



Los Angeles Unified School District

OFFICE OF THE GENERAL COUNSEL

OFFICE OF LABOR RELATIONS

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Interim General Counsel

ANTHONY DIGRAZIA

Director

March 4, 2021

Jeff Good, Executive Director
United Teachers Los Angeles
3303 Wilshire Blvd., 10th Floor
Los Angeles, California 90010

RE: DIVISION OF ADULT AND CAREER EDUCATION SIDELETTER ON LIMITED IN-PERSON INSTRUCTION DURING THE COVID-19 PANDEMIC

Dear Mr. Good:

The purpose of this sideletter is to memorialize the commitment of the Los Angeles Unified School District ("District") and United Teachers Los Angeles ("UTLA") to facilitate limited, safe in-person instruction in the Division of Adult and Career Education ("DACE"). The District and UTLA recognize that certain Career and Technical Education Classes ("CTE") require varying amounts in-person instruction, observation and evaluation of student performance which are essential for completion of the class and the success of the program. The parties shall include additional CTE and targeted ESL classes identified in Attachment A. As such, the parties agree to the following:

Teacher Participation

1. The in-person components of instruction will be optional for DACE employees.
2. Employees opting to perform such duties in-person will work with DACE administration to provide the best alternative instruction possible.
3. Participating DACE employees shall be allowed to withdraw from participation without reprisal, but shall provide at least 48-hour notice prior to withdrawing.
4. A description of the in-person and online components of each DACE class can be found in Attachment A: CTE Hybrid Instruction Chart.

Safety Protocols

1. To maximize safe conditions, the District shall follow the Los Angeles County Department of Public Health ("LACDPH") protocol documents for school reopening and closures.
2. Participating DACE employees and students shall participate in the following:
 - A. Daily symptom screening
 - B. The District's COVID-19 testing program
 - C. The District contact tracing program following a positive COVID-19 test result
3. Teachers and students will be provided with all required personal protective equipment ("PPE") such as:
 - A. Face Coverings

- B. Face shields (provided upon request by the teacher)
 - C. Hand sanitizer
 - D. Disinfectant and paper towels
4. The District will modify room arrangements to be in compliance with LACDPH guidelines.
 5. The District shall provide separately designated bathrooms for staff and students.
 6. The District shall provide written classroom sanitization protocols to each participating DACE employee prior to the start of their participation in the program.
 7. The District shall follow LACDPH guidelines for physical distancing guidelines which shall be no less than six (6) feet apart and ten (10) feet when practical.
 8. Outdoor instruction options will be utilized when practical.
 9. The District shall sanitize all work stations utilized for these services in accordance with LACDPH guidelines on a daily basis.

Enrollment

1. The District shall assign a maximum in-person number to limit the number of students physically present for instruction and informs the teacher prior to their start in the program.
2. Any change to the maximum in-person number of students allowed for each class for in-person instruction must be negotiated.
3. With regards to the maximum in-person number of students physically present for instruction, any participating teacher may withdraw immediately from participation without reprisal under all the following conditions:
 - A. If the employee has asked the administrator to reduce the maximum and the administrator fails to do so.
 - B. The employee must genuinely believe that the maximum presents a danger of COVID-19; and
 - C. A reasonable person would agree that there is a real danger or risk of infection caused by the maximum.

The provisions of this Sideletter shall remain in effect until June 30, 2021 or when LAUSD offers all students the option to return physically to a school site for hybrid instruction or resumes regular instruction whichever occurs first.

Sincerely,

Anthony DiGrazia, Director
Office of Labor Relations

IT IS SO AGREED: Jeffrey Good
Jeff Good, Executive Director

03/05/21
Date

ATTACHMENT A: CTE AND ESL HYBRID INSTRUCTION CHART

c: Alison Yoshimoto-Towery Joseph Stark Gifty Beets Rob Samples

Division of Adult and Career Education - CTE Hybrid Instruction Chart

■ **Blue highlight** = Previously approved courses and teachers (fall term) – **Pages 1-8**

■ **Green highlight** = Previously approved courses (fall term) that are being submitted for new sites and teachers – **Pgs. 8-11**

■ **Yellow highlight** = Courses and teachers that are being submitted for the first time – **Pages 11-14**

Course Title	Teachers	Description of face-to-face component(s)	Hours of face-to-face instruction	Description of online component(s)	Hours of online instruction
Building & Grounds (AFOC, EVANS, LATC, SSOC, WVOC) 1 Course = 60 Hours	Clarence Gloss (AFOC) Leticia Maddox (Evans) Harold Welton, (LATC) Michael Towner (SSOC) Ivan Bertran (WVOC)	Hands-on floor/carpet/ wall care, safety procedures, skills validation, required tests	Approximately 10 Hrs. (15%)	Maintenance theory, sanitation theory, cleaning techniques, employability skills	Approximately 50 Hrs. (85%)
X-Ray Technician (ELAOC) 3 Courses = 1,350 Hrs. Total	Jennifer Ayonn	Hands-on image processing/ critique, positioning, safety procedures, skills validation, required tests, clinical experience	Approximately 942 Hrs. (70%)	Critical thinking, anatomy, physiology, physics, ethics/terminology, employability skills	Approximately 408 Hrs. (30%)
Radiologic Technologist (ELAOC) 1 Course = 1,550 Hours	Veronica Aguilar	Hands-on image formation/processing/critique, positioning, safety procedures, skills validation, required tests, clinical experience	Approximately 1,200 Hrs. (77%)	Image exposure/quality, image receptor systems, anatomy, physiology, medical procedures, employability skills,	Approximately 350 Hrs. (23%)
Medical Assistant (Evans, ELAOC) 1 Course = 500 Hours	Gloria Tavera (Evans) Sandra Neal (ELAOC) Jorge Gonzalez (ELAOC)	Hands-on first aid/patient care/ nursing skills, safety procedures, skills validation, required tests, clinical experience	Approximately 150 Hrs. (30%)	Anatomy, physiology, medications, electro- cardiography, employability skills	Approximately 350 Hrs. (70%)
Welding (HOC, NVOC, SSOC) 4 Courses = 560 Hrs. Total	Pedro Cerda (HOC) Erik Langarica (HOC) Demarco Watkins (HOC) Mauricio Reyes (SSOC) Milton Martinez (NVOC)	Hands-on tools/equipment/metallurgy, welding/cutting techniques, fabrications, safety procedures, skills validation, exam review, required tests	Approximately 390 Hrs. (70%)	Trade mathematics, resource management, symbols/codes, blueprint reading, entrepreneurial/ employability skills	Approximately 170 Hrs. (30%)

Division of Adult and Career Education - CTE Hybrid Instruction Chart

Course Title	Teachers	Description of face-to-face component(s)	Hours of face-to-face instruction	Description of online component(s)	Hours of online instruction
Certified Nursing Assistant (LATC, WVOC, ELAOC, MWEPC) 2 Courses = 210 Hrs. Total	Carrencia Moore (LATC) Catherine Eredia (LATC/WVOC) Felino Elauria (ELAOC) Martha Camacho (MWEPC)	Hands-on patient care skills, safety procedures, charting, skills validation, required tests, clinical experience	Approximately 120 Hrs. (57%)	Patients' rights, interpersonal skills, body mechanics, medical asepsis, vital signs, nutrition, psycho-social needs, household mgmt., employability skills	Approximately 90 Hrs. (43%)
Licensed Vocational Nurse (MWEPC) 1 Course = 1,530 Hours	Annette Azcarate Beverly Byrd Merlyn Vinzon	Hands-on nursing skills (surgical, OB, pediatrics), safety procedures, skills validation, exam review, required tests, clinical experience	Approximately 800 Hrs. (52%)	Nursing fundamentals, anatomy, physiology, pharmacology, growth/development, psychology, nutrition, employability skills	Approximately 730 Hrs. (48%)
Aviation (Airframe/Powerplant) (NVOC) 3 Courses = 2,400 Hrs. Total	David Bowerman Ed Holyoke Larry Van Zyl	Hands-on fluid lines/fittings/hardware, ground operations, cleaning, structural repair, assembly/riggings, aircraft paint/welding/weather protection, aircraft systems, engines systems, inspection, safety procedures, skills validation, required tests	Approximately 1,920 Hrs. (80%)	Basic mathematics/physics, theory of electricity, aircraft drawings, maintenance forms, theory of aircraft/engine construction, employability skills	Approximately 480 Hrs. (20%)
Auto Tech: Smog Update (AFOC) 1 Course = 20 Hours	TBD	Hands-on emissions failures/testing, oscilloscope usage, lab scope usage, scan tool usage, safety procedures, skills validation, exam review, required tests	Approximately 10 Hrs. (50%)	Customer service, waveform pattern recognition, fuel control sensor analysis, catalytic converter inspection, employability skills	Approximately 10 Hrs. (50%)
Pharmacy Technician (VSC, WVOC) 2 Courses = 740 Hrs. Total	Esther Barillas (VSC) Dina Diment (WVOC) Jaya George (WVOC)	Hands-on processing/handling of meds and patient care, safety procedures, skills validation, exam review, required tests, clinical experience	Approximately 282 Hrs. (38%)	Customer service, pharmacology, calculations, laws/regulations, processing/handling of meds, quality assurance (equipment/ and facilities), employability skills	Approximately 458 Hrs. (62%)

*Indicates a teacher who was not included on the hybrid course lists that were approved during the fall term.

Division of Adult and Career Education - CTE Hybrid Instruction Chart

Course Title	Teachers	Description of face-to-face component(s)	Hours of face-to-face instruction	Description of online component(s)	Hours of online instruction
Construction (Multi-Craft Core Curriculum 3) (SSOC) 1 Course = 240 Hours	TBD	Hands-on measurement/ tools/building codes, blueprint reading, masonry/framing/ plumbing/HVAC fundamentals, basic roofing/flooring, safety procedures, skills validation, exam review, required tests	240 Hrs. (100%) <i>Authorizing agency req.</i>	N/A	0 Hrs. (0%)
Powerline Mechanic (ELAOC) 3 Courses = 450 Hrs. Total	Robert Estrada	Physical training, hands-on rigging/wiring, material preparation, powerline systems, pole climbing, safety procedures, skills validation, exam review, required tests	Approximately 340 Hrs. (75%)	Theory of current/electricity/ circuitry, trade mathematics, quality assurance (equipment/ and facilities), employability skills	Approximately 110 Hrs. (25%)
Anesthesia Tech (ELAOC) 1 Course = 120 Hours	Adrienne Villavazo	Practices for anesthesia instrumentation use and maintenance, specialized healthcare case reports, safety procedures, skills validation, required tests	Approximately 82 Hrs. (70%)	Compliance, surgical procedures, medical abbreviations, anesthesia technician fundamental role, employability skills	Approximately 38 Hrs. (30%)
Auto Body Repair (AFOC) 5 Courses = 1, 530 Hrs. Total	Michael Paradis	Hands-on tools and equipment, non-structural analysis, damage repair, replacements/adjustments, metal finishing/body filling, glass/hardware, metal welding/cutting, plastics and adhesives, frame/unibody repair, suspension/steering, electrical, brakes, heating/air conditioning, cooling, drive train, intake/exhaust, restraint systems, surface preparation, painting, safety procedures, skills validation, required tests	Approximately 612 Hrs. (40%)	Resource management, trade math, auto body construction, minor/major body repairs, finishes, collision cost estimation, entrepreneurial/employability skills	Approximately 918 Hrs. (60%)

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Division of Adult and Career Education - CTE Hybrid Instruction Chart

Course Title	Teachers	Description of face-to-face component(s)	Hours of face-to-face instruction	Description of online component(s)	Hours of online instruction
Auto Tech: Brakes & Suspension (SSOC) 2 Courses = 360 Hrs. Total	Henry Saidi	Tools and equipment, diagnosis/ repair, general brake systems, hydraulic system, drum/disc brake, power assist units, wheel bearings, parking brakes, general suspension, steering system, wheel alignment, safety procedures, skills validation, required tests	Approximately 216 Hrs. (60%)	Trade math, service manuals, related suspension and steering, entrepreneurial/employability skills	Approximately 144 Hrs. (40%)
Auto Tech: Brakes, Suspension, Engine Performance 1 & 2 (LATC) 5 Courses = 720 Hrs. Total	Aldo Robles	Hands-on tools and equipment, diagnosis/repairs, brakes, hydraulic, drum/disc, wheel bearings, parking brakes, suspension, steering, wheel alignment, cylinder head and valve training, computerized engine controls, ignition system. Engine components, engine block assembly, lubrication and cooling systems, engine designs, safety procedures, skills validation, required tests	Approximately 504 Hrs. (70%)	Trade math, service manuals, related suspension and steering, fuel and induction system, electrical, ignition system, hybrid, alternative fuels, entrepreneurial/employability skills	Approximately 216 Hrs. (30%)
Auto Tech: Diesel (HOC) 3 Courses = 540 Hrs. Total	Mario Bijelic Allen Cochran	Hands-on tools and equipment, diagnosis and repair, cylinder head, valve train, engine block, lubrication/cooling/exhaust systems, fuel systems, engine breaks, clutch, transmission, joints, drive axle, safety procedures, skills validation, required tests	Approximately 405 Hrs. (75%)	Resource management, trade math, service manuals, principles of diesel, fuel injection systems, preventative maintenance, entrepreneurial/employability skills	Approximately 135 Hrs. (25%)

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Division of Adult and Career Education - CTE Hybrid Instruction Chart

Course Title	Teachers	Description of face-to-face component(s)	Hours of face-to-face instruction	Description of online component(s)	Hours of online instruction
Auto Tech: Automotive Systems (LATC, SSOC) 2 Courses = 180 Hrs. Total	Aldo Robles Henry Saidi	Measurements, tools and equipment, engine cooling systems, engine lubrication systems, electricity, charging and starting systems, ignition systems, fuel and exhaust systems, emission controls, major engine operations, safety procedures, skills validation, required tests	Approximately 90 Hrs. (50%)	Domestic/foreign engine designs, alternative power sources, entrepreneurial/employability skills	Approximately 90 Hrs. (50%)
Dental Assistant (VSC) 3 Courses= 540 Hrs. Total	Yolanda Navarro	Hands-on safety/chairside assisting procedures/practices in clinical facilities, preparing and mixing dental lab materials, laboratory techniques and practice, clinical practice, radiography practices and processing, safety procedures, skills validation, required tests	Approximately 180 Hrs. (35%)	Critical thinking, safety, legal/ ethical compliance, dental nomenclature, anatomy, pathology, dental math, patient chart/history, vital signs, microbiology, infection control, anesthesiology, nutrition, emergency procedures, office management, radiography, communication, entrepreneurial/ employability skills	Approximately 350 Hrs. (65%)
Electrician 1-4 + Electric Motor Controls (AFOC, ELAOC,HOC, SSOC) 5 Courses = 1200 Hrs. Total	Jihad Webe (AFOC) Jon Jenkins (ELAOC) Jose Nava (ELAOC) Eduardo Ramirez (ELAOC) Muhanad Ghanim (HOC) David Earhar (SSOC)	Fundamentals of DC circuits, basic electrical test equipment, wiring techniques, blueprint reading, ac/dc motors and generators, single/three-phase motors, testing procedures on live circuits, motor control, troubleshooting and maintenance, manual motor and magnetic full voltage starters, motor overload and control pilot devices, two/three-wire control circuits, separate control circuits, safety procedures, skills validation, required tests	Approximately 450 Hrs. (37%)	Trade math, electrical concepts, Ohm's law, ac/dc theory, wiring codes and permits, wiring design, materials and protection, general/special use equipment, tables and examples, wire color connections, employability skills	Approximately 750 Hrs. (63%)

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Course Title	Teachers	Description of face-to-face component(s)	Hours of face-to-face instruction	Description of online component(s)	Hours of online instruction
Emergency Medical Technician (EMT) + EMT Recertification/ Emergency Medical Responder (NVOC) 3 Courses = 280 Hrs. Total	Joshua M. Eiffel-Hoy	Basic life support procedures and aseptic techniques, CPR, oxygen therapy, defibrillation, treatment of patients (musculoskeletal injury), perform/observe the duties of an EMT-1, return demonstration of emergency skills, safety procedures, skills validation, exam review, required tests	Approximately 100 Hrs. (35%)	Anatomy, physiology, medical/behavioral emergency, trauma/shock/strokes care, nervous/cardiovascular/respiratory systems, obstetrics, pharmacology, pediatrics, oxygen therapy, patient assessment, vital functions, levels of consciousness, reports, workplace safety, legal and ethical issues, employability skills	Approximately 180 Hrs. (65%)
Heating, Ventilation, and Air Conditioning (HVAC) + Refrigeration (HOC) 5 Courses = 780 Hrs. Total	Kham Nguyen	Hands-on tools/equipment, heating/cooling controls, electrical wiring, troubleshooting, metal working, lab work, safety procedures, skills validation, required tests	Approximately 350 Hrs. (45%)	Regulations, resource management, trade mathematics, electrical theories, thermodynamics, air flow, ventilation/refrigeration systems, maintenance, customer relations, employability skills	Approximately 430 Hrs. (55%)
Machinist (NVOC) 3 Courses = 540 Hrs. Total	Armando de la Torre	Proper use of machine tools and materials, bench work, cutting, lathe, milling, grinding machine, heat treatment, tool and die work, programming techniques, safety procedures, skills validation, required tests	Approximately 319 Hrs. (59%)	Resource management, blueprint reading, trade math, employability skills, CNC equipment, robotics, employability/entrepreneurial skills	Approximately 221 Hrs. (41%)

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Course Title	Teachers	Description of face-to-face component(s)	Hours of face-to-face instruction	Description of online component(s)	Hours of online instruction
Maintenance Supervisor (EVANS) 3 Courses = 180 Hrs. Total	Jeffrey Pratt	Boiler/air conditioning controls and operation, troubleshooting, safe lighting of gas pilots, cleaning and inspection of boiler room, time/motion studies, full surface inventory, work time survey, custodial work schedules, supervision skills to implement schedules, safety procedures, skills validation, required tests	Approximately 27 Hrs. (15%)	Gas-fired heating systems, air conditioning system, cooling and heating pumps, controlling time clocks, scheduling frequencies of cleaning tasks, cleaning standards, year-round cleaning, review and evaluation, employability skills	Approximately 153 Hrs. (85%)
Networking/Cybersecurity Fundamentals (VSC) 3 Courses = 480 Hrs. Total	Robert Yorgason	Setting up network file system, network storage and i/o devices, hardware configuration, computer networking, operating system, connect to network and log in, accessing data files and applications, security, printing, login scripts, fault tolerance, servers and workstations, network installation, safety procedures, skills validation, required tests	Approximately 144 Hrs. (30%)	Data bus, memory, ports, communicating w/other computers and networks, portable computers, osi model, ieee networking specifications, networking and layout architecture, media, interface cards, interface cards, user accounts, file system, transmission, management, internet, online testing, employability skills	Approximately 336 Hrs. (70%)
Photovoltaic (AFOC, ELAOC) 3 Courses = 360 Hrs. Total	Jihad Webe(AFOC) Larry Calderon (ELAOC) Edward Ruiz (ELAOC)	Solar energy, basic electrical theories and wiring, system hardware and components, electrical design, system check-out inspection, maintenance and troubleshooting, safety procedures, skills validation, required tests	Approximately 126 Hrs. (35%)	Trade mathematics, alternative energy, PV fundamentals, electrical wiring, site assessment, system size, cost and selection, mechanical design, PV markets and applications, entrepreneurial/employability skills	Approximately 234 Hrs. (65%)

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Division of Adult and Career Education - CTE Hybrid Instruction Chart

Course Title	Teachers	Description of face-to-face component(s)	Hours of face-to-face instruction	Description of online component(s)	Hours of online instruction
Plumbing (HOC) 2 Courses = 360 Hrs. Total	Joel Trevino	Safe use/maintenance/storage of plumbing materials, tools/equipment, pipefitting, sanitary drainage, vent/storm water drainage, fixtures/appliances, testing and inspection, plumbing a house, safety procedures, skills validation, required tests	Approximately 288 Hrs. (80 %)	Trade math, plumbing traps, sizing water supply piping, water supply protection, employability skills	Approximately 72 Hrs. (20%)
High School Equivalency Testing Center (AFOC)	Marlo Clark Esther Vargas Maria Vidal	Administration of HSE test to no more than 10 students per session (in accordance with District health and safety protocols) , collection of HSE test fees, verification of identification, proctoring of HSE tests, HSE test registration, distribution of historical HSE test results, HSE test counseling	N/A	HSE test registration, HSE scheduling, HSE refunds, data management	N/A
Auto Tech: Automotive Systems (AFOC, ELAOC, HOC, MWEPC) 2 Courses = 180 Hrs. Total	Jon Pun* (AFOC) Juan Soltero* (ELAOC) Rodolfo Elias* (HOC) Patrick Torres* (MWEPC)	Measurements, tools and equipment, engine cooling systems, engine lubrication systems, electricity, charging and starting systems, ignition systems, fuel and exhaust systems, emission controls, major engine operations, safety procedures, skills validation, required tests	Approximately 90 Hrs. (50%)	Domestic/foreign engine designs, alternative power sources, entrepreneurial/employability skills	Approximately 90 Hrs. (50%)
Auto Tech: Brakes & Suspension (AFOC, ELAOC) 2 Courses = 360 Hrs. Total	Jon Pun* (AFOC) Juan Soltero* (ELAOC)	Tools and equipment, diagnosis/ repair, general brake systems, hydraulic system, drum/disc brake, power assist units, wheel bearings, parking brakes, general suspension, steering system, wheel alignment, safety procedures, skills validation, required tests	Approximately 216 Hrs. (60%)	Trade math, service manuals, related suspension and steering, entrepreneurial/employability skills	Approximately 144 Hrs. (40%)

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Course Title	Teachers	Description of face-to-face component(s)	Hours of face-to-face instruction	Description of online component(s)	Hours of online instruction
Auto Tech: Brakes, Suspension, Engine Performance 1 & 2 (AFOC, ELAOC, HOC, NVOC) 5 Courses = 720 Hrs. Total	Jon Pun* (AFOC) Juan Soltero* (ELAOC) Rodolfo Elias* (HOC) Luis Garcia* (NVOC)	Hands-on tools and equipment, diagnosis/repairs, brakes, hydraulic, drum/disc, wheel bearings, parking brakes, suspension, steering, wheel alignment, cylinder head and valve training, computerized engine controls, ignition system. Engine components, engine block assembly, lubrication and cooling systems, engine designs, safety procedures, skills validation, required tests	Approximately 504 Hrs. (70%)	Trade math, service manuals, related suspension and steering, fuel and induction system, electrical, ignition system, hybrid, alternative fuels, entrepreneurial/employability skills	Approximately 216 Hrs. (30%)
Auto Tech: Diesel (ELAOC) 3 Courses = 540 Hrs. Total	Juan Soltero* (ELAOC)	Hands-on tools and equipment, diagnosis and repair, cylinder head, valve train, engine block, lubrication/cooling/exhaust systems, fuel systems, engine breaks, clutch, transmission, joints, drive axle, safety procedures, skills validation, required tests	Approximately 405 Hrs. (75%)	Resource management, trade math, service manuals, principles of diesel, fuel injection systems, preventative maintenance, entrepreneurial/employability skills	Approximately 135 Hrs. (25%)
Building & Grounds (ELAOC) 1 Course = 60 Hours	Clarence Gloss*	Hands-on floor/carpet/ wall care, safety procedures, skills validation, required tests	Approximately 10 Hrs. (15%)	Maintenance theory, sanitation theory, cleaning techniques, employability skills	Approximately 50 Hrs. (85%)

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Course Title	Teachers	Description of face-to-face component(s)	Hours of face-to-face instruction	Description of online component(s)	Hours of online instruction
Electrician 1-4 + Electric Motor Controls (LATC, MWEPC, NVOC, WVOC) 5 Courses = 1200 Hrs. Total	Benjamin Flores* (LATC) Henry Milburn* (MWEPC) Reymundo Rodriguez* (NVOC) Jon Jenkins* (NVOC) Hal Hernandez* (WVOC)	Fundamentals of DC circuits, basic electrical test equipment, wiring techniques, blueprint reading, ac/dc motors and generators, single/three-phase motors, testing procedures on live circuits, motor control, troubleshooting and maintenance, manual motor and magnetic full voltage starters, motor overload and control pilot devices, two/three-wire control circuits, separate control circuits, safety procedures, skills validation, required tests	Approximately 450 Hrs. (37%)	Trade math, electrical concepts, Ohm's law, ac/dc theory, wiring codes and permits, wiring design, materials and protection, general/special use equipment, tables and examples, wire color connections, employability skills	Approximately 750 Hrs. (63%)
Maintenance Supervisor (LATC) 3 Courses = 180 Hrs. Total	Harold Welton*	Boiler/air conditioning controls and operation, troubleshooting, safe lighting of gas pilots, cleaning and inspection of boiler room, time/motion studies, full surface inventory, work time survey, custodial work schedules, supervision skills to implement schedules, safety procedures, skills validation, required tests	Approximately 27 Hrs. (15%)	Gas-fired heating systems, air conditioning system, cooling and heating pumps, controlling time clocks, scheduling frequencies of cleaning tasks, cleaning standards, year-round cleaning, review and evaluation, employability skills	Approximately 153 Hrs. (85%)
Medical Assistant (MWEPC) 1 Course = 500 Hours	Martha Camacho*	Hands-on first aid/patient care/ nursing skills, safety procedures, skills validation, required tests, clinical experience	Approximately 150 Hrs. (30%)	Anatomy, physiology, medications, electro- cardiography, employability skills	Approximately 350 Hrs. (70%)
Pharmacy Technician (ELAOC, MWEPC) 2 Courses = 740 Hrs. Total	Vicky Broccolo* (ELAOC) Benoy Eapen* (MWEPC)	Hands-on processing/handling of meds and patient care, safety procedures, skills validation, exam review, required tests, clinical experience	Approximately 282 Hrs. (38%)	Customer service, pharmacology, calculations, laws/regulations, processing/handling of meds, quality assurance (equipment/ and facilities), employability skills	Approximately 458 Hrs. (62%)

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Course Title	Teachers	Description of face-to-face component(s)	Hours of face-to-face instruction	Description of online component(s)	Hours of online instruction
Plumbing (MWEPC) 2 Courses = 360 Hrs. Total	Brian Huffer*	Safe use/maintenance/storage of plumbing materials, tools/equipment, pipefitting, sanitary drainage, vent/storm water drainage, fixtures/appliances, testing and inspection, plumbing a house, safety procedures, skills validation, required tests	Approximately 288 Hrs. (80 %)	Trade math, plumbing traps, sizing water supply piping, water supply protection, employability skills	Approximately 72 Hrs. (20%)
Auto Tech: Electrical/1 & 2 (HOC) 2 Courses = 360 Hrs. Total	Rodolfo Elias*	Fuel and ignition control, system diagnosis, battery diagnosis, starting/charging systems, lighting systems, safety procedures, gauges, horn/wipers, accessories, skills validation, required tests	Approximately 285 Hrs. (79%)	Resource management, trade mathematics, tools and equipment, service manuals, electricity, review and evaluation, employability skills	Approximately 75 Hrs. (21%)
Auto Tech: Engine Repair (AFOC, ELAOC, NVOOC) 1 Course = 180 Hours	Jon Pun* (AFOC) Juan Soltero* (ELAOC) Victor Lerma* (NVOOC)	Engine diagnosis/removal/installation, valve repair, engine block assembly, cooling systems, safety procedures, skills validation, required tests	Approximately 135 Hrs. (75%)	Resource management, trade mathematics, tools and equipment, service manuals, fuel systems, electrical, ignition system, hybrid vehicles, review and evaluation, employability skills	Approximately 45 Hrs. (25%)
Construction Work/1-3 (AFOC, ELAOC) 3 Courses = 540 Hrs. Total	Benjamin Flores* (AFOC) Clarence Gloss* (ELAOC)	Blueprints, concrete, masonry, floor and wall, roof construction, plumbing, drywall, power tools, carpentry, electrical, roofing, painting, safety procedures, skills validation, required tests	Approximately 265 Hrs. (49%)	OSHA-10, resource management, trade math, required lecture, review and evaluation, employability skills	Approximately 275 Hrs. (51%)

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Course Title	Teachers	Description of face-to-face component(s)	Hours of face-to-face instruction	Description of online component(s)	Hours of online instruction
Culinary Arts/1-4 (WVOC) 5 Courses = 470 Hrs. Total	Darbee Prieto*	Equipment, bread, yeast dough, doughnuts, pie/cookie/cake, Chinese/French/Italian/Japanese/Mexican/Thai cuisine, food garnishes, cooking techniques, meats/cheeses/eggs/vegetables/grains/herbs/soups/sauces/condiments/milk/pasta/vegetarian, safety procedures, skills validation, required tests	Approximately 315 Hrs. (67%)	Weights and measurements, resources management, budget and expense control, ingredients, food handling, flow of food, review and evaluation, employability skills	Approximately 155 Hrs. (33%)
Forklift Operator (Fund.) (SSOC) 1 Course = 180 Hours	TBD	Stock locator system, packing principles, material handling equipment, operation problems, safety procedures, skills validation, required tests	Approximately 80 Hrs. (44%)	Principles, storage areas, receipt preparation, receiving, supplies and equipment, security, order processing, review and evaluation, employability skills	Approximately 100 Hrs. (56%)
CTE Third-Party Certification Testing Satellite Site (SSOC)	Carrie Johnson* Mauricio Reyes*	Administration of CTE third-party certification exams to no more than 10 students per session (in accordance with District health and safety protocols) , collection of test fees, verification of identification, proctoring of tests	N/A	Test registration, test scheduling, data management	N/A

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Division of Adult and Career Education - CTE Hybrid Instruction Chart

Course Title	Teachers	Description of face-to-face component(s)	Hours of face-to-face instruction	Description of online component(s)	Hours of online instruction
ESL Literacy/Level 1 (Beg. Low) Blended Distance Learning (AFOC, HOC, LATC, MWEPC, NVOC, VSC, WVOC) 2 Course = 200 Hours Each	Lauren Choed-Amphai* (AFOC) Luis Gomez* (AFOC) Eligio Jolon* (AFOC) Joseph Loizzi* (AFOC) Sean Maung* (AFOC) Steven Seidman* (AFOC) Gabriel Silva* (AFOC) David Torres* (AFOC) Marisol Torres* (AFOC) Kathleen Garske* (HOC) Maria Sanchez* (HOC) Jessie Nava* (LATC) Cole Chardiet* (LATC) Rocio Lopez* (MWEPC) Lis Ayala* (MWEPC) Elio Pimentel* (MWEPC) Colleen Daly* (NVOC) Chris Mahdesia* (NVOC) Raphik Ovasapians* (NVOC) David Hanes* (VSC) Fatima Marcial* (VSC) Alice Chan* (VSC) Maria Ochoa* (WVOC) Tammy Gyetvai* (WVOC) Margret Aguilar* (WVOC)	Targeted instructional support, level-appropriate listening/speaking/reading/writing skills, level-appropriate grammar/pronunciation/ other subskills, basic digital literacy skills, required tests	Approximately 120-160 Hrs. (60-80%)	Zoom for remote instruction, Schoology for discussion groups/activities/ assignments/quizzes, uploads of documents/videos/audio files	Approximately 40-80 Hrs. (20-40%)

*Indicates a teacher who was not included on the hybrid course lists that were approved during the fall term.

Division of Adult and Career Education - CTE Hybrid Instruction Chart

Course Title	Teachers	Description of face-to-face component(s)	Hours of face-to-face instruction	Description of online component(s)	Hours of online instruction
ESL Level 2 (Beg. High) <i>Blended Distance Learning</i> (MWEPC, NVOC, VSC, WVOC) 2 Course = 200 Hours Each	Siri Ketnapa* (MWEPC) Kevin Jordan* (MWEPC) Colleen Daly (NVOC) Chris Mahdesia (NVOC) Raphik Ovasapians (NVOC) Fatima Marcial* (VSC) Marcia Mueller* (VSC) Sara Beck* (VSC) Elizabeth Espinosa* (VSC) Nazaret Ramirez* (VSC) David Hanes* (WVOC) Anthony Napoli* (WVOC) Rajinder Dhillon* (WVOC) Gustavo Fernandez* (WVOC)	Targeted instructional support, level-appropriate listening/speaking/reading/writing skills, level-appropriate grammar/pronunciation/ other subskills, basic digital literacy skills, required tests	Approximately 100-140 Hrs. (60-80%)	Zoom for remote instruction, Schoology for discussion groups/activities/ assignments/quizzes, uploads of documents/videos/audio files	Approximately 60-100 Hrs. (20-40%)
ESL Level 3 (Inter. Low) <i>Blended Distance Learning</i> (VSC) 2 Course = 200 Hours Each	Elizabeth Espinosa* Nazaret Ramirez* David Hanes*	Targeted instructional support, level-appropriate listening/speaking/reading/writing skills, level-appropriate grammar/pronunciation/ other subskills, basic digital literacy skills, required tests	Approximately 80-120 Hrs. (60-80%)	Zoom for remote instruction, Schoology for discussion groups/activities/ assignments/quizzes, uploads of documents/videos/audio files	Approximately 80-120 Hrs. (20-40%)

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