North Valley Occupational Center

11450 Sharp Avenue, Mission Hills, CA 91345  (818) 256-1400

LOS ANGELES UNIFIED SCHOOL DISTRICT • DIVISION OF ADULT AND CAREER EDUCATION

NVOC BRANCH SITES

NORTH HOLLYWOOD
ADULT LEARNING CENTER
10952 Whipple Street
North Hollywood, CA 91602
(818) 508-3600

EAST VALLEY
SKILLS CENTER
8601 Arleta Avenue
Sun Valley, CA 91352
(818) 759-5841

RINALDI
ADULT CENTER
17450 Rinaldi Street
Granada Hills, CA 91344
(818) 366-9171

AVIATION CENTER
16550 Saticoy Street
Van Nuys, CA 91406
Contact NVOC (818) 256-1400

TRAIN FOR A NEW CAREER!

FALL SCHEDULE OF CLASSES
August 20, 2019 - January 24, 2020

www.nvoc.org
WELCOME TO NORTH VALLEY!

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FALL 2019 CALENDAR

First Day of Instruction ........................................ August 20, 2019
Admissions Day ................................................ August 30, 2019
Labor Day ........................................................ September 2, 2019
Veterans Day ..................................................... November 11, 2019
Thanksgiving Holiday ........................................ November 28, 2019
Winter Recess .................................................... 12-23-2019 thru 01-10-2020
Last Day of Instruction ....................................... January 24, 2020
Second Semester Begins ..................................... January 27, 2020

GENERAL INFORMATION

Los Angeles Unified School District
Austin Beutner, Superintendent of Schools
Joseph Stark, Executive Director
Division of Adult and Career Education

North Valley Occupational Center
Ellen Baker, Principal
Cynthia B. Diaz, Assistant Principal, Operations
Refugio Rios, Assistant Principal, Operations
Celia Dominguez, Assistant Principal, Counseling
Melissa McCarthy, Assistant Principal, Counseling
Karla Budde, School Administrative Assistant
Sonia Nava, Financial Manager
Delmy Walker, SIS Coordinator
Armando Roman, Plant Manager

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

Class Closure Policy: Classes that do not meet the minimum attendance standards can be closed at any time during the semester. If a class is cancelled, you are entitled to a refund.

No Smoking on the Campus: North Valley Occupational Center follows LAUSD’s Non-Smoking policies.

Drugs and Alcohol use will not be permitted on campus.
North Valley Occupational Center's five campuses are accredited by the Western Association of Schools and Colleges.

These schools are operated by the Los Angeles Unified School District’s Division of Adult and Career Education.

STUDENT LEARNING OUTCOMES
Students who complete their educational program at the North Valley Occupational Center will:
1. Develop effective reading, writing, listening and speaking skills
2. Utilize current technology and/or resources to enhance subject area learning
3. Demonstrate problem solving skills through individual and collaborative work
4. Set and complete short and long term goals

MISSION STATEMENT
The mission of the North Valley Occupational Center of Adult and Career Education Schools is to offer educational and training opportunities that provide a diverse population of students with skills to participate more effectively in the family, at work, and in the community.

VISION STATEMENT
North Valley Occupational Center’s vision is to be a highly effective school that prepares its students to achieve their goals toward academic excellence, career and college preparation, and success in a global economy.

ENROLLMENT & REGISTRATION PROCEDURES
- Paid registration fees and attendance on the first day of class are required to secure enrollment.
- Vacancies at the first class meeting may be filled immediately from the waiting list.
- Lack of attendance for three consecutive days may cause a student to be dropped with no refund of fees.
- Registration is on a first-come, first-served basis. Waiting lists are valid for the current term only.
- Students may not re-enroll in a class that they have completed.
- Students who have not passed a class at the completion of the term will be given one opportunity to repeat the class.

FEE EXEMPTIONS
- You are enrolled in a day high school (A completed District Enrollment Referral/Waiver Form is required from your high school).
- You are an Accelerated College & Career Transition Program student.
- You are a minor student not enrolled in high school.
- You are an individual with a disability up to age 22, completing your high school program (LAUSD Bulletin #4692) with an active, open IEP.

REFUND POLICY - Registration Fees
Refunds must be requested within seven (7) calendar days of enrollment or within seven (7) calendar days of the first scheduled day of class.
(a) Requests for refunds must be accompanied by a paid receipt.
(b) Refunds are subject to a $20 drop/processing fee per each transaction.
(c) Fees paid by credit card will be credited to the original credit card.
(d) Fees paid by check or cash, will be refunded by check and mailed in approximately two (2) weeks.

Please note: Books, supplies, testing fees and automotive work orders are non-refundable.

DISABILITY SUPPORT SERVICES
Disability Support Services Office provides assistance to adult students who have disabilities. Coordination of services are available for students working with the Department of Rehabilitation, Veterans Administration, and other community agencies. Individuals may qualify who have any of the following: a history of having a disability, a history of special education classes or services, disability-based income (SSI/SSDI), a job-related injury, vocational rehabilitation, or a disabled veteran rating. Written verification of the disabling conditions must be provided to qualify for services and accommodations.

Monday - Friday 8:00 am - 2:30 pm  NVOC, Rm 10
Call (818) 256-1400 ext. 1360 or 1368, VRS (818) 233-8414 for assistance.
ADULT BASIC EDUCATION

PRE-HIGH SCHOOL LEVEL READING, LANGUAGE ARTS AND MATH

Students needing to advance their skills in reading, language arts, and mathematics based on entrance testing, post-ESL placement or other identified need, may enroll in targeted subject areas.

- **READING 1, 2, 3** These competency-based courses provide students with basic reading skills that help students acquire the competencies needed to fulfill their roles as family members, workers and community members.
- **BASIC MATH** These competency-based courses provide students with instruction to introduce elementary mathematical concepts.
- **BASIC LANGUAGE ARTS BEGINNING, INTERMEDIATE, ADVANCED** These competency-based courses provide instruction in basic language arts skills with emphasis placed on readiness skills, oral and listening skill and writing skills.

HIGH SCHOOL DIPLOMA PROGRAM

HIGH SCHOOL EQUIVALENCY TESTS

**CERTIFICATE OF HIGH SCHOOL EQUIVALENCY**

**HiSET® High School Equivalency Test**

- Subject Areas: Language Arts-Reading & Writing, Science, Social Studies, Mathematics
- $150 for computer based test
- $175 for paper-based test

HIGH SCHOOL EQUIVALENCY TEST CENTER

The High School Equivalency Test Center is located at the Rinaldi Campus. Call (818) 832-8063.

**Rinaldi Test Center** MTWThF 8:00 am - 2:00 pm

For a listing of tests centers in your area go to wearedace.org/highschool-equivalency-test-center-formerly-ged

HIGH SCHOOL EQUIVALENCY TESTING

Both North Valley and East Valley campuses will offer the Computer based High School Equivalency Test (HiSET exam). Call school site for information and scheduled testing dates.

REQUIREMENTS FOR THE ADULT HIGH SCHOOL DIPLOMA

North Valley Occupational Center offers three options for you to earn your High School Diploma.

**Option #1:** Completion of 34 courses (170 credits) in the subject areas of English, Social Sciences, Science, Mathematics, and electives. Some courses are required, such as Expository Composition, Algebra, Computer Foundations, World and U.S. History, and Government. The Counseling staff can review your transcripts to assign course credit towards the diploma.

**Option #2:** Completion of 10 courses (50 credits) in specified subject areas, along with passage of an approved high school equivalency exam in English.

**Option #3:** Completion of 14 courses (70 credits) in specified subject areas, along with passage of an approved high school equivalency exam in Spanish.

HIGH SCHOOL DIPLOMA

The High School Diploma Program is designed for students with varying educational needs. Classes are completed at the student’s own pace. **Prerequisite:** Reading and Math assessment prior to enrollment.

INDIVIDUALIZED INSTRUCTION LAB COURSES

High school diploma courses offered through individualized instruction are listed below. Start dates and offerings at different NVOC branch sites may vary. Labs may specialize in certain subjects, such as English, Social Science, Math and Science.

- Algebra/1A & 1B
- Contemporary Composition
- Economics
- English 1
- English 2
- English 3
- English 4
- English Composition
- Fine Arts/Visual
- Geometry 1A & 1B
- HiSET Test Preparation
- Health
- Integrated Science/1, 2, 3 & 4
- Life Skills
- Literature/American
- Literature/Modern
- Parent Education
- Psychology
- U.S. Government
- U.S. History/1
- U.S. History/2
- World History/1
- World History/2

ADULT INDEPENDENT STUDY FOR THE HIGH SCHOOL DIPLOMA

Adult Independent Study is a home study program to complete the course requirements for the high school diploma. Students complete assignments at home and meet with an instructor weekly for assistance and testing. AIS eligibility may apply.

CAHSEE TESTING

SB725 qualifies any student that has met all graduation requirements, but has not passed the CAHSEE in 2015 to receive a high school diploma.

SB172 qualifies any student that has met all graduation requirements except the CAHSEE in 2005-2006 to 12/31/14, and the classes 2016, 2017 and 2018 to receive a high school diploma. If you believe you qualify, please see the Counseling Office for further information or visit archive.lausd.net/cahsee.
ASL ENGLISH BILINGUAL EDUCATION FOR THE DEAF

LANGUAGE PROFICIENCY SKILLS
This competency-based American Sign Language (ASL)/English bilingual course supports the acquisition, learning, and use of ASL and English to meet the needs of diverse learners who are deaf and hard of hearing. It provides instruction from foundational English skills, as well as instruction in communication skills through activities that involve reading, writing, and responding to American Sign Language. The course also includes instruction in applying communication (language) skills to everyday life situations. Course Hours: 1,000 each.

ASL/English Bilingual Education for the Deaf: Literacy (43-13-60)
ASL/English Bilingual Education for the Deaf: Level 1 (43-13-61)
ASL/English Bilingual Education for the Deaf: Level 2 (43-13-62)
ASL/English Bilingual Education for the Deaf: Level 3 (43-13-63)

ESL ASSESSMENT AND REGISTRATION
Monday & Tuesday 8:00 am - 10:30 am  Rm. 7
Monday & Tuesday 5:00 pm - 6:30 pm  Rm. 7

ESL OFFICE HOURS
MTWThF 8:00 am - 11:00 am  Rm. 7
Monday & Tuesday 5:00 pm - 8:00 pm  Rm. 7

MORE ENGLISH LANGUAGE OPPORTUNITIES
Multi-level classes are offered in the early afternoon for those seeking more study or those unable to attend at other scheduled times.

SHORT-TERM ESL COURSES
Practice conversation, idioms and pronunciation.
MTW 12:45 pm - 2:45 pm  Case

ENGLISH (ESL) CLASSES
This program offers classes for limited English-speaking students, including instruction in speaking, reading, writing, and listening skills. Lessons are presented within the context of everyday life situations.

Student ID fee $15 per semester.

ESL SCHEDULE
ESL Literacy (50-01-58)
ESL Beginning Low (50-01-51)
ESL Beginning High (50-01-52)
ESL Intermediate Low (50-01-53)
ESL Intermediate High/A (50-01-54)
ESL Intermediate High/B (50-01-55)
ESL Advanced Low (50-01-56)

MTWThF 8:00 am - 10:00 am
MTWThF 10:15 am - 12:15 pm
MTWTh 6:15 pm - 9:00 pm

VESL/BUSINESS/CUSTOMER SERVICE AND OFFICE OCCUPATIONS (50-01-63)  No Class Fees
This competency-based course combines language skill development with language and learning center skills for career preparation in the business field.
MTWThF 10:15 am - 12:15 pm  Paniccia  Rm 19N
ACCELERATED COLLEGE & CAREER TRANSITIONS PROGRAM

Accelerated College & Career Transitions Program (ACCT) is an accelerated high school diploma program for students between 16 and 24 who have been out of traditional high school. Teachers work individually with students in an independent study program. For questions, please contact Mr. J.P. Flores at (818) 256-1400 x 1438.

No Class Fees
MTWTh 8:00 am - 1:30 pm Muller  Rm 1
MTWTh 9:00 am - 2:30 pm Aguilera  Rm 1

HIGH SCHOOL EQUIVALENCY TEST PREPARATION

No Class Fees
Candidates wishing to prepare for the High School Equivalency tests may enroll in the I.I. Lab, Distance Learning Program (DL), or a traditional class at any of our locations. East Valley Skills Center and North Valley Occupational Center offer preparation courses in both English and Spanish.

MTWTh (Spanish) 8:00 am - 10:00 am Torres  Rm 8
MTWTh (DLN) 6:15 pm - 6:45 pm Nguy  Rm 16

BUSINESS EDUCATION

COMPUTER OPERATION/1 FOUNDATIONS (75-35-80) $90
This course contains terminology, description of computers, how they function, and their uses. It includes an introduction to basic software applications, word processing, electronic communications & Internet.  
Course Hours: 90
MTWThF 8:00 am - 10:00 am Ramirez  Rm 101
MTWThF 10:15 am - 12:15 pm Ramirez  Rm 101
MTWTh 6:15 pm - 9:00 pm Brady  Rm 202

COMPUTER OPERATION/2 APPLICATIONS (75-35-90) $90
This course prepares students with a thorough knowledge of word processing and spreadsheet applications, including integration of application functions for business or other uses.
Course Hours: 90
MTWThF 8:00 am - 10:00 am Ramirez  Rm 101
MTWThF 10:15 am - 12:15 pm Ramirez  Rm 101
MTWTh 6:15 pm - 9:00 pm Brady  Rm 202

COMPUTER OPERATION/3 DATABASE MANAGEMENT (75-45-50) $90
This course prepares students to perform management of databases and technical and practical experience to prepare for IC3 Certification.
Course Hours: 90
MTWThF 8:00 am - 10:00 am Ramirez  Rm 101
MTWThF 10:15 am - 12:15 pm Ramirez  Rm 101
MTWTh 6:15 pm - 9:00 pm Brady  Rm 202

COMPUTER OPERATION/4 PRESENTATIONS (75-45-60) $90
This course prepares students to perform different types of presentation graphics software and understand and use PowerPoint.
Course Hours: 90
MTWThF 8:00 am - 10:00 am Ramirez  Rm 101
MTWThF 10:15 am - 12:15 pm Ramirez  Rm 101
MTWTh 6:15 pm - 9:00 pm Brady  Rm 202

COMPUTER OPERATION/5 IC3 CERTIFICATION PREPARATION (75-45-70) $90
This course prepares students for IC3 Certification exams.
Course Hours: 90
MTWThF 8:00 am - 10:00 am Ramirez  Rm 101
MTWThF 10:15 am - 12:15 pm Ramirez  Rm 101

ADULT BASIC EDUCATION

No Class Fees
BASIC LANGUAGE ARTS - BEG/INT/ADV (53-03-81/82/83)
MTWTh 6:15 pm - 9:00 pm Raquedan  Rm 3

READING 2 & 3 (53-03-65/66)
MTWThF 8:00 am - 10:00 am Bouziane  Rm 3
MTWThF 10:15 am - 12:15 pm Bouziane  Rm 3
MTWTh 6:15 pm - 9:00 pm Bouziane  Rm 204

ADULT INDEPENDENT STUDY FOR THE HIGH SCHOOL DIPLOMA

No Class Fees
M 4:00 pm - 8:15 pm Steinberg  Rm 195
T 9:00 am - 12:15 pm Haderlein  Rm 195
T 3:00 pm - 6:00 pm Haderlein  Rm 195
T 5:00 pm - 8:15 pm Haderlein  Rm 195
W 12:30 pm - 3:30 pm Steinberg  Rm 195
Th 2:00 pm - 5:15 pm Haderlein  Rm 195

HIGH SCHOOL DIPLOMA & HIGH SCHOOL EQUIVALENCY CLASSES

SEE PAGE 4 FOR MORE INFORMATION ON GRADUATION REQUIREMENTS.

INDIVIDUALIZED INSTRUCTION LAB (I.I. LAB)  No Class Fees
MTWThF 8:00 am - 10:00 am Clemens & Serrano, C  Rm 16
MTWThF 10:15 am - 12:15 pm Clemens & Serrano, C  Rm 16
MTWTh 6:15 pm - 9:00 pm Finch/Nguy  Rm 16

MATH LAB  No Class Fees
MTWThF 8:00 am - 10:00 am Smith  Rm 12
MTWThF 10:15 am - 12:15 pm Smith  Rm 12
MTWTh 6:15 pm - 9:00 pm Smith  Rm 12

Visit our website www.nvoc.org
GRAPHIC DESIGN

GRAPHIC DESIGN FUNDAMENTALS (70-65-50) $110
This course presents technical instruction and practical experience in principals and techniques of print and web typography, color theory and use, illustration, logo design, branding and image concepts through imaging software. **Course Hours: 180**

MTWTh 8:00 am - 10:00 am Garcia Rm 105

ADVERTISING DESIGN (70-65-60) $110
This course provides technical instruction and practical experience in advertising principals, vector-based logo design, illustrations, desktop imaging and publishing, file management, product presentation and editing. **Course Hours: 180**

MTWTh 10:15 am - 12:15 pm Garcia Rm 105

WEB DESIGN (70-65-65) $110
This course provides technical and practical experience in graphic formats, color applications, graphic software, composition and writing for the Internet, editing electronic publishing, Dreamweaver and web page creation. **Course Hours: 180**

MTWThF 10:15 am - 12:15 pm Garcia Rm 105

ADMINISTRATIVE ASSISTANT/1: OFFICE PROCEDURES (75-35-50) $90
This course emphasizes skills for success in an office occupation. Key areas covered are communication skills, business ethics and attitudes, filing and records management, resume preparation, and job interview skill. **Course Hours: 90**

Dates: 8/20/19 - 10/25/19
MTWThF 8:00 am - 10:00 am Brady Rm 102
MTWThF 10:15 am - 12:15 pm Brady Rm 102
TTh 6:15 pm - 9:00 pm Gray Rm 201

ADMINISTRATIVE ASSISTANT/2: BUSINESS ENGLISH (75-35-60) $90
This course focuses on the basic language and sentence structures you will need to communicate effectively in the workplace environment. Instruction and practice includes grammar, usage, punctuation, capitalization, and spelling. **Course Hours: 90**

Dates: 8/20/19 - 10/25/19
MTWThF 10:15 am - 12:15 pm Brady Rm 102
MTWThF 8:00 am - 10:00 am Brady Rm 102
TTh 6:15 pm - 9:00 pm Gray Rm 201

ADMINISTRATIVE ASSISTANT/3: BUSINESS MATH (75-35-70) $90
This course focuses on practical math you will actually use every day in your career and your personal life. Instruction and practice begins with addition, subtraction, multiplication, and division of whole numbers, decimals, fractions, and percentages, as they relate to business issues. **Course Hours: 90**

Dates: 10/28/19 - 1/24/20
MTWThF 8:00 am - 10:00 am Brady Rm 102
MTWThF 10:15 am - 12:15 pm Brady Rm 102
TTh 6:15 pm - 9:00 pm Gray Rm 201

TYPIST: KEYBOARDING (71-50-88) $50
This course focuses on proper keyboarding techniques, mastery of alphabetic, numeric, and symbol keys, and fundamental skill development of speed and accuracy. Instruction includes formatting business letters, proofreading, and editing documents typical of those found in business. **Course Hours: 100**

ACCOUNTING

ACCOUNTING/1 (75-15-50) $90
Teaches basics in preparing financial reports, recording, payroll, bookkeeping & accounting information for proprietorships & partnerships, using various accounting software programs. **Course Hours: 90**

MTWThF 8:00 am - 10:00 am Van Winkle Rm 103
MTWThF 10:15 am - 12:15 pm Van Winkle Rm 103
MTWTh 6:15 pm - 9:00 pm Takaki Rm 103

ACCOUNTING/2 (75-15-60) $90
Teaches double entry accounting systems, including types of business organizations assets & liabilities, depreciation, discounts, financial statement analysis & notes & interests. Emphasis is placed on payroll, short and long term financing, depreciation, year-end period work for a corporation. **Course Hours: 90**

MTWThF 8:00 am - 10:00 am Van Winkle Rm 103
MTWThF 10:15 am - 12:15 pm Van Winkle Rm 103
MTWTh 6:15 pm - 9:00 pm Takaki Rm 103

ACCOUNTING UPGRADE (71-10-80) $90
Provides instruction in basic computerized systems, with an emphasis on QuickBooks. Students are expected to have completed or be concurrently enrolled in Accounting 1 & 2. **Course Hours: 120**

MTWThF 10:15 am - 12:15 pm Van Winkle Rm 103
MTWTh 6:15 pm - 9:00 pm Takaki Rm 103
TAX PREPARATION (75-15-70) $90
Provides students with technical instruction and practical experience in tax preparation. Emphasis is placed on principles of taxation, purposes of the federal, state, and local tax laws, and the principle and procedures related to income tax preparation and filing, including tax calculations and deductions. Course Hours: 90
MTWThF 8:00 am - 10:00 am Van Winkle Rm 103
MTWThF 10:15 am - 12:15 pm Van Winkle Rm 103

REAL ESTATE

ESCROW (71-40-60) $90
This competency-based course presents basic escrow processes for individuals purchasing real estate property. This course satisfies the statutory requirement for the salesperson’s or broker’s license. Course Hours: 60
Dates: 8/22/19 - 10/24/19 and 4/13/20 - 6/11/20
MTh 5:15 pm - 9:00 pm Cruz Rm 9

REAL ESTATE PRINCIPLES (71-40-90) $90
This competency-based course 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, financing and ethics. Course Hours: 60
Dates: 10/28/19 - 1/23/20
MTh 5:15 pm - 9:00 pm Cruz Rm 9

HEALTH CAREERS

FIRST RESPONDER (76-35-70) $110
This entry-level course provides students with knowledge and skills needed to serve as early responders in health care settings. This course is recommended before taking Emergency Medical Technician. Course Hours: 90
Dates: 8/20/19 - 1/23/20
MTWTh 3:30 pm - 5:00 pm Effle-Hoy Rm 8

EMERGENCY MEDICAL TECHNICIAN 1 (77-50-50) $140
This course contains the training requirements for Emergency Medical Technician (EMT) certification. Prerequisites: Visit Counseling Office to schedule a reading and math assessment. Must be at least 18 years of age and pass TB clearance. A background in health care and/or completion of First Responder course advised. Course Hours: 160
Dates: 8/20/19 - 11/18/19 and 11/19/19 - 3/11/20
MTWTh 5:15 pm - 9:00 pm Effle-Hoy Rm 8

MEDICAL ASSISTANT (77-40-50) $300
This course prepares students to function as a medical assistant in specialty areas of ambulatory care, obstetrics and gynecology, pediatrics, out-patient surgery, urology, orthopedics, internal medicine, cardiology and laboratory. Prerequisites: Visit Counseling Office to schedule a reading and math assessment. Before clinical rotation, students must pass a background check and drug test, and also complete an AHA/BLS-approved CPR class. Course Hours: 500
MTWTh 7:30 am - 3:30 pm Gower Rm 9

AUTOMOTIVE TECHNOLOGY

AUTO TECH: ENGINE REPAIR (79-90-73) $120
This competency-based course is one in a sequence of courses designed to meet the Automotive Service Excellence (ASE) Program Certification Standards set by the National Automotive Technicians Education Foundation (NATEF). It provides technical instruction and practical experience in an automobile area incorporating sustainable and green vehicle technologies. Course Hours: 180
Dates: 10/28/19 - 1/24/20
MTWThF 8:00 am - 12:15 pm Staff Rm M4

AUTO TECH: ENGINE PERFORMANCE 2 (79-90-71) $120
This competency-based course is the second in a sequence of courses designed to meet the Automotive Service Excellence (ASE) Program Certification Standards set by NATEF. Students will study fuel, air induction, exhaust, emission controls, and engine design. Prerequisites: Successful completion of Auto Tech: Engine Performance/1 (79-90-60). Course Hours: 180
Dates: 8/20/19 - 10/24/19
MTWThF 8:00 am - 12:15 pm Staff Rm M4

AUTO TECH: BRAKES (79-90-53) $110
Emphasis is placed on the techniques in the following areas of brake diagnosis and repair: general, hydraulic system, drum brake, disk brake and control systems. Course Hours: 180
Dates: 8/20/19 - 10/25/19
MTWThF 8:00 am - 12:15 pm Garcia, L Rm M7

AUTO TECH: SUSPENSION AND STEERING (79-90-79) $110
This course contains technical instruction and practical experience in automobile suspension and steering diagnosis and repair. Instruction includes proper use, maintenance and storage of auto repair tools and safety in auto shop. Course Hours: 180
Dates: 10/28/19 - 1/24/20
MTWThF 8:00 am - 12:15 pm Garcia, L Rm M7

AUTO TECH: BRAKES (79-90-53) $110
This competency-based course provides students with technical instruction and practical experience in emission control using sustainable and green vehicle technologies. Instruction includes classroom and workplace policies and procedures in accordance with federal, state and local safety and environmental regulations. Emphasis is placed on the techniques in the following areas of emission control: NOx emissions, DSO, loaded mode emissions, catalytic converter and BAR-97 EAD testing procedures for the Enhanced Area Program. Course Hours: 90
Dates: 10/28/19 - 1/23/20
MTWTh 6:15 pm - 9:00 pm Staff Rm M4
INDUSTRIAL TECHNOLOGY

A+ CERTIFICATION 1/2/3 (74-15-50/60/70) $110 per course
Students will receive technical instruction and project-based experiences in computer installation, preventive maintenance, networking, security and trouble shooting. This sequence of courses meets CompTIA A+ Certification requirements. Instruction includes an introduction to hardware, computer mathematics, resource management, safety policies and employability skills. Course Hours: 180
Dates: 8/20/19 - 10/24/19 or 10/28/19 - 1/24/20
MTWTh 8:00 am - 12:15 pm Garcia, C. Rm 17

NETWORKING/1 LAB (77-65-50) $110
This competency-based course is the first in a sequence of two courses designed to help prepare students to pass the Cisco Certified Entry Networking Technician (CCENT) examination. Students will receive technical instruction and project-based experiences in networking specifications, networking architecture, networking media, interface cards, network protocols, memory and storage devices. Course Hours: 180
MTWTh 12:45 pm - 3:15 pm Garcia, C. Rm 17

NETWORKING/2 LAB (77-65-60) $110
This competency-based is the second in a sequence of two courses designed to prepare students to pass the Cisco Certified Entry Networking Technician (CCENT) examination. Technical instruction includes an introduction, workplace safety principles and procedures, employability skills, and entrepreneurial skills. Pre-requisites: Successful completion of the Networking/1 course. Course Hours: 180
MTWTh 12:45 pm - 3:15 pm Garcia, C. Rm 17

MACHINIST 1 (77-85-50) $110
This course of study prepares students in machine and forming technology. Emphasis is placed on machine tools and materials, blueprint reading – part 1, bench work, drilling machine operation, metal cutting operation, lathe operation, milling operation, grinding machine operation, heat treatment operation and tool and die work operation, calculations, and layout. Course Hours: 180
Dates: 8/20/19 - 10/24/19 and 10/28/19 - 1/24/20
MTWTh 8:00 am - 12:15 pm De la Torre Rm M1
MTWTh 6:15 pm - 9:00 pm De la Torre Rm M1

MACHINIST 2 (77-85-60) $110
This course of study prepares students in machine and forming technology. Emphasis is placed on math and science principles, operational/maintenance/storage techniques for precision tools and CNC equipment, selection and application of metals and alloys, blueprint reading – part 2, communication media programming and introductory robotics. Prerequisites: Successful completion of Machinist 1 (77-85-50). Course Hours: 180
Dates: 8/20/19 - 10/24/19 and 10/28/19 - 1/24/20
MTWTh 8:00 am - 12:15 pm De la Torre Rm M1
MTWTh 6:15 pm - 9:00 pm De la Torre Rm M1

MACHINIST: COMPUTER NUMERIC CONTROLS (CNC) (79-95-70) $110
This course provides experience in fabricating increasingly complex parts and instruments for the machine tool industry. It stresses additional mathematical and computational skills applicable to the industry. Students are given practical experiences on a minimum of one automated machine. Development of performance skills necessary for employment is emphasized. The competencies in this course are aligned with the California High School Academic Content Standards and the California Career Technical Education Model Curriculum Standards. Prerequisites: Successful completion of Machinist 1 (77-85-50) and Machinist 2 (77-85-60). Course Hours: 180
Dates: 8/20/19 - 10/24/19 and 10/28/19 - 1/24/20
MTWTh 8:00 am - 12:15 pm De la Torre Rm M1
MTWTh 6:15 pm - 9:00 pm De la Torre Rm M1

ELECTRICIAN 1 FUNDAMENTALS (72-75-50) $180
This is the first in a sequence of three courses in an introductory training for electrician. Course provides technical instruction and practical application in electrical concepts and use of equipment. Course Hours: 120
Dates: 8/20/19 - 10/24/19 and 10/28/19 - 1/24/20
MTWTh 8:00 am - 11:45 am Jenkins Rm 24
MTWTh 5:45 pm - 9:00 pm Rodriguez LAND
ELECTRICIAN 2 WIRING & CODES (72-75-55) $180
This is the second in a three-course sequence for introductory training in electrician. Course provides technical instruction and practical application in electrical concepts, wiring techniques, and coding knowledge. **Course Hours: 120**

Dates: 8/20/19 - 10/24/19 and 10/28/19 - 1/24/20
MTWTh 8:00 am - 11:45 am Jenkins Rm 24
Dates: 10/28/19 - 1/23/20
MTWTh 5:45 pm - 9:00 pm Rodriguez LAND

ELECTRICIAN 3 WIRING TECHNIQUES (72-75-60) $180
This is the third in a three-course sequence with technical and practical experience in wiring. **Prerequisite:** Successful completion of Electrician 1 and Electrician 2. **Course Hours: 240**

MTWTh 8:00 am - 12:15 pm Rodriguez LAND

WELDING/1 (77-95-50) $220
This competency-based course provides students with technical instruction and practical experience in basic welding. Emphasis is placed on resource management, trade mathematics, welding symbols and codes, welding metallurgy, tools and equipment, and the techniques involved in surface welds, oxyacetylene cutting, brazing, welding tubing and shielded metal arc welding. **Prerequisite:** a reading assessment will be required. Please visit the Counseling Office to request an appointment for reading assessment. The open registration date for this cohort will be announced at a later date. **Course Hours: 180**

Dates: 8/20/19 - 10/24/19 and 10/28/19 - 1/24/20
MTWThF 8:00 am - 12:15 pm Staff Rm M6

WELDING/2 (77-95-60) $220
This competency-based course provides students with technical instruction and practical experience in basic welding. Emphasis is placed on advanced trade mathematics, equipment and processes, and the techniques involved in fillet welds and plasma arc cutting. **Prerequisite:** successful completion of the Welding/1 course. **Course Hours: 180**

Dates: 8/20/19 - 10/24/19 and 10/28/19 - 1/24/20
MTWThF 8:00 am - 12:15 pm Staff Rm M6

WELDING/3 (77-95-70) $220
This competency-based course provides students with technical instruction and practical experience in basic welding. Emphasis is placed on basic geometry and trigonometric requirements of the industry and the tools, equipment and techniques used in groove welding, air carbon arc process, and combination welding. It also focuses on meeting the requirements of the City of Los Angeles Department Welding Exam. **Prerequisite:** successful completion of the Welding/2 course. **Course Hours: 180**

Dates: 8/20/19 - 10/24/19 and 10/28/19 - 1/24/20
MTWThF 8:00 am - 12:15 pm Staff Rm M6
BOOK STORE
Tuesday & Thursday: 8:00 am - 11:30 am

COUNSELING OFFICE
Counseling and placement services are available for English language learners and high school diploma students.
Academic Counseling
Monday, Wednesday & Friday: 8:00 am - 12:00 pm

ASSESSMENT CENTER
Reading and Math Assessment is required for all academic classes. Call for test schedule or visit the school’s Counseling Office. It is recommended that you request your assessment as early as possible.

ESL ASSESSMENT & REGISTRATION
Thursday: 8:00 am - 11:00 am

ENGLISH (ESL) CLASSES
This program offers classes for limited English-speaking students, including instruction in speaking, reading, writing, and listening skills. Lessons are presented within the context of everyday life situations.
Student ID fee $15 per semester.

ESL SCHEDULE
ESL Beginning Low (50-01-51)
ESL Beginning High (50-01-52)
ESL Intermediate Low (50-01-53)
ESL Intermediate High/A (50-01-54)
ESL Intermediate High/B (50-01-55)
ESL Advanced Low (50-01-56)

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HIGH SCHOOL DIPLOMA & HIGH SCHOOL EQUIVALENCY CLASSES
SEE PAGE 4 FOR MORE INFORMATION ON GRADUATION REQUIREMENTS.

INDIVIDUALIZED INSTRUCTION LAB (I.I. LAB)
No Class Fees
MTWThF 8:00 am - 12:15 pm Finch Rm 10

BASIC LANGUAGE ARTS - BEG/INT/ADV (53-03-81/82/83)
MTWTh 8:00 am - 12:15 pm Finch Rm 10

Visit our website www.nvoc.org
8601 ARLETA AVENUE
SUN VALLEY, CA 91352
(818) 759-5841

BOOK STORE
Monday - Thursday: 8:00 am - 12:00 pm
Monday - Thursday: 6:00 pm - 8:00 pm
Closed from 12:00 pm - 6:00 pm

COUNSELING OFFICE
Counseling and placement services are available for English language learners and high school diploma students.
Monday - Friday: 8:00 am - 2:30 pm
Monday - Thursday: 5:00 pm - 8:00 pm

ASSESSMENT CENTER
Reading and Math Assessment is required for all academic classes and some CTE classes. Call for test schedule or visit the school’s Counseling Office. It is recommended that you request your assessment as early as possible.

ESL ASSESSMENT & REGISTRATION
Monday, Wednesday: 8:00 am - 11:00 am  Rm 124
Monday, Wednesday: 6:00 pm - 8:00 pm  Rm 124

ENGLISH (ESL) CLASSES
This program offers classes for limited English-speaking students, including instruction in speaking, reading, writing, and listening skills. Lessons are presented within the context of everyday life situations.

Student ID fee $15 per semester.

ESL SCHEDULE
ESL Beginning Low (50-01-51)
ESL Beginning High (50-01-52)
ESL Intermediate Low (50-01-53)
ESL Intermediate High/A (50-01-54)
ESL Intermediate High/B (50-01-55)
ESL Advanced Low (50-01-56)
MTWThF  8:00 am - 10:00 am
MTWThF  10:15 am - 12:15 pm
MTWTh  6:15 pm - 9:00 pm

SHORT TERM ESL COURSES
Practice conversation, idioms and pronunciation. No Class Fees
MWTh  12:45 pm - 2:45 pm  Miller  Rm 206

ADULT BASIC EDUCATION

READING 2/3
MTWThF  8:00 am - 10:00 am  Fasciano
MTWThF  10:15 am - 12:15 pm  Fasciano
MTWTh  6:15 pm - 9:00 pm  Flores

BASIC LANGUAGE ARTS LAB (BEGIN/INTERM/ADV)
MTWThF  8:00 am - 10:00 am  Miller  Rm 116
MTWThF  10:15 am - 12:15 pm  Miller  Rm 116
MTWTh  6:15 pm - 9:00 pm  Clare

ADULT BASIC EDUCATION

No Class Fees
Rm 116
Rm 206
Rm 121
**East Valley Skills Center**

**Adult Independent Study for the High School Diploma**

No Class Fees

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<td>12:30 pm - 4:45 pm</td>
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**Business Education**

**Computer Operation/1 Foundations (75-35-80)** $90

This course contains terminology, description of computers, how they function, and their uses. It includes an introduction to basic software applications, word processing, electronic communications & Internet. **Course Hours: 90**

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**Computer Operation/2 Applications (75-35-90)** $90

This course prepares students with a thorough knowledge of word processing and spreadsheet applications, including integration of application functions for business use. **Course Hours: 90**

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**Computer Operation/3 Database Management (75-45-50)** $90

This course prepares students to perform all business functions of microcomputing, including management of databases and technical and practical experience to prepare for IC3 Certification. **Course Hours: 90**

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**Computer Operation/4 Presentations (75-45-60)** $90

This course prepares students to perform different types of presentation graphics software and understand and use PowerPoint. **Course Hours: 90**

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**Typist Keyboarding (71-50-88)** $50

This competency-based course covers an introduction to proper keyboarding techniques, mastery of alphabetic, numeric and symbol keys, and fundamental skills development of speed and accuracy. **Course Hours: 100**

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Child Development Classes

The sequence of the three courses (270 hours total) are designed early childhood education and to prepare to become a childcare worker.

Child Development/1: Foundations (72-15-50) $90
This course provides students with project-based experiences in child development programs. Emphasis placed on the theories of human development and growth. Field observations and experiences with infants, toddlers and preschoolers are provided as application components of studying child development program goals, guidance techniques, health and nutrition practices, indoor and outdoor environments, and special education requirements. Course Hours: 90
Dates: 8/20/19 - 11/21/19
MWF 5:45 pm - 9:00 pm Brignac Rm 202

Child Development/2: Curriculum (72-15-60) $90
Provides students with project-based experiences in child development curricula. Emphasis is placed on the principles and practices of effective curriculum planning including play-based curricular activities and activities that enhance familial and societal relationships of students including field observations. Prerequisites: Enrollment requires successful completion of the Child Development/1: Foundations course. Course Hours: 90
Dates: 12/3/19 - 3/12/20
MWF 5:15 pm - 9:00 pm Brignac Rm 202

Child Development/3: Supervision (72-15-70) $90
Provides students with project-based experiences in child development program supervision. Emphasis is placed on program development, supervision, evaluation, staff and volunteer recruitment and retention, staff relations, facilities maintenance, business practices, staff and student, health and nutrition, parental involvement and public relations. Field observations and experiences are included as part of the evaluation of a program's supervisory policies and practices. Prerequisites: Enrollment requires successful completion of the Child Development/2: Curriculum course. Course Hours: 90
Dates: 11/19/19 - 1/24/20
MWF 8:00 am - 11:15 am Brignac Rm 202
ENGLISH (ESL) CLASSES

This program offers classes for limited English-speaking students, including instruction in speaking, reading, writing, and listening skills. Lessons are presented within the context of everyday life situations.

Student ID fee $15 per semester.

ESL SCHEDULE

ESL Beginning Low (50-01-51)
ESL Beginning High (50-01-52)
ESL Intermediate Low (50-01-53)
ESL Intermediate High/A (50-01-54)
ESL Intermediate High/B (50-01-55)
ESL Advanced Low (50-01-56)
  MTWThF  8:00 am - 10:00 am
  MTWThF  10:15 am - 12:15 pm

SHORT-TERM ESL COURSES

Multi-level classes are offered in the early afternoon for those seeking more study or those unable to attend at other scheduled times.

Visit our website www.nvoc.org
Follow us on Twitter www.twitter.com/NorthValleyOC
Like us on Facebook www.facebook.com/NorthValleyOC
AVIATION CENTER

16550 SATICOY STREET, VAN NUYS CA 91406  
CALL NORTH VALLEY CAMPUS AT (818) 256-1400

AIRCRAFT MECHANICS PROGRAM

The program consists of 45 subject areas presented in three separate classes; the course work consists of both technical classroom training and “hands-on” shop experience. All three courses are required to prepare students for the F.A.A. licensing examination in General Airframe and Powerplant Mechanics. These courses are designed to be completed in two years. Prerequisite: Visit the Counseling Office at NVOC to schedule a reading and math assessment test. See page 3 for Refund Policy. Fees are per quarter and non-transferable.

Daytime Calendar Fees:
First Quarter: 8/19/19 - 10/24/19 $300
Second Quarter: 10/25/19 - 1/24/20 $300

Evening Calendar Fees:
First Quarter: 8/20/19 - 10/24/19 $150
Second Quarter: 10/25/19 - 1/24/20 $150

AIRCRAFT MECHANIC/GENERAL SUBJECTS (79-70-50)
General topics common to both airframe and aircraft powerplant subject areas. (11 Subjects) Course Hours: 600
MTWThF 8:00 am - 3:30 pm Phillips Rm D
MTWTh 5:30 pm - 9:30 pm Gibson Rm A

AIRCRAFT MECHANIC/AIRFRAME SUBJECTS (79-70-70)
Airframe subsystems and components, and airframe structures. (17 Subjects) Course Hours: 900
MTWThF 8:00 am - 3:30 pm Van Zyl Rm B
MTWTh 5:30 pm - 9:30 pm Perkins Rm D

AIRCRAFT MECHANIC/POWERPLANT SUBJECTS (79-70-90)
Aircraft piston and turbine powerplant systems and components. (17 Subjects) Course Hours: 900
MTWThF 8:00 am - 3:30 pm Holyoke Rm C
MTWTh 5:30 pm - 9:30 pm Bowerman Rm C