



# COASTLINE

REGIONAL OCCUPATIONAL PROGRAM

*Innovate · Educate · Inspire*



# Summer 2016

[www.coastlinerop.net](http://www.coastlinerop.net)

## Agriculture and Natural Resources



### Animal Health Care Internship

10

Develop entry-level skills required for employment in the veterinary field. Learn how to approach, handle, and properly restrain animals. Study animal behavior, nutrition, anatomy, terminology, diseases, safety, and sanitation. After initial classroom instruction, intern at a veterinary hospital or other appropriate facility. Students must earn a grade of 70% or better in the classroom portion of the course to be placed at an internship.

**Required Materials:** Textbook purchase required for adults.

Room	Day	Time	Instructor	Start	Sec#	Note
P2	MTWTh	9am-2pm	Mitcheltree	6/27-8/09	300 11-2	A

**Location** Coastline ROP, 1001 Presidio Square, Costa Mesa 92626

## Arts, Media, and Entertainment



### Computer Graphics

10

Produce and manipulate graphic images using a computer and scanner and industry standard software. Create an individual portfolio of work that can be used for college applications, exhibition, job applications, or for personal expression and collection. Previous computer experience recommended.

Room	Day	Time	Instructor	Start	Sec#	Note
303	MTWTh	7:30am-1:15pm	Pash	6/13-7/22	123 12-2	UC

and one Friday, July 8

**Location** Fountain Valley High School, 17816 Bushard St., Huntington Beach 92708

### Film & Digital Media Studies

10

Develop and apply knowledge of artistic principles and gain technical skill in film and video production. Students will study award-winning films and videos, learn the fundamentals of visual art as they apply to film, and produce their own original short video projects using industry-standard equipment and software.

Room	Day	Time	Instructor	Start	Sec#	Note
112	MTWTh	7:45am-1:30pm	Velasquez	6/20-7/28	174 20-2	UC

and one Friday, July 8

**Location** Mission Viejo High School, 25025 Chrisanta Dr., Mission Viejo 92691

### Theater Technology Boot Camp

5

Gain experience in theater production while focusing on the technical elements. Practice set/scenery construction, lighting, sound and stage management.

Room	Day	Time	Instructor	Start	Sec#	Note
H201	MTWThF	1pm-5:15pm	Gaona	6/13-7/01	178 30-2	

**Location** Woodbridge High School, 2 Meadowbrook, Irvine 92604

### Visual Imagery

10

Learn basic techniques of digital photography and the elements and principles of visual communication. Develop skills to create, manipulate, enhance, print and assemble digital photographs in a portfolio of work that can be used for college applications, exhibition, job applications, or for personal expression and collection.

Room	Day	Time	Instructor	Start	Sec#	Note
303	MTWTh	7:30am-1:05pm	Shell	6/21-7/28	175 55-2	UC

and two Fridays, June 24 and July 8

**Location** Beckman High School, 3588 Bryan Ave., Irvine 92602

## Finance and Business



### Computerized Accounting

10

Learn how to prepare financial records for a small business. This class teaches the basic principles of the accounting cycle for sole proprietorship using both manual and computerized accounting techniques. Emphasis is placed on analyzing and recording business transactions and preparing financial statements and reports. This course meets one year of the math graduation requirement in the Saddleback Valley USD.

Room	Day	Time	Instructor	Start	Sec#	Note
100	MTWTh	7:45am-1:30pm	Wise	6/20-7/28	230 18-2	

and Friday, July 8

**Location** Mission Viejo High School, 25025 Chrisanta Dr., Mission Viejo 92691

## Health Science and Medical Technology



### CNA (Pre-Certification) Internship

10

Learn the necessary skills to become a nurse assistant. Assist patients with basic personal needs such as bathing, dressing, feeding and ambulation. Practice techniques of infection control, measure and record vital signs, and recognize psychosocial needs. After initial classroom instruction, intern at a skilled nursing facility.

**\* Please see IMPORTANT NOTICE regarding this course on page 3.**

**Certification:** Students will be eligible to take the written and performance examination to become a State Certified Nurse Assistant upon successful completion of course with a 73% or better.

**Prerequisites:** Students must bring their Social Security card and a valid state issued ID to the first class session. Live Scan fingerprinting, physical exam, TB clearance and vaccinations required for all students prior to internship. Students must earn a grade of 73% or better in the classroom portion of the course to be placed at an internship site. **Individuals with convictions other than a minor traffic violation, must have a criminal clearance from the Department of Health Services before registering for this class.**

Location	Room	Day	Time	Instructor	Start	Sec#	Note
ROP	E11	MTWThF	8am-3:30pm	Wulff	6/27-7/29	370 14-2	
			Internship Site	MTWThF	7am-3:30pm		

**Location** Coastline ROP, 1001 Presidio Square, Costa Mesa 92626

### Sports Medicine Internship

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Prepare for a career in the Sports Medicine Industry. This internship course will provide students with direct practical experience and training in the rehabilitation field. Students will expand and refine their skills and knowledge in the prevention, care, and rehabilitation of injuries as well as fitness and athletic preparation in a clinical setting.

Room	Day	Time	Instructor	Start	Sec#	Note
D7	MTWTh	9am-2pm	Schweers	6/27-8/04	392 10-2	
	Classroom	MTWTh	9am-2pm	6/27-7/07		
	Internship Site	MTWTh	9am-2pm	7/11-8/04		

**Location** Coastline ROP, 1001 Presidio Square, Costa Mesa 92626

## Hospitality, Tourism, and Recreation



### Culinary Arts Internship

10

Prepare for a career as a chef in a fine restaurant or hotel. Learn safety and sanitation, knife skills, cooking techniques, and food service procedures. Students must take and pass ServSafe Food Handler test prior to placement at an internship site; test administered during course hours. Students must earn a grade of 70% or better in the classroom portion of the course to be placed at an internship.

**Certification:** Students will be eligible to test for the ServSafe Food Handler Certificate.

**Required Materials:** Navy slacks, black leather shoes with rubber soles. **Required Hours:** Beginning the week of July 11th, students will continue to meet Monday through Wednesday for classroom instruction and will intern in a restaurant or hotel kitchen 9:00am to 3:00pm Thursdays and Fridays.

Room	Day	Time	Instructor	Start	Sec#	Note
806	MTWThF	9am-1pm	Schatti	6/27-8/05	440 10-2	
	Classroom	MTWThF	9am-1pm	6/27-7/08		
	Classroom	MTW	9am-1pm	7/11-8/03		
	Internship Site	ThF	9am-3pm	7/14-8/05		

**Location** Orchard Hills Middle School, 11555 Culver Dr., Irvine 92602

## Public Services



### Emergency Medical Responder

5

Prepare to be an emergency medical services (EMS) provider. Learn about careers in fire service, sports medicine, coaching, ski patrol, lifeguarding and emergency medical services. Students will learn CPR principles, first aid skills, patient assessment, triage, and emergency responsibilities. High school students must complete this course with a grade of 80% or better in order to be eligible for enrollment in the ROP EMT course.

**\* Please see IMPORTANT NOTICE regarding this course on page 3.**

**Certification:** Students will be eligible to test for an American Heart Association CPR Healthcare Provider card.

Room	Day	Time	Instructor	Start	Sec#	Note
P3	MTWTh	8am-12pm	Yuuki	6/27-7/28	320 12-2	A

**Location** Coastline ROP, 1001 Presidio Square, Costa Mesa 92626

## REGISTRATION INFORMATION

### High School Students

See the ROP career specialist at your high school to register.

### Adults

#### ADULTS MAY ENROLL IN A CLASSES ONLY.

**Adult registration is done in person.**

Must show identification to register.

#### Registration Dates:

- Current students (*priority form required*)  
Begins Wednesday, June 1, 2016 at 3pm
- New students (*non fee-based*)  
Begins Thursday, June 2, 2016 at 9am
- Out-of-district students  
Begins Monday, June 6, 2016 at 9am

#### Registration Hours:

**9am-Noon, 1:30pm - 4:00pm**  
Monday through Friday\*  
Closed for lunch

\* Registration hours for Friday, June 3, 2:00pm-4:00pm

#### Registration Location:

Coastline ROP Registration Office  
1001 Presidio Square  
Building F, Room 12  
Costa Mesa, CA 92626  
(714) 979-1955

#### Registration fee\*\*.

- \$75 per course for A classes only (*non fee-based*)
- Acceptable payment methods:  
Cash, check, cashier's check, money order or credit card
- Refunds are made ONLY if the course is canceled or over-enrolled.

\*\* Registration fee is non-refundable unless the course is canceled.  
All checks returned for insufficient funds are subject to a \$12 service charge.

Registration is accepted on a first-come, first-served basis, with priority given to high school students and residents of the school districts served by Coastline ROP:

Huntington Beach Union, Irvine, Newport-Mesa, Saddleback Valley, and Tustin Unified School Districts.

Students are responsible for their own transportation to internship sites.

## FREQUENTLY ASKED QUESTIONS

#### What is ROP? ROP is:

- State-funded public education, providing career technical education and guidance to meet identified educational standards and industry needs.
- Accredited by the Western Association of Schools and Colleges.
- Part of the Huntington Beach Union, Irvine, Newport-Mesa, Saddleback Valley and Tustin Unified School Districts.
- Career technical education and sequential learning designed to improve academic skills.
- A course of study that combines classroom instruction with hands-on learning.
- Career technical education taught by fully credentialed teachers, experienced in their related industries.

#### Who can take ROP classes?

- The program is available to high school students and adults; priority is extended to residents within the region served by Coastline ROP.

#### Why take an ROP class? ROP students can:

- Earn grades and credits toward high school graduation.
- Enroll in classes that satisfy a-g requirement for UC and CSU.
- Gain experience required for immediate employment.
- Participate in courses that offer internships if they are at least 16 years of age.
- Earn certificates of recognition.
- Experience careers that may assist in choosing college majors and enhance college admission applications.
- Upgrade skills, change careers, or prepare for re-entry into the workforce.
- Prepare for post secondary education.

#### When and where are classes offered?

- Classes are held in businesses, industries and in high schools located within the five participating districts, during and after school, evening and Saturdays.

#### How can you register for courses?

- High school students register with the ROP career specialist on campus.
- Students attending alternative high school programs may register with the career specialist or at the Coastline ROP office.
- Adults register in person at the Coastline ROP office.

#### What is the cost?

- Courses are free to high school students; a \$75 registration fee, per course, is required of adults.
- Some courses charge a fee for fabricated or other items that will be taken home. Check course descriptions for specific requirements.

#### What about job placement?

- Job-seeking assistance is available at Orange County One-Stop Centers.
- High school students can access employment information at their high school career centers.



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## RULES OF ROP STUDENT CONDUCT

ROP classes are designed to reflect the real work environment in every way possible. Similar to the rules, regulations, and guidelines required in industry, Coastline ROP requires all students to comply with basic rules of student conduct and to submit to the authority of ROP administrators and teachers during their participation in ROP classes. Involvement in any of the following actions while on a ROP or high school campus, or community classroom training site, may result in dismissal:

1. Causing, attempting to cause, or threatening to cause physical injury to another person.
2. Causing or attempting to cause damage to ROP or high school property.
3. Stealing or attempting to steal ROP, high school or private property.
4. Possessing, using or attempting to sell any controlled substance, alcoholic beverage, or drug paraphernalia.
5. Possessing or using any firearm, knife, explosive, or other dangerous object.
6. Committing obscene acts or gestures or engaging in profanity or vulgarity.
7. Wearing inappropriate attire. Teachers will advise students of appropriate classroom and community classroom attire as it relates to their specific industry.
8. Behaving disruptively, or dishonestly within the classroom or training sites, or willfully defying the valid authority of teachers or ROP officials engaged in the performance of their job duties.
9. Violating computer software licenses/agreements, copyrights or tampering with computer hardware/software configurations.
10. Committing acts of sexual harassment defined as unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a nature that can be interpreted as harassment.
11. Smoking on ROP or high school grounds. The ROP is a smoke-free facility.
12. Committing any acts of discrimination on the basis of race, color, sex, age, or disability while enrolled in ROP career and technical education courses.

## ADULT FEE-BASED CLASSES

**Adult registration is done in person.**  
Must show identification to register.

### Registration Dates:

- **Current students** (*priority form required*)  
Begins Tuesday, May 10, 2016 at 3:00pm
- **New Student Registration** (*fee-based only*)  
Begins Tuesday, May 10, 2016 at 3:00pm and continues until the class is full.

### Registration Hours:

**9am-Noon, 1:30pm-4:00pm**  
Monday through Friday  
Closed for lunch

**Registration hours for Friday, June 3, 2:00pm-4:00pm**

### Registration Location:

Coastline ROP Registration Office  
1001 Presidio Square  
Building F, Room 12  
Costa Mesa, CA 92626  
(714) 979-1955

### Course Fee:

- Fees vary depending on the course. Please see the course description for pricing.
- Acceptable payment methods: Credit card, cashier's check or money order. Cash and personal checks will *not* be accepted.

**See Coastline ROP web site for policies regarding adult fee-based classes.**

## Health Science and Medical Technology

### CNA (Pre-Certification) Internship \$1,450

Learn the necessary skills to become a nurse assistant. Assist patients with basic personal needs such as bathing, dressing, feeding and ambulation. Practice techniques of infection control, measure and record vital signs, and recognize psychosocial needs. After initial classroom instruction, intern at a skilled nursing facility.

**Certification:** Students will be eligible to take the written and performance examination to become a State Certified Nurse Assistant upon successful completion of course with a 73% or better.

**Prerequisites:** Passage of an assessment test is required of all adult students prior to registration. Call Student Services at (714)979-1955 to schedule a testing appointment. Passing the test does not guarantee enrollment. **Individuals with convictions other than a minor traffic violation must have a criminal clearance from the Department of Health Services before registering for this class.**

Students must bring their Social Security card and a valid state issued ID to the first class session. Live Scan fingerprinting, physical exam, TB clearance and vaccinations required for all students prior to internship. Students must earn a grade of 73% or better in the classroom portion of the course to be placed at an internship.

**Required Materials:** Textbook, workbook, and uniform purchase. Mosby's Textbook for Nursing Assistants, 8th edition. ISBNs 978-0-323-08067-5 (textbook) 978-0-323-08157-3 (workbook)

Location	Room	Day	Time	Instructor	Start	Sec#	Note
ROP	E9	MTWThF	8am-3:30pm	Murillo	6/27-7/29	370	10-2
Internship Site: MTWThF 7am-3:30pm							

## Health Science and Medical Technology

### Dental Assistant Back Office & Radiology Internship \$1,000

Practice procedures needed to assist the dentist. Explore career options as a dentist, hygienist, chairside assistant, or registered dental assistant. After initial classroom instruction, intern in a private or group dental office.

**Certification:** Students will be eligible to earn Dental Practice Act, Infection Control and Radiology certificates, upon successful completion of the course and 75% or better on the Infection Control and Radiology written exams and 80% or better on the Dental Practice Act written exam.

**Prerequisites:** Passage of an assessment test is required of all adult students prior to registration. Call Student Services at (714)979-1955 to schedule a testing appointment. Passing the test does not guarantee enrollment. Proof of Social Security number required to receive Radiology Certificate. TB clearance is required for all students prior to internship.

**Required Materials:** Uniform purchase.

Location	Room	Day	Time	Instructor	Start	Sec#	Note
ROP	E10	MTWThF	8am-3:30pm	Burns	6/27-8/05	311	11-2
Internship Site: MTWThF 8am-2:30pm							

## Public Services

### Emergency Medical Technician (EMT) \$1,000

Learn about a career as an ambulance attendant or emergency room technician. EMT certification increases opportunities to obtain a position as a lifeguard, firefighter, search and rescue team member or ski patrol team. Students required to complete an additional 20 hours of online coursework, 24 clinical hours, and 2 Saturdays from 9am -5pm, dates to be determined. Approved for 48 hours of Continuing Education Units for CNAs.

**Certification:** Students will be eligible to take the National Registry EMT basic certification exam upon successful completion of course with a grade of 80% or better.

**Prerequisites:** All students must show a current American Heart Association Healthcare Provider card at the first class session.

**Required Materials:** Textbook and workbook - AAOS Emergency Care and Transportation of the Sick and Injured, 10th edition; ISBNs 1-4496-1587-2 (textbook) 076379256X (workbook). In addition a stethoscope, white shirt, blue pants and black shoes required.

Location	Room	Day	Time	Instructor	Start	Sec#	Note
ROP	P3	MTW	4pm-9pm	Sherman	6/27-8/10	321	11-2
3 Saturdays 9am-5pm Dates TBD							

*Location* Coastline ROP, 1001 Presidio Square, Costa Mesa 92626

## IMPORTANT NOTICE

Health occupations classes include the study of reproductive and other systems and require practicing procedures on other students and/or patients, both male and female, of differing ages.

Participation in these activities is required for a certificate of completion and continuation in the career pathway.

Additionally, these classes may require heavy lifting and bending.