



Open Enrollment Schedule Career Technical Education (CTE)

Fall Classes							
August 13 Tuesday		August 14 Wednesday		August 15 Thursday		August 16 Friday	
8:30 AM - 2:00 PM		8:30 AM - 2:00 PM		8:30 AM - 2:00 PM		8:30 AM - 2:00 PM	
	Entry Test Req.		Entry Test Req.		Entry Test Req.		Entry Test Req.
Early Childhood Ed.	No	Accounting	No	Culinary Arts	Yes	Manicurist	No
Electrician	No	Computer Operations	No	Esthetician	No	Nursing Assistant	Yes
Health Info. Tech.	No	Fashion	No	Landscaping	No	Pharmacy Technician	Yes
Heating, Vent. & AC	No	Graphic Design	No	Real Estate	No	Physical Therapy Aide	Yes
		Tax Preparation	No	Video Production	No	Sports Therapeutics	Yes

- Enrollment is on a first-come, first-served basis
- All fees must be paid at time of registration
- Please refer to the CTE prerequisites on the back side of this document for a complete listing of enrollment requirements
- As indicated, some classes require that an entry reading and/or math assessment test be passed prior to enrollment

For testing schedule, visit wvoc.net/testschedule/



WVOC Campus - Career Technical Education (CTE) Courses							
* Course Title †	Course # †	Cost ‡	Weekly Schedule	Days	Start Date	End Date	
Accounting/1	75-15-50	\$60	8:15 AM - 10:15 AM	M-F	10/28/19	01/24/20	
					04/13/20	06/12/20	
Accounting/1	75-15-50	\$60	10:30 AM - 12:30 PM	M-F	08/20/19	10/25/19	
					10/28/19	01/24/20	
					01/27/20	04/02/20	
					04/13/20	06/12/20	
Accounting/1	75-15-50	\$60	6:15 PM - 9:00 PM	M-Th	10/28/19	01/23/20	
* Accounting/2	75-15-60	\$60	8:15 AM - 10:15 AM	M-F	08/20/19	10/25/19	
					10/28/19	01/24/20	
					01/27/20	04/02/20	
					04/13/20	06/12/20	
* Accounting/2	75-15-60	\$60	6:15 PM - 9:00 PM	M-Th	04/13/20	06/11/20	
* Accounting Clerk (Upgrade) QuickBooks	71-10-80	\$80	10:30 AM - 12:30 PM	M-F	08/20/19	10/25/19	
					10/28/19	01/24/20	
					01/27/20	04/02/20	
					04/13/20	06/12/20	
* Accounting Clerk (Upgrade) QuickBooks	71-10-80	\$80	6:15 PM - 9:00 PM	M-Th	08/20/19	10/24/19	
					01/27/20	04/02/20	
Tax Preparation	75-15-50	\$60	8:15 AM - 10:15 AM	M-F	08/20/19	10/25/19	
					01/27/20	04/02/20	
Building and Grounds Worker (Fundamentals)	79-75-50	\$60	10:30 AM – 1:00 PM 10:30 AM – 12:30 PM	T,W Th	08/20/19	10/24/19	
* Maintenance Supervisor: Heating and Ventilation	79-75-75	\$60	10:30 AM – 1:00 PM 10:30 AM – 12:30 PM	T,W Th	10/29/19	01/23/20	
* Maintenance Supervisor: Scheduling Practices	79-75-80	\$60	10:30 AM – 1:00 PM 10:30 AM – 12:30 PM	T,W Th	01/28/20	04/01/20	
* Maintenance Supervisor: Supervisory Practices	79-75-85	\$60	10:30 AM – 1:00 PM 10:30 AM – 12:30 PM	T,W Th	04/14/20	06/11/20	
Computer Operations/1	75-35-80	\$90	8:15 AM - 10:15 AM	M-F	08/20/19	10/25/19	
					10/28/19	01/24/20	
					01/27/20	04/02/20	
					04/13/20	06/12/20	
Computer Operations/1	75-35-80	\$90	6:15 PM - 9:00 PM	M-Th	08/20/19	10/24/19	
					01/27/20	04/02/20	

* Indicates a prerequisite requirement

† Where multiple courses are listed together, only one may be enrolled in for a given term

‡ Students pay a separate enrollment cost for each course

TBD To Be Determined

WVOC Campus - Career Technical Education (CTE) Courses

* Course Title †	Course # †	Cost ‡	Weekly Schedule	Days	Start Date	End Date
* Computer Operations/2	75-35-90	\$90	10:30 AM - 12:30 PM	M-F	08/20/19	10/25/19
					01/27/20	04/02/20
* Computer Operations/2	75-35-90	\$90	6:15 PM - 9:00 PM	M-Th	10/28/19	01/23/20
					04/13/20	06/11/20
* Computer Operations/3 or * Computer Operations/4	75-45-50	\$90	10:30 AM - 12:30 PM	M-F	10/28/19	01/24/20
	75-45-60	\$90			04/13/20	06/12/20
Construction/1	71-35-50	TBD	TBD	TBD	TBD	TBD
* Construction/2	71-35-60	TBD	TBD	TBD	TBD	TBD
* Construction/3	71-35-70	TBD	TBD	TBD	TBD	TBD
* Cosmetology/1 or * Cosmetology Specialist	78-45-60	\$910	8:15 AM - 3:30 PM	M-Th	08/20/19	01/24/20
	78-45-95	\$170	8:15 AM - 3:00 PM	F	01/27/20	06/12/20
* Cosmetology/2	78-45-63	\$910	8:15 AM - 3:30 PM	M-Th	08/20/19	01/24/20
			8:15 AM - 3:00 PM	F	01/27/20	06/12/20
* Cosmetology/3	78-45-65	\$910	8:15 AM - 3:30 PM	M-Th	08/20/19	01/24/20
			8:15 AM - 3:00 PM	F	01/27/20	06/12/20
* Culinary Arts: Baking/1	77-15-50	\$80	8:15 AM - 3:00 PM	T,Th	08/20/19	10/24/19
					01/28/20	04/02/20
* Culinary Arts: Baking/2	77-15-55	\$90	8:15 AM - 3:00 PM	T,Th	10/29/19	01/23/20
					04/14/20	06/11/20
* Culinary Arts:Catering	77-15-80	\$100	8:15 AM - 3:00 PM	M,W	08/21/19	01/22/20
					01/27/20	06/10/20
Early Childhood Education Assistant/1	72-10-90	\$140	5:15 PM - 9:00 PM 8:30 AM - 4:30 PM	M,W Th,F	01/27/20	06/12/20
Early Childhood Education Assistant/2	72-20-50	\$140	5:15 PM - 9:00 PM 8:30 AM - 4:30 PM	M,W Th,F	08/21/19	01/24/20
* Child Development/3: Supervision	72-15-70	\$90	5:45 PM - 9:00 PM 8:30 AM - 1:45 PM	T T	08/20/19	01/21/20
Early Childhood Education: Infant/Toddler Studies	72-10-80	\$100	5:45 PM - 9:00 PM 8:30 AM - 1:45 PM	T T	01/28/20	06/09/20
Electrician/1	72-75-50	\$240	8:15 AM - 12:30 PM	M-F	08/20/19	10/25/19
					01/27/20	04/02/20
* Electrician/2	72-75-55	\$240	8:15 AM - 12:30 PM	M-F	10/28/19	01/24/20
					04/13/20	06/12/20

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TBD To Be Determined

Schedule subject to change

Revised 06/06/19

WVOC Campus - Career Technical Education (CTE) Courses

* Course Title †	Course # †	Cost ‡	Weekly Schedule	Days	Start Date	End Date
* Esthetician/1	78-45-80	\$230	8:15 AM - 4:00 PM	M-F	08/20/19	10/04/19
					01/28/20	03/13/20
* Esthetician/2	78-45-83	\$230	8:15 AM - 4:00 PM	M-F	10/07/19	11/15/19
					03/16/20	05/01/20
* Esthetician/3	78-45-85	\$230	8:15 AM - 4:00 PM	M-F	11/18/19	01/27/20
					05/04/20	06/12/20
Fashion/1	74-55-50	\$50	8:15 AM - 12:30 PM	M-F	08/20/19	09/20/19
					01/27/20	02/28/20
* Fashion 2	74-55-60	\$50	8:15 AM - 12:30 PM	M-F	09/23/19	10/25/19
					03/04/20	04/03/20
* Fashion 4	74-55-80	\$80	8:15 AM - 12:30 PM	M-F	10/28/19	01/24/20
					04/13/20	06/12/20
* Graphic Design: Fundamentals or * Graphic Design: Digital Imaging or * Graphic Design: Advertising Design	70-65-50	\$100	8:15 AM - 3:00 PM 8:15 AM - 12:30 PM	M-Th F	08/20/19	10/25/19
					10/28/19	01/24/20
	70-65-55	\$100			01/27/20	04/02/20
	70-65-60	\$100			04/13/20	06/12/20
* Graphic Design: Fundamentals or * Graphic Design: Digital Imaging or * Graphic Design: Advertising Design	70-65-50	\$100	6:15 PM - 9:00 PM	M-Th	08/20/19	01/23/20
					01/27/20	06/11/20
	70-65-55	\$100				
	70-65-60	\$100				
HIT/1: Terminology	76-15-50	\$100	10:30 AM - 12:30 PM	M-F	08/20/19	10/25/19
					10/28/19	01/24/20
					01/27/20	04/02/20
					04/13/20	06/12/20
HIT/1: Terminology	76-15-50	\$100	5:15 PM - 9:00 PM	M-Th	08/20/19	10/10/19
* HIT/2: Electronic Recording & Filing	76-15-60	\$100	10:30 AM - 12:30 PM	M-F	08/20/19	10/25/19
					10/28/19	01/24/20
					01/27/20	04/02/20
					04/13/20	06/12/20
* HIT/2: Electronic Recording & Filing	76-15-60	\$100	5:15 PM - 9:00 PM	M-Th	10/14/19	12/05/19

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Schedule subject to change

Revised 06/06/19

WVOC Campus - Career Technical Education (CTE) Courses

* Course Title †	Course # †	Cost ‡	Weekly Schedule	Days	Start Date	End Date
* HIT/3: Insurance & Billing	76-15-70	\$100	8:15 AM - 10:15 AM	M-F	08/20/19	10/25/19
					10/28/19	01/24/20
					01/27/20	04/02/20
					04/13/20	06/12/20
* HIT/3: Insurance & Billing	76-15-70	\$100	5:15 PM - 9:00 PM	M-Th	12/09/19	02/21/20
* HIT/4: Diagnostic Coding Systems	76-15-80	\$100	8:15 AM - 10:15 AM	M-F	10/28/19	01/24/20
					04/13/20	06/12/20
* HIT/4: Diagnostic Coding Systems	76-15-80	\$100	5:15 PM - 9:00 PM	M-Th	02/24/20	04/23/20
* HIT/5: Ambulatory Coding Systems	76-15-90	\$100	8:15 AM - 10:15 AM	M-F	08/20/19	10/25/19
* HIT/5: Ambulatory Coding Systems	76-15-90	\$100	8:15 AM - 10:15 AM	M-F	01/27/20	04/02/20
* HIT/5: Ambulatory Coding Systems	76-15-90	\$100	5:15 PM - 9:00 PM	M-Th	04/27/20	06/11/20
HVAC/1	72-85-60	\$100	8:15 AM - 3:00 PM	M-F	08/20/19	10/04/19
					01/27/20	03/13/20
HVAC/1	72-85-60	\$100	5:15 PM- 9:00 PM 4:45 PM - 9:00 PM	M,T W,Th	08/20/19	11/14/19
* HVAC/2	72-85-65	\$100	8:15 AM - 3:00 PM	M-F	10/07/19	11/15/19
					03/16/20	05/01/20
* HVAC/2	72-85-65	\$100	5:15 PM- 9:00 PM 4:45 PM - 9:00 PM	M,T W,Th	11/18/19	03/06/20
* HVAC/3	72-85-70	\$100	8:15 AM - 3:00 PM	M-F	11/18/19	01/24/20
					05/04/20	06/12/20
* HVAC/3	72-85-70	\$100	5:15 PM- 9:00 PM 4:45 PM - 9:00 PM	M,T W,Th	03/09/20	06/11/20
Landscaping/1	70-25-70	\$50	4:00 PM - 6:30 PM	M-Th	08/20/19	10/24/19
					04/13/20	06/11/20
* Landscaping/2	70-25-75	\$70	4:00 PM - 6:30 PM	M-Th	10/28/19	04/02/20
* Manicuring/1 or	78-10-90	\$260	8:15 AM - 2:30 PM 8:15 AM - 12:45 PM	M-Th F	08/20/19	01/24/20
* Manicuring/2	78-10-95	\$260			01/27/20	06/12/20
* Nursing Assistant - Long-Term Care	77-50-75	\$250	8:15 AM - 4:15 PM	T-Th	08/20/19	10/24/19
					11/19/19	02/20/20
					03/17/20	05/28/20
* Home Health Aide (Supplemental)	77-80-70	\$50	8:15 AM - 4:15 PM	T-Th	10/29/19	11/07/19
					02/25/20	03/05/20
					06/02/20	06/11/20

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Schedule subject to change

Revised 06/06/19

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WVOC Campus - Career Technical Education (CTE) Courses

* Course Title †	Course # †	Cost ‡	Weekly Schedule	Days	Start Date	End Date
* Pharmacy Technician	77-90-60	\$650	8:15 AM - 3:00 PM	M-F	08/20/19	01/24/20
					01/27/20	06/12/20
* Physical Therapy Aide	76-45-50	\$90	8:15 AM - 12:00 PM 8:15 AM - 11:15 AM	T,W Th	08/20/19	01/23/20
* Physical Therapy Aide	76-45-50	\$90	5:15 PM - 9:00 PM 5:15 PM - 8:30 PM	T,W Th	01/28/20	06/11/20
* Sports Therapeutics	76-45-55	\$90	5:15 PM - 9:00 PM 5:15 PM - 8:30 PM	T,W Th	08/20/19	01/23/20
* Sports Therapeutics	76-45-55	\$90	8:15 AM - 12:00 PM 8:15 AM - 11:15 AM	T,W Th	01/28/20	06/11/20
* Security Officer Trainee/1	78-85-71	\$40	6:15 PM - 9:00 PM	M-Th	08/20/19	09/19/19
					09/23/19	10/24/19
					10/28/19	11/21/19
					12/02/19	01/23/20
					01/27/20	02/27/20
					03/04/20	04/02/20
					04/13/20	05/07/20
05/11/20	06/11/20					
Plumbing/1	71-45-70	\$100	6:15 PM - 9:00 PM	M-Th	08/20/19	01/23/20
* Plumbing/2	71-45-80	\$100	6:15 PM - 9:00 PM	M-Th	01/27/20	06/12/20
Real Estate: Finance	71-40-70	\$80	4:45 PM - 9:00 PM	Th	01/30/20	06/11/20
Real Estate: Practice and Ethics	71-40-80	\$80	4:45 PM - 9:00 PM	Th	08/22/19	01/23/20
Real Estate: Principles	71-40-90	\$80	4:45 PM - 9:00 PM	W	08/21/19	01/22/20
					01/29/20	06/10/20
* Video Production/1 or * Video Production/2 or * Video Production/3	70-85-60	\$70	8:15 AM - 1:00 PM	M-Th	08/20/19	10/24/19
	70-85-70	\$70			10/28/19	01/23/20
	70-85-80	\$70			01/27/20	04/02/20
					04/13/20	06/11/20

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Schedule subject to change

Revised 06/06/19

Prerequisites for Career Technical Education (CTE) Courses

Course #	Course Title	Prerequisite	Recommended Prior Course
75-15-60	Accounting/2	Accounting/1	
71-10-80	Accounting Clerk: Upgrade (QuickBooks)	Accounting/1	Accounting/2 & Comp Op/1
72-15-70	Child Development/3: Supervision	Early Child. Ed. Assist./1 or 2 (completed or enrolled)	
75-35-90	Computer Operation/2: Applications	Computer Operation/1 or Comp Op/1 Challenge Test	
75-45-50	Computer Operation/3: Database Management	Computer Operation/1 or Comp Op/1 Challenge Test	
75-45-60	Computer Operation/4: Presentations	Computer Operation/1 or Comp Op/1 Challenge Test	
71-35-60	Construction Work/2	Construction Work/1	
71-35-70	Construction Work/3	Construction Work/2	
78-45-60	Cosmetology/1	16 + years old. Completed grade 10 or equivalent	
78-45-63	Cosmetology/2	Cosmetology/1	
78-45-65	Cosmetology/3	Cosmetology/2	
78-45-95	Cosmetology Specialist	Cosmetology Experience & Teacher Approval	
77-15-50	Culinary Arts: Baking/1	TABE Reading Test Score - 8.0	
77-15-55	Culinary Arts: Baking/2	Culinary Arts: Baking/1	
77-15-80	CulinaryArts:Catering(FoodPrep&Presentation)	TABE Reading Test Score - 8.0	
72-75-55	Electrician/2:Wiring & Codes	Electrician/1: Fundamentals	
78-45-80	Esthetician/1	16 + years old. Completed grade 10 or equivalent	
78-45-83	Esthetician/2	Esthetician/1	
78-45-85	Esthetician/3	Esthetician/2	
74-55-60	Fashion/2	Fashion/1	Comp Op/1
74-55-80	Fashion/4	Fashion/2	
70-65-55	Graphic Design: Digital Imaging	Graphic Design: Fundamentals	
70-65-60	Graphic Design: Advertising Design	Graphic Design: Digital Imaging	
76-15-60	Health Info Tech/2: Electronic Recording & Filing	HIT/1	Comp Op/1
76-15-70	Health Info Tech/3: Insurance & Billing	HIT/1	
76-15-80	Health Info Tech/4: Diagnostic Coding Systems	HIT/2 & HIT/3	
76-15-90	Health Info Tech/5: Ambulatory Coding Systems	HIT/2 & HIT/3	
72-85-65	HVAC/2	HVAC/1	
72-85-70	HVAC/3	HVAC/2	
70-25-75	Landscaping/2	Landscaping/1	
79-75-75	Maintenance Supervisor: Heating and Ventilation	Building and Grounds Worker (Fundamentals)	
79-75-80	Maintenance Supervisor: Scheduling Practices	Maintenance Supervisor: Heating and Ventilation	
79-75-85	Maintenance Supervisor: Supervisory Practices	Maintenance Supervisor: Scheduling Practices	
78-10-90	Manicuring/1	16 + years old. Completed grade 10 or equivalent	
78-10-95	Manicuring/2	Manicuring/1	
77-50-75	Nursing Assistant: Long-Term Care	HIT/1 & TABE Reading Test Score - 8.0	
77-80-70	Home Health Aide (Supplemental)	Nursing Asst: LTC & passing score on state exam	
77-90-60	Pharmacy Technician	HS Diploma/HSE & TABE Reading Test Score - 9.0	
76-45-50	Physical Therapy Aide	TABE Reading Test Score - 6.0	
71-45-70	Plumbing/2	Plumbing/1	
78-85-71	Security Officer Trainee/1	Concurrent high school students must be at least 16 years old, with at a 2.0 grade point average and a good attendance record	
76-45-55	Sports Therapeutics	TABE Reading Test Score - 6.0	
70-85-70	Video Production/2	Video Production/1	
70-85-80	Video Production/3	Video Production/2	

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

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

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

No Prerequisites for the following courses:

- | | | | |
|--|--|------------------------------|---------------------|
| Accounting/1 | Early Childhood Ed Assistant/2 | Graphic Design: Fundamentals | Plumbing/1 |
| Building and Grounds Worker (Fundamentals) | Early Childhood Ed: Infant/Toddler Studies | HIT/1: Terminology | Real Estate classes |
| Computer Operation/1: Foundations | Electrician/1: Fundamentals | HVAC/1 | Tax Preparation |
| Construction Work/1 | Fashion/1 | Landscaping/1 | Video Production/1 |
| Early Childhood Ed Assistant/1 | | | |