



STRUCTURAL AG WELDING



INTRO TO FIRE PROTECTION



EMPLOYMENT OPPORTUNITIES



NURSING PRECERTIFICATION



CONSTRUCTION TECHNOLOGY



COMPUTER PROGRAMMING



ELECTRICAL TECHNOLOGY



CULINARY ARTS



HOSPITAL OCCUPATIONS



FASHION MERCHANDISING



Modesto City Schools  
Career Technical Education

# Regional Occupational Program / Career Technical Education (ROP/CTE)

*“Preparing for Workforce Excellence”*

## HIGH SCHOOL Course Guide 2—Hour ROP/CTE Classes



CRIMINAL JUSTICE



AUTOMOTIVE TECHNICIAN



CABINET CONSTRUCTION



MEDICAL OFFICE

# Modesto City Schools

## School-to-Career

### ROP/CTE



## General Information and Course Offerings

### **WHAT IS THE PURPOSE OF ROP/CTE?**

ROP/CTE enables students to develop marketable occupational skills, abilities, attitudes, and work habits in order to upgrade skills, obtain a job, and/or prepare for advanced education and training.

### **WHY TAKE AN ROP/CTE COURSE?**

Whether a student plans to work full-time after graduation, or work part-time and continue in school, an ROP/CTE course teaches the skills to get and keep a worthwhile job and awards high school credit for learning occupational skills. When a student completes the course, he/she may receive a Certificate of Proficiency that lists the skills successfully demonstrated--a valuable job seeking tool. Courses are held during the school day and some evenings, at locations throughout Modesto.

### **LENGTH AND DURATION OF CLASSES:**

Most courses should be taken for one year at two hours per day (360 hours).

### **WHO IS ELIGIBLE TO ENROLL?**

ROP/CTE is open to public and private high school students in our county. Students must be at least 16 years of age or a high school junior. The high school principal must approve the enrollment of younger students. Limited exceptions can be made for enrollment of younger students under prescribed circumstances and approval from the principal.

### **NON-DISCRIMINATION:**

In accordance with applicable Federal laws and the Modesto High School District policy: the Modesto High School District does not discriminate in any of its policies, procedures, or practices on the basis of sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, color, or mental or physical disability. Inquiries regarding Title IX (sex discrimination) or Section 504 (handicap discrimination) may be directed to the Associate Superintendent, Chief Human Resource Official. (209) 492-3122

### **HOW IS ENROLLMENT DONE?**

Regular and continuation high school students should contact their high school counselor. Private and county high school students should contact their counselors or School-to-Career Education Department, Modesto City Schools. (209) 492-1786

### **ATTENDANCE REQUIREMENTS AND STUDENT CONDUCT:**

All students enrolled in ROP/CTE are required and expected to maintain a satisfactory attendance record. Truancies and tardiness will be handled according to the Modesto City School District policies. All students enrolled in ROP/CTE are expected to adhere to the Modesto City School District Student Conduct Code. Discipline problems will be handled according to district policies.

### **FINAL EXAMINATIONS:**

ROP/CTE instructors schedule a comprehensive final examination of skills, abilities, and work habits according to final examination schedule of the district. Final examinations are required in all ROP/CTE courses.

**COMMUNITY CLASSROOM AND COOPERATIVE VOCATIONAL EDUCATION:**

Many ROP/CTE programs provide students opportunities to acquire occupational skills through non-paid practical experience at actual business or industry sites. After basic classroom training, many students are placed at worksites throughout the community and are trained by skilled employees. Individualized plans for training are used among the student, the employer, and the instructor. Students must attend scheduled formal classroom instruction each day or week in addition to their community classroom or cooperative vocational education work station assignment. Work permits are required of all students (under the age of 18) in cooperative paid vocational education.

**VOCATIONAL ASSESSMENT:**

ROP/CTE students with barriers to successful completion of training (i.e. physical/mental disabilities, limited English proficiency, personal difficulties) are eligible for vocational assessment services. ROP/CTE instructors should make referrals to the Vocational Evaluation Center, c/o School-to-Career Education Department. (209) 492-6461.

**CREDIT INFORMATION:**

For students enrolled in high school, credits applicable to graduation are awarded by the school for each semester of ROP/CTE completed. Students are able to earn up to 10 credits per semester. Questions concerning credit, contact your site counselors. County and/or private school students contact the School-to-Career Education Department.

(209) 492-1786

**TRANSPORTATION:**

Information concerning any transportation being provided to/from ROP/CTE courses are online for students, prior to starting class in the fall. If entering ROP/CTE mid-year, check with site Counseling Office for current ROP/CTE transportation schedule or call:

(209) 492-4222

Transportation is not provided to training sites with the exception of local hospital sites.

**EMPLOYMENT ASSISTANCE:**

ROP/CTE instructors help students to prepare resumes and to learn job-search techniques. Upon satisfactory course completion, some ROP/CTE students are provided Certificates of Proficiency. Students may also use ROP/CTE as a reference on job applications.

**CANCELLATION OF AN ROP/CTE CLASS MEETING:**

Occasionally, an ROP/CTE class meeting must be cancelled. On these occasions, high school ROP/CTE students must report to the home school Attendance Office. Teachers will notify students in advance of transportation cancellations, holidays, and vacation periods. Additionally, if courses do not attain the minimum enrollment, it could be subject to cancelation.

**ADVISORY COMMITTEES:**

Curriculum, equipment and materials for ROP/CTE courses are updated regularly with guidance from industry-based advisory committees composed of local business persons from specific occupational areas.

**ROP / CTE ADMINISTRATION:**

Persons responsible for overall ROP/CTE operations are located in the following office:

School-to-Career Education  
Modesto City Schools  
1017 Reno Avenue Bldg. B  
Modesto, CA 95351  
(209) 492-4222

## **2+2 ARTICULATION PROGRAM:**

The 2+2 articulation agreements between post-secondary agencies and participating high schools and ROP/CTE provide students with an opportunity to eliminate course repetition by awarding college credit for certain academic and technical skills satisfactorily developed while in high school. Students completing approved courses in their high school vocational and Regional Occupational Programs and other specific courses may earn high school credit and/or be awarded college credit upon entering Modesto Junior College or Delta College. Some of these college courses are university level and may satisfy requirements of a bachelor degree program. (Check with your counselor upon entering.)

### **WHAT ARE THE BENEFITS FOR STUDENTS WHO PARTICIPATE IN 2+2?**

- Students receive college credit for course work completed in high school.
- Students receive advanced placement at Modesto Junior College or San Joaquin Delta College (skipping introductory college courses), saving time and money.
- Students may use ROP/CTE courses and MJC courses towards an Associate of Arts or Associate of Science Degree and Bachelors Degree.

### **HOW DOES THE STUDENT SIGN UP?**

- A student enrolls in an articulated course and completes and files a "2+2 Request to Participate" form. (Forms available from instructors.) Note: the articulation agreement for the course may require that the student meet standards beyond those required to simply complete/pass the class in order to receive college credit.
- Upon completion of the course and meeting the articulation requirements, the student will be awarded a 2+2 Articulation Certificate of Completion.
- The student must apply for admission to MJC within two years of high school completion or time designated in the agreements to receive credit and/or advance placement.

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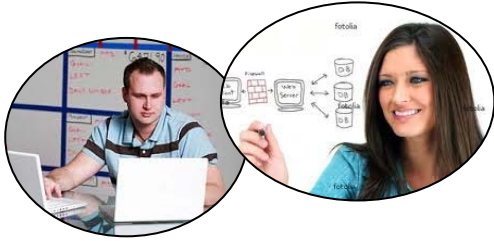
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# ***BUSINESS***



## **COMPUTER PROGRAMMING I, II**

This course is offered as a first course in computer programming. It is intended to train students in the basic skills needed to operate a networked computer system and to write programs using visual basic and html. The course also introduces internet access, computer graphics, and web page design. Qualified graduates of this course should be at entry level for a number of jobs in the programming field, web page design, and computer graphics. An advanced section is available.

## **LAUNCH YOUR OWN BUSINESS**



This course is tailored for future business owners while preparing all students for the workforce of tomorrow. Years of hard work and loyalty may no longer mean job security, so students will explore the dream of being their own boss. Students will learn what entrepreneurship is and about their special potential to become a business owner. Students will take creative ideas for products and services and determine how to recognize opportunities for business. During this course, students will look at entrepreneurial trends, evaluate where to start or buy a business, and assess global opportunities. Students learn to research and plan the venture including marketing strategies, sales force management, legal issues, developing and maintaining human resources. Students will prepare a competitive business plan and complete the course with an introduction of successful business operation. Students may also participate in cooperative vocational education, (jobsite training). Additionally, students have the opportunity to participate in the vocational student organization, DECA, An Association of Marketing Students.



## **EMPLOYMENT OPPORTUNITIES**

This newly updated course provides students with employable skills that are transferable to any career direction. Students learn personal techniques and strategies for employment within our local community. Once students establish a skills foundation, they are placed in an entry level position at a business within our community for practical application. This course teaches professional communication, ethical business practices, confidence in personal decisions, problem solving, flexibility and organization of personal marketing tools for employment search. Students build confidence in their ability to work in any environment that offers customer service and human relations. Students also learn to successfully market themselves for potential opportunities such as college entrance, job interviews and employment advancement. This course allows students the opportunity to participate in the vocational student organization, DECA, An Association of Marketing Students.



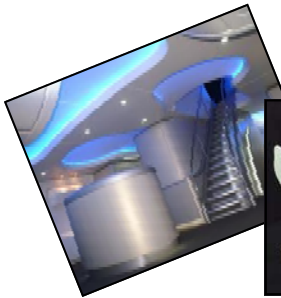
## **RETAIL SALES**

The student will learn skills related to retail merchandising in the areas of display, sales, check out, inventory, receiving, cashier, and other areas. They will work in various stations of a local store and will rotate through work stations to obtain a range of experiences in marketing. There will also be in-store classroom work which will cover various sales techniques, use of the cash register, making proper change, store security, customer relations, and receiving/checking methods. Students will meet in a classroom and work in stores located throughout the community including Vintage Faire Mall.



### **FASHION MERCHANDISING**

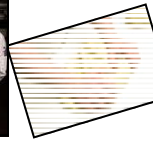
Students study careers applicable to the apparel and accessories industry. The areas of instruction include fashion buying, sales techniques, advertising, wardrobe, fashion trend analysis, design, visual merchandising, and interior design. Students explore careers in fashion marketing and management through in-class and lab activities. The course offers community classroom and cooperative vocational education as an option to students. The course may also include fashion show production as a culmination to the year's study. Additionally, students will have the opportunity to participate in the vocational student organization, DECA, An Association of Marketing Students.



### **ADVANCED FASHION & HOME MERCHANDISING/DESIGN**

Students expand on previously acquired skills in the fashion industry while learning new skills. Students will understand the fashion industry through the knowledge of business communications relations, job seeking skills, customer service, professional selling, fashion and interior design, visual merchandising/display, marketing fashion, management skills, marketing math, distribution, careers in the industry, field trip and participation in community classroom/cooperative education. Additionally, students will have the opportunity to participate in the vocational student organization, DECA, An Association of Marketing Students.

## ***CONSUMER/HOME ECONOMICS***



### **CULINARY ARTS I**

Through the Culinary Arts Program, students are prepared for entry-level occupations as assistant cooks, bakers, salad makers, cafeteria workers, food servers, cashiers, and/or institutional dish up persons. Students start with learning how to prepare food commonly found in medium to large size restaurants. The major emphasis is on service, care and maintenance of equipment.

### **CULINARY ARTS II**

Through this Culinary Arts Program, students continue to be prepared for entry-level occupations as assistant cooks, bakers, salad makers, cafeteria workers, food servers, cashiers, and/or institutional dish up persons. Students continue learning how to prepare food commonly found in medium to large size restaurants. The major emphasis is on food preparation and service.

### **CULINARY ARTS III**

Through the Culinary Arts Program, students receive instruction in preparation of specialty dishes that require greater skills and time than food prepared in the beginning courses. They receive instruction in advanced meat cookery, sauces, and meat cutting. They prepare stocks, sauces, and various types of soups. Integrated with the food preparation experiences are learning activities that involve students in menu planning, buying, the storage of food, portion control, and restaurant accounting.

### **COOPERATIVE CULINARY ARTS IV**

This is designed to allow students to learn realistic skills related to commercial foods in the areas of cashier/checker, assistant food service clerk, assistant chef, storeroom clerk, window/counter clerk, pastry chef, pantry chef, school lunch cook, banquet chef, food buyer, and meat cutter. Students will train in various classroom training stations, as well as in area restaurants.

## ***HEALTH SERVICES***



### **HOSPITAL/HEALTH SERVICE OCCUPATIONS**

Students explore a variety of medical/health care careers as related to their interests, aptitudes, and abilities. Junior and senior level students study beginning nursing skills, medical terminology, anatomy, physiology, and diagnostics as well as ethics and confidentiality as they apply to patient care. There will be thirteen weeks of classroom and lab training. After completion of competencies and hospital orientation, the students will complete the school year by training at a medical facility 4 days a week and return for classroom training one day a week. Drug screening, TB clearance and current immunization records are required by the medical facility.



### **ANCILLARY HOSPITAL/HEALTH SERVICE OCCUPATIONS**

This class is for juniors and seniors who are interested in the non-nursing aspect of the medical field. Departments can include radiology, physical therapy and pharmacy. The curriculum follows the Health Service Occupations with some additional study. Veterinary Medicine is also available. The same clearances and screenings are required for training at a medical facility.



### **MEDICAL OFFICE OCCUPATIONS 1-2, 3-4**

This course will provide students with an opportunity to learn about the many different careers in the Medical Office Occupations field, and a solid start on your way to the career of your choice. The introduction to Medical Office Occupations course will provide you with the necessary knowledge and skills to enter the field of medical business. Medical Admissions Clerk training is included within the introductory course. After completion of urine drug screening and classroom work, students will be placed in a medical facility for on-the-job experience.



### **NURSE ASSISTANT PRECERTIFICATION**

This is a two semester course. The first 12 weeks of this class are spent in basic nurses training in the classroom. Students will then complete 100 hours of hands-on training in a convalescent hospital. Students who complete theoretical and practical requirements qualify to test for the state-issued certificate. Nurse Assistant will provide students with a strong foundation for a career in nursing. This course will prepare students for entry-level placement in nursing. State certification for Nursing Assistant will enable students to work in skilled nursing facilities or hospitals. Home Health Aide course can be taken upon graduation.

Students must complete background and urine drug screening and demonstrate hands-on nursing skills before being placed at a training station.

# ***INDUSTRIAL TECHNOLOGY***



## **CABINET CONSTRUCTION**

This course is designed to give students job entry level skills for the cabinet making trade. The course is structured in segments designed flexibly enough to serve students with limited background in wood-working, and students with considerable training and experience. The built-in flexibility allows students to advance at their own rate, thus achieving maximum personal development. In addition to general areas such as shop safety, hand tools, power machinery, wood joints, and finishing techniques, the curriculum focuses strongly on personal development, problem solving, design, basic drafting techniques, basic plan reading, and attitudinal skills. Cabinet Construction I prepares students for either entry into the trade upon graduation or for Cabinet Construction II.



## **CONSTRUCTION TECHNOLOGY 1-2**

This course is designed to provide in-depth, hands-on experience in all major facets of the construction trades. This course covers safety; use of hand, small power, and power tools; measurement; print reading; estimating; planning and design; construction math; construction materials; finishes and coating; and a wide variety of analytical and construction skills needed to build a house. Students will have attained the skills to be job ready when they complete the course.



## **CONSTRUCTION TECHNOLOGY 3-4**

This is a continuation of the Construction Technology 1-2 class, and provides the student an opportunity to act as a “supervisor” since many of the skills needed to construct a building have already been mastered. After completion of this class, the student will have “apprenticeship” skills or will be job ready. Therefore, all construction skills will have been covered, and future employment will solely be determined by the student’s skill level attained and the desire to work.



## **ELECTRICAL TECHNOLOGY**

This class is designed to give the student entry-level skills for employment as a residential electrician. Subjects covered include electrical fundamentals, residential wiring for new construction, electrical service installation, troubleshooting, and an introduction to electrical/commercial electrical.





### CRIMINAL JUSTICE

Students will explore topics in history of criminal justice, laws of arrest, court systems, search and seizure, current events and corrections. Interested students will have the opportunity to prepare to become candidates for the sheriff and police explorer posts. Successful students will also be able to receive college credit from MJC.

#### **2+2 Articulation with MJC**



### INTRODUCTION TO FIRE PROTECTION

Students will be provided with an overview of fire protection services to include fire control and loss prevention, search and rescue from burning buildings, motor vehicle accident rescue using the Jaws of Life, High Angle Rescue using rope systems for rescue, fire protection functions, systems and equipment, public and private fire protection services, along with emergency incident management and operations. Students will also be given a unique opportunity and experience of job shadowing, enabling them to acquire entry-level knowledge and career opportunities.



### STRUCTURAL AG. WELDING

Students will use a laboratory-type situation to cover the principles, and applications of MIG, TIG and oxy-acetylene welding of large equipment. Strong emphasis is put on the instruction and participation of project design, project construction, and cost of materials. Participation in FFA will reinforce skill development in these student.



### AUTOMOTIVE TECHNICIAN

This course is designed for students who plan to pursue specialized automotive careers and/or training. Students will explore brakes, suspension, 4-wheel alignment, electrical and engine diagnosis using hands-on laboratory exercises throughout the course. Students will practice the basic skills necessary to successfully function as an entry-level technician. This course will also focus on preparing students for several technical specialty-training programs offered at Modesto Junior College.



**For registration or course information  
call Janine S. Cessna  
(209) 492-1786**

**School-to-Career  
1017 Reno Ave. Bldg. B  
Modesto, CA 95351**

Course Name	Location	Credit	Requirements
<b>Business</b>			
Computer Programming I, II	Modesto High School		Own transportation to training sites
Employment Opportunities	Enochs High School		Own transportation to training sites
Fashion Merchandising	Gregori High School		Own transportation to training sites
Adv. Fashion Merchandising & Home/Design	Gregori High School		Own transportation to training sites
Launch Your Own Business	Enochs High School		Own transportation to training sites
Retail Sales	Enochs High School		Own transportation to training sites
<b>Consumer/Home Economics</b>			
Culinary Arts I	Johansen High School		Completion of prior course <b>or</b> instructor consent
Culinary Arts II	Johansen High School		Completion of prior course <b>or</b> instructor consent
Culinary Arts III	Johansen High School		<u>Seniors Only</u> . Entrance exam acceptance and interview required prior to enrollment
Cosmetology	▪Adrian's ▪CA Beauty		
<b>Health Services</b>			
Hospital/Health Services Occupations	Davis High School		Negative TB Test, Urine drug screening
Ancillary Hospital/Health Serv. Occupations	Davis High School		Negative TB Test, Urine drug screening
Medical Office Occupations I-II, III-IV	Downey High School		Negative TB Test, Urine drug screening, Own transportation to training sites.other than hospitals
Nurse Assistant Precertification (CNA/HHA)	Davis High School		<u>Seniors Only</u> . Fingerprinting/criminal background screening, no felonies, negative TB, urine drug screening, good English reading, writing, and communication skills, original Social Security Card and valid California I.D. required for state testing
<b>Industrial Technology</b>			
Criminal Justice	Davis High School	2 + 2 Articulation	<u>Seniors Only</u>
Introduction to Fire Protection	Davis High School		<u>Seniors Only</u>
Construction Technology I-II	Downey High School		
Construction Technology III-IV	Downey High School		Completion of prior course <b>or</b> consent from instructor
Electrical Technology	Downey High School		
Structural Ag. Welding	Johansen High School		
Cabinet Construction	Modesto High School		
Automotive Technician	Modesto High School		

**Busses Available for ROP/CTE Classes**