

Los Angeles County Regional Occupational Program  
Bellflower Unified School District



Free Career Training for High School Students!!! \*Adults are Welcome!!  
(Students must be 16 years old or in the 11<sup>th</sup> or 12<sup>th</sup> grade)  
FOR REGISTRATION AND MORE INFORMATION: Our Website: [www.lacorop.org](http://www.lacorop.org) or Call:  
Bellflower Unified School District- Los Angeles County Office of Education  
**Bellflower High School:** (562) 920-1801 or (562) 925-4220  
**Mayfair High School:** (562) 925-9981 Ext. 3502/3503

**ROP Classes \*FALL 2008\***

ROP Counselor: Adrienne Madrid  
ROP Technician: Fashion Delgadillo  
ROP Technician: Becky Garcia

NOTICE: Classes may be cancelled due to low enrollment. If cancelled, students may choose to transfer into another class or receive a full refund.  
\*\* Indicates articulation to Cerritos College (Earn College Credit!) Ask the ROP Office for details. TBA-indicates "To Be Announced"  
\*\*\* Indicates pre-requisite upon entry into class. ++ Indicates this is class is approved for UC credit CC-Community Classroom (Internship Class-On the Job Training)

Updated: 7/24/08

**BELLFLOWER HIGH SCHOOL**

ROP Class	Teacher	Room	Days	Hours	Start/End	Credits
**Computer Applications	Macias	406	MTuWThF	7:30AM-8:28AM (Per. 1)	9/04/08-1/29/09	5
**Computer Aided Drafting	Guzman	731	MTuWThF	7:30AM-8:28AM (Per. 1)	9/04/08-1/29/09	5
TV & Video Productions (BUC TV)	Tydor	604	MTuWThF	8:34AM-9:37AM (Per. 2)	9/04/08-1/29/09	5
Auto Specialization	Miranda	741	MTuWThF	8:34AM-9:37AM (Per. 2)	9/04/08-1/29/09	5
++Graphic Design UC	Ahumada	720	MTuWThF	8:34AM-9:37AM (Per. 2)	9/04/08-1/29/09	5
Careers with Children	Del Rosario	603	MTuWThF	8:34AM-10:50AM (Per. 2/3)	9/04/08-1/29/09	10
Digital Art/Graphic Design	Ahumada	721	MTuWThF	9:52AM-10:50AM (Per. 3)	9/04/08-1/29/09	5
Commercial Art/Graphic Design	Ahumada	721	MTuWThF	10:56AM-11:54AM (Per. 4)	9/04/08-1/29/09	5
Auto Specialization	Miranda	741	MTuWThF	12:00PM-12:58PM (Per. 5)	9/04/08-6/17/09	5
Construction Technology	Ahumada	721	MTuWThF	12:00PM-12:58PM (Per. 5)	9/04/08-1/29/09	5
**Desktop Publishing	Macias	406	MTuWThF	12:00PM-12:58PM (Per. 5)	9/04/08-1/29/09	5
TV & Video Productions (BUC TV)	Tydor	604	MTuWThF	1:35PM-2:33PM (Per. 6)	9/04/08-1/29/09	5
Construction Technology	Ahumada	721	MTuWThF	1:35PM-2:33PM (Per. 6)	9/04/08-1/29/09	5
Business Occupations-CC/CVE	Reynolds	406	Mon. & Wed.	2:40PM-5:10PM (Per. 7)	9/08/08-1/21/09	5/10
Animation/Graphic Design	Ahumada	720	Mon. & Wed.	3:00PM-6:00PM (Per. 7)	9/08/08-1/21/09	5
Recreation Occupations-CC/CVE	Delgadillo	603	Mon. & Wed.	2:40PM-5:10PM (Per. 7)	9/08/08-1/21/09	5
Robotics <b>New Class!</b>	Guzman	731	Tue. & Thur.	3:00PM-6:00PM (Per. 7)	9/09/08-1/22/09	5
**Microsoft Office Specialist Cert.	Jarjoura	406	Tue. & Thur.	3:00PM-5:30PM (Per. 7)	9/09/08-1/22/09	5
Graphic Communications CC/CVE	Ahumada	721	Tue. & Thur.	3:00PM-6:00PM (Per. 7)	9/09/08-1/22/09	5
TV & Video Production (BUC TV)	Tydor	604	Tue. & Thur.	3:00PM-6:00PM (Per. 7)	9/09/08-1/22/09	5
Graphic Arts, Silk-Screening & Printing	Becerra	745	Tue. & Thur.	3:00PM-6:00PM (Per. 7)	9/09/08-1/22/09	5

**MAYFAIR HIGH SCHOOL**

ROP Class	Teacher	Room	Days	Hours	Start/End	Credits
**Microsoft Office Specialist Cert.	Redmond	706	MTuWThF	9:52AM-10:50AM (Per. 3)	9/04/08-1/29/09	5/10
Digital Art/Graphic Design	Madison	703	MTuWThF	12:00PM-12:58PM (Per. 5)	9/04/08-1/29/09	5
Banking Occupations-CC/CVE	TBA	TBA	Mon. & Tue.	1:35PM-4:10PM (Per. 6)	9/04/08-1/29/09	5/10
Law Enforcement Occupations	Carcano	TBA	Mon. & Wed.	1:35PM-4:10PM (Per. 6)	9/04/08-1/28/09	5
Careers with Children	Skipper/Williams	312	MTuWTh	1:35PM-4:10PM (Per. 6)	9/09/08-1/22/09	5
Sports Therapy	Navarro	TBA	Mon. & Wed.	2:40PM-5:10PM (Per. 7)	9/04/08-1/29/09	5
Desktop Publishing for the Web <b>New Class!</b>	Drown	704	Mon. & Wed.	2:40PM-5:10PM (Per. 7)	9/08/08-1/21/09	5
Business Occupations-CC/CVE	Reynolds	706	Tue. & Thur.	2:40PM-5:10PM (Per. 7)	9/09/08-1/22/09	5/10
Commercial Art/Advertising	Campos	501A	Tue. & Thur.	2:40PM-5:10PM (Per. 7)	9/09/08-1/22/09	5

**SOMERSET HIGH SCHOOL (Open entry and open exit)**

ROP Class	Teacher	Room	Days	Hours	Start/End	Credits
**Computer Applications	Allen	10	MTuWThF	11:05AM-1:15PM	9/04/08-6/17/09	5/10
Office Occupations	Allen	10	MTuWTh	3:15PM-5:45PM	9/04/08-6/17/09	5/10

**COOPERATIVE VOCATIONAL EDUCATION (CVE) - students must be enrolled in a related occupation**

ROP Class	School	Teacher	Room	Days	Hours	Start/End	Credits
Food Services-CVE	Bellflower	Matuska	601	Mondays	2:40PM-5:10PM (Per. 7)	9/08/08-1/21/09	5/10
Retail Marketing-CVE	Bellflower	Delgado	406	Mondays	2:40PM-5:10PM (Per. 7)	9/08/08-1/21/09	5/10
Retail Marketing-CVE	Mayfair	Williams	330	Wednesdays	2:40PM-5:10PM (Per. 7)	9/12/08-1/21/09	5/10

**SATURDAY CLASSES - BELLFLOWER HIGH SCHOOL**

ROP Class	School	Teacher	Room	Hours	Start/End	Credits
**A+ Certification Core Sys. H/W	Bellflower	Guzman	731	8:00AM-2:30PM	9/13/08-1/24/09	5
Digital Art/Graphic Design	Bellflower	Ahumada	720	8:00AM-2:30PM	9/13/08-1/24/09	5
Catering & Banquets-CC	Bellflower	Henry	601	8:00AM-1:00PM	9/13/08-1/24/09	5/10
Emergency Medical Responder	Bellflower	Aguliar	903	8:00AM-2:30PM	9/13/07-1/24/09	5
Graphic Arts, Silk-Screening & Printing	Bellflower	Becerra	745	8:00AM-2:30PM	9/13/08-1/24/09	5
Law Enforcement Occupations	Bellflower	TBA	901	8:00AM-2:30PM	9/13/08-1/24/09	5
Retail Marketing-CC	Bellflower	Williams	406	8:00AM-1:30PM	9/13/08-1/24/09	5/10
Sports Therapy	Bellflower	Navarro	TBA	8:00AM-2:30PM	9/13/08-1/24/09	5

**CLASSES HELD OFF CAMPUS- Please contact the ROP Office**

ROP Class	Teacher	Days	Hours	Start Dates	Credits
Optician^^ <b>New Class!</b>	InfoTech	MTuWTh	3:00PM-7:00PM	September 22 <sup>nd</sup>	10 per sem.
Pharmacy Technician ^^	AIHS	MTuWTh	2:00PM-6:00PM	Start dates: July 24, Sept. 11, Oct. 14	10 per sem.

^^ **Pharmacy Technician and Optician** is 11 month program which include an externship at a job site

Adult Fee: \$50.00 Money Order made payable to LACOE- due the first day of class. No checks, No cash!

Adults may qualify for a fee waiver- \* See ROP office for details

ROP CLASS DESCRIPTIONS- Fall 2007

**\*\*A+ CERTIFICATION OPERATING SYSTEMS H/W:** This course provides PC service Technicians with industry recognized certification as defined by CompTIA (the largest non-profit certification body). Students will learn about the history of computer operating systems. Pre-installing, installing, and configuring DOS, Windows, (95, 98, NT, 2K), BIOS configurations, boot order, file systems, upgrades, peer-to-peer networking, domain and models, dual boots, virtual memory, IRQ and DMA, labs, and much more. Both A+ Certification classes offer Field trips and possible employment in related fields.

**Earn College Credit at Cerritos, See ROP office for details!!**

**ANIMATION/GRAPHIC DESIGN:** Students will learn the basic tools and fundamentals of basic art elements in creating graphic design and basic cartooning. Students will be using standard industry software like Adobe: Photoshop, Illustrator. Students will begin in graphic design to understand the process and time of each program to work toward animation. Students will work on individual portfolios to expand their knowledge of the field.

**AUTO SPECIALIZATION:** Designed to introduce the student or adult to the basics of Automotive Diagnostics & Repair. Designed to prepare students for an entry-level position in the automotive field, such as: Tire person, Oil-Lube person, Brakes & Alignment Technician, and Tune-Up Technician. Class includes hands-on instruction, written assignments, and projects.

**BANKING OCCUPATIONS:** (Includes Internship) Requirements: Must have transportation to internship site. Excellent attendance and attitude is the Most Important! Businesslike clothing necessary; 60-75% hiring rate with a starting salary of \$8.50 an hour. Test required for employment. Big commitment...High quality! Learn excellent customer service skills that you can use anywhere! Valuable hands-on training after classroom preparation. (Sales, Customer Service, Loss Prevention, Hold-ups, Teller Routine, Handling Currency, etc.)

**BUSINESS OCCUPATIONS CC/CVE:** This program trains students for entry-level positions in office work. The course is focused on business-related skill development including business communications, employability skills, information technology, leadership development, and administrative functions. Students may also be placed in community classroom worksites and/or paid employment related to office occupations.

**CAREERS IN EDUCATION:** Students will learn how to assist the teacher in a classroom setting at the elementary, middle & secondary levels. The class is recommended for those who are considering a career in education. Classroom topics include child development, guidance and management techniques.

**CATERING & BANQUETS CC:** (Includes Internship) Requirements: Must have transportation to internship site. Student will receive training in Customer relations, food service techniques, operating principals and procedures.**COMPUTER-AIDED DRAFTING:** Students will learn to create architectural and automotive design on the computer. Field trips to various companies, events and colleges will be offered. Employment opportunities will be offered in Design & Drafting for those who master program.

**\*\*COMPUTER APPLICATIONS:** Keyboarding knowledge preferred of 25 words per minute or one year of typing with a grade of C or better preferred. This course prepares students for entry-level jobs utilizing the PC. Students will increase their knowledge of computer concepts and receive hands-on training in word processing, data entry, spreadsheet, database management and integrated applications. **Earn College Credit at Cerritos, See ROP office for details!!**

**CONSTRUCTION TECHNOLOGY:** This course will prepare students for entry-level work in the field of construction. Students will get hands on experience with carpentry.

**\*\*DESKTOP PUBLISHING:** Introduction to computer concepts, graphic layout, presentation guidelines, desktop publishing concepts and software functions. Pre-requisite: keyboarding essentials or Key 8 or Word Processing with a grade of "C" or better. **Earn College Credit at Cerritos, See ROP office for details.**

**DIGITAL ART/GRAPHIC DESIGN:** Students will learn the basic tools and fundamentals of Adobe: Photoshop, Illustrator, while designing layouts and logos for individual portfolios. Projects will be designed to enhance your understanding of graphic design and illustration.

**EMERGENCY MEDICAL RESPONDER:** This class prepares the student to provide efficient and immediate care to ill and/or injured patients and to assist other emergency medical services providers. The emergency response training includes classroom and laboratory instruction in First Aid, CPR, communication skills, legality, ethics, stress management, an overview of the history and the future of health care, pre-hospital care systems, anatomy and physiology, triage and post-emergency care duties.

**.GRAPHIC ARTS/ SILK-SCREENING & PRINTING: Learn Graphic design job skills & earn great money! Learn Silk-screening for Fun & Profit \$\$\$**

**Graphic Arts:** students will receive an overview of current software using Adobe Photoshop, Illustrator, and Quark, (the Industry-Standard Software) for image processing and art creation. Students will learn the basics of layout, design, type & production techniques of artwork in a digital format for entry-level job skills & vocational training. Prepress production and offset press is covered. **Silk-Screen:** emphasizes both digital & traditional methods of screen production. Single color, multi-color registration, special effects, and airbrush are covered. Students will silk-screen their own tee shirts & posters.

**GRAPHIC COMMUNICATIONS CC/CVE:** Students will be placed in a classroom setting for 30 hours to build on their knowledge and review the skills they have learned from previous Graphic Design classes. Students will then be placed on an unpaid internship for at least 40 hours where the student will gain valuable hands on experience in a Graphic Design/Graphic Communications business. Internships may lead to paid employment.

**GRAPHIC DESIGN UC:** The Graphic Design course will explore the ever changing trends in the global field of design. Student will understand the impact of the arts and design throughout history and in various cultures. This course is UC approved and is eligible for "I" credit. Students will learn methods and theory such as elements and principles of design to enhance their artistic vision and style.

**LAW ENFORCEMENT OCCUPATIONS;** This course is designed to prepare students for entry-level jobs in the law enforcement field. This course enables students to examine a wide variety of career opportunities in public and private law enforcement. Students will receive an introduction to law enforcement, public safety dispatcher, records clerk, police cadet and security guard.

**MICROSOFT OFFICE SPECIALIST (MOS) CERTIFICATION:** This class will prepare students to be proficient in and take the online exam given by MICROSOFT and be certified in a specific area such as Word, Excel, or PowerPoint by Microsoft.

**\*\*OFFICE OCCUPATIONS:** (General Office Clerk): This course is designed to train for entry-level position in the business/clerical area. Classroom instruction will include introduction to computers, word processing, keyboarding techniques, printing, calculator, filing, telephone etiquette, penmanship, proofreading, listening and speaking skills, sexual harassment and time management. Units on employment preparation, positive work habits and attitudes will also be covered. Keyboarding knowledge is preferred but now required. **Earn College Credit at Cerritos, See ROP office for details!!**

**RETAIL MARKETING-CC (Includes Internship):** Provides students with the opportunities to prepare for and achieve careers in the retail/marketing industry. Retailing experience includes: advertising, fashion trends, communications, business plans and basic sales techniques. Internships and possible employment in related fields. Positive and mature attitude, good attendance, trustworthy, honest, dependable, and businesslike clothing; 90% hiring rate. **Prerequisite: At least a 2.0 GPA and work permit approval from High School Counselor.**

**ROBOTICS:** This course trains students for post-secondary education and/or entry-level positions in a variety of related occupations, such as robotics technician, machine operator, machinist, tool programmer, and computer programmer, computer systems analyst, and robot machine operator. Students will study the connection between applied physics principles and several branches of engineering including mechanical, computer, and electronic, industrial, chemical, and materials. In addition, students will investigate the creation and use of robots in NASA exploration, industrial manufacturing, engineering design, hazardous duty, maintenance, firefighting, surgery, and military robots.

**SPORTS THERAPY:** This course trains students for jobs in sports therapy, physical therapy, rehabilitation, and the fitness industry. The course includes instruction in human anatomy, biological sciences, training in first aid, CPR, nutrition, exercise physiology, injury care, and management.

**TV & VIDEO PRODUCTIONS:** A comprehensive program that introduces the student to the television (video) industry. Introduces the skills necessary for such jobs as; producer, director, assistant director, editor, videotape operator, technical script supervisor, grip, floor manager, etc. On-the-job experiences provided through organized laboratory activities. Acquaints students with the broad spectrum of career opportunities in the film and video industry.

**COOPERATIVE VOCATIONAL EDUCATION (CVE) CLASSES:** A program for students who are already working for pay and would like High School credits and additional instruction. Students who are 16 or 17 years old, must be registered in a approved CVE class in order to qualify for an extended Work Permit. Student must attend related instruction for a minimum of 2 1/4 hours per week in order to receive credit for their work hours.

**FOOD SERVICES CVE:** Emphasis will be on food preparation, customer relations, food services technicians, operating principals and procedures, operations of cash registers, order taking, inventory and supply, marketing and display. Opportunity to earn a Serve Safe Certification upon completion.

**BUSINESS OCCUPATIONS CVE:** Emphasis will be on office duties such as keyboarding, correspondence, billing invoices, and interpersonal skills.

**RETAIL MARKETING CVE:** Emphasis on sales techniques, marking stock, taking inventory, buying, advertising, cashiering, and business economics.

**CLASSES HELD OFF CAMPUS-PLEASE SEE ROP COUNSELOR:**

**EMERGENCY MEDICAL TECHNICIAN-1 (EMT-1):** Students will prepare for State Certification test; receive CPS Certification and participate in clinical rotations, ambulance ride-a-longs and field trips. Must be 18 years old within a month of class start date. 85% attendance is mandatory. American Medical Response teaches this course.

**PHARMACY TECHNICIAN:** The American University of Health Sciences of Long Beach is offering this course through LACOROP as a Private Post Secondary Site. This course offers hands on training and internships. It is an 11 month course. **Pre-requisite: High School Seniors interested in the field and GPA of 3.0 or higher.**