



Southern California Regional Occupational Center

CAREER TECHNICAL EDUCATION



fall 2011 course catalog
www.socalroc.com

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Southern California Regional Occupational Center
2300 Crenshaw Blvd. Torrance, CA 90501
310.224.4200
www.socalroc.com



Welcome to *SoCal ROC*

Welcome to the Southern California Regional Occupational Center, also known as SoCal ROC.

We are the leaders in providing current and relevant Career Technical Education programs that are meeting today's job demands and careers of the future! Part of the California public school system, our programs are offered to high school students as well as adults in the South Bay and surrounding communities.

We understand the importance of not only providing our students with theory-based instruction but the opportunity to apply that knowledge through "hands-on" learning activities. Many of the programs offered at SoCal ROC also offer on-the-job training or extern components as well.

There is a difference between just having a job versus doing something for which you have a passion and can earn a good living. SoCal ROC's programs and career pathways will provide you with the quality educational experiences that will tap into your passion and open doors to exciting career opportunities. I am thrilled that you have chosen SoCal ROC to pursue your career interest. I know you will understand very quickly why our motto is "Education with a Purpose!"

Christine A. Hoffman, Ed. D. Superintendent
Southern California Regional Occupational Center

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What is a Regional Occupational Center?

SoCal ROC is part of the California public school system that provides Career Technical Education opportunities for high school and adult students. SoCal ROC offers more than 100 different courses, each part of a sequential pathway, approved by the California Department of Education. All instructors possess a valid California Teaching Credential in Designated Subjects.

Courses are open to High School students, grades 10/11/12 without a fee. Being a part of the Joint Powers Authority (JPA), High School students attending schools in 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 receive priority enrollment. However, if space permits, any high school student, regardless of their geographic residence, may enroll at the Center.

Adults are certainly welcome to take advantage of the multiple opportunities offered at the Center for retraining and exploring a new career interest. There is a designate fee for each course offered that adults are required to pay as part of the enrollment process. SoCal ROC is governed by a nine member Board of Trustees. Board members represent each of the participating JPA school districts. In addition to the seven, two Board members are designated "at-large".

SoCal ROC is accredited by the Western Association of Secondary Schools and Colleges. Additionally, many of the courses offered at the Center meet UC/CSU "a-g" entrance requirements as well as being state and nationally certified.

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

When and where are classes offered?

Courses are offered Monday through Thursday at the SoCal ROC Center at 2300 Crenshaw Blvd. Torrance, CA. 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.) A \$25.00 registration fee for each course 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 ROP 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.

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.

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 one class session. 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

Centinela Valley Union High School District

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

Inglewood Unified School District

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

Register with: Lucy Gutierrez, Career Guidance Specialist
310.224.4242 or lgutierrez@scroc.k12.ca.us

El Segundo Unified School District

El Segundo High School, Arena Continuation High School

Manhattan Beach Unified School District

Mira Costa High School

Palos Verdes Peninsula Unified School District

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

Redondo Beach Unified School District

Redondo Union High School
Redondo Shores Continuation High School

Register with: Patricia Morrow, Career Guidance Specialist
310.224.4239 or 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

Register with: Pamela Lawrence, Career Guidance Specialist
310.224.4240 or plawrence@scroc.k12.ca.us

2011/12 Calendar

Labor Day Holiday

Monday September 5, 2011

First Day of Fall Semester, Classes Begin

Tuesday, September 6, 2011

Veterans Day Holiday, No Classes

Thursday, November 10, 2011

Thanksgiving Break, No Classes

Wednesday, November 23 - Friday, November 25, 2011

Winter Break, No Classes

Monday, December 19 - Friday, December 30, 2011

Martin Luther King Holiday, No Classes

Monday, January 16, 2012

Last Day of Fall Semester*

Wednesday, January 25, 2012

*No Session during 6:45 p.m. to 9:45 p.m.

First Day of Spring Semester, Classes Begin

Monday, January 30, 2012

Wednesday, February 15, 2012

No 6:45 p.m. to 9:45 p.m. classes

No Classes

Thursday, February 16, 2012

President's Day Holiday, No Classes

Monday, February 20, 2012

Spring Break, No Classes

Monday, April 9, 2012- Thursday April 12, 2012

Memorial Day Holiday, No Classes

Monday, May 28, 2012

Last Day of Spring Semester

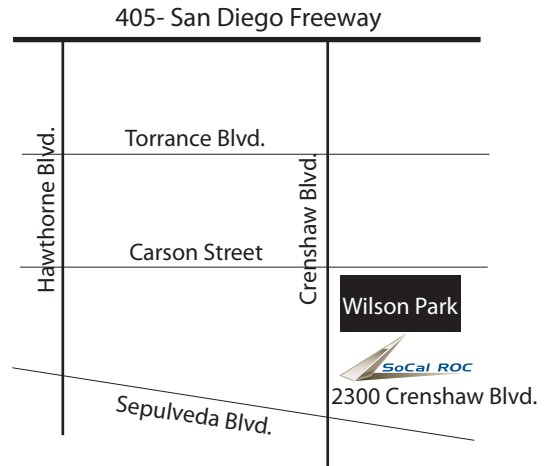
Thursday, June 7, 2012

Map

SoCal ROC

2300 Crenshaw Boulevard

Torrance, CA 90501



Directions

From Harbor Freeway (110), take Sepulveda Blvd. Exit, then to Crenshaw Blvd., turn North on Crenshaw Blvd.

From San Diego Freeway (405), take Crenshaw Blvd., Exit, turn South on Crenshaw Blvd.



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, and preparation of simple floral arrangements and decorative items. Students will gain an understanding of basic sales techniques, customer relations, and basic business practices. On-the-Job Training for 3:45-6:45 course only.

Monday - Thursday
8:45 a.m. to 11:45 a.m.* or
3:45 p.m. to 6:45 p.m.
Starting 9/6/11-1/25/12
C# 218/ 1218
Location: C-312
\$650.00
10 High School Credits
SoCal ROC Certificate
*Focus on Special Needs Students

Thursday
6:45 p.m. to 9:45 p.m.
Starting 9/8/11-1/19/12
C# 218/1218
Location: C-312
\$250.00
2.5 High School Credits



Landscape Design/ 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. Students are able to take two semesters to develop their skills. 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, and cultivating vegetables. Students learn to work in nurseries, greenhouses, gardens, park and industrial grounds.

Monday- Thursday
8:45 a.m. to 11:45 a.m.* or 12:45 p.m. to 3:45 p.m.*
Starting 9/6/11-1/25/12
C# 219/319
Location: E-102
\$650.00
10 High School Credits
SoCal ROC Certificate
*Focus on Special Needs Students



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.

Monday- Thursday
12:45 p.m. to 3:45 p.m.
Starting 9/6/11-1/25/12
C# 658
Location: B-201
\$550.00
10 High School Credits
SoCal ROC Certificate

3D Architectural Modeling for Games and Industry

Become the master of your own universe! Design and model your own cities! This class is perfect for students looking for a career in the video game industry, or for those who just want to learn more about 3D. Create skyscrapers, freeways, futuristic structures--virtually anything you can imagine! You will use cutting-edge 3D software while you cover topics such as modeling, texturing, lighting, and animation.

Monday/ Wednesday
3:45 p.m. to 6:45 p.m.
Starting 9/7/11-1/25/12
C# 657
Location: B-201
\$275.00
5 High School Credits
SoCal ROC Certificate

Intro to Video Game Design I

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. (Students will have the option to take an advanced version of this course in the spring semester).

Tuesday/ Thursday
3:45 p.m. to 6:45 p.m.
Starting 9/6/11-1/24/12
C# 634
Location: B-201
\$275.00
5 High School Credits
SoCal ROC Certificate

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 will acquire basic knowledge of Internet technologies, and will 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.

Tuesday/ Thursday
6:45 p.m. to 9:45 p.m.
Starting 9/6/11-1/24/12
C# 266
Location: B-103
\$300.00
5 High School Credits
SoCal ROC Certificate

Media Design 1, 2, 3, 4, 5, 6

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, using state-of-the-art software and technology equipment. In MD1, students learn to use Adobe Illustrator and Adobe Photoshop software; MD2 builds on the fundamental skills students learn in MD1, as they use Adobe Illustrator, Photoshop, and InDesign to integrate visual images into complex graphics projects. This class prepares students to advance into MD3, which includes Web Page Design skills and 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.

Monday - Thursday

3:45 p.m. to 6:45 p.m.

Location: B-103

Media Design 1 + 2 Starting 9/6/11-1/25/12 C# 244

Media Design 2 + 3 Starting 9/6/11-1/25/12 C# 245

Media Design 5 + 6 Starting 9/6/11-1/25/12 C# 246

\$500.00

10 High School Credits

SoCal ROC Certificate

Media Design 1 & 2 are UC/CSU Approved "f" elective

Monday/ Wednesday

6:45 p.m. - 9:45 p.m.

Location: B-201

Media Design 1 Starting 9/7/11-1/23/12 C# 1244

Media Design 2 Starting 9/7/11-1/23/12 C# 1245

\$275.00

5 High School Credits

SoCal ROC Certificate

Media Design 1 & 2 are UC/CSU Approved "f" requirement



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.

Monday - Thursday

12:45 p.m. to 3:45 p.m.

Location B-103

AfterEffects Starting 9/6/11-11/3/11 C# 351

AfterEffects Starting 11/7/11 - 1/25/12 C# 1351

Dreamweaver Starting 9/6/11-11/3/11 C# 249

Dreamweaver Starting 11/7/11 - 1/25/12 C#1249

Flash Starting 9/6/11-11/3/11 C# 349

Flash Starting 11/7/11 - 1/25/12 C# 1349

Illustrator Starting 9/6/11-11/3/11 C# 247

Illustrator Starting 11/7/11 - 1/25/12 C# 1247

InDesign Starting 9/6/11-11/3/11 C# 347

InDesign Starting 11/7/11 - 1/25/12 C# 1347

Photoshop Starting 9/6/11-11/3/11 C# 248

Photoshop Starting 11/7/11 - 1/25/12 C# 1248

\$250.00 each module

5 High School Credits

SoCal ROC Certificate

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!



Fashion Design Production I/II

Students will continue their study of this dynamic 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. It also 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, construct garments, define appropriate fashion terminology, explain the structure of the fashion industry, and understand 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 course.

Monday- Thursday
3:45 p.m. to 6:45 p.m.
Starting 9/6/11-1/25/12
C# 632
Location: C-311
\$600.00
10 High School Credits
SoCal ROC Certificate

Tuesday/ Thursday
6:45 p.m. - 9:45 p.m.
Starting 9/6/11-6/7/12
C# 632
Location: C-311
\$600.00
10 High School Credits

Monday- Thursday
3:45 p.m. to 6:45 p.m.
Starting 9/6/11-1/25/12
C# 631/ C# 2631
Location: C-311
\$600.00
10 High School Credits
SoCal ROC Certificate

Tuesday/ Thursday
6:45 p.m. to 9:45 p.m.
Starting 9/6/11-6/7/12
C# 631 / C# 2631
Location: C-311
\$600.00
10 High School Credits

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.

Monday- Thursday
12:45 p.m. to 3:45 p.m. or 3:45 p.m. to 6:45 p.m.
Starting 9/6/11-1/25/12
C# 308/309
Location: C-202
\$550.00
10 High School Credits
SoCal ROC Certificate

Tuesday/ Thursday
6:45 p.m. to 9:45 p.m.
Starting 9/6/11-6/7/12
Location: C-202
C# 308/309
\$550.00
10 High School Credits
SoCal ROC Certificate



Aerospace Engineering

This dynamic and challenging course provides students with an introduction to the world of flight and aeronautics, and to related engineering concepts. The course is part

of the Project Lead the Way program, and it emphasizes activity-based/project-based learning through the process of exploring scientific and aerospace engineering concepts and problems. Project Lead the Way (PTLW) aligns its curriculum with the standards of the following organizations: the National Council of the Teachers of Mathematics, the National Academy of Science, and the International Technology Education Association.

Monday/ Wednesday

3:45 p.m. to 6:45 p.m.

Starting 9/7/11-6/6/12

C# 566

Location: C-301

\$600.00

10 Credits

SoCal ROC Certificate

UC/CSU Approved "g" elective

Digital Electronics

Students will learn about the principles and laws of traditional electronics and electrical theory. Includes: instruction on embedded micro-computers, combination circuit design, adder circuits, gates, and the design and construction of digital circuits. Boolean algebra, the mathematics of digital systems, will also be presented. The instructional program will include flip-flops, which can be wired together to form counters, shift registers, and various memory devices. It will also provide students with an understanding of the microprocessor, a digital integrated circuit that can be programmed with a series of instructions to perform specified functions on data. Students will apply their knowledge of microprocesses in a robot- building project.

Tuesday/Thursday

3:45 p.m. to 6:45 p.m.

Starting 9/6/11-6/7/12

C# 309

Location: B-102

\$600.00

10 High School Credits

SoCal ROC Certificate

UC/CSU Approved "g" elective



Civil Engineering/Architecture

This Project Lead the Way course provides an overview of the fields of Civil Engineering and Architecture, while emphasizing the interrelationship of both fields. Students use state-of-the-art software to solve real-world problems, and to develop solutions to hands-on projects and activities. The major focus of the course is a long-term project that involves the development of a local property site. As students learn about various aspects of civil engineering and architecture, they will apply what they learn to the design and development of this property. The student and teacher have the flexibility to develop the property as a simulation, or as a real-world task that civil engineers and architects experience when developing property. The course covers the following: the roles of civil engineers and architects; project planning; site planning; building design; and project documentation and presentation. Students will use Revit, a state-of-the-art 3-D design software package, to help design solutions for major course projects. Working in teams, students will learn about documenting projects, solving problems, and communicating solutions to other students and to members of the professional community of civil engineering and architecture.

Tuesday/ Thursday

3:45 p.m. to 6:45 p.m.

Starting 9/6/11-6/7/12

C# 567

Location: B-203

\$600.00

10 High School Credits

SoCal ROC Certificate

Intro to Industrial Design

In Introduction to Industrial Design, students will explore engineering concepts, manufacturing technology, and the process of design and will develop powerful drawing and illustration skills that they can use forever. Creativity drives every exercise and lively discussion, as students apply their new knowledge to generate ideas for creating exciting new products. Everything influences design, so discussion will include topics such as history, science, art, and business, in order to provide students with a broad foundation for further study in design, engineering, or drafting.

Monday/ Wednesday
6:45 p.m. to 9:45 p.m.
Starting 9/7/11-1/23/12
C# 306
Location: B-203
\$300.00
5 High School Credits
SoCal ROC Certificate

Intro to Transportation Design



Auto shows feature million-dollar concept cars that we dream of driving. Behind each of them is a supremely creative professional called a designer. Students will learn the fundamental techniques and principles of transportation design, including freehand drawing,

illustration, and oral and graphic presentation in order to create dynamic and exciting transportation concepts. Finally, in a hands-on lab setting, students will create prototype models of their own car designs. Students will also perform research on the work of the world's leading transportation designers.

Monday-Thursday
3:45 p.m. to 6:45 p.m.
Starting 9/6/11-1/25/12
C# 558
Location: E-101
\$300.00
10 High School Credits
SoCal ROC Certificate



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 is NATEF/ ASE Certified.

Monday-Thursday
3:45 p.m. to 6:45 p.m.
Starting 9/6/11-1/25/12
C# 557/2557
Location: C-105
\$675.00
10 High School Credits
SoCal ROC Certificate

Monday/ Wednesday
6:45 p.m. to 9:45 p.m.
Starting 9/7/11-6/6/12
C# 557/2557
Location: C-105
\$675.00
10 High School Credits
SoCal ROC Certificate

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 is NATEF/ASE Certified.

Monday-Thursday
12:45 p.m. to 3:45 p.m.
Starting 9/6/11-1/25/12
C# 559/2559
Location: C-105
\$675.00
10 High School Credits
SoCal ROC Certificate

A+ Certification

Prepare to enter the booming technology repair field! This class is designed for the individual seeking to become an IT professional or PC technician. For A+ Certification, the candidate must pass both the A+ Essentials exam and the A+ IT Technical exam. Specific aspects of these exams covered in the course include installation, configuration and upgrading, diagnosing and troubleshooting, preventive maintenance, motherboard/processors/memory, printers, and basic networking. Students will have the opportunity to acquire a voucher through SoCal ROC that reduces cost of exams. Prerequisite: students must pass the Computer Technician course or have similar experience.

Monday/ Wednesday \$825.00
6:45 p.m. to 9:45 p.m. 10 High School Credits
Starting 9/7/11-6/6/12 SoCal ROC Certificate
C# 516
Location: B-101



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

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.

Tuesday/ Thursday
6:45 p.m. to 9:45 p.m.
Starting 9/6/11-6/7/12
C# 258
Location: B-101
\$850.00
10 High School Credits
SoCal ROC Certificate

CISCO Networking Program III-IV CCNA3: LAN SWITCHING AND WIRELESS

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

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.

Tuesday/ Thursday
6:45 p.m. to 9:45 p.m.
Starting 9/6/11-6/7/12
C# 259
Location: B-101
\$850.00
10 High School Credits
SoCal ROC Certificate

Computer Technician

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

Monday-Thursday
3:45 p.m. to 6:45 p.m.
Starting 9/6/11-1/25/12
C# 515
Location: C-302
\$650.00
10 High School Credits
SoCal ROC Certificate

Monday/ Wednesday
6:45 p.m. to 9:45 p.m.
Starting 9/7/11-1/23/12
C# 515
Location: C-302
\$325.00
5 High School Credits

Computer Aided Drafting

Basic course offers training in CAD (AutoCAD Release 2011). Students create mechanical, electrical, and architectural drawings by using orthographic projections. Covers basic computer-aided, two-dimensional drafting and CAD management concepts used to create professional building design industry drawings.

Advanced CAD (AutoCAD Release 2011) training includes 3-D concepts and advanced modeling. Prerequisite: Completion of basic CAD course. Students will learn rendering techniques and apply lighting and materials to surface and solid models, producing presentation-quality drawings for the building design industry.

Tuesday/ Thursday
6:45 p.m. to 9:45 p.m.
Starting 9/6/11-6/7/12
C# 304/303
Location: B-203
\$650.00
10 High School Credits
SoCal ROC Certificate

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 standards, tools and instrumentation, and terminology. Also includes electrical theory, industry 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. 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 covers 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.

Monday - Thursday
3:45 p.m. to 6:45 p.m.
Electrical Starting 9/6/11-12/1/11, C-106 C# 4509
Electrical Starting 12/5/11-3/8/12, C-106 C# 4509
HVAC Starting 9/6/11-12/1/11, C-101 C# 3509
HVAC Starting 12/5/11-3/8/12, C-101 C# 3509
Welding Starting 9/6/11-12/1/11, C-315 C# 1509
Welding Starting 12/5/11-3/8/12, C-315 C# 1509
\$300.00 each module
5 High School Credits
SoCal ROC Certificate

School of Engineering & Design

Residential Electrical Wiring

This electrical fundamentals program provides students with instruction in electrical installation and related skills, safety standards, tools and instrumentation, and terminology. Also includes electrical theory, industry mathematics, interpretation of blueprints and schematics, and the application of electrical laws. Students practice all skills in a lab setting on a stimulated residential structure.

Tuesday/ Thursday
6:45 p.m. to 9:45 p.m.
Starting 9/6/11-1/24/12
C# 514
Location: C-106
\$350.00
5 High School Credits
SoCal ROC Certificate

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 for adults, and optional for high school students (approximately \$150).

Monday/ Wednesday
6:45 p.m. to 9:45 p.m.
Starting 9/6/11-6/7/12
C# 523
Tuesday/ Thursday
6:45 p.m. - 9:45 p.m.
Starting 9/7/11-6/6/12
C# 523
Location: C-315
\$900.00
10 High School Credits
SoCal ROC Certificate

Heating, Ventilation, and Air Conditioning (HVAC)

Students will develop an understanding of mechanical and electrical systems, and will become familiar with the tools and equipment associated with HVAC. 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 blueprint. Students have the opportunity to take the EPA Certification exam in class in order to earn their universal license for HVAC equipment.

Tuesday/ Thursday
6:45 p.m. to 9:45 p.m.
Starting 9/6/11-6/7/12
C# 508
Location: C-101
\$855.00
10 High School Credits
SoCal ROC Certificate



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, related maintenance and repair techniques, and Uniform Plumbing Codes.

Tuesday/ Thursday
6:45 p.m. to 9:45 p.m.
Starting 9/6/11-6/7/12
C# 574
Location: C-103
\$850.00
10 High School Credits
SoCal ROC Certificate

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? Start preparing now. Our Banking and Financial Services course is designed to prepare students for careers in the financial services industry including commercial banks, credit unions, finance companies and savings and loan associations in various business enterprises. Students will gain fundamental knowledge and skills of banker related occupations, learning how to conduct transactions and sell various banking products. On-The-Job-Training is contingent on sufficient training sites.

Monday - Thursday

12:45 p.m. to 3:45 p.m. or 3:45 p.m. to 6:45 p.m.

Starting 9/6/11-11/3/11

C# 237

Starting 11/7/11-1/25/12

C# 1237

Location: A-103

\$325.00 each module

5 High School Credits

SoCal ROC Certificate

Financial Planning

Interested in the fundamentals of how money works? This course gives you the opportunity to gain a basic understanding of saving and growing money. Learn about the advantages and risks of

different investing tools ranging from savings accounts to IRAs. Enroll in this course to begin gaining the foundational skills to start planning your financial future.

Monday - Thursday

3:45 p.m. to 6:45 p.m.

Starting 9/6/11-11/3/11

C# 287

Location: B-202

\$325.00 each module

5 High School Credits

SoCal ROC Certificate

Computer Accounting- Basic

If you enjoy math and working with numbers, you may be interested in pursuing Computer Accounting as a possible career. 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 use of excel formulas for business purpose.

Monday/Tuesday/ Wednesday

6:45 p.m. to 9:45 p.m.

Starting 9/6/11-1/24/12

C# 229

Location: A-103

\$650.00

10 High School Credits

SoCal ROC Certificate

Computer Accounting- Advanced

Students who have completed Computer Accounting - Basic successfully 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 journaling, double-entry ledger posting and preparation of financial reports as used in the financial industry. Prerequisite: Computer Accounting - Basic

Monday/Tuesday/ Wednesday

6:45 p.m. to 9:45 p.m.

Starting 9/6/11-1/24/12

C# 231

Location: A-103

\$650.00

10 High School Credits

SoCal ROC Certificate



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 one of the following Modules described as: Module I – Microsoft Word (word processing), Module II – Excel (spreadsheets), Module III – Power Point (presentation software), and Module IV – Access (database).



Tuesday/ Thursday

6:45 p.m. to 9:45 p.m.

Word Starting 9/6/11-11/3/11 C# 338

PowerPoint Starting 9/6/11-11/3/11 C# 340

Access Starting 9/6/11-11/3/11 C# 341

Excel Starting 9/6/11-11/3/11 C#339

Location: B-102

\$260.00 each module

2.5 High School Credits

SoCal ROC Certificate

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.

Monday- Thursday

12:45 p.m. to 3:45 p.m.

Starting 9/6/11-1/25/12

C# 253

Location: B-102

\$650.00

10 High School Credits

SoCal ROC Certificate



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.

Monday- Thursday
8:45 a.m. to 11:45 a.m.*
Starting 9/6/11-1/25/12
C# 200

Location: C-310
10 High School Credits
SoCal ROC Certificate
*Focus on Special Needs Students

Business Entrepreneur

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. This course gives students the opportunity to develop a business plan and understanding 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.

Monday- Thursday
3:45 p.m. to 6:45 p.m.
Starting 9/6/11-11/3/11
C# 291
Starting 11/7/11-1/25/12
C# 1291
Location: B-101
\$325.00 each module
10 High School Credits
SoCal ROC Certificate





Dental Assisting for Adults

Are you looking to make a move on a fast track into the professional field of DENTAL ASSISTING? This nine-week 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:

- Must be at least 18 years old
- Possess or earn/complete a HIGH SCHOOL DIPLOMA or GED by the last class session to qualify for an externship
- Provide proof of a NEGATIVE MANTOUX TEST or NEGATIVE CHEST X-RAY
- Provide proof of completing the HEPATITS B vaccine series (3 injections)
- Possess a current American Heart Association BLS for Healthcare Providers card
- 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.

Monday to Thursday

7:45 a.m. to 3:45 p.m.

Starting 9/6/11-12/8/11; C# 410 or 11/7/11-2/27/12 C# 1410

Location: A-206

\$1200.00

SoCal ROC Certificate

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 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 HEPATITS B vaccine series (3 injections).
- 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.

Tuesday/ Thursday

6:45 p.m. to 9:45 p.m.

Module I: Starting 9/6/11-11/3/11 C# 421

Location: A-206

\$500.00

2.5 High School Credits

SoCal ROC Certificate

Tuesday/ Thursday

6:45 p.m. to 9:45 p.m.

Module II: Starting 11/8/11-1/24/12 C# 1421

Location: A-206

\$650.00

2.5 High School Credits

SoCal ROC Certificate



Registered Dental Assisting

Rev up your future and earn a registration as a DENTAL ASSISTANT with a high paying salary to match! This course provides advanced-level training designed to master skills in Dental Assisting while preparing for the Registered Dental Assistant State Board examination. Upon successful completion of this program, students will be immediately eligible to take the California RDA State Board Exam. Passing the RDA exam will give you the leading edge in the job market. Training includes chair-side assisting for general, as well as, specialty practice, laboratory techniques, infection control, and introduction to computers, coronal polishing, pit/fissure sealant and radiology. If course requirements are met, students will obtain a Dental Radiology Safety Compliance Certificate. Fingerprinting must be completed before sitting for the State Board Exam. In addition to tuition, students

purchase textbooks, uniforms, x-ray film, lock, and Student University kit/material. The course includes 160 hours of externship in a dental office. In order to apply for the state exam, the applicant must provide a social security number (Fee for exam is presently at \$146).

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) before externship.
- Possess a current American Heart Association BLS for Healthcare Providers card.
- Provide notification of Live Scan clearance for exam
- 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.

Monday to Wednesday 8:00 a.m. to 2:30 p.m. and on

Thursday 8:00 a.m. to 3:00 p.m.

Starting 9/6/11-6/25/12

C# 412

Location: A-207

\$2,500.00

State Certificate



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 high school students only. 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. Student must be an 11th grade student.

Monday to Thursday
3:45 p.m. to 6:45 p.m.
Starting 9/6/11-1/25/12
C# 433
Location: A-206
10 High School Credits
SoCal ROC Certificate

Dental Assisting Career Preparation

Year Two: Open to 12th grade students. Students must complete Dental Assisting for High School Students with an A or B in the class prior to registering for this course. Students will continue their study of Dental Assisting. In addition, students who are 18 years old will complete the Dental radiology certification program. And when meeting all the state dental radiology safety requirements, they can obtain a Dental Radiation Safety Compliance Certificate. Upon successful completion of this 1 and ½ year program and graduating from high school, students will have the opportunity to complete a 120 hour externship in a Dental Office in the South Bay. All supplies and materials are provided for this class.

Prior to Enrolling:

- Must be a 12th grade high school student
- Must complete O3 session Dental Assisting with an A or B
- Sign a Student Waiver and Release Form

During the Course:

- If 18 yrs old, student will complete dental radiology certification
- Prior to OJT during the summer, student must complete TB testing and vaccines

Monday/ Wednesday
6:45 p.m. to 9:45 p.m.
Starting 9/7/11-6/6/12
C# 444
Location: A-206
10 High School Credits
SoCal ROC Certificate

Certified Medical Assistant

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. 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 is mandatory. In order to apply for the state exam, the applicant must provide a social security number. (Fee for exam is presently at \$125).



Prior to enrolling, all students must:

- Be at least 18 years old
- Possess a HIGH SCHOOL DIPLOMA or GED (translated into English)
- Provide notification of Live Scan clearance (This should be done immediately. See below.)
- 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 proof of the VARICELLA and MMR vaccines
- Possess current American Heart Association BLS for Healthcare Providers and First Aid cards
- Sign a Student Waiver and Release Form
- Some medical facilities may require the Tdap (tetanus, diphtheria, and whooping cough) vaccine before beginning externship
- Live Scan clearance required.

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) 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.

Monday-Thursday

8:00 a.m. to 2:30 p.m.

Starting 9/6/11-6/6/12

C# 424

Location: A-208

\$2500.00

National Certification

Medical Assisting Modules (EKG, Injections, Venipuncture, Complete Physical Examination and Medical Front Office)

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 five sequential daytime modules. Students completing this course will be prepared for employment in a doctor's office or medical clinic. Learn back office skills including Universal/Standard Precautions, administering injections, drawing blood/venipuncture, measuring vital signs, assisting with patient exams and diagnostic testing, and performing electrocardiography. The Medical Front Office will include telephone procedures, appointment scheduling, and medical records. Textbooks and uniform are also required. Upon earning a Certificate of Competency in all five modules, the student may be eligible to apply for an externship (OJT) offered during daytime hours only. Certification exam opportunity after successful completion of 5 modules and externship. In order to apply for the national exam, the applicant must provide a social security number (fee for exam is presently at \$90 for recent grads/ \$135 more after 6 months or more after graduation).

Prior to enrolling, all students must:

- Must be at least 18 years old for Modules II (INJ) and III (VENI)
- If an adult, 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 (3 injections)
- Provide proof of the VARICELLA and MMR vaccines
- Possess a current American Heart Association BLS for Healthcare Providers card
- 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.

| EKG | Injections | Venipuncture | Complete Physical Examination |
|--|--|--|--|
| Monday/ Wednesday 8:15 a.m. to 12:45 p.m. Starting 9/7/11-10/17/11 C# 446 | Tuesday/ Thursday 8:15 a.m. to 12:45 p.m. Starting 9/6/11-10/13/11 C# 447 | Monday/ Wednesday 8:15 a.m. to 12:45 p.m. Starting 10/19/11- 11/30/11 C# 448 | Tuesday/ Thursday 8:15 a.m. to 12:45 p.m. Starting 10/18/11-12/1/11 C# 451 |
| Monday/ Wednesday 6:45 p.m. - 9:45 p.m. Starting 11/7/11-1/23/12 C# 446 Location: A-209 \$325.00 SoCal ROC Certificate | Tuesday/ Thursday 6:45 p.m. - 9:45 p.m. Starting 11/8/11-1/24/12 C# 447 Location: A-209 \$325.00 SoCal ROC Certificate | Monday/ Wednesday 6:45 p.m. to 9:45 p.m. Starting 9/7/11-11/2/11 C# 448 Location: A-209 \$325.00 SoCal ROC Certificate | Tuesday/ Thursday 6:45 p.m. to 9:45 p.m. Starting 9/6/11-11/3/11 C# 451 Location: A-209 \$325.00 SoCal ROC Certificate |

Medical Front Office

Monday to Thursday
8:15 a.m. to 12:45 p.m.
Starting 12/5/11-1/25/12
C# 414
Location: A-209
\$300.00
SoCal ROC Certificate



Medical Assisting (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 CLINICAL 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. Upon successful completion of the course, the student will receive a Universal/Standard Precautions Certificate. Upon earning a Certificate of Competency in the course and completing a Front Office Medical Assisting course at SoCal ROC, an adult student may be eligible to enroll in an externship offered during daytime hours only. There will be an application process to qualify for the OJT portion of the program. After successful completion of the externship, the student is eligible to sit for the national certified medical assistant (NCMA) exam offered by the National Center for Competency Testing (NCCT). If taking the exam within 6 months of graduation, the fee is \$90. After 6 months, the fee is \$135. A Social Security number is required to register for the exam. Course is open to high school students and adults.

In order to enroll in the program, adults must:

- Possess 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
- Possess current American Heart Association BLS for Healthcare Providers and First Aid cards
- Sign a Student Waiver and Release Form
- Some medical facilities may require the Tdap (tetanus, diphtheria, and whooping cough) vaccine before beginning externship.

Monday-Thursday
12:45 p.m. to 3:45 p.m. or
3:45 p.m. to 6:45 p.m.
Starting 9/6/11-1/25/12
C# 2413
Location: A-209
\$700.00
10 High School Credits
SoCal ROC Certificate

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. This course is a prerequisite to Advanced Medical Coding.

Prior to enrolling, all students must:

- Be a high school senior or an adult
- If in high school, student must have completed one medical course and have earned a "C" or better in English.

Monday - Thursday
8:45 a.m. to 11:45 a.m.
Starting 9/6/11-1/25/12
C# 440
Location: A-104
\$700.00
10 High School Credits
SoCal ROC Certificate

Monday/ Tuesday/ Wednesday
6:45 p.m. to 9:45 p.m.
Starting 9/6/11-1/24/12
C# 440
Location: A-104
\$700.00
10 High School Credits
SoCal ROC Certificate

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.

Prior to enrolling, all students must:

- Be a high school senior or an adult
- Must complete a basic Medical Billing course within the past 3 years.

Monday - Thursday
12:45 p.m. to 3:45 p.m.
Starting 9/6/11-1/25/12
C# 443
Location: A-104
\$725.00
10 High School Credits
SoCal ROC Certificate

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. Course is open to adults and high school students. If an adult enrolling in this course, you must provide a High School Diploma or GED.

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| Monday/ Wednesday 3:45 p.m. to 6:45 p.m. Starting 9/7/11-1/25/12 C# 414 Location: A-207 \$350.00 5 High School Credits SoCal ROC Certificate | Monday/ Wednesday 6:45 p.m. to 9:45 p.m. Starting 9/7/11-1/23/12 C# 414 Location: A-208 \$350.00 5 High School Credits SoCal ROC Certificate |
|---|---|

Fundamentals of Nursing

Immerse yourself into the world of nursing. Learn to talk the talk and walk the walk of a nurse professional. This initial nursing course provides the student with opportunities to explore and apply interesting concepts basic to nursing. The course is designed to offer high school students an opportunity to build a foundation for entrance into programs in the medical assisting/nursing pathways. Fundamental psycho-motor and communication skills are developed and applied within a framework of the nursing process and Maslow's Hierarchy of Needs. Students will learn the vocabulary of nursing, look at contemporary health-care, explore growth and development of the human body over a lifespan, and discover the inter-related aspects of promoting physiologic and psychosocial health. The course includes an engaging variety of classroom and laboratory activities to reinforce your skills.

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| Monday - Thursday 3:45 p.m. to 6:45 p.m. Starting 9/6/11-1/25/12 C# 426 Location: A-210 \$650.00 10 High School Credits SoCal ROC Certificate |
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Certified Nursing Assistant/ Home Health Aide

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 8-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 (exam fee is presently at \$90).

Prior to enrolling, all students must:

- Must be at least 18 years old
- Provide proof of a HIGH SCHOOL DIPLOMA or GED (translated into English)
- Provide notification of Live Scan clearance (This should be done immediately. See below.)
- 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 or immunity
- Possess a current American Heart Association BLS for Healthcare Providers card
- Live Scan Clearance

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| Monday - Thursday 7:30 to 3:30 p.m. Starting 9/6/11-10/31/11; 11/1/11-1/12/12; or 1/17/12-3/15/12 C# 472 Location: A-210 \$1,200.00 State Certificate |
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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 (fee is presently at \$90). Textbooks/uniform required. On-The-Job Training is mandatory. In order to apply for the state exam, the applicant must provide a social security number (fee is presently at \$100). Prerequisite: Provide proof of completion of one medical course taken within the last 3 years. (If using a Medical Assisting module as a prerequisite, only evening courses apply).



Prior to enrolling, all students must:

- Be at least 18 years old
- Possess a HIGH SCHOOL DIPLOMA or GED (translated into English)
- Complete one medical course with a Certificate of Competency
- Provide notification of Live Scan clearance
- Provide proof of a NEGATIVE MANTOUX TEST or NEGATIVE CHEST X-RAY (within the last 6 months)
- Provide proof of completing the HEPATITIS B vaccine series (3 injections)
- Provide proof of the VARICELLA and MMR vaccines
- Possess a current American Heart Association BLS for Healthcare Providers card
- Sign a Student Waiver and Release Form
- Drug screen required.

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.

Monday - Thursday
8:00 a.m. to 3:45 p.m.
Starting 9/6/11-11/15/11
C# 457
Location: A-205
\$1,000.00
National Certificate

Monday - Thursday
8:00 a.m. to 3:45 p.m.
Starting 11/30/11-2/28/11
C# 1457
Location: A-205
\$1,000.00
National Certificate

EKG/UA/Vital Signs

Have you taken the Phlebotomy course or are you thinking about enrolling? This short course is designed for Phlebotomists to expand their technical skills to include training in recording a 12-lead resting electrocardiogram, taking vital signs consisting of temperature, pulse, respiration, and blood pressure and performing urinalysis using reagent strips. By acquiring additional skills, your job opportunities in the healthcare field could increase.

Prior to enrolling, all students must:

- Be at least 18 years old
- Possess a HIGH SCHOOL DIPLOMA or GED (translated into English)
- Complete one medical course with a Certificate of Competency
- Provide notification of Live Scan clearance
- Provide proof of a NEGATIVE MANTOUX TEST or NEGATIVE CHEST X-RAY (within the last 6 months)
- Provide proof of completing the HEPATITIS B vaccine series (3 injections)
- Provide proof of the VARICELLA and MMR vaccines
- Possess a current American Heart Association BLS for Healthcare Providers card
- Sign a Student Waiver and Release Form

Monday - Thursday
8:00 a.m. to 3:45 p.m.
Starting 11/16/11-11/29/11 C# 445 or 2/29/12 - 3/8/12 C# 1445
Location: A-205
\$250.00
SoCal ROC Certificate



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. Course is open to high school and adult students. This course is a prerequisite for Pharmacy Technician for high school students.

Prior to enrolling, high school students must have a "C" or better in Math and Science

Monday/ Wednesday
3:45 p.m. to 6:45 p.m.
Starting 9/7/11-1/25/12
C# 401
Location: B-202
\$650.00
5 High School Credits
SoCal ROC Certificate

Pharmacy Technician

Does chemistry intrigue you? Uncover what it takes to enter the career of a PHARMACY TECHNICIAN. Beginning with 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. How to accept prescriptions for filling, gather and process necessary information, calculate anticipated drug dosages, and compound, package, and label pharmaceutical products under the direction of the pharmacist will be covered. Students will learn operations of pharmaceutical machinery and how to maintain and clean equipment, work areas and shelves. Students will acquire the skills to perform clerical tasks, prepare prescription labels, process pharmacy medical insurance claims and learn to receive, store, and inventory pharmaceutical supplies. In order to apply for the Pharmacy Technician registration and certification exam, the applicant must provide a social security number (registration fee is \$80 and exam fee is presently at \$129). Externship of 120 hours is optional and will be scheduled only if the student earns a Certificate of Competency in the course.

Prior to enrolling, all students must:

- Be at least 17 1/2 years old on the first day of class.
- High School prerequisites: be a high school senior; Complete Intro to Pharmacy Technician with a Certificate of Competency.
- High school students must have a "C" or better in Math and Science
- If an adult, must provide proof a HIGH SCHOOL DIPLOMA or GED. (Translated into English).
- Provide proof of a NEGATIVE MANTOUX TEST or NEGATIVE CHEST X-RAY.
- Live Scan clearance required.

Monday, Tuesday & Wednesday
6:45 p.m. to 9:45 p.m.
Starting 9/6/11-6/6/12
C# 402
Location: C-201
\$1,100.00
10 High School Credits
SoCal ROC Certificate



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. Course is open to high school and adult students.

Monday - Thursday
12:45 p.m. to 3:45 p.m. or
3:45 p.m. to 6:45 p.m.
Starting 9/6/11 - 1/25/12
C# 405
\$650.00
Location: C-305
10 High School Credits
SoCal ROC Certificate

Monday/ Wednesday
6:45 p.m. to 9:45 p.m.
Starting 9/7/11 - 1/23/12
C# 405
Location: C-305
\$325.00
5 High School Credits

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! Course is open to high school and adult students. This course is a prerequisite to Physical Therapy Aide. On-The-Job Training.

Monday - Thursday \$750.00
3:45 p.m. to 6:45 p.m. 10 High School Credits
Starting 9/6/11-1/25/12 SoCal ROC Certificate
C# 673
Location: C-108



Physical Therapy Aide

This course covers the basic skills and fundamentals necessary for careers relating to physical therapy. Topics covered include body mechanics, treat-

ment and management of athletic injuries, nutritional guidelines for maximizing performance, protective sports equipment, taping and bracing, psychological aspects of competition, training and conditioning techniques. Course is open to high school and adult students. Prerequisites for high school students only: complete Personal Fitness Trainer course with a Certificate of Competency.

Monday, Tuesday & Wednesday \$650.00
6:45 p.m. to 9:45 p.m. 10 High School Credits
Starting 9/6/11-1/24/12 SoCal ROC Certificate
C# 670
Location: A-210

Pet Health and Grooming

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.



Monday - Thursday
3:45 p.m. to 6:45 p.m.
Starting 9/6/11-1/25/12
C# 273
Location: A-106
\$675.00
10 High School Credits
SoCal ROC Certificate

Monday/ Wednesday
6:45 p.m. to 9:45 p.m.
C# 273
Starting 9/7/11-6/6/12
Location: A-106
\$675.00
5 High School Credits
SoCal ROC Certificate

Veterinary Science

Are you thinking about obtaining a Doctor of Veterinary Medicine degree or becoming a Veterinary Technician? This may be the ideal place for you to start. This course will offer students the opportunity to acquire advanced animal principles, know and respect diversity in the animal kingdom, and become animal advocates for animal welfare on all levels encompassing family pets, domestic livestock and wild life resources. Students will be prepared for advanced post-secondary level education in animal science, biology, and/or zoology. This course will also incorporate research methods to perform in depth studies of the anatomy and physiology of a variety of animal species, science labs, and advanced communication and critical thinking skills. This course is open to high school and adult students. This course is a prerequisite for Veterinary Assistant.

Monday/ Tuesday/ Wednesday
6:45 p.m. to 9:45 p.m.
Starting 9/6/11-1/24/12
C# 322
Location: A-105 (M/W) and A-106 (T)
\$500.00
10 High School Credits
SoCal ROC Certificate
UC/CSU Approved "g" elective



American Sign Language I/II

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.

Monday- Thursday
3:45 p.m. to 6:45 p.m.
Starting 9/6/11-1/25/12
C# 240/ 242
Location: C-310
\$650.00
10 High School Credits
SoCal ROC Certificate
UC/CSU Approved "e"
elective

Monday/ Wednesday
6:45 p.m. to 9:45 p.m.
Starting 9/7/11-6/6/12
C# 240/ 242
Location: C-310
\$650.00
10 High School Credits
SoCal ROC Certificate
UC/CSU Approved "e" elective

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. This 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 including a kit, within the first week of class. Uniform required. Prerequisite: Students must be at least 16 years of age.

Monday- Thursday
12:45 p.m. to 3:45 p.m.; 3:45 p.m. to 6:45 p.m.; or 6:45 p.m. to 9:45 p.m.
Starting 9/6/11-6/7/12
C# 1415
Location: C-314
\$1025.00
20 High School Credits
State Certificate

Developmental Psychology of Children

Do you love music, art and working with children? Are you thinking about becoming a teacher or owning a preschool? This course explores child developmental stages, discipline, music, art, science, math, games and songs as tools to provide learning for pre-school age children. Students will need an apron. All students must provide a negative TB test result prior to beginning On-The-Job Training. On-The-Job Training is optional.

Monday - Thursday
4:00 p.m. to 6:45 p.m.
Starting 9/6/11-1/25/12
C# 216
Location: C-204
\$700.00
10 High School Credits
SoCal ROC Certificate
UC/CSU Approved "g" elective

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? Students will learn customer relations, front office, food service, banquet services, and other general hospitality industry skills. On-the-Job Training (OJT) will give students the opportunity to train in the industry at hotels and restaurants. Black pants and white buttoned shirt are required for OJT.

Monday- Thursday
8:45 a.m. to 11:45 a.m.*; 12:45 p.m. to 3:45 p.m.;
or 3:45 p.m. to 6:45 p.m.
Starting 9/6/11-1/25/12
C# 206/ 207/ 208
Location: A-105
\$650.00
10 High School Credits
SoCal ROC Certificate
* Focus on Special Needs Students