

Mission Statement

The mission of the Career and Technical Preparation Department is to support and connect educators and business partners by developing career preparation and work-based learning opportunities that prepare students for their future.

Title IX

The district shall follow uniform compliant procedures when addressing complaints alleging unlawful discrimination based on age, sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color, or mental or physical disability in any program or activity that receives or benefits from state financial assistance. If you believe you have been subjected to discrimination contact Greg Purcell, Director III, Student and Family Support Services, Serna Center, 5735 47th Avenue, Sacramento, CA 95824

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Sacramento, CA 95824
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www.scusd.edu/Career_tech_prep/index.html

**Sacramento City Unified School District
Career Technical Preparation Department/ROP**

Career Pathway Handbook



2008-2009 School Year

LAW & JUSTICE

Sacramento City Unified School District

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Career Technical Preparation Department

Mary Shelton, Associate Superintendent
 Mike Brunelle, Director II
 Louise Stymeist, Coordinator II

Eligibility: High school students 16 years of age or older

Course Description:

This 180-hour, year long, exploratory course is aligned to the standards in the Public Safety and Service Pathway. The course will provide an overview of an individual's rights, and the laws in the United States, with an emphasis on the criminal justice system in California. The roles of law enforcement, the District Attorney, the court system and probation provide the context for this experiential learning opportunity.

Code (Credits): ROF001/ROP001 (5)

Complete 180 hours for certificate. 90 hour course may be repeated 2 times for credit.

Legal & Government Service Sector

Suggested High School Courses	Suggested ROP Courses
Algebra Economics English Conflict Resolution	Law & Justice Intro to Social Justice Criminal & Social Justice Law Enforcement: Legal Careers

High School Diploma	Postsecondary Training (certificate or AA)	Bachelor Degree or Higher
Animal Control Officer Case Manager Aide Child Care Aide Elected Official Emergency Medical Technician Foster Care Worker Mental Health Aide Parking Enforcement Officer Security Guard Youth Worker	Corrections Officer Crime Scene Technician Criminal Investigator Legislative Aide Licensed Psychiatric Technician Paralegal Paramedic Police Officer Private Investigator Social Service Coordinator Substance Abuse Counselor U.S. Customs Officer	ATF/DEA Agent Attorney Diplomatic Service FBI Agent Federal Marshal Fire Captain/Chief Legislative Assistant Rehabilitation Specialist Police Lieutenant/ Captain/Chief Social Service Worker Therapist

LAW & LEGAL CAREERS I & II

Eligibility: High school students 16 years of age or older

Course Description:

The purpose of this class is to introduce the student to the various positions in the area of Law Enforcement and other legal professions and the areas of support needed to maintain that particular office or agency. The criminal justice system is covered from the arrest of the suspect through final adjudication. The student will learn the importance of the U.S. Constitution, as well as our state laws.

Code (Credits): I: ROF005/ROP005 (5)
II: ROF010/ROP010 (5)

Complete 540 hours for certificate. 90 hour course may be repeated 6 times for credit.

Legal & Government Services Sector

Suggested High School Courses	Suggested ROP Courses
Algebra Economics English Conflict Resolution	Law & Justice Intro to Social Justice Criminal & Social Justice Law Enforcement: Legal Careers

High School Diploma	Postsecondary Training (certificate or AA)	Bachelor Degree or Higher
Animal Control Officer Case Manager Aide Child Care Aide Elected Official Emergency Medical Technician Foster Care Worker Mental Health Aide Parking Enforcement Officer Security Guard Youth Worker	Corrections Officer Crime Scene Technician Criminal Investigator Legislative Aide Licensed Psychiatric Technician Paralegal Paramedic Police Officer Private Investigator Social Service Coordinator Substance Abuse Counselor U.S. Customs Officer	ATF/DEA Agent Attorney Diplomatic Service FBI Agent Federal Marshal Fire Captain/Chief Legislative Assistant Police Lieutenant/Captain/Chief Social Service Worker Therapist

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Eligibility: High school students 16 years of age or older

Course Description:

A social justice advocate investigates issues and poses solutions for those issues that generate social, political, economic and educational inequities. This course is designed to provide students with skills to help them understand the importance of, and learn to question, all aspects of the criminal justice system and U.S. Constitution as well as our state laws.

Code (Credits): ROF006/ROP006(5)

Complete 180 hours for certificate. 90 hour course may be repeated 2 times for credit.

Legal & Government Services Sector

Suggested High School Courses	Suggested ROP Courses
Algebra Economics English Conflict Resolution	Criminal & Social Justice Intro Social Justice Law & Justice Law & Legal Careers

High School Diploma	Postsecondary Training (certificate or AA)	Bachelor Degree or Higher
Animal Control Officer Case Manager Aide Child Care Aide Elected Official Emergency Medical Technician Foster Care Worker Mental Health Aide Parking Enforcement Officer Security Guard Youth Worker	Corrections Officer Crime Scene Technician Criminal Investigator Legislative Aide Mental Health Worker Paralegal Paramedic Police Officer Private Investigator Social Service Coordinator Substance Abuse Counselor U.S. Customs Officer	ATF/DEA Agent Attorney Diplomatic Service FBI Agent Federal Marshal Fire Captain/Chief Legislative Assistant Rehabilitation Specialist Police Lieutenant/Captain/Chief Social Service Worker Therapist

EARLY CHILDHOOD DEVELOPMENT

(Approved for UC "G" Credit)

(ACE Approved)

Eligibility: High school students 16 years of age or older

Course Description:

Early Childhood Development provides a comprehensive investigation of human physical, socio-emotional and cognitive growth and development from birth through early adolescence. Students will examine major theories in developmental psychology in the cognitive, biosocial and psychosocial areas. Students will focus on emotional/psychological, cognitive, physical development, and the influence of heredity and environmental factors. Students will learn the process of observation, experience hands-on learning, and present age appropriate activities. This course provides the strong academic foundation for pursuing majors in psychology, human development or education at the university level.

Code (Credits): ROF063/ROP063 (5)

Complete 180 hours for certificate. 90 hour course may be repeated 2 times for credit.

Child Development Sector

Suggested High School Courses	Suggested ROP Courses
Economics Psychology	Careers In Education Internship

High School Diploma	Postsecondary Training (certificate or AA)	Bachelor Degree or Higher
After School Program Supervisor Child Care Provider Family Child Care Supervisor Infant Caregiver Preschool Aide	Head Start Teacher Parent Educator Preschool Teacher Teacher's Aide	Child Protection Social Worker Child Psychologist Children's Library Media Assistant Specialist Preschool Director School or Adoption Counselor

Arts, Media & Entertainment Pathway

COMPUTER ANIMATION I & II ADVANCED COMPUTER ANIMATION *(Approved for UC "F" Credit)*

Eligibility: High school students 16 years of age or older

Course Description:

This specialized course will help students prepare for an entry-level course in visual communications. In this hands-on class students will learn animation, film making, video, and advanced computer graphics. A strong interest in drawing, filmmaking or creative writing is recommended. As a final outcome of this class, students will produce a professional portfolio, which includes a sketchbook, a storyboard example, and a DVD of their selected work.

Code (Credits):

Animation: ROF600/ROP600 (5) ROF601/ROP601 (10)
Advanced: ROF603/ROP603 (5) ROF604/ROP604 (10)

Animation: complete 270 hours for certificate. Advanced: complete 270 hours for certificate. 90 hour course may be repeated 3 times for credit .

Media & Design Arts Sector

Suggested High School Courses	Suggested ROP Courses
Advertising Art Camera Composition Digital Music Film Studies Productive Advertising Fashion Studio Graphic Arts Web Design	Computer Animation Advanced Computer Animation Digital Imaging / Digital Media Media Production Multimedia Sound Engineering Radio Production Visual Communication & Graphics Web Author Training

High School Diploma	Postsecondary Training (certificate or AA)	Bachelor Degree or Higher
Film Loader Animation Assistant Makeup Artist Sign Painter	Videographer Prop Maker Cutter/Fitter/Seamstress Special Effects Coordinator Web Designer	User Interface Designer Sound Engineer Medical/Scientific Illustrator Scriptwriter Multimedia Animator

CRIMINAL & SOCIAL JUSTICE STUDIES

Eligibility: High school students 16 years of age or older

Course Description:

This capstone course is based in the study of the law, the criminal justice system and sociology. Aligned with the CA Public Service standards, this course gives students the opportunity to put their knowledge of the legal system into action by exploring social institutions, inequities and utilizing appropriate mechanisms to affect social change. Students are required to complete an extensive capstone project and presentation.

Code (Credits): ROF011/ROP011 (5)

Complete 180 hours for certificate. 90 hour course may be repeated 4 times for credit.

Legal & Government Service Sector

Suggested High School Courses	Suggested ROP Courses
Algebra Economics English Conflict Resolution	Criminal & Social Justice Intro Social Justice Law & Justice Law & Legal Careers

High School Diploma	Postsecondary Training (certificate or AA)	Bachelor Degree or Higher
Animal Control Officer Case Manager Aide Child Care Aide Elected Official Emergency Medical Technician Foster Care Worker Mental Health Aide Parking Enforcement Officer Security Guard Youth Worker	Corrections Officer Crime Scene Technician Criminal Investigator Legislative Aide Mental Health Worker Paralegal Paramedic Police Officer Private Investigator Residential Counselor Social Service Coordinator U.S. Customs Officer	ATF/DEA Agent Attorney Diplomatic Service FBI Agent Federal Marshal Fire Captain/Chief Legislative Assistant Mental Health Rehabilitation Specialist Police Lieutenant/Captain/Chief Social Service Worker

CAREERS IN EDUCATION *(ACE Approved)*

Eligibility: High school students 16 years of age or older

Course Description:

This course is designed to provide information in the field of teaching and other school site educational professions. Career preparation standards, which include safety, communications, interpersonal and problem-solving skills are integrated throughout the course. Active class participation is enhanced by field work at school sites under the guidance of a mentor teacher. All students are required to observe and/or participate in a variety of settings and classrooms at the primary through secondary levels. This course helps prepare students for entry into college or university teacher training programs.

Code (Credits): ROF068/ROP068 (5)

Complete 360 hours for certificate. 90 hour course may be repeated 4 times for credit.

Education Sector

Suggested High School Courses	Suggested ROP Courses
Economics Psychology	Careers with Children Early Childhood Education Internship

High School Diploma	Postsecondary Training (certificate or AA)	Bachelor Degree or Higher
After School Program Aide Child Care Worker Recreation Aide Teacher's Aide Tutor	Head Start Teacher Instructional Support Provider Preschool Director/Supervisor Preschool Teacher Special Education Aide	Elementary, Secondary, or Postsecondary Teacher (Home Economics Careers and Technology) School Administrator School Counselor Special Education Teacher Speech and Language Therapist

COMPUTER GRAPHICS *(Approved for UC "F" Credit)*

Eligibility: High school students 16 years of age or older

Course Description:

This course is designed to develop technical skills for students interested in publishing and fine art. Students utilize computer software to gain experience in desktop publishing, photo manipulation, art layout, color enhancing, and multimedia technology.

Code (Credits): ROF133/ROP133 (5)

Complete 180 hours for certificate. 90 hour course may be repeated 2 times for credit.

Media & Design Arts Sector

Suggested High School Courses	Suggested ROP Courses
Advertising Art Camera Composition Digital Music Film Studies Productive Advertising Fashion Studio Graphic Arts Web Design	Computer Animation Advanced Computer Animation Digital Imaging / Digital Media Media Production Multimedia Sound Engineering Radio Production Visual Communication & Graphics Web Author Training

High School Diploma	Postsecondary Training (certificate or AA)	Bachelor Degree or Higher
Computer Operator Production Tech Programmer Software Support Software Technician Web Developer	Computer Graphic Artist Desktop Publisher Multimedia Specialist Programmer Software Doc. Specialist Web Designer Webmaster	Chief Software Architect Computer Engineer Communications Manager Graphic Designer Multimedia Artist/Animator Operating Systems Designer Software Architect Web Architect

DIGITAL IMAGING

Eligibility: High school students 16 years of age or older

Course Description:

The Digital Imaging course is designed to help students utilize photography and computer technology as a means for creative discovery and expression. By studying historical and contemporary photographic images, students will be inspired to create their own artistic philosophy and design aesthetic. Students will utilize digital cameras and computer software to develop their own images.

Code (Credits): ROF218/ROP218 (5)
Complete 180 hours for certificate. 90 hour course may be repeated 2 times for credit.

Media & Design Arts Sector

Suggested High School Courses	Suggested ROP Courses
Advertising Art Camera Composition Digital Music Film Studies Productive Advertising Fashion Studio Beginning Graphic Arts Web Design	Computer Animation Advanced Computer Animation Digital Imaging / Digital Media Media Production Multimedia Sound Engineering Radio Production Visual Communication & Graphics Web Author Training

High School Diploma	Postsecondary Training (certificate or AA)	Bachelor Degree or Higher
Film Loader Animation Assistant Makeup Artist Sign Painter	Videographer Prop Maker Cutter/Fitter/Seamstress Special Effects Coordinator Web Designer	Medical & Scientific Illustrator Media & Design Arts Inst. Photographer

CAREERS WITH CHILDREN I & II

(ACE Approved)

Eligibility: High school students 16 years of age or older

Course Description:

Students who have a passion for working with children or teaching will benefit from this course that teaches child development through classroom instruction, observation, and real world experience. Students will have the opportunity to develop and present age appropriate activities to children. In addition, they will be able to practice these skills in an internship. Students may choose from a variety of settings such as preschools, day care centers, and elementary schools.

Code (Credits): ROF070/ROP070 (5) ROF071/ROP071 (10)
ROF072/ROP072 (15)
I complete 270 hours for certificate. 90 hour course may be repeated 3 times for credit.
II complete 270 hours for certificate. 90 hour course may be repeated 3 times for credit.

Child Development Sector

Suggested High School Courses	Suggested ROP Courses
Economics Psychology	Careers In Education Internship

High School Diploma	Postsecondary Training (certificate or AA)	Bachelor Degree or Higher
After School Program Supervisor Child Care Provider Family Child Care Supervisor Infant Caregiver Preschool Aide	Head Start Teacher Parent Educator Preschool Teacher Teacher's Aide	Child Protection Social Worker Child Psychologist Children's Library Media Assistant Specialist Preschool Director School or Adoption Counselor

DIGITAL MEDIA

Human & Public Service Careers Pathway

Eligibility: High school students 16 years of age or older

Course Description:

Digital Media provides training for individuals seeking entry-level position in fields requiring computer graphics skills with an emphasis on multimedia. Students will learn valuable skills in general illustration, digital imaging, web page design and implementation, 2D and 3D animation, and digital video editing. Students receive training in software programs such as Adobe Illustrator, Photoshop, Cinema 4D (3D modeling and animation), Dream Weaver, and Flash. In addition, students are taught web page design skills utilizing raw HTML and JavaScript implementation.

Code (Credits): ROF655/ROP655 (5)

Complete 360 hours for certificate. 90 hour course may be repeated 4 times for credit.

Media & Design Arts Sector

Suggested High School Courses	Suggested ROP Courses
Advertising Art Camera Composition Digital Music Film Studies Productive Advertising Fashion Studio Beginning Graphic Arts Web Design	Computer Animation Advanced Computer Animation Digital Imaging / Digital Media Media Production Multimedia Sound Engineering Radio Production Visual Communication & Graphics Web Author Training

High School Diploma	Postsecondary Training (certificate or AA)	Bachelor Degree or Higher
Film Loader Animation Assist. Makeup Artist Sign Painter	Videographer Prop Maker Cutter/Fitter/Seamstress Special Effects Coordinator Web Designer	Sound Engineer Medical & Scientific Illustrator Scriptwriter Media & Design Arts Instructor Multimedia Producer

MEDIA PRODUCTION: RADIO & TV

Eligibility: High school students 16 years of age or older

Course Description:

This concentration course focuses on building knowledge and skills pertinent to the radio and television industries. Students will learn to create and manage both audio and visual media. In addition, they will study various aspects of radio and television such as: communication, the history of radio and television, news gathering, marketing and advertising, the ethical use of recorded material, and the editing of audio and visual media.

Code (Credits): ROF595/ROP595 (5) ROF596/ROP596 (10)
Complete 180 hours for certificate. 90 hour course may be repeated 2 times for credit.

**Media & Design Arts Sector and/or
Production and Managerial Arts Sector**

Suggested High School Courses	Suggested ROP Courses
Advertising Art Beginning Graphics Art Camera Composition Digital Music Film Studies Productive Advertising Theater Web Design	Computer Animation Advanced Computer Animation Digital Imaging / Digital Media Media Production Multimedia Sound Engineering Radio Production Visual Communication & Graphics Web Author Training

High School Diploma	Postsecondary Training (certificate or AA)	Bachelor Degree or Higher
Animation Assistant Camera Loader Dolly Grip Tape/Film Loader 3rd Assistant Director	1st Assistant Camera Operator Gaffer Key Production Grip Prop Maker Negative Cutter Script Supervisor Special Effects Coordinator Videographer Web Designer	Line Producer Producer Scriptwriter 2nd Unit Director Sound Design Editor Sound Engineer Visual Effects Coordinator

MEDICAL TECHNICIAN PREPARATION

Eligibility: High school students 16 years of age or older

Course Description:

This introductory course is designed to prepare students for a variety of health care technician level courses. Medical Technician Preparation provides students with a hands-on approach to acquiring the knowledge and skills necessary for success in a variety of high-demand medical technician careers. Students that successfully complete this course will be prepared to transition to an advanced ROP or a Community College program.

Code (Credits): ROF157/ROP157 (5) ROF158/ROP158 (10)
Complete 180 hours for certificate. 90 hour course may be repeated 2 times for credit.

Health Careers Sector

Suggested High School Courses	Suggested ROP Courses
Computer Applications Keyboarding	Hospital & Community Health Services Medical Technician Preparation

High School Diploma	Postsecondary Training (certificate or AA)	Bachelor Degree or Higher
Certified Nurses Assistant EMT Medical Laboratory Aid Medical Records Clerks Medical Receptionist Transporter	Biotechnology Engineer Dental Hygienist Fitness/Aerobics Instructor Licensed Vocational Nurse/ Medical Laboratory Tech. Medical Transcriptionist Pharmacy Technician Radiology Technologist Registered Nurse Registered Physical Telehealth Technician Therapy Aide Various Tech Positions	Biotechnology Scientist Clinical Medical Environ. Health Specialist Geneticist Health Educator Health Services Administrator Industrial Hygienist Materials Management Supervisor Medical Librarian Nursing Home Administrator Radiology Technician

HOSPITAL & COMMUNITY HEALTH

Eligibility: High school students 16 years of age or older

Course Description:

Getting involved in health care through Hospital and Community Health Services is a great way to jumpstart a career in the healthcare industry. In this course students will gain valuable experience while studying patient care, diagnostic procedures, and administrative services. Students can practice their skills through a workplace internship in emergency care, physical therapy, radiology, medical records, and patient registration.

Code (Credits): ROF141/ROP141 (5) ROF140/ROP140 (10)
 ROF132/ROP132 (15)

Complete 540 hours for certificate. 90 hour course may be repeated 6 times for credit.

Health Careers Sector

Suggested High School Courses	Suggested ROP Courses
Computer Applications Keyboarding	Medical Technician Preparation Workplace Internship

High School Diploma	Postsecondary Training (certificate or AA)	Bachelor Degree or Higher
Central Supply Aide Environmental Services Assistant Health Unit Coordinator Medical Coder Medical Laboratory Aid Medical Records Clerks Medical/Hospital Receptionist Transporter	Biotechnology Engineer Cardiology Technologist Central Supply Technician Environmental Services Technician Medical Laboratory Assistant Medical Laboratory Technician Medical Record Technician Medical Transcriptionist Mortician Radiology Technologist Telehealth Technician	Biotechnology Scientist Clinical Medical Technologist Environmental Health Specialist Geneticist Health Educator Health Services Administrator Hospital/Nursing Home Admin. Industrial Hygienist Materials Management Supervisor Medical Librarian Nursing Home Administrator Radiologist

MULTIMEDIA SOUND ENGINEERING

Eligibility: High school students 16 years of age or older

Course Description:

This course is designed to prepare students for entry-level employment in digital sound engineering. Students will learn to operate machines to record, synchronize, mix or reproduce music, voices, or sound effects in sporting arenas, theater productions, recording studios or movie and video productions.

Code (Credits): ROF255/ROP255 (5)
 Complete 360 hours for certificate. 90 hour course may be repeated 4 times for credit.

Media & Design Arts Sector and/or Production & Managerial Art Sector

Suggested High School Courses	Suggested ROP Courses
Advertising Art Beginning Graphics Art Camera Composition Digital Music Film Studies Productive Advertising Theater Web Design	Computer Animation Advanced Computer Animation Digital Imaging / Digital Media Media Production Multimedia Sound Engineering Radio Production Visual Communication & Graphics Web Author Training

High School Diploma	Postsecondary Training (certificate or AA)	Bachelor Degree or Higher
Animation Assistant Camera Loader Dolly Grip Tape/Film Loader 3rd Assistant Director	1st Assistant Camera Operator Gaffer Key Production Grip Special Effects Coordinator Videographer	Line Producer Producer 2nd Unit Director Sound Design Editor Sound Engineer

RADIO PRODUCTION

Eligibility: High school students 16 years of age or older

Course Description:

Students will train in an actual web radio station and will learn and practice skills which can lead to a career in sales, announcing, writing, promotions, or engineering. They will learn to develop scripts, announcements, create promotional materials, and assist in production of radio program elements.

Code (Credits): ROF252/ROP252 (5)

Complete 360 hour for certificate. 90 hour course may be repeated 4 times for credit.

*Media & Design Arts Sector and/or
Production & Managerial Art Sector*

Suggested High School Courses	Suggested ROP Courses
Advertising Art Beginning Graphics Art Camera Composition Digital Music Film Studies Productive Advertising Theater Web Design	Computer Animation Advanced Computer Animation Digital Imaging / Digital Media Media Production Multimedia Sound Engineering Radio Production Visual Communication & Graphics Web Author Training

High School Diploma	Postsecondary Training (certificate or AA)	Bachelor Degree or Higher
Animation Assistant Camera Loader Dolly Grip Tape/Film Loader 3rd Assistant Director	1st Assistant Camera Operator Gaffer Key Production Grip Prop Maker Negative Cutter Script Supervisor Special Effects Coordinator Videographer Web Designer	Line Producer Producer 2nd Unit Director Sound Design Editor Sound Engineer

Health Careers Pathway

WOODWORKING CAREERS

Eligibility: High school students 16 years of age or older

Course Description:

In this hands-on course, students will learn blueprint reading, architectural design, wood technology, and construction skills. This includes lessons on hand and power tool safety that leads to the building of unique and interesting projects. Students who successfully complete this course will have entry-level woodworking skills.

Code (Credits): ROF264/ROP264 (5)

Complete 180 hours for certificate. 90 hour course may be repeated 2 times for credit.

Building Trades & Construction Sector

Suggested High School Courses	Suggested ROP Courses
Algebra Geometry Robotics Applied Physics Drafting	CADD Construction Technology Masonry Occupations Woodworking Careers

High School Diploma	Postsecondary Training (certificate or AA)	Bachelor Degree or Higher
Cabinetmaking Apprentice Machine Operator Installation apprentice Apprentice Engineer	Cabinetmaking Journeyman Furniture Maker Production Manager	Designer Engineer Contractor

VISUAL COMMUNICATIONS & GRAPHICS PORTFOLIO

(Approved for UC "F" Credit)

Eligibility: High school students 16 years of age or older

Course Description:

This course provides students with the opportunity to prepare a portfolio of original artwork that will be used for securing an entry level position in the graphic design field or for scholarship and acceptance to post secondary art school. Instruction will consist of an in depth study of advanced principles of design concepts using graphic design, digital imaging, multi-medial presentations, log design, printmaking, 3-dimensional product package design, and color theory projects. Students will be encouraged to seek internships and obtain freelance work within the community.

Code (Credits): ROF290/ROP290 (5) ROF291/ROP291 (10)

Complete 360 hours for certificate. 90 hour course may be repeated 4 times for credit.

Media & Design Arts Sector

Suggested High School Courses	Suggested ROP Courses
Advertising Art Camera Composition Digital Music Film Studies Productive Advertising Fashion Studio Beginning Graphic Arts Web Design	Computer Animation Advanced Computer Animation Digital Imaging / Digital Media Media Production Multimedia Sound Engineering Radio Production Visual Communication & Graphics Web Author Training

High School Diploma	Postsecondary Training (certificate or AA)	Bachelor Degree or Higher
Computer Operator Production Technician Software App Support Software Technician Web Page Developer	Computer Graphic Artist Desktop Publisher Multimedia Specialist Software Document Specialist Web Designer Webmaster	Communications Manager Graphic Designer Multimedia Artist/Animator Multimedia Producer

Business & Information Technology Pathway

ROBOTICS (ACE Approved)

Eligibility: High school students 16 years of age or older

Course Description:

Robotics is an opportunity for students to synthesize science knowledge with practical application. Aligned with California Engineering Technology standards, this program is designed to interest students in the field of robotics and to motivate them to pursue careers in science and engineering. Students will work in small groups to research, design and build a variety of robots. Students may participate in robotic competitions.

Code (Credits): ROF188/ROP188 (5)

Complete 360 hours for certificate. 90 hour course may be repeated 4 times for credit.

Computer Hardware, Electrical & Networking Engineering Sector

Suggested High School Courses	Suggested ROP Courses
Algebra Applied Physics Drafting Geometry Robotics	CADD Construction Technology Robotics

High School Diploma	Postsecondary Training (certificate or AA)	Bachelor Degree or Higher
CADD Technician Construction Apprentice Engineering Aide Drafting Apprentice Junior Drafter	Drafter/Designer Engineer Technician Plan Checker	Architect Civil Engineer Electrical Engineer Industrial Designer Structural Engineer

RENEWABLE ENERGY SYSTEMS DESIGN

Eligibility: High school students 16 years of age or older

Course Description:

Renewable energy effectively uses natural and sustainable resources such as sunlight, wind and geothermal heat to create usable and efficient energy. Renewable Energy Systems Design is an introductory and concentration level course focused on teaching students to understand and harness this valuable resource. This course is aligned with the California Energy and Environmental Career Path Standards.

Code (Credits): ROF591/ROP0591 (5)
Complete 360 hours for certificate. 90 hour course may be repeated 4 times for credit.

Energy & Environmental Technology Sector

Suggested High School Courses	Suggested ROP Courses
Algebra Geometry Robotics Applied Physics Drafting	CADD Construction Technology Robotics

High School Diploma	Postsecondary Training (certificate or AA)	Bachelor Degree or Higher
Energy Management Worker Envir. Pollution Worker Industrial Facilities Worker Utilities Worker Waste Management Worker	Energy Management Tech. Envir. Pollution Tech Industrial Facilities Tech. Utilities Technician Waste Management Tech.	Energy Management Engineer Envir. Engineer Industrial Facilities Engineer Utilities Engineer Waste Management Engineer

ACCOUNTING CAREERS

Eligibility: High school students 16 years of age or older

Course Description:

This course provides instruction in the basic accounting procedures used to operate a business. The accounting procedures presented will also serve as a sound background for employment in office jobs and preparation for further education and training. The complete accounting cycle is covered, which helps the student see how each employee's job fits into the cycle of a business. The course trains students in the basics of manual and computerized accounting.

Code (Credits): ROF050/ROP050 (5)
Complete 180 hours for certificate. 90 hour course may be repeated 2 times for credit.

Accounting Sector

Suggested High School Courses	Suggested ROP Courses
Computer Applications Economics	Accounting Business Office Professional Computer Technologies Marketing & Public Relations Small Business Ownership Entrepreneurship Virtual Enterprise

High School Diploma	Postsecondary Training (certificate or AA)	Bachelor Degree or Higher
Account Clerk Audit Clerk Bookkeeper Payroll Clerk Account Collector Bank Teller Credit Clerk Claims Clerk Collector Insurance Appraiser	Account Specialist Actuary Claims Examiner Cost Estimator Credit Analyst Customer Service Representative Loan Specialist Tax Examiner Tax Preparer Treasurer Underwriting Assistant	Accountant Appraiser Auditor Bank Manager Budget Analyst Controller Credit Manager Economist Escrow Officer Financial Planner Internal Auditor Securities Manager

BUSINESS OFFICE PROFESSIONAL

(Meets District Technology Requirement)

Eligibility: High school students 16 years of age or older

Course Description:

Students in the information support and services pathway prepare for careers and further education involving the implementation of computer services and the management of business and professional documents. Students will create technical documents, understand important aspects of project presentation, manage data systems and understand the impact of professionally prepared business documents using Microsoft Office.

Code (Credits): ROF185/ROP185 (5)
Complete 180 hours for certificate. 90 hour course may be repeated 2 times for credit.

Marketing, Sales & Service Sector

Suggested High School Courses	Suggested ROP Courses
Computer Applications Economics Marketing Web Design	Accounting Business Office Professional Computer Business Technologies Marketing & Public Relations Small Business Ownership Entrepreneurship Virtual Enterprise

High School Diploma	Postsecondary Training (certificate or AA)	Bachelor Degree or Higher
Administrative Support Customer Service Representative Customer Specialist Sales Representative Shipping and Receiving Clerk Small Business Entrepreneur Stocking and Handling Worker Telemarketer	Account Supervisor Copywriter-Designer E-commerce Marketing Specialist Forum Manager Franchisee Marketing Manager Regional Sales Manager Retail/Wholesale Buyer Route Salesperson Warehouse Manager	Account Executive Brand Manager Chief Executive Officer E-commerce Director E-commerce Entrepreneur Economist Interactive Sales Engineer International Distribution International Trade Manager Marketing Research Analyst National Account Manager Distribution Manager

MASONRY OCCUPATIONS

Eligibility: High school students 16 years of age or older

Course Description:

The Masonry Occupations program prepares students to lay building materials such as: brick, concrete block, pavers, to construct/repair structures. Students will use trowels, levels, hammers, chisels, masonry saws, mixers, and other hand or power tools of the trade. Fundamentals include information necessary to build from blueprints: residential, commercial, and industrial structures. Summer internships are available for students completing necessary skill levels.

Code (Credits): ROF340/ROP340 (5) ROF341/ROP341 (10)
ROF342/ROP342 (15)
Complete 360 hours for certificate. 90 hour course may be repeated 4 times for credit.

Building Trades & Construction Sector

Suggested High School Courses	Suggested ROP Courses
Algebra Geometry Drafting	CADD Construction Technology Masonry Occupations Woodworking Careers

High School Diploma	Postsecondary Training (certificate or AA)	Bachelor Degree or Higher
Machine Operator Laborer Apprentice Engineer	CNC Technician Production Manager Heavy Construction Journeyman Contractor Surveyor	Engineer Designer Construction Manager Engineer Business Owner

CONSTRUCTION TECHNOLOGY

COMPUTER BUSINESS TECHNOLOGIES

(Meets District Technology Requirement)

Eligibility: High school students 16 years of age or older

Course Description:

The Construction Technology class will teach students the basics of the industry from building design through demolition. Students will build walls, wire circuits, pour concrete, and learn how to estimate materials. Carpentry is emphasized. This class has a summer paid internship opportunity. Students who successfully complete this course can either go directly to work, enter an apprenticeship program, or study construction management or engineering in college.

Code (Credits): ROF265/ROP265 (5) ROF266/ROP266 (10)
 ROF267/ROP267 (15)

Complete 360 hours for certificate. 90 hour course may be repeated 4 times for credit.

Eligibility: High school students 16 years of age or older

Course Description:

Computer skills are vital to the workplace. In this course students will learn how to work in a business office. Students will prepare business documents using word processing, spreadsheet, database, and presentation software (including Microsoft Word, Excel, Access and PowerPoint). Students will also have the opportunity to practice their new skills on the-job through a business internship.

Code (Credits): ROF180/ROP180 (5) ROF181/ROP181 (10)
 ROF182/ROP182 (15)

Complete 540 hours for certificate. 90 hour course may be repeated 6 times for credit.

Building Trades & Construction Sector

Marketing, Sales & Service Sector

Suggested High School Courses	Suggested ROP Courses
Algebra Geometry Robotics Applied Physics Drafting	CADD Construction Technology Masonry Occupations Woodworking Careers

Suggested High School Courses	Suggested ROP Courses
Computer Applications Economics Marketing Web Design	Accounting Business Office Professional Computer Business Technologies Marketing & Public Relations Small Business Ownership Entrepreneurship Virtual Enterprise

High School Diploma	Postsecondary Training (certificate or AA)	Bachelor Degree or Higher
Cabinetmaking Apprentice Machine Operator Maintenance Mechanic Assembler Installation apprentice Apprentice Engineer	CNC Programmer/ Technician Cabinetmaking Journeyman Furniture Maker Production Manager Plumber Electrician	Designer Engineer Contractor

High School Diploma	Postsecondary Training (certificate or AA)	Bachelor Degree or Higher
Administrative Support Customer Service Representative Customer Support Specialist Sales Representative Shipping and Receiving Clerk Small Business Entrepreneur Stocking and Handling Worker Telemarketer	Account Supervisor Copywriter-Designer E-commerce Marketing Specialist Forum Manager Franchisee Marketing Manager Regional Sales Manager Retail/Wholesale Buyer Route Salesperson Warehouse Manager	Account Executive Brand Manager Chief Executive Officer E-commerce Director E-commerce Entrepreneur Economist Interactive Sales Engineer International Distribution International Trade Manager Marketing Research Analyst National Account Manager Distribution Manager

CULINARY ARTS

Eligibility: High school students 16 years of age or older

Course Description:

This course will provide students with opportunities to prepare for and achieve career objectives in various food service occupations. Learning experiences are designed to lead to employment within public or private enterprises or organizations related to the multifaceted food service industry. During the school year, students may also work in the industry as an intern. Upon completion of this course students will be prepared to enter the job market or to continue their training at a college or trade school.

Code (Credit): ROF113/ROP113 (5) ROF114/ROP114 (10)
ROF118/ROP118 (15)

Complete 540 hours for certificate. 90 hour course may be repeated 6 times for credit.

Food and Hospitality Services Sector

Suggested High School Courses	Suggested ROP Courses
Accounting Food and Nutrition	Culinary Arts Small Business Ownership Entrepreneurship

High School Diploma	Postsecondary Training (certificate or AA)	Bachelor Degree or Higher
Baker Helper Food Expeditor Line cook Pastry Chef Assistant Wait Staff	Caterer Chef Food Designer Food Service Manager Pastry Chef	Food & Beverage Analyst Food Service Director Food Stylist General Manager Sous/Executive Chef

COMPUTER ASSISTED DESIGN & DRAFTING (CADD)

Eligibility: High school students 16 years of age or older

Course Description:

This class combines creativity and technology to teach students about structural, mechanical, and architectural design as well as commercial art, drafting, and computer aided manufacturing. Students enrolled in this course will complete projects using state of the art software.

Code (Credits): ROF078/ROP078 (5)

Complete 180 hours for certificate. 90 hour course may be repeated 2 times for credit.

Building Trades & Construction Sector Machine & Forming Technology Sector

Suggested High School Courses	Suggested ROP Courses
Algebra, Applied Physics Drafting, Geometry Intro to Engineering Robotics Statistics	CADD Construction Technology Masonry Occupations Robotics Woodworking Careers

High School Diploma	Postsecondary Training (certificate or AA)	Bachelor Degree or Higher
Cabinetmaking Apprentice Machine Operator Maintenance Mechanic Assembler Installation apprentice Electro-Mechanical Helper Apprentice Engineer	CNC Programmer/Technician Machine Technician Tooling Journeyman Cabinetmaking Journeyman Furniture Maker Production Manager Plumber Electrician	Manufacturing Engineer Mechanical Engineer Design Engineer Tooling Engineer Designer Engineer Contractor

AUTOMOTIVE MECHANIC TECHNICIAN

MARKETING & PUBLIC RELATIONS

Eligibility: High school students 16 years of age or older

Course Description:

This course is a hands-on introduction to the field of automotive mechanics. Students will learn from an experienced automotive professional the basics of auto mechanics as well as the mechanics of brakes, suspension, electrical, and engine performance. Students will be equipped to enter the workforce, continue their education through an apprenticeship program, or enter one of many technical colleges upon completion of the course.

Code (Credits):

Auto Mechanic Tech I: ROF034/ROP034 (5) ROF035/ROP035 (10)

Auto Mechanic Tech II: ROF037/ROP037 (10)

Complete 540 hours for certificate. 90 hour course may be repeated 6 times for credit.

Vehicle Maintenance, Service and Repair Sector

Suggested High School Courses	Suggested ROP Courses
Small Engine Repair Electronics Algebra	Automotive Mechanic Tech I Automotive Mechanic Tech II

High School Diploma	Postsecondary Training (certificate or AA)	Bachelor Degree or Higher
Porter/Lot Person Lube Technician Aftermarket Sales Rep Vehicle Maintenance Intern/App. Parts & Service Salesperson Vehicle Maintenance Tech	Line Technician Service Writer Motor Carrier Technical Writer Smog Technician Driver Inspector	Auto Engineer Fleet Manager/Director Shop Foreman Parts/Service Manager Manufacturer's Rep.

Eligibility: High school students 16 years of age or older

Course Description:

This fundamental course in marketing and public relations (PR) delineates the role of marketing and PR to any organization. Topics include identifying internal and external customers, buyer behavior, products, channels of distribution, promotion, pricing and social issues in marketing. Standard business and non-traditional aspects of marketing and PR are explored.

Code (Credit): ROF700/ROP700(5)

Complete 180 hours for certificate. 90 hour course may be repeated 2 times for credit.

Marketing & Public Relations Sector

Suggested High School Courses	Suggested ROP Courses
Computer Applications Economics Marketing Web Design	Accounting Business Office Professional Computer Technologies Marketing & Public Relations Small Business Ownership Entrepreneurship Virtual Enterprise

High School Diploma	Postsecondary Training (certificate or AA)	Bachelor Degree or Higher
Administrative Support Customer Service Representative Customer Support Specialist Sales Representative Shipping/Receiving Clerk Small Business Entrepreneur Stocking and Handling Worker Telemarketer	Account Supervisor Copywriter-Designer E-commerce Marketing Forum Manager Franchisee Marketing Manager Regional Sales Manager Retail/Wholesale Buyer Route Salesperson Warehouse Manager	Account Executive Chief Executive Officer E-commerce Director E-commerce Entrepreneur Interactive Sales Engineer International Distribution International Trade Manager Marketing Research Analyst National Account Manager Wholesale Distribution Manager

RETAIL SALES & MERCHANDISING

Eligibility: High school students 16 years of age or older

Course Description:

In this course, students will learn sales techniques, customer service, display preparation, merchandising, advertising, and register operation. Upon completion of this course, students will be prepared for a job in a retail department store, discount, specialty, hardware or home improvement store.

Code (Credit): ROF234 (10) ROF236 (15)
Complete 270 hours for certificate. 90 hour course may be repeated 3 times for credit.

Professional Sales & Marketing Sector

Suggested High School Courses	Suggested ROP Courses
Accounting Business Communication Business Law Business Management Computer Applications Economics	Marketing & Public Relations Retail Sales Small Business Ownership Entrepreneurship Virtual Enterprise

High School Diploma	Postsecondary Training (certificate or AA)	Bachelor Degree or Higher
Customer Service Representative Small Business Entrepreneur Telemarketer	Franchisee Marketing Manager Regional Sales Manager Retail/Wholesale Buyer	Account Executive Business Teacher Chief Executive Officer National Account Manager

Engineering and Industrial Technology Pathway

WEB AUTHOR TRAINING

Eligibility: High school students 16 years of age or older

Course Description:

New software and ideas for web design happen so fast that the industry is inventing new jobs every year. This course teaches students the basics of web design and computer graphic skills with an emphasis on multimedia. Students will learn HTML, web page implementation, and how to use the most popular software such as Dream Weaver, Flash, and Fireworks and have a strong foundation for an entry-level job or enrollment in a college or technical school.

Code (Credits): ROF272/ROP272 (5)

Complete 180 hours for certificate. 90 hour course may be repeated 2 times for credit.

Media Support & Services Sector

Suggested High School Courses	Suggested ROP Courses
Computer Applications Economics Marketing Web Design	Business Office Professional Computer Technologies Graphic Design Marketing & Public Relations Small Business Ownership Entrepreneurship Virtual Enterprise Web Author Training

High School Diploma	Postsecondary Training (certificate or AA)	Bachelor Degree or Higher
Computer Operator Customer Service Representative Production Technician Small Business Entrepreneur Telemarketer Web Page Developer	Computer Graphic Artist Desktop Publisher Franchisee Marketing Manager Multimedia Specialist Regional Sales Manager Retail/Wholesale Buyer Web Designer Webmaster	Account Executive Business Teacher Chief Executive Officer Communications Manager Graphic Designer Multimedia Artist & Animator Multimedia Producer National Account Manager Web Architect

RETAIL SALES: ENTREPRENEURSHIP

Eligibility: High school students 16 years of age or older

Course Description:

In this course students will evaluate the risks and rewards of owning a business as well as learn about management, marketing and business finance. It also allows students to maintain their current job as a foundation for studying entrepreneurship.

Code (Credit): ROP234 (10) ROP236 (15)

Complete 270 hours for certificate. 90 hour course may be repeated 3 times for credit.

Professional Sales & Marketing Sector and/or Entrepreneurship Sector

Suggested High School Courses	Suggested ROP Courses
Accounting Business Communication Business Law Business Management Computer Applications Economics	Marketing & Public Relations Retail Sales Small Business Ownership Entrepreneurship Virtual Enterprise

High School Diploma	Postsecondary Training (certificate or AA)	Bachelor Degree or Higher
Customer Service Rep. Small Business Entrepreneur Telemarketer	Franchisee Marketing Manager Regional Sales Manager Retail/Wholesale Buyer	Account Executive Business Teacher Chief Executive Officer National Account Manager

SMALL BUSINESS OWNERSHIP/ ENTREPRENEURSHIP

Eligibility: High school students 16 years of age or older

Course Description:

This class will teach students about the ins and outs of starting a business. Students will study legal forms of business ownership, assistance available for starting a business, how to plan a marketing survey and strategy, how to prepare a financial plan, and how to choose a business location. They will also design facilities and establish general corporate procedures.

Code (Credits): ROF243/ROP243 (5)

Complete 180 hours for certificate. 90 hour course may be repeated 2 times for credit.

Professional Sales & Marketing Sector and/or Entrepreneurship Sector

Suggested High School Courses	Suggested ROP Courses
Accounting Business Communication Computer Applications Economics	Retail Sales Small Business Ownership Entrepreneurship Virtual Enterprise

High School Diploma	Postsecondary Training (certificate or AA)	Bachelor Degree or Higher
Customer Service Representative Small Business Entrepreneur	Franchisee Marketing Manager Regional Sales Manager Retail/Wholesale Buyer	Account Executive Business Teacher Chief Executive Officer National Account Manager

VIRTUAL ENTERPRISE

Eligibility: High school students 16 years of age or older

Course Description:

Virtual Enterprise is a simulated business class. Students will determine the nature of their business, its products and services, its management and structure, and learn the daily operation of a business. Students conduct business transactions with other high school & college virtual companies throughout the world. Students will be doing market research, advertising, buying and selling products/services, accounting, pay wages, taxes, and other monthly business and personal expenses.

Code (Credits): ROF640/ROP640 (5) ROF641/ROP641 (10)

ROF642/ROP642 (15)

Complete 360 hours for certificate. 90 hour course may be repeated 4 times for credit.

Professional Sales & Marketing Sector

Suggested High School Courses	Suggested ROP Courses
Accounting Business Communication Computer Applications Economics	Retail Sales Small Business Ownership Entrepreneurship Virtual Enterprise

High School Diploma	Postsecondary Training (certificate or AA)	Bachelor Degree or Higher
Account Clerk Account Collector Admin. Support Representative Audit Clerk Bookkeeper Claims Clerk Collector Credit Clerk Customer Support Specialist Insurance Appraiser Payroll Clerk	Account Specialist Actuary Claims Examiner Cost Estimator/Analyst Marketing Specialist Loan Specialist Marketing Manager Regional Sales Manager Retail/Wholesale Buyer Treasurer Underwriting Assistant	Accountant Appraiser Auditor Budget Analyst Chief Executive Officer Credit Manager Economist Escrow Officer Finance Director / Planner Internal Auditor Securities Manager