | M – F | 10/28/19-1/24/20 | 8:15 am – 10:15 am | 307 | Torres | $90 |
| 1566 | QTR2 | *Computer Oper/2: Applications | 75-35-90 | 9 | M – TH | 10/28/19-1/23/20 | 6:15 pm –9:00 pm | 305 | Belgarde | $90 |
| 264 | QTR2 | *Computer Oper/3: Database Mgmt<br>*Computer Oper/4: Presentations | 75-45-50<br>75-45-60 | 9 | M – F | 10/28/19-1/24/20 | 10:30 am – 12:30 pm | 307 | Torres | $90<br>$90 |
| 4363 | QTR2 | *Culinary Arts: Baking/2 | 77-15-55 | 9 | T, TH | 10/29/19-1/23/20 | 8:15 am –3:00 pm | 42 | Prieto | $90 |
| 4760 | QTR2 | *Electrician/2 | 72-75-55 | 9 | M – F | 10/28/19-1/24/20 | 8:15 am – 12:30 pm | 47 | Hernandez | $240 |
| 261 | QTR2 | Fashion/1<br>*Fashion/2<br>*Fashion/4 | 74-55-50<br>74-55-60<br>74-55-80 | 4 ½<br>4 ½<br>9 | M – F | 10/28/19-11/22/19<br>12/2/19-1/24/20<br>10/28/19-1/24/20 | 8:15 am – 12:30 pm | 53-55 | Chang | $50<br>$50<br>$80 |
| 262 | QTR2 | Graphic Design: Fundamentals<br>*Graphic Design: Digital Imaging<br>*Graphic Design: Advertising Design | 70-65-50<br>70-65-55<br>70-65-60 | 9 | M – TH<br>& F | 10/28/19-1/24/20 | 8:15 am – 3:00 pm<br>8:15 am – 12:30 pm | 311 | Robbins | $100<br>$100<br>$100 |
| 3966 | QTR2 | Health Info Tech/1:Terminology | 76-15-50 | 9 | M – F | 10/28/19-1/24/20 | 10:30 am – 12:30 pm | 205 | Dorsey | $100 |
| 3967 | QTR2 | *Health Info Tech/2:Elec. Rec. & Filing | 76-15-60 | 9 | M – F | 10/28/19-1/24/20 | 10:30 am – 12:30 pm | 203 | Alvarez | $100 |
| 3960 | QTR2 | *Health Info Tech/3:Insur. & Billing | 76-15-70 | 9 | M – F | 10/28/19-1/24/20 | 8:15 am – 10:15 am | 205 | Dorsey | $100 |
| 3961 | QTR2 | *Health Info Tech/4: Diag. Cod'g Sys. | 76-15-80 | 9 | M – F | 10/28/19-1/24/20 | 8:15 am – 10:15 am | 203 | Kinne | $100 |
| 3952 | QTR2 | *Home Health Aide (Supplemental) | 77-80-70 | 2 | T – TH | 10/29/19-11/7/19 | 8:15 am – 4:15 pm | 32 | Eredia | $50 |
| 2760 | QTR2 | *Landscaping/2 | 70-25-75 | 19 | M – TH | 10/28/19-4/2/20 | 4:00 pm – 6:30 pm | 5 | Martinez | $70 |
| 263 | QTR2 | Video Production/1<br>*Video Production/2<br>*Video Production/3 | 70-85-60<br>70-85-70<br>70-85-80 | 9 | M – TH | 10/28/19-1/23/20 | 8:15 am – 1:00 pm | 313/315 | Shushtari | $70<br>$70<br>$70 |

*__* There are PREREQUISITES for enrollment into these courses which may include a reading and/or math assessment test.__*

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**General Public Open Enrollment Schedule**

Monday – Thursday, 8:30 AM – 11:30 AM & 5:00 PM – 8:00 PM;  Friday 8:30 AM – 11:30 AM

| *October 21*<br>*Monday*<br>Rm. 209 | *October 22*<br>*Tuesday*<br>Rm. 209 | *October 23, 24, 25*<br>*Wednesday, Thursday, Friday*<br>Rm. 102 |
|---|---|---|
| Accounting 1 | Computer Operations 1 | All Available Programs |
| Video Production 1 | Health Information Tech. 1 | All Available Programs |
| Fashion 1 | Graphic Design Fundamentals | All Available Programs |

Enrollment is on a first-come, first-served basis with all fees due and payable at the time of enrollment

Please refer to the CTE Prerequisites on the backside of this document for a complete listing of enrollment requirements

As indicated, some classes require a reading and/or math assessment test be passed prior to enrollment.  For testing schedule, please visit *wvoc.net/testschedule/*

# 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 |
| 72-15-70 | Child Development/3: Supervision | Early Child. Ed. Assist./1 or 2 (completed or enrolled) | |
| 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 | 16 + years old. Completed grade 10 or equivalent | |
| 78-45-63 | Cosmetology/2 | Cosmetology/1 | |
| 78-45-65 | Cosmetology/3 | Cosmetology/2 | |
| 78-45-95 | Cosmetology Specialist | Cosmetology Experience & Teacher Approval | |
| 77-15-50 | Culinary Arts: Baking/1 | TABE Reading Test Score - 8.0 | |
| 77-15-55 | Culinary Arts: Baking/2 | Culinary Arts: Baking/1 | |
| 77-15-80 | CulinaryArts:Catering(FoodPrep&Presentation) | TABE Reading Test Score - 8.0 | |
| 72-75-55 | Electrician/2:Wiring & Codes | Electrician/1: Fundamentals | |
| 78-45-80 | Esthetician/1 | 16 + years old. Completed grade 10 or equivalent | |
| 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 |
| 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 | |
| 79-75-75 | Maintenance Supervisor: Heating and Ventilation | Building and Grounds Worker (Fundamentals) | |
| 79-75-80 | Maintenance Supervisor: Scheduling Practices | Maintenance Supervisor: Heating and Ventilation | |
| 79-75-85 | Maintenance Supervisor: Supervisory Practices | Maintenance Supervisor: Scheduling Practices | |
| 78-10-90 | Manicuring/1 | 16 + years old. Completed grade 10 or equivalent | |
| 78-10-95 | Manicuring/2 | Manicuring/1 | |
| 77-50-75 | Nursing Assistant: Long-Term Care | HIT/1 & TABE Reading 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 & TABE Reading Test Score - 9.0 | |
| 76-45-50 | Physical Therapy Aide | TABE Reading Test Score - 6.0 | |
| 71-45-70 | Plumbing/2 | Plumbing/1 | |
| 78-85-71 | Security Officer Trainee/1 | Concurrent high school students must be at least 16 years old, with at a 2.0 grade point average and a good attendance record | |
| 76-45-55 | Sports Therapeutics | TABE Reading Test Score - 6.0 | |
| 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 Ed Assistant/2 | Graphic Design: Fundamentals | Plumbing/1 |
| Building and Grounds Worker (Fundamentals) | Early Childhood Ed: Infant/Toddler Studies | HIT/1: Terminology | Real Estate classes |
| Computer Operation/1: Foundations | Electrician/1: Fundamentals | HVAC/1 | Tax Preparation |
| Construction Work/1 | Fashion/1 | Landscaping/1 | Video Production/1 |
| Early Childhood Ed Assistant/1 | | | |