West Valley Occupational Center

Career Technical Education • High School Diploma & Equivalency Exam • ESL

West Valley Occupational Center Campus
6200 Winnetka Ave.
Woodland Hills, CA
91367-3826
818•346•3540

Reseda Adult School Campus
18230 Kittridge St.
Reseda, CA 91335-6121
818•758•3700

Van Nuys Adult School Campus
6535 Cedros Ave.
Van Nuys, CA 91411-1506
818•778•6000

2015–16
CATALOG OF CLASSES
August 18–June 10

Los Angeles Unified School District • Division of Adult & Career Education
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**Vocational Education Foundation**

Helping Students Reach Their Goals  Corporations, businesses, teachers, fellow students! You can make a difference! Help WVOC students meet their vocational goals. We accept your tax deductible contributions and donations which will help our students meet their goals. For more information, please contact Mr. Richard Fischetto via email at wvoc@aol.com

Cover Design by Karen Robbins, Graphic Design Instructor
West Valley Occupational Center, a school in the Division of Adult and Career Education of Los Angeles Unified School District. We have been providing high-quality, low-cost education and training to residents of the San Fernando Valley since 1965. Students can learn English, prepare for the High School Equivalency Test, earn a high school diploma, prepare for a new career, or upgrade skills for an existing career. Your future starts here! Enroll now!

Mission Statement
West Valley Occupational Center is committed to providing a quality educational environment responsive to the needs of our diverse student population that prepares them for gainful employment and/or continuing education.

Schoolwide Student Learning Outcomes (S.S.I.O.)
West Valley Occupational Center provides opportunities for all students to become:

**Effective communicators who:**
- Utilize spoken and written communication in their field of study
- Follow verbal and written directions

**Responsible individuals who:**
- Exhibit positive work ethics
- Demonstrate respect for others
- Work independently and collaboratively

**Productive individuals who:**
- Set and meet goals
- Identify resources and technology that support their goals
- Possess skills necessary to enter the workforce or continue their education

West Valley Occupational Center Campus
6200 Winnetka Avenue, Woodland Hills, CA 91367
Main Office: (818) 346-3540
Fax: (818) 346-3858
Main Office: Monday-Thursday, 8:00 a.m. - 9:00 p.m.
Friday, 8:00 a.m. - 4:30 p.m.
School web sites: http://adulted-lausd-ca.schoolloop.com/VanNuysSC
www.wvoc.net

Reseda Adult School Campus
18230 Kittridge Street, Reseda, CA 91335
Main Office: (818) 758-3700
Fax: (818) 758-3719
Main Office: Monday-Thursday, 3:00 p.m. - 9:00 p.m.

Van Nuys Adult School Campus
6535 Cedros Avenue, Van Nuys, CA 91411
Main Office: (818) 778-6000
Fax: (818) 778-6015
Main Office: Monday-Thursday, 3:00 p.m. - 9:00 p.m.

Administration
Candace Lee ..............................................Principal
Jesus Bastidas ...........................................Assistant Principal, Operations
Dan Hazeltine ..........................................Assistant Principal, Operations
Lynne Madden .........................................Assistant Principal, Operations
Refugio Rios ...........................................Assistant Principal, Counseling

School Calendar
First Day of Instruction ..................................August 18, 2015
Last Day of Instruction ................................June 10, 2016

Dates Classes Not Held
Pupil Free Day .............................................August 17, 2015
Admissions Day ............................................September 4, 2015
Labor Day ...................................................September 7, 2015
Unassigned Day ..........................................September 14, 2015
Unassigned Day ..........................................September 21, 2015
Veterans Day Observed ...............................November 11, 2015
Unassigned Days .........................................November 18-25, 2015
Thanksgiving Holiday .................................November 26-27, 2015
Winter Recess ............................................December 21, 2015 - January 8, 2016
Martin Luther King, Jr. Day ...........................January 18, 2016
Presidents’ Day .............................................February 15, 2016
Spring Recess .............................................March 21-25, 2016
Unassigned Day ..........................................March 28, 2016
Memorial Day .............................................May 30, 2016
Pupil-Free Day .............................................June 13, 2016

Brochure Disclaimer: Information in this catalog is accurate as of the time of publication. Changes may occur subsequently.

Closing of Classes: Administration reserves the right at any time to reduce the number of course offerings, reduce the length of courses and/or reduce the number of class meetings due to lack of adequate funding or low attendance. Some classes may be full prior to open registration due to priority registration for continuing students.

All classes are offered without regard to race, color, national origin, gender, religion, age, sexual orientation or disability. Men and women are encouraged to consider non-traditional occupational goals.

Our school sites are non-smoking, alcohol-free and drug-free campuses!
Registration Information

WEST VALLEY OCCUPATIONAL CENTER CAMPUS
(818) 346-3540, Ext. 220

CTE (Rm. 102) Monday-Thursday 8:15 a.m. - 4:00 p.m. & 5:00 p.m. - 8:00 p.m.
Friday 8:15 a.m. - 3:00 p.m.

ESL (Rm. 104) Monday/Wednesday 8:15 a.m. - 12:00 p.m. & 6:00 p.m. - 8:00 p.m.

Academic (Rm. 102) Monday-Thursday 8:15 a.m. - 4:00 p.m. & 5:00 p.m. - 8:00 p.m.
Friday 8:15 a.m. - 3:00 p.m.

RESEDA ADULT SCHOOL CAMPUS (818) 758-3700
ESL Monday-Thursday 3:00 p.m. - 8:30 p.m.
Academic Monday-Thursday 3:15 p.m. - 8:30 p.m.

VAN NUYS ADULT SCHOOL CAMPUS (818) 778-6000
ESL Monday-Thursday 3:00 p.m. - 8:30 p.m.
Academic Monday-Thursday 3:15 p.m. - 8:30 p.m.

Fees and Exemptions Information

Fees:
1. The course fee for each individual class is noted in this catalog and the schedule of classes.
2. The annual (school year) charge for a school photo I.D. is $10.
3. Students may be required to purchase books and/or supplies.

Registration is not complete until all fees are paid.
The WVOC Registration Office accepts cash, checks and credit cards.
The Reseda and Van Nuys Registration Offices accept cash and checks.
(A service fee of $20 will be charged per returned check.)

Exemptions:
Students meeting any of the following criteria are exempt from paying fees:
1. Concurrently enrolled students referred by their high school counselor.
2. Alternative Education Work Center (AEWC) students.
3. Minor students enrolled in a service area for which a Pupil Accounting Report (PAR) is on file.
4. An individual with a disability up to age 22, with an active IEP or 504 plan.
5. Adult students in the High School Diploma program who enroll in a CTE five or ten credit course to meet a graduation requirement.

Individuals eligible for an exemption must inform the Registration Office staff before registering.

Registration Fee Refund Policy:
1. Requests must be made within seven calendar days after the first possible day of attendance.
2. Requests for refunds must be accompanied by a paid receipt.
3. Refunds are subject to a $20 drop fee for each transaction.
4. Refunds are sent by U.S. mail after processing.

Termination Policy:
Students may be dropped from a class for the following reasons:
1. Failure to attend first class meeting at the time class is scheduled to begin.
2. Failure to meet prerequisites as printed in catalog and schedule of classes, and as approved by Division of Adult and Career Education.
3. Being absent more than three consecutive class sessions in a term without contacting the instructor.*
4. Unsatisfactory progress in a course due to irregular attendance.*
5. Committing an unlawful act on school premises, violation of school regulations, or disruption of the orderly operation of the school or class.
6. Continually arriving late to class or leaving early.*
7. Inappropriate behavior or failure to adhere to West Valley Occupational Center code of conduct.

*Note: Students dropped for the above reasons will have to re-register and pay full fees once again. Instructor approval may be required.

Certificates: All courses are competency based. Students will be awarded completion certificates after successfully completing all competencies. West Valley Occupational Center is fully accredited by the Western Association of Schools and Colleges (WASC), and certificate coursework is recognized by industry and surrounding local community colleges.

Age Requirement for Enrollment: Any person 16 years of age or older is eligible for enrollment. Those under 18 must be registered through our Assistant Principal, Counseling Services at each site.

Enrollment: Must be confirmed by attendance at the first class meeting. Under the enrollment policy, vacancies at the first class meeting may be filled immediately from the waiting list.

Registration: Registration is on a first-come, first-served basis. Waiting lists are valid for the current class term only.

Prerequisites: Some classes have requirements that must be met before taking the course. Please see each class description to check if there are any prerequisites for the class you wish to take.

Re-Enrollment: Students may not re-enroll in a class that they have completed.

Completion Requirements: Students must demonstrate satisfactory completion of all course competencies per the course outline.

Length of Training: The length of training varies. Your completion will depend on curriculum guidelines, your previous experience, attendance, and individual ability. Students must meet all course competencies. Students who have not passed a class at the completion of the term will be given one opportunity to repeat the class. Upon registering for the class (space permitting), students must pay the full and regular course fee(s).
Test Schedule*

TABE Reading & Math Tests
Students are required to take the TABE Reading Test before enrolling in High School Diploma classes, High School Equivalency (HSE) Test Preparation, and designated Career Technical Education (CTE) classes. The TABE Math Test is required before enrolling in any High School Diploma math class.

TABE Reading Test:
WVOC: • Every Monday & Wednesday, 8:15 a.m. / 6:00 p.m.
• Sign-in prior to test in the Registration Office (Rm. 102)
• Bring a valid picture I.D. No charge for test.
• Arrive early; space is limited/first-come, first-served.

Reseda: • Every Monday & Wednesday, 8:15 a.m. / 6:00 p.m.
• Sign-in prior to test in the Registration Office (Rm. 102)
• Arrive early; space is limited/first-come, first-served.

Van Nuys: • Every Monday & Wednesday, 8:15 a.m. / 6:00 p.m.
• Sign-in prior to test in the Registration Office (Rm. 102)
• Arrive early; space is limited/first-come, first-served.

Required Reading Level by Program:
- Computer Technician (Introduction) ................................ 8.0
- Cosmetology .................................................................. 10.0
- Culinary Arts: Baking/I. ............................................. 8.0
- Culinary Arts: Catering ............................................. 8.0
- Esthetician ................................................................. 10.0
- High School Diploma Academic Classes ....................... 9.0
- High School Equivalency (HSE) Test Preparation ............ 8.0
- Manicuring (if 10th Grade not completed) ....................... 8.0
- Nursing Assistant ..................................................... 8.0
- Pharmacy Technician ................................................ 10.0
- Photovoltaics ............................................................ 6.0
- Physical Therapy ....................................................... 6.0
- Sports Therapeutics .................................................. 6.0

TABE Math Test:
WVOC: • Every Wednesday - 6:15 p.m.
• Sign-in prior to test in the Registration Office (Rm. 102)
• Bring a valid picture I.D. and proof of a 5.0 reading level on the TABE Reading Test. No charge for test.
• Arrive early; space is limited/first-come, first-served.

Reseda: • Every Tuesday - 6:15 p.m.
• Sign-in prior to test in the Registration Office (Rm. 102)
• Arrive early; space is limited/first-come, first-served.

Van Nuys: • Every Tuesday - 6:15 p.m.
• Sign-in prior to test in the Registration Office (Rm. 102)
• Arrive early; space is limited/first-come, first-served.

Required Math Level by Program:
- High School Diploma Academic Algebra/Geometry ........... 9.0
- High School Diploma Academic Math 1-3 ...................... 5.0

Practice High School Equivalency Test
Practice Tests are given to determine students’ readiness to take the High School Equivalency (HSE) test. The 2-day tests are 2½ hours in length each day. Proof of an 8.0 reading level on the TABE Reading Test is required.

Practice HSE Test:
WVOC: • Every Wednesday & Thursday, 8:15 a.m. / 3:45 p.m.
• 2-day test: Must be started and completed in same week
• Sign-in prior to test in the Registration Office (Rm. 102)
• Bring a valid picture I.D. and proof of TABE Reading Test score of 8.0 or higher. No charge for test.
• Arrive early; space is limited/first-come, first-served.

(Practice HSE Test also offered on selected evenings. Contact Registration Office for dates/times at (818) 346-3540, Ext. 280.)

Reseda: • Every Monday & Thursday - 6:15 p.m.
• Sign-in prior to test in the Registration Office (Rm. 102)
• Arrive early; space is limited/first-come, first-served.

Van Nuys: • Every Monday & Thursday - 6:15 p.m.
• Sign-in prior to test in the Registration Office (Rm. 102)
• Arrive early; space is limited/first-come, first-served.

Note: Students must be at least 17 years and 10 months of age to take the High School Equivalency (HSE) Test. For more information, contact the HSE Test Center at (213) 765-2573 or go online to http://adulted-lausd-ca.schoolloop.com and click on High School Equivalency Test.

ESL Placement Test
New ESL students must be assessed for correct level placement to register for classes. Testing is scheduled as follows:
- WVOC: • Every Monday & Wednesday, 8:15 a.m. / 6:00 p.m.
- Reseda: • Every Wednesday & Thursday, 5:30 p.m.
- Van Nuys: • Every Monday & Tuesday, 6:00 p.m.

Computer Challenge Test
Students may skip Computer Operation I by passing the Computer Challenge Test. The test is given in the Career Resource Center (CRC) in Room 204, Monday - Thursday, 9:00 a.m. - 1:00 p.m., and may not be re-taken. There is a $20 fee for the test. Fees are paid in the CRC.

Typing Test
A typing test for speed and accuracy is given in the Career Resource Center (CRC) in Room 204, Monday - Thursday, 9:00 a.m. - 1:00 p.m., and may be re-taken. The fee for the test (and each re-test) is $20. Fees are paid in the CRC.

Student Services Offered at WVOC

Disability Support Services (Rm. 102)
Disability Support Services provide assistance to adult students with disabilities. Support services may include: program information, registration assistance, adaptive equipment and software, classroom accommodations, sign language interpreters, and agency referral and liaison. Documentation verifying the disabling condition will be required. For information or appointments, call (818) 346-3540, Ext. 253.

Career Resource Center (Rm. 204)
Access to career-oriented information and resources are available to current West Valley Occupational Center students. Students can obtain handouts and utilize computers to access information regarding resumes, interviews, job searches, and more. Hours of operation are Monday through Thursday, 9:00 a.m. to 1:00 p.m. For more information, come in or call (818) 346-3540, Ext. 234.

Counseling Services (Rm. 102)
Counseling services include career, academic and referrals to community agencies for personal issues. To make an appointment with a counselor, come in or call (818) 346-3540, Ext. 281 or 282.

High School Student Services (Rm. 102)
Senior high school students (16 years of age and over) are eligible to enroll in day or evening classes. For information, contact your high school counselor, or call the Assistant Principal, Adult Counseling Services at West Valley Occupational Center at (818) 346-3540, Ext. 238.

Student Records/Transcript Evaluation (Rm. 102)
Students may request copies of their WVOC course completion records or attendance records in the Counseling and Registration Office. All requests will require a photo I.D. Records will be prepared and ready for pick up in 5-10 working days. Records prior to 1996 may take longer.

Note: Students interested in earning a U.S. High School Diploma may receive credit for prior courses completed in high school or college. Please make an appointment to have your transcripts evaluated.

Veterans Program (Rm. 102)
Approved courses for veterans education training benefits are noted. Veterans seeking educational benefits should make an appointment to see a Counselor at (818) 346-3540, Ext. 220. Disabled Veterans should contact the Disability Support Services Office at (818) 346-3540, Ext. 253.

* Test Schedule information is accurate as of the time of publication. Changes may occur subsequently.
ARTS AND MEDIA

FASHION

FASHION/1 ................................. 74-55-50
FASHION/2 ................................. 74-55-60
FASHION/4 ................................. 74-55-80

(Approved for Veterans)

DESCRIPTION: This three-course sequence is designed to provide students with project-based experiences in apparel design, illustration, patternmaking, and production, as used in today's fashion industry.

PREREQUISITES: Employment level competency in written and verbal communication in English. Completion of previous level courses. Basic computer skills recommended.

COST: $50 (Registration fee only for Fashion/1), $80 (Registration fee only for Fashion/2), and $80 (Registration fee only for Fashion/4).

ADDITIONAL COST: Textbook and/or supplies

GRAPHIC ARTS

GRAPHIC DESIGN
(FUNDAMENTALS) ....................... 70-65-50

(Approved for Veterans)

DESCRIPTION: This is the first course in a sequence of three courses in graphic design. Students are provided technical instruction and practical experience in the basic principles and techniques of graphic design, typography, color theory, and illustration. Logo design and conceptualization of images through sketching and digital imaging software (Adobe Photoshop, InDesign and Illustrator) are also covered.

PREREQUISITES: Employment level competency in written and verbal communication in English. Basic computer skills.

COST: $100

ADDITIONAL COST: Supplies

GRAPHIC DESIGN:
DIGITAL IMAGING ....................... 70-65-55

(Approved for Veterans)

DESCRIPTION: This second course in graphic design focuses on the Adobe Creative Suite which includes Photoshop and Bridge for photography, computer graphics, illustration, and graphic design. It covers the fundamentals of digital scanning and image manipulation, including appropriate techniques for photo retouching, type effects, color correction, special techniques, special effects, and file preparation for other media.

PREREQUISITES: Completion of Graphic Design: (Fundamentals).

COST: $100

ADDITIONAL COST: Supplies

GRAPHIC DESIGN:
ADVERTISING DESIGN .................. 70-65-60

(Approved for Veterans)

DESCRIPTION: This third course in graphic design provides students with technical instruction and practical experience in fundamental advertising principles, vector-based logo design and illustration, desktop imaging, and desktop publishing applications in pre-press production, electronic file management, website advertising, project presentation and delivery, and proofreading and editing. This course also covers resource management, employability skills, and portfolio development.

PREREQUISITES: Completion of Graphic Design: Digital Imaging.

COST: $100

ADDITIONAL COST: Supplies

VIDEO PRODUCTION

VIDEO PRODUCTION/1 ..................... 70-85-60
VIDEO PRODUCTION/2 .................... 70-85-70
VIDEO PRODUCTION/3 .................... 70-85-80

DESCRIPTION: This three-course sequence for video production provides students with technical instruction and practical experience for aspiring video production assistants and supervisors. Courses focus on the basic set-up and breakdown of camera, sound, and lighting equipment; the basic principles of pre-production story development and planning, studio and field production, and post-production editing; and the varied aspects of video crewing and production supervision.

PREREQUISITES: Employment level competency in written and verbal communication in English. Completion of previous level courses.

COST: $70 for each course.

ADDITIONAL COST: Textbook and/or supplies
Career Technical Education Classes

Building and Construction

Air Conditioning / Refrigeration

HVAC/1 .......................... 72-85-60
HVAC/2 ......................... 72-85-65
HVAC/3 ......................... 72-85-70
(Approved for Veterans)

Description: This three-course sequence is designed to provide students with project-based experience in residential and commercial heating, ventilating, and air-conditioning. Emphasis is on safety policies and procedures, basic theories and applications, operations and management, diagnosing and troubleshooting, repair and maintenance, and integrated systems.

Prerequisites: Employment level competency in written and verbal communication in English. Completion of previous level courses.

Cost: $100 for each course

Additional Cost: Textbook and/or supplies

Construction

Construction Work/1 .......... 71-35-50
Construction Work/2 ......... 71-35-60
Construction Work/3 ........ 71-35-70
(Approved for Veterans)

Description: This three-course sequence provides students with technical instruction and practical experience in basic residential and commercial construction using sustainable and green technology. Instruction includes an orientation, workplace safety, resource management, employability skills. Emphasis is placed on the techniques, tools, and materials required for concrete work, masonry, floor, wall and roof construction, finish carpentry, roofing, painting, plumbing, electrical, and drywall installation. It also covers the operation, maintenance, and storage of power tools as well as entrepreneurial skills.

Prerequisites: Must be at least 17 years of age. Employment level competency in written and verbal communication in English. Completion of previous level courses or instructor approval.

Cost: $100 for each course

Additional Cost: Textbooks and/or supplies

Landscaping

Landscaping/1 ................. 70-25-70
(Approved for Veterans)

Description: This course provides students with technical instruction and practical experience in workplace safety, use and care of basic landscaping tools, plant identification, different soil types, planting and maintaining a garden, basic landscaping design, water management, and employability skills.

Prerequisites: Employment level competency in written and verbal communication in English.

Cost: $50

Additional Cost: Textbook and/or supplies

Photovoltaics (Solar Panel Technology)

Photovoltaics/1 ................ 72-65-50
Photovoltaics/2 ............... 72-65-60
Photovoltaics/3 ............... 72-65-70
(Approved for Veterans)

Description: This three-course sequence is designed for alternative and renewable energy technology provides students with project-based experience in photovoltaic (PV) solar panel installation. Areas of technical instruction include an emphasis on workplace safety, trade mathematics, resource management, site assessment, PV system hardware and component evaluation, PV system sizing/costing/selection, mechanical/electrical design criteria and adaptations, PV system/sub-system installation, and troubleshooting techniques for system malfunctions. WVOC is a NABCEP Approved Provider.

Prerequisites: Employment level competency in written and verbal communication in English. Completion of previous level courses.

Cost: $160 (Registration fee only for Photovoltaics/1), $160 (Registration fee only for Photovoltaics/2), and $310 (Registration fee only for Photovoltaics/3)

Additional Cost: Textbook, study guide, and/or supplies

Plumbing

Plumbing/1 ..................... 71-45-70
(Approved for Veterans)

Description: This course provides students with project-based experience in basic plumbing according to the Uniform Plumbing Code and the Los Angeles Plumbing Code requirements. Emphasis is placed on workplace safety, rules, and regulations, and the proper use and selection of plumbing materials and tools, pipe fitting techniques, drainage systems, and plumbing traps.

Prerequisites: Employment level competency in written and verbal communication in English.

Cost: $100

Additional Cost: Textbooks and/or supplies
INFORMATION TECHNOLOGY

COMPUTER REPAIR

COMPUTER TECHNICIAN
(Introduction) ........................ 79-30-65
(Approved for Veterans)
DESCRIPTION: This course is the first in a series of two courses designed to prepare students for entry-level positions in the field of microcomputer repair. Instruction includes an introduction to the hardware components of a computer system, introduction to computer math, and basic electrical and electronic theory with transition to specific skill training in a computing machinery technology. This course introduces students to the components of the systemboard, microprocessors and hard drives. Students will learn the fundamentals of installing hard drives, understand system resources and resolve conflicts, and identify types of memory as they are used in computer processing. Other areas of instruction include: the components of monitors, multimedia/peripherals, and modems. Students are introduced to the skills needed in the diagnosis and the service of microcomputers and printers.
PREREQUISITES: Employment level competency in written and verbal communication in English and basic math skills. 8.0 reading level (see test schedule on page 5).
COST: $100
ADDITIONAL COST: Textbook and/or supplies

COMPUTER TECHNICIAN:
A+ CERTIFICATION
(UPGRADE) ............................. 79-30-90
(Approved for Veterans)
DESCRIPTION: This course is the second in a series of two, prepares students for the A+ Certification Exams in computer repair. The intent of this course is to upgrade students’ existing computer repair skills. The level of instruction assumes the student has an advanced working knowledge of troubleshooting, service, and support skills with regard to computer repair. Areas of instruction include advanced instruction in the different types of microprocessors used in microcomputers, and support of Windows-based operating systems. Instruction also includes the support and service of ink-jet and laser printers as well as the support of laptop computers. Students are provided with simulated certification testing and test-taking strategies to prepare for the A+ Certification Exam.
PREREQUISITES: Completion of Computer Technician (Introduction).
COST: $100
ADDITIONAL COST: Textbook and/or supplies

NETWORK CONTROL OPERATOR... 79-45-60
(Approved for Veterans)
DESCRIPTION: This course provides additional hands-on training for students interested in advanced CISCO routing concepts such as IS-IS and BGP routing, advance switching and VLANs, and continued training on Windows server 2008 and 2012. This class is also designed for students’ self-study preparation for the CCNA and Microsoft Certification exams.
PREREQUISITES: Completion of Networking/2.
COST: $100
ADDITIONAL COST: Textbook and supplies

NETWORKING/1 ......................... 77-65-50
NETWORKING/2 ......................... 77-65-60
(Approved for Veterans)
DESCRIPTION: This two-course sequence prepares students for employment, as well as for various industry-related certification exams. Students receive hands-on training connecting computers on home, office, and enterprise networks. They install servers and network equipment, and connect them to the internet using WAN technology in a Windows 7 and XP environment. Installation and configuration of network cabling, hubs, bridges, and Cisco switches and routers, as well as File servers, FTP, TFTP, NAT, DHCP, and WEB site servers are also covered. Servers include: Microsoft 2008, Active Directory and Domain Services. Students prepare for the Cisco CCNA, CompTIA Network+, Microsoft MCTS, and ETA Network Computer Technician certification exams.
PREREQUISITES: Employment level competency in written and verbal communication in English. Completion of previous level course or instructor approval.
COST: $100 for each course
ADDITIONAL COST: Textbooks and supplies
REGISTRATION INFORMATION: Please contact Mr. Fischetto via email at wvoc@aol.com.

TECHNOLOGY INTEGRATION

TECHNOLOGY INTEGRATION/1 ........ 72-85-80
TECHNOLOGY INTEGRATION/2 ........ 72-85-85
TECHNOLOGY INTEGRATION/3 ........ 79-85-90
DESCRIPTION: This three-course sequence, designed to cover home technology integration, provides students with project-based experience associated with three general areas: Copper and FIOS Cabling; Automation, Voice, and Entertainment; and Security, HVAC, and Other Systems. Emphasis is placed on tools and equipment, wiring and cabling, and residential control and management systems. Additional emphasis is placed on Local Area Networks, broadband internet and fiber optic communication technologies, design concepts, and the integration of home security, HVAC, lighting, irrigation, and other residential-related devices.
PREREQUISITES: Employment level competency in written and verbal communication in English. Completion of previous level courses.
COST: $70 (Registration fee only for T.I./1), $50 (Registration fee only for T.I./2), and $70 (Registration fee only for T.I./3)
ADDITIONAL COST: Textbook and/or supplies
OFFICE OCCUPATIONS

FINANCE

ACCOUNTING/1 75-15-50  
(Approved for Veterans)  
DESCRIPTION: This course is the first of two designed to provide students with technical instruction and practical experience in double-entry accounting systems. Instruction includes an orientation, workplace safety, critical thinking/problem solving, payroll, discounts, returns and allowances, job costing accounting, plant assets and depreciation, notes and interest, accrued items, and end-of-fiscal period.  
PREREQUISITES: Completion of Accounting/1. Concurrent enrollment in Computer Operation/1: Foundations is recommended.  
COST: $60  
ADDITIONAL COST: Textbook and/or supplies

ACCOUNTING/2 75-15-60  
(Approved for Veterans)  
DESCRIPTION: This course is the second of two designed to provide students with technical instruction and practical experience in double-entry accounting systems. Emphasis is placed on the forms of business organizations, fixed assets, long-term liabilities, financial statement analysis, payroll, discounts, returns and allowances, job costing accounting, plant assets and depreciation, notes and interest, accrued items, and end-of-fiscal period.  
PREREQUISITES: Completion of Accounting/1. Concurrent enrollment in Computer Operation/1: Foundations is recommended.  
COST: $60  
ADDITIONAL COST: Textbook and/or supplies

ACCOUNTING CLERK: UPGRADE (QUICKBOOKS) 71-10-80  
(Approved for Veterans)  
DESCRIPTION: This course is designed to introduce the principles and processes involved in computerized accounting systems (QuickBooks). It includes automated accounting, critical thinking/problem solving, employability skills, assessment of skills, and ethical decision making skills which prepare individuals for employment in accounting and related occupations.  
PREREQUISITES: Completion of Accounting/1. Accounting/2 and Computer Basics, Literacy, or Foundations are recommended.  
COST: $80  
ADDITIONAL COST: Textbook and/or supplies

TAX PREPARATION 75-15-70  
(Approved for Veterans)  
DESCRIPTION: This course provides students with technical instruction and practical experience in tax preparation. Emphasis is placed on the principles of taxation; the purpose of the 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, including tax calculations and deductions.  
PREREQUISITES: Employment level competency in written and verbal communication in English. Accounting/1 and Computer Basics, Literacy, or Foundations are recommended.  
COST: $60  
ADDITIONAL COST: Textbook and/or supplies

GENERAL OFFICE

ADMINISTRATIVE ASSISTANT/I: OFFICE PROCEDURES 75-35-50  
(Approved for Veterans)  
DESCRIPTION: Students receive technical instruction and practical experience in office procedures. It includes an orientation, workplace safety procedures, resource management, business ethics and attitudes, and employability skills. Emphasis is placed on the proper use of office tools and equipment including electronic calculating machines and re-photographic equipment, telephone etiquette, email and mail processing, data and records management, appropriate use of reference materials, and travel arrangements.  
PREREQUISITES: Employment level competency in written and verbal communication in English.  
COST: $90  
ADDITIONAL COST: Textbook and/or supplies

ACCOUNTING/1: Foundations 75-15-50  
(Approved for Veterans)  
DESCRIPTION: This course provides students with technical instruction and practical experience in double-entry accounting systems. It includes an orientation, workplace safety, critical thinking/problem solving, payroll, discounts, returns and allowances, job costing accounting, plant assets and depreciation, notes and interest, accrued items, and end-of-fiscal period.  
PREREQUISITES: Completion of Accounting/1. Concurrent enrollment in Computer Operation/1: Foundations is recommended.  
COST: $60  
ADDITIONAL COST: Textbook and/or supplies

ACCOUNTING/2: Foundations 75-15-60  
(Approved for Veterans)  
DESCRIPTION: This course is the second of two designed to provide students with technical instruction and practical experience in double-entry accounting systems. Emphasis is placed on the forms of business organizations, fixed assets, long-term liabilities, financial statement analysis, payroll, discounts, returns and allowances, job costing accounting, plant assets and depreciation, notes and interest, accrued items, and end-of-fiscal period.  
PREREQUISITES: Completion of Accounting/1. Concurrent enrollment in Computer Operation/1: Foundations is recommended.  
COST: $60  
ADDITIONAL COST: Textbook and/or supplies

ADMINISTRATIVE ASSISTANT/I: OFFICE PROCEDURES 75-35-50  
(Approved for Veterans)  
DESCRIPTION: Students receive technical instruction and practical experience in office procedures. It includes an orientation, workplace safety procedures, resource management, business ethics and attitudes, and employability skills. Emphasis is placed on the proper use of office tools and equipment including electronic calculating machines and re-photographic equipment, telephone etiquette, email and mail processing, data and records management, appropriate use of reference materials, and travel arrangements.  
PREREQUISITES: Employment level competency in written and verbal communication in English.  
COST: $90  
ADDITIONAL COST: Textbook and/or supplies

TYPIST: KEYBOARDING/1 71-50-84  
DESCRIPTION: This two-course sequence provides students with technical instruction and practical exercises to learn computer keyboarding skills. These courses emphasize the development of basic and advanced keyboarding accuracy and speed, and also provide students with a general introduction to common office software, office occupations skills, and office career preparation.  
PREREQUISITES: Employment level competency in written and verbal communication in English. Completion of previous level course.  
COST: $50 for each course  
ADDITIONAL COST: Textbook and/or supplies

TYPIST: KEYBOARDING/2 71-50-86  
DESCRIPTION: This two-course sequence provides students with technical instruction and practical exercises to learn computer keyboarding skills. These courses emphasize the development of basic and advanced keyboarding accuracy and speed, and also provide students with a general introduction to common office software, office occupations skills, and office career preparation.  
PREREQUISITES: Employment level competency in written and verbal communication in English. Completion of previous level course.  
COST: $50 for each course  
ADDITIONAL COST: Textbook and/or supplies

COMPUTER OPERATION/I: FOUNDATIONS 75-35-80  
(Approved for Veterans)  
DESCRIPTION: 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 7 operating system. Among the topics included are: the proper use of the keyboard and mouse; a general familiarity with hardware and software; an introduction to word processing and electronic file management; and an overview of the internet and use of email.  
PREREQUISITES: Employment level competency in written and verbal communication in English. Concurrent enrollment in Typist: Keyboarding/I is recommended.  
COST: $90  
ADDITIONAL COST: Textbook and/or supplies
COMPUTER OPERATION/2:
APPLICATIONS .................. 75-35-90
(Approved for Veterans)
DESCRIPTION: This course provides students with an introduction to Microsoft’s Office 2010 Word and Excel program applications. Covering the fundamentals of each program, students will learn about creating and editing documents and spreadsheets; applying formatting elements and page layouts; producing tables and charts; saving and printing files; and more.
PREREQUISITES: Completion of Computer Operations/1: Foundations or equivalent Computer Challenge Test (see test schedule on page 5).
COST: $90
ADDITIONAL COST: Textbook and/or supplies

COMPUTER OPERATION/3:
DATABASE MANAGEMENT ......... 75-45-50
(Approved for Veterans)
DESCRIPTION: This course provides students with technical instruction and practical experience in database management. It includes a review of workplace safety and employability skills. 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: Completion of Computer Operations/1 or equivalent Computer Challenge Test (see test schedule on page 5).
COST: $90
ADDITIONAL COST: Textbook and/or supplies

COMPUTER OPERATION/4:
PRESENTATIONS .................. 75-45-60
(Approved for Veterans)
DESCRIPTION: This course provides students with technical instruction and practical experience in presentation programs. It includes workplace safety and employability skills. Emphasis is placed on the different types of presentation graphics software, understanding the parts of the PowerPoint screen, navigating an existing presentation, creating a new presentation using the basic principles of design, filling in text boxes, inserting and formatting objects to edit and improve the presentation graphics, adding private notes for the speaker, printing the slides, and tips to maximize the effect and utility of the presentation.
PREREQUISITES: Completion of Computer Operations/1 or equivalent Computer Challenge Test (see test schedule on page 5).
COST: $90
ADDITIONAL COST: Textbook and/or supplies

MEDICAL OFFICE

HEALTH INFORMATION TECH/1:
TERMINOLOGY .................. 76-15-50
(Approved for Veterans)
DESCRIPTION: This is the first course in a series of five designed for health information technology, preparing students for employment in health-related fields. Students will develop the ability to understand the language of medicine through learning word parts relating to body systems, including word building, analysis of terms, spelling and pronunciation. An overview of health care specializations including clinical, diagnostic, and surgical procedures, pathological conditions and medications will also be covered. This course is a prerequisite for all other HIT courses.
PREREQUISITES: Completion of Computer Operations/1: Foundations or equivalent Computer Challenge Test (see test schedule on page 5).
COST: $100
ADDITIONAL COST: Textbook and/or supplies

HEALTH INFORMATION TECH/2:
ELECTRONIC RECORDING AND FILING ........ 76-15-60
(Approved for Veterans)
DESCRIPTION: Students learn the necessary skills for employment as a medical front-office assistant. This course prepares individuals for entry-level employment in a health care environment. Training includes safety procedures, medical ethics and HIPAA regulations and confidentiality policy, health care forms and reports, and entering patient demographic information using Medisoft. Financial recordkeeping, telephone techniques, filing practices, appointment scheduling, chart assembly and employability skills will also be covered. This course is a prerequisite for all other HIT courses.
PREREQUISITES: Completion of HIT/1. Typing 30 wpm and Computer Basics, Literacy or Foundations are recommended. Enrollment in HIT/3 during the same term is allowed.
COST: $100
ADDITIONAL COST: Textbook and/or supplies

HEALTH INFORMATION TECH/3:
INSURANCE AND BILLING ........ 76-15-70
(Approved for Veterans)
DESCRIPTION: This course prepares individuals for entry-level employment as an insurance billing specialist in medical offices, clinics, clinical laboratories, insurance companies and other facilities. Students will learn computerized office management using Medisoft including the use of EMR (Electronic Medical Record). Instruction will include insurance terminology, patient demographic entry, procedure and payment entry, and HIPAA guidelines. Medical record documentation guidelines will also be discussed. Various types of insurance plans will be covered including Medicare, Medicaid (Medi-Cal), HMOs, private/group insurance, Workers’ Compensation and State Disability. Training includes reading EOBs, handling collections and the appeals process. Employability skills will also be addressed.
PREREQUISITES: Completion of HIT/1. Typing 30 wpm and Computer Basics, Literacy or Foundations are recommended. Enrollment in HIT/2 during the same term is allowed.
COST: $100
ADDITIONAL COST: Textbook and/or supplies
REAL ESTATE

REAL ESTATE: PRINCIPLES ............ 71-40-90
(Approved for Veterans)

DESCRIPTION: This course meets statutory requirements for broker’s/salesperson’s license (Department of Real Estate [DRE] Approval No. 1194-90). It includes instruction in basic business, financial, and sales practices of real estate. It covers agency laws, various types of contracts and their usage, competitive market analysis, types of advertising, various methods of real estate finance, property management, escrow procedures, tax aspect of real estate practice, and the standards of real estate ethics.

PREREQUISITES: Employment level competency in written and verbal communication in English.

COST: $80
ADDITIONAL COST: Textbook and/or supplies

REAL ESTATE: PRACTICE AND ETHICS ............ 71-40-80
(Approved for Veterans)

DESCRIPTION: This course meets statutory requirements for broker’s/salesperson’s license (Department of Real Estate [DRE] Approval No. 894.87). It prepares students for the California Real Estate salesperson’s license examination. It includes instruction in the major aspects of real estate law, the California Department of Real Estate, contracts, deeds, titles, encumbrances, leases, financing, land descriptions, business opportunities, real estate computation, and ethics.

PREREQUISITES: Employment level competency in written and verbal communication in English.

COST: $80
ADDITIONAL COST: Textbook and/or supplies

REAL ESTATE: FINANCE ............. 71-40-70
(Approved for Veterans)

DESCRIPTION: This course meets statutory requirements for broker’s/salesperson’s license (Department of Real Estate [DRE] Approval No. 996.88). It includes instruction in the financing of real estate, the different types of loans, and requirements to qualify both the property and the borrower for the loan. Topics include: mortgage instruments, construction loans, financial math, and different types of lenders; secondary market financing, including conventional and Federal Home Loan Mortgage Corporation (FHLMC) and Federal National Mortgage Corporation (FNMC) purchases; Veterans Administration (VA) and Federal Housing Authority (FHA) underwriting and guarantees; and ethics of real estate.

PREREQUISITES: Employment level competency in written and verbal communication in English.

COST: $80
ADDITIONAL COST: Textbook and/or supplies

Visit our website www.wvoc.net
SERVICES OCCUPATIONS

CHILD CARE OCCUPATIONS

To earn a certificate, students must complete two core classes: Early Childhood Education Assistant/1 and Early Childhood Education Assistant/2. **Field work is required for each of these two classes.** Classes may be taken in any order. The two classes meet the qualifications for pre-school teachers and/or directors set by the State Department of Social Services, the licensing agency for child care centers.

**EARLY CHILDHOOD EDUCATION ASSISTANT/1 ........ 72-10-90**
(Approved for Veterans)
**DESCRIPTION:** This course is designed to provide training for the Child Care professional seeking employment in preschools, child care centers, and child development programs. The State of California requires classroom instruction in both Child Growth and Development and Child Care and Guidance to earn credit for the course. This course also includes guided observations and fieldwork experience with groups of young children.
**PREREQUISITES:** Employment level competency in written and verbal communication in English. T.B. test required for field training.
**COST:** $140

**EARLY CHILDHOOD EDUCATION ASSISTANT/2 ........ 72-20-50**
(Approved for Veterans)
**DESCRIPTION:** This course is designed to provide training for the Child Care professional seeking employment in preschools, child care centers, and child development programs. This course provides the classroom instruction and training required by the State of California for Child Care and Guidance II and Home, School and Community. Instruction includes guided observations and fieldwork experience with groups of young children.
**PREREQUISITES:** Employment level competency in written and verbal communication in English. T.B. test required for field training.
**COST:** $140

**COSMETOLOGY**

**COSMETOLOGY/1 .................. 78-45-60**
**COSMETOLOGY/2 .................. 78-45-63**
**COSMETOLOGY/3 .................. 78-45-65**
(Approved for Veterans)
**DESCRIPTION:** This three-course sequence meets the California State Board of Cosmetology (CSBBC) 1600 hour training requirement. It provides students with technical instruction and practical experience to develop the skills needed to take and pass the Cosmetology Licensing Exam. Students will learn disinfection, hairstyling, hair cutting, chemical texturing, hair coloring, nail care and skin care procedures.
**PREREQUISITES:** Employment level competency in written and verbal communication in English. 10.0 reading level (see test schedule on page 5). Completion of previous level courses.
**COST:** $910 for each course (Registration fee only). Approximate total cost for the program is $3700 (registration, books, and supplies).

**COSMETOLOGY SPECIALIST ........... 78-45-95**
**DESCRIPTION:** This supplemental course is designed to prepare trainees for the California State Board Licensing Exam.
**PREREQUISITES:** Knowledge of cosmetology and instructor approval
**COST:** $170
**ADDITIONAL COST:** Textbook and supplies

**ESTHETICIAN/1 .................. 78-45-80**
**ESTHETICIAN/2 .................. 78-45-83**
**ESTHETICIAN/3 .................. 78-45-85**
**DESCRIPTION:** This three-course sequence meets the California State Board of Barbering and Cosmetology (CSBBC) 600 hour training requirement. It provides students with technical instruction and practical experience to develop the skills needed to take and pass the Esthetician Licensing Exam. Students will learn skin care procedures such as facials (plain, electric, and chemical), eyebrow shaping with tweezers and wax, daytime, evening, and corrective make up techniques.
**PREREQUISITES:** Employment level competency in written and verbal communication in English. 10.0 reading level (see test schedule on page 5). Completion of previous level courses.
**COST:** $230 for each course (Registration fee only). Approximate total cost for the program is $1500 (registration, books, and supplies).

**MANICURING/1 .................. 78-10-90**
**MANICURING/2 .................. 78-10-95**
(Approved for Veterans)
**DESCRIPTION:** This two-course sequence meets the California State Board of Barbering and Cosmetology (CSBBC) 400 hour training requirement. It provides students with technical instruction and practical experience to develop the skills needed to take and pass the Manicuring Licensing Exam. Students will learn manicuring, pedicuring, nail tips, wraps, and acrylic application techniques.
**PREREQUISITES:** Employment level competency in written and verbal communication in English. Proof of having completed the 10th Grade; Otherwise 8.0 reading level (see test schedule on page 5). Completion of Manicuring/1.
**COST:** $260 for each course (Registration fee only). Approximate total cost for the program is $1000 (registration, books, and supplies).

**CULINARY ARTS**

**CULINARY ARTS: BAKING/1 ........ 77-15-50**
**CULINARY ARTS: BAKING/2 ........ 77-15-55**
(Approved for Veterans)
**DESCRIPTION:** This two-course sequence provides students with project-based learning experiences in the art and science of baking. Technical instruction includes orientation, resource management, weights and measures, equipment, safety and sanitation, and employability skills. Emphasis is placed on ingredients and the preparatory, production, and finishing techniques for various types of baked products.
**PREREQUISITES:** For Culinary Arts: Baking/1, employment level competency in written and verbal communication in English and 8.0 reading level (see test schedule on page 5). For Culinary Arts: Baking/2, completion of Culinary Arts: Baking/1.
**COST:** $80 (Registration fee only for Baking/1) and $90 (Registration fee only for Baking/2).
**ADDITIONAL COST:** For Culinary Arts: Baking/1, approximate total cost is $500 (registration, books, and supplies). For Culinary Arts: Baking/2, other than the registration fee, there are no additional costs (books and supplies for Baking/1 are also to be used for Baking/2).
HEALTH CAREERS

NURSING ASSISTANT: LONG-TERM CARE ................. 77-50-75
(Approved for Veterans)

DESCRIPTION: This competency-based course offers an overview of anatomy, physiology, nutrition, medical terminology and an introduction to diseases and disorders. Emphasis is given to safety principles, infection control and the philosophy of nursing. This course also integrates methods for meeting the social and psychological needs of the patient. Nursing skills and clinical procedures are practiced in the classroom skills laboratory before being demonstrated in community health facilities. Upon completion of the required 60 hours of theory and 110 hours of clinical practice, the student will be qualified to take the state certification test. Successful completion of this examination will enable the student to be employed in a health care facility.

PREREQUISITES: Completion of Medical Terminology (HIT/1), 8.0 reading level (see test schedule on page 5), no criminal record, current I.D., TB clearance, physical exam, BLS valid CPR Healthcare Provider Card, and Social Security Number. Qualifying applicants will be given registration information for the upcoming class upon passing the reading test.

COST: $250 (Registration fee only) Approximate total cost for the combined Nursing Assistant: Long-Term Care AND Home Health Aide (Supplemental) program is $900 (registration, books, insurance, fingerprinting, uniform and supplies).

NOTE: STUDENTS MUST ENROLL IN BOTH NURSING ASSISTANT: LONG-TERM CARE AND HOME HEALTH AIDE (SUPPLEMENTAL) AT THE BEGINNING OF THE TERM. Must pay registration fee plus $15 insurance fee and $5 finger printing fee at time of registration. Insurance and fingerprinting fees are non-refundable and are payable in cash only. Clinical rotation hours TBA. Enrollment is limited to 15 students.

HOME HEALTH AIDE (SUPPLEMENTAL) FOR NURSING ASSISTANT ........... 77-80-70
(Approved for Veterans)

DESCRIPTION: This competency-based course trains students to give basic nursing care in the home setting. Emphasis is given to the philosophy of nursing, safety principles in the home, and infection control methods as used by the home health aide. Nutrition in relation to maintenance of health is stressed. Integrated throughout the program are methods for meeting the social and psychological needs of the client.

COST: $50 (Registration fee only) Approximate total cost for the combined Nursing Assistant: Long-Term Care AND Home Health Aide (Supplemental) program is $900 (registration, books, insurance, fingerprinting, uniform and supplies).

NOTE: STUDENTS MUST ENROLL IN BOTH NURSING ASSISTANT: LONG-TERM CARE AND HOME HEALTH AIDE (SUPPLEMENTAL) AT THE BEGINNING OF THE TERM. Must pay registration fee plus $15 insurance fee and $55 fingerprinting fee at time of registration. Insurance and fingerprinting fees are non-refundable and are payable in cash only. Clinical rotation hours TBA. Enrollment is limited to 15 students.

PHARMACY TECHNICIAN ............... 77-90-60
(Approved for Veterans)

DESCRIPTION: This course is designed to prepare students for employment in a pharmaceutical setting. The class consists of theory and clinical preparation to include: medical terminology, anatomy and physiology, pharmaceutical settings, duties and responsibilities of a Pharmacy Technician, pharmaceutical terms, abbreviations and symbols, metric and apothecary systems, drug requirements, record-keeping, dispensing prescriptions, knowledge of manufacturing, and packaging and labeling of drug products. Students will perform Pharmacy Technician activities in the classroom and at a community site while under the direct supervision of a pharmacist. Upon successful completion of this course, students will be qualified to register with the California State Board of Pharmacy as a Pharmacy Technician and to take the Pharmacy Technician Certified Board Exam (PTCB).

PREREQUISITES: Employment level competency in written and verbal communication in English. High School Diploma or High School Equivalency Test, no criminal record, Basic “C” CPR Certificate, TB clearance and physical exam, 10.0 reading level (see test schedule on page 5) and basic math skills (to be evaluated in class). Typing speed of 25 wpm highly recommended.

COST: $650 (Registration fee only) Approximate total cost for the program is $1,500 (registration, insurance, books, and supplies).

NOTE: Must pay registration fee plus $15 insurance fee at time of registration. Insurance fee is non-refundable and is payable in cash only.

PHYSICAL THERAPY CAREERS

PHYSICAL THERAPY ................. 76-45-50
(Approved for Veterans)

DESCRIPTION: This course prepares students to provide basic physical therapy treatment in health care facilities. Instruction includes: employability skills, workplace safety and infection control, ethical and legal standards, interpersonal skills, and medical terminology. It presents an overview of selected anatomy and physiology systems as well as the disorders and treatments for those bodily systems. Instruction and practice are provided in the assessment of vital signs, body mechanics, treatment methods, therapeutic and rehabilitative exercises and mobility training. Practice of skills in the classroom and laboratory/clinical observations are all included in the training.

PREREQUISITES: Employment level competency in written and verbal communication in English. Good health and TB clearance. 6.0 reading level (see test schedule on page 5).

COST: $90 (Registration fee only) Approximate total cost for the program is $300 (registration, books, uniform and supplies).

SPORTS THERAPEUTICS ............... 76-45-55
(Approved for Veterans)

DESCRIPTION: This course provides students with hands-on training and basic knowledge of certified athletic trainer (ATC), sport therapy/physical therapy aide, massage therapist, personal trainer and other health care professionals. Instruction includes employability skills, facility management, fitness consulting, athletic training, sports conditioning, prevention and treatment of injuries, nutrition, fitness and exercise, safety and infection control, vital signs and first aid.

PREREQUISITES: Employment level competency in written and verbal communication in English. Good health. 6.0 reading level (see test schedule on page 5).

COST: $90 (Registration fee only) Approximate total cost for the program is $300 (registration, books, uniform and/or supplies).
**High School Diploma**
Adults may earn a high school diploma by taking individualized instruction courses while working at their own pace or by taking teacher-directed classes. Credits previously earned through any accredited U.S. or foreign high school may be accepted. The first step is to take a reading test (see test schedule on page 5). After testing, schedule an appointment with a counselor in the counseling office (Room 102). Students may enroll in the high school program at any time during the semester.

**COST:** $0

**High School Equivalency (HSE) Test Preparation** .......................... 30-50-71
Adults may earn a High School Equivalency Certificate by taking the High School Equivalency Test. Study for the High School Equivalency by taking a High School Equivalency preparation course in the Individualized Instruction Lab and/or at home (Distance Learning). The first step is to take a reading test (see test schedule on page 5). Students may enroll in the High School Equivalency Program at any time during the semester.

**COST:** $0

**NOTE:** Students must be at least 17 years 10 months of age to take the High School Equivalency test. For more information on High School Equivalency testing, contact the High School Equivalency Test Center at (213) 765-2573 or go online to http://adulted-lausd-ca.schoolloop.com and click on High School Equivalency Test Center.

**Reading**
These competency-based courses provide instruction in reading. The first step is to take a reading test (see test schedule on page 5).

**PREREQUISITES:** Proficiency in spoken English. ESL students must complete ESL Advanced Low for both morning and evening classes.

**COST:** $0

**High School Equivalency Distance Learning** ......................... 30-50-93
High School Equivalency Distance Learning offers home study for the High School Equivalency Test. 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 reading test (see test schedule on page 5).

**COST:** $0

**NOTE:** There is a refundable $5 deposit charged at the time of registration. See a counselor for more information.

**Individualized Instruction Lab (High School Diploma Courses) .................. 30-50-70**
Individualized Instruction Lab provides individual support to help students reach their academic goals. Students take courses to earn their high school diploma or prepare for the High School Equivalency (HSE) and CAHSEE tests. The first step is to take a reading test (see test schedule on page 5).

**PREREQUISITES:** Reading score of 9.0 for High School Diploma, 8.0 for HSE classes, and 9.0 for CAHSEE Preparation (see test schedule on page 5).

**COST:** $0

**II Lab Courses:**
- Algebra 1/A & Algebra 1/B
- CAHSEE Preparation English
- CAHSEE Preparation Math
- Contemporary Composition
- Economics
- English 1, 2, 3 & 4
- Expository Composition
- Geometry 1/A & Geometry 1/B
- Health
- High School Equivalency Preparation

**Adult Independent Study (AIS) ........ 30-50-70**
Adult Independent Study offers home study for the adult high school diploma program. 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 reading test (see test schedule on page 5).

**COST:** $0

**NOTE:** There is a refundable deposit of $65 charged at the time of registration. See a counselor for more information.

**AIS Courses:**
- Economics 37-09-71
- US Government 37-06-70
- US History 1 & 2 37-01-70/72
- World History 1 & 2 37-02-71/72
- Life Skills 37-04-77
- Health 36-05-74
- Psychology 37-04-74

**Alternative Education and Work Center (AEWC)**
Are you 16 - 18? Are you behind in credits? Are you committed to earning your high school diploma? If yes, then AEWC may be right for you.

**COST:** $0

For more information, call:

**W VOC Campus:** (818) 346-3540, Ext. 255 or (818) 716-6328
M-F, 8:00 am-1:00 pm

**Reseda Campus:** (818) 758-8019
M-F, 8:00 am-1:00 pm

**Van Nuys Campus:** (818) 988-7297
M-F, 8:00 am-1:00 pm
**ESL**

- Beginning Literacy .......................... 50-01-58
- Beginning Low ............................... 50-01-51
- Beginning Low/a ............................. 50-01-82
- Beginning Low/b ............................. 50-01-83
- Beginning High .................................. 50-01-52
- Beginning High/a ............................. 50-01-84
- Beginning High/b ............................. 50-01-85
- Intermediate Low ............................. 50-01-53
- Intermediate Low/a ........................... 50-01-86
- Intermediate Low/b ........................... 50-01-87
- Intermediate High/A ......................... 50-01-54
- Intermediate High/B ......................... 50-01-55
- Advanced Low .................................. 50-01-56

**DESCRIPTION:** These competency-based courses are designed to develop communicative competence in listening, speaking, reading, writing, and numeracy for the immediate needs of adult English learners, from Beginning Literacy through Advanced Low levels. A sequential grammatical structure base is integrated into the context of everyday life situations.

**PREREQUISITES:** Completion of previous level courses or equivalent skills as measured by the Division placement test or promotional examination.

**COST:** $0

**DISTANCE LEARNING**

**Distance Learning .......................... 50-01-92/96**

**DESCRIPTION:** Learn English at home using workbooks, DVD’s, and the Internet. Designed for students who are unable to attend classes, and for current ESL students that would like more practice outside the classroom. Study on your own time and practice reading comprehension, listening comprehension, grammar and vocabulary. Levels Beginning Low - Intermediate High/B available. For more information, call (818) 346-3540, Ext. 259, M & W, 8:00 am - 12:00 pm.

**COST:** $0

**NOTE:** There is a $5 refundable deposit for DVD’s and a $5 charge for four booklets.

**NOTA:** Lleve libros y DVD’s a su casa para estudiar ingles. Regrese sus tareas a la escuela una vez a la semana. Llame (818) 346-3540, Ext. 259, M & W, 8:00 am - 12:00 pm para más información.

**CITIZENSHIP**

**ESL Citizenship .............................. 50-01-70**

**DESCRIPTION:** This 200 hour course provides students an understanding of the naturalization process and the listening, speaking, reading, and writing skills it requires. Instruction includes the naturalization process, rights and responsibilities of U.S. Citizenship, the N400 application, the naturalization interview, American history, government and civics, and the English skills needed for becoming a naturalized citizen.

**COST:** $0
West Valley Occupational Center (WVOC) main campus is located at Winnetka Avenue and Victory Boulevard, one mile north of the Ventura (101) Freeway, Winnetka off ramp. MTA buses Orange Line #243 and #164 provide transportation to WVOC.