



*Southern California Regional Occupational Center*

# COURSE CATALOG

## **SPRING 2011**

# ***Southern California Regional Occupational Center***

2300 Crenshaw Boulevard Torrance, California 90501 310.224.4200 [www.socalroc.com](http://www.socalroc.com)

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# FREQUENTLY ASKED QUESTIONS

## What is ROC/P?

A Regional Occupational Center/Program (ROC/P) is state funded public education that provides career technical education and career guidance to students. The Southern California Regional Occupational Center (SoCal ROC) provides high school students and adults with more than 100 California Department of Education approved courses. The SoCal ROC is governed by a Joint Powers Agreement (JPA) with seven South Bay school districts represented: Centinela Valley Union High School District, El Segundo Unified School District, Inglewood Unified School District, Manhattan Beach Unified School District, Palos Verdes Peninsula Unified School District, Redondo Beach Unified School District, and Torrance Unified School District. SoCal ROC is accredited by the Western Associations of Schools and Colleges (WASC). All teachers possess a valid California Teaching Credential in Designated Subjects.

## Who can take ROC/P classes?

Courses are open to high school students, grades 10\*, 11, and 12, and adults. (Tenth grade students must have a four-year Career/Academic Plan on file in order to enroll. See your high school Counselor or a SoCal ROC Career Guidance Specialist.)

## When and where are classes offered?

Courses are offered Monday through Thursday. Check the catalog for the specific course and time.

## What is the cost?

Courses are free for high school students. Bus transportation is provided free to high school students within the JPA from their high schools to the SoCal ROC Center during the 02 and 03 session. Adults pay a fee for each course taken. (See catalog for specific course fee and costs related to textbook purchases and/or material and supplies.) \$25.00 of each course fee is non-refundable. Cost related to proof of health and fingerprinting/background checks may be required for some programs and are also the responsibility of adult students.

## Is there Job Placement?

Many ROC classes offer unpaid On-The-Job Training. To identify which courses offer On-The-Job Training, please see course descriptions. Information pertaining to job opportunities is also available in the Career Center.

## How can you register for courses?

Please see the registration section of this catalog for all information pertaining to registration.

## Why enroll in a Career/Technical Education Course?

- Explore career interests through coursework
- Discover career direction
- Earn credits toward high school diploma
- Take classes that meet UC/CSU college entrance requirements
- Upgrade workplace skills
- Receive job placement assistance
- Participate in courses that offer internships and on-the-job training experiences
- Apply & reinforce academic skills
- Benefit from industry-approved curriculum & industry-experienced teachers
- Earn certificates of competency
- Upgrade skills, change careers, or prepare for re-entry to the workforce.

## How to navigate the schedule:

<b>313</b>	<b>T, W, Th</b>	<b>3:45-6:45</b>	<b>1</b>	<b>C</b>	<b>10</b>	<b>C-301</b>	<b>\$360.00</b>
Course number	Days of the week course is offered	Class times	Number of Semester(s)	Receive a Certificate (C) or State (S) Certificate	High School Credits	Room Number	Fee for adult student; high school students do not pay fees.

# REGISTRATION INFORMATION

## REGISTRATION HOURS

Monday—Thursday 7:30 a.m.— 8:00 p.m.

## HIGH SCHOOL STUDENTS

High school students may register through the SoCal ROC Guidance Specialists or at SoCal ROC, 2300 Crenshaw Boulevard. High school students within the Joint Powers Agreement (JPA) attendance area receive enrollment priority. Students attending outside of the JPA may submit an application through the SoCal ROC Registration Office. These students will receive notification as to admission status. High school students do not pay a fee for classes.

## ADULTS

Adults register at the Center in Torrance. Adult students pay a fee per class that includes a non-refundable registration fee of \$25.00. Check, cash, money order, or credit card accepted. Registration procedures are subject to change and may be modified without prior notice. Adults are also responsible for all course-related expenses including proof of health and fingerprinting requirements that pertain to certain classes. Check course description for specific requirements. **Course refunds will not be given after four class sessions.** Courses may be cancelled depending on enrollment or due to other special circumstances.

Adults that are receiving assistance from any of the following programs may qualify for financial assistance for course fees. Please inquire at the time of registration.

- Aids to Families with Dependent Children (AFDC)
- CalWORKS/GAIN
- Supplemental Security Income/Disability (SSI)
- General Relief

## CAREER CENTER

The Career Center provides services including career information, counseling, interest assessment, aptitude assessment, and assistance with job search skills. Career Center Hours are Monday – Thursday 8:00 a.m. – 8:00 p.m.

### Centinela Valley Union High School District

Hawthorne High School, Lawndale High School  
Leuzinger High School, Loyde High School

*Lucy Gutierrez, Career Guidance Specialist*  
310.224.4242 or [lgutierrez@scroc.k12.ca.us](mailto:lgutierrez@scroc.k12.ca.us)

### El Segundo Unified School District

El Segundo High School, Arena Continuation High School

*Patricia Morrow, Career Guidance Specialist*  
310.224.4239 or [pmorrow@scroc.k12.ca.us](mailto:pmorrow@scroc.k12.ca.us)

### Inglewood Unified School District

City Honors High School, Inglewood High School  
Morningside High School, Hillcrest Continuation High School

*Lucy Gutierrez, Career Guidance Specialist*  
310.224.4242 or [lgutierrez@scroc.k12.ca.us](mailto:lgutierrez@scroc.k12.ca.us)

### Manhattan Beach Unified School District

Mira Costa High School

*Patricia Morrow, Career Guidance Specialist*  
310.224-4239 or [pmorrow@scroc.k12.ca.us](mailto:pmorrow@scroc.k12.ca.us)

### Palos Verdes Peninsula Unified School District

Palos Verdes High School, Palos Verdes Peninsula High School,  
Rancho Del Mar Continuation High School

*Patricia Morrow, Career Guidance Specialist*  
310.224.4239 or [pmorrow@scroc.k12.ca.us](mailto:pmorrow@scroc.k12.ca.us)

### Redondo Beach Unified School District

Redondo Union High School  
Redondo Shores Continuation High School

*Patricia Morrow, Career Guidance Specialist*  
310.224.4239 or [pmorrow@scroc.k12.ca.us](mailto:pmorrow@scroc.k12.ca.us)

### Torrance Unified School District

North High School, South High School,  
Torrance High School, West High School  
Kurt T. Shery Continuation High School

*Pam Lawrence, Career Guidance Specialist*  
310.224.4240 or [plawrence@scroc.k12.ca.us](mailto:plawrence@scroc.k12.ca.us)

## Spring 2011 Calendar

Important dates for students to note:  
The Center is closed on Fridays.

**Martin Luther King Holiday**-No Classes  
Monday, January 17, 2011

**Last Day of Fall Semester**  
Thursday, January 27, 2011

**First Day of Spring Semester**- Classes Begin  
Monday, January 31, 2011

**Lincoln's Birthday Holiday**-No Classes  
Monday, February 14, 2011

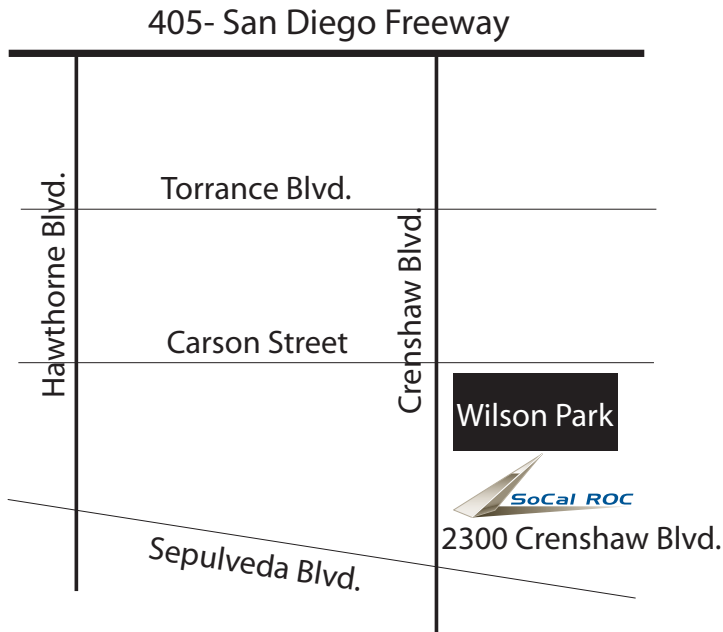
**President's Day Holiday**- No Classes  
Monday, February 21, 2011

**Cesar Chavez** - No Classes  
Monday, April 4, 2011- Tuesday April 5, 2011

**Memorial Day Holiday**- No Classes  
Monday, May 30, 2011

**Last Day of Spring Semester**  
Thursday, June 9, 2011

## Map





## **Mission**

The mission of SoCal ROC is to provide all students through industry-linked programs the skills and knowledge necessary to attain their career goals in order to become economically self-sufficient and be a successful contributor to society and a global economy.

## **Vision**

All students will have the opportunity to participate in a high-quality, rigorous, and relevant course of study made up of CTE courses aligned to CTE Standards and Academic standards. Courses shall be reviewed on an annual basis with industry partners so as to meet industry standards and expectations ensuring that skills and theory taught will prepare students for further study and preparation for high skilled, high wage, and technologically “green” focused career areas of today and tomorrow.

## **Expected Student Learning Results**

### **Students will develop and execute a multi-year career plan by:**

- Understanding Career Pathways
- Identifying a career area of focus
- Enrolling in a course within a Career Pathway
- Demonstrating job specific skills/competencies necessary to attain a course certificate
- Developing job readiness skills
- Pursuing training to advance in a Career Pathway

### **Students will demonstrate professional behavior in the workplace by:**

- Communicating effectively
- Demonstrating leadership qualities that contribute to the organization
- Effectively managing time
- Building relationships through collaboration and teamwork
- Thinking critically/solving problems
- Dressing appropriately for a career
- Demonstrating flexibility, resiliency, and perseverance

### **Students will anticipate and adjust to ongoing economic and workforce trends by:**

- Demonstrating entrepreneurial characteristics
- Demonstrating technological literacy
- Being resourceful and innovative
- Using resources to acquire knowledge
- Setting priorities and adapting as priorities change

### **Students will understand and demonstrate ethical and legal behavior by:**

- Understanding and complying with all school rules and workplace regulations
- Treating all people with respect
- Demonstrating appreciation for cultural diversity
- Demonstrating honesty and integrity
- Demonstrating responsibility and accountability in fulfilling community and workplace roles

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# AGRICULTURE & NATURAL RESOURCES

## FLORAL DESIGN I/II

Do you fill your home and office with the fragrant scent of flowers? Make a career move doing what you love to do. This course prepares students for jobs in the floral industry. Students will learn the principles of floral design, the use of floral materials and tools, preparation of simple floral arrangements and decorative items, basic sales techniques, customer relations, and basic business practices. On-the-Job Training for 3:45-6:45 course only. \*Course is for special needs students.

218/1218*	M-Th	8:45-11:45	1	C	10	C-312	\$360.00
218/1218	M-Th	3:45-6:45	1	C	10	C-312	\$360.00
218/1218	Th	6:45-9:45	1	C	2.5	C-312	\$130.00

## LANDSCAPE/NURSERY CAREERS I/II

Set up your office in the great outdoors! Do you want to be your own boss or work for a large company? This program is designed to prepare students for employment in a wide range of entry-level jobs related to Landscape/Nursery occupations. The second semester allows the student to develop greater skills. Training is provided in plant identification, Integrated Pest Management (IPM), lawn care, landscape design and installation, gardening, pruning, and growing vegetables. Students learn to work in nurseries, greenhouses, gardens, parks, and industrial grounds. \*Course is for special needs students.

219*/319*	M-Th	8:45-11:45	1	C	10	E-102	\$300.00
219/319	M-Th	12:45-3:45	1	C	10	E-102	\$300.00

# ARTS/ MEDIA & ENTERTAINMENT

## 3D CHARACTER DESIGN AND ANIMATION

For creative students interested in learning techniques used in designing and modeling characters for movies and video games. From robots to animals to action characters and creatures, students will learn to create models using the latest 3D software.

658	M-Th	12:45-3:45	1	C	10	B-201	\$420.00
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## INTRO TO VIDEO GAME DESIGN

If you love computers and you love games, this is the course for you! Perfect for the student who would like to seek a professional career as a video game creator, and also for the enthusiastic amateur gamer looking to explore this exciting field. No prior game or graphics programming experience is necessary! This course is designed to help the student develop a sense of design and art, as well as the technical skills to create an exciting video game universe that is full of thrills and challenges, yet flows smoothly as it invites players to join in the fun.

634	M-Th	3:45-6:45	1	C	10	B-201	\$420.00
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## MEDIA DESIGN 1, 2, 3, 4, 5, 6 (Media Design 1 and 2 are a-g approved as a “f” elective.)

You’ve always had the talent and the interest, now it’s time to make them pay off in an exciting career. Media Design 1-6 is a sequence of courses that prepares the student to excel in the graphic arts field. Students will use state-of-the-art software and technology equipment. In MD1, students learn to use Adobe Illustrator and Adobe Photoshop software; in MD2, they enhance their skills in Illustrator and Photoshop, and Flash will also be used to create animations for web use; MD3 focuses on the foundations of design and print production—students build expertise with previously used software, and are introduced to Photoshop Extended, Acrobat Pro, and Adobe CS3 Master Collection; in MD4, students develop/expand skills/software expertise in all areas covered in MD3, centered around a project-based curriculum; MD5 takes the student into the world of digital design/web design, with emphasis on Adobe Flash CS3, Adobe Dreamweaver CS3, Adobe Flash CS3 Master Collection, Dreamweaver, Fireworks, and Flash softwares; and in MD6, students extend their learning/expertise in the use of all softwares included in MD5.

Media Design 1+2	244	M-Th	3:45-6:45	1	C	10	B-103	\$360.00
Media Design 3+4	245	M-Th	3:45-6:45	1	C	10	B-103	\$360.00
Media Design 5+6	246	M-Th	3:45-6:45	1	C	10	B-103	\$360.00
Media Design 1	1244	M/W	6:45-9:45	1	C	5	B-201	\$180.00
Media Design 2	1245	M/W	6:45-9:45	1	C	5	B-201	\$180.00

## ADOBE SUITE-CS3

Become an expert in the use of state-of-the-art media design software. Course offers six 9-week modules: Illustrator, Photoshop, Dreamweaver, InDesign, After Effects, and Flash.

After Effects	351	1/31/11-4/7/11	M-Th	12:45-3:45	9 weeks	C	5	B-103	\$180.00
After Effects	1351	4/11/11-6/9/11	M-Th	12:45-3:45	9 weeks	C	5	B-103	\$180.00
Dreamweaver	249	1/31/11-4/7/11	M-Th	12:45-3:45	9 weeks	C	5	B-103	\$180.00
Dreamweaver	1249	4/11/11-6/9/11	M-Th	12:45-3:45	9 weeks	C	5	B-103	\$180.00
Flash	349	1/31/11-4/7/11	M-Th	12:45-3:45	9 weeks	C	5	B-103	\$180.00
Flash	1349	4/11/11-6/9/11	M-Th	12:45-3:45	9 weeks	C	5	B-103	\$180.00
Illustrator	247	1/31/11-4/7/11	M-Th	12:45-3:45	9 weeks	C	5	B-103	\$180.00
Illustrator	1247	4/11/11-6/9/11	M-Th	12:45-3:45	9 weeks	C	5	B-103	\$180.00
InDesign	347	1/31/11-4/7/11	M-Th	12:45-3:45	9 weeks	C	5	B-103	\$180.00
InDesign	1347	4/11/11-6/9/11	M-Th	12:45-3:45	9 weeks	C	5	B-103	\$180.00
Photoshop	248	1/31/11-4/7/11	M-Th	12:45-3:45	9 weeks	C	5	B-103	\$180.00
Photoshop	1248	4/11/11-6/9/11	M-Th	12:45-3:45	9 weeks	C	5	B-103	\$180.00

## WEB PAGE DESIGN FOR MARKETING AND SALES

Increase your sales and market your company by designing a state-of-the-art website. This course prepares students for the business of professional web design with emphasis on industrial web site development and sales. Students are introduced to the fundamentals of web site search engine optimization, and will acquire basic knowledge of Internet technologies. They also learn web authoring, using a major professional web authoring software program, Adobe Dreamweaver. Upon completion of this course, students will be able to create web sites containing text, graphics, hyperlinks, and tables, and will develop an understanding of industrial web development needs, including detailed knowledge of web site navigation, an introduction to SEO (Search Engine Optimization), and sales.

266	T/Th	6:45-9:45	1	C	5	B-103	\$240.00
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## FASHION DESIGN

Picture yourself walking down the runway wearing an outfit you designed and created yourself! This course introduces the student to the exciting, fast-paced world of the Fashion Design Industry. Students learn about the design process, about apparel wholesale and retail markets, and about the latest fashion trends. They also use sketching techniques to create a portfolio that includes the initial stages of product development, as well as research, logo development, and final clothing line. Students learn appropriate fashion terminology, and are introduced to the production and marketing of the fashion product, as well as to the overall structure of the fashion industry. The course culminates in a student-produced fashion show!

632	M-Th	3:45-6:45	1	C	10	C-311	\$480.00
632	T/Th	6:45-9:45	2	C	10	C-311	\$480.00

## FASHION DESIGN PRODUCTION/ FASHION DESIGN PRODUCTION II

Students will study the exciting, fast-paced fashion industry. Content includes clothing construction, sizing patterns, and developing the fashion figure (croqui) drawing, as well as analysis of apparel wholesale and retail markets, and of fashion trends. Instruction includes the study of fashion design through the draping process, and will also cover directing and coordinating a fashion show. Students will create a portfolio through sketching techniques, clothing construction samples, product development, research, logo development, and final clothing line. Upon successful completion of this course, students will be able to design fashions and construct garments, to define appropriate fashion terminology, and to explain the structure of the fashion industry, the design process, and the production and marketing of the fashion product. They will also learn the elements involved in directing and producing a fashion show, and will display their garments in a fashion show at the end of the semester.

631	M-Th	3:45-6:45	1	C	10	C-311	\$480.00
2631	M-Th	3:45-6:45	1	C	10	C-311	\$480.00
631	T/Th	6:45-9:45	2	C	10	C-311	\$480.00
2631	T/Th	6:45-9:45	2	C	10	C-311	\$480.00

## SILKSCREEN/PRODUCTION ART I/II

Learn how to produce your own customized logos and start your own business! Students develop basic skills in silkscreening, preparing "camera-ready" artwork for reproduction, layout, paste-up, special lettering, and art display in a studio workshop setting. Upon completion, students are prepared for employment in this exciting and creative field.

308/309	M-Th	12:45-3:45	1	C	10	C-202	\$420.00
308/309	M-Th	3:45-6:45	1	C	10	C-202	\$420.00
308/309	T/Th	6:45-9:45	2	C	10	C-202	\$420.00

# ENGINEERING, TECHNOLOGY & INDUSTRIAL TRADES

## INTRO TO INDUSTRIAL DESIGN

Behind every basketball shoe, smart phone, and car on the road is a supremely creative and professional person called a designer. Students will learn the fundamental techniques and principles of industrial design, including freehand sketching, illustration, and oral and graphic presentation. Students will practice drawing using pens, pencils, and markers to create dynamic and exciting product concepts, and they will gain a working knowledge of the design process and of its importance as a business tool.

306	M/W	6:45-9:45	1	C	5	C-104	\$105.00
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## INTRO TO TRANSPORTATION DESIGN

Auto shows feature million-dollar concept cars that we dream of driving. Behind each of them is a supremely creative and professional person called a designer. In this class, students will learn the fundamental techniques and principles of transportation design, including freehand drawing, illustration, and oral and graphic presentation. Students will practice drawing using pens, pencils, and markers to create dynamic and exciting transportation concepts, and they will develop a working knowledge of the design process and of its importance as a business tool.

558	M-Th	3:45-6:45	1	C	10	E-101	\$210.00
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## AUTOMOTIVE SYSTEMS I/II

Hands-on training will include diagnosis, maintenance, and repair procedures as they relate to transmission, brakes, and front end. The course is designed to prepare students for employment in the automotive repair industry. Program NATEF/ASE Certified.

557/2557	M-Th	12:45-3:45	1	C	10	C-105	\$540.00
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## AUTOMOTIVE TECHNICIAN I/II

Hands-on training will include diagnosis, maintenance, and repair procedures as they relate to automotive tune-up, engines, and electrical systems. The course is designed to prepare students for employment in the automotive repair industry. Program NATEF/ASE Certified.

559/2559	M-Th	3:45-6:45	1	C	10	C-105	\$540.00
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## COMPUTER AIDED DRAFTING (CAD) - BASIC

Basic course offers training in CAD (AutoCAD Release 2010). Students create mechanical, electrical, and architectural drawings by using orthographic projections. Covers basic computer-aided, two-dimensional drafting concepts used to create professional quality mechanical, electrical, and architectural drawings.

304	T/Th	6:45-9:45	2	C	10	B-203	\$480.00
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## COMPUTER AIDED DRAFTING (CAD) ADVANCED

Advanced CAD (AutoCAD Release 2010) training includes 3-D concepts and advanced modeling. Prerequisite: Completion of basic CAD course. Students will learn rendering techniques

303	T/Th	6:45-9:45	2	C	10	B-203	\$480.00
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# ENGINEERING, TECHNOLOGY & INDUSTRIAL TRADES

## COMPUTER TECHNICIAN

This could be the first step toward to a new career. Classroom instruction and laboratory experience are designed to empower students with a thorough understanding of computer hardware and software, as well as computer maintenance and repair procedures.

515	M-Th	3:45-6:45	1	C	10	C-302	\$480.00
515	M/W	6:45-9:45	1	C	5	C-302	\$240.00

## CISCO NETWORKING PROGRAM I-II

**CCNA1: NETWORK FUNDAMENTALS** This course introduces the architecture, structure, functions, components, and models of the Internet and other computer networks. It uses the OSI and TCP layered models to examine the natures and roles of protocols and services at the application, network, data link, and physical layers. The principles and structure of IP addressing and the fundamentals of Ethernet concepts, media, and operations are introduced to provide a foundation for the curriculum.

**CCNA2: ROUTING PROTOCOLS AND CONCEPTS** This course describes the architecture, components, and operations routers, and explains the principles of routing and routing protocols. Students analyze, configure, verify, and troubleshoot the primary routing protocols RIPv1, RIPv2, EIGRP, and OSPF.

258	T/Th	6:45-9:45	2	C	10	B-101	\$780.00
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## CISCO NETWORKING PROGRAM III-IV

**CCNA3: LAN SWITCHING AND WIRELESS** This course provides a comprehensive, theoretical, and practical approach to learning the technologies and protocols needed to design and implement a converged switched network. Students learn about the hierarchical network design model and how to select devices for each layer. The course explains how to configure a switch for basic functionality and how to implement Virtual LANs, VTP, and Inter-VLAN routing in a converged network.

**CCNA4: ACCESSING THE WAN** This course discusses the WAN technologies and network services required by converged applications in enterprise networks. The course uses the CISCO Network Architecture to introduce integrated network services, and explains how to select the appropriate devices and technologies to meet network requirements. Students learn how to implement and configure common data link protocols and how to apply WAN security concepts, principles of traffic, access control, and addressing services. Finally, students learn how to detect, troubleshoot, and correct common enterprise network implementation issues.

259	T/Th	6:45-9:45	2	C	10	B-101	\$780.00
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## PLUMBING

This course is for the person who enjoys working with his/her hands in a lucrative industry. Hands-on training and classroom instruction prepare students for employment in commercial plumbing. Covers nomenclature, basic equipment and tools, pipe fitting techniques, water and drainage systems, blueprint reading, and related maintenance and repair techniques.

574	T/Th	6:45-9:45	2	C	10	C-103	\$780.00
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## RESIDENTIAL ELECTRICAL WIRING

This electrical fundamentals program provides students with instruction in electrical installation and related skills, safety, tools and instrumentation, and terminology. Also includes electrical theory, mathematics, interpretation of blueprints and schematics, and the application of electrical laws.

514	M/W	6:45-9:45	1	C	5	C-106	\$240.00
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# ENGINEERING, TECHNOLOGY & INDUSTRIAL TRADES

## ELECTRONICS TECHNOLOGY – BASIC

Students acquire fundamental knowledge of DC and AC electricity. This training course includes familiarization with different types of test equipment, theory of circuit operation, fault identification, and troubleshooting of DC and AC circuitry. Hands-on training includes the use of an electronics technology trainer with a text/lab manual. Lessons and experiments are monitored with a computer-based program and interfaced with an electronic training console. This training provides the fundamentals of basic electronics for the maintenance and repair of electrical/electronic systems, including switches and controlling devices, and the determination of electrical malfunctions using test equipment. Course also emphasizes math and its relationship to electronics. Course prepares students for entry-level positions in the Electronics/Electrical fields.

512	T/Th	6:45-9:45	2	C	10	C-302	\$480.00
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## ELECTRONICS TECHNOLOGY – ADVANCED

This program is designed to teach fundamental knowledge of Analog and Digital electronics. Students become familiar with test equipment, learn the theory of circuit operation, practice fault identification, and perform hands-on troubleshooting of Analog and Digital circuitry. Students also learn the fundamentals of maintenance, repair, and determination of electrical malfunctions using test equipment on electrical/electronic systems, including power supplies, transistor circuits, logic circuits, and microprocessors. Prerequisite: Completion of Basic Electronics Technology or passing a Basic Electronics Technology completion examination.

513	T/Th	6:45-9:45	2	C	10	C-302	\$480.00
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## HANDS-ON PRODUCT ASSEMBLY

Collaboration is the key to success in any career. In this course, students will develop their ability to work efficiently in a group setting by working collaborative in teams. Students will gain a basic understanding of engineering and electronic principles through hands-on projects such as assembling robots and model bridges. Classroom activities will give students multiple opportunities to successfully complete tasks. Emphasis will be placed on sorting, repetition, and teamwork. This course is designated for special needs students.

524	M-Th	8:45-11:45	1	C	10	C-104	\$400.00
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## WELDING

For the student interested in entering an exciting field with outstanding employment opportunities, or who wants to improve his/her current welding skill level. Students work with techniques of Arc, Gas, MIG and TIG welding used in the aircraft and construction industries. Prepares students to meet industry certification requirements for metal repair, welding techniques, and equipment. Prepares students to take the D1.1 (SMAW) Welding Certification and ASME Certification Examination. Purchase of apparel and materials required (approximately \$150).

523	M/W	6:45-9:45	2	C	10	C-315	\$780.00
523	T/Th	6:45-9:45	2	C	10	C-315	\$780.00

# ENGINEERING, TECHNOLOGY & INDUSTRIAL TRADES

## INTRO TO CONSTRUCTION CAREERS

Join this outstanding modular program that will introduce the student to important skill areas in the construction industry. The electrical fundamentals module provides students with instruction in electrical installation and related skills, safety, tools and instrumentation, and terminology. Also includes electrical theory, mathematics, interpretation of blueprints and schematics, and the application of electrical laws. In the heating, ventilation, and air conditioning module, students will develop an understanding of mechanical and electrical systems, and will become familiar with the tools and equipment associated with HVAC (Heating, Ventilation, and Air Conditioning). Course covers theory of refrigeration; evacuation and charging methods; tools, materials, and equipment; components; electric circuits and controls; installation of HVAC systems; electrical motors; schematic wiring diagrams and HVAC blueprints; heating, ventilation, and heat pumps; and diagnosis of HVAC problems using meters. The welding module includes the following topics: shop equipment and safety; oxyacetylene, plasma arc, and air carbon arc cutting; Arc and MIG welding; weld testing; trade math; and layout and fit up.

Electrical	4509	1/31/11-4/7/11	M-Th	3:45-6:45	9 weeks	C	5	C-104	\$270.00
Electrical	4509	4/11/11-6/9/11	M-Th	3:45-6:45	9 weeks	C	5	C-104	\$270.00
HVAC	3509	1/31/11-4/7/11	M-Th	3:45-6:45	9 weeks	C	5	C-101	\$270.00
HVAC	3509	4/11/11-6/9/11	M-Th	3:45-6:45	9 weeks	C	5	C-101	\$270.00
Welding	1509	1/31/11-4/7/11	M-Th	3:45-6:45	9 weeks	C	5	C-315	\$270.00
Welding	1509	4/11/11-6/9/11	M-Th	3:45-6:45	9 weeks	C	5	C-315	\$270.00

# FINANCE & BUSINESS

## ADMINISTRATIVE OFFICE ASSISTANT

Learn to become a dynamic Administrative Assistant in the business and professional world of work! This course will provide instruction to prepare students to meet the challenges of today's Administrative Assistant who is expected to perform at a high business and professional level in a business office environment. This instructional program will include advanced training in business communications through real-life business projects designed to provide knowledge of integrating the use of technological software to meet office management demands in areas of office operations, report preparation for various departments, office record keeping and management systems reports. Other areas of instruction will include proper e-mail etiquette, teleconferencing, travel planning, preparation of meeting agendas, basic budgeting and financial analysis, web page updates and creating and developing presentations for business purpose. On-The-Job Training opportunities will be included in this instructional program.

253	M-Th	12:45-3:45	1	C	10	B-102	\$300.00
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## BANKING AND FINANCIAL SERVICES

Are you interested in an exciting career in Banking and Finance? Have you thought about entering a college program in Business Administration or Organizational Management? Our Banking and Financial Services course is designed to prepare students for careers in the financial services industry to include commercial banks, credit unions, finance companies, savings and loan associations, and credit and financial services in various business enterprises. Upon successful completion of the classroom instruction, students are provided an On-The-Job Training opportunity in a bank or financial services department. On-The-Job-Training is contingent on sufficient training sites.

237	M-Th	12:45-3:45	1	C	10	A-103	\$420.00
237	M-Th	3:45-6:45	1	C	10	A-103	\$420.00

## BUSINESS ENTREPRENEUR/ VIRTUAL ENTERPRISE

If you have dreamed of becoming a business owner/entrepreneur, then this course is for you! This course provides career education and instruction for students interested in operating a small business, becoming a business entrepreneur, or achieving a career in retail sales. Students will understand the marketing functions and foundations of merchandising. Students will demonstrate competencies by applying marketing strategies and practices to merchandising operations. Virtual Enterprise students will develop a business plan and understand its impact on the success of a small business. As part of the On-The-Job training experience, students will be involved in the operations of a "Student Store" located right on campus! On-The-Job training opportunities may also be available in a retail or business office setting.

291	M-Th	3:45-6:45	1	C	10	B-101	\$300.00
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## BUSINESS ENTREPRENEUR/eBAY

This course trains students to recognize a business opportunity and develop business management characteristics for starting, operating and maintaining their own business. It also provides a foundation in business concepts for individuals working in the increasingly competitive corporate world. Students learn the areas of planning, accounting, finance, marketing, management, business ethics, social responsibility, and the legal and economic environments in which a new venture operates. Training requires business scenario simulations such as Virtual Enterprise and/or activities through high school site Student Store venues. On-The-Job-Training opportunities will be included in this instructional program.

293	M-Th	3:45-6:45	1	C	10	B-101	\$300.00
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## COMPUTER APPLICATIONS - 9 WEEK MODULES

Have you been waiting for the opportunity to learn a specific computer software program? Are you interested in developing your presentation skills? Here is your opportunity to select the software program of your choice! This course is designed to provide instruction and skill development in the use of the computer and computer software applications through a series of four modules to be completed at an individual pace as determined by the student and the instructor. Students will gain a working knowledge of each Module described as: Module I – Microsoft Word (word processing), Module II – Excel (spreadsheets), Module III – Power Point (presentation software), and Module IV – Access (database). Students will have an option to complete all four modules during the scheduled session or complete selected modules of their choice during the scheduled session.

Access	341	2/1/11-4/7/11	T/Th	6:45-9:45	9 weeks	C	2.5	B-102	\$120.00
Access	1341	4/12/11-6/9/11	T/Th	6:45-9:45	9 weeks	C	2.5	B-102	\$120.00
Excel	339	2/1/11-4/7/11	T/Th	6:45-9:45	9 weeks	C	2.5	B-102	\$120.00
Excel	1339	4/12/11-6/9/11	T/Th	6:45-9:45	9 weeks	C	2.5	B-102	\$120.00
Word	338	2/1/11-4/7/11	T/Th	6:45-9:45	9 weeks	C	2.5	B-102	\$120.00
Word	1338	4/12/11-6/9/11	T/Th	6:45-9:45	9 weeks	C	2.5	B-102	\$120.00
PowerPoint	340	2/1/11-4/7/11	T/Th	6:45-9:45	9 weeks	C	2.5	B-102	\$120.00
PowerPoint	1340	4/12/11-6/9/11	T/Th	6:45-9:45	9 weeks	C	2.5	B-102	\$120.00

## COMPUTER ACCOUNTING - BASIC

If you enjoy math, love to work with numbers and are eager to learn to develop a career utilizing the computer and your math skills to problem solve, you may be interested in pursuing Computer Accounting as a possible career interest. The basic Computer Accounting class prepares students to use a computerized accounting system to input and reconcile financial records, complete business financial statements, complete tax forms, and provide basic accounting functions for business purposes. Students learn business ethics and organizational skills, ten-key touch, and expand knowledge and use of excel formulas for business purpose.

229	M/W	6:45-9:45	2	C	10	A-103	\$480.00
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## COMPUTER ACCOUNTING – ADVANCED

Students who have successfully completed Computer Accounting – Basic may move on to the Computer Accounting - Advanced Program. Students will expand their knowledge of the “accounting cycle” to include merchandising a business, input of business sales, purchases, account receivables/payables, and payroll. Advanced hands-on skill building will include terminology, computerized journalizing, double-entry ledger posting, and preparation of financial reports as used in the financial industry. Prerequisite: Computer Accounting - Basic

231	M/W	6:45-9:45	2	C	10	A-103	\$480.00
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## GENERAL OFFICE OCCUPATIONS

Develop the comprehensive skills necessary to be successful in any office setting. Students learn basic office operation skills in addition to industry-standard computer operation and application. This course provides hands-on learning experiences where students enhance their administrative clerical efficiency while becoming familiar with Microsoft Office Suite using Word (word processing), Excel (spreadsheets), and PowerPoint (presentation software). Students will develop their ability to prepare data records, office reports, and their proficiency in interpersonal office skills. This course is designated for special needs students.

236	M-Th	8:45-11:45	1	C	10	B-102	\$400
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# FINANCE & BUSINESS

## RETAIL OCCUPATIONS

Hands-on experience is provided as a major part of this program through on-the-job training in various retail department stores. In addition, through classroom instruction, students are provided basic knowledge of customer service, inventory control, stocking and tagging of merchandise, warehouse operations, and shipping and receiving. This course is provided during morning hours and is designed for the special needs population. On-The-Job training.

200	M-Th	8:45-11:45	1	C	10	C-310	\$300.00
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# HEALTH SCIENCE & MEDICAL TECHNOLOGY

## DENTAL ASSISTING FOR ADULTS

Are you looking to make a move on a fast track into the professional field of DENTAL ASSISTING? This one semester course will get you there in no time. The course will take you through entry-level skills in chair-side assisting, laboratory techniques, and front office procedures including an introduction to computers in a dental office. It also covers a wide variety of duties that support a dentist in the office as well as in specialties, such as, orthodontics and oral surgery. Dental radiology is included. When students meet all the state dental radiology safety requirements, they can obtain a Dental Radiation Safety Compliance Certificate. Upon successful completion of the course, the student will also receive an Infection Control Certificate. In addition to tuition, adult students must purchase the required textbooks, a uniform, safety glasses, and x-ray film. Day classes may include On-The-Job Training in a dental office.

Prior to enrolling, all students must:

- Be 18 years of age.
- Provide proof of a NEGATIVE MANTOUX TEST or NEGATIVE CHEST X-RAY.
- Provide proof of a HIGH SCHOOL DIPLOMA or GED (Translated into English).
- Provide proof of completing the HEPATITS B vaccine series (3 injections).
- Possess a current American Heart Association BLS for Healthcare Providers card.

Note: If you do not have a record of the Hepatitis B vaccine, you will need to request a blood test to check for immunity.

Dental Assisting (Adults Only)	1410	12/8/10-3/16/11	M-Th	7:45-3:45	10 wks	C	D-101/ C-204	\$960.00
Dental Assisting (Adults Only)	2410	3/17/11-6/9/11	M-Th	7:45-3:45	10 wks	C	D-101/ C-204	\$960.00

## DENTAL ASSISTING FOR HIGH SCHOOL STUDENTS

This is a one and one-half year Dental Assisting program designed for high school students to prepare them to enter the field of Dental Assisting upon graduating from high school.

Year One: Open to 11th grade students. This semester course will take you through entry-level skills in chair-side assisting, laboratory techniques, and front office procedures including an introduction to computers in a dental office. It also covers a wide variety of duties that support a dentist in the office as well as in specialties, such as, orthodontics and oral surgery. Upon successful completion of the course, the student will also receive an Infection Control Certificate.

410	1/31/11-6/9/11		M-Th	3:45-6:45	1	C	10	D-101/ C-204
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# HEALTH SCIENCE & MEDICAL TECHNOLOGY

## DENTAL ASSISTING MODULES FOR ADULTS

This course provides entry-level extensive hands on training in the field of Dental Assisting.

The core of the course is General Dentistry; placing focus on procedures tray setups, sterilization, infection control, radiology, equipment identification, laws and ethics, dental terminology and dental office protocol. Instructors provide basic skills which include strengthening and practicing communication skills, reinforcement of listening skills and following directions, utilizing basic math skills in a dental environment and reading to obtain information to perform chair side procedures.

Module I: Dental Sciences & Infection Control

Module II: Dental Radiology

Module III: Foundations of Dental & Laboratory Assisting

Module IV: Dental Assisting in Comprehensive Dental Care

Note: This course is arranged in 4 separate modules (54 hours each) that fulfill the requirements for the Dental Assisting Program. A total of 216 hours of classroom attendance is required for course completion.

Prior to enrolling, all students must:

- Be 18 years of age.
- Provide proof of a NEGATIVE MANTOUX TEST or NEGATIVE CHEST X-RAY.
- Provide proof of completing the HEPATITS B vaccine series (3 injections).

Foundations of Dental Laboratory Assisting	2421	2/8/11-4/12/11	T/Th	6:45-9:45	9 weeks	C	2.5	D-101/ C-204	\$240.00
Dental Assisting in Comprehensive Dental Care	3421	4/14/11-6/14/11	T/Th	6:45-9:45	9 weeks	C	2.5	D-101/ C-204	\$240.00
Dental Assisting Dental Radiology	1421	5/3/11-6/9/11	T/Th	6:45-9:45	6 weeks	C	N/A	C-204	\$420.00

## HOME HEALTH CARE

Are you a caring, independent, dedicated individual? This course will change your future. Enter the field of home care. This one semester course includes 70 hours of theory and 70 hours of clinical practice preparing the student for a career in Home Health Care. The need for care givers will be exploding as the Baby Boomer population ages. Be ready to meet the challenge! The general topics of study include medical and social needs of clients, personal care services, nutrition, and cleaning tasks in home settings. Students will also study issues related to death and dying, end of life decisions, privacy in health care (HIPAA), and Alzheimer's disease and dementia.

453	M-Th	3:45-6:45	1	C	10	C-304	\$480.00
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# HEALTH SCIENCE & MEDICAL TECHNOLOGY

## MEDICAL ASSISTING (ADMINISTRATIVE & CLINICAL)

Have you ever wondered what it would be like to work for a doctor in a medical clinic? Now you can make your dreams come true. Become a MEDICAL ASSISTANT. Wow your friends and family with the skills you will learn in the back office, such as, performing electrocardiography, laboratory skills, skin puncture, and assisting with medical office procedures. Front office duties include managing the reception area, telephone technique, handling patient records, and correct usage of medical terminology. Upon successful completion of the course, the student will receive a Universal/Standard Precautions Certificate and be eligible to participate in an externship. Students must be at least 18 years old to perform venipuncture and injections and must sign a Student Waiver and Release Form. Textbooks and uniform are also required for adults. All students must provide a negative TB test result or clear chest x-ray prior to beginning externship. This is not a CAAHEP accredited class.

### Adult Class includes externship:

413	M-Th	7:30-3:30	1	C	20	C-305	\$960.00
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## CERTIFIED NURSE ASSISTANT (CNA)

Are you passionate about caring for people? Are you looking for a specialized career in a hospital setting? Are you ready to make a quick move into the work force? This comprehensive 6-week course is designed for you. You will be equipped with the skills to care for patients in a hospital or residents in an extended-care facility. The curriculum will include, but not be limited to, Title XXII, OBRA (patient rights), vital signs, fire/safety regulations, Universal/Standard Precautions, nursing process, fluid intake and output, personal hygiene, body mechanics, nutrition, specimen collection, activities of daily living, basic anatomy and physiology, medical terminology, abbreviations and communication skills. Upon successful completion of the course, the student will be eligible to take the state exam to become a CERTIFIED NURSE ASSISTANT. Textbooks/uniform also required. The course includes On-The-Job Training. In order to apply for the state exam, the applicant must provide a social security number.

Prior to enrolling, all students must:

- Be at least 18 years old.
- Provide proof of a HIGH SCHOOL DIPLOMA or GED. (Translated into English).
- Provide proof of a NEGATIVE MANTOUX TEST or NEGATIVE CHEST X-RAY.
- Provide proof of completing the HEPATITIS B vaccine series (3 injections).
- Provide proof of the VARICELLA vaccine.
- Live Scan clearance required.
- Possess a current American Heart Association BLS for Healthcare Providers card.

Note: If you do not have a record of the listed vaccines, you will need to request a "TITER" and/or blood test to check for immunity.

3420	2/8/11-3/23/11	M/W T/Th	7:00-2:00 7:00-3:30	6wks	State	C-304	\$840.00
4420	3/24/11-5/9/11	M/W T/Th	7:00-2:00 7:00-3:30	6wks	State	C-304	\$840.00
5420	5/10/11-6/21/11	M/W T/Th	7:00-2:00 7:00-3:30	6wks	State	C-304	\$840.00

# HEALTH SCIENCE & MEDICAL TECHNOLOGY

## CERTIFIED MEDICAL ASSISTING

Embark on an adventure into the world of medicine by becoming a CERTIFIED MEDICAL ASSISTANT (CMA). Enroll in the course that may well be the best bargain in town. Are you ready to change your future and enjoy a challenging career in the medical field? The possibilities are endless. You will acquire a variety of clinical skills including utilizing Universal/Standard Precautions, administering injections, performing venipuncture and electrocardiography, assisting with medical office procedures, and the correct use of medical terminology. You will discover a dynamic approach to administrative skills including medical law and ethics, patient records, receptionist duties, and an introduction to computers, insurance, and transcription. American Heart Association BLS for Healthcare Providers and First Aid will also be taught. Basic computer and math skills are strongly recommended. Students are required to complete 160 hours of unpaid externship. In addition to tuition, students must purchase a uniform, and textbooks. On-The-Job Training.

Prior to enrolling, all students must:

- Be at least 18 years old.
- Possess a HIGH SCHOOL DIPLOMA or GED. (Translated into English).
- Provide proof of a NEGATIVE MANTOUX TEST or NEGATIVE CHEST X-RAY (to be submitted one month before externship).
- Provide proof of completing the HEPATITIS B vaccine series (3 injections).
- Provide notification of Live Scan clearance.
- Sign a Student Waiver and Release Form.

Note: If you do not have a record of the Hepatitis B vaccine, you will need to request a blood test to check for immunity.

The Certified Medical Assisting program is accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://www.caahep.org)) upon the recommendation of the Medical Assisting Education Review Board (MAERB). Commission on Accreditation of Allied Health Education Programs, 1361 Park Street, Clearwater, FL 33756 727/210-2350

Only graduates of CAAHEP accredited programs are eligible to sit for the AAMA National Certification Test. In order to apply for the national exam, the applicant must provide a social security number. Only students who successfully complete the accredited course and pass the written exam become Certified Medical Assistants (CMA) and are eligible to receive a Certificate of Competency from SoCal ROC. No outside courses or credits can be transferred into this program.

Orientation for this course will be held on 11/1/10 from 7:30 to 3:30.

424	12/13/10-7/18/11	M-Th	7:30-3:30	2 Sem	National	C-306	\$1,800.00
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# HEALTH SCIENCE & MEDICAL TECHNOLOGY

## MEDICAL FRONT OFFICE

Are you a people person with good organizational skills? Are you looking for an exciting career in a fast-paced medical setting? This program prepares the student for an entry-level administrative position in an ambulatory medical facility: clinic, physician's office, or urgent care. Emphasis is on customer service, telephone procedures, appointment scheduling, and medical records. Learn how to effectively handle the daily activities of the front office.

414	M/W	3:35- 6:45	1	C	5	C-306	\$300.00
414	M/W	6:45-9:45	1	C	5	C-306	\$300.00

## MEDICAL INSURANCE BILLING

Are you a techie who is interested in the medical field and wants to make a lot of money? This is the course for you! Would you like to combine a love of computers and a lucrative medical career? This course prepares students to establish a medical billing service for medical facilities. Students will learn all phases of medical insurance billing, including coding, payments, and preparing practice management reports. Adult students must purchase textbooks.

440	M-Th	8:45-11:45	1	C	10	A-104	\$540.00
440	M-Th	3:45-6:45	1	C	10	A-104	\$540.00

## ADVANCED MEDICAL CODING

Are you interested continuing your education in the field of Medical Billing? Enrolling in Advanced Medical Coding is the next step. The focus of this course is on assigning CPT, ICD-9-CM, and level II (HCPCS) codes to a wide range of original source medical documents. This course prepares students to take the Coding Certification Examinations. Pre-requisite: Medical Insurance Billing.

443	M-Th	12:45-3:45	1	C	10	A-104	\$540.00
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## CLINICAL MEDICAL ASSISTING (4 MODULES)

Give it a shot or take a stab at it! Interested in giving injections or drawing blood? Are you looking for a medical assisting program that fits into your busy schedule? This course is offered in four sequential evening modules. Students completing this course will be prepared for employment in a doctor's office or medical clinic. Learn back office skills including utilizing Universal/Standard Precautions, administering injections, drawing blood/venipuncture, measuring vital signs, and performing electrocardiography. Textbooks, uniform, and CPR supplies also required. Students must sign a Student Waiver and Release Form for the venipuncture and injection modules. Externship is not included in the evening module courses.

446 EKG	447 INJECTION	448 VENIPUNCTURE	449 CPR					
448	2/1/11-3/29/11	T/Th	6:45-9:45	9 wks	C	2.5	C-305	\$240.00
449	2/2/11-4/11/11	M/W	6:45-9:45	9 wks	C	2.5	C-305	\$240.00
446	3/31/11-5/31/11	T/Th	6:45-9:45	9 wks	C	2.5	C-305	\$240.00
447	4/13/11-6/8/11	M/W	6:45-9:45	9 wks	C	2.5	C-305	\$240.00

# HEALTH SCIENCE & MEDICAL TECHNOLOGY

## PHLEBOTOMY

Are you excited about drawing blood? Are you looking for a big return on a small investment? In 10 weeks, this course offers the student an opportunity to train for a highly specialized career in medicine. Learn how to perform venipuncture and skin puncture, work with laboratory specimens in a safe way, and maintain laboratory supplies and equipment. Upon successful completion of the course, the student will be eligible to take the PHLEBOTOMY TECHNICIAN certification exam right here on our campus. Student must be available for 40 hours of externship to be scheduled after successfully passing the certification exam. Textbooks/uniform required. On-The-Job Training included. In order to apply for the state exam, the applicant must provide a social security number.

Prior to enrolling, all students must:

- Be at least 18 years old.
- Provide proof a HIGH SCHOOL DIPLOMA or GED. (Translated into English).
- Provide proof of a NEGATIVE MANTOUX TEST or NEGATIVE CHEST X-RAY.
- Provide proof of completing the HEPATITIS B vaccine series (3 injections).
- Provide proof of the VARICELLA and MMR vaccines.
- Provide notification of Live Scan clearance.
- Possess a current American Heart Association BLS for Healthcare Providers card.
- Sign a Student Waiver and Release Form

2457	2/24/11-5/9/11	M-Th	8:00-3:45	10 wks	National	C-301	\$960.00
3457	5/10/11-7/20/11	M-Th	8:00-3:45	10 wks	National	C-301	\$960.00

## EMERGENCY MEDICAL/FIRST RESPONDER

Does the sound of sirens make your heart race? Do you have what it takes to keep your cool in an emergency situation? The course offers students an overview of what it is like to be first on the scene providing 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, legal issues, ethics, stress management, overview of the history and future of health care, pre-hospital care systems, anatomy and physiology, and triage and post-emergency care duties. Upon successful completion of this course, a student will receive CPR certification as well as a first responder course completion card, and may be eligible to apply for National Registry testing.

405	M-Th	12:45-3:45	1	C	10	C-201	\$480.00
405	M-Th	3:45-6:45	1	C	10	C-201	\$480.00
405	M-Th	6:45-9:45	1	C	10	C-201	\$480.00

## INTRO TO PHARMACY TECHNICIAN

Are you intrigued by chemistry? Want to use this curiosity to unwrap the mysteries and benefits of pharmacology? This one semester introductory course is the first step in an exploration of this fascinating career. It will offer students an introduction to a career behind the counter in a pharmacy and the wide variety of opportunities that are sure to follow. Students will learn the history of the field of pharmacy work and pharmacology. The course will emphasize appropriate medical terminology, anatomy and physiology, math as related to filling prescriptions, and drugs as related to body systems. Lots of hands-on training and exciting activities will get you closer to your goal of becoming a PHARMACY TECHNICIAN.

401	M-Th	3:45-6:45	1	C	10	B-202	\$480.00
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# HEALTH SCIENCE & MEDICAL TECHNOLOGY

## PERSONAL FITNESS TRAINER

Is personal fitness important to you? Do you want to share this passion with your clients? Being able to make a difference in the health status of others is very rewarding. This course integrates a comprehensive approach to personal fitness training which includes applied business skills, correct assessment techniques and the ability to create and implement a balanced program for clients. Students will understand how to utilize heart rate monitoring technology to determine "optimum training zones" during both resistance training and cardiovascular training sessions. You will acquire the knowledge to educate clients about proper nutrition. Gain a deep understanding of principles and sciences that lead to improved health, decreased dependence on medications, and strategies for improved sports performance. Get off the couch and explore the PERSONAL FITNESS TRAINER class at SoCal ROC! On-The-Job Training.

673            M-Th            3:45-6:45            1            C            10            C-107            \$480.00

## PET GROOMING AND BOARDING

Do you love animals? Would your pets enjoy a day at the spa or an overnight hotel stay? Explore what it takes and sharpen your skills to work in the pet grooming & boarding industry. Students will learn to perform animal grooming duties such as washing, brushing, clipping, and trimming coats, cutting nails, and cleaning ears. Enjoy the challenge of feeding and watering animals according to schedules and dietary instructions and collecting and recording animal information such as weight, size, and physical condition. Proper documentation of treatments received, medications given, and food intake will also be covered. Put your pet-loving skills to work for you! On-the-Job Training.

272            M-Th            3:45-6:45            1            C            10            A-106            \$360.00

## VETERINARY ASSISTANT

Turn your love of animals into a profession! Are you on the college fast-track? Would you like to become a vet? This course offers a great opportunity to give veterinary medicine a try and a way to earn money for college with the skills you acquire from this program. Take what you learn in Animal Care Occupations to the next level and train for the unlicensed Veterinary Assistant field. Build upon your skills in animal handling and restraint, health and safety procedures, sanitation, surgical preparation, anatomy, physiology, medical terminology, infectious diseases, instrument and equipment identification, vaccine preparation and injection techniques, law and ethics, and veterinary office procedures.

223            T/Th            6:45-9:45            1            C            5            A-106            \$360.00

# PUBLIC & CONSUMER SERVICES

## **AMERICAN SIGN LANGUAGE I/II (This course is a-g approved as an “e” elective).**

Course Description: This course will introduce students to American Sign Language. It consists of a preparatory phase to attune students to communication in the manual-visual mode, followed by instruction and practice in vocabulary, sentence structure, elementary conversation, and literature. In addition, the course provides a survey of various issues raised by examining ASL and the Deaf community.

240/242	M-Th	3:45-6:45	1	C	10	C-310	\$240.00
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## **COSMETOLOGY**

Is your future in beauty? Do you want a fast paced career in a growing industry? Students who enter this program will be offered the opportunity to complete the 1600 hours of training necessary to take the California Board of Barbering and Cosmetology examination. Course covers theoretical and practical applications in the cutting, straightening, tinting, highlights, low lights, and lightening of hair. Manicuring and facials are also included. Adults participating in the program will be required to purchase their own materials. Adults must purchase a kit within the first week of class. Uniform required. Prerequisite: Students must be at least 16 years of age.

1415	M-Th	12:45-3:45	1	State	10	C-314	\$480.00
1415	M-Th	3:45-6:45	1	State	10	C-314	\$480.00
1415	M-Th	6:45-9:45	1	State	10	C-314	\$480.00

## **HOTEL/ RESTAURANT OCCUPATIONS I/II**

Do you want your next job to be in the growing hospitality industry? Would you like a chance to explore your options for employment? Student will learn customer relations, front office, food service, banquet services, and other general hospitality industry skills. Training sites include many premier hotels and restaurants. Students will have the opportunity to train in the industry through their On-The-Job-Training. Uniform of black pants and white buttoned shirt is required for On-The-Job Training. \*Course is for special needs students.

207*	M-Th	8:45-11:45	1	C	10	A-105	\$300.00
208*	M-Th	8:45-11:45	1	C	10	A-105	\$300.00
206	M-Th	12:45-3:45	1	C	10	A-105	\$300.00
206	M-Th	3:45-6:45	1	C	10	A-105	\$300.00

