## Table of Contents

### General Information 5
- Welcome and Mission
- Administrative Team
- Accreditation
- Disclaimers and Compliance
- Enrollment Policies and Procedures
- Termination Policies and Procedures
- Student Services
- Assessment

### English as a Second Language 10
- Overview
- ESL Classes
- Distance Learning
- Citizenship
- Family Success Initiative

### Academic Programs 12
- Overview
- Accelerated College and Career Transitions (AC2T)
- High School Diploma
- High School Equivalency

### Career Technical Education 14
- **Agriculture & Natural Resources** 15
  - Landscaping
    - Landscaping/1
    - Landscaping/2
- **Arts, Media & Entertainment** 15
  - **Graphic Arts**
    - Graphic Design: Fundamentals
    - Graphic Design: Digital Imaging
    - Graphic Design: Advertising Design
  - **Video Production**
    - Video Production/1
    - Video Production/2
    - Video Production/3
<table>
<thead>
<tr>
<th>Category</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Building &amp; Construction Trades</td>
<td>16</td>
</tr>
<tr>
<td>Construction</td>
<td></td>
</tr>
<tr>
<td>Construction/1</td>
<td></td>
</tr>
<tr>
<td>Construction/2</td>
<td></td>
</tr>
<tr>
<td>Construction/3</td>
<td></td>
</tr>
<tr>
<td>Heating, Ventilation and Air Conditioning (HVAC)</td>
<td></td>
</tr>
<tr>
<td>HVAC/1</td>
<td></td>
</tr>
<tr>
<td>HVAC/2</td>
<td></td>
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<tr>
<td>HVAC/3</td>
<td></td>
</tr>
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<td></td>
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<tr>
<td>Plumbing/1</td>
<td></td>
</tr>
<tr>
<td>Plumbing/2</td>
<td></td>
</tr>
<tr>
<td>Business &amp; Finance</td>
<td>18</td>
</tr>
<tr>
<td>Accounting</td>
<td></td>
</tr>
<tr>
<td>Accounting/1</td>
<td></td>
</tr>
<tr>
<td>Accounting/2</td>
<td></td>
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<tr>
<td>Accounting Clerk: Upgrade (QuickBooks)</td>
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</tr>
<tr>
<td>Tax Preparation</td>
<td></td>
</tr>
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<td></td>
</tr>
<tr>
<td>Computer Operations/1: Foundations</td>
<td></td>
</tr>
<tr>
<td>Computer Operations/2: Applications</td>
<td></td>
</tr>
<tr>
<td>Computer Operations/3: Database Management</td>
<td></td>
</tr>
<tr>
<td>Computer Operations/4: Presentations</td>
<td></td>
</tr>
<tr>
<td>Education, Child Development &amp; Family Services</td>
<td>20</td>
</tr>
<tr>
<td>Child Care Occupations</td>
<td></td>
</tr>
<tr>
<td>Early Childhood Education Assistant/1</td>
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</tr>
<tr>
<td>Early Childhood Education Assistant/2</td>
<td></td>
</tr>
<tr>
<td>Early Childhood Education Infant/Toddler Studies</td>
<td></td>
</tr>
<tr>
<td>Child Development/3: Supervision</td>
<td></td>
</tr>
<tr>
<td>Energy, Environment &amp; Utilities</td>
<td>21</td>
</tr>
<tr>
<td>Electrician</td>
<td></td>
</tr>
<tr>
<td>Electrician/1: Fundamentals</td>
<td></td>
</tr>
<tr>
<td>Electrician/2: Wiring and Codes</td>
<td></td>
</tr>
<tr>
<td>Fashion &amp; Interior Design</td>
<td>21</td>
</tr>
<tr>
<td>Cosmetology</td>
<td></td>
</tr>
<tr>
<td>Cosmetology/1</td>
<td></td>
</tr>
<tr>
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<tr>
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<td></td>
</tr>
<tr>
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<td></td>
</tr>
<tr>
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<td>23</td>
</tr>
<tr>
<td>Health Information Technology (HIT)</td>
<td></td>
</tr>
<tr>
<td>HIT/1: Terminology</td>
<td></td>
</tr>
<tr>
<td>HIT/2: Electronic Recording and Filing</td>
<td></td>
</tr>
<tr>
<td>HIT/3: Insurance and Billing</td>
<td></td>
</tr>
<tr>
<td>HIT/4: Diagnostic Coding Systems</td>
<td></td>
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<tr>
<td>HIT/5: Ambulatory Coding Systems</td>
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</tr>
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<td>Injury Prevention and Remediation</td>
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<tr>
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<tr>
<td>Sports Therapeutics</td>
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<td>Nursing Assistant: Long-Term Care</td>
<td></td>
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<td>26</td>
</tr>
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<td>Culinary Arts</td>
<td></td>
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<tr>
<td>Culinary Arts: Baking/1</td>
<td></td>
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<tr>
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<tr>
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<td></td>
</tr>
<tr>
<td>Marketing, Sales &amp; Service</td>
<td>26</td>
</tr>
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<td>Facilities</td>
<td></td>
</tr>
<tr>
<td>Building and Grounds Worker (Fundamentals)</td>
<td></td>
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<tr>
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</tr>
<tr>
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<td></td>
</tr>
<tr>
<td>Maintenance Supervisor: Supervisory Practices</td>
<td></td>
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<td>Real Estate</td>
<td></td>
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<tr>
<td>Real Estate: Finance</td>
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<td>Real Estate: Practice and Ethics</td>
<td></td>
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<tr>
<td>Real Estate: Principles</td>
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</tr>
<tr>
<td>Public Services</td>
<td>27</td>
</tr>
<tr>
<td>Security</td>
<td></td>
</tr>
<tr>
<td>Security Officer Trainee/1</td>
<td></td>
</tr>
</tbody>
</table>
Campuses
and Calendar

Campus Locations Map

West Valley Occupational Center
6200 Winnetka Avenue
Woodland Hills, CA 91367
818-346-3540

Reseda Adult School
18230 Kittridge Street
Reseda, CA 91335
818-758-3700

Van Nuys Adult School
6535 Cedros Avenue
Van Nuys CA 91411
818-778-6000

Terms

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</tr>
</thead>
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Dates Classes Not in Session

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<tr>
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<td>September 30, 2019</td>
</tr>
<tr>
<td>Unassigned Day</td>
<td>October 9, 2019</td>
</tr>
<tr>
<td>Veterans Day Observed</td>
<td>November 11, 2019</td>
</tr>
<tr>
<td>Unassigned Days</td>
<td>November 25 - 27, 2019</td>
</tr>
<tr>
<td>Thanksgiving Holiday</td>
<td>November 28 - 29, 2019</td>
</tr>
<tr>
<td>Winter Recess</td>
<td>December 23, 2019 - January 10, 2020</td>
</tr>
<tr>
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<td>January 20, 2020</td>
</tr>
<tr>
<td>Presidents’ Day</td>
<td>February 17, 2020</td>
</tr>
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</tr>
<tr>
<td>Spring Recess</td>
<td>April 6 - 10, 2020</td>
</tr>
<tr>
<td>Memorial Day</td>
<td>May 25, 2020</td>
</tr>
<tr>
<td>Pupil-Free Day</td>
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</tr>
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</table>
Welcome and Mission

Welcome

Welcome to West Valley Occupational Center (WVOC), part of Los Angeles Unified School District’s Division of Adult and Career Education. WVOC has been providing high-quality, low-cost education and training to residents of the San Fernando Valley since 1965. Students can learn English, earn their high school diploma or high school equivalency, upgrade skills for an existing career, or prepare for a new one.

Mission Statement

West Valley Occupational Center is committed to providing a quality education that meets the needs of our diverse school population and prepares our students for continuing education and gainful employment.

Vision Statement

West 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.

Schoolwide Learner Outcomes

Students who complete their educational program at West Valley Occupational Center learn to successfully:

• Use spoken and written communication in their field of study
• Follow verbal and written directions
• Work independently and collaboratively
• Demonstrate technological skills that support their goals
• Learn skills necessary to enter the workforce or continue their education

Administrative Team

Los Angeles Unified School District

Austin Beutner
Superintendent of Schools

Dr. Frances Gipson
Chief Academic Officer

Division of Adult and Career Education

Joseph Stark
Executive Director

Dora Pimentel-Baxter
Administrator

Rosario Galvan
Administrator

West Valley Occupational Center

Monica Balbuena
Principal

Monica Martin
Assistant Principal, Operations

Steve Rosen
Assistant Principal, Operations

Poi Wong
Assistant Principal, Operations

Cindy Canales
Assistant Principal, Counseling

Ana Rubalcava
Assistant Principal, Counseling

Grace Manalo
School Administrative Assistant

Rene Gonzalez
Plant Manager
Accreditation

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.

Disclaimers and Compliance

Brochure Disclaimer

Every effort has been made to ensure the information in this catalog was accurate as of the time of publication, however, we are not responsible for errors or omissions. Additionally all information contained within this document is subject to changes without notice.

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

Non-Discrimination Policy

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.

No Smoking Policy

In accordance with California Assembly Bill 816 (1994), and the Federal Goals law, the District implemented the Tobacco-Free Workplace policy on January 1, 1995. Smoking and the use of all tobacco products, including e-cigarettes and peripherals, shall be prohibited on all District property, including District owned, leased, or contracted for [NCLB Act Section 4303] buildings and in District vehicles at all times by all persons, including employees, students, and visitors at any school or District site or attending any school-sponsored events.

Compliance Statement

West Valley Occupational Center is in compliance with all applicable LAUSD District, State and Federal rules and regulations. We do not discriminate on the basis of race, color, national origin, gender, age or ability to perform the training task. We are in compliance with Title VI of the Federal 1964 Civil Rights Act, Age Discrimination Act of 1975, LAUSD’s Sexual Harassment rules, and LAUSD’s Uniform Student Complaint Procedures. The complete text of each of the above documents is on file in the school office and may be viewed upon request.

Uniform Complaint Procedure

It is the intention of the Board of Education that every member of the community shall have the right for prompt and orderly redress of a grievance relating to an alleged violation of federal and state laws, or regulations of education programs. Therefore, pursuant to California Code of Regulation, Title 5, Section 4600, the District has developed necessary procedures to process a complaint regarding educational services provided by the adult school.
**Enrollment Policies and Procedures**

### Prerequisites

- Some classes have requirements that must be met before enrolling in or taking the course. Please see each class description to check if there are any prerequisites you need.

### Registration

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

- All registration fees must be paid at the time of enrollment. Registration is not complete until all fees are paid.

### Attendance

- If you miss the first day of class your spot may immediately be filled from our waiting list.

- Lack of attendance for three consecutive days is cause for a student to be dropped with no refund of fees.

### Fees

- The course fee for each individual class is noted in this class catalog and in our class schedule.

- The annual school year charge for a student photo I.D. is $10.

- Students may be required to purchase books and/or supplies.

### Fee Exemptions

Students meeting any of the following criteria are exempt from paying registration fees:

- Accelerated College and Career Transitions (AC²T) students

- An individual with a disability up to age 22, with an active IEP or 504 plan

- Adult students in the High School Diploma program who enroll in a CTE five or ten credit course to meet a graduation requirement

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

### Completion Requirements

- The length of training varies. Your completion will depend on curriculum guidelines, your previous experience, attendance, and individual ability.

- Students must demonstrate satisfactory completion of all course competencies per the course outline.

### Certificates

- All courses are competency-based. Students will be awarded completion certificates after successfully completing all competencies.

### Re-Enrollment

- 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, space permitting and upon re-registering and paying the full course fee.

*Note:*

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 $35 will be charged per returned check.)
Termination Policies and Procedures

Students may be dropped from a class for the following reasons:

- Failure to attend the first class meeting in its entirety
- Failure to meet the Division of Adult and Career Education approved prerequisites, as stated in the course catalog and class schedule
- Being absent more than three consecutive class sessions in a term without contacting the instructor*
- Unsatisfactory progress in a course*
- Committing an unlawful act on school premises, violating school regulations, or disrupting the orderly operation of the school or class
- Continually arriving late to class or leaving early*
- Inappropriate behavior or failure to adhere to the 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.

Disability Support Services

The 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. Support services may include: program information, registration assistance, adaptive equipment and software, classroom accommodations, sign language interpreters, and agency referral and liaison.

Individuals with any of the following may qualify: 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.

For additional information or to schedule an appointment call 818-346-3540, x253 or x266. For American Sign Language video phone services call 747-208-5746.

Student Services

Counseling Services

Services include academic and career counseling as well as referrals to community agencies for personal issues. For additional information or to schedule an appointment with a counselor call 818-346-3540, x281 or x282.

Transcript Evaluation

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 may usually be prepared for pick-up within 5-10 working days, however, 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. After passing our Reading Assessment test, you may make an appointment to have your U.S. transcripts evaluated.
Assessment

Reading and Math Assessments

Students are required to take the Reading Assessment test before enrolling in High School Diploma classes, High School Equivalency (HSE) Test Preparation, and designated Career Technical Education (CTE) classes. The testing process takes approximately 2 hours. In addition, the Math Assessment test is required before enrolling in any High School Diploma math class.

- There are no charges for the reading or math assessments
- A valid photo identification is required
- Arrive early; space is limited and testing is offered on a first-come, first-served basis

CTE Course Reading Level Requirements

For information on reading level requirements for CTE courses requiring them, you may refer to the prerequisite information provided under each CTE course description within this course catalog as well as the prerequisite page of our class schedule, available on our website at: wvoc.net/classschedule/

High School Diploma Math Level Requirements

The required minimum Math Assessment level for enrolling in a High School Diploma Math class is as follows:

- Algebra/Geometry 9.0
- Math 1-3 5.0

Reading and Math Assessment Schedule

For our Reading and Math Assessment test schedule please refer to our website calendar at: wvoc.net/testschedule/

High School Equivalency (HSE) Practice

HSE Practice tests are given to determine students’ readiness for taking the HSE Test. The 2-day tests are 2½ hours in length each day. Tests must be started and completed in the same week.

- There is no charge for the HSE Practice test
- Proof of a Reading Assessment test score of 9.0 or higher is required
- A valid photo identification is required
- Arrive early; space is limited and testing is offered on a first-come, first-served basis

Note:

Students must be at least 17 years and 10 months of age to take the HSE Test. For more information, contact the HSE Test Center at (213) 765-2573 or go online to achieve.lausd.net/hsetestcenter

HSE Practice Test Schedule

For our HSE Practice test schedule please refer to our website calendar at: wvoc.net/testschedule/

English as a Second Language (ESL) Placement

Students who wish to enroll in our ESL program must take an ESL Assessment test prior to being placed on a wait list for a class opening.

West Valley Occupational Center Campus

For the WVOC campus, sign up for ESL assessment in Room 104. Students may receive an appointment via text message.

Reseda and Van Nuys Adult School Campuses

For the Reseda and Van Nuys campuses, assessment is done by appointment only. For more information please contact them.

- Reseda Adult School 818-753-3700
- Van Nuys Adult School 818-778-6000
The ESL program offers seven levels. They range from Basic Literacy (the alphabet, letter sounds, simple words) to Advanced (academic vocabulary, complex grammar, short essays).

**Learn**
- To communicate with English speakers
- To read signs, charts, and forms written in English
- To use English to help your children with homework
- To use English to succeed in school and at work
- And much more!

**Achieve**
- Our ESL students…
  - Improve their listening, speaking, reading, and writing skills
  - Improve their English pronunciation
  - Increase their English vocabulary
  - Build English skills to support their children in school
  - Prepare for the U.S. Citizenship Exam
  - Prepare for academic programs
  - Prepare for career training
  - Prepare for employment

**El programa de ESL ofrece siete niveles.**
Estos niveles abarcan desde alfabetización básica (el alfabeto, sonido de las letras, palabras sencillas) a avanzado (vocabulario académico, gramática compleja, redacción corta)

**Aprende**
- Para comunicarse con personas de habla inglesa
- Leer letreros, gráficas y formularios escritos en inglés
- Usar inglés para ayudar a tus hijos con la tarea
- Usar el inglés para tener éxito en la escuela y en el trabajo
- ¡Y much más!

**Lograr**
- Nuestros estudiantes de inglés como segundo idioma…
  - Mejorar sus habilidades de escuchar, hablar, leer y escribir
  - Mejorar su pronunciación en inglés
  - Mejorar su vocabulario en inglés
  - Desarrollar habilidades en inglés y apoyar a sus hijos en la escuela
  - Prepararse para el examen de ciudadanía estadounidense
  - Prepararse para programas académicos
  - Prepararse para la formación profesional
  - Prepararse para el empleo
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**

**Program Entry**
- Students who wish to enroll in our ESL program must take an ESL Assessment test prior to being placed on a wait list for a class opening.

**Program Advancement**
- Completion of previous level courses or equivalent skills as measured by the Division selected placement test or promotional examination.

**Registration Fee**
- ESL Distance Learning classes are offered at no cost $0

**Distance Learning**

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<td>ESL Beginning Low - Online</td>
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<tr>
<td>Citizenship</td>
<td>50-01-90</td>
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Learn English at home using workbooks, DVDs 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 and Citizenship available. For more information, visit Room 8.

**Prerequisites**

**Program Entry**
- Students who wish to enroll in our ESL program must take an ESL Assessment test prior to being placed on a wait list for a class opening.

**Registration Fee**
- ESL Distance Learning classes are offered at no cost $0

**Citizenship**

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This 200 hour course provides students with 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.

**Prerequisites**

- Enrollment in or completion of ESL Beginning High

**Registration Fee**
- ESL Citizenship classes are offered at no cost $0

**Family Success Initiative**

The Family Success Initiative (FSI) delivers onsite courses to parents of elementary students that focus on ESL instruction for parents to improve family literacy skills and increase parent engagement.

**Prerequisites**

- None

**Registration Fee**
- Family Success Initiative classes are offered at no cost $0

Note:
For more information regarding the FSI program, please contact a school site, listed below, where it is offered:

- Alta California Elementary School 818-830-4400
- Limerick Elementary School 818-341-1730
- Melvin Elementary School 818-886-7171
- Northridge Middle School 818-678-5100
Academic Programs

Are you 16-24 years old?
Behind on Credits?
Need Job Training?

It’s Never Too Late to Graduate!

AC²T Now
Accelerated College and Career Transition Program

Start anytime
Work at home
Work at your speed
Fit to your schedule
One-on-one instruction
Get job training
Counts for college
Fully accredited

Join the AC²T Program and become college-prepared and career ready! The Accelerated College and Career Transition (AC²T) Program is a blended learning program incorporating independent study, individualized instruction and technology for at-risk youth and young adults ages 16-24 who have dropped out of high school.

AC²T offers educational opportunities leading to a high school diploma or equivalency certificate. Students also have enhanced options for employment, Career Technical Education training and/or higher education. Students graduate in a realistic time frame, college-prepared and career ready.

AC²T is open-entry, open-exit and offers flexible scheduling. AC²T provides standards-based high school diploma courses that meet the A-G requirements.

Each of our AC²T sites include a Small Learning Community consisting of an advisor, teachers, teacher assistants and a psychiatric social worker.

Enrollment in the AC²T program is completely free. For more information, please call:

West Valley AC²T
818-346-3540
Reseda AC²T
818-758-8018
Van Nuys AC²T
818-988-7297
# High School Diploma and High School Equivalency

## Courses for High School Diploma and High School Equivalency

Courses for High School Diploma and High School Equivalency may be taken in the following formats, where applicable:

- Individualized instruction courses where students work at their own pace
- **Teacher-directed**
  Available for the High School Equivalency Preparation course (in English or Spanish) and some academic courses
- **Distance Learning**, where you complete assignments at home and meet with an instructor weekly for assistance and testing
  Available for the High School Equivalency Preparation course
- **Adult Independent Study**, where you complete assignments at home and meet with an instructor weekly for assistance and testing

**Note:** Enrollment into our High School Diploma and High School Equivalency programs is offered continuously throughout the regular school year.

## High School Diploma

### Diploma Option 1

**Reading Assessment**
- Score 9.0 or higher

**34 Classes (170 Credits)**
- English 1/9A
- English 2/9B
- English 3/10A
- English 4/10B
- American Literature/11A
- Composition/11B
- Modern Literature
- English Composition/Expository
- Algebra 1/A
- Algebra 1/B
- Geometry 1A/High School Math
- Geometry 1B/High School Math
- Any Physical Science
- Any Life Science
- Any Life Science
- Health
- Economics
- U.S. Government
- U.S. History/1
- U.S. History/2
- World History/1
- World History/2
- Elective
  - Foreign Language, Fine Arts, or Career Technical Education
  - Within same elective category chosen above
  - Computer Class
  - Diploma Plus Elective

**General Electives**
- ______________________
- ______________________
- ______________________
- ______________________

### Diploma Option 2

**Reading Assessment**
- Score 9.0 or higher

**HiSET Test**
- Passing score

**10 Classes (50 Credits)**
- English 4/10B or higher
- English Composition/Expository
- Algebra 1/A or higher
- Algebra 1/B or higher
- Health
- U.S. Government
- U.S. History/1
- U.S. History/2
- Computer Class
- Diploma Plus Elective

### Diploma Option 3 - for Native Spanish Speakers

**Reading Assessment**
- Score 9.0 or higher

**Spanish HiSET Test**
- Passing score

**14 Classes (70 Credits)**
- English 1/9A
- English 2/9B
- English 3/10A
- English 4/10B
- Any 11th or 12th Grade English
- English Composition/Expository
- Algebra 1/A
- Algebra 1/B
- Health
- U.S. Government
- U.S. History/1
- U.S. History/2
- Computer Class
- Diploma Plus Elective

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## High School Equivalency

### Diploma Option

**Reading Assessment**
- Score 7.0 or higher

**HiSET Practice Test**
- Identifies skills required

**1 Class**
- HiSET Preparation Course

**HiSET Test**
- Passing score

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**ASE Prepares You For:**

- **Career Technical Education (CTE) Program**
- **High School Equivalency Exam**
- **HiSET®, GED®, TASC®**
- **High School Diploma**
- **College**
Find Your New Career

Industry professionals with years of real-world, on-the-job experience prepare Career Technical Education (CTE) students for entry-level employment, career advancement, and industry certification. The CTE program serves adults and concurrently enrolled high school students. Individuals with disabilities and special needs are encouraged to participate.

Learn

- Career-specific technical skills
- Career-specific vocabulary and knowledge
- Work-related reading, writing, and math skills
- Hands-on technical skills
- Test preparation for state license and industry certification exams
- Soft skills for the workplace
- Relevant skills to maintain or advance within your field

Achieve

Our ESL students...

- Learn trades
- Learn technical skills
- Earn certificates (selected courses)
- Pass state license and industry certification exams
- Prepare for and enter apprenticeship programs
- Prepare for further career training
- Prepare for employment
- Start new careers

CTE Prepares You For:

- Employment
- Apprenticeship programs
- State license tests
- Industry certification tests
Agriculture & Natural Resources

Landscaping

<table>
<thead>
<tr>
<th>Course</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Landscaping/1</td>
<td>70-25-70</td>
</tr>
<tr>
<td>Landscaping/2</td>
<td>70-25-75</td>
</tr>
</tbody>
</table>

This two-course sequence 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, and basic landscaping design. It also covers landscape irrigation, water management, weed abatement, pruning, and plant propagation.

**Prerequisites**

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>Landscaping/1</td>
<td>Employment level English oral and written communication skills</td>
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<tr>
<td>Landscaping/2</td>
<td>Successful completion of Landscaping/1</td>
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</table>

**Registration Fee**

<table>
<thead>
<tr>
<th>Course</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Landscaping/1</td>
<td>$50</td>
</tr>
<tr>
<td>Landscaping/2</td>
<td>$70</td>
</tr>
</tbody>
</table>

**Additional Costs**

Textbook and/or supplies

Arts, Media & Entertainment

Graphic Arts

<table>
<thead>
<tr>
<th>Course</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graphic Design: Fundamentals</td>
<td>70-65-50</td>
</tr>
<tr>
<td>Graphic Design: Digital Imaging</td>
<td>70-65-55</td>
</tr>
<tr>
<td>Graphic Design: Advertising Design</td>
<td>70-65-60</td>
</tr>
</tbody>
</table>

**Graphic Design: Fundamentals**

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.

**Graphic Design: Digital Imaging**

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.

**Graphic Design: Advertising Design**

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 prepress 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**

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graphic Design: Fundamentals</td>
<td>Employment level English oral and written communication skills</td>
</tr>
<tr>
<td>Graphic Design: Digital Imaging</td>
<td>Successful completion of Graphic Design: Fundamentals</td>
</tr>
<tr>
<td>Graphic Design: Advertising Design</td>
<td>Successful completion of Graphic Design: Digital Imaging</td>
</tr>
</tbody>
</table>
Video Production

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

Video Production/1
• Employment level English oral and written communication skills

Video Production/2
• Successful completion of Video Production/1

Video Production/3
• Successful completion of Video Production/2

Building & Construction Trades

Construction

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, trade mathematics, and 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

Construction/1
• Employment level English oral and written communication skills

Construction/2
• Successful completion of Construction/1

Construction/3
• Successful completion of Construction/2

Registration Fee

Construction/1 $100
Construction/2 $100
Construction/3 $100

Additional Costs

Textbook and/or supplies
Heating, Ventilation and Air Conditioning (HVAC)

HVAC/1  72-85-60
HVAC/2  72-85-65
HVAC/3  72-85-70

This three-course sequence is designed to provide students with project-based experience in residential and commercial heating, ventilation 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
HVAC/1
• Employment level English oral and written communication skills

HVAC/2
• Successful completion of HVAC/1

HVAC/3
• Successful completion of HVAC/2

Registration Fee
HVAC/1  $100
HVAC/2  $100
HVAC/3  $100

Additional Costs
Textbook and/or supplies

Plumbing

Plumbing/1  71-45-70
Plumbing/2  71-45-80

Plumbing/1
This competency-based course is the first in a sequence of two designed for plumbing. It provides students with project-based experiences in basic plumbing according to the Uniform Plumbing Code and the Los Angeles Plumbing Code requirements. Technical instruction includes an orientation, workplace safety rules and regulations, resource management, trade mathematics, and employability skills. Emphasis is placed on the proper selection and use of plumbing materials (including sustainable and green products) and tools, pipefitting techniques, components of the sanitary drainage, vent and storm water drainage systems, the sizing techniques for sanitary drainage and vent piping, and plumbing traps.

Prerequisites
Plumbing/1
• Employment level English oral and written communication skills

Plumbing/2
• Successful completion of Plumbing/1

Registration Fee
Plumbing/1  $100
Plumbing/2  $100

Additional Costs
Textbook and/or supplies
Accounting

Accounting/1  75-15-50
Accounting/2  75-15-60
Accounting Clerk: Upgrade (QuickBooks)  71-10-80
Tax Preparation  75-75-70

Accounting/1
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, resource management, business math, tools and equipment, and employability skills. Emphasis is placed on regulatory agencies and professional groups, basic accounting principles, journals, general ledgers, worksheets, financial statements, adjusting and closing entries, spreadsheet accounting, accounts payable, accounts payable subsidiary ledgers, uncollectible accounts receivable, inventories and investments, short-term liabilities, and basic banking principles and procedures related to accounting.

Accounting/2
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.

Accounting Clerk: Upgrade (QuickBooks)
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.

Tax Preparation
This course provides students with technical instruction and practical experience in personal Federal 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

Accounting/1
- Employment level English oral and written communication skills

Accounting/2
- Successful completion of Accounting/1.
- Concurrent enrollment in Computer Operations/1: Foundations is recommended

Accounting Clerk: Upgrade (QuickBooks)
- Successful completion of Accounting/1.
- Successful completion of Accounting/2 and Computer Operations/1: Foundations is recommended

Tax Preparation
- Employment level English oral and written communication skills
- Successful completion of Accounting/1 and Computer Operations/1: Foundations is recommended

Registration Fee
Accounting/1  $60
Accounting/2  $60
Accounting Clerk: Upgrade (QuickBooks)  $80
Tax Preparation  $60

Additional Costs
Textbook and/or supplies
Computer Operations

Computer Operations/1: Foundations 75-35-80
Computer Operations/2: Applications 75-35-90
Computer Operations/3: Database Management 75-45-50
Computer Operations/4: Presentations 75-45-60

Computer Operations/1: Foundations
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 10 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.

Computer Operations/2: Applications
This course provides students with an introduction to Microsoft's Office 2016 Word and Excel 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.

Computer Operations/3: Database Management
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.

Computer Operations/4: Presentations
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

Computer Operations/1: Foundations
• Employment level English oral and written communication skills

Computer Operations/2: Applications
• Successful completion of Computer Operations/1: Foundations

Computer Operations/3: Database Management
• Successful completion of Computer Operations/1: Foundations

Computer Operations/4: Presentations
• Successful completion of Computer Operations/1: Foundations

Registration Fee

Computer Operations/1: Foundations $90
Computer Operations/2: Applications $90
Computer Operations/3: Database Management $90
Computer Operations/4: Presentations $90

Additional Costs

Textbook and/or supplies
To earn a certificate, students must complete two core classes: Early Childhood Education Assistant/1 and Early Childhood Education Assistant/2. Fieldwork 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**
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 I to earn credit for the course. This course also includes guided observations and fieldwork experience with groups of young children.

**Early Childhood Education Assistant/2**
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.

**Early Childhood Education Infant/Toddler Studies**
This course contains major principles of infant/toddler caregiving and provides a framework for, and reinforces skills and concepts on, appropriate curriculum, guidance techniques, and parent involvement for infant care programs. This course includes guided observations and fieldwork experience with groups of young children.

**Child Development/3: Supervision**
This course provides students with project-based experiences in child development program supervision. Emphasis is placed on program development, evaluation, recruitment and retention, and health and nutrition. This course includes guided observations and fieldwork experience with groups of young children.

**Prerequisites**
- **Early Childhood Education Assistant/1**
  - Employment level English oral and written communication skills
  - A Tuberculosis (TB) clearance is required for field training

- **Early Childhood Education Assistant/2**
  - Employment level English oral and written communication skills
  - A Tuberculosis (TB) clearance is required for field training

- **Early Childhood Education Infant/Toddler Studies**
  - Employment level English oral and written communication skills
  - A Tuberculosis (TB) clearance is required for field training

- **Child Development/3: Supervision**
  - Successful completion or concurrent enrollment in either Early Childhood Education Assistant/1 or Early Childhood Education Assistant/2
  - A Tuberculosis (TB) clearance is required for field training

**Registration Fee**
- Early Childhood Education Assistant/1 $140
- Early Childhood Education Assistant/2 $140
- Early Childhood Education Infant/Toddler Studies $100
- Child Development/3: Supervision $90

**Additional Costs**
- The approximate total cost for the Child Care Occupations program with registration fees, books, and supplies is $850
Energy, Environment & Utilities

**Electrician**

**Electrician/1: Fundamentals** 72-75-50
**Electrician/2: Wiring and Codes** 72-75-55

This two-course sequence provides students with technical instruction and practical experience in electrical concepts, trade mathematics, alternating current (AC) and direct current (DC), Ohm’s Law, and resource management. It also covers wiring design, materials, and methods, as well as wiring codes, permit requirements, compliance, and workplace safety.

**Prerequisites**

**Electrician/1: Fundamentals**
- Employment level English oral and written communication skills

**Electrician/2: Wiring and Codes**
- Successful completion of Electrician/1: Fundamentals

**Registration Fee**

**Electrician/1: Fundamentals** $240
**Electrician/2: Wiring and Codes** $240

**Additional Costs**

Textbook and/or supplies

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**Fashion & Interior Design**

**Cosmetology**

**Cosmetology/1** 78-45-60
**Cosmetology/2** 78-45-63
**Cosmetology/3** 78-45-65
**Cosmetology Specialist** 78-45-95

This three-course sequence meets the California State Board of Barbering and 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.

**Cosmetology Specialist**

This supplemental course is designed to prepare trainees for the California State Board Licensing Exams.

**Prerequisites**

**Cosmetology/1**
- Employment level English oral and written communication skills
- Enrollment requires applicants to be at least 16 years of age and must have completed the tenth grade or have the equivalent of a tenth grade education

**Cosmetology/2**

Successful completion of Cosmetology/1

**Cosmetology/3**

Successful completion of Cosmetology/2

**Cosmetology Specialist**

Knowledge of cosmetology and instructor approval
Registration Fee
Cosmetology/1 $910
Cosmetology/2 $910
Cosmetology/3 $910
Cosmetology Specialist $170

Additional Costs
The approximate total cost for the Cosmetology program with registration fees, books and supplies is $4,700.

Esthetician

<table>
<thead>
<tr>
<th>Course</th>
<th>Code</th>
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</thead>
<tbody>
<tr>
<td>Esthetician/1</td>
<td>78-45-80</td>
</tr>
<tr>
<td>Esthetician/2</td>
<td>78-45-83</td>
</tr>
<tr>
<td>Esthetician/3</td>
<td>78-45-85</td>
</tr>
</tbody>
</table>

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
Esthetician/1
- Employment level English oral and written communication skills
- Enrollment requires applicants to be at least 16 years of age and must have completed the tenth grade or have the equivalent of a tenth grade education.

Esthetician/2
- Successful completion of Esthetician/1

Esthetician/3
- Successful completion of Esthetician/2

Registration Fee
Esthetician/1 $230
Esthetician/2 $230
Esthetician/3 $230

Additional Costs
The approximate total cost for the Esthetician program with registration fees, books and supplies is $1,500.

Manicuring

<table>
<thead>
<tr>
<th>Course</th>
<th>Code</th>
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</thead>
<tbody>
<tr>
<td>Manicuring/1</td>
<td>78-10-90</td>
</tr>
<tr>
<td>Manicuring/2</td>
<td>78-10-95</td>
</tr>
</tbody>
</table>

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
Manicuring/1
- Employment level English oral and written communication skills
- Enrollment requires applicants to be at least 16 years of age and must have completed the tenth grade or have the equivalent of a tenth grade education.

Manicuring/2
- Successful completion of Manicuring/2

Registration Fee
Manicuring/1 $260
Manicuring/2 $260

Additional Costs
The approximate total cost for the Manicuring program with registration fees, books and supplies is $1,000.

Fashion

<table>
<thead>
<tr>
<th>Course</th>
<th>Code</th>
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</thead>
<tbody>
<tr>
<td>Fashion/1</td>
<td>74-55-50</td>
</tr>
<tr>
<td>Fashion/2</td>
<td>74-55-60</td>
</tr>
<tr>
<td>Fashion/4</td>
<td>74-55-80</td>
</tr>
</tbody>
</table>

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
Fashion/1
- Employment level English oral and written communication skills
- Basic computer skills recommended

Fashion/2
- Successful completion of Fashion/1

Fashion/4
- Successful completion of Fashion/2

Registration Fee
Fashion/1 $50
Fashion/2 $50
Fashion/4 $80

Additional Costs
Textbook and/or supplies
Health Science & Medical Technology

Health Information Technology (HIT)

HIT/1: Terminology  76-15-50
HIT/2: Electronic Recording and Filing  76-15-60
HIT/3: Insurance and Billing  76-15-70
HIT/4: Diagnostic Coding Systems  76-15-80
HIT/5: Ambulatory Coding Systems  76-15-90

HIT/1: Terminology
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.

HIT/2: Electronic Recording and Filing
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.

HIT/3: Insurance and Billing
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. 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.

HIT/4: Diagnostic Coding Systems
This course prepares individuals to transform written descriptions of diseases, injuries, conditions, signs and symptoms into numerical designations for purposes of reimbursement and statistical reporting. Official coding guidelines are reviewed to comply with Federal regulations.

HIT/5: Ambulatory Coding Systems
This course prepares individuals to convert descriptions of medical, surgical, and diagnostic procedures rendered by health care providers into five-digit numeric codes for the purpose of effectively and efficiently communicating to insurance companies the procedures and service provided to patients. Training includes coding compliance, the use of five-digit codes and two-digit modifiers, identifying and applying coding guidelines to all the sections of the coding manual, as well as abstracting principles.

Prerequisites
HIT/1: Terminology
• Employment level English oral and written communication skills
• Successful completion of Computer Operations/1: Foundations and the ability to type at least 30 wpm is highly recommended

HIT/2: Electronic Recording and Filing
• Successful completion of HIT/1: Terminology
• Successful completion of Computer Operations/1: Foundations and the ability to type at least 30 wpm is highly recommended

HIT/3: Insurance and Billing
• Successful completion of HIT/1: Terminology
• Successful completion of Computer Operations/1: Foundations and the ability to type at least 30 wpm is highly recommended
Career Technical Education

**HIT/4: Diagnostic Coding Systems**
- HIT/2: Electronic Recording and Filing
- HIT/3: Insurance and Billing
- Successful completion of Computer Operations/1: Foundations and the ability to type at least 30 wpm is highly recommended

**HIT/5: Ambulatory Coding Systems**
- HIT/2: Electronic Recording and Filing
- HIT/3: Insurance and Billing
- Successful completion of Computer Operations/1: Foundations and the ability to type at least 30 wpm is highly recommended

**Registration Fee**
- HIT/1: Terminology $100
- HIT/2: Electronic Recording and Filing $100
- HIT/3: Insurance and Billing $100
- HIT/4: Diagnostic Coding Systems $100
- HIT/5: Ambulatory Coding Systems $100

**Additional Costs**
- Textbook and/or supplies

**Injury Prevention and Remediation**

**Physical Therapy Aide** 76-45-50
**Sports Therapeutics** 76-45-55

**Physical Therapy Aide**
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.

**Sports Therapeutics**
This course provides students with hands-on training and basic knowledge of certified athletic trainer (ATC), sports 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**

**Physical Therapy Aide**
- Employment level English oral and written communication skills
- A Reading Assessment Test score of 6.0 or higher
- Good Health
- A Tuberculosis (TB) clearance

**Sports Therapeutics**
- Employment level English oral and written communication skills
- A Reading Assessment Test score of 6.0 or higher
- Good Health
- A Tuberculosis (TB) clearance

**Registration Fee**
- Physical Therapy Aide $90
- Sports Therapeutics $90

**Additional Costs**

**Physical Therapy Aide**
The approximate total cost for the Physical Therapy Aide course with registration fees, books, uniforms and supplies is $300.

**Sports Therapeutics**
The approximate total cost for the Sports Therapeutics course with registration fees, books, uniforms and supplies is $300.
Nursing

Nursing Assistant: Long-Term Care  77-50-75
Home Health Aide (Supplemental)  77-80-70

Nursing Assistant: Long-Term Care
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 63 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.

Home Health Aide (Supplemental)
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.

Prerequisites
Nursing Assistant: Long-Term Care
- Successful completion of HIT/1: Terminology
- A Reading Assessment Test score of 9.0 or higher
- A Tuberculosis (TB) clearance
- Physical exam
- BLS valid CPR Healthcare Provider card
- Valid photo identification card
- Social Security number
- No criminal record

Home Health Aide (Supplemental)
- Completion of Nursing Assistant: Long-Term Care and passing the state exam
- A Tuberculosis (TB) clearance
- Physical exam
- BLS valid CPR Healthcare Provider card
- Social Security number

Registration Fee
Nursing Assistant: Long-Term Care $250
Home Health Aide (Supplemental) $50

Additional Costs
Nursing Assistant: Long-Term Care
- The approximate total cost for the Nursing Assistant: Long-Term Care course with registration fees, books and supplies is $850
- Fingerprinting fee must be paid in cash at time of registration
- Students must also purchase insurance directly from an authorized insurance carrier

Home Health Aide (Supplemental)
- If a student registers for this course immediately after completing Nursing Assistant: Long-Term Care, no additional cost and fees (i.e. uniform, textbooks, supplies, insurance, and fingerprinting) will be required; otherwise additional costs and fees will be required.

Additional Information
- Nursing courses require clinical rotation hours, the days and time of which are to be announced by your instructor
- Enrollment in Nursing courses is limited to 15 students per class

Pharmacy

Pharmacy Technician  77-90-60

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 English oral and written communication skills
- High School Diploma or High School Equivalency
- Basic “C” CPR Certificate
- A Tuberculosis (TB) clearance and physical exam
- A Reading Assessment Test score of 9.0 or higher
- Basic math skills (to be evaluated in class)
- Minimum typing speed of 25 wpm highly recommended
- No criminal record

Registration Fee
Pharmacy Technician $250

Additional mandatory, non-refundable fingerprinting fee required $50
Registration Fee
Pharmacy Technician $650

Additional Costs
The approximate total cost for the Pharmacy Technician program with registration fees, insurance, books, uniforms and supplies is $1,500.

Hospitality, Tourism & Recreation

Culinary Arts
Culinary Arts: Baking/1 77-15-50
Culinary Arts: Baking/2 77-15-55
Culinary Arts: Catering 77-15-80

Culinary Arts: Baking/1 and 2
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.

Culinary Arts: Catering
This course provides entry-level and intermediate training to enable graduates to qualify as catering assistants, institutional and restaurant apprentice cooks, and any position that requires first-hand knowledge and experience in food service. Students are exposed to "prep" cooking, presentation, and storage in all food categories, with hands-on procedures and classroom theory.

Prerequisites
Culinary Arts: Baking/1
• Employment level English oral and written communication skills
• A Reading Assessment Test score of 8.0 or higher

Culinary Arts: Baking/2
• Successful completion of Culinary Arts: Baking/1

Culinary Arts: Catering
• Employment level English oral and written communication skills
• A Reading Assessment Test score of 8.0 or higher
• A Tuberculosis (TB) clearance prior to food handling

Registration Fee
Culinary Arts: Baking/1 $80
Culinary Arts: Baking/2 $90
Culinary Arts: Catering $100

Additional Costs
Textbook and/or supplies

Marketing, Sales & Service

Facilities
Building and Grounds Worker (Fundamentals) 79-75-50
Maintenance Supervisor: Heating and Ventilation 79-75-75
Maintenance Supervisor: Scheduling Practices 79-75-80
Maintenance Supervisor: Supervisory Practices 79-75-85

Building and Grounds Worker (Fundamentals)
This competency-based course prepares trainees for entry-level employment as school custodians, upgrades skills, and prepares employees for promotion.

Maintenance Supervisor: Heating and Ventilation
This competency-based course prepares trainees to operate various heating, ventilation, and air conditioning equipment. Instruction includes principles and techniques of various low-pressure boiler operations, fuel systems, unit heating systems, ventilation systems, and air conditioning systems.

Maintenance Supervisor: Scheduling Practices
This competency-based course prepares trainees for entry-level supervision positions as school custodian supervisors. Instruction includes practical training in the management of custodial personnel; in-depth study of time and motion studies; scheduling work loads equitably; scheduling of routine cleaning; scheduling of nonroutine cleaning.

Maintenance Supervisor: Supervisory Practices
This competency-based course provides training in principles of supervision, inspection of buildings and grounds, record keeping, and management of personnel.

Prerequisites
Building and Grounds Worker (Fundamentals)
• Employment level English oral and written communication skills

Maintenance Supervisor: Heating and Ventilation
• Successful completion of Building and Grounds Worker (Fundamentals)
Maintenance Supervisor: Scheduling Practices
• Successful completion of Maintenance Supervisor: Heating and Ventilation

Maintenance Supervisor: Supervisory Practices
• Successful completion of Maintenance Supervisor: Scheduling Practices

Registration Fee
Building and Grounds Worker (Fundamentals) $60
Maintenance Supervisor: Heating and Ventilation $60
Maintenance Supervisor: Scheduling Practices $60
Maintenance Supervisor: Supervisory Practices $60

Additional Costs
Textbook and/or supplies

Real Estate
Real Estate: Finance 71-40-70
Real Estate: Practice and Ethics 71-40-80
Real Estate: Principles 71-40-90

Real Estate: Finance
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.

Real Estate: Practice and Ethics
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.

Real Estate: Principles
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
Real Estate: Finance
• Employment level English oral and written communication skills

Real Estate: Practice and Ethics
• Employment level English oral and written communication skills

Real Estate: Principles
• Employment level English oral and written communication skills

Registration Fee
Real Estate: Finance $80
Real Estate: Practice and Ethics $80
Real Estate: Principles $80

Additional Costs
Textbook and/or supplies

Public Services
Security
Security Officer Trainee/1 78-85-71

This competency-based course is designed to prepare students for entry-level employment as a security officer and obtain a guard card. Emphasis is placed on orientation and safety, powers of arrest, weapons of mass destruction and terrorism, public relations, observation and documentation, communication protocols, liability/legal aspects, evacuation procedures, officer safety, access and crowd control, courtroom demeanor, parking/traffic control, fire safety, and employability skills.

Prerequisites
• Employment level English oral and written communication skills
• Concurrent high school students must be at least 16 years old, with at a 2.0 grade point average and a good attendance record

Registration Fee
Security Officer Trainee/1 $40

Additional Costs
Textbook and/or supplies