

## SAN FRANCISCO UNIFIED SCHOOL DISTRICT **Regional Occupational Program**

The San Francisco County Regional Occupational Program (ROP) is administered by the San Francisco County Board of Education and is open to anyone 16 years and older. Classes are tuition free and provide credits toward high school graduation. Students receive both entry-level as well as advanced technical/vocational training enabling students to enter the job market upon graduation, improve existing skills through on-the-job internships, or transition to more advanced training at community colleges or specialized technical schools or universities. Successful participants receive a Certificate of Completion from ROP instructors with relevant business/industry experience who are credentialed as such by the State Department of Education.

Class offerings are based upon the employment needs of the local business community. The local business representatives participate on advisory committees reviewing class curricula to insure that course sequencing results in job readiness skills.

Class offerings may be cancelled at anytime by the San Francisco County ROP.

*The San Francisco County Regional Occupational Program does not discriminate on the basis of race, color, national origin, sex, handicap, or age in any of its policies, practices, or procedures, in compliance with Title VI of the Civil*

*Rights Act, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination Act of 1975.*

The lack of English Language skills will not be a barrier for admission and participation in any of the San Francisco Unified School District's vocational education program. This information is available in Chinese, English, and Spanish.



## San Francisco Unified School District



## ***REGIONAL OCCUPATIONAL PROGRAM***

***SPRING 2007***

*Career Training  
for  
High School Students and Adults*

**1098 Harrison Street,  
2nd Floor**

**Phone: (415) 355-7711**

**Fax: (415) 355-7744**

**San Francisco Unified School District**

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**ROP Registration is available to:**

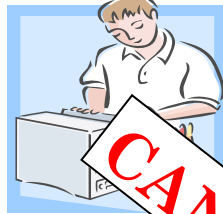
- High School students, 16 years of age and older
- Adults living and working in San Francisco and the Bay Area
- Registration begins on dates listed below, and continues until classes are full.
- To register for a class after January 27, 2007, attend the first session of the class.

Spring '07 Registration is:  
January 27, 2007  
 9:00 a.m. to 10:30 a.m.  
 1098 Harrison Street (at 7th)

Classes	Start Date	End Date
Mon & Wed	Jan. 29, 2007	May. 23, 2007
Tues & Thurs	Jan. 30, 2007	May. 22, 2007
Saturdays	Feb. 3, 2007	June. 2, 2007

*All students will receive a Certificate of Completion. High School students may receive 5 credits for each course.*

*Please be advised there may be a waiting list for some courses.*



**COMPUTER REPAIR**  
(2415)

Students receive instruction in hardware operations and trouble-shooting of common problems. Students learn how to deftly fine tune and repair systems and software, including in... that boost PC performance beyond factory settings allow. Students also learn to trouble-shoot network, connectivity, and hardware problems. This course offers training for A... ion.

**Where: 727 Golden Gate Avenue  
 (Formerly John Swett School)**  
**When: Mondays & Wednesdays  
 5:30 to 7:30 pm**



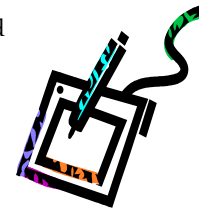
**FINANCIAL SERVICES/  
 BANK TELLER**  
(4103)

In this course, students learn to apply marketing foundations and principles to the unique characteristics of the financial services industry and perform marketing functions in financial institutions such as commercial banks, saving and loans associations, credit agencies, credit unions, consumer finance companies, collection agencies, security and commodity brokerages, and credit departments of business enterprises. Certificate of Completion awarded upon completion.

**Where: 727 Golden Gate Avenue  
 (Formerly John Swett School)**  
**When: Saturdays  
 9:00 am to 1:00 pm**

**GRAPHIC ARTS/DESIGN** (5180)

This course deals with the skills and knowledge needed to enjoy a successful career in the field of presentation graphics. Emphasis is placed on basic skills, special techniques, media, and presentation. Students learn the use of InDesign, Illustrator, and Photoshop.



**Where: Galileo High School  
 1150 Francisco Street, Room 101**  
**When: Tuesdays & Thursdays  
 4:00 pm to 6:00 pm**

**ORACLE ACADEMY**



This is a *year-long* course using Oracle curriculum preparing students to use the Oracle Database program. Students will take the Oracle Certification Exam at the end of the course.

**Where: Lincoln High School  
 2162—24th Avenue, Room 237**  
**When: Mondays & Wednesdays  
 4:00 pm to 6:30 pm**

*Note: Students who enroll in Spring '07 may not be ready to take the Certification Exam in June '07*

**MICROSOFT OFFICE 2000** (4614)

This hands-on course is designed to provide students with the skills needed to achieve a level of expertise to meet the demands of the business community. The Microsoft Office 2000 Suite opens an exciting new door to computing for the millennium. Students work more efficiently by using the web features that Office 2000 provides including word processing, desktop publishing, spreadsheets, and PowerPoint presentations.



**Where: 727 Golden Gate Avenue  
 (Formerly John Swett School)**  
**When: Saturdays  
 9:00 am to 1:00 pm**

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