

Los Angeles County Regional Occupational Program  
Bellflower Unified School District



Updated 1/23/12

Free Career Training for High School Students!!! \*Adults are Welcome!!  
(Students must be in the 10<sup>th</sup> grade or above to enroll in ROP classes and you must be 16 yrs. old to enroll in ROP internship classes).

FOR REGISTRATION AND MORE INFORMATION: [www.lacorop.org](http://www.lacorop.org)  
Bellflower High School: (562) 920-1801, Ext. 3328 or (562) 925-4220  
Mayfair High School: (562) 925-9981, Ext. 3502/3503

ROP Counselor: Adrienne Madrid  
ROP Technician: Fashion Delgadillo  
ROP Technician: Kathleen McLaughlin

# The deadline to register for classes is FEBRUARY 21 !!

++- UC/CSU approved for "F" Requirement  
CC- Community Classroom (Internship Class-On the Job Training)      CVE- Cooperative Vocational Education (students must be employed in a related occupation)  
Requirements- Must have transportation to internship site.      TBA- "To Be Announced"

## BELLFLOWER HIGH SCHOOL

ROP Class	Teacher	Room	Days	Hours	Period	Start/End	Credits
++ Animation UC	Ahumada	720	MTuWThF	7:30AM-8:28AM	1	9/02/11-06/20/12	5
++ Graphic Design UC	Ahumada	720	MTuWThF	9:52AM-10:50AM	3	9/02/11-06/20/12	5
Auto Specialization	Miranda	741	MTuWThF	10:56AM-11:54AM	4	9/02/11-06/20/12	5
Microsoft Office Skills	Macias	406	MTuWThF	10:56AM-11:54AM	4	9/02/11-06/20/12	5
Computer Creative Design	Macias	406	MTuWThF	12:00PM-12:58PM	5	9/02/11-06/20/12	5
Auto Specialization	Miranda	741	MTuWThF	12:00PM-12:58PM	5	9/02/11-06/20/12	5
Film Video UC ( <b>BUC TV</b> )	Tydor	604	MTuWThF	12:00PM-12:58PM	5	9/02/11-06/20/12	5
++ Digital Photography UC	Gamboa	608	MTuWThF	1:35PM-2:33PM	6	9/02/11-06/20/12	5
Engineering Design Technology	Guzman	731	MTuWThF	1:35PM-2:33PM	6	9/02/11-06/20/12	5
Film Video UC ( <b>BUC TV</b> )	Tydor	604	MTuWThF	1:35PM-2:33PM	6	2/06/12-06/20/12	5
Construction Technology	Ahumada	721	MTuWThF	1:35PM-2:33PM	6	9/02/11-06/20/12	5
Recreation Occupations - CC/CVE	Delgadillo	603	Mon & Wed	3:00PM-5:30PM	7	2/15/12-06/13/12	5/10
Digital Art/Graphic Design	Ahumada	720	Mon & Wed	3:00PM-5:30PM	7	2/15/12-06/13/12	5
Graphic Arts/ Silk-Screening & Printing	Becerra	745	Mon & Wed	3:00PM-5:30PM	7	2/15/12-06/13/12	5
CISCO 1- <b>New Class</b>	Guzman	731	Mon & Wed	3:00PM-5:30PM	7	2/15/12-06/13/12	5
Building & Maintenance	Matuska	721	Tue & Thur	2:45PM-5:15PM	7	2/14/12-06/14/12	5
Robotics	Guzman	731	Tue & Thur	3:00PM-5:30PM	7	2/14/12-06/14/12	5
Graphic Communications	Ahumada	721	Tue & Thur	3:00PM-5:30PM	7	2/14/12-06/14/12	5
Graphic Arts, Silk-Screening & Printing	Becerra	745	Tue & Thur	3:00PM-5:30PM	7	2/14/12-06/14/12	5
Fire Behavior & Combustion <b>B- New Class</b>	San Martin	603	<b>SATURDAY</b>	9:00AM-2:00PM	8	2/18/12-06/16/12	5
Business Occupations - CC/CVE	Phillips	406	<b>SATURDAY</b>	9:00AM-2:00PM	8	2/18/12-06/16/12	5/10
A+ Certification Core Sys.- Software	Guzman	731	<b>SATURDAY</b>	8:30AM-1:30PM	8	2/18/12-06/16/12	5
Retail Marketing - CC/CVE	Williams	401	<b>SATURDAY</b>	9:00AM-2:00PM	8	2/18/12-06/16/12	5/10
Auto Specialization	Miranda	741	<b>SATURDAY</b>	8:00AM-1:00PM	8	2/18/12-06/16/12	5

## MAYFAIR HIGH SCHOOL

ROP Class	Teacher	Room	Days	Hours	Period	Start/End	Credits
Digital Art/Graphic Design	Tablason	703	MTuWThF	8:34AM-9:37AM	2	2/06/12-06/20/12	5
Microsoft Office Specialist Certification	Redmond	706	MTuWThF	9:52AM-10:50AM	3	2/06/12-06/20/12	5
Sports Marketing	Magno	501	MTuWThF	10:56AM-11:54AM	4	2/06/12-06/20/12	5
Sports Marketing	Magno	501	MTuWThF	12:00PM-12:58PM	5	2/06/12-06/20/12	5
Careers with Children - CC	Skipper	330	MTuWTh	1:35PM-4:05PM	6	2/06/12-06/20/12	5
Law Enforcement Occupations	Carcano	322	Mon & Wed	1:35PM-4:05PM	6	2/06/12-06/20/12	5
Criminal Justice	Carcano	322	Tue & Thur	1:35PM-4:05PM	6	2/06/12-06/20/12	5
Health Occupations	TBA	504	MTuWTh	3:00PM-5:30PM	7	2/06/12-06/20/12	10
Recreation Occupations -CC/CVE	Delgadillo	501	Tue & Thur	2:40-PM-5:10PM	7	2/14/12-06/14/12	5/10
Retail Marketing - CC/CVE	Williams	501	Mon & Wed	2:40PM-5:10PM	7	2/15/12-06/13/12	5/10

## SOMERSET HIGH SCHOOL (SHS offers open enrollment)

ROP Class	Teacher	Room	Days	Hours	Period	Start/End	Credits
Microsoft Office Skills	Allen	10	MTuWThF	11:05AM-1:15PM	4	7/20/11-6/20/12	10
Office Occupations	Allen	10	MTuWTh	3:15PM-5:45PM	7	7/20/11-6/20/12	10

Adult registration fee: \$50.00 Money order only. Made payable to LACOE- due the first day of class.

Adults may qualify for a fee waiver - See ROP Counselor for details.

NOTICE: Classes may be cancelled due to low enrollment. If cancelled, students may choose to transfer into another class or receive a full refund.

## ROP CLASS DESCRIPTIONS- SPRING 2012 (1-23-12)

**A+ CERTIFICATION CORE SYSTEMS S/W:** (Previously Computer Repair): 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.

**AUTO SPECIALIZATION:** Students will be introduced to the basics of Automotive Diagnostics & Repair. The class is 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. Field trips are taken to the Pomona Race Track and Petersen's Automobile Museum. Class includes hands-on instruction, written assignments, and projects.

**BUILDING & MAINTENANCE:** Students will learn entry level job skills for apartment, residential and public building maintenance. Students will be introduced to construction principles and procedures, use of common hand and power tools, and machine maintenance and safety. Basics of carpentry, electrical, plumbing, drywall and painting will be taught.

**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.

**CAREERS WITH CHILDREN- CC:** Students will receive entry-level training in the field of childcare and pre-school occupations. Students must like working with young children. Positive attitude, attendance, patience and creativity are a MUST! Students will complete internships at pre-school or elementary schools. Training in CPR/First Aid is included.

**CISCO NETWORKING:** Upon completion of these courses, students may apply for Certification at their own expense. This is a 4 course sequence that qualifies students to take the CISCO-CCNA Certification Test and covers fundamentals of computer internet- networking, including safety terminology, protocols, network topology and standards, cabling, electrical considerations, and OSI models, IP addressing, Bridges, Switches, hubs and routers, and basic networking design.

**COMPUTER APPLICATIONS:** Keyboarding knowledge at 25 WPM preferred but not required. Course prepares students for entry-level jobs using a PC. Students will increase their knowledge of computer concepts and receive hands-on training in word processing, data entry, spreadsheet, database management & integrated applications.

**COMPUTER CREATIVE DESIGN (DESKTOP PUBLISHING):** In this two-semester course, students will design publications using desktop publishing software. Projects include: flyers, newsletters, brochures, business cards, and calendars. Software includes: Photoshop, Image Ready, Webpage/HTML and Digital Portfolio.

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

**CRIMINAL JUSTICE:** Students will recognize the major sources of crime data, their uses and limitations. Students will learn about cultural diversity, street gangs, ethics, urban terrorists, courtroom testimony and demeanor. Guest speakers from the law enforcement industry and will speak on specific issues.

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

**++DIGITAL PHOTOGRAPHY:** Students will learn the types and operations of cameras and accessories common to the photography industry. This course includes digital photography, black and white film processing, proper printing techniques, studio lighting, lighting equipment, film scanning print finishing, and portfolio presentations. Students will also learn about the history of photography including how photography has evolved over time.

**ENGINEERING DESIGN TECHNOLOGY (COMPUTER AIDED DRAFTING):** Students will learn to create architectural and automotive design on the computer. Field trips to events and colleges may be offered.

**FIRE BEHAVIOR & COMBUSTION:** This 180 hour course explores the theories and fundamentals of how and why fires start, spread, and how they are controlled. An in-depth study of fire chemistry, fire characteristics of materials, extinguishing agents and fire control techniques will be explored. This course is a core class required for the California Fire Technology Certificate and Degree program. Training in CPR/First Aid is included.

**GRAPHIC ARTS/ SILK-SCREENING & PRINTING T SHIRTS:** This class is designed to provide students with a solid foundation in graphic design fundamentals using Adobe, Photoshop, Illustrator and In Design. The class will emphasize developing entry-level job skills, the principles and elements of art, layout and color theory. Projects will include advertising, business cards, CD/DVD cover art and Photoshop color correction. Student will explore both traditional and digital art preparation and printing T-shirts. This graphic arts class may be repeated for advanced proficiency.

**GRAPHIC COMMUNICATIONS:** Students will learn the basic concepts of graphic design, production, standard printing conventions, and how to apply these concepts to produce products consistent with industry standards. Students will also learn artistic and technical aspects of business-commercial communication, creative processes, electronic imaging, printing, finishing, and distribution.

**++GRAPHIC DESIGN:** This course will explore the ever changing trends in the global field of design. Students will learn about the impact of the arts and design throughout history and in various cultures, theory such as elements and principles of design to enhance their artistic vision and style.

**HEALTH OCCUPATIONS:** This course trains students for employment in entry-level positions in hospital and health-related occupations. The student acquires occupationally specific skills in one or more entry-level job titles in the areas of therapeutic, diagnostic, clerical, and supportive services in the healthcare facility. The goal of the course is to expose the students to the diverse career opportunities available in the health care field. Training in CPR/First Aid is included

**LAW ENFORCEMENT OCCUPATIONS:** This course is designed to prepare students for entry-level jobs in the law enforcement field. Students will 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 SKILLS (COMPUTER APPLICATIONS):** This two-semester course is designed to prepare students for entry-level jobs utilizing the PC. Students will increase their knowledge of computer applications and receive training on workplace-oriented projects. Applications include: MS Word, MS Excel, MS PowerPoint, MS Access, MS Publisher, Webpage/HTML and Photoshop.

**MICROSOFT OFFICE SPECIALIST (MOS) CERTIFICATION:** This class will prepare students for an online exam so they can be certified in a specific area of Microsoft Office such as Word, Excel, or PowerPoint.

**OFFICE OCCUPATIONS:** Classroom instruction will include introduction to computers, word processing, keyboarding techniques, printing, telephone etiquette, proofreading, listening and speaking skills, and how to prioritize work load. Skills on employment preparation, positive work habits and attitudes will also be covered. Keyboarding knowledge is preferred but not required.

**RECREATION OCCUPATIONS-CC/CVE:** This course trains students to lead organized recreational activities such as arts and crafts, games, dance, and sports. Students will plan, organize, and direct these activities in playgrounds, recreation areas, parks, and community centers. Students will learn how to schedule classes and facilities rentals in a recreational program. Students will be taught how to keep records of equipment and ensure that equipment is used properly.

**RETAIL MARKETING-CC:** This class provides students with the opportunities to prepare for and achieve careers in the retail/marketing industry. Learning experience includes: advertising, fashion trends, communications, business plans and basic sales techniques. Positive and mature attitudes, good attendance, trustworthiness, honesty and dependability will be of focus.

**ROBOTICS:** Students will use basic electronic skills to design and program a robot. Students will construct a working robot, write computer programs and work with advanced electronic circuits. This course trains students for post-secondary education and/or entry-level positions in a variety of related occupations, such as robotics technician, computer programmer, and robot machine operator.

**SPORTS MARKETING:** This class includes research and developing marketing strategies, promoting and advertising products and services related to the sports industry. Students will learn the basics of marketing and business principles in the scope of amateur, college and professional sports.

**TV & VIDEO PRODUCTIONS (BUC TV):** This program that introduces the students to the television (video) industry and the skills necessary for a producer, director, editor, videotape operator, and etc.