

**To the prospective student:** The East San Gabriel Valley Regional Occupational Program and Technical Center is an educational agency that provides training for an extensive number of occupations. ROP/TC classes are appropriate for students planning for employment immediately after high school and those preparing for a college education. In most subject areas, advanced placement agreements exist with Citrus Community College, Mount San Antonio College, Rio Hondo College, Mt. Sierra College, Pasadena City College, California State University, Los Angeles, California Polytechnic State University, Pomona, Azusa Pacific University, Fresno Pacific University, Pacific Oaks College, De Vry Institute of Technology, Jones International University and ITT Technical Institute for students who have achieved skill competency in related ROP/TC courses. ESGVROP/TC is also approved by the U.S. Department of Education as a Post Secondary Institution.

The Assessment/Guidance Division of the ESGVROP/TC is available to all ROP/TC students to assist them in the career decision-making process. All students are welcome to use any of the specific services provided.

The purpose of the ESGVROP/TC is to expand career opportunities by offering quality occupational education and guidance to the residents of this community. The goal of our staff is to help each student develop the technical, academic, and inter-personal skills needed to be successful in a career that will bring him or her personal satisfaction.

**Laurel Adler, Superintendent**

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## COURSES OFFERED

*Adult classes are listed beginning on page 29*

Accounting	10,15	Graphic Arts/Silkscreening	8,23
Administration of Justice	18	Health Careers	13
Animal Science	13,15	Interior Design	8
Apparel Manufacturing & Design	6,15	Introduction to EMS	14
Apparel Marketing	6,16	Introduction To Forensic Science	14,19
Automotive Technology	21	Introduction to Medical Office Assisting	14
Business Management & Marketing	10,16	Manicuring	19
Business Math (Algebra for Business & Technology)	10,16	Marketing Fundamentals/DECA	8,16
Cabinetry Design & Construction	21	Micro-Computer Repair & Maint. (A+)	23
Career Training for Transition	11,21	Microsoft Office User Specialist (MOUS)	9,12,14,17,19,23
Commercial Art (Digital Photography)	7	Oracle	24
Computer Aided Drafting/Design/Arch. Drftg.	7,22	Pre-Engineering & Design	24
Computer Science – JAVA	22	Retail Sales	17
Contemporary Communications	7,11	Sports Health Care	14
Cosmetology	18	Sports & Entertainment Marketing	17
Dental Assistant	13	Stagecraft	9,24
E-Commerce	11,16	Telecommunications: Web Page Design	9, 12
Early Childhood Education	19	Transition for Career Development	12
Energy Efficiency Construction Trades	22	Video Technology	9,24
Entertainment Academy	7	Virtual Enterprise	12,17
Geographic Information Sys.: Human Geography	8,22	Visual Communications	9
Graphic Arts/Multimedia	8,23		

# EAST SAN GABRIEL VALLEY REGIONAL OCCUPATIONAL PROGRAM and TECHNICAL CENTER

Dr. Laurel Adler, Superintendent

## PARTICIPATING SCHOOL DISTRICTS and HIGH SCHOOLS

### **Azusa USD**

Azusa HS  
Gladstone HS  
Sierra HS

**Board Representative:**  
Rosemary Garcia

### **Covina-Valley USD**

Covina HS  
Fairvalley HS  
Northview HS  
South Hills HS

**Board Representative:**  
Darrell Myrick

### **Baldwin Park USD**

Baldwin Park HS  
North Park HS  
Sierra Vista HS

**Board Representative:**  
Sergio Corona

### **Glendora USD**

Glendora HS  
Whitcomb HS

**Board Representative:**  
Doris Blum

### **West Covina USD**

Coronado HS  
West Covina HS

**Board Representative:**  
Mike Spence

### **Charter Oak USD**

Arrow HS  
Charter Oak HS

**Board Representative:**  
Brian Akers

### **Walnut Valley USD**

Ron Hockwalt Academies  
Diamond Bar HS  
Walnut HS

**Board Representative:**  
Helen Hall

## LOCAL SCHOOL STAFF

SCHOOLS	COUNSELORS	CLERKS	PHONE NUMBERS
Arrow HS	Teri Miller	Patti Franssen	914-3961 X 222
Azusa HS	Tony Garcia Dave Lewis John Sausedo	Lanette Baumann	815-3465
Baldwin Park HS	Fern Yee	Maria Zamora	856-4082
Charter Oak HS	Christi Velasco-Tierney	Maria Montell	915-5841 X 310/307
Coronado HS	Sonia Ohanian	Danielle Mammen	931-1810 X3814/3818
Covina HS	Charley Beal	TBA	974-6017
Ron Hockwalt Academies	Sue McCracken		(909) 594-0776 x56017
Diamond Bar HS		Margaret Carson	(909) 594-6715
Fairvalley HS	Rosalie Salazar Beth Brookings	TBA	974-6420/974-6430
Gladstone HS	Cathy Cardenas	Sue Contreras	815-3613/815-3665
Glendora HS	Debbie Skinner	Carol Warren	963-5731 X266/255
Northpark HS	Jim Orick	Bernice Aguilar	856-4492
Northview HS	Shana Jackson	Cheryl Worley	974-6104/974-6113
Sierra Vista HS	Sandra Ramirez	Michelle Svider	856-4014/962-3311
Sierra HS	Karen Kardashian		852-8389
South Hills HS	Glenda Sammelman	Lynda Leckie	974-6208/02
Walnut HS	Candice Marsano (CDF)		(909) 598-2312
West Covina HS	Karen Kavoossi	Diane Okura	859-2900 x3937/X2941
Whitcomb HS	Rebecca Tourtellotte (Principal)	Jill O'Hern	852-4550/852-4552

ACCREDITED BY THE  
WESTERN ASSOCIATION OF SCHOOLS AND COLLEGES

# EAST SAN GABRIEL VALLEY REGIONAL OCCUPATIONAL PROGRAM and TECHNICAL CENTER

## SERVING HIGH SCHOOL STUDENTS AND ADULTS

### REGISTRATION

#### HIGH SCHOOL STUDENTS

Students at least 16 years of age enrolled in the high schools that are served by the East San Gabriel Valley Regional Occupational Program and Technical Center will register through their local school counselor. This can be done at the same time they are registering for classes offered through the school and throughout the year.

#### ADULT STUDENTS

Most ROP classes are available to adults. There is a registration fee and a tuition fee for adults. Registration Fee is \$40 (non-refundable). Full time tuition fees are described in the Post-Secondary Catalog. Individual class fees are prorated. For information call the Guidance Center at (626) 472-5160. Some classes have additional materials fees. Check with teacher for fee amount. Some adults may qualify for fee exemption and/or financial aid based on income. Check with the post-secondary office for income qualifications.

**Del Norte Center  
(Administrative Office)  
1501 W. Del Norte St  
West Covina CA 91790  
(626) 962-5080  
(626) 472-5125**

**Sunflower Center  
1505 S. Sunflower Ave  
Glendora CA 91740**

**LA Works Satellite  
5200 Irwindale Ave  
Suite 160  
Irwindale CA 91702**

### CLASS TIME SCHEDULE

Classes are scheduled to begin September 5, 2007. However, most classes have an "open-entry, open-exit" policy (after the first 2 weeks of class, call individual instructor for placement in class). Specific times are listed with the individual course. Classes with worksite training may have additional hours in the community. In general, ROP/TC daytime classes are scheduled to meet during the following four sections\*:

<b>8:00 - 10:00 a.m.</b>	<b>(A Section)</b>	<b>1:00 - 3:00 p.m.</b>	<b>(C Section)</b>
<b>10:00 - 12:00 p.m.</b>	<b>(B Section)</b>	<b>3:00 - 5:00 p.m.</b>	<b>(D Section)</b>

\*NOTE: In any listed class, there may be other hours as arranged.

**COURSES MAY BE ADDED THROUGHOUT THE YEAR.**  
**PLEASE CONSULT THE ROP OFFICE FOR PERIODIC UPDATES.**

**DISCRIMINATION PROHIBITED** The East San Gabriel Valley ROP/TC is an Equal Opportunity Employer. No person shall, on the basis of sex, handicap, race, religion, age, or language be excluded from participation in, be denied benefits of, or be subjected to discrimination under any education program or activity provided by the East San Gabriel Valley Regional Occupational Program and Technical Center.

Visit us online at: <http://www.esgvrop.org>

## CAREER GUIDANCE/GUIDANCE SERVICES

Services offered through the **ASSESSMENT/GUIDANCE CENTER** are designed to assist individuals in the career decision-making process and the development of a plan for accomplishing the determined career goal. Services include:

- **CAREER ASSESSMENT**

The career assessment program of the ESGVROP/TC has been identified as exemplary within the State of California and serves as a demonstration site for other districts and agencies wishing to establish or upgrade this service. This program assists students in gaining an awareness of their interests, aptitudes, abilities, and values through a series of tests and inventories. This self-knowledge is essential in making satisfying decisions about one's career.

- **CAREER EXPLORATION**

Resources are available to learn about the various aspects of the multitude of job opportunities in this country. In addition, college and technical/vocational school catalogs are housed in this center to enable students to plan for the education necessary beyond high school.

These services are available by appointment to all students. (The Del Norte Center houses the Assessment/Guidance Center that is open from 8:00 am - 4:00 pm, Monday through Friday.) In addition, the school has contracts with the California State Department of Education, Department of Rehabilitation and Workforce Investment Act for assessment, guidance, training and placement.

## COLLEGE PLUS

Students who enroll in classes with the *College Plus* logo and who successfully achieve the competencies taught in this program may be eligible for advanced placement and/or college credit. See Page 25 for the institutions with whom agreements are in place.

## UC A-G Approved

Courses which are designated "UC A-G" have been approved by the University of California as meeting the requirements for admission to the UC/CSU systems.

## JOB OPPORTUNITIES

Please see our website  
**<http://www.esgvrop.org>**  
for current job openings

Apply on line or call Annet Johnson at (626) 472-5131

# CAREER PATHWAYS

## ARTS AND COMMUNICATION

Apparel Manufacturing & Design  
Apparel Marketing  
Commercial Art  
Computer Aided Drafting/Design  
Contemporary Communications  
Entertainment Academy  
Geographic Information Systems  
Graphic Arts/Multimedia  
Graphic Arts/Silkscreening  
Interior Design  
Internet Access & Research  
Marketing Fundamentals/DECA  
Microsoft Office User Specialist (MOUS)  
Photography  
Stagecraft  
Video Technology  
Visual Communications

## BUSINESS

Accounting  
Business Management and Marketing  
Business Math  
Career Training for Transition  
Contemporary Communications  
Microsoft Office User Specialist (MOUS)  
Transition for Career Development  
Virtual Enterprise  
VESL

## HEALTH SERVICES

Animal Science  
Certified Nurses Assistant  
Dental Assistant  
Emergency Medical Technician  
Health Careers  
Health Information Coding Specialist  
Home Health Aide  
Intro to EMT  
Medical Office Assisting  
Microsoft Office User Specialist (MOUS)  
Sports Health Care

## MARKETING

Accounting  
Animal Science  
Apparel Manufacturing & Design  
Apparel Marketing  
Business Management & Marketing  
Business Math  
Marketing Fundamentals/DECA  
Microsoft Office User Specialist (MOUS)  
Retail Sales  
Sports and Entertainment Marketing  
Virtual Enterprise

## PUBLIC SERVICES

Administration of Justice  
Early Childhood Education  
Cosmetology  
Intro to Emergency Medical Services  
Introduction to Forensic Science  
Manicuring  
Microsoft Office User Specialist (MOUS)

## TECHNOLOGY

Automotive Technology  
Career Training for Transition  
Computer Aided Drafting/Design  
Energy Efficient Construction  
GIS/Human Geography  
Graphic Arts/Multimedia  
Graphic Arts/Silkscreening  
Micro-Computer Repair & Maintenance  
Microsoft Office User Specialist (MOUS)  
Oracle  
Photography  
Pre-Engineering and Design  
Stagecraft  
Telecommunications: Web Page Design  
Transition for Career Development  
Video Technology

Visit us online at: <http://www.esgvrop.org>

## ARTS AND COMMUNICATION PATHWAY

If you are interested in careers in:

Advertising  
Printing  
Acting  
Writing

Commercial Art  
Photography  
Broadcasting  
Illustration

Graphic Design  
Teaching  
Journalism  
Music

### Take these ROP classes:

Apparel Manufacturing & Design  
Commercial Art  
Entertainment Academy  
Graphic Arts/Silkscreening  
Microsoft Office User Spec.  
Telecommunications/Web Page Design

Apparel Marketing  
Computer Aided Drafting/Design  
Interior Design  
Internet Access and Research  
Photography  
Video Technology

Contemporary Communications  
Graphic Arts/Multimedia  
Geographic Information Systems  
Marketing Fundamentals/DECA  
Stagecraft  
Visual Communications

### Take these High School Classes:

English  
Speech  
History

Math  
Visual/Performing Arts  
Drama

Social Science  
Yearbook

### Employment outlook for this career pathway:

Our society has become increasingly information-driven, generating a constant need for new creative energy and fresh talent. The arts and communication fields will generate a strong employment demand well into the foreseeable future. The highly technical nature of the field dictates that candidates receive further education and training at the post-secondary level.

## APPAREL MANUFACTURING AND DESIGN

Students will apply and refine previously-learned sewing and designing skills, as well as acquire innovative techniques for a more professional "finished" product. Through the use of mechanical and computerized technology, they will expand their knowledge of current tools and machinery, while constructing an originally-designed garment. Instruction will include the art and techniques of illustration, draping and pattern making/drafting. Students will research a career in the field of Clothing & Textiles, develop a professional career portfolio, and look into the glamorous world of fashion design, manufacturing and merchandising. Advanced studies will include fashion show production.

TIME/DAY 11:13-12:10/12:46-1:43  
LOCATION Azusa High School Fashion Room  
INSTRUCTOR Angel Clenney

## APPAREL MARKETING

This course trains students for entry-level employment in fashion sales, wardrobe/color coordination, fashion trends, merchandising and marketing, and visual arts. Classroom instruction introduces leadership and managerial skills, as well as human relations and life skills. Students will apply fashion sales and visual design display skills to various media in fashion promotion.

TIME/DAY 1:00-3:00/3:00-5:00  
LOCATION Del Norte Rm 21  
INSTRUCTOR De'Lia Poole

*College Plus*

# ARTS AND COMMUNICATION

## COMMERCIAL ART (Digital Photography)

This one year course introduces the student to the creative, rapidly expanding field of commercial art. Art history, culture and heritage, art criticism, creative expression and aesthetics are emphasized as students use traditional and technological media to solve problems in advertising design, animation, computer imaging, graphics and illustration. *This course is designed to meet A-G requirements for Visual and Performing Arts.*

TIME/DAY	7:45-8:35/8:40-9:35/10:40-11:30/11:35-12:25/1:05-1:55/ 2:00-2:50 M-F
LOCATION	Northview HS
INSTRUCTOR	Chris Grinnell
TIME/DAY	11:25-12:25/1:00-1:55/2:00-2:55 M-F
LOCATION	Covina HS
INSTRUCTOR	Oscar Bechtle

## CONTEMPORARY COMMUNICATIONS

An integrated Business English course that meets the University of California A-G requirements.

*College Plus*  
**UC A-G Approved**

TIME/DAY	3:10-4:10 M-F
LOCATION	Baldwin Park HS
INSTRUCTOR	Karen Stevens

TIME/DAY	3:10-4:10 M-F
LOCATION	Sierra Vista HS
INSTRUCTOR	Charlene Fried

## COMPUTER AIDED DRAFTING/ DESIGN (CADD)/ARCHITECTURAL DRAFTING

This course is an intensive study in computer graphics utilizing AutoCAD 2000 software. Combined with technical drafting standards, students use CADD to produce 3D graphic models for mechanical and/or architectural components. Upon completion of this program students will have the skills necessary to function as a CADD technician in various disciplines such as mechanical, architectural, civil, or electrical design drafting, as well as 2D/3D illustration and visualization, using the animation component of the software. Students who successfully achieve the competencies taught in this program may be eligible for advanced placement and/or college credit (See Page 25). Basic computer knowledge preferred. Adult fees.

*College Plus*  
**UC A-G Approved**

TIME/DAY	7:55-8:55/9:00-10:00 M-F
LOCATION	Covina HS
INSTRUCTOR	Dennis Inouye

TIME/DAY	8:00-8:55/9:00-9:55/10:10-11:05/11:10-12:05/12:45-1:40/ 1:45-2:40 M-F
LOCATION	Charter Oak HS
INSTRUCTOR	Bernard Barroga

TIME/DAY	7:50-8:46/8:52-9:50/10:05-11:01/11:07-12:03/12:43-1:39/ 1:45-2:41 M-F
LOCATION	Glendora HS Rm 223
INSTRUCTOR	Aaron Ruiz

TIME/DAY	8:00-10:00/10:00-12:00 M-F	TIME/DAY	10:07-2:46 M-F
LOCATION	Del Norte Rm 14	LOCATION	West Covina HS
INSTRUCTOR	Dina El-Zik	INSTRUCTOR	Lisa Pitts

TIME/DAY	7:50-2:45 M-F
LOCATION	Walnut HS Rm H3
INSTRUCTOR	Mike Moore

## ENTERTAINMENT ACADEMY

This course emphasizes the major facets of production including: singing, dancing and staging. Areas of performance instruction include: proper solo/ensemble singing, choreographed movement, showmanship strategies, microphone techniques and costuming/make-up techniques. Behind-the-scenes opportunities include production marketing, casting, prop and set design, audio and lighting design. Competitions and performances for a variety of audiences are required as an essential element of the Academy. This is a cooperative program of the ESGVROP/TC and the non-profit Celebration Entertainment Academy. Please contact the Academy office at (626) 705-4544 for more information.

**Prerequisites:** An audition and interview with instructor is required. A parent/guardian of each performing student must donate volunteer hours of service to the Academy. Materials fees apply for costuming. **Enrollment by instructor only.**

TIME/DAY	5:00 pm - 10:00 pm T/W/Th (plus lab hours as arranged)
LOCATION	Del Norte Auditorium
INSTRUCTOR	Patricia Morris, Lawrence Fitz

TIME/DAY	8:00-8:56 M-F (Dance) 1:00-1:56 M-F (Play Production)
LOCATION	South Hills HS
INSTRUCTOR	Laura Holbrook

**UC A-G Approved**

# ARTS AND COMMUNICATION

## GEOGRAPHIC INFORMATION

### SYSTEMS (GIS): Human Geography

GIS is a sophisticated cutting-edge tool that can be mastered easily by students and applied to numerous student research projects. This class will assist students in learning how to input, store, analyze and present information linked to a location using GIS software. GIS software is used to solve problems in marketing, ecology, agriculture, crime and accident prevention, the delivery of social services, medical care, and much more. **Prerequisites:** Students must have basic computer knowledge.

TIME/DAY 6:45-7:45 M-F LAB  
12:51-1:45/1:52-2:46 M-T  
12:51-2:46 W-Th  
1:01-1:50/1:57-2:46 F  
LOCATION West Covina HS  
INSTRUCTOR David Beeken/Lisa Pitts

*College Plus*  
**UC A-G Approved**

## GRAPHIC ARTS/MULTIMEDIA

Students receive a foundation of up-to-date classroom instruction in graphic design, pre-press layout, multimedia presentation and web page design using today's latest software and state-of-the-art Macintosh computers. Using Adobe Photoshop, Illustrator, PageMaker, Adobe Go Live, and QuarkXPress, students will demonstrate the use of the programs for photographic image rendering and manipulation, drawing and coloring, ad design, graphic and text placement, and page layout. **Prerequisites:** Completion of Graphic Arts/Printing, a basic art course, Introduction to Computer or Office Technology. **Required course materials:** 1" white 3-ring view binder, minimum of one 100 Megabyte Zip Disk (250 Megabyte disk will not work), access to 35mm camera or disposable 35mm camera.

TIME/DAY 7:50-8:44/8:51-9:45/10:07-11:08/11:15-12:09/12:51-1:45/1:52-2:46 M-T  
7:50-9:45/10:07-12:09/12:51-2:46 W-Th  
8:20-9:09/9:16-10:05/10:27-11:23/11:30-12:19/1:01-1:50/1:57-2:40 F  
LOCATION West Covina High School F3  
INSTRUCTOR Luis Viado  
  
TIME/DAY 10:20-11:20 M-F  
LOCATION Covina High School  
INSTRUCTOR Dennis Inouye

## GRAPHIC ARTS/SILKSCREENING

Students receive instruction in fundamental graphic arts career technical skills which include: silk screening; airbrushing (to create T-shirts and illustrations); commercial art color theory; logo design; calligraphy; glass etching; lettering; paste-up; color-cutting; copy preparation work; process camera and offset press theory; and hand-cut photographic screen stencil preparation. **Some projects may require a materials fee.**

TIME/DAY 10:00-12:00/1:00-3:00/3:00-5:00 M-F  
LOCATION Del Norte Center Rm 11  
INSTRUCTOR Susan Richardson  
  
TIME/DAY 8:01-8:57/10:14-11:10/11:16-12:16/1:02-1:58/2:04-3:00 M-F  
LOCATION Diamond Bar High School  
INSTRUCTOR John Haprov

## INTERIOR DESIGN

Upon completion of the program, students will be qualified to assist professional interior designers' clients with the selection and management of interior furnishings and space planning.

TIME/DAY 10:00-12:00 M-F  
LOCATION Del Norte Rm 21  
INSTRUCTOR De'Lia Poole  
  
TIME/DAY 9:04-10:00 M-F (Fall semester only)  
LOCATION South Hills HS  
INSTRUCTOR Donna Long

## MARKETING FUNDAMENTALS/DECA

Students preparing for DECA competitions study marketing concepts, foundations, and principles. Other units include economics, customer service, promotion, advertising, finance, professional selling, risk management, and product/service planning. Classroom instruction reinforces leadership, marketing and management skills. Participation in co-curricular activities, community service projects, and competitive events provide valuable exposure for scholarships, awards and recognition opportunities. **An interview with the instructor is required.**

TIME/DAY 3:00-5:00 M-F  
LOCATION Charter Oak HS  
INSTRUCTOR Dianna DiOssi  
  
TIME/DAY 7:50-8:46/8:52-9:50/10:05-11:01/11:07-12:03/12:43-1:39/  
1:45-2:41 M-F  
LOCATION Glendora HS Rm 221  
INSTRUCTOR Maura Downing

# ARTS AND COMMUNICATION

## MICROSOFT OFFICE USER SPECIALIST (MOUS)

Students cover the prerequisite skills for MOUS Certification testing offered through Microsoft Corporation. Computers are used in a Windows environment to learn the fundamentals of Microsoft Word, Excel, PowerPoint and Access. Course completion is determined on the mastery of all competencies. Students who successfully achieve the competencies taught in this program may be eligible for advanced placement and/or college credit. (See Page 25) **Prerequisites:** Students must have a working knowledge of the keyboard.

TIME/DAY 7:55-8:55/9:00-10:00 M-F  
LOCATION Covina HS  
INSTRUCTOR Sam Simmons

TIME/DAY 8:58-9:55 M-F  
LOCATION Gladstone HS Rm C23  
INSTRUCTOR Robert Ranger

*College Plus*

## STAGECRAFT

This course is designed to prepare students for entry-level jobs in the theatrical production and stage management industry. Hands-on training will help students gain the necessary skills, knowledge and attitudes necessary to perform the many tasks involved in putting on theater production.

TIME/DAY 2:04-3:00 M-F  
LOCATION Diamond Bar HS  
INSTRUCTOR Keith DeLuca

**UC A-G Approved**

## TELECOMMUNICATIONS:

### Web Page Design

Students will be introduced to JAVA, HTML and WEB page design, as well as other evolving technologies.

TIME/DAY 7:55-8:52 M-F  
LOCATION Gladstone HS  
INSTRUCTOR Robert Ranger

## VIDEO TECHNOLOGY

Students will work together as production teams in a "real world" studio to produce game shows, commercials, talk shows and news broadcasts. Course content includes learning skills performed by video camera operators, producers, sound engineers, lighting directors, character generator operators, directors, technical directors, floor directors, set designers, scriptwriters, and on-air talent.

TIME/DAY 10:00-12:00/1:00-3:00/3:00-5:00 M-F  
LOCATION Del Norte Rm 10  
INSTRUCTOR Lisa Harrington

**UC A-G Approved**

## VISUAL COMMUNICATIONS

This one-year course focuses on photographic approaches to graphic arts. The course deals with technical aspects of graphic reproduction and also with other areas such as design, critical analysis, aesthetics, and the common ground shared by fine arts and commercial arts. In addition, historical and cultural implications of the development and growth of visual communications will be explored. *This course is designed to meet the University of California A-G requirements for Visual and Performing Arts.*

TIME/DAY 8:55-9:50/11:05-12:00 M/Th/F  
7:50-9:35/10:30-12:15 W  
LOCATION Walnut HS Rm H2  
INSTRUCTOR John Keith

**UC A-G Approved**

## **BUSINESS PATHWAY**

*If you are interested in careers in:*

Accounting  
Computers  
Law

Advertising  
Finance  
Teaching

Banking  
Insurance  
Real Estate

**Take these ROP classes:**

Accounting  
Career Training for Transition  
Microsoft Office User Specialist

Business Management & Marketing  
Contemporary Communications

Business Math  
Internet Access and Research

**Take these High School Classes:**

Accounting  
Speech  
Economics  
Science

English  
Typing  
Foreign Language  
Social Science

Math/Algebra  
Yearbook  
Office Aide  
Computer

**Employment outlook for this career cluster:**

*This area incorporates many of the fastest-growing occupations in the country. Employers are most eager to hire employees who not only possess a strong background in finance, computers, and general office skills, but who have also developed a cooperative, client-centered philosophy. Students who wish to establish themselves in their own business will also find these skills to be essential tools for success.*

### **ACCOUNTING**

Introduces the principles and processes involved in manual double-entry accounting systems including the use of journals, ledgers, and worksheets, preparation of income statements and balance sheets, banking, petty cash, and payroll. Students who successfully achieve the competencies taught in this program may be eligible for advanced placement and/or college credit. (See Page 25)

*College Plus*

TIME/DAY	11:04-12:04/12:40-1:37 M-F	TIME/DAY	9:04-10:00/
LOCATION	Gladstone HS Rm C23	LOCATION	10:17-11:13 M-F
INSTRUCTOR	Carol Akioka	INSTRUCTOR	South Hills HS Albert Rodriguez
TIME/DAY	12:46-1:43 M-F		
LOCATION	Azusa HS Rm 411		
INSTRUCTOR	Pat Dorsey		
TIME/DAY	10:20-11:20/11:25-12:25 M-F		
INSTRUCTOR	Sam Simmons		
LOCATION	Covina HS		

### **BUSINESS MANAGEMENT AND MARKETING**

This program prepares students to perform marketing and management functions using basic business concepts and procedures. Students will be instructed in principles and methods for organizing a business, business forms, partnerships, combining resources to produce goods and services and the nature and extent of competition in the business community.

TIME/DAY	11:13-12:10 M-F
LOCATION	Azusa HS
INSTRUCTOR	Pam Salgado

### **BUSINESS MATH: Algebra for Business and Technology**

This is an alternative math course offering students practical math skills needed for business and personal applications. This course presents fundamental mathematics and algebra in the context of business and consumer applications. Interesting problems using design-based methodologies help students learn algebraic skills needed in business and technology related fields. Students who successfully achieve the competencies taught in this program may be eligible for advanced placement and/or college credit. (See Page 25)

TIME/DAY	8:01-8:57/11:16-12:16 M-F <sup>1</sup>		
	7:00-7:55 M-F <sup>2</sup>		
LOCATION	Diamond Bar HS		
INSTRUCTOR	Daniel Gorden <sup>1</sup> Shari De Cambria <sup>2</sup>		
TIME/DAY	7:55-8:55/9:00-10:00/10:20-11:20/11:25-12:25 M-F		
LOCATION	Covina HS		
INSTRUCTOR	Ryan Parry		
TIME/DAY	7:45-9:13 M-F	TIME/DAY	7:50-2:46 M-F
	& Lab 1:59-12:42 M-F	LOCATION	West Covina HS
LOCATION	Ron Hockwalt Academies HS	INSTRUCTOR	Chuck Cruz
INSTRUCTOR	Marlane Osman		
TIME/DAY	9:04-10:00/2:00-3:00 M-F	TIME/DAY	9:35-10:25 M-F
LOCATION	South Hills HS	LOCATION	Northview HS
INSTRUCTOR	Brian Graham	INSTRUCTOR	Pam Smith

*College Plus*    **UC A-G Approved**

**CAREER TRAINING FOR TRANSITION**

Students will be introduced to service occupations stressing the relationship between academic and job skills. Included will be career preparation, communication, interpersonal skills, problem solving, safety, technology and other employment skills. **Enrollment by counselor or teacher referral may be required for some classes.**

TIME/DAY	7:00-7:55 MT 1:02-3:00 M	TIME/DAY	3:10-4:10 M-F
LOCATION	Diamond Bar HS	LOCATION	Baldwin Park HS
INSTRUCTOR	Daniel Gorden	INSTRUCTOR	Karen Stevens
TIME/DAY	1:00-1:55 M-F	TIME/DAY	7:00-7:55 T-W
LOCATION	Covina HS	LOCATION	Charter Oak HS
INSTRUCTOR	Sam Simmons	INSTRUCTOR	TBA
TIME/DAY	11:16-12:16/12:29-1:24 M-F	TIME/DAY	1:00-2:45 W/CVE
LOCATION	Diamond Bar HS	LOCATION	Walnut HS
INSTRUCTOR	Juli Salas	INSTRUCTOR	Dan Tack
TIME/DAY	7:30-9:00 M-F	TIME/DAY	3:00-5:00 M-F
LOCATION	LA Works	LOCATION	Del Norte
INSTRUCTOR	Dottie Misetich By appointment only	INSTRUCTOR	Sue Griffin
TIME/DAY	11:55-12:45/12:46-1:36 M-F	TIME/DAY	3:00-4:00 W/CVE
LOCATION	Whitcomb HS	LOCATION	West Covina HS
INSTRUCTOR	Melissa Contri	INSTRUCTOR	Karen Kavooosi
TIME/DAY	9:23-10:06/10:08-10:51/ 11:14-11:57/1:14-2:42 M-F	TIME/DAY	TBA
LOCATION	Ron Hockwalt Academy	LOCATION	Walnut HS
INSTRUCTOR	Marlane Osman	INSTRUCTOR	Johanna Cazar

**CONTEMPORARY COMMUNICATIONS**

An integrated Business English course that meets the University of California A-G requirements.

**UC A-G Approved**

TIME/DAY	3:10-4:10 M-F
LOCATION	Sierra Vista HS
INSTRUCTOR	Charlene Fried
TIME/DAY	3:10-4:10 M-F
LOCATION	Baldwin Park HS
INSTRUCTOR	Karen Stevens

**E-COMMERCE**

Students learn Internet marketing principles and gain experience setting up online shopping capabilities and technology. Online customer service and retention, buyer behavior, merchant services, and current Internet commerce issues are presented. Students analyze, redesign, and develop sites from an eCOMMERCE perspective. Students taking marketing classes should have the opportunity to participate in the DECA organization (student marketing leadership association). DECA-related activities and curriculum can be used as an approved part of all marketing classes.

TIME/DAY	12:45-1:40/1:45-2:40 M-F
LOCATION	Charter Oak HS
INSTRUCTOR	Dianna Di Ossi

**MICROSOFT OFFICE USER  
SPECIALIST (MOUS)**

Students cover the prerequisite skills for MOUS Certification testing offered through Microsoft Corporation. Computers are used in a Windows environment to learn the fundamentals of Microsoft Word, Excel, PowerPoint and Access. Course completion is determined on the mastery of all competencies. Students who successfully achieve the competencies taught in this program may be eligible for advanced placement and/or college credit. (See Page 25) **Prerequisites:** Students must have a working knowledge of the keyboard.

TIME/DAY 7:55-8:55/9:00-10:00 M-F  
LOCATION Covina HS  
INSTRUCTOR Sam Simmons

TIME/DAY 8:58-9:55 M-F  
LOCATION Gladstone HS Rm C23  
INSTRUCTOR Robert Ranger



**TELECOMMUNICATIONS:  
WEB PAGE DESIGN**

Students will be introduced to JAVA, HTML and WEB page design, as well as other evolving technologies.

TIME/DAY 7:55-8:52 M-F  
LOCATION Gladstone HS Rm C23  
INSTRUCTOR Robert Ranger

**TRANSITION FOR CAREER  
DEVELOPMENT**

This course introduces students to various occupations and stresses an understanding of the relationship between academic skills and job skills. Students will complete approximately 360 hours of instruction and up to 525 hours with community classroom and CVE.

TIME/DAY 1:14-2:42 M-F  
LOCATION Ron Hockwalt Academy  
INSTRUCTOR Beatriz Lomeli

**VIRTUAL ENTERPRISE**

Virtual Enterprise, a simulated business, is set up and run by students to prepare them for working in a real business environment. The students determine the nature of their business, its products and services, its management and structure, and learn the daily operations of a business under the guidance of consultants and with the support of a real business partner.

TIME/DAY 7:50-8:49 MTThF & 8:50-9:40 W <sup>1</sup>  
8:45-9:59 MTThF & 9:45-10:35 W <sup>2</sup>  
LOCATION Baldwin Park HS  
INSTRUCTOR Jim Coyer <sup>1</sup>  
Craig Peacock <sup>2</sup>



TIME/DAY 10:05-11:01/11:07-12:03 M-F  
LOCATION Glendora HS  
INSTRUCTOR Thomas Marason

VISIT US ON LINE AT  
[www.esgvrop.org](http://www.esgvrop.org)

## HEALTH SERVICES PATHWAY

*If you are interested in careers in:*

Dental  
Nursing  
Veterinary Medicine  
Sports Medicine

Geriatrics  
Paramedics  
Pharmacy  
Cardiopulmonary

Medical  
Physical Therapy  
Radiology

**Take these ROP classes:**

Animal Science  
Emergency Medical Tech  
Medical Office Assisting

Certified Nursing Assistant  
Health Careers  
Microsoft Office User Spec.

Dental Assistant  
Health Info. Coding Spec  
Sports Health Care

**Take these High School Classes:**

English  
Biology  
Health

Math  
Chemistry  
Anatomy & Physiology

Psychology  
Life Science

**Employment outlook for this career cluster:**

*The phenomenal scientific advances made in medicine over the past years have greatly expanded the field and the demand for well-trained assistants has never been better. Job opportunities are increasing at a rapid pace and the fully prepared person is almost guaranteed success.*

### ANIMAL SCIENCE

Learn responsibility in all aspects of animal care (including grooming, care and nutrition in pet shops, working with horses, dog and cat kennels and veterinarian hospitals). Students serious about pursuing careers in Animal Science are expected to be proficient in basic academic skills. Students will learn and practice marketing and merchandising skills related to pet care products and services.

TIME/DAY  
LOCATION  
INSTRUCTOR

1:00-3:00/3:00-5:00 M-F  
Del Norte Center Rm 23 and community sites  
Jo Mellinger

**UC A-G Approved**

### DENTAL ASSISTANT

Students will be trained in procedures that will enable them to take the Registered Dental Assistant Test given by the California Board of Dental Examiners. These skills will enable students to gain entry-level employment in a high demand field. High school students only. Call for start date. **Uniform and nurse type shoes required.**  
**Prerequisites:** Preference given to seniors (juniors will be accepted depending on space available.) Students should be familiar with keyboard or computer and will be required to learn dictation.

TIME/DAY  
LOCATION  
INSTRUCTOR

1:00-5:00 M-Th (modular start date)  
North-West College  
Lydia Saenz RDA

### HEALTH CAREERS

Students are taught skills for entry-level employment in health and medical occupations. Hospital departments are used as training locations. **TB tests are required.**  
**Uniform requirement:** white pants and white shoes.

TIME/DAY  
LOCATION  
INSTRUCTOR

8:00-10:00/10:00-12:00/1:00-3:00 M-F  
Del Norte Rm 5 & Foothill Presbyterian Hospital  
Sherry Schwan, LVN

TIME/DAY  
LOCATION  
INSTRUCTOR

1:00-3:00/3:00-5:00 M-F  
Del Norte Rm 6 & Queen of the Valley Medical Center  
Carol Higuera, R.N.

TIME/DAY  
LOCATION  
INSTRUCTOR

10:00-12:00/1:00-3:00/3:00-5:00 M-F  
Del Norte Rm 6 & Inter-Community Medical Center  
Beverly Hazen, R.N.

# HEALTH SERVICES

## INTRO. TO EMS

Students will have an introduction to health team responsibilities regarding emergency calls, evaluation of emergency and appropriate action to prevent future injury. **Prerequisites:** 16 years of age, 11<sup>th</sup> or 12<sup>th</sup> grades, TB test, physical exam.

TIME/DAY 1:00-3:00/3:00-5:00 M-F  
 LOCATION Del Norte  
 INSTRUCTOR Scott Snedeker

## INTRO. TO FORENSIC SCIENCE

This course will introduce students to crime scene investigation, evidence collection and preservation. Topics of study include photographing the crime scene, fingerprinting techniques and analysis, and the identification and evaluation of biological and trace evidence. Recommended for students enrolled in Administration of Justice.

TIME/DAY 3:00-5:00 M-F  
 LOCATION Del Norte  
 INSTRUCTOR George Gammon

TIME/DAY 8:59-2:41 M-F  
 LOCATION Glendora HS  
 INSTRUCTOR Kevin Ruth

## INTRO. TO MEDICAL OFFICE ASSISTING

Students are trained in medical assistant skills which include writing business letters, medical terminology and anatomy, maintenance of medical reports, appointment scheduling, billing and collecting, insurance processing, clinical lab tests and taking and recording vital signs. **Prerequisites:** White pants and shoes required. TB test is required.

TIME/DAY 10:00-12:00 M-F  
 LOCATION Del Norte and medical offices  
 INSTRUCTOR Carol Higuera, R.N.

*College Plus*

## MICROSOFT OFFICE USER SPECIALIST (MOUS)

Students cover the prerequisite skills for MOUS Certification testing offered through Microsoft Corporation. Computers are used in a Windows environment to learn the fundamentals of Microsoft Word, Excel, PowerPoint and Access. Course completion is determined on the mastery of all competencies. Students who successfully achieve the competencies taught in this program may be eligible for advanced placement and/or college credit. (See Page 25) **Prerequisites:** Students must have a working knowledge of the keyboard.

TIME/DAY 7:55-8:55/9:00-10:00 M-F  
 LOCATION Covina HS  
 INSTRUCTOR Sam Simmons

TIME/DAY 8:58-9:55 M-F  
 LOCATION Gladstone HS Rm C23  
 INSTRUCTOR Robert Ranger

*College Plus*

## SPORTS HEALTH CARE

This course is designed to prepare students for entry-level jobs in the Fitness/Recreation field as a Fitness/Recreation Trainer or Counselor. Students will receive instruction in basic anatomy and physiology, preventative sports medicine, and the fundamentals of fitness.

TIME/DAY 1:02-3:00 M-F  
 LOCATION Diamond Bar HS  
 INSTRUCTOR Stacy Camou

TIME/DAY Periods 3-8  
 LOCATION West Covina HS  
 INSTRUCTOR Adriana Ramirez

TIME/DAY 7:50-8:45/8:55-9:50 M,Th,F  
 7:50-9:35 T/7:50-9:35 W  
 LOCATION Walnut HS  
 INSTRUCTOR Bill Ito

TIME/DAY 1:05-1:55/2:00-2:50 M-F  
 LOCATION Northview HS  
 INSTRUCTOR Dr. Lee Laue

## MARKETING PATHWAY

### If you are interested in careers in:

Accounting  
Computers  
Law  
Retailing

Advertising  
Finance  
Marketing  
Teaching

Banking  
Insurance  
Real Estate

### Take these ROP classes:

Accounting  
Apparel Marketing  
Marketing Fundamentals /DECA  
Virtual Enterprise

Animal Science  
Business Mgmt & Mktg  
Microsoft Office User Specialist

Apparel Manufact. & Design  
Business Math  
Retail Sales

### Take these High School Classes:

Accounting  
Speech  
Economics  
Science

English  
Typing  
Foreign Language  
Social Science

Math/Algebra  
Yearbook  
Office Aide  
Computer

### Employment outlook for this career cluster:

*This area incorporates many of the fastest-growing occupations in the country. Employers are most eager to hire employees who not only possess a strong background in finance, computers, and general office skills, but who have also developed a cooperative, client-centered philosophy. Students who wish to establish themselves in their own business will also find these skills to be essential tools for success.*

## ACCOUNTING

Introduces the principles and processes involved in manual double-entry accounting systems including the use of journals, ledgers, and worksheets, preparation of income statements and balance sheets, banking, petty cash, and payroll.

TIME/DAY  
LOCATION  
INSTRUCTOR

11:04-12:04/12:40-1:37 M-F  
Gladstone HS Rm C23  
Carol Akioka

TIME/DAY  
LOCATION  
INSTRUCTOR

9:04-10:00/  
10:17-11:13 M-F  
South Hills HS  
Albert Rodriguez

TIME/DAY  
LOCATION  
INSTRUCTOR

12:46-1:43 M-F  
Azusa HS Rm 411  
Pat Dorsey

TIME/DAY  
INSTRUCTOR  
LOCATION

10:20-11:20/11:25-12:25 M-F  
Sam Simmons  
Covina HS

## ANIMAL SCIENCE

Students will learn and practice marketing and merchandising skills related to pet care products and services. This course is also designed for students to learn responsibility in all aspects of animal care (including grooming, care and nutrition in pet shops, working with horses, dog and cat kennels and veterinarian hospitals.) Students serious about pursuing careers in Animal Science are expected to be proficient in basic academic skills.

TIME/DAY  
LOCATION  
INSTRUCTOR

1:00-3:00/3:00-5:00 M-F  
Del Norte Center Rm 23 and community worksites  
Jo Mellinger

**UC A-G Approved**

## APPAREL MANUFACTURING & DESIGN

Students will apply and refine previously-learned sewing and designing skills, as well as acquire innovative techniques for a more professional "finished" product. Through the use of mechanical and computerized technology, they will expand their knowledge of current tools and machinery, while constructing an originally-designed garment. Instruction will include the art and techniques of illustration, draping and pattern making/drafting. Students will research a career in the field of Clothing & Textiles, develop a professional career portfolio, and look into the glamorous world of fashion design, manufacturing and merchandising.

TIME/DAY  
LOCATION  
INSTRUCTOR

11:13-12:10/12:46-1:43 M-F  
Azusa High School - Fashion Room  
Angel Clenney

# MARKETING PATHWAY

## APPAREL MARKETING

This course trains students for entry-level employment in fashion sales, wardrobe/color coordination, fashion trends, merchandising and marketing, and visual arts. Classroom instruction introduces leadership and managerial skills, as well as human relations and life skills. Students will apply fashion sales and visual design display skills to various media in fashion promotion. Students who successfully achieve the competencies taught in this program may be eligible for advanced placement and/or college credit. (See Page 25)

TIME/DAY 1:00-3:00/3:00-5:00  
 LOCATION Del Norte Rm 21  
 INSTRUCTOR De'Lia Poole



## BUSINESS MANAGEMENT AND MARKETING

This program prepares students to perform marketing and management functions using basic business concepts and procedures. Students will be instructed in principles and methods for organizing a business, business forms, partnerships, combining resources to produce goods and services and the nature and extent of competition in the business community.

TIME/DAY 11:13-12:10 M-F  
 LOCATION Azusa HS  
 INSTRUCTOR Pam Salgado

## BUSINESS MATH: Algebra for Business and Technology

This is an alternative math course offering students practical math skills needed for business and personal applications. This course presents fundamental mathematics in the context of business and consumer applications. Interesting problems help students learn to meet financial challenges with math-based solutions. Interesting problems using design-based methodologies help students learn algebraic skills needed in business and technology related fields

TIME/DAY 8:01-8:57/11:16-12:16 M-F<sup>1</sup>  
 7:00-7:55 M-F<sup>2</sup>  
 LOCATION Diamond Bar HS  
 INSTRUCTOR Daniel Gorden<sup>1</sup> Shari De Cambria<sup>2</sup>

TIME/DAY 7:55-8:55/9:00-10:00/10:20-11:20/11:25-12:25 M-F  
 LOCATION Covina HS  
 INSTRUCTOR Ryan Parry

TIME/DAY	7:45-9:13 M-F	TIME/DAY	7:50-2:46 M-F
	& Lab 1:59-12:42 M-F	LOCATION	West Covina
HS			
LOCATION	Ron Hockwalt Academies HS	INSTRUCTOR	Chuck Cruz
INSTRUCTOR	Marlane Osman		

TIME/DAY	9:04-10:00/2:00-3:00 M-F	TIME/DAY	9:35-10:25 M-F
LOCATION	South Hills HS	LOCATION	Northview HS
INSTRUCTOR	Brian Graham	INSTRUCTOR	Pam Smith

## E-COMMERCE

Students learn Internet marketing principles and gain experience setting up online shopping capabilities and technology. Online customer service and retention, buyer behavior, merchant services, and current Internet commerce issues are presented. Students analyze, redesign, and develop sites from an eCOMMERCE perspective. Students taking marketing classes should have the opportunity to participate in the DECA organization (student marketing leadership association). DECA-related activities and curriculum can be used as an approved part of all marketing classes.

TIME/DAY 12:45-1:40/1:45-2:40 M-F  
 LOCATION Charter Oak HS  
 INSTRUCTOR Dianna Di Ossi

TIME/DAY 10:05-11:01/11:07-12:03 M-F  
 LOCATION Glendora HS Rm 220  
 INSTRUCTOR Maura Downing

## MARKETING FUNDAMENTALS/DECA

Students preparing for DECA competitions study marketing concepts, foundations, and principles. Other units include economics, customer service, promotion, advertising, finance, professional selling, risk management, and product/service planning. Classroom instruction reinforces leadership, marketing and management skills. Participation in co-curricular activities, community service projects, and competitive events provide valuable exposure for scholarships, awards and recognition opportunities. **An interview with the instructor is required.**

TIME/DAY 3:00-5:00 and scheduled classes  
 LOCATION Charter Oak HS  
 INSTRUCTOR Dianna Di Ossi

# MARKETING PATHWAY

## MICROSOFT OFFICE USER SPECIALIST (MOUS)

Students cover the prerequisite skills for MOUS Certification testing offered through Microsoft Corporation. Computers are used in a Windows environment to learn the fundamentals of Microsoft Word, Excel, PowerPoint and Access. Course completion is determined on the mastery of all competencies. Students who successfully achieve the competencies taught in this program may be eligible for advanced placement and/or college credit. (See Page 25) **Prerequisites:** Students must have a working knowledge of the keyboard.

TIME/DAY 7:55-8:55/9:00-10:00 M-F  
LOCATION Covina HS  
INSTRUCTOR Sam Simmons

TIME/DAY 8:58-9:55 M-F  
LOCATION Gladstone HS Rm C23  
INSTRUCTOR Robert Ranger

*College Plus*

## RETAIL SALES

Students are trained for employment in retail sales occupations such as display, sales clerk, inventory/warehouse person. Merchandising functions and marketing procedures are taught. This is a one-semester course. Second semester is offered only with the approval of the teacher. Students who successfully achieve the competencies taught in this program may be eligible for advanced placement and/or college credit (See Page 25). **Appropriate retail dress code is required**

TIME/DAY 1:000-3:00/3:00-5:00 M-F  
LOCATION Del Norte Center (Auditorium)  
CVE – Work Experience  
INSTRUCTOR Shannon Keller

TIME/DAY 10:00-12:00/1:00-3:00/3:00-5:00 M-F  
LOCATION Del Norte Center (Auditorium)  
& Community  
INSTRUCTOR Anita Perez

TIME/DAY 11:16-12:16 M-F  
LOCATION Diamond Bar/Student Store  
INSTRUCTOR Pat Wakefield

*College Plus*

## SPORTS AND ENTERTAINMENT MARKETING

This class will provide students with an exciting journey through the world of marketing in sports and entertainment. Students will learn all the foundation skills of marketing and apply them to one of the largest exports to the rest of the world – entertainment in the form of music, film, amusement parks, sporting events, athletic clothing, tourism, and so much more!

TIME/DAY 9:03-9:59 M-F  
LOCATION Diamond Bar HS  
INSTRUCTOR Daniel Gorden

TIME/DAY 7:50-8:46/8:52-9:50/12:43-1:39/1:45-2:41 M-F  
LOCATION Glendora HS  
INSTRUCTOR Thomas Marason

## VIRTUAL ENTERPRISE

Virtual Enterprise, a simulated business, is set up and run by students to prepare them for working in a real business environment. The students determine the nature of their business, its products and services, its management and structure, and learn the daily operations of a business under the guidance of consultants and with the support of a real business partner.

TIME/DAY 7:50-8:49 MTThF & 8:50-9:40 W<sup>1</sup>  
8:45-9:59 MTThF & 9:45-10:35 W<sup>2</sup>  
LOCATION Baldwin Park HS  
INSTRUCTOR Jim Coyer<sup>1</sup>  
Craig Peacock<sup>2</sup>

TIME/DAY 10:05-11:01/11:07-12:03 M-F  
LOCATION Glendora HS  
INSTRUCTOR Thomas Marason

**UC A-G Approved**

## PUBLIC SERVICE PATHWAY

### If you are interested in careers in:

Aviation  
Fire Services  
Hospitality  
Manicuring  
Public Service

Child Care  
Foreign Affairs  
Law  
Military Service  
Teaching

Cosmetology  
Home Economics  
Law Enforcement  
Paramedic

### Take these ROP classes:

Administration of Justice  
Emergency Medical Technician  
Teaching Careers/Level I

Early Childhood Education  
Microsoft Office User Specialist

Cosmetology  
Intro. To Forensic Science

### Take these High School Classes:

Business  
Home Economics  
Social Science  
History

English  
Physical Education  
Teacher's Aide

Math  
Science  
Foreign Language

### Employment outlook for this career cluster:

Public service is one of the fastest growing career areas in California. Projections indicate that there will be substantial growth throughout the next decade. Individuals committed to public service are often rewarded with great job satisfaction.

## ADMINISTRATION OF JUSTICE

Students are prepared for basic training in the field of law enforcement as well as being trained for employment as security guards in on-site locations. The class is conducted as a law enforcement academy involving physical as well as classroom training. Good reading and writing skills are recommended for optimum success. Students who successfully achieve the competencies taught in this program may be eligible for advanced placement and/or college credit (See Page 25).

*College Plus*  
**UC A-G Approved**

TIME/DAY	10:00-12:00/1:00-3:00 M-F
LOCATION	Del Norte
INSTRUCTOR	George Gammon
TIME/DAY	8:01-8:57/9:03-9:59 M-F
LOCATION	Diamond Bar HS Rm 202
INSTRUCTOR	Jim Salyer
TIME/DAY	11:05-12:00/12:45-1:40/1:50-2:45 MThF 1:00-2:45 T
LOCATION	10:30-12:15/1:00-2:45 W Walnut HS
INSTRUCTOR	Donna Waggener
TIME/DAY	10:19-11:18/11:23-12:22/12:57-1:56/2:01-3:00 M-F
LOCATION	Sierra Vista HS
INSTRUCTOR	Norman Macias

## COSMETOLOGY

A cosmetologist provides a wide range of beauty services for customers. Aptitudes essential to the cosmetologist are creativity, finger dexterity, eye-hand coordination and the ability to relate to people. The 1600 hours of class instruction (required for State license) are designed to qualify the student for the California State Cosmetology Exam. **Pre-requisites:** State law requires that students be 16 years of age upon entry into class. **Students must wear designated uniform.** Adult fees.

TIME/DAY	1:00-5:00 M-F
LOCATION	Del Norte
INSTRUCTOR	Robert Diaz
TIME/DAY	8:00-5:00 M-F
LOCATION	Baldwin Park Adult and Community Ed. Center
INSTRUCTOR	Carmen Ruiz Lupe Garcia Brandi Stidham Robbie Williams

**Cosmetology Refresher courses are available. Call (626) 856-4185 for start dates and times**

## COSMETOLOGY SALON RATES SCHEDULE - CUSTOMERS WELCOME

**Baldwin Park Adult and Community Education Center  
4640 N. Maine Ave, Baldwin Park CA 91706**

<b>Pricelist:</b>	Shampoo/Set/Blow Dry	\$6.00	Perms	\$15.00
	Manicure	\$3.00	Tint touch up	\$8.00
	Facial	\$5.00		

**Cash Only**

**Senior Discount: 50% on services and 20% on chemicals**

# PUBLIC SERVICES

## EARLY CHILDHOOD EDUCATION

This course is designed to provide students with classroom and hands-on training, while assisting teachers in infant, toddler, and preschool programs, elementary schools, and special education programs. Students will be instructed in appropriate practices, creativity, critical thinking, problem solving, career preparation, and employment skills in early/elementary education. Students who successfully achieve the competencies taught in this program may be eligible for advanced placement and/or college credit (See Page 25). Adult fees.

*College Plus*

TIME/DAY	8:00-10:00/10:00-12:00/1:00-3:00 M-F <sup>1</sup> 3:00-5:00 M-F <sup>2</sup>
LOCATION	Del Norte Child Development Center Rm 19 and community worksites*
INSTRUCTOR	Denise Peterson <sup>1</sup> Melissa Contri <sup>2</sup>
TIME/DAY	8:55-9:50/10:00-10:55/11:05-12:00/1:50-2:45 MThF 10:30-12:15/1:00-2:45 T 7:50-9:35/10:30-12:15/1:00-2:45 W
LOCATION	Walnut HS Rm P4
INSTRUCTOR	Denise Sandoval
TIME/DAY	9:23-10:51/11:14-12:42 M-F
LOCATION	Ron Hockwalt Academy
INSTRUCTOR	Beatriz Lomeli
TIME/DAY	10:00-12:00/1:00-3:00/3:00-5:00 M-F
LOCATION	Charter Oak HS
INSTRUCTOR	Sal Becerra
TIME/DAY	9:52-10:42/11:04-11:54 M-F
LOCATION	Whitcomb HS
INSTRUCTOR	Melissa Contri
TIME/DAY	11:10-12:05 M-F
LOCATION	Charter Oak HS
INSTRUCTOR	Dianna DiOssi

## INTRODUCTION TO FORENSIC SCIENCE

This course will introduce students to crime scene investigation, evidence collection and preservation. Topics of study include photographing to crime scene, fingerprinting techniques and analysis, and the identification and evaluation of biological and trace evidence. Recommended for students enrolled in Administration of Justice.

TIME/DAY	3:00-5:00 M-F
LOCATION	Del Norte
INSTRUCTOR	George Gammon
TIME/DAY	8:59-2:41 M-F
LOCATION	Glendora HS
INSTRUCTOR	Kevin Ruth

## MANICURING

A manicurist provides a wide range of nail services for customers. Aptitudes essential to the manicurist are creativity, finger dexterity, eye-hand coordination and ability to relate to people. The 400 hours of instruction (required for State License) are designed to qualify the student for the California State Manicuring Exam. **Prerequisites:** State law requires that students be 16 years of age upon entry into class. Students must wear a designated uniform. Adult fees.

TIME/DAY	8:00-12:00 M-F
LOCATION	Del Norte Rm 22
INSTRUCTOR	Robert Diaz

## MICROSOFT OFFICE USER SPECIALIST (MOUS)

Students cover the prerequisite skills for MOUS Certification testing offered through Microsoft Corporation. Computers are used in a Windows environment to learn the fundamentals of Microsoft Word, Excel, PowerPoint and Access. Course completion is determined on the mastery of all competencies. Students who successfully achieve the competencies taught in this program may be eligible for advanced placement and/or college credit. (See Page 25) **Prerequisites:** Students must have a working knowledge of the keyboard.

*College Plus*

TIME/DAY	7:55-8:55/9:00-10:00 M-F
LOCATION	Covina HS
INSTRUCTOR	Sam Simmons
TIME/DAY	8:58-9:55 M-F
LOCATION	Gladstone HS Rm C23
INSTRUCTOR	Robert Ranger

## PUBLIC SERVICES

### DIRECT SUPPORT PROFESSIONAL (DSP)

*This two year program is required for Direct Support Professional (DSP) certification by the Department of Developmental Services. The program is limited to those already employed in the field. It is also offered to administrators of community care facilities to meet the Continuing Education Units (CEUP requirements of Facilities licensing). Each 35-hour phase is provided at no charge to qualified students.*

*The first phase (Year One) must be completed within one year of employment as a DSP and the second by the end of the second year of employment. DSPs may meet the requirements by successfully completing Challenge tests.*

*Year One and Year Two training classes and challenge tests are offered on an ongoing basis.*

**Please call (6260 472-5119 for days and times.**

### CHILD CARE SERVICES



Child Care services are available on the Del Norte Campus for children ages 2 to kindergarten.

To arrange an appointment and for information about fees call (626) 962-5080  
Monday-Friday, 7:00 a.m. – 5:00 p.m.

## TECHNOLOGY PATHWAY

### If you are interested in careers in:

Architecture  
Computer Design  
Home Economics

Construction  
Drafting  
Theater

Environmental Technology  
Engineering  
Auto Mechanics

### Take these ROP classes:

Automotive Technology  
Construction Trades  
Graphic Arts/Multimedia  
Oracle  
Stagecraft

Career Training for Transition  
Energy Efficiency Construction Trades  
Graphic Arts/Silkscreening  
Photography  
Video Technology

Computer Aided Drafting  
Geographic Information Systems  
Microsoft Office User Specialist  
Micro-computer Repair & Maintenance

### Take these High School Classes:

Art  
Geometry  
Foreign Language  
Drama

English  
Science  
Social Science

Math/Algebra  
Technology  
History

### Employment outlook for this career cluster:

*Careers in this area are among the most challenging and rewarding, and the career outlook is bright. Increasingly, highly specialized training and post-secondary education will be required for all levels of employment*

## AUTOMOTIVE TECHNOLOGY

This class is designed for students who are serious about learning automotive repair. Studies focus on practical application. Proficiency is expected in trouble-shooting diagnostics and repair for all topic areas.

TIME/DAY	7:55-8:52 M-F
LOCATION	Gladstone HS
INSTRUCTOR	Dee Daily

## CABINETRY DESIGN AND CONSTRUCTION

This course includes instruction on techniques and use of tools for the Cabinetry trade. Students will learn industry standards in cabinetry joinery, assembly procedures, finishing techniques, project planning and woodworking terminology.

TIME/DAY	8:01-8:57/9:03-9:59/10:14-11:10/ 11:16-12:16/1:02-1:58 M-F
LOCATION	Diamond Bar HS
INSTRUCTOR	Michael Bromberg

TIME/DAY	TBA
LOCATION	West Covina HS
INSTRUCTOR	TBA

## CAREER TRAINING FOR TRANSITION

Students will be introduced to marketing-related occupations including the relationship between academic and job skills, career preparation, communication, interpersonal skills, problem solving, safety, and other employment skills. **Enrollment by counselor or teacher referral only**

TIME/DAY	7:00-7:55 MT 1:02-3:00 M	TIME/DAY	3:10-4:10 M-F
LOCATION	Diamond Bar HS	LOCATION	Baldwin Park HS
INSTRUCTOR	Daniel Gorden	INSTRUCTOR	Karen Stevens

TIME/DAY	1:00-1:55 M-F	TIME/DAY	7:00-7:55 T-W
LOCATION	Covina HS	LOCATION	Charter Oak HS
INSTRUCTOR	Sam Simmons	INSTRUCTOR	TBA

TIME/DAY	11:16-12:16/12:29-1:24 M-F	TIME/DAY	1:00-2:45 W/CVE
LOCATION	Diamond Bar HS	LOCATION	Walnut HS
INSTRUCTOR	Juli Salas	INSTRUCTOR	Dan Tack

TIME/DAY	7:30-9:00 M-F	TIME/DAY	3:00-5:00 M-F
LOCATION	LA Works	LOCATION	Del Norte
INSTRUCTOR	Dottie Misetich By appointment only	INSTRUCTOR	Sue Griffin

TIME/DAY	11:55-12:45/12:46-1:36 M-F	TIME/DAY	3:00-4:00 W/CVE
LOCATION	Whitcomb HS	LOCATION	West Covina HS
INSTRUCTOR	Melissa Contri	INSTRUCTOR	Karen Kavooosi

TIME/DAY	9:23-10:06/10:08-10:51/ 11:14-11:57/1:14-2:42 M-F	TIME/DAY	TBA
LOCATION	Ron Hockwalt Academy	LOCATION	Walnut HS
INSTRUCTOR	Marlane Osman	INSTRUCTOR	Johanna Cazares

# TECHNOLOGY

## COMPUTER AIDED DRAFTING/ DESIGN (CADD)/Architectural Drafting

This course is an intensive study in computer graphics utilizing AutoCAD 2000 software. Combined with technical drafting standards, students use CADD to produce 3D graphic models for mechanical and/or architectural components. Upon completion of this program students will have the skills necessary to function as a CADD technician in various disciplines such as mechanical, architectural, civil, or electrical design drafting, as well as 2D/3D illustration and visualization, using the animation component of the software. Students who successfully achieve the competencies taught in this program may be eligible for advanced placement and/or college credit (See Page 25). Basic computer knowledge preferred.

*College Plus*

TIME/DAY	7:55-8:55/9:00-10:00 M-F		
LOCATION	Covina HS		
INSTRUCTOR	Dennis Inouye		
TIME/DAY	8:00-8:55/9:00-9:55/10:10-11:05/11:10-12:05/12:45-1:40/ 1:45-2:40 M-F		
LOCATION	Charter Oak HS		
INSTRUCTOR	Bernard Barroga		
TIME/DAY	7:50-8:46/8:52-9:50/10:05-11:01/11:07-12:03/12:43-1:39/ 1:45-2:41 M-F		
LOCATION	Glendora HS Rm 223		
INSTRUCTOR	Aaron Ruiz		
TIME/DAY	8:00-10:00/10:00-12:00 M-F	TIME/DAY	10:07-2:46 M-F
LOCATION	Del Norte Rm 14	LOCATION	West Covina HS
INSTRUCTOR	Dina El-Zik	INSTRUCTOR	Lisa Pitts
TIME/DAY	7:50-2:45 M-F		
LOCATION	Walnut HS Rm H3		
INSTRUCTOR	Mike Moore		

## COMPUTER SCIENCE: Java Programming

The goal of this beginning course in Java is to teach the fundamentals of the language. Java is the language of the Internet and is often used to create applets and other Net-based applications. However, before a student can create these types of applications, he or she must understand the basic elements of the language. By the end of this course, the student will have a solid foundation that will enable them to start writing their own programs and applets.

TIME/DAY	6:30-7:45 MTThF
LOCATION	Baldwin Park HS Technology Lab
INSTRUCTOR	Gail Casburn

## ENERGY EFFICIENCY CONSTRUCTION TRADES

This program has been designed to give students entry-level skills in residential construction. This includes: foundation, framing, plumbing, electrical, dry wall applications, tile setting, painting, cabinet making, and finished carpentry. This class is eligible for college credit and/or advanced placement. (See Page 25). Adult fees.

*College Plus*

TIME/DAY	8:00-10:00*/10:00-12:00/1:00-3:00/3:00-5:00 M-F
LOCATION	TBA
INSTRUCTOR	Greg Hanker/Ian Rudisell

## GEOGRAPHIC INFORMATION SYSTEMS (GIS): Human Geography

GIS is a sophisticated cutting-edge tool that can be mastered easily by students and applied to numerous student research projects. This class will assist students in learning how to input, store, analyze and present information linked to a location using GIS software. GIS software is used to solve problems in marketing, ecology, agriculture, crime and accident prevention, the delivery of social services and medical care, and much more.  
**Prerequisites:** Students must have basic computer knowledge.

TIME/DAY	7:50-10:05
LOCATION	West Covina HS
INSTRUCTOR	Lisa Pitts

## GRAPHIC ARTS/MULTIMEDIA

Students receive a foundation of up-to-date classroom instruction in graphic design, pre-press, layout, multimedia presentation and web page design using today's latest software and state-of-the-art Macintosh computers. Using Adobe Photoshop, Illustrator, PageMaker, Adobe Go Live, and QuarkXPress, students will demonstrate the use of the programs for photographic image rendering and manipulation, drawing and coloring, ad design, graphic and text placement, and page layout. **Prerequisites:** Completion of Graphic Arts/Printing, a basic art course, Introduction to Computer or Office Technology. **Required course materials:** 1" white 3-ring view binder, minimum of one 100 Megabyte Zip Disk (250 Megabyte disk will not work), access to 35mm camera or disposable 35mm camera.

TIME/DAY	7:50-8:44/8:51-9:45/10:07-11:08/11:15-12:09/12:51-1:45/1:52-2:46 M-T 7:50-9:45/10:07-12:09/12:51-2:46 W-Th 8:20-9:09/9:16-10:05/10:27-11:23/11:30-12:19/1:01-1:50/1:57-2:40 F
LOCATION	West Covina High School F3
INSTRUCTOR	Luis Viado
TIME/DAY	10:20-11:20 M-F
LOCATION	Covina High School
INSTRUCTOR	Dennis Inouye

## GRAPHIC ARTS/SILKSCREENING

Students receive instruction in fundamental graphic arts career technical skills which include: silk screening, airbrushing (to create T-shirts and illustrations); commercial art color theory; logo design; calligraphy; glass etching; lettering; paste-up; color-cutting; copy preparation work; process camera and offset press theory; and hand-cut photographic screen stencil preparation. Adult fees.

TIME/DAY	10:00-12:00/1:00-3:00/3:00-5:00 M-F
LOCATION	Del Norte Center Rm 11
INSTRUCTOR	Susan Richardson
TIME/DAY	8:01-8:57/10:14-11:10/11:16-12:16/1:02-1:58/2:04-3:00 M-F
LOCATION	Diamond Bar High School
INSTRUCTOR	John Haprov

## MICRO-COMPUTER REPAIR AND MAINTENANCE: A+ Certification Preparation

Prepares students to install, program, operate, maintain and service computers. Includes instruction in diagnosis, detection, isolation, and correction of malfunctions. Instruction includes A+ certification preparation and an introduction to networking (N+). **Pre-requisites:** Students must have basic keyboard knowledge. Computer experience is preferred. Adult fees.

TIME/DAY	8:00-10:00/10:00/12:00/1:00-3:00/3:00-5:00 M-F
LOCATION	Del Norte Rm 13
INSTRUCTOR	Sam Khemalaap
TIME/DAY	10:19-12:22 MTThF 10:55-12:40 W
LOCATION	Baldwin Park HS
INSTRUCTOR	Gail Casburn

## MICROSOFT OFFICE USER SPECIALIST (MOUS)

Students cover the prerequisite skills for MOUS Certification testing offered through Microsoft Corporation. Computers are used in a Windows environment to learn the fundamentals of Microsoft Word, Excel, PowerPoint and Access. Course completion is determined on the mastery of all competencies. Students who successfully achieve the competencies taught in this program may be eligible for advanced placement and/or college credit. (See Page 25) **Prerequisites:** Students must have a working knowledge of the keyboard.

TIME/DAY	7:55-8:55/9:00-10:00 M-F
LOCATION	Covina HS
INSTRUCTOR	Sam Simmons
TIME/DAY	8:58-9:55 M-F
LOCATION	Gladstone HS Rm C23
INSTRUCTOR	Robert Ranger



# TECHNOLOGY

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## ORACLE

PL/SQL is a programming language that let's you turn simple data base queries into potent blocks of executable code. This course teaches you to write code that can be shared across the database, forms, and reports. Learn to program procedures, functions, packages, and data base triggers. Develop your skills in data validation and transform raw data into valuable business information.

TIME/DAY	7:50-9:59 MTThF 8:50-10:35 W
LOCATION	Baldwin Park HS Technology Lab
INSTRUCTOR	Gail Casburn

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## PRE-ENGINEERING AND DESIGN

This course is designed to provide a foundation and hands-on, work-based instruction in the areas of Computer Hardware, Electrical and Network Engineering, Engineering Design, Engineering Technology and Environmental and Natural Science Engineering. **Prerequisites:** 16 years of age or junior/senior standing. Microsoft Office basics.

TIME/DAY	TBA
LOCATION	TBA
INSTRUCTOR	Cedrick Ngalande

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## STAGECRAFT

This course is designed to prepare students for entry-level jobs in the theatrical production industry. Hands-on training will help students gain the necessary skills, knowledge and attitudes necessary to perform the many tasks involved in putting on theater production. Students who successfully achieve the competencies taught in this program may be eligible for advanced placement and/or college credit. (See Page 25)

TIME/DAY	1:02-1:58 M-F
LOCATION	Diamond Bar HS
INSTRUCTOR	Justin Wardell

TIME/DAY	2:04-3:00 M-F
LOCATION	Diamond Bar HS
INSTRUCTOR	Keith DeLuca

*College Plus*

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## VIDEO TECHNOLOGY

This course is designed to provide students with hands-on training to work in the world of video/television production. Students will learn to use **Final Cut Pro**, the current software used in the motion picture industry. Students will work together as production teams in a "real world" studio to produce a game show, commercials, talk shows and news broadcasts. Course content includes learning skills performed by video camera operators, producers, sound engineers, lighting directors, character generator operators, directors, technical directors, floor directors, set designers, script writers and on-air talent.

TIME/DAY	10:00-12:00/1:00-3:00/3:00-5:00 M-F
LOCATION	Del Norte Rm 10
INSTRUCTOR	Lisa Harrington

# ARTICULATION AGREEMENTS

## Secondary to Post Secondary

East San Gabriel Valley ROP/TC has agreements with certain local post-secondary institutions to offer advanced placement and/or credit to students who successfully achieve the competencies taught in designated classes. The following is a matrix of the career clusters and the institutions where credit and/or advanced placement can be obtained.

	Mt. Sierra College	Westwood College	ESGVROP/TC	Citrus College	Pasadena City College	Mt. San Antonio College	Rio Hondo College
<b>ART AND COMMUNICATION</b>							
Apparel Manufacturing and Design			✓			✓	
Apparel Marketing (Fashion Design)			✓		✓		
Computer Aided Drafting/Design (CAD) Arch. Drftg.		✓	✓	✓		✓	✓
Graphic Arts/Multimedia – Silk Screening	✓		✓				
Interior Design	✓	✓					
Microsoft Office User Specialist			✓			✓	
Photography (Beginning and Advanced)							
<b>BUSINESS AND MARKETING</b>							
Accounting						✓	
Apparel Marketing			✓				
Business Communications			✓				
Business Fundamentals: Accounting	✓					✓	
Business Math	✓						
Business Management and Marketing	✓						
General Office	✓						
Marketing Fundamentals	✓	✓					
Small Business Ownership & Management							✓
Microsoft Office User Specialist			✓			✓	✓
Virtual Enterprise							✓
<b>HEALTH AND PUBLIC SERVICES</b>							
Administration of Justice			✓	✓		✓	✓
Certified Nursing Assistant							✓
Computer Operators (Microsoft Office Applications)			✓	✓		✓	
Early Childhood Education			✓	✓		✓	
Emergency Medical Technician Basic			✓				
Health Careers			✓				
Nursing Assistant							✓
<b>TECHNOLOGY</b>							
Automotive Technology			✓	✓			✓
Computer Aided Drafting/Design (CAD) Arch. Drftg.			✓	✓		✓	✓
Oracle	✓						
Web Page Design/Java	✓						

# ARTICULATION AGREEMENTS

## Post Secondary to Post Secondary

*Students who complete all the classes listed below at ESGVROP/TC, will be granted 60 units towards their Bachelor's degree at Jones International University, ITT, or De Vry and can enter these institutions as juniors. Don Bosco reciprocates any class where their course title is the same as those listed in the ESGVROP/TC course catalog.*

	Westwood College	Azusa Pacific University	Jones International University	De Vry Institute of Technology	ITT Technical Institute	Mt. Sierra College	Pacific Oaks University
<b>COMMUNICATIONS</b>							
English 1-A or ENG 21 Technical English	✓	✓	✓	✓	✓	✓	✓
English Literature	✓	✓	✓	✓	✓	✓	✓
Contemporary Communications	✓	✓	✓	✓	✓	✓	✓
Speaking and Writing for Business	✓	✓	✓	✓	✓	✓	✓
<b>HUMANITIES</b>							
Art Appreciation	✓	✓	✓	✓	✓	✓	✓
English 18 Critical Thinking & Writing Literature	✓	✓	✓	✓	✓	✓	✓
PHIL 10 Ethics	✓	✓	✓	✓	✓	✓	✓
POLI 10 American Government	✓	✓	✓	✓	✓	✓	✓
<b>MATHEMATICS &amp; COMPUTER APPLICATIONS</b>							
COMP 16 Computer Technology or COMP 17 Operations/Applications	✓	✓	✓	✓	✓	✓	✓
MATH 112 Business Math	✓	✓	✓	✓	✓	✓	✓
MATH 170 College Algebra	✓	✓	✓	✓	✓	✓	✓
<b>INDUSTRIAL TECHNOLOGY &amp; ELECTIVES</b>							
Courses in: CAD/Manufacturing, Construction, Electronics, Graphics, Physics & Electives	✓	✓	✓	✓	✓	✓	✓

# ELIGIBILITY PROGRAMS

**Workforce Investment Act (WIA)  
CalWorks, Department of Rehabilitation**

**FREE TRAINING FOR  
ELIGIBLE STUDENTS**  
**(WIA, Federal Student Aid)**

**For More Information Visit  
or Call:**

**(626) 962-5080**

**WIA Program** The WIA programs provide Career Guidance, Vocational Training, Job Preparation, Job Search, and Job Placement assistance. You may qualify for WIA services if you are a dislocated worker who has lost previous employment due to plant closings, plant relocations, foreign competition, or a general economic downturn, or if you are an economically disadvantaged adult, an economically disadvantaged youth aged 16 to 21, or an older worker aged 55 and above. Costs of registration, books and supplies will be provided for qualified applicants by the WIA program. **See below**

## TRANSITIONING FOR CAREER DEVELOPMENT

These sections focus on (1) the job keeping and job seeking skills important for successful employment and (2) actual skills as they apply to the merchandising/marketing/business industry. Program referral for enrollment in the classes below (see program in parenthesis).

TIME/DAY 1:00-3:00 M-F  
LOCATION Del Norte Center Rm 16  
INSTRUCTOR Leticia Carbajal

## CAL WORKS PROGRAMS

**Cal Works programs provide:** Work experience, vocational training, and ABE/GED training to participants who receive CalWorks (formerly AFDC) funding, and MediCal. Cost of registration, books and supplies will be paid by CalWorks/GAIN service providers. For more information, please call (626) 962-5080 and ask for the WIA office.

### COMPUTER OPERATORS

#### Computer Training (MOUS):

Basic computer training introducing computer functions, office procedures and professionalism. Call (626) 472-5160 for enrollment procedures.

TIME/DAY 8:00-1:00 M-Th  
LOCATION EDD Office/West Covina  
INSTRUCTOR Deborah LaCorte

## WORKFORCE DEVELOPMENT

**Adults:** Are you in need of new career training? Has your company sent your job overseas? Are you currently unemployed? Have you been laid-off? Have you been injured on the job? Are you a Veteran? Are you receiving public assistance?

East San Gabriel Valley Regional Occupational Program and Technical Center has a plan for you.

Our team is prepared to assist you in developing and sharpening your skills to put you on the road to a new and exciting career.

Contact us at (626) 472-5160.

## OTHER SERVICES

Vocational English Second Language:

St. John Baptist Church  
Baldwin Park  
Call for times and other locations  
(626) 472-5140

GED Preparation Assistance:

Call for times and other locations  
(626) 472-5140

Customized Training:

Call for times and locations  
(626) 472-5160

*Visit us online at: <http://www.esgvrop.org>*

# ADULT and EVENING CLASSES

Some adult programs require a minimum age to enroll. There is a registration fee and a tuition fee for adults.

Summer classes are usually schedule Monday through Thursday.

**Enroll through Guidance Center (626) 472-5160**

## CUSTOMER SERVICE REPRESENTATIVE

This 2-week program prepares individuals to provide superior customer services skills including: complaint resolution, inside and outside sales support, phone skills, effective written and spoken communication, conflict resolution and work ethics.

TIME/DAY 8:00-12:00 M-F  
LOCATION LA Works  
INSTRUCTOR Burt Engelhardt

*Certificates and job placement assistance are available upon completion of training.*

## EMERGENCY MEDICAL TECHNICIAN BASIC (EMT)

Students who are interested in becoming an ambulance driver, emergency medical technician, or emergency room technician will be introduced to health team responsibilities as they learn to respond to medical emergency calls, evaluate the nature of the emergency, and take appropriate prompt action to prevent additional injury. Must be 18 to complete the clinical experience and take State certification exam.

TIME/DAY 7:00-12:00 M-Th  
LOCATION Del Norte Center Rm 9  
INSTRUCTOR Joanna Faunce

TIME/DAY 1:00-6:00 M-Th  
LOCATION Del Norte  
INSTRUCTOR Amber McIntire



**Call (626) 472-5160  
for start date**

## GENERAL OFFICE SKILLS

This class integrates all of the skills needed for office practices. These include but are not limited to keyboarding, word processing, data entry, business English and math, telephone techniques, basic bookkeeping and professional human relations skills.

TIME/DAY 7:00 - 2:00 M-Th  
LOCATION Del Norte Center Rm 10  
INSTRUCTOR Mary Ann Angel

## HEALTH INFORMATION CODING SPECIALIST

This section will prepare students for employment in a Medical Records Department or coding/billing department in a physician's office or clinic. The course consists of 326 classroom hours that includes courses in Anatomy and Physiology, Pharmacology, Medical Terminology, and Medical Records/Coding Specialist. In addition, 40 hours externship in a Medical Records Department or a physician's office or clinic is required upon completion of classroom study.

TIME/DAY 1:00-3:00 M-Th  
LOCATION Del Norte Center Rm 8  
INSTRUCTOR Katherine Hill, L.V.N.

## HOME HEALTH AIDE

Students are trained to assist the sick, elderly and disabled individuals who prefer to live in their own homes or in residential facilities. This course provides students with skills such as how to assist clients with house cleaning, laundry, changing bed linens, helping clients get out of bed, bathe, dress and groom.

TIME/DAY TBA  
LOCATION TBA  
INSTRUCTOR TBA

## HOME TECHNOLOGY INTEGRATION

This HTI+ Certification program is a hands-on training for installation of integrated home network systems. The course features flexible instruction, fully-illustrated and mapped text, and hands-on practical labs. Upon satisfactory completion, students can earn certification as an HTI technician. **Prerequisites:** A+ Certification

TIME/DAY TBA  
LOCATION TBA  
INSTRUCTOR TBA

# ADULT AND EVENING CLASSES

## MEDICAL ASSISTANT

Students are trained in medical assistant skills which include writing business letters, medical terminology and anatomy, maintenance of medical reports, appointment scheduling, billing and collecting, insurance forms, processing, clinical lab tests, taking and recording vital signs, phlebotomy, injections, and EKGs. **Uniforms and nurse type shoes required.** **Prerequisites:** Should be familiar with keyboard or computer; must have high school diploma or equivalent; 18 years of older; current negative TB test or chest x-ray; proof of hepatitis B series; must be able to communicate, read and write English.

TIME/DAY 7:30-12:30 M-Th  
LOCATION Del Norte Center  
INSTRUCTOR Katherine Hill, L.V.N.

**NOTE:** *The East San Gabriel Valley Regional Occupational Program and Technical Center Medical Assisting Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon the recommendation of the Curriculum Review Board of the American Association of Medical Assistants Endowment (AAMAE).*

## MICROSOFT OFFICE USER SPECIALIST (MOUS)

Students cover the prerequisite skills for MOUS Certification testing offered through Microsoft Corporation. Computers are used in a Windows environment to learn the fundamentals of Microsoft Word, Excel, PowerPoint and Access. Course completion is determined on the mastery of all competencies. Students who successfully achieve the competencies taught in this program may be eligible for advanced placement and/or college credit. (See Page 25) **Prerequisites:** Students must have a working knowledge of the keyboard.

TIME/DAY 7:00-2:30 M-Th  
LOCATION LA Works  
INSTRUCTOR Susan Gallant-Lopez

*College Plus*

## MOBILE ELECTRONICS INSTALLER

This course provides each student with the knowledge and skills necessary to succeed in the fast-paced auto electronics industry as a high-quality, professional mobile electronics installer. Fundamentals of electrical and acoustical theory are taught, while hands-on lab explorations teach custom and advanced installation techniques. Upon satisfactory completion students will earn a certification as a Mobile Electronic Installer.

TIME/DAY TBA  
LOCATION TBA  
INSTRUCTOR TBA

## NURSE ASSISTANT

This course will prepare students for an entry-level position in the nursing assistant, home health and acute care field. Care of the elderly in both the hospital and home settings is one of the most rapidly expanding areas of employment. Areas of study include anatomy and physiology, safety principles and infection control, patient care skills, activities of daily living, nutrition, care of patient environment, monitoring vital signs, principles of observation, reporting and charting, common diseases and condition of the elderly, treatment procedures, emergency procedures, care of children, ethics and confidentiality, and working as part of a medical team. Competencies include communication, personal development, professionalism, career planning and job seeking skills. Clinical training time in a nursing center and acute care setting is part of the course. **Prerequisites:** TB skin test or chest X-Ray; health history and physical; a signed criminal records statement and a math and English pre-test score of 80% or better. **Must be 18 at class completion. Adult fee.**

TIME/DAY 8:00-2:00 M-F  
(Call (626) 472-5160 for start dates)  
LOCATION Del Norte Center, Rm 4  
INSTRUCTOR Vivian De Santos, L.V.N.

# ADULT AND EVENING CLASSES

## OFFICERS' PROFESSIONAL DEVELOPMENT:

### Security/K9

Course provides training for police officers and dogs.

TIME/DAY	Class days & times of training will be announced
LOCATION	TBA
INSTRUCTOR	Brad Smith
COORDINATOR	Roberta Floyd

## OFFICERS' PROFESSIONAL DEVELOPMENT:

### Security/SWAT K9

Opportunities for SWAT K-9 officers to train together.

TIME/DAY	TBA
LOCATION	Location varies
INSTRUCTOR	Brad Smith
COORDINATOR	Roberta Floyd

## OFFICERS' PROFESSIONAL DEVELOPMENT:

### Traffic Offenders

Meets mandated court hours for traffic violators.

TIME/DAY	Class days and times vary. Please call (626) 962-5779 for start date and time
LOCATION	Del Norte Center
INSTRUCTOR	Mike Harden
COORDINATOR	Roberta Floyd

*Se Habla Español*

## PRIVATE SECURITY OFFICER:

### Public Safety Training

This class will cover guard card, baton training, firearm certification, authority to arrest/ proper arrest/search, seizure and inspections, self-defense techniques, first aid/CPR procedures, discretionary decision-making and criminal/ civil liability.

TIME/DAY	TBA
LOCATION	TBA
INSTRUCTOR	Don Fernald
COORDINATOR	Roberta Floyd
TIME/DAY	8:00-4:30 M-F
LOCATION	Del Norte
INSTRUCTOR	John Distelrath

## REMITTANCE BANKING

Students acquire the basic skills in the balancing of credits and debits. Hands-on instruction on proof machines and 10-key calculator is provided. Basic skills for alpha, numeric filing and indexing of business letters, correspondence, pertinent information, signature and cross-reference cards are learned. Processing, sorting and filing checks, examining for irregularities, verifying documents and comparing signatures are covered. Students are prepared for entry level positions in data centers of the banking industry.

TIME/DAY	10:00-3:00 M-Th
LOCATION	LA Works
INSTRUCTOR	Phyllis Augustus

## VESL

### (Vocational English Second Language)

This course will assist students address employment related language and focus on work related technical terms. Students will develop an ability to interact with co-workers, supervisors and the public. Business English and math are addressed for success in the workplace. Based upon Bridge Program model. Students who successfully achieve the competencies taught in this program may be eligible for advanced placement and/or college credit. (See Page 25)

TIME/DAY	9:00-11:00 a.m. M-F 6:00-9:00 p.m. Th
LOCATION	St. John the Baptist Church
INSTRUCTOR	Jose Arevalo and staff
TIME/DAY	9:00-1:00 M-F
LOCATION	Del Norte Campus Rm 17
INSTRUCTOR	Jenny Mojica

*College Plus*

## WRITING AND SPEAKING FOR BUSINESS

**Modules:** Business Speech/Communications  
Business Computation  
Business English  
Business Critical Thinking/ Problem Solving

TIME/DAY	Call (626) 472-5160 for start dates and times.
LOCATION	Del Norte Center
INSTRUCTOR	Dr. Laurel Adler

*College Plus* UC A-G Approved

# EXPECTED STUDENT LEARNING RESULTS

Students who complete training at the East San Gabriel Valley Regional Occupational Program and Technical Center will:

1. **DEMONSTRATE PERSONAL DEVELOPMENT**
    - a) Exhibit a professional work ethic
    - b) Exhibit self-esteem
    - c) Develop and implement achievable goals
    - d) Display a professional image
  2. **POSSESS CRITICAL THINKING AND PROBLEM SOLVING SKILLS**
    - a) Acquire creative thinking, analyze, and process information
    - b) Demonstrate strategies to solve problems with positive outcomes
    - c) Demonstrate leadership skills
  3. **DEMONSTRATE USE OF TECHNOLOGY AS A TOOL**
    - a) Create a project using current technology
    - b) Create a project using technology as a research tool
  4. **FUNCTION AS RESPONSIBLE CITIZENS (DEMONSTRATE CITIZENSHIP)**
    - a) Demonstrate an ability to work as a team
    - b) Develop relationships within the various cultures of the community
    - c) Show respect for the property and rights of others
    - d) Exhibit self discipline and individual responsibility
  5. **DEMONSTRATE EFFECTIVE COMMUNICATION SKILLS**
    - a) Demonstrate effective reading, verbal, written and listening skills
    - b) To appropriately use workplace vocabulary
    - c) Communicate effectively using technology as a tool
  6. **POSSESS SKILLS FOR IMMEDIATE EMPLOYMENT AND FUTURE CAREERS**
    - a) Possess the technical skills and academic knowledge to succeed in existing and emerging occupations
    - b) Set professional goals based on self-knowledge, continuing education and experience
    - c) Contribute to the economic growth and well-being of their community through continuous employment and lifelong learning.
- 

## MISSION STATEMENT

The East San Gabriel Valley Regional Occupational Program and Technical Center provides all students with the highest quality academic and technical skills necessary to be well-educated citizens and responsible, productive employers and employees.