



La Puente Valley Regional Occupational Program

18501 East Gale Avenue, Suite 100 • City of Industry, CA 91748

(626) 810-3300 • FAX # (626) 581-9107 • www.lpvrop.org



Course Catalog

FINANCE & BUSINESS

6900 ACCOUNTING, COMPUTERIZED

Description: This course is offered to students with various level of accounting knowledge. Students with no previous accounting experience will complete the Basic Accounting Principles module before attempting the Computerized Accounting module. The Basic Accounting Principles module introduces and reinforces the principles and processes involved in manual entries of the double-entry accounting system. The Computerized Accounting module introduces and reinforces the use of various computerized accounting systems in recording business financial transaction. Both the Basic Accounting Principles and the Computerized Accounting modules cover accounting for service, manufacturing, and merchandising businesses organized as a sole proprietorship, partnership, or corporation. Each module includes the analyzing, coding, and recording business transactions payroll preparation, inventory control, cash and bank reconciliation, and other financial statements and analysis reports. Integrated throughout the course are career preparation standards. Students will receive six hundred (600) classroom instruction and one hundred and sixty five(165) hours of community classroom with a total of seven hundred sixty five (765) course hours.

Class must have minimum of 30 students.

Section	Days	Time	Start	End	Location	Room	Registration Fee	Class Fee
69002	MW	6pm – 9pm	09/09/09	06/13/10	ROP ED Center 18501 E Gale Ave., Ste 100	209	\$25	\$1360

HEALTH SCIENCES

6910 EMERGENCY MEDICAL TECHNICIAN

Description: This course is designed to prepare students to take and pass the county's exam for employment as an Emergency Medical Technician. Students will demonstrate skills and knowledge relating to conducting an efficient and organized assessment, designing a plan of action, and instituting emergency treatment. In addition, triage and transport protocols are covered. This course includes processes for handling patients of all ages with multiple conditions in various and unpredictable environments. Students will train for 165 hours in the classroom and 40 hours in ambulance ride-along and hospital clinical time for a total of 205 hours.

Class must have minimum of 34 students.

Course Requirements:

Students must pass the following: 1. CPR skills test. 2. CPR written test with a score of 75% or higher. 3. EMT skills exam at the end of class to be eligible to schedule for the county written test.

Prerequisites:

Students must be 18 years old within a month after completion of the course. Students must be able to pass a physical examination prior to participating in ride-along.

Section	Days	Time	Start	End	Location	Room	Registration Fee	Class Fee
69102	T-TH	6pm – 9pm	09/08/09	01/24/10	ROP ED Center 18501 E Gale Ave., Ste 100	205	\$25	\$710
69103	T-TH	3pm – 6pm	09/08/09	01/24/10	ROP ED Center 18501 E Gale Ave., Ste 100	205	\$25	\$710



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HEALTH SCIENCES (continued)

6904 EMERGENCY MEDICAL TECHNICIAN RECERT

Description: This course is designed to meet county recertification regulations for employed EMTs. This course is designed to upgrade EMTs' skills and knowledge relating to conducting an efficient and organized assessment, designing a plan of action, and instituting emergency treatment. In addition, triage and transport protocols are reiterated. This course reviews processes for handling patients of all ages with multiple conditions in various and unpredictable environments. Students will receive thirty two (32) hours of training.

Class must have minimum of 20 students.

Prerequisites: EMT course

Section	Days	Time	Start	End	Location	Room	Registration Fee	Class Fee
69104	F-Sun	8am-5pm	08/14/09	08/16/09	ROP ED Center 18501 E Gale Ave., Ste 100	205	\$25	\$110

6940 MEDICAL ASSISTANT

Description: Students are trained in medical assistant administrative and clinical skills which include: answering telephone, greeting patients, updating, and filing patient medical records, filing out insurance forms, handling correspondence, scheduling appointments, and bookkeeping, taking medical histories, recording vital signs, preparing patients for examinations, collecting and preparing laboratory specimens, basic laboratory testing, preparing and administering medications and immunizations, drawing blood and performing electrocardiograms.

The Medical Assistant-Clinical will provide students with skills necessary to obtain entry-level positions within a medical facility. Instruction will include medical and surgical asepsis, assisting the physician with physical examination of the patient, assisting in office surgery, electrocardiography, administration of medication by physician order, laboratory skills, assisting with diagnostic and therapeutic procedures, nutrition, vital signs, introduction to anatomy and physiology and related diseases and conditions, and medical terminology, along with basic "core class" skills. Integrated throughout the course and career preparation standards, which includes communication, interpersonal skills, and problem solving safety, technology, and employment skills. Students will receive an additional 200 hours of clinical externship.

Class must have minimum of 22 students.

Section	Days	Time	Start	End	Location	Room	Registration Fee	Class Fee
69407	M-TH	5pm-9pm	09/08/09	06/13/10	ROP ED Center 18501 E Gale Ave., Ste. 100	202	\$25	\$1315



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HEALTH SCIENCES (continued)

6950 NURSE ASSISTANT ACUTE

Description: This course provides the C.N.A. with additional knowledge and training needed to perform entry level job skills in selected acute patient care areas, provide emotional support for the ill and their families, communicate with staff, and perform to the standards required by the hospital and the ROP.

Integrated throughout the course are career preparation standards, which include basic academic skills, communication, interpersonal skills, problem solving, safety, technology, and other employment skills. The expected learning results for students are Career Development, Communication, and Problem Solving relating to employment preparation, upgrading & retaining skills, and preparation for advanced training. There is also a pre-evaluation of skills by the instructor prior to entrance into the hospital. Those skills are: 1. bathing, dressing and grooming 2. taking vital signs 3. understanding medical terminology 4. appropriate procedures on bed making 5. review of body structures and functions.

All students receive 56 hours of classroom instruction and 40 hours of clinical training.

Class must have minimum of 18 students.

Prerequisites:

- C.N.A. completed OR currently enrolled in C.N.A.
- Current CPR card
- Physical exam with no evidence of communicable diseases or restrictions.

Section	Days	Time	Start	End	Location	Room	Registration Fee	Class Fee
69501	Sat	8am – 4:30pm	09/12/09	06/13/10	ROP ED Center 18501 E Gale Ave., Ste. 100	202	\$25	\$415

6970 PHYSICAL THERAPY AIDE/RESTORATIVE NURSE AIDE

Description: Rehabilitation and specific skills such as range of motion, positioning techniques, minor physical therapy and use of adaptive and assistive equipment are taught in this class. Integrated throughout the course are career preparation standards, which include communication, interpersonal skills, problem solving, safety technology and other employment skills. The Community Classroom methodology allows students to train at non paid employment sites. Students receive up to 125 hours of classroom instruction and 75 hours of community classroom with a total of 200 course hours. Students must have a current CNA certificate to obtain Restorative Nurse Aide certificate.

Class must have minimum of 18 students.

Section	Days	Time	Start	End	Location	Room	Registration Fee	Class Fee
69701	W	3:30pm – 9pm	09/08/09	06/13/10	ROP ED Center 18501 E Gale Ave., Ste. 100	202	\$25	\$655



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INFORMATION TECHNOLOGY

69408 MICROSOFT CERTIFIED APPLICATION SPECIALIST

Description: This Microsoft Certified Applications Specialist Exam Preparation (MCAS-EP) course is designed to teach students the skills to successfully pass the MCAS exam. Students will receive instruction in the competencies included on the MCAS exam. The course will primarily serve adults and high school students that meet age and grade level requirements. Instruction will include lectures, tutorial exams, other media, and personal assistance from instructor in the skill and criteria included in the Microsoft Certified Applications Specialist exam.

Class must have minimum of 30 students.

Section	Days	Time	Start	End	Location	Room	Registration Fee	Class Fee
69408	M-TH	8:30am-1:30pm	09/08/09	06/13/10	ROP ED Center 18501 E Gale Ave., Ste. 100	209	\$25	\$1360

PUBLIC SAFETY

69739 FORENSIC SCIENCE ACADEMY

Description: The Forensics Academy is designed to prepare the student for entry-level jobs in the field of the forensic sciences. The classes build a strong commitment to the rigors of the knowledge in law, search and seizure and the court system for both juveniles and adults by offering the following classes as prerequisites; Criminal Law, Report Writing, Introduction to Laws of Arrest, Introduction to Forensic Science and Juvenile Law and Corrections. Once completed, the student is prepared to enter the intensive hands-on classes. All of these modules are offered on Saturday and Sunday for 18 weeks:

- " Fingerprint/Pattern Identification/Sequencing
- " Forensic Photography
- " Basic Crime Scene Investigation
- " Report and Resume Writing
- " Advanced Technology in Crime Scene Investigation
- " Death Investigation and the Coroners Office
- " Fingerprint Comparison/Ridgeology
- " Advanced Crime Scene Investigation
- " Gangs and Narcotics
- " Courtroom Testimony

Experts with the titles of Fingerprint Examiner, Crime Scene Investigator, Forensic Specialist, Chemistry and Physics Instructor, Professor of Administration of Justice, Police Officer, Coroner Investigator, and Superior Court Judge teach these classes. The students are offered the opportunity to network with those in the field by attending conferences, workshops and seminars. Upon completion, the student will receive certificates in each field with the supporting competency completed. Career preparation standards are infused across the various modules within this course of study.

Class must have minimum of 65 students.

Section	Days	Time	Start	End	Location	Room	Registration Fee	Class Fee
69739	Sat-Sun	8am – 5pm	08/28/09	01/31/09	ROP ED Center 18501 E Gale Ave., Ste 100	201/203	\$25	\$895



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PUBLIC SAFETY(continued)

6973 FORENSIC SCIENCE I

Description : This course is designed as an introduction to the field of forensic science. This will provide students with the entry-level skills for future opportunities in this field. The course will introduce the students to crime scene investigation, photographing of the crime scene, collection and preservation of evidence, and fingerprint techniques including comparison, rolling of prints, pattern identification and the Henry Classification. Students will receive 360 hours of classroom instruction and 165 community classroom hours for a total of 525 course hours.

Class must have minimum of 40 students.

Section	Days	Time	Start	End	Location	Room	Registration Fee	Class Fee
69735	M & W	6pm - 9pm	09/08/09	01/24/09	ROP ED Center 18501 E Gale Ave., Ste 100	201/203	\$25	\$125

All adult and high school students are required to pay course fees and additional costs (books, uniforms, supplies). No fee waivers are issued.

FEES

Payment plans may be available, call 626-810-3300 for more information. We accept Cash, ATM/debit, credit cards, and money orders. Make money orders payable to “La Puente Valley ROP.” **Personal checks are not accepted.**

REFUND POLICY

Make your decision carefully, refunds will only be given if:

*a class is canceled

Allow 4-6 weeks for processing refund.