

COURSE REQUEST:

Check our website or call the R.O.P. office for the current adult class schedule. To request a course, use the online course request system on our website. Fall course requests begin the first business day of May for the Fall semester and the first business day of December for the Spring semester.

ORIENTATION:

After you have requested a course, you must attend the orientation for that class if the instructor holds one.

FEES:

There is a \$100.00 per semester adult registration fee per class. Fees are due within the first 15 days of class through RAMPS, our online payment system. Some classes may also have minimal textbook/materials fees or deposits. Vaccinations and insurance may be required for some classes (at your cost). Check our website for fees. Fees paid to 49er R.O.P. are non-refundable.

CLASSES START:

Fall semester begins mid to late August; Spring semester in January. Some classes do not accept students for the Spring semester.

OTHER:

Classes have limited space. There may be a test or interview required for entrance into class. Class times are subject to change. Classes meet Monday-Friday, 2-3 hours per day, for one or two 18-week semesters.

ROP is a collaboration between education and business and is accredited by the Western Association of Schools and Colleges

ROP PROVIDES:

- Career preparation through classroom and entry-level on-the-job training
- Upgrading and/or retraining of job skills
- Preparation for higher-level training or education
- Job seeking skills

YOU CAN EARN:

- A Certificate of Completion
- High school credits applicable to graduation
- Community college credits
- Fulfillment of prerequisite work-experience hours for entrance into certain impacted college programs.

WHO MAY ENROLL:

- Adults-No income qualifying
- High school juniors and seniors

ADULT CAREER PREPARATION COURSES



Placer County 360 Nevada Street • Auburn, CA 95603 • (530) 889-5949

Nevada County 582 Searls Avenue • Nevada City, CA 95959 • (530) 265-8848

Course Descriptions

VETERINARY SCIENCE (formerly Animal and Veterinary Careers)

This class offers instruction in applied anatomy and physiology, pathology, veterinary procedures, diagnostic laboratory procedures, small and large animal health care, animal grooming, restraint techniques, client relations and office procedures. Internship opportunities may include veterinary clinics, horse ranches, animal control, feed and tack stores, pet shops, or pet grooming shops.

AUTOMOTIVE TECHNOLOGY

(Prerequisite: Auto Services or previous automotive class and instructor permission required)

Receive advanced instruction in ASE areas, introduction to on-board computers and testing, smog control testing procedures, engine overhaul and automotive technologies. Internship opportunities may include automotive dealerships, repair or body shops, parts suppliers, machine shops, or motorcycle repair shops.

BUSINESS FINANCE AND ACCOUNTING

This class will introduce students to the world of accounting in the community and the professional, high-paying careers that are available. Students will review the basics and progress through topics that will prepare them to work in various areas in the world of business and finance. Internships may include businesses that need bookkeepers, payroll clerks, and account clerks.

BUSINESS TECHNOLOGY

Prepare for today's business/office environment including business procedures and practices, standards and ethics, computer applications, business English and math, 10-key calculator use, use and care of business equipment. Internships may involve any business situation, including legal, government and real estate offices.

CHILD DEVELOPMENT AND EDUCATION

Learn about the stages of early child development, activities and health and safety awareness for young children, educational philosophies and teaching styles and techniques. Internship sites may include preschools, child-care centers, family childcare homes, elementary classrooms, after school programs or special education classes.

COMMUNICATIONS: Discovering Web 2.0 (Online)

Learn online communication skills, collaboration and presentation tools such as: podcasts and video, blogs and wikis, calendars and project management, online presentation building applications, web-based video-conferencing, synchronous chat – Skype, discussion forums, e-mail, Google Docs, shared workspaces, RSS syndication tools.

ARCHITECTURE, CONSTRUCTION AND ENGINEERING (formerly Construction Technology)

Learn basic construction theory and practice, drafting, surveying, blueprint reading, safety, building code application and introduction to electrical and plumbing. Internship sites may include residential construction, architecture, engineering or drafting offices, heavy equipment operation, carpentry, electrical, plumbing, heating and air conditioning, or maintenance.

CULINARY ARTS, ADVANCED (North Tahoe HS)

This class includes hands-on classroom training designed for the professional kitchen along with training site placement in a commercial kitchen, restaurant, catering or other appropriate facility. Develop skills in recipe development, menu planning, preparing ingredients and cooking. Students practice professional work habits and etiquette used in a commercial kitchen. Students have the opportunity to train in restaurants and other foodservice facilities in non-paid internships.

DENTAL CAREERS

Receive instruction in dental office procedures, practices, standards and ethics as well as dental terminology, physiology and disease processes, dental asepsis and sterilization, 4-6 handed dental assisting, patient care, front office skills and telephone techniques. Internships may be located in dental offices/clinics or dental labs.

DIGITAL COMMUNICATIONS

Digital Communications introduces students to modern communication methods, using basic applications skills as a stepping stone to proficiency in digital business communications. This course is designed to serve any student who wants to graduate with the tech skills needed to succeed in the business or creative world.

FASHION MERCHANDISING CAREERS

Learn fashion marketing functions and foundations of the fashion industry as well as instruction in the origins and influences of fashion, visual merchandising, fabrics and textiles, consumer psychology, trends, forecasting, and promotion. Internship opportunities may include all types of retail businesses.

FINANCIAL SERVICES CAREERS

Learn financial and banking procedures, basic accounting, standards and ethics, teller training, computer operations, customer relations and telephone techniques. On-the-job training may involve banks, credit unions, finance companies, title companies, mortgage companies, stockbrokers and accounting offices.

HEALTH CARE ESSENTIALS (one semester class)

This course introduces students to the diverse occupations in health care and to the standards required of workers in the field. Students who earn a minimum grade of "B", attain a 95% attendance rate, and receive a recommendation of the instructor based on a strong demonstrated work ethic may receive priority enrollment in the Medical Assisting or Dental Careers classes.

HEALTH CAREERS (Nevada County only)

This course offers an exciting look into the many health-care careers. Prepare for entry-level employment or advanced education in the medical field. Internship opportunities will be available at a local hospital or other healthcare setting.

MARKETING CAREERS

Learn marketing and sales practices, procedures and techniques, ethics, customer relations, inventory and stock control, display, advertising and retail clerical skills. Internship opportunities may include all types of retail businesses.

MEDICAL ASSISTING (CLINICAL)

Learn applied anatomy and physiology, medical procedures, practices, standards and ethics, patient care and practices, vital signs, CPR and back office protocols. Internship opportunities are in doctors' offices and medical clinics.

MEDICAL TERMINOLOGY (offered Spring 2011)

Learn the terms needed for employment in the health-care field in this short-term course. Students are taught basic anatomy, disease and pharmacology terms and word building. This is a one semester class. See our website or call for a current schedule.

NETWORK TECHNOLOGY – CISCO SYSTEMS TRAINING

Prepare for a job as an entry-level network technician or for advanced training to become a CISCO Certified Network Associate. Learn how to install and configure networks, troubleshoot and administer a network.