

**CAREER AND ADULT EDUCATION
PROGRAM OFFERINGS**

2011-2012

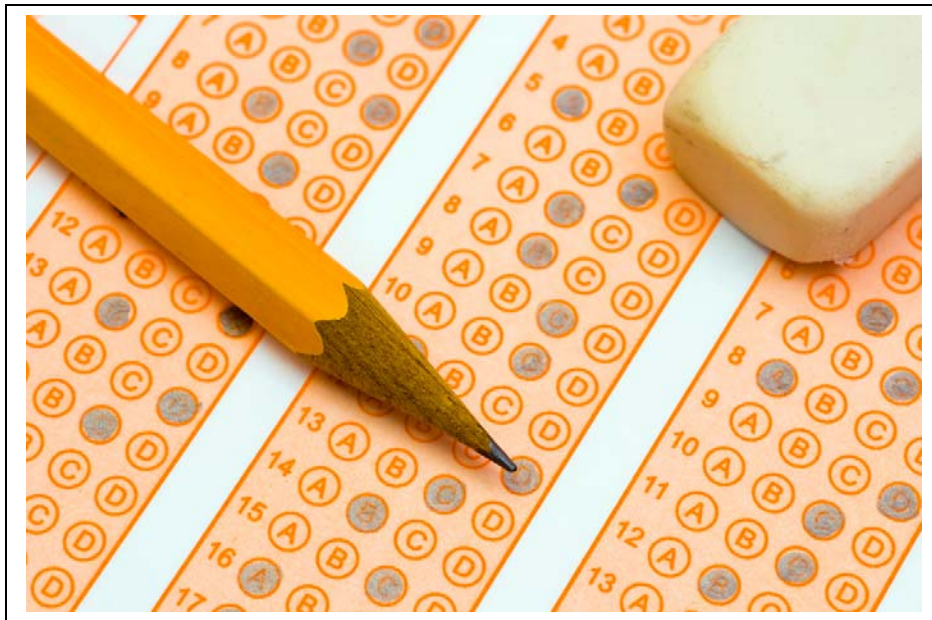
CAHSEE Tests & Preparation.....	2
WorkAbility.....	2
Work Experience.....	3
ROP Introduction.....	3
Automotive Systems-Engine Performance and Electrical.....	4
Child Care Occupations.....	5
Cosmetology.....	5
Cosmetology: Manicuring.....	6
Customer Service Occupations.....	6
Dental Assisting (Registered).....	7
Digital Design.....	7
Graphic Communications.....	8
Health Careers-Introductions.....	8
Law Enforcement Fundamentals.....	8
Law Enforcement – Advanced.....	9
Medical Terminology.....	9
Nursing Career Introduction.....	10
Office Operations (Advanced).....	10
Restaurant Occupations.....	10
Sports Therapy & Fitness.....	11
Website Design.....	11
Adult/Fee-based Education Courses Introduction.....	12
High School Diploma Courses.....	13
GED Preparation Courses.....	13
GED Testing.....	14
ESL/Citizenship Courses.....	15
Typing Certification.....	15
Community Dental Courses.....	16
Pit & Fissure Sealant.....	16
Radiology.....	16
Ultra Sonic Scaling.....	16
RDA Preparation.....	16
Coronal Polishing.....	16
Adult Cosmetology.....	17
Adult Manicuring.....	17
Adult Esthetician.....	17
Pharmacy Technician.....	18
Important Addresses & Phone Numbers.....	19

CALIFORNIA HIGH SCHOOL EXIT EXAM (CAHSEE) TESTS AND TEST PREPARATION

**16527 Lemon Street
Hesperia CA, 92345
(760) 244-1771 ext. 107 or ext. 110**

The State of California requires that all students obtaining a High School diploma pass the California High School Exit Exam. Adult high school diploma students will be prepped and given the CAHSEE. This class will include writing strategies, vocabulary, decoding and comprehension suggestions, as well as math review.

Please call (760) 244-1771 x100 or 110 for this year's test preparation and test dates



WORKABILITY

**16527 Lemon Street
Hesperia CA, 92345
(760) 244-1771 ext. 110**

WorkAbility provides pre-employment skills, classroom training, paid work experience and work site supervision for special education students who are between the ages of 16 and 21. Contact your Special Education teacher for information on this program.



WORK EXPERIENCE

Work Experience is a partnership between the school and the community. It provides opportunities for high school students 16 years and older to experience the world of work while exploring career options and earning high school credit. Contact your school counselor or school secretary for more information.

REGIONAL OCCUPATIONAL PROGRAM (ROP)

**16527 Lemon Street
Hesperia, CA 92345
(760) 244-9898 x396**

Hesperia Unified School District, in partnership with San Bernardino County Superintendent of Schools, offers a variety of career and technical education courses and School-to-Career related services designed to prepare high school students (over 16 years of age) and adults for their future careers. These courses prepare individuals for either entry-level employment, upgrading of current job skills or for more advanced levels of education. Additional services provided include career guidance and job placement assistance. Due to overwhelming demand for classes, enrollment may be limited. All ROP courses are accredited by the Western Association of Schools and Colleges (WASC). High school students may earn high school credit. Many of the ROP courses are also articulated for college credit.

ROP does not charge tuition. Students may be required to purchase certain materials, uniforms, and/or books which they can keep. Students must also pay for any necessary health screenings, industry testing and/or state licensing fees.



Call Windi Snellen at (760) 244-9898 ext. 4136 Pat Henderson at (760) 244-1771 ext. 100 for more information regarding ROP classes

REGIONAL OCCUPATIONAL PROGRAM Available Courses

AUTOMOTIVE SYSTEMS-ENGINE PERFORMANCE AND ELECTRICAL

Course Length: 180 hours- High School Students Only. 10 Units.

This course is designed to meet NATEF and A YES standards for automotive engine performance and electrical systems. Students that successfully complete this course will be prepared for ASE Certification testing. Upon successful completion of this course students should be able to obtain entry-level employment and/or continue their training in a postsecondary educational institution.

Monday – Friday: 1:00 PM – 3:00 PM

Sultana High School Rm. K 1001/Register in class

Instructor: Jay Winters

Monday- Friday: 1:00 PM- 3:00 PM

Hesperia High School Room C3/Register in class

Instructor: Mr. Lockie



CHILD CARE OCCUPATIONS

Course Length: 180/360 hours- Adults may attend the final class from 2-4 PM with permission of the instructor only. 10 Units/20 Units.

This program will provide students with skills necessary for entry-level jobs in child care occupations. Instruction will include on-the-job experience in caring for preschool children at the ROP Magic Carpet Preschool. Instruction in childcare facility standards, state regulations, job search techniques and advanced training opportunities will also be offered. Students will be encouraged to pursue their education in child development at the community college level.

Monday – Friday: 8:07 AM – 4:00 PM call for individual class times
Sultana High School Rm. F 603/ Register in class
Instructor: Libby Thomas



COSMETOLOGY

Course Length: 1,600 hours- High School Students Only- Mandatory Orientation scheduled throughout the year.

This two-year program consists of 1,600 hours in instruction that is required by the State of California Board of Barbering & Cosmetology. This comprehensive program consists of theory and hands-on practical salon experience in all aspects of cosmetology (cutting, styling, chemical services, manicuring, and facials) while focusing on sanitation and bacteriology, health and safety issues, and customer relations. Students operate After Image--a fully functional salon which is open to the public. This course will prepare students to pass the state required test to obtain a license in Cosmetology.

Monday – Thursday: 8:00 AM – 4:00 PM
Alternative Education Center Rm. 12
Instructors: Katie Reams, Jodie Harris and Rune Turner
15 hours = 1 credit



COSMETOLOGY: MANICURING

Course Length: 360 hours. High School Students Only.

Student will learn about nail care, manicuring, pedicure, theory of massage, health and safety in the salon, bacteriology, anatomy, acrylic applications, wraps (linen, silk and fiberglass), nail chemistry and related disorders. After successful completion of 400 hours the student will be eligible to apply to the State Board for a manicuring license in the State of California.

Monday – Friday: 7:04 AM – 11:21 AM- 2 period block

Hesperia High School Rm. E 6

Instructors: Ms. Guillan

Registration with counselors.

CUSTOMER SERVICE OCCUPATIONS

Course Length: 90 hours. High School Students Only.

This course provides students with the skills and information needed to enter the world of work in the field of customer relations. Emphasis is placed on personal skills, team building, problem solving, effective communication and ethical behaviors. The skills acquired will provide students with a solid base for any occupation.

Monday-Friday: 8:17 AM-9:06 AM, 9:25 AM- 10:14 AM and 10:17 AM – 11:06 AM

Canyon Ridge High School Rm. 19/ Register in class

Instructor: Mary Walker



DENTAL ASSISTANT (REGISTERED)

High School Students Only/ Adults may attend if room is available

Course length: 845 hours/ Orientation is Mandatory.

This is a comprehensive course, which will lead to the acquisition of skills necessary to take the dental assistant certificate exam. The curriculum includes anatomy and physiology; terminology; front office operations; radiology and chair side procedures. Job search and retention skills will also be integral part of the program.

Monday – Friday: 7:30 AM – 11:30 AM and 12:00 NOON- 4:00 PM.

Alternative Education Center Rm. 17 or 18

Instructors: Barbara Bonner & Susan Dahn

20 credits semester



DIGITAL DESIGN

Course length: 180 hours. High School Students Only. 10 Units.

This course will provide students with the skills to develop a broad perspective of art, design, communication theory, process and tools and their applications in Multimedia Communications and Design. Students will apply design elements and principles to projects such as print media publications, digital media and website design. Students will use technology tools that allow them to incorporate text, graphic, sound, animation and video into their projects. Students that achieve competency will have an opportunity for employment as multimedia artist/ animator, graphic artist and cartoonist. Students will gain an operational knowledge of Quark Express, PhotoShop, Illustrator, and PageMaker. Students will be part of a school-based enterprise in which students produce designs for the school, ROP, and for outside vendors. Advanced students may have the opportunity to intern at the district's print shop or other local business.

Monday – Friday: 11:56 AM – 12:53 PM and 12:58 PM – 1:55 PM

Oak Hills High School Rm. B24/ Register in class.

Instructor: Cindy Braden

GRAPHIC COMMUNICATION

Course length: 180 hours. High School Students Only. 10 Units

This course will provide students with the skills to obtain entry-level employment in the graphics prepress industry. Students will develop illustration and production layout skills using design, type, color and assorted graphic tools. Students will product artwork suitable for use in digital media and print media publications. Students will also achieve visual problem-solving skills.

Monday – Friday: 9:20 AM – 1:55 PM call for individual class times

Hesperia High School, Rm. E 7/ Register in class.

Instructor: Luke Chappell

HEALTH CAREERS-INTRODUCTION-FALL/MEDICAL RECORDS SPEC-SPRING

Course Length: 90 hours. High School Students Only. 5 Units.

This course is designed for students interested in a career in the health care industry. Students research career path options and learn about a variety of careers in health care. Students will also receive instructions in medical terminology, legal and ethical responsibility, safety, first aid and standard precautions. Students may complete certifications in CPR.

Monday – Friday: 9:20 AM – 10:19 AM

Hesperia High School Rm. N5/ Register in class.

Instructor: Tijuana Scott

HEALTH CAREER INTRODUCTION ONLY

Monday-Friday: TBA

Sultana High School Rm. W8 & W9

Instructor: Cecilia Holguin



LAW ENFORCEMENT FUNDAMENTALS

Course length: 180 Hours. High School Students Only. 10 Units.

This course offers the student instruction in the theory of law and the criminal justice system, including crime prevention, delinquency, investigation, and traffic control. Course work includes theory and lab activities for learning the process and procedures for gathering and analyzing evidence, conduction criminal investigations and writing reports. English language arts and math standards are reinforced throughout the course.

Monday- Friday

7:04 AM-8:01 AM and 8:07 AM-9:04 AM

Hesperia High School Rm. N3/ Register in class

11:56 AM – 12:53 PM, 12:58 PM – 1:55 PM

Oak Hills High School Room: B22/ Register in class

Instructor: Bill McCarte



LAW ENFORCEMENT-ADVANCED

Course length: 180 Hours. 2nd Year High School Students Only. 10 Units.

This course offers the student more in depth instruction in the theory of law and the criminal justice system, including crime prevention, delinquency, investigation, and traffic control. Course work includes theory and lab activities for learning the process and procedures for gathering and analyzing evidence, conducting criminal investigations and writing reports. English language arts and math standards are reinforced throughout the course.

Monday- Friday

9:20 AM- 10:19 AM

Hesperia High School Rm. N3/ Register in class

Instructor: Bill McCarter



MEDICAL TERMINOLOGY-FALL/EKG TECHNICIAN-SPRING

Course Length: 90 hours. High School Students Only. 5 Units.

This course is a prerequisite to most medical courses offered in the ROP. By the end of the course, the student will be able to identify, spell, pronounce and define root words, prefixes and suffixes common to medical careers. The student will be able to use common abbreviations and appropriate reference materials.

Monday – Friday: 7:04 AM – 8:02 AM

Sultana High School Rm. W8 & W9

Instructor: Cecilia Holguin

Monday – Friday: 10:25 AM-11:21 AM and 11:57 AM- 12:53 PM

Hesperia High School Rm. N5/ Register in class

Instructor: Tijuana Scott

NURSING CAREERS-INTRODUCTION

Course length: 180 hours. High School Students Only. 10 Units.

This course is designed for students interested in a career in nursing. Students research career path options and educational requirements. Students receive instruction in the fundamental skills and concepts of patient care, mathematics, human anatomy, legal and ethical responsibility, safety, first aid and standard precautions. Related mathematics and language arts standards are reinforced. Students may complete certifications in Cardiopulmonary Resuscitation (CPR) and Automated External Defibrillation (AED).

Monday – Friday: 8:07 AM-9:04 AM and 12:57 PM-1:55 PM

Hesperia High School Rm. N5/Register in class.

Instructor: Tijuana Scott

Monday-Friday: 8:07 AM-9:04 AM

Sultana High School Rm. W8 & W9/Register in class

Instructor: Cecilia Holguin

OFFICE TECHNOLOGY PHASE II

Course Length: 360 Hours. 10 Units. Adults may attend 2:00- 4:30 pm at Sultana High School.

Upon successful completion of this course, students will be able to identify components and functions of the computer, use basic computer terminology, demonstrate word processing, spreadsheet and database skills, use multimedia software and demonstrate a variety of email and internet use techniques. Students will gain operational knowledge of Microsoft Office (Word, Excel, PowerPoint, and Access).

Monday – Friday: 7:06 AM – 3:30 PM- Alternative Education Center Rm. 21

Call for individual class times/ Registration in class.

Tuesday & Thursday: 2:00 PM – 4:30 PM- Sultana High School Rm. A 112

Instructor: Kim Walker for Alternative Education Center

Instructor: Joanna Lindsay for Sultana High School



RESTAURANT OCCUPATIONS

Course Length: 180 hours. High School Students Only. 5 Units.

Students in this course will receive actual experience in a variety of entry-level positions common to the commercial food preparation industry. Instruction will include general sanitation and safety, menu planning, cooking techniques, inventory control, the safe and proper use of kitchen tools and appliances, food preparation, service cashiering, and bussing. Students will have the opportunity to participate in the operation of the ROP Scorpy's Café.

Monday – Friday : 8:07 AM -1:55 PM/call for individual class times

Hesperia High School Rm. E 11

Instructor: Elsa Helm. Register in class

SPORTS THERAPY & FITNESS

Course Length: 180 hours. High School Students Only. 5 Units.

This course is designed to prepare students with entry-level employment skills in the areas of fitness and exercise, physical therapy and athletic training. Instruction will include basic anatomy and physiology, vital signs, first aid, CPR, and nutrition for fitness and sports. Specific topics such as training room management, theory and application of exercise (isometric, isotonic, isokinetic), injury prevention and rehabilitative exercises are also taught. Students will assist the athletes and coaches at athletic events. Students' on-the-job training hours will be arranged by the instructor.

Monday – Friday

11:56 AM – 12:52 PM + lab hour and 12:58 PM – 1:55 PM + lab hour

Instructor: Judy Kaufer at Oak Hills High School Training Room D26

Register in Class.



WEBSITE DESIGN

Course Length: 180 hours. High School Students Only. 5 Units.

This course will provide students with the skills and knowledge necessary to create and publish a website for employment in business, industry, or government using website technology. Students will learn the history, terminology, design and development skills in basic html as well as software applications for website creation. Principles of art, design and layout relevant to effective web page development will be addressed. Legal and ethical issues will also be addressed. Students will gain an operational knowledge of HTML, PhotoShop, Dreamweaver, and Flash. Students will assist in the creation and maintenance of school websites.

Monday – Friday: 7:04 AM – 9:04 AM call for individual class times

Hesperia High School Rm. E7- Register in class.

Instructor: Luke Chappell

Monday – Friday: 7:04 AM – 10:06 AM call for individual class times

Oak Hills High School Rm: B24/ Register in class.

Instructor: Cindy Braden

QUESTIONS ABOUT ROP?

Call (760) 244-9898 x4136 for more information.

ADULT AND FEE-BASED EDUCATION COURSES

**16527 Lemon Street
Hesperia, CA 92345
(760) 244-1771 x 102**

The Hesperia Unified School District Adult and Community Education Programs offer a variety of opportunities for personal and professional growth in convenient and affordable courses. Community Education fee-based courses are self-supporting. They operate entirely through community participation with no additional cost to taxpayers. Therefore, space may be limited, or classes may be cancelled in the event there are not enough students to warrant a class. Call our office to receive further information on courses.



ADULT HIGH SCHOOL DIPLOMA AND GED TEST PREPARATION

**16527 Lemon Street
Hesperia CA, 92345
(760) 244-1771 ext. 104 or ext. 110**

Hesperia Unified School District offers students 18 years of age or older an opportunity to earn a high school diploma or prepare to take the GED test. The high school diploma program is teacher directed independent study instruction. We also offer an online distance learning High School Diploma Program. Since The Adult program is not supported by public funds, all independent high school diploma students will be required to pay a registration fee of \$50 per 18-week semester. Online high school diploma students will be required to pay a registration fee of \$80 per 18-week semester. Class fees will be \$5 per unit. Classes for GED preparation are held Mondays from 9 a.m. – 12 noon or Monday, Wednesday or Thursday evenings. Classes begin as early as 3 pm and get out as late as 8:30 pm. We also offer an online distance learning program for GED. In addition, GED is not funded by public funds and students will be required to pay a \$50 per 9-week quarter fee for seat time GED prep plus required textbook or \$75 per 9-week quarter online GED learning, no textbook needed.

To register for the High School Diploma, bring official sealed transcripts from your last high school to our office located at 16527 Lemon Street, Hesperia, CA 92345. For GED prep classes registration is quarterly and online programs are continual. Please call for more information.

Call Heather Alexander at (760) 244-1771 ext. 110 or Paula MacDonald at (760) 244-1771 x107 for enrollment information.



GED TESTING

**16527 Lemon Street
Hesperia CA, 92345
(760) 244-1771 ext. 104 or ext. 110**

Hesperia Unified School District offers GED testing several times a month. Testing times are available during the week over a two-day period or all day one Saturday a month. **Examinees must pre-register to take the GED test.** Registration fee is \$150.00 for the entire test. Retakes are \$45.00 per test section. If a person needs to reschedule a test date, and does so in advance of the test, a \$35.00 rescheduling fee will be charged. All fees must be paid at the time of registration and must be paid by Cashier's check or Money Order only; made payable to H.U.S.D. No registrations will be taken the day of the test. Special accommodations are available for learning, emotional and physical disabilities with prior approval from the State Department of Education.

Call Heather Alexander at (760) 244-1771 ext. 110 or Paula MacDonald at (760) 244-1771 x107 for registration and testing information.





ESL AND CITIZENSHIP CLASS

The Intermediate ESL and Citizenship class is designed for English learners who wish to strengthen their listening, speaking, reading and writing skills. The class will prepare students to pass the Citizenship exam given by the INS.

Various classes are held based on language levels. Classes offered are: Citizenship, Beginning, High Beginning, Low Intermediate and High Intermediate as well as computer courses for ESL. Classes are not supported with public monies. Classes will require registration fees of \$50 per quarter for each class taken, as well as the cost of require textbooks.

Call 760-244-1771 ext. 110 or 100 for Registration and Assessment dates.



TYPING CERTIFICATION

Need a typing certificate for employment? We will certify your keyboarding speed and accuracy on a 5 minute timed writing and provide you with a certificate of your skill level. Retake the test as many times as you want within a one hour time period.

Call (760) 947-3515 for an appointment.

Alternative Education Center Rm. 21

Instructor: Kim Walker

Cost is \$15.00- Cash only at the time of appointment.

COMMUNITY DENTAL COURSES-For Continuing Education Units

All courses must be pre-registered and paid for at the time of registration. Call (760) 244-1771 x110 for further information.



Pit and Fissure Sealant- \$450.00.

Must have current RDA license and current CPR card. Each student must have 4 patients (10 years or older): each must have a minimum of (4) four non-restored, virgin molars. Patient must have a minimum of (1) molar in all four quadrants OR 2 patients: must have a minimum of (8) eight non-restored, virgin teeth. Patient must have a minimum of (1) molar in all four quadrants. 14 CEU's.

Classes are scheduled on an as need basis.

Radiology- \$450.00, instructors provide film.

Must be enrolled in a dental assisting class or have 12 months experience in a dental office. You will need to provide (6) patients. Bring sack lunch.

Classes are scheduled on an as need basis.

Ultrasonic Scaling- \$225.00.

For the removal of cement on orthodontic bands. Must have current RDA license. 8 CEU's.

Classes are scheduled on an as need basis.

RDA Prep- \$350.00.

Must qualify to take the RDA exam (show proof of Radiology, Coronal Polishing, Accredited school or 12 months on the job training). Bring sack lunch.

Classes are scheduled on an as need basis.

Coronal Polishing- \$350.00.

Must be enrolled in a dental assisting program or have 12 months experience in a dental office. You will need to provide (3) three patients (18 years or older) on one of the last days of class.

Classes are scheduled on an as need basis.

ADULT COSMETOLOGY SCHOOL- \$5400.00

The Career and Adult Education center offers adults a complete and comprehensive Cosmetology course consisting of the required 1600 hours of instruction. This is a fee-based 18 month- 2 year course. Program instructions include manicuring, pedicuring, make-up, budgeting, salon management, hair cutting, hair tinting, hairdressing, hair pressing, permanent waving, facials, nail enhancements and chemical relaxing. This 1600 hour course prepares the student for the State Board Exam. Class space is limited and students are accepted each fall and spring based on availability.

ADULT MANICURING PROGRAM-\$1550.00

The Career and Adult Education center offers adults a complete and comprehensive Manicuring course consisting of the required 400 hours of instruction. This is a fee-based 4 month course. Program instructions include manicuring, pedicuring, nail enhancements, salon management, budgeting and sanitation. This 400 hour course prepares the student for the State Board Exam. Class space is limited and students are accepted quarterly based on availability.

ADULT ESTHETICIAN PROGRAM-\$2400.00

The Career and Adult Education center offers adults a complete and comprehensive Esthetician course consisting of the required 600 hours of instruction. This is a fee-based 6 month course. Program instructions include facials, chemistry, make-up, salon management, budgeting and sanitation. This 600 hour course prepares the student for the State Board Exam. Class space is limited and students are accepted quarterly based on availability.



Call Heather Alexander at (760) 244-1771 ext. 110 for testing dates

PHARMACY TECHNICIAN PROGRAM-\$400.00

Course Length: 240 hours. Upon successful completion of the course, the student will meet the requirements of the California State Board of Pharmacy for employment as a Pharmacy Technician. The student will also be eligible to apply for a Pharmacy Technician license and be prepared for the national exam. Instruction includes both classroom and clinical training at pharmacies. Cost is \$400.00 plus materials.

Mondays: 4:00 PM – 9:00 PM plus Lab Hours

Classes held at Juniper Elementary-Registration is held at the Alternative Education Center

Instructor: Scott Sheffield



Call Heather Alexander at (760) 244-1771 ext. 110 or Paula MacDonald at (760) 244-1771 x107 for enrollment information.

**IMPORTANT ADDRESSES AND
PHONE NUMBERS**

**Hesperia Unified School District
Administration & Educational Support Center
15576 Main Street
Hesperia, CA 92345** (760) 244-4411

**Career & Adult Education Center
16527 Lemon Street
Hesperia, CA 92345** (760) 244-1771

**Mike Smith
Director of Career and Adult Education
16527 Lemon Street
Hesperia, CA 92345** (760) 244-1771

**Adult High School Diploma & GED Program
Paula MacDonald** (760) 244-1771 ext 107

ROP
Windi Snellin (760) 244-9898 ext 4136
Pat Henderson (760) 244-1771 ext 100

**Adult Programs and WorkAbility
Heather Alexander** (760) 244-1771 ext 110

**Community Education
Heather Alexander** (760) 244-1771 ext 110