

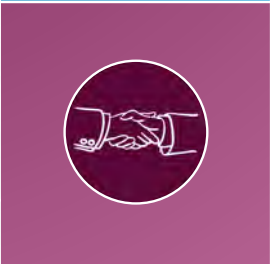
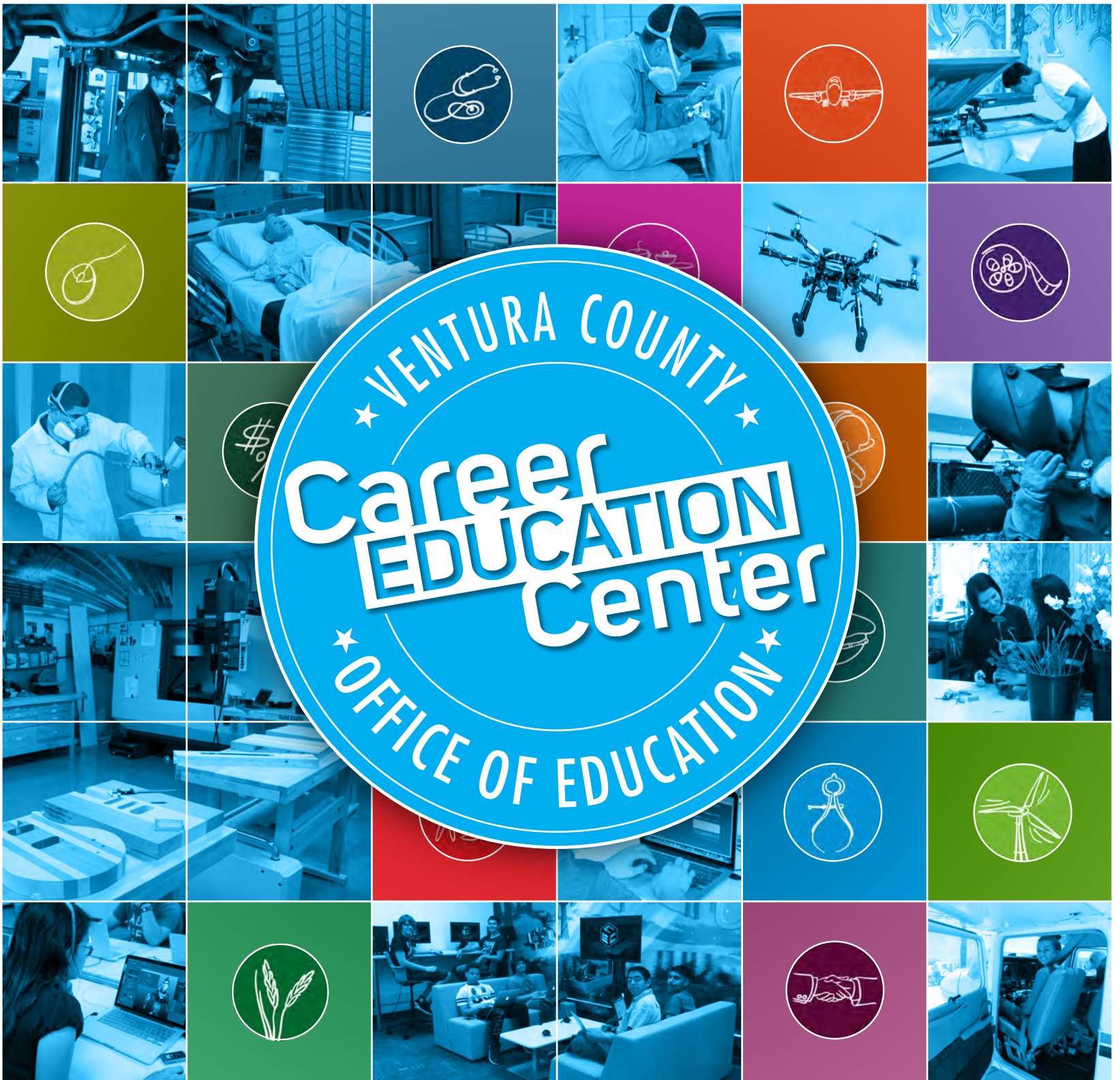
VENTURA COUNTY  
**Career  
 EDUCATION  
 Center**  
 OFFICE OF EDUCATION

2016  
 2017 COURSE CATALOG

*College Prepared...Career Ready*



VENTURA COUNTY  
**OFFICE OF EDUCATION**  
 STANLEY C. WANTOOTH, COUNTY SUPERINTENDENT OF SCHOOLS



# CAREER EDUCATION CENTER COURSE CATALOG 2016-17

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# COURSE CATALOG

## Definition of Terms

ROP courses prepare students for careers by providing experiences that are irresistibly engaging and steeped in real life learning, leading to significant personal growth.

### INTERNSHIPS

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Internships are a crucial part of all ROP courses and internship hours must be completed to achieve an ROP Certificate of Proficiency.

There are two models for internships:

**Offsite:** Offsite internships utilize unpaid on-the-job training, where students are placed with employers for supervised practical experience. During internships, students will spend from four to six weeks at a job site, usually in the spring semester. Students report to the job site during the time they normally would be in their regular class. It is the student's responsibility to arrange transportation to the job site, so every effort is made to place the student at a job site close to the student's home or high school.

**Onsite:** In some courses offsite internships may not be possible. In these classes, students will engage in robust industry projects equivalent to an internship. Onsite internships require significant time spent on projects outside of the time allocated in class.

Some courses in the health profession require clinical hours to qualify for state certificates, which may have different requirements. These are outlined in the course syllabus and are included at the end of this Course Catalog.

### COURSE DELIVERY OPTIONS

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**Lab:** Courses that are designated as "lab" are held at the Career Education Center or a high school campus and meet every week. Attendance is required and students who miss more than three classes in a year may not complete the course.

**Hybrid:** Courses designated as Hybrid combine both face-to-face and online learning through the Canvas Learning Management System. Face-to-face meetings, called Lab Days, will be held at a designated location such as the Career Education Center or a high school campus. Students will complete a minimum of 8 hours per week of independent online work and 8 hours of Lab time per month. In most cases, Lab Days are held once every two weeks. Attendance on Lab Days is required. Transportation to Lab Days may be provided. During the course of a semester, students will complete approximately 210 hours of instruction in hybrid courses.

### \* HONORS DESIGNATION

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To encourage students to undertake more challenging studies in high school, the University of California assigns extra weight to grades received in honors-level courses. UC maintains an honors "a-g" course policy that defines the types of honors courses eligible for the UC honors designation. Some ROP courses have received an honors designation from the UC.

### OTHER INFORMATION

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**Articulated Credit:** Students in courses that are articulated may petition for credit at the community college if they receive a grade of C or better. If credit is awarded, students will receive credit on their community college transcript for the equivalent college course. These credits also may be transferrable to CSU or UC transcripts. Community college registration is required.

**Pending:** Courses are in the process of articulation and/or have been submitted for UC "a-g" approval.

**Recommended Credits:** The home high school is responsible for issuing credits. The recommended credits indicated in the catalog are based on 10 hours per week of instruction and project time. These may vary by school or district. If your district issues quarter grades vs. semester grades, students may earn 5.0 per quarter or 10 per semester based on the amount of seat time (or online time).



**AGRICULTURE FABRICATION ROP**

**Grade Level:** 11, 12                      **Recommended Credits:** 20                      **Length:** Year  
**Internship:** Onsite or Offsite                      **Delivery Model:** Lab                      **Location:** [District High School Campus](#)  
**UC A-G:** N/A                      **CBEDS Code:** 4032                      **Pathway:** 101: Agricultural Mechanics  
**Articulated Credit:** No

This course provides an opportunity for students to learn welding and fabrication technology for employment in the agriculture industry. Students will learn oxyacetylene, arc, and gas metal arc welding skills; basic metallurgy and fabrication skills; and basic fabrication design and blueprint reading. The course will culminate in a student fabrication project. The course also teaches students career employability skills.

**Certification:** ROP Certificate of Proficiency

**Prerequisite:** None

**\* HONORS AGRICULTURE BUSINESS ROP**

**Grade Level:** 11, 12                      **Recommended Credits:** 20                      **Length:** Year  
**Internship:** Onsite or Offsite                      **Delivery Model:** Lab                      **Location:** [District High School Campus](#)  
**UC A-G:** Yes (g)                      **CBEDS Code:** 4041                      **Pathway:** 100: Agricultural Business  
**Articulated Credit:** Pending Ventura College Agriculture Degree development

This capstone course is designed for students interested in understanding the operations and institutions of economic systems as applied to agriculture, our nation’s largest industry. Units of instruction include basic economic concepts, comparative economic systems, individual and aggregate economic behavior, and international trade and policy. Instruction includes leadership, citizenship, and career education.

**Certification:** ROP Certificate of Proficiency

**Prerequisite:** Agriculture and Natural Resources pathway course or instructor approval

**APPLIED AGRICULTURE BUSINESS: FLORAL DESIGN ROP**

**Grade Level:** 11, 12                      **Recommended Credits:** 20                      **Length:** Year  
**Internship:** Offsite                      **Delivery Model:** Lab                      **Location:** [District High School Campus](#)  
**UC A-G:** Pending (g)                      **CBEDS Code:** 4042                      **Pathway:** 100: Agricultural Business  
**Articulated Credit:** N/A

This course is designed to develop student knowledge and skills in agricultural sales and marketing, commodity marketing, agricultural economics, and international agriculture. Included are care and handling of cut flowers, principles of art applied to floral design, and the mechanics of floral design. Agribusiness units will be introduced in merchandising, advertising, sales, and operating a retail floral business.

**Certification:** ROP Certificate of Proficiency

**Prerequisite:** Agriculture and Natural Resources pathway course or instructor approval

**APPLIED AGRICULTURE BUSINESS: LANDSCAPING ROP**

**Grade Level:** 11, 12                      **Recommended Credits:** 20                      **Length:** Year  
**Internship:** Offsite                      **Delivery Model:** Lab                      **Location:** [District High School Campus](#)  
**UC A-G:** Pending (g)                      **CBEDS Code:** 4053                      **Pathway:** 100: Agricultural Business  
**Articulated Credit:** N/A

This course is designed to develop student knowledge and skills in agricultural sales and marketing, commodity marketing, agricultural economics, and international agriculture. Students will receive a basic understanding of horticulture and how to identify and select common trees, shrubs, ground covers and vines used in landscape design. Agribusiness units will be introduced in merchandising, advertising, sales, and operating a retail landscaping business.

**Certification:** ROP Certificate of Proficiency

**Prerequisite:** Agriculture and Natural Resources pathway course or instructor approval



## AGRICULTURE AND NATURAL RESOURCES

### ORNAMENTAL HORTICULTURE ROP

**Grade Level:** 9, 10, 11, 12

**Recommended Credits:** 20

**Length:** Year

**Internship:** Onsite

**Delivery Model:** Lab

**Location:** [CEC Campus](#) & [District High School Campus](#)

**UC A-G:** Pending (g)

**CBEDS Code:** 4051

**Pathway:** 105: Ornamental Horticulture

**Articulated Credit:** N/A

Ornamental Horticulture will provide students with the necessary entry-level techniques for a career in ornamental horticulture and the nursery industry. Topics include plant growth needs, botanical classification, plant physiology, plant reproduction, plant diseases and pests, planting medias, management practices, and selection and care of plants. Other coursework includes units on plant identification, tool identification, plant propagation, fertilizers, herbicide and pesticide use, irrigation and landscape design.

**Certification:** ROP Certificate of Proficiency

**Prerequisite:** None

### FLORAL DESIGN ROP

**Grade Level:** 11, 12

**Recommended Credits:** 20

**Length:** Year

**Internship:** Onsite or Offsite

**Delivery Model:** Lab

**Location:** [CEC Campus](#) & [District High School Campus](#)

**UC A-G:** Pending (f)

**CBEDS Code:** 4052

**Pathway:** 105: Ornamental Horticulture

**Articulated Credit:** N/A

This course is designed for students interested in floral design and prepares them for entry-level jobs in the floral industry. Students will learn the principles of floral design, uses of floral materials and tools, how to prepare simple floral arrangements and decorative items, basic sales techniques, customer service relations, and basic business practices. Training will include hands-on experience in a flower shop setting. Students will train for two jobs: florist assistant and florist technician.

**Certification:** ROP Certificate of Proficiency; California State H/S FD Certificate (PENDING)

**Prerequisite:** None



## ARTS, MEDIA, AND ENTERTAINMENT

### DIGITAL BROADCASTING ROP

**Grade Level:** 9, 10, 11, 12

**Recommended Credits:** 20

**Length:** Year

**Internship:** Onsite or Offsite

**Delivery Model:** Lab

**Location:** [District High School Campus](#)

**UC A-G:** Pending (f)

**CBEDS Code:** 5731

**Pathway:** 111: Design, Visual, and Media Arts

**Articulated Credit:** Pending

This course is designed to give students hands-on experience with producing school news broadcasts on a regular basis. Broadcasting students are responsible for the visual and technical aspects of the production, including: storyboarding, video shooting, quality control, graphics and music creation. Students are responsible for interviewing, researching, article writing, on-camera reporting, and voice-over work.

**Certification:** ROP Certificate of Proficiency

**Prerequisite:** None

### SOUND ENGINEERING ROP

**Grade Level:** 11, 12

**Recommended Credits:** 20

**Length:** Year

**Internship:** Onsite

**Delivery Model:** Lab

**Location:** [CEC Campus](#)

**UC A-G:** Pending (f)

**CBEDS Code:** 5725

**Pathway:** 113: Production and Managerial Arts

**Articulated Credit:** Pending

In this course students will gain an understanding of the process and tools available to modern electronic musicians by learning to record, edit and mix recordings. Students will learn the basic concepts of acoustics and electronics and how they can be applied to understand musical sound and make music with electronic instruments. Topics include: sound waves, musical sound, basic electronics, and applications of these basic principles in amplifiers and speaker design. Students will design an individual production and use software instruments and audio recordings to produce music.

**Certification:** ROP Certificate of Proficiency

**Prerequisite:** None



### GAME DESIGN ROP

**Grade Level:** 10, 11, 12

**Recommended Credits:** 20

**Length:** Year

**Internship:** Onsite

**Delivery Model:** Lab or Hybrid Option

**Location:** CEC Campus & District High School Campus

**UC A-G:** Yes (g)

**CBEDS Code:** 5752

**Pathway:** 114: Game Design and Integration

**Articulated Credit:** Pending

This course introduces game programming principles, 3-D modeling and animation; game art and visual effects; game play and game design; character, level, and story design; and the history, culture, and genres of video games and animation. Students collaborate on group projects to develop the knowledge and skills necessary to deliver real-world game prototypes from concept to completion. No prior game or graphics programming experience is necessary.

**Certification:** ROP Certificate of Proficiency

**Prerequisite:** Introductory computer course or instructor approval

### \* HONORS GAME DESIGN AND ANIMATION ROP

**Grade Level:** 11, 12

**Recommended Credits:** 20

**Length:** Year

**Internship:** Onsite

**Delivery Model:** Lab or Hybrid Option

**Location:** CEC Campus & District High School Campus

**UC A-G:** Pending (g)

**CBEDS Code:** 4616

**Pathway:** 114: Game Design and Integration

**Articulated Credit:** Pending

Advanced Digital Design and Animation builds on the skills learned in prior pathway courses, and allows students to explore career-related interests in 2-D Animation, 3-D Animation, Game Design, and Commercial Art. Students may repeat this class for credit, studying more advanced concepts in the chosen field, culminating in a yearlong capstone project chosen by the student.

**Certification:** ROP Certificate of Proficiency

**Prerequisite:** Prior computer course or instructor approval

### ADVANCED GRAPHIC DESIGN ROP

**Grade Level:** 11, 12

**Recommended Credits:** 20

**Length:** Year

**Internship:** Onsite

**Delivery Model:** Lab with Hybrid Option

**Location:** District High School Campus

**UC A-G:** Pending (f)

**CBEDS Code:** 5751

**Pathway:** 111: Design, Visual and Media Arts

**Articulated Credit:** Pending

This course is a practical study of creative processes as they relate to graphic design production. Emphasis is placed on idea generation, techniques for inspiration, and communicating individual creative processes as they relate to graphic design production. Topics also include current graphic design trends and intellectual property. This course will build upon techniques developed in previous coursework.

**Certification:** ROP Certificate of Proficiency

**Prerequisite:** Arts, Media and Entertainment pathway course or instructor approval

### VIDEO PRODUCTION MANAGER ROP

**Grade Level:** 12 only

**Recommended Credits:** 10 or 20

**Length:** Semester or year

**Internship:** Onsite

**Delivery Model:** Lab

**Location:** District High School Campus

**UC A-G:** Pending (f)

**CBEDS Code:** 5769

**Pathway:** 113: Production and Managerial Arts

**Articulated Credit:** N/A

This course is designed for students who have taken three years of video and/or performing arts courses. Student will increase their knowledge and appreciation of the filmmaking process through observation, discussion, comparison, and written evaluation. Students will be expected to mentor incoming students and assist in running the production studio. Student output will become part of an ongoing electronic portfolio.

**Certification:** ROP Certificate of Proficiency

**Prerequisite:** Arts, Media and Entertainment pathway course or instructor approval



## ARTS, MEDIA, AND ENTERTAINMENT

### \* HONORS DIGITAL VIDEO PRODUCTION ROP

**Grade Level:** 11, 12

**Recommended Credits:** 20

**Length:** Year

**Internship:** Onsite

**Delivery Model:** Lab

**Location:** [District High School Campus](#)

**UC A-G:** Pending (f)

**CBEDS Code:** 5717

**Pathway:** 111: Design, Visual, and Media Arts

**Articulated Credit:** Pending

This course explores the process of making a narrative short using digital video production. Students will develop an individual project and group projects focused on scripts, dailies, and cuts, as well as roles assigned for production and crew within various projects. The course emphasizes collaboration as a part of the process.

**Certification:** ROP Certificate of Proficiency

**Prerequisite:** Arts, Media and Entertainment pathway course or instructor approval

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### \* HONORS DIGITAL MEDIA ROP

**Grade Level:** 11, 12

**Recommended Credits:** 20

**Length:** Year

**Internship:** Onsite

**Delivery Model:** Lab

**Location:** [District High School Campus](#)

**UC A-G:** Pending (f)

**CBEDS Code:** 5717

**Pathway:** 111: Design, Visual, and Media Arts

**Articulated Credit:** Pending

In this advanced pathway course students will participate in the pre-production, production, and post-production processes of digital media. The course focuses on exploration of emerging platforms for distribution and expression through digital media technologies. Students will acquire skills to create original work, complete in-school projects, and collaborate with peer experts and industry partners at the professional level. They will research, develop, and produce project plans to promote original media productions, and an online presence that will be marketed and distributed to the school, community, and festivals. This course may be used as a capstone course for students in a Digital Media Arts Program.

**Certification:** ROP Certificate of Proficiency

**Prerequisite:** Arts, Media and Entertainment pathway course or instructor approval

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### STAGECRAFT ROP

**Grade Level:** 9, 10, 11, 12

**Recommended Credits:** 20

**Length:** Year

**Internship:** Onsite

**Delivery Model:** Lab

**Location:** [District High School Campus](#)

**UC A-G:** Pending (f)

**CBEDS Code:** 5744

**Pathway:** 112: Performing Arts

**Articulated Credit:** Pending Moorpark College

This course introduces students to the fundamental elements and principals of technical theater through hands-on learning. Through use of production facilities, operations, methods, and technologies, students will relate these practices to those used in professional, amateur, and educational theaters. The course includes a brief history of theatrical stages and technology, and an overview of professional theater and associated labor unions. Students will learn the functions of the creative team, production staff, technicians, and stage crew. Basic elements of scene construction, design concepts, theatrical lighting, sound technologies, and stage management will be introduced and assessed through practical application.

**Certification:** ROP Certificate of Proficiency

**Prerequisite:** None

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### \* HONORS STAGE PRODUCTION ROP

**Grade Level:** 11, 12

**Recommended Credits:** 20

**Length:** Year

**Internship:** Onsite

**Delivery Model:** Lab

**Location:** [District High School Campus](#)

**UC A-G:** Pending (f)

**CBEDS Code:** 5744

**Pathway:** 112: Performing Arts

**Articulated Credit:** Pending Moorpark College

This course introduces students the basic functions of stage management, including terminology, skills, and tools. Students will be able to competently stage manage a theatrical production. Students also will be able to properly execute the skills, functions, and duties required by a stage manager during the production meetings, rehearsal periods, and performances.

**Certification:** ROP Certificate of Proficiency

**Prerequisite:** Stagecraft, Acting, Theatre Arts, or equivalent or instructor approval



### CHOREOGRAPHY ROP

**Grade Level:** 11, 12

**Recommended Credits:** 20

**Length:** Year

**Internship:** Onsite

**Delivery Model:** Lab

**Location:** [District High School Campus](#)

**UC A-G:** Pending (f)

**CBEDS Code:** 5719

**Pathway:** 112: Performing Arts

**Articulated Credit:** N/A

Choreography is an advanced class for the students with background training in dance. In this class students will be learning advanced choreography techniques. Students will be expected to advance their improvisational work via choreography projects, as well as address all the elements of the rehearsal process. Students will have multiple opportunities to see live performances and respond critically through writing and discussion. Students will also learn to identify and perform historical and cultural dance, and will apply their dance techniques and understandings of the content standards that they have mastered by dancing in a performance setting.

**Certification:** ROP Certificate of Proficiency

**Prerequisite:** Jazz, ballet, modern or contemporary dance

### BUILDING AND CONSTRUCTION TRADES



#### INTRO TO TECHNICAL DRAFTING AND DESIGN CAD ROP

**Grade Level:** 10, 11, 12

**Recommended Credits:** 20

**Length:** Year

**Internship:** Onsite

**Delivery Model:** Lab

**Location:** [District High School Campus](#)

**UC A-G:** Pending (f)

**CBEDS Code:** 5707

**Pathway:** 123: Residential and Commercial Construction or  
150: Architect Design

**Articulated Credit:** Pending

This course introduces students to architectural design principles as they are used to develop interior and exterior living areas. Units of work include: basic elements of architectural design; introduction to uniform building code standards; introduction to elements of fine arts as they pertain to architectural design, individual room, and space planning; and the completion of a student portfolio that contains a completed set of working drawings for a two bedroom, one bath house. Plans will be completed using AutoCAD software.

**Certification:** ROP Certificate of Proficiency

**Prerequisite:** None

#### CONSTRUCTION TECHNOLOGY: CABINETS ROP

**Grade Level:** 11, 12

**Recommended Credits:** 20

**Length:** Year

**Internship:** Onsite

**Delivery Model:** Lab

**Location:** [District High School Campus](#)

**UC A-G:** Pending (f)

**CBEDS Code:** 5520

**Pathway:** 120: Cabinet Making, Millwork, and Woodworking

**Articulated Credit:** Pending

This course is an exploration of the design elements and principles of cabinetry. The technical aspects of the course will include basic drafting instruction and layout, as well as safety and machine use. The instruction will include names and proper terminology used for each tool, and techniques necessary for quality cabinetry production.

**Certification:** ROP Certificate of Proficiency

**Prerequisite:** Prior Building and Construction pathway course or instructor approval





## BUILDING AND CONSTRUCTION TRADES

### WOODSHOP MANAGER ROP

**Grade Level:** 11, 12

**Recommended Credits:** 10 or 20

**Length:** Semester or Year

**Internship:** Onsite

**Delivery Model:** Lab

**Location:** [District High School Campus](#)

**UC A-G:** N/A

**CBEDS Code:** 5502

**Pathway:** 123: Residential and Commercial Construction

**Articulated Credit:** N/A

This course is designed for students who have taken at least two years of pathway coursework. Students will increase their knowledge and appreciation of fine woodworking through observation, discussion, comparison, and written evaluation. Students will be introduced to the concepts of leadership and management. Students will be expected to mentor incoming students and assist in running all aspects of the high school shop as they would a professional facility. Student's output will become part of an ongoing portfolio.

**Certification:** ROP Certificate of Proficiency

**Prerequisite:** Two years in Building and Construction pathway course or instructor approval

### \* HONORS COMPUTER AIDED DRAFTING AND DESIGN ROP

**Grade Level:** 11, 12

**Recommended Credits:** 20

**Length:** Year

**Internship:** Onsite or Offsite

**Delivery Model:** Lab

**Location:** [District High School Campus](#)

**UC A-G:** Pending (f)

**CBEDS Code:** 5705

**Pathway:** 123: Residential and Commercial Construction, or  
150: Architect Design; or 152: Engineering Design

**Articulated Credit:** Pending

Honors Computer Aided Drafting and Design is a project-based class for solving problems of form, space, and function. Students will develop the technical skills of current industry methods, tools, and conventions, as well as be exposed to career pathways in related architecture and design fields.

**Certification:** ROP Certificate of Proficiency

**Prerequisite:** Intro to Technical Drafting and Design, basic computer proficiency, or instructor approval



## BUSINESS AND FINANCE

### INTRO TO OFFICE CAREERS ROP

**Grade Level:** 11, 12

**Recommended Credits:** 10 or 20

**Length:** Semester or year

**Internship:** Onsite

**Delivery Model:** Lab or hybrid option

**Location:** [District High School Campus](#)

**UC A-G:** N/A

**CBEDS Code:** 4622

**Pathway:** 182: Business Management

**Articulated Credit:** N/A

This course prepares students to work in an office. Students will intern in the front office of their school and complete online course work. Online, students will learn office practices and procedures, 21st century office tools, and time management. Students will apply these theories to the practice of working in the office and will be expected to submit weekly assignments, projects, and quizzes through the online system.

**Certification:** ROP Certificate of Proficiency

**Prerequisite:** None

### OFFICE SYSTEMS AND TECHNOLOGIES ROP

**Grade Level:** 11, 12

**Recommended Credits:** 20

**Length:** Year

**Internship:** Onsite or Offsite

**Delivery Model:** Lab or hybrid option

**Location:** [District High School Campus](#)

**UC A-G:** N/A

**CBEDS Code:** 4615

**Pathway:** 182: Business Management

**Articulated Credit:** N/A

Taught through the Microsoft IT Academy, students will be trained in all aspects of Microsoft Office software. Students can test to receive industry certifications in Word, Excel, Access, Outlook, and the entire Office suite. Taught primarily online through e-learning materials, students will learn a wide variety of computer certifications that hold significant weight in the workforce.

**Certification:** Microsoft Suite Certifications

**Prerequisite:** None



INTERNATIONAL BUSINESS ROP

Grade Level: 11, 12 | Recommended Credits: 20 | Length: Year
Internship: Offsite | Delivery Model: Lab | Location: District High School Campus
UC A-G: Pending (g) | CBEDS Code: 4625 | Pathway: 181: International Business
Articulated Credit: Pending

Students in International Business analyze issues of international trade and explain how the U.S. economy affects, and is affected by, economic forces beyond its borders. Students will explore the world of global trade and study importing and exporting, global economics, political and legal structures, finance, foreign markets, international marketing, supply chain and logistics, and technology. The course focuses not only on the historical and the present economic markets, but asks students to forecast the effects that policy prescriptions will take in the future.

Certification: ROP Certificate of Proficiency
Prerequisite: None

\* HONORS ENTREPRENEURSHIP & INNOVATION ROP

Grade Level: 11, 12 | Recommended Credits: 20 | Length: Year
Internship: Onsite | Delivery Model: Lab | Location: District High School Campus
UC A-G: Yes (g) honors | CBEDS Code: 4126 | Pathway: 182: Business Management or 241: Entrepreneurship/Self-Employment
Articulated Credit: Pending

This course utilizes business, self-employment, marketing, sales, and services concepts and is designed to prepare students for success in any career field. The applications throughout the course allow students to see the connection of entrepreneurship towards a real-world environment. Students will engage in higher-order theory, analysis, and interpretation, including applying new knowledge and understanding to their own business plan. They will apply financial principles and practices, analyze characteristics of successful businesses, and develop all marketing tools for their business, such as logos, advertising fliers, promotional films or commercials, and business cards. Students will utilize smart business practices, such as surveys, good record keeping, and budget development.

Certification: ROP Certificate of Proficiency
Prerequisite: Pathway participation or instructor approval

EDUCATION, CHILD DEVELOPMENT AND FAMILY SERVICES



CHILD DEVELOPMENT ROP

Grade Level: 9, 10, 11, 12 | Recommended Credits: 20 | Length: Year
Internship: Offsite | Delivery Model: Lab | Location: District High School Campus
UC A-G: Pending (g) | CBEDS Code: 4400 | Pathway: 132: Education
Articulated Credit: Pending

Child Development is a course in which students learn and apply theoretical knowledge and practical skills in the development, care, and guidance of children. Students study the developmental ages and stages of children, with a focus on the emotional, social, cognitive, cultural and physical development. Studies also include child growth and development, safety and emergency procedures, nutrition and health practices, positive interaction and guidance techniques, learning theories, and developmentally appropriate practices and curriculum activities.

Certification: ROP Certificate of Proficiency
Prerequisite: None

INTRODUCTION TO LIBRARY CAREERS ROP

Grade Level: 11, 12 | Recommended Credits: 10 or 20 | Length: Semester or Year
Internship: Onsite | Delivery Model: Hybrid | Location: District High School Campus
UC A-G: Pending (g) | CBEDS Code: 4398 | Pathway: 132: Education
Articulated Credit: N/A

This course prepares students to work in a library. Students will intern in their school library and have online coursework to learn library practices and procedures, digital library tools, and research techniques, and will apply these theories to the physical practice of working in the library. Students will be expected to submit weekly assignments, projects, and quizzes through the online system.

Certification: ROP Certificate of Proficiency
Prerequisite: None



## EDUCATION, CHILD DEVELOPMENT AND FAMILY SERVICES

### INTRODUCTION TO TEACHING ROP

**Grade Level:** 10, 11, 12

**Recommended Credits:** 10 or 20

**Length:** Semester or Year

**Internship:** Onsite

**Delivery Model:** Hybrid

**Location:** District High School Campus

**UC A-G:** N/A

**CBEDS Code:** 4401

**Pathway:** 132: Education

**Articulated Credit:** N/A

This course prepares students to go into teaching careers. Students will intern in their school as a teacher's assistant and have online coursework to learn teaching techniques and procedures, digital teaching tools, and assist teachers in their non instructional duties. Students will apply these theories to the physical practice of working in the classroom and will be expected to submit weekly assignments, projects, and quizzes through the online system.

**Certification:** ROP Certificate of Proficiency

**Prerequisite:** None



## ENERGY, ENVIRONMENT AND UTILITIES

### \* HONORS SOLAR TECHNOLOGIES ROP

**Grade Level:** 10, 11, 12

**Recommended Credits:** 20

**Length:** Year

**Internship:** Onsite or Offsite

**Delivery Model:** Lab

**Location:** CEC Campus

**UC A-G:** Pending (g)

**CBEDS Code:** 5691

**Pathway:** 143: Energy and Power Technology

**Articulated Credit:** Pending

Solar Technologies is a laboratory-based course related to alternative energies. The course content includes the study of alternative energy sources along with an understanding of fossil fuels and their history, dependence, and longevity. Students will build working models, research, and solve problems. They will work with a business mentor to gain knowledge, insight, and practical application.

**Certification:** ROP Certificate of Proficiency

**Prerequisite:** None

### \* HONORS ENVIRONMENTAL FIELD STUDIES ROP

**Grade Level:** 11, 12

**Recommended Credits:** 20

**Length:** Year

**Internship:** Onsite or Offsite

**Delivery Model:** Lab or Hybrid Option

**Location:** CEC Campus & District High School Campus

**UC A-G:** Pending (g)

**CBEDS Code:** 5569

**Pathway:** 141: Environmental Resources

**Articulated Credit:** Pending

In this capstone course, students will continue to develop an understanding of environmental issues, current research results and methods, how to perform their own community-based research, and the importance of environmental issues to Southern California, and to our global economy. Students will develop the skills to transfer their knowledge of science to new situations and applications, including the professional world. Students will understand environmental principles and be able to apply them to social, economic, and ethical issues.

**Certification:** ROP Certificate of Proficiency

**Prerequisite:** Energy, Environment and Utilities pathway participation, AP environmental science, or instructor approval



## ENGINEERING AND ARCHITECTURE

### INTRODUCTION TO TECHNICAL DRAFTING AND DESIGN CAD ROP

**Grade Level:** 10, 11, 12

**Recommended Credits:** 20

**Length:** Year

**Internship:** Onsite

**Delivery Model:** Lab

**Location:** District High School Campus

**UC A-G:** Pending (f)

**CBEDS Code:** 5707

**Pathway:** 123: Residential and Commercial Construction or  
150: Architectural Design

**Articulated Credit:** Pending

This course introduces students to architectural design principles as they are used to develop interior and exterior living areas. Units of work include: basic elements of architectural design; introduction to uniform building code standards; introduction to elements of fine arts as they pertain to architectural design, individual room, and space planning; and the completion of a student portfolio that contains a completed set of working drawings for a two bedroom, one bath house. Plans will be completed using AutoCAD software.

**Certification:** ROP Certificate of Proficiency

**Prerequisite:** None



### \* HONORS COMPUTER AIDED DRAFTING AND DESIGN ROP

**Grade Level:** 11, 12

**Recommended Credits:** 20

**Length:** Year

**Internship:** Onsite or Offsite

**Delivery Model:** Lab

**Location:** District High School Campus

**UC A-G:** Pending (f)

**CBEDS Code:** 5705

**Pathway:** 123: Residential and Commercial Construction,  
150: Architect Design or 152: Engineering Design

**Articulated Credit:** Pending

Honors Computer Aided Drafting and Design is a project-based class for students to practice solving problems of form, space, and function. Students will develop the technical skills of current industry methods, tools, and conventions, as well as be exposed to career pathways in related architecture and design fields.

**Certification:** ROP Certificate of Proficiency

**Prerequisite:** Intro to Technical Drafting and Design, basic computer proficiency, or instructor approval

### \* HONORS ENGINEERING ROP

**Grade Level:** 11, 12

**Recommended Credits:** 20

**Length:** Year

**Internship:** Onsite or Offsite

**Delivery Model:** Lab

**Location:** CEC Campus & District High School Campus

**UC A-G:** Pending (g)

**CBEDS Code:** 5782

**Pathway:** 152: Engineering Design

**Articulated Credit:** Pending

Honors Engineering is an advanced study of engineering, with an intensive hands-on laboratory/workshop component. Topics may include any aspect of engineering. Students will be expected to conceptualize, design, build, and debug a variety of projects, working independently or in collaboration with other students. Off-campus field trips to visit engineering projects may be required.

**Certification:** ROP Certificate of Proficiency

**Prerequisite:** Engineering and Architecture pathway course or instructor approval

### AIR ACADEMY: UNMANNED AERIAL SYSTEMS ROP

**Grade Level:** 11, 12

**Recommended Credits:** 20

**Length:** Year

**Internship:** Onsite or Offsite

**Delivery Model:** Lab

**Locations:** CEC Campus, CSUCI

**UC A-G:** Yes

**CBEDS Code:** 5667

**Pathway:** 153: Engineering Technology

**Articulated Credit:** N/A

This course will introduce small unmanned aerial vehicle (drone) design and operations. Students will receive hardware and software instruction and will conduct a series of labs to build and test a small UAV in flight. Topics include FAA regulations, safety, basics of aeronautics and flight communications, payloads, roles and operation.

**Certification:** Preparation for Ground School Certification, Radio OPS License

**Prerequisite:** None

### AIR ACADEMY: ADVANCED UNMANNED AERIAL SYSTEMS ROP

**Grade Level:** 11, 12

**Recommended Credits:** 20

**Length:** Year

**Internship:** Offsite

**Delivery Model:** Lab

**Locations:** CEC Campus, CSUCI

**UC A-G:** Pending (g)

**CBEDS Code:** 5667

**Pathway:** 153: Engineering Technology

**Articulated Credit:** N/A

In this course students will apply aerodynamic theory, programming, and manufacturing principles from the beginning Unmanned Aerial Systems course. They will build and program their own UAV and learn how to analyze data collection to improve efficiency in areas such as: law enforcement, agriculture, search and rescue, photography, and cinematography.

**Certification:** Preparation for Ground School Certification, Radio OPS License

**Prerequisite:** Unmanned Aerial Systems or Instructor Approval



### MEDICAL TERMINOLOGY ROP

**Grade Level:** 9, 10, 11, 12

**Recommended Credits:** 20

**Length:** Year

**Internship:** N/A

**Delivery Model:** Lab or Hybrid Option

**Location:** CEC Campus & District High School Campus

**UC A-G:** Yes (g)

**CBEDS Code:** 4273

**Pathway:** 250: Healthcare Administrative Services

**Articulated Credit:** Moorpark College, CSU/UC Transfer

Medical terminology examines anatomy, physiology, biochemistry, and medical terminology while applying scientific knowledge and research to the study of the human body, including rigorous study of the body systems. Students will apply scientific methodologies to the practices employed by healthcare professionals. This course builds the vocabulary needed to work in the healthcare field with emphasis on spelling, pronunciation, abbreviations, and definition of medical terms. The course also will cover career opportunities in healthcare, as well as the roles and responsibilities of the healthcare team.

**Certification:** None

When course is combined with Medical Assistant-Clinical and Medical Office Administration, students will be prepared for the State certification exam in Medical Assisting.

**Prerequisite:** None

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### INTRODUCTION TO HEALTH CAREERS ROP

**Grade Level:** 9, 10, 11, 12

**Recommended Credits:** 10

**Length:** Semester

**Internship:** N/A

**Delivery Model:** Lab or Hybrid Option

**Location:** CEC Campus & District High School Campus

**UC A-G:** N/A

**CBEDS Code:** 4224

**Pathway:** 250: Healthcare Administrative Services

**Articulated Credit:** N/A

Introduction to Health Careers is an introductory course intended to give students a chance to explore the healthcare industry and the possible career paths within the industry. Students will explore the use of several different types of instrumentation that are utilized in medical, clinical, and laboratory settings, and the major career fields then will be able to distinguish between technical-, professional-, and entry-level positions within each area and will learn entry level knowledge and skills that apply to a variety of health occupations.

**Certification:** None

**Prerequisite:** None

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### MEDICAL OFFICE ADMINISTRATION ROP

**Grade Level:** 11, 12

**Recommended Credits:** 20

**Length:** Year

**Internship:** N/A

**Delivery Model:** Lab or Hybrid Option

**Location:** CEC Campus

**UC A-G:** Pending

**CBEDS Code:** 4264

**Pathway:** 250: Healthcare Administrative Services

**Articulated Credit:** N/A

This course prepares students for entry level employment in a medical office in reception, records, billing, finance, appointments and other general office duties. It is an excellent introduction to medical coding and billing for those who intend to continue their education in medical administration in this high demand field.

**Certification:** ROP Certificate of Proficiency

When course is combined with Medical Assistant-Clinical and Medical Terminology, students will be prepared for the State certification exam in Medical Assisting.

**Prerequisite:** None

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### ATHLETIC TRAINING 1 & 2 ROP

**Grade Level:** 11, 12

**Recommended Credits:** 10 or 20

**Length:** Semester or Year

**Internship:** Onsite

**Delivery Model:** Hybrid

**Location:** District High School Campus

**UC A-G:** Pending (g)

**CBEDS Code:** 5809

**Pathway:** 198: Patient Care

**Articulated Credit:** N/A

This course provides an overview of the various fields of athletic training and sports medicine. Students will learn how to use training equipment and materials, procedures for athletic training and the role of trainers as care providers. Students will learn the basic concepts involved in bracing and taping athletic injuries. Theoretical components of the course will be taught online and students will complete an onsite internship during related school events.

**Certification:** ROP Certificate of Proficiency

**Prerequisite:** None



### MEDICAL ASSISTANT—CLINICAL ROP

**Grade Level:** 11, 12

**Recommended Credits:** 20

**Length:** Year

**Internship:** Offsite

**Delivery Model:** Lab

**Location:** CEC Campus

**UC A-G:** N/A

**CBEDS Code:** 4275

**Pathway:** 198: Patient Care

**Articulated Credit:** Pending

This course is designed to prepare students for positions in a doctor's office or medical clinic. The course includes an overview in the instruments and equipment used in an office, how to take patient's vital signs, perform lab tests, take chart notes, HIPAA regulations, and assist the physician to care for the patient. The first semester is classroom training and the second semester is clinical experience in a doctor's office or medical clinic.

**Certification:** ROP Certificate of Proficiency

When course is combined with Medical Terminology and Medical Office Administration, students will be prepared for the State certification exam in Medical Assisting.

**Prerequisite:** Medical Terminology or prior Patient Care pathway course (*SEE ADDITIONAL INFORMATION AND REQUIREMENTS AT BACK OF CATALOG*)

### CHIROPRACTIC ASSISTANT ROP

**Grade Level:** 11, 12

**Recommended Credits:** 20

**Length:** Year

**Internship:** Offsite

**Delivery Model:** Lab or Hybrid Option

**Location:** CEC Campus

**UC A-G:** Pending (g)

**CBEDS Code:** 4275

**Pathway:** 198: Patient Care

**Articulated Credit:** Pending

This initial training course ensures that students are knowledgeable and effective in direct patient care areas such as physiotherapy modalities, proper draping techniques, therapeutic exercises and professional boundaries. Additionally, students will learn front office skills and interpersonal communication. The first semester is classroom training and the second semester is clinical experience in a doctor's office or medical clinic.

**Certification:** ROP Certificate of Completion

**Prerequisite:** Medical Terminology or prior Patient Care pathway course

### OPTICAL TECHNICIAN ROP

**Grade Level:** 11, 12

**Recommended Credits:** 20

**Length:** Year

**Internship:** Offsite

**Delivery Model:** Lab or Hybrid Option

**Location:** CEC Campus

**UC A-G:** Pending (g)

**CBEDS Code:** 4275

**Pathway:** 198: Patient Care

**Articulated Credit:** Pending

As an ophthalmic assistant, students will learn to work with an ophthalmologist (eye doctor) to provide patient care by performing many different eye-related clinical functions. Students will learn to care for patients by taking histories, performing various procedures and tests, and preparing patients to see the doctor. The first semester is classroom training and the second semester is clinical experience in a doctor's office or medical clinic.

**Certification:** ROP Certificate of Completion

**Prerequisite:** Medical Terminology or prior Patient Care pathway course

### \* HONORS HEALTH SCIENCE EMERGENCY MEDICINE ROP

**Grade Level:** 11, 12

**Recommended Credits:** 10

**Length:** Semester

**Internship:** Onsite

**Delivery Model:** Lab

**Location:** CEC Campus

**UC A-G:** Yes (g)

**CBEDS Code:** 4257

**Pathway:** 198: Patient Care

**Articulated Credit:** Ventura College, CSU transferable

This course is designed to prepare students for entry-level positions into the healthcare industry, and is preparatory for the EMT (Emergency Medical Technician) program. The course begins with basic knowledge of anatomy and physiology, first aid, CPR, and safety practices and ends with a thorough understanding of how to manage medical emergencies. Students will understand the importance of pre-hospital treatment and the proper use of medical equipment necessary to provide appropriate care.

**Certification:** ROP Certificate of Proficiency

**Prerequisite:** None



## HEALTH SCIENCE AND MEDICAL TECHNOLOGY

### \* HONORS CERTIFIED NURSE ASSISTANT ROP

**Grade Level:** 12 Only

**Recommended Credits:** 10

**Length:** Semester

**Internship:** Offsite – Clinical Hours

**Delivery Model:** Lab

**Location:** CEC Campus

**UC A-G:** Pending (g)

**CBEDS Code:** 4279

**Pathway:** 198: Patient Care

**Articulated Credit:** N/A

This course focuses on patient-care skills for elderly and long-term patients. First semester is classroom and lab training; second semester is clinical experience in a long-term care facility. This course incorporates job-specific, health-careers fundamentals with lecture, laboratory, and clinical competencies. The course prepares students to assist with direct patient care.

**Certification:** ROP Certificate of Proficiency

Upon successful completion of the course, students qualify to take the CA State Certified Nursing Assistant (CNA) competency exam.

**Prerequisite:** Medical Terminology or Instructor Approval (SEE ADDITIONAL INFORMATION AND REQUIREMENTS AT BACK OF CATALOG)

### \* HONORS DENTAL ASSISTANT ROP

**Grade Level:** 12 Only

**Recommended Credits:** 20

**Length:** Year

**Internship:** Onsite and Offsite

**Delivery Model:** Lab

**Location:** CEC Campus

**UC A-G:** Pending (g)

**CBEDS Code:** 4249

**Pathway:** 198: Patient Care

**Articulated Credit:** N/A

This course is designed to prepare students for employment as a dental assistant. Students will learn dental terms, X-ray techniques, instrument identification and preparation, chair-side assisting, and preventative dentistry skills. Additionally, they will prepare for and take the California Radiation Safety Certification examination approved by the Dental Board of California. Successful-candidates will be certified for dental X-ray procedures by the State of California.

**Certification:** ROP Certificate of Proficiency, Radiation Safety Certification, CPR

**Prerequisite:** Medical Terminology, or Instructor approval (SEE ADDITIONAL INFORMATION AND REQUIREMENTS AT BACK OF CATALOG)

### \* HONORS MIND MATTERS: A STUDY OF MENTAL HEALTH & ISSUES ROP

**Grade Level:** 11, 12

**Recommended Credits:** 20

**Length:** Year

**Internship:** Onsite

**Delivery Model:** Lab or Hybrid Option

**Location:** CEC Campus & District High School Campus

**UC A-G:** Pending (g)

**CBEDS Code:** 4254

**Pathway:** 195: Mental and Behavioral Health

**Articulated Credit:** N/A

In this course students will explore mental and behavioral health through a variety of disciplines. They will define mental illness, differentiate between myths and truths about mental health, and identify how the anatomy and physiology of the nervous system relates to overall patient health. Students will practice prevention, diagnoses, and treatment of mental and behavioral illnesses, and debate the ethics of different situations surrounding mental illness. Students will assess the system-wide successes and barriers of healthcare on a national and international scale.

**Certification:** ROP Certificate of Proficiency

**Prerequisite:** None



## HOSPITALITY, TOURISM AND RECREATION

### FOOD SERVICE AND HOSPITALITY ROP

**Grade Level:** 11, 12

**Recommended Credits:** 20

**Length:** Year

**Internship:** Onsite or Offsite

**Delivery Model:** Lab

**Location:** District High School Campus

**UC A-G:** Pending (g)

**CBEDS Code:** 4361

**Pathway:** 202: Hospitality, Tourism and Recreation

**Articulated Credit:** Pending

This capstone course prepares students for employment in the food and hospitality industry with food production, preparation, and service skills. Instruction includes such topics as food purchasing, preparation, safety and sanitation; use and care of commercial equipment; management of food establishments; and cost and profitability analysis. In addition, this course studies the way food service in the hospitality industry varies from other food services. Students will be prepared to successfully pass the Pro Serve exam at the end of this course.

**Certification:** ROP Certificate of Proficiency

**Prerequisite:** Hospitality, Tourism and Recreation pathway course or instructor approval



**\* HONORS FOOD SERVICE AND HOSPITALITY ROP**

**Grade Level:** 11, 12      **Recommended Credits:** 20      **Length:** Year  
**Internship:** Onsite or Offsite      **Delivery Model:** Lab      **Location:** [District High School Campus](#)  
**UC A-G:** Pending (g)      **CBEDS Code:** 4421      **Pathway:** 202: Hospitality, Tourism and Recreation  
**Articulated Credit:** Oxnard College

This advanced course prepares students for employment in the food and hospitality industry with food production, preparation, and service skills. Instruction includes such topics as food purchasing, preparation, safety and sanitation; use and care of commercial equipment; management of food establishments; and cost and profitability analysis. In addition, this course studies the way food service in the hospitality industry varies from other food services. Students will be prepared to successfully pass the Pro Serve exam at the end of this course. Students will spend significant time completing a capstone project.

**Certification:** Pro Serve Food Handler Certification  
**Prerequisite:** Hospitality, Tourism and Recreation pathway course or instructor approval

**HOSPITALITY AND TOURISM MANAGEMENT ROP**

**Grade Level:** 11, 12      **Recommended Credits:** 20      **Length:** Year  
**Internship:** Onsite or Offsite      **Delivery Model:** Lab or Hybrid Option      **Location:** [District High School Campus](#)  
**UC A-G:** Pending (g)      **CBEDS Code:** 4411      **Pathway:** 202: Hospitality, Tourism and Recreation  
**Articulated Credit:** N/A

Hospitality and Tourism Management is a multidisciplinary course that prepares students with the skills for management, marketing, and operations positions in the expanding industry that provides food, accommodations, and tourism services to people away from home. Topics include an introduction to the operating systems and components of a hotel-resort facility, which includes front office, housekeeping, food and beverage, sales and marketing, accounting, property maintenance, human resources management and information systems.

**Certification:** ROP Certificate of Proficiency  
**Prerequisite:** None



**GAME DESIGN ROP**

**Grade Level:** 11, 12      **Recommended Credits:** 20      **Length:** Year  
**Internship:** Onsite      **Delivery Model:** Lab or Hybrid Option      **Location:** [CEC Campus](#) & [District High School Campus](#)  
**UC A-G:** Yes (g)      **CBEDS Code:** 5752      **Pathway:** 175: Games and Simulations  
**Articulated Credit:** Pending

This course introduces game programming principles, 3-D modeling and animation; game art and visual effects; game play and game design; character, level, and story design; and the history, culture, and genres of video games and animation. Students collaborate on group projects to develop the knowledge and skills necessary to deliver real-world game prototypes from concept to completion. No prior game or graphics programming experience is necessary.

**Certification:** ROP Certificate of Proficiency  
**Prerequisite:** None

**\* HONORS GAME DESIGN AND ANIMATION ROP**

**Grade Level:** 11, 12      **Recommended Credits:** 20      **Length:** Year  
**Internship:** Onsite      **Delivery Model:** Lab or Hybrid Option      **Location:** [CEC Campus](#) & [District High School Campus](#)  
**UC A-G:** Pending (f)      **CBEDS Code:** 4616      **Pathway:** 175: Games and Simulations  
**Articulated Credit:** Pending

Honors Game Design and Animation builds on the skills learned in Game Design and allows students to explore career-related interests in 2-D Animation, 3-D Animation, Game Design, and Commercial Art. Students will study more advanced concepts in the chosen field, culminating in a yearlong capstone project chosen by the student with permission from the instructor.

**Certification:** ROP Certificate of Proficiency  
**Prerequisite:** Arts, Media and Entertainment pathway course or instructor approval





## INFORMATION AND COMMUNICATION TECHNOLOGIES

### MOBILE APPLICATION DEVELOPMENT ROP

**Grade Level:** 10, 11, 12

**Recommended Credits:** 20

**Length:** Year

**Internship:** Onsite

**Delivery Model:** Lab

**Location:** CEC Campus

**UC A-G:** Yes (g)

**CBEDS Code:** 4619

**Pathway:** 175: Games and Simulations

**Articulated Credit:** Pending

This course will introduce Mobile Application (App) Development from idea to inception, through development to deployment. Information will include the use and discussion of various programming languages and platforms. Students will use the Android SDK with Eclipse, M.I.T.'s App Inventor, Android Studio, and a cloud-based CMS (content management system) software for App building. Students will be required to build an online portfolio. Completion of this course will prepare students with the skills required for professional Mobile App Development.

**Certification:** ROP Certificate of Proficiency

**Prerequisite:** None

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### WEB DESIGN ROP

**Grade Level:** 11, 12

**Recommended Credits:** 20

**Length:** Year

**Internship:** Onsite

**Delivery Model:** Lab or Hybrid Option

**Location:** District High School Campus

**UC A-G:** Yes

**CBEDS Code:** 4605

**Pathway:** 170: Information Support and Services

**Articulated Credit:** Pending

In this class students will create a professional website and apply web standards using HTML coding, CSS styling, the fundamentals of file transferal (FTP), and the development and maintenance of client websites. Students will learn design principles and how they apply in a web-based environment, effective navigation and content presentation and delve into the development process. All experiences will be project-based and will focus on developing the elements of art and principles of design through contemporary design applications and website creation.

**Certification:** ROP Certificate of Proficiency

**Prerequisite:** None

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### \* HONORS WEBSITE DESIGN ROP

**Grade Level:** 11, 12

**Recommended Credits:** 20

**Length:** Year

**Internship:** Onsite or Offsite

**Delivery Model:** Lab or Hybrid Option

**Location:** District High School Campus

**UC A-G:** Yes

**CBEDS Code:** 4605

**Pathway:** 170: Information Support and Services

**Articulated Credit:** Pending

Honors Web Design is a challenging and rigorous course covering the major concepts used to build, program, and execute a live website. Students are introduced to such programming topics as the use of variables, arrays, lists, methods, Internet languages, and how to operate a Web Server in accordance with standard industry procedures. Students will gain valuable practical experience as they build a website for a local nonprofit. This course is rigorous and rich in computational content and student discourse, while engaging students in the creative field of web design.

**Certification:** ROP Certificate of Proficiency

**Prerequisite:** Web Design

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### \* HONORS CYBER SECURITY ROP

**Grade Level:** 10, 11, 12

**Recommended Credits:** 20

**Length:** Year

**Internship:** Onsite

**Delivery Model:** Hybrid

**Location:** CEC Campus

**UC A-G:** Yes

**CBEDS Code:** 4646

**Pathway:** 172: Networking

**Articulated Credit:** Pending

In today's digital world threats from cyberspace are real and dangerous. This course introduces the basic principles and best practices of cyber security and online identity protection. Topics will address information security, ethical and legal practices, and mitigating cyber vulnerabilities. Students will learn about the process of incident response and analysis, and the integrity of modern information systems.

**Certification:** ROP Certificate of Proficiency

**Prerequisite:** Prior computer course, or instructor approval



**ADVANCED COMPUTER TECHNOLOGIES ROP**

**Grade Level:** 11, 12                      **Recommended Credits:** 20                      **Length:** Year  
**Internship:** Onsite or Offsite              **Delivery Model:** Lab or Hybrid Option              **Location:** CEC Campus  
**UC A-G:** Yes (g)                      **CBEDS Code:** 5572                      **Pathway:** 170: Information Support and Services  
**Articulated Credit:** Ventura County Community College District

Advanced Computer Technologies covers fundamental computer and career skills for entry-level IT jobs. The course includes hands-on labs that provide practical experience. Students will develop working knowledge of how computers operate, critical thinking and complex problem-solving skills using hands-on labs and virtual learning tools, and apply skills and procedures to install and upgrade hardware and software and troubleshoot systems.

**Certification:** Cisco Packet Tracer activities are designed for use with Packet Tracer 5.3. The use of Packet Tracer will support alignment with the new CompTIA A+ certification objectives.

**Prerequisite:** Prior computer course, or instructor approval

MANUFACTURING AND PRODUCT DESIGN



**ROBOTICS TECHNOLOGY ROP**

**Grade Level:** 9, 10, 11, 12                      **Recommended Credits:** 20                      **Length:** Year  
**Internship:** Onsite                      **Delivery Model:** Lab                      **Location:** CEC Campus & District High School Campus  
**UC A-G:** Yes (g)                      **CBEDS Code:** 4647                      **Pathway:** 215: Emerging Technologies in Manufacturing and Product Development  
**Articulated Credit:** Pending

Robotics is among the leading technologies in the world today, and an insight into the vision of tomorrow. This course introduces students to the working principles and foundational knowledge of robotics. Content includes robot control and task completion via programming and engineering, hands-on problem solving, teamwork, and critical thinking. This course emphasizes algorithm development and the science of robot design and technology.

**Certification:** ROP Certificate of Proficiency

**Prerequisite:** None

**TECHNOLOGY AND ART OF ENGINEERING (STEAM) ROP**

**Grade Level:** 9, 10, 11, 12                      **Recommended Credits:** 20                      **Length:** Year  
**Internship:** Onsite                      **Delivery Model:** Lab                      **Location:** CEC Campus & District High School Campus  
**UC A-G:** Yes (g)                      **CBEDS Code:** 5625                      **Pathway:** 215: Emerging Technologies in Manufacturing and Product Development  
**Articulated Credit:** Pending

Students will learn basic skills in Computer Aided Drafting and Computer Aided Manufacturing and use these modeling and programming skills to print 3-D parts and machine parts of their own design. Students will learn manual and Computer Aided Manufacturing techniques. Students will work on individual projects, one of which may be building a fully functional guitar.

**Certification:** ROP Certificate of Proficiency

**Prerequisite:** None

**GRAPHIC PRODUCTION TECHNOLOGIES ROP**

**Grade Level:** 11, 12                      **Recommended Credits:** 20                      **Length:** Year  
**Internship:** Onsite                      **Delivery Model:** Lab                      **Location:** CEC Campus & District High School Campus  
**UC A-G:** Pending (f)                      **CBEDS Code:** 5627                      **Pathway:** 210: Graphic Production Technologies  
**Articulated Credit:** Pending

In this pathway course, students will participate in the pre-production, production, and post-production processes of digital media products. The course focuses on exploration of emerging platforms for distribution and full expression through digital media technologies. The students will acquire skills to create original work, complete in-school projects, and collaborate with peer experts and industry partners at the professional level. They will research, develop, and design projects to create original media productions and an online image that will be marketed and distributed to the school, community, and other venues.

**Certification:** ROP Certificate of Proficiency

**Prerequisite:** None



## MANUFACTURING AND PRODUCT DESIGN

### MACHINE TOOL TECHNOLOGY ROP

**Grade Level:** 9, 10, 11, 12

**Recommended Credits:** 20

**Length:** Year

**Internship:** Onsite or Offsite

**Delivery Model:** Lab

**Location:** [District High School Campus](#)

**UC A-G:** Pending (g)

**CBEDS Code:** 5636

**Pathway:** 212: Machining and Forming Technologies

**Articulated Credit:** Pending

This course teaches the principles of machining and metal cutting using modern machine tools, hand tools, and precision measuring tools. In addition, students will learn how to operate modern equipment as used industrially in rapid prototyping and production. Students will apply elements of trigonometry, geometry, and algebra to identify and layout tapers and angles, and to compute part dimensions and tool speeds.

**Certification:** ROP Certificate of Proficiency

**Prerequisite:** None

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### INTRODUCTION TO WELDING ROP

**Grade Level:** 9, 10, 11, 12

**Recommended Credits:** 20

**Length:** Year

**Internship:** Offsite

**Delivery Model:** Lab

**Location:** [CEC Campus](#)

**UC A-G:** Pending (g)

**CBEDS Code:** 5619

**Pathway:** 213: Welding and Materials Joining

**Articulated Credit:** Ventura County Community College District

This course is designed for the student who wants to develop the knowledge and skills essential to obtain an entry-level job in the welding industry. The subject matter of this course includes welding theory and skill development in gas welding and cutting, arc welding, wire feed welding (MIG), Heli-arc (TIG), and Plasma cutting. These skills are obtained through practical exercises and the design and construction of welded projects. Students also serve an unpaid internship in the welding industry.

**Certification:** ROP Certificate of Proficiency

**Prerequisite:** None

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### ADVANCED WELDING ROP

**Grade Level:** 11, 12

**Recommended Credits:** 20

**Length:** Year

**Internship:** Offsite

**Delivery Model:** Lab

**Location:** [CEC Campus](#)

**UC A-G:** Pending (g)

**CBEDS Code:** 5630

**Pathway:** 213: Welding and Materials Joining

**Articulated Credit:** Ventura County Community College District

This course provides students with an understanding of processes and systems common to careers in welding and related industries. This instructional program prepares individuals to use both gas welding and any combination of arc welding processes to weld metal parts and plan and lay out materials as specified by diagrams, blueprints, or written specifications.

**Certification:** OSHA 10; ROP Certificate of Proficiency, AWS Certified Welding Inspector: Welding Qualification and processes available

**Prerequisite:** Intro to Welding or instructor approval

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### SPECIALIZED WELDING: TRANSPORTATION ROP

**Grade Level:** 11, 12

**Recommended Credits:** 20

**Length:** Year

**Internship:** Onsite

**Delivery Model:** Lab

**Location:** [District High School Campus](#)

**UC A-G:** Pending (g)

**CBEDS Code:** 5607

**Pathway:** 213: Welding and Materials Joining or  
220: Structural Repair and Refinishing

**Articulated Credit:** N/A

This course covers the terms and procedures for welding various metals used in the transportation industry. Topics include safety and precautionary measures, setup/operation of equipment, techniques, inspection methods, and other related issues. Upon completion, students should be able to demonstrate a basic knowledge of welding operations and safety procedures in the automotive industry.

**Certification:** OSHA 10; ROP Certificate of Proficiency

**Prerequisite:** Intro to Welding or instructor approval



21ST CENTURY MARKETING SALES ROP

**Grade Level:** 10, 11, 12      **Recommended Credits:** 20      **Length:** Year  
**Internship:** Onsite or Offsite      **Delivery Model:** Hybrid      **Location:** CEC Campus & District High School Campus  
**UC A-G:** Yes (g)      **CBEDS Code:** 4100      **Pathway:** 244: Marketing  
**Articulated Credit:** Pending

This course covers concepts of social media marketing, current principles and best practices of Web marketing and Search Engine Marketing (SEM). Additionally, students will learn the basics of retail selling and marketing foundations. Students will apply principles to general merchandise retail operations. Students will complete a final project web marketing project at the end of this course.

**Certification:** ROP Certificate of Proficiency  
**Prerequisite:** None

\* HONORS ENTREPRENEURSHIP & INNOVATION ROP

**Grade Level:** 11, 12      **Recommended Credits:** 20      **Length:** Year  
**Internship:** Onsite      **Delivery Model:** Lab      **Location:** District High School Campus  
**UC A-G:** Yes (g) honors      **CBEDS Code:** 4126      **Pathway:** 241: Entrepreneurship/Self-Employment  
**Articulated Credit:** Pending

In this course student entrepreneurs will apply financial principles and practices, analyze characteristics of successful businesses, and develop all marketing tools for their business—Students will work in a project-based learning environment where they will engage in complex business theory, analysis, and interpretation, including application of new knowledge and understanding to their own business plan.

**Certification:** ROP Certificate of Proficiency  
**Prerequisite:** Business and Finance or Marketing Sales and Service pathway course or instructor approval

SPORTS AND ENTERTAINMENT MARKETING ROP

**Grade Level:** 10, 11, 12      **Recommended Credits:** 20      **Length:** Year  
**Internship:** Onsite      **Delivery Model:** Lab or Hybrid Option      **Location:** CEC Campus & District High School Campus  
**UC A-G:** Pending (g)      **CBEDS Code:** 4128      **Pathway:** 244: Marketing  
**Articulated Credit:** Pending

Sports and Entertainment Marketing is a unique and innovative course designed for students interested in the sports and entertainment industry. The course stresses the utilization of fundamental marketing concepts along with topics in sponsorship, pricing, marketing research, endorsements and promotions. Students will use critical thinking and communication skills in real world applications.

**Certification:** ROP Certificate of Proficiency  
**Prerequisite:** None



INTRODUCTION TO EMERGENCY SERVICES ROP

**Grade Level:** 9, 10, 11, 12      **Recommended Credits:** 20      **Length:** Year  
**Internship:** Onsite or Offsite      **Delivery Model:** Lab      **Location:** CEC Campus  
**UC A-G:** Pending (g)      **CBEDS Code:** 5810      **Pathway:** 233: Emergency Response  
**Articulated Credit:** Pending

This is the introductory course in the Emergency Response Pathway. Course content includes classroom instruction, hands-on training, and community experience. This course is designed to provide students with an understanding of operations for a variety of emergency service agencies, as well as employment opportunities and skills necessary for careers in the area of Emergency Services. Students must pass a background check in order to intern with local law enforcement agencies. Students may intern in community or public service agencies.

**Certification:** ROP Certificate of Proficiency  
**Prerequisite:** None



### HEALTH SCIENCE EMERGENCY MEDICINE ROP

<b>Grade Level:</b> 11, 12	<b>Recommended Credits:</b> 10	<b>Length:</b> Semester
<b>Internship:</b> No	<b>Delivery Model:</b> Lab or Hybrid Option	<b>Location:</b> CEC Campus
<b>UC A-G:</b> Yes (g)	<b>CBEDS Code:</b> 4257	<b>Pathway:</b> 233: Emergency Response

**Articulated Credit:** Ventura College, CSU transferable

This course is designed to prepare students for entry-level positions into the healthcare industry, and is preparatory for the EMT (Emergency Medical Technician) program. The course begins with basic knowledge of anatomy and physiology, first aid, CPR, and safety practices and ends with a thorough understanding of how to manage medical emergencies. Students will understand the importance of pre-hospital treatment and the proper use of medical equipment necessary to provide appropriate care.

**Certification:** ROP Certificate of Proficiency  
**Prerequisite:** Medical Terminology, Intro to Emergency Services, or Instructor Approval

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### CRIMINAL JUSTICE ROP

<b>Grade Level:</b> 9, 10, 11, 12	<b>Recommended Credits:</b> 20	<b>Length:</b> Year
<b>Internship:</b> Onsite or Offsite	<b>Delivery Model:</b> Hybrid	<b>Location:</b> CEC Campus
<b>UC A-G:</b> Yes (g)	<b>CBEDS Code:</b> 5845	<b>Pathway:</b> 231: Legal Practices

**Articulated Credit:** Pending

This course provides an introduction to the criminal justice system, focusing on state and federal laws designed to safeguard the public. Also included are analysis of civil rights guarantees, an introduction to the state and federal court system, and an overview of the role of law enforcement personnel within the justice system. Students are introduced to the academic, personal, physical, and psychological prerequisites for a career in law enforcement and the shared mission of local, state, federal, and international safety agencies in safeguarding the public and property.

**Certification:** ROP Certificate of Proficiency  
**Prerequisite:** None

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### CRIMINAL JUSTICE: LAW ENFORCEMENT ROP

<b>Grade Level:</b> 9, 10, 11, 12	<b>Recommended Credits:</b> 20	<b>Length:</b> Year
<b>Internship:</b> Onsite or Offsite	<b>Delivery Model:</b> Lab	<b>Location:</b> CEC Campus
<b>UC A-G:</b> Pending (g)	<b>CBEDS Code:</b> 5845	<b>Pathway:</b> 232: Public Safety

**Articulated Credit:** Pending

This course provides an introduction to the criminal justice system, focusing on law enforcement, the courts and corrections as it relates to the adult and juvenile justice system. There will also be an emphasis on current or future trends of crime, as well as research methodology and management. Also included are analysis of civil rights guarantees, an introduction to the state and federal court system, and an overview of the role of law enforcement personnel within the justice system. Students are introduced to the academic, personal, physical, and psychological prerequisites for a career in law enforcement and the shared mission of local, state, federal, and international safety agencies in safeguarding the public and property.

**Certification:** ROP Certificate of Proficiency  
**Prerequisite:** None

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### SOCIAL JUSTICE ROP

<b>Grade Level:</b> 9, 10, 11, 12	<b>Recommended Credits:</b> 10	<b>Length:</b> Semester
<b>Internship:</b> Offsite	<b>Delivery Model:</b> Lab or Hybrid Option	<b>Location:</b> CEC Campus & District High School Campus
<b>UC A-G:</b> Pending (g)	<b>CBEDS Code:</b> 4451	<b>Pathway:</b> 231: Legal Practices

**Articulated Credit:** N/A

This course is designed to introduce students to social justice issues and assist them in discovering their ability to create positive change in their own world. Through analysis of various social movements, present and historical, students will explore how these events influence human understanding, relationships, and behavior. Students will be encouraged to think critically and expansively about the social world and the conditions of humanity, thereby developing the necessary analytical tools to address historical and contemporary issues relevant to their everyday lives. Students will intern at local non-profit agencies.

**Certification:** ROP Certificate of Proficiency  
**Prerequisite:** None



### INTRODUCTION TO FIRE SCIENCE CAREERS ROP

<b>Grade Level:</b> 9, 10, 11, 12	<b>Recommended Credits:</b> 20	<b>Length:</b> Year
<b>Internship:</b> Onsite	<b>Delivery Model:</b> Lab	<b>Location:</b> CEC Campus & District High School Campus
<b>UC A-G:</b> Pending (g)	<b>CBEDS Code:</b> 5808	<b>Pathway:</b> 232: Public Safety
<b>Articulated Credit:</b> Pending		

This course uses an integrated science approach to explore the science of fire with practical applications from the firefighting service industry. Students will learn how chemical bonding relates to combustion and fire suppression, the impact of fire and heat on various materials, living organisms, and its role in the natural environment. Students will explore the science behind fire behavior, emphasizing biological and chemical hazards and safety issues, as well as use of common methods and equipment.

**Certification:** ROP Certificate of Proficiency

**Prerequisite:** None

### INTRODUCTION TO LAW ENFORCEMENT CAREERS ROP

<b>Grade Level:</b> 9, 10, 11, 12	<b>Recommended Credits:</b> 20	<b>Length:</b> Year
<b>Internship:</b> Onsite	<b>Delivery Model:</b> Lab	<b>Location:</b> CEC Campus & District High School Campus
<b>UC A-G:</b> Pending (g)	<b>CBEDS Code:</b> 5847	<b>Pathway:</b> 232: Public Safety
<b>Articulated Credit:</b> Pending		

This course introduces students to the essential concepts-and procedures of law enforcement agencies. The course is designed to prepare students for a career in law enforcement and incorporates law enforcement concepts, and systems. Students will have various opportunities to interact/work with law enforcement professionals.

**Certification:** ROP Certificate of Proficiency

**Prerequisite:** None



### AIR ACADEMY: INTRODUCTION TO AVIATION ROP

<b>Grade Level:</b> 9, 10, 11, 12	<b>Recommended Credits:</b> 20	<b>Length:</b> Year
<b>Internship:</b> N/A	<b>Delivery Model:</b> Lab	<b>Locations:</b> CEC Campus
<b>UC A-G:</b> Pending (g)	<b>CBEDS Code:</b> 5656	<b>Pathway:</b> 222: Aviation and Aerospace Transportation Services
<b>Articulated Credit:</b> Santa Barbara Business College		

This course is designed for students interested in entry-level positions in the aviation industry. Instruction includes rules and regulations, airport operations, aircraft maintenance, and employability skills. Students will learn about the infrastructure supporting aviation, including airports, aviation organizations, and types of aircraft. Special emphasis is placed upon preparing students for the Federal Aviation Administration's private pilot ground written exam.

**Certification:** Preparation for Ground School Certification

**Prerequisite:** Algebra 1 or Integrated Math 1

### AIR ACADEMY: UNMANNED AERIAL SYSTEMS ROP

<b>Grade Level:</b> 11, 12	<b>Recommended Credits:</b> 20	<b>Length:</b> Year
<b>Internship:</b> N/A	<b>Delivery Model:</b> Lab	<b>Locations:</b> CEC Campus, CSUCI
<b>UC A-G:</b> Yes (g)	<b>CBEDS Code:</b> 5667	<b>Pathway:</b> 222: Aviation and Aerospace Transportation Services
<b>Articulated Credit:</b> N/A		

This course will introduce small unmanned aerial vehicle (drone) design and operations. Students will receive hardware and software instruction and will conduct a series of labs to build and test a small UAV in flight. Topics will include FAA regulations, safety, basics of aeronautics and flight communications, payloads, roles and operation.

**Certification:** Radio OPS License

**Prerequisite:** Algebra 1 or Integrated Math 1



## TRANSPORTATION

### AIR ACADEMY: HONORS ADVANCED UNMANNED AERIAL SYSTEMS ROP

**Grade Level:** 11, 12

**Recommended Credits:** 20

**Length:** Year

**Internship:** Onsite or Offsite

**Delivery Model:** Lab

**Locations:** CEC Campus, CSUCI

**UC A-G:** Pending

**CBEDS Code:** 5667

**Pathway:** 222: Aviation and Aerospace Transportation Services

**Articulated Credit:** N/A

In this course students will apply aerodynamic theory, programming, and manufacturing principles from the beginning Unmanned Aerial Systems course. Students will build and program their own UAV and learn how to analyze data to improve efficiency in areas such as: law enforcement, agriculture, search and rescue, photography and cinematography.

**Certification:** Preparation for Ground School Certification, Radio OPS License

**Prerequisite:** Unmanned Aerial Systems or Instructor Approval

### INTRODUCTION TO AUTOMOTIVE TECHNOLOGY ROP

**Grade Level:** 9, 10, 11, 12

**Recommended Credits:** 20

**Length:** Year

**Internship:** Onsite or Offsite

**Delivery Model:** Lab

**Location:** CEC Campus & District High School Campus

**UC A-G:** Pending (g)

**CBEDS Code:** 5652

**Pathway:** 221: Systems, Diagnostics, Services and Repair

**Articulated Credit:** N/A

In this introductory wheel course students will gain hands-on experience working with the major auto systems, which include cooling, engine, steering and suspension, transmission, electrical and braking systems. They will also learn the fundamental of structural repair and painting and how to install, maintain, repair and replace automotive parts. All students will have instruction in shop operations and procedures, including customer service.

**Certification:** ROP Certificate of Participation

**Prerequisite:** None

### AUTOMOTIVE TECHNOLOGY ROP

**Grade Level:** 9, 10, 11, 12

**Recommended Credits:** 20

**Length:** Year

**Internship:** Onsite or Offsite

**Delivery Model:** Lab

**Location:** CEC Campus & District High School Campus

**UC A-G:** Pending (g)

**CBEDS Code:** 5652

**Pathway:** 221: Systems, Diagnostics, Services and Repair

**Articulated Credit:** N/A

In this introductory course students will learn theory, system analysis, and diagnostics that help ensure best engine performance. Covers engine mechanical systems, electronically-controlled systems, and other related systems as related to engine performance. Basic theory and concepts will be covered and industry-accepted diagnostics and practices will be emphasized.

**Certification:** ROP Certificate of Participation

**Prerequisite:** None

### ADVANCED AUTOMOTIVE TECHNOLOGY ROP

**Grade Level:** 11, 12

**Recommended Credits:** 20

**Length:** Year

**Internship:** Offsite

**Delivery Model:** Lab

**Location:** CEC Campus & District High School Campus

**UC A-G:** Pending (g)

**CBEDS Code:** 5669

**Pathway:** 221: Systems, Diagnostics, Services and Repair

**Articulated Credit:** Oxnard College, Ventura College, CSU Transfer

The advanced automotive Technology curriculum is designed to prepare students for employment as auto mechanic interns. Special emphasis is placed on the diagnosis and repair of electronic and computer control systems in late model automobiles.

**Certification:** ROP Certificate of Proficiency

**Prerequisite:** Automotive pathway course, Introduction to Auto Technology or instructor approval



### AUTO BODY REPAIR ROP

<b>Grade Level:</b> 11, 12	<b>Recommended Credits:</b> 20	<b>Length:</b> Year
<b>Internship:</b> Onsite or Offsite	<b>Delivery Model:</b> Lab	<b>Location:</b> CEC Campus
<b>UC A-G:</b> Pending (g)	<b>CBEDS Code:</b> 5664	<b>Pathway:</b> 202: Structural Repair and Refinishing
<b>Articulated Credit:</b> N/A		

This course will provide students with the skills necessary for entry-level positions within the automotive refinishing industry. Students will learn the tools, materials, and techniques used to repair damaged auto bodies and fenders. The course also includes metal straightening, welding, and identification and use of tools.

**Certification:** **PENDING**— Students may complete all ProLevel 1 requirements and earn I-CAR's Platinum designation.

**Prerequisite:** Introduction to Auto Technology Recommended

### AUTO PAINT AND REFINISHING ROP

<b>Grade Level:</b> 11, 12	<b>Recommended Credits:</b> 20	<b>Length:</b> Year
<b>Internship:</b> Onsite or Offsite	<b>Delivery Model:</b> Lab	<b>Location:</b> CEC Campus
<b>UC A-G:</b> Pending (g)	<b>CBEDS Code:</b> 5666	<b>Pathway:</b> 202: Structural Repair and Refinishing
<b>Articulated Credit:</b> N/A		

This course is designed to introduce students to automotive collision repair and provide an overview of the skills needed for employment in the industry. Topics include safety practices, industry repair standards, repair theory, tool identification and use, vehicle construction, gas and electric welding, metal finishing, grinding, applying and shaping plastic filler, and spraying primer.

**Certification:** **PENDING**— Students may complete all ProLevel 1 requirements and earn I-CAR's Platinum designation.

**Prerequisite:** Introduction to Auto Technology Recommended

### ADVANCED AUTO PAINT AND GRAPHICS ROP

<b>Grade Level:</b> 11, 12	<b>Recommended Credits:</b> 20	<b>Length:</b> Year
<b>Internship:</b> Onsite or Offsite	<b>Delivery Model:</b> Lab	<b>Location:</b> CEC Campus
<b>UC A-G:</b> Pending (f)	<b>CBEDS Code:</b> 5666	<b>Pathway:</b> 202: Structural Repair and Refinishing
<b>Articulated Credit:</b> Oxnard College, CSU Transfer		

Through a set of learning objectives established by the student, supervisor, and instructor, each student will work with and learn from experts in the Automotive Paint and Graphics industry. These experiences will enable students to improve job skills, analyze career opportunities and requirements, and compare them to personal abilities and career expectations.

**Certification:** **PENDING**— Students may complete all ProLevel 1 requirements and earn I-CAR's Platinum designation.

**Prerequisite:** Auto Paint or Auto Body Repair or Instructor Approval

### AUTO SHOP MANAGER ROP

<b>Grade Level:</b> 11, 12	<b>Recommended Credits:</b> 20	<b>Length:</b> Year
<b>Internship:</b> Onsite	<b>Delivery Model:</b> Lab or Hybrid Option	<b>Location:</b> CEC Campus & District High School Campus
<b>UC A-G:</b> N/A	<b>CBEDS Code:</b> 5669	<b>Pathway:</b> 221: Systems, Diagnostics, Services and Repair
<b>Articulated Credit:</b> N/A		

This course is designed for students who have taken three years of automotive coursework. Students will increase their knowledge and appreciation of the automotive industry through observation, discussion, comparison, and written evaluation. Students will be introduced to the concepts of leadership and management. Student's output will become part of an ongoing portfolio. Students will be expected to mentor incoming students and assist in running all aspects of the high school automotive shop as they would a professional facility.

**Certification:** ROP Certificate of Proficiency

**Prerequisite:** Three years of automotive courses





## TRANSPORTATION

### DRAGG ROP

**Grade Level:** 9, 10, 11, 12

**Recommended Credits:** 10 or 20

**Length:** Semester or Year

**Internship:** Onsite

**Delivery Model:** Lab

**Location:** [District High School Campus](#)

**UC A-G:** N/A

**CBEDS Code:** 5688

**Pathway:** 221: Systems, Diagnostics, Services and Repair

**Articulated Credit:** N/A

Drag Racing Against Gangs and Graffiti (DRAGG) is a course designed to teach students how to build and design racecars. This course emphasizes getting students into an exciting and challenging career. Students will learn elements of design, speed, teamwork, and competition.

**Certification:** ROP Certificate of Proficiency

**Prerequisite:** None



## OTHER

### ACADEMIC APPLIED PRACTICUM ROP

**Grade Level:** 9, 10, 11, 12

**Recommended Credits:** 10 or 20

**Length:** Semester or Year

**Internship:** Offsite

**Delivery Model:** Lab

**Location:** [CEC Campus](#) & [District High School Campus](#)

**UC A-G:** N/A

**CBEDS Code:** 4602

**Pathway:** Varies

**Articulated Credit:** N/A

Students enrolled in a Career Education Center capstone course may concurrently enroll in a practicum class while completing an internship. The practicum course allows students to increase their time commitment to their internships and earn additional credit towards graduation. During a practicum, students may be assigned to an internship site or they may be given projects by members of industry and/or external clients that are conducted in class under the supervision of an instructor. Students are evaluated using a worksite assessment, as well as an individualized training plan (ITP) that is provided by the teacher. *Students may earn 5 credits for every 90 additional intern hours completed per semester.*

**Certifications:** N/A

**Prerequisite:** None

### COLLEGE AND CAREER SEMINAR ROP

**Grade Level:** 9, 10, 11, 12

**Recommended Credits:** 10 or 20

**Length:** Semester or Year

**Internship:** N/a

**Delivery Model:** Lab

**Location:** [CEC Campus](#) & [District High School Campus](#)

**UC A-G:** Yes (g)

**CBEDS Code:** 4123

**Pathway:** Varies

**Articulated Credit:** Ventura County Community College District

College and Career Seminar is a one-semester course designed to help students learn and practice valuable skills which will help them to be career and college ready. Students will demonstrate their understanding of career paths through a variety of assessments and projects. Students will identify academic interests, skills, values and personality types. Students will also research employers and industries, gain experience with public speaking, and will strengthen overall academic success skills.

**Certifications:** N/A

**Prerequisite:** None

## ADDITIONAL INFORMATION & REQUIREMENTS

### DENTAL ASSISTANT CLASS REQUIREMENTS

Students must be 17 or older, and a Senior in high school.

#### **Textbook, Uniforms, Supplies and Attendance**

All students are required to read: *Essentials of Dental Assisting, 5<sup>th</sup> Edition*, by Debbie S. Robinson And Doni L. Bird.

Class Scrub uniform to be worn as of 2016. No tight or big fitting scrubs, all pants must be worn at waistline.

Solid Eggplant Scrub Set sold at:

- T.L.C Uniforms 805-485-2223 2100 Outlet Center Dr, #340 Oxnard, CA 93036

5 absences (or less) are allowed for the first semester which equal out to 18 hours of theory training; no absences are allowed during the off-site internship phase of the course.

#### **Provide:**

- Two copies of students Hepatitis B vaccination. (Vaccinations are available at Doctors office, Costco, Sam's, & pharmacies)
- Two copies of students current resume.
- Four ADULT volunteers for dental x-ray portion of course.

#### **Off-site Internship requirement**

- February through May (No exceptions)
- 8 Hours a week to coincide with students class schedule.

#### **Classroom Policy**

Hair must be worn up and away from your face when in class (braid, pony tail, or headband).

NO:

- Facial hair
- Long or acrylic fingernails
- Nail polish
- Gauge/Loop/Long Dangling earrings
- Rings
- Facial piercings
- Visible Tattoos

The course requires students to work live x-rays and Mercury. *All female students are required to immediately inform the instructor if they think they may be pregnant.*

#### **Electronic Device:**

**NO CELL PHONES ARE ALLOWED IN CLASS OR AT CLINICAL SITE. THERE WILL BE NO EXCEPTION TO THIS RULE. PHONES MUST BE TURNED OFF OR ON SILENT AND KEPT IN BACK PACK/PURSE, NOT ON THE DESK OR IN YOUR LAP.**

#### **Academic Integrity:**

You are entering a field where ethical practice is essential. Plagiarism and cheating are not acceptable.

#### **Professionalism/Safety**

Throughout program the instructor will monitor student behavior, professionalism, and safety practices because if there are concerns with a student's ability to safely, professionally and competently provide care to residents this concern will be brought to the attention of administration and students immediately so the best course of action can be taken.

#### **Transportation**

Transportation to and from class and clinical are the responsibility of the student unless prior arrangements are made for bus transportation to **CEC only**. Once students start clinical site training there will be **NO** transportation available to or from clinical site. Please make arrangements prior to start of clinical for your own transportation.

## ADDITIONAL INFORMATION & REQUIREMENTS

### MEDICAL ASSISTANT-CLINICAL CLASS REQUIREMENTS

Students must be 17 or older, and a Senior in high school.

#### **Textbook, Uniforms, Supplies and Attendance**

All students are required to read: Clinical Procedures for Medical Assistants by Bonewit-West, 8<sup>th</sup> Edition, Saunders/Elsevier.

Students are to bring paper and pen to each class.

#### **Provide:**

- Proof of current vaccinations & TB test.
- Current CPR card earned in class.

#### **GRADING:**

A grade of "Pass" (80% or above) or "No Pass" (less than 80%) will be based on the following:

- Lab skills
  - Each skill will be demonstrated and marked pass performed correctly
- Written quizzes
  - A student must maintain a 80% or higher average.
- Class participation - such as oral presentations or class discussions.
- One final written exam and one final skills test.
- 127 lecture /laboratory hours (Medical Assistant 1) and 120 internship hours (Medical Assistant 2).
- Completion of the Medical Assistant Workbooks

#### **Electronic Device:**

**NO CELL PHONES ARE ALLOWED IN CLASS OR AT CLINICAL SITE. THERE WILL BE NO EXCEPTION TO THIS RULE. PHONES MUST BE TURNED OFF OR ON SILENT AND KEPT IN BACK PACK/PURSE, NOT ON THE DESK OR IN YOUR LAP.**

#### **Academic Integrity:**

You are entering a field where ethical practice is essential. Plagiarism and cheating are not acceptable.

#### **Professionalism/Safety**

Throughout program the instructor will monitor student behavior, professionalism, and safety practices because if there are concerns with a student's ability to safely, professionally and competently provide care to residents this concern will be brought to the attention of administration and students immediately so the best course of action can be taken.

#### **Transportation**

Transportation to and from class and clinical are the responsibility of the student unless prior arrangements are made for bus transportation to **CEC only**. Once students start clinical site training there will be **NO** transportation available to or from clinical site. Please make arrangements prior to start of clinical for your own transportation.

## ADDITIONAL INFORMATION & REQUIREMENTS

### NURSING ASSISTANT I/II CLASS REQUIREMENTS

Students must be 17 or older, and a Senior in high school.

- All students must be Livescan fingerprinted prior to clinical at CEC in Camarillo on first day of class. Instructions will be given by instructor.
- All students must have a valid government issued ID (ex. CA Driver's License or Permit , Passport) **and** Social Security card for Livescan and State Competency Exam. The names on both these cards **must** match.
- All students must have current TB clearance, current immunizations, flu vaccine and physical exam prior to clinical training.
- After successful completion of the course the student will be eligible for the State Competency Exam for certification. Exam consists of a written and skills test. Students are responsible for the testing fee because it is not mandatory to take exam. Current fee is \$100, further instructions will be given to student as course progresses.
- All students must have a valid CPR Healthcare Provider card, course is included in program.

#### **Textbook, Uniforms, Supplies and Attendance:**

Textbook: *Hartman's Nursing Assistant Care: Long-Term Care, 3<sup>rd</sup> Edition* by Susan Alvare Hedman, Jetta Fuzy, and Suzanne Rymer ISBN- 978-1-60425-041-1

Textbooks are available for use during class time but will not be issued to take home. The ISBN of the book used is provided if a student would like to purchase their own copy but it is **not** required.

Handbook: *NNAAP – Pearson Vue California Nurse Assistant Candidate Handbook September 2015*

Handbooks will be provided to each student by the instructor. The student will be responsible to keep their own handbook throughout the course and if it is lost the student will need to acquire another on their own. Handbooks can be downloaded at **regionaltestingcenter.org**

Uniforms: Uniforms are required for clinical and are a specific color and style according to program requirement. Students may use loaner uniforms provided by CEC but will be expected to return them at end of course. Students may purchase the same specific uniforms. Instructor will give information regarding specifications of uniforms.

Shoes are part of the uniform and students are expected to wear white tennis shoes or nursing shoes. Canvas shoes are **not** recommended.

Appropriate uniform dress will be discussed throughout the class prior to clinical. Other topics will include jewelry, visible tattoos, make-up and body piercings.

Once uniforms are obtained students will be expected to wear complete uniforms during **ALL** classroom sessions. Please note that proper uniform dress is required beyond course completion because students must be in appropriate CEC uniform for state testing.

**Additional Supplies needed:** 3 ring binder, notebook/paper, pens, pencil, highlighter, index cards, and watch with a second hand.

**Attendance Requirement:** The Nursing Assistant course is regulated by the State of California and the hour requirements are mandated by the California Department of Public Health. The hour requirements must be met in order for a student to successfully qualify to take the certification exam. Therefore attendance is crucial and the policy must be adhered to in order to be eligible to take go to clinical and successfully complete course and be eligible for competency exam.

Attendance policy: After **1** missed day the student may in danger of failing and not going to clinical or becoming ineligible to take competency and not completing course. Not adhering to attendance policy may also cause student to be dropped from program.

## ADDITIONAL INFORMATION & REQUIREMENTS

### NURSING ASSISTANT I/II CLASS REQUIREMENTS *(Continued)*

#### **Grading:**

You must complete the NA I course with a 70% or higher to pass and meet one of the requirements for eligibility to go on to NA II and be eligible after successful completion of NA II to qualify for state competency exam.

90-100% - A

80-89% - B

70-79% - C

There are two grades in this class; theory and clinical and both will be combined at the end and combined they must be a minimum of 70%.

Homework must be turned in at beginning of class: no late work will be accepted.

If a student is absent homework must be turned in on the day the student returns and any test missed must be made up on the day student returns as well and both will receive a 15% reduction on the grade.

It is the student's responsibility to arrange with instructor to take make up exam upon return to class.

#### **Electronic Device:**

**NO CELL PHONES ARE ALLOWED IN CLASS OR AT CLINICAL SITE. THERE WILL BE NO EXCEPTION TO THIS RULE. PHONES MUST BE TURNED OFF OR ON SILENT AND KEPT IN BACK PACK/PURSE, NOT ON THE DESK OR IN YOUR LAP.**

#### **Academic Integrity:**

You are entering a field where ethical practice is essential. Plagiarism and cheating are not acceptable.

#### **Professionalism/Safety**

Throughout program the instructor will monitor student behavior, professionalism, and safety practices because if there are concerns with a student's ability to safely, professionally and competently provide care to residents this concern will be brought to the attention of administration and students immediately so the best course of action can be taken.

#### **Transportation**

Transportation to and from class and clinical are the responsibility of the student unless prior arrangements are made for bus transportation to **CEC only**. Once students start clinical site training there will be **NO** transportation available to or from clinical site. Please make arrangements prior to start of clinical for your own transportation. Clinical site assignments **cannot** be changed.

***Please note that this syllabus, course outline and grading formats may be subject to change at instructor's discretion.***

# CAREER EDUCATION CENTER

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Director



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