ROP 408-848-4816

Regional Occupational Program (ROP) training is offered to residents of Santa Clara and San Benito Counties by the Santa Clara County Office of Education. Some classes are offered at Gavilan College through which you may earn high school or college credit, and upon completion may be eligible for advanced placement at Gavilan College. ROP provides students with training to secure jobs, upgrade skills, or prepare for advanced career education. Students must be 16 years of age or older to participate. Classes are free for both high school students and adults. Gavilan College fees are charged for Gavilan College credit. ROP classes may have additional fees for textbooks and supplies. Students enrolled in ROP classes do not qualify for Financial Aid.

Fall Classes

ROP Accounting

General Office Accounting

This course is designed to prepare students for entry-level office accounting positions. Emphasis is on practical accounting applications. This course has the option of a letter grade or pass/no pass. ADVISORY: Eligible for Mathematics 205. For college credit, enroll in Gavilan's ACCT 103.

Room	Instructor	Day	Time
MHG5	T Ratchford	W	0220-0525

Payroll Accounting

This is an introductory course in payroll accounting. Topics include: payroll laws and regulations, computation of wages and salaries, Social Security taxes, income tax withholding, employer taxes, payroll tax filing and reporting, and other related topics. This course has the option of a letter grade or pass/no pass. ADVISORY: Eligible for Mathematics 205, completion of Accounting 101. For college credit, enroll in Gavilan's ACCT 105.

Room	Instructor	Day	Time
MHG 5	Staff	M	0600-0905

Class meets at Morgan Hill Community Center

Computerized Accounting - QuickBooks

An introduction to computer-assisted accounting. Hands-on use of a microcomputer menu-driven accounting package to do general ledger, sales journal, cash receipts journal, cash payments journal, purchases journal, payroll, receivables, payables and related financial reports. This course has the option of a letter grade or pass/no pass. Repeatable whenever a new software package is adopted. This course is also listed as CSIS 120. ADVISORY: CSIS 1 or CSIS 2 or the equivalent computer experience. ACCT 20 or ACCT 101 or ACCT 103 or ACCT 105 or the equivalent accounting experience. For college credit, enroll in Gavilan's ACCT 120.

Room	Instructor	Day	Time
MHG5	T. Rachford	W	0600-0905

ROP Business Office Technology

Medical Terminology for the Office

This course introduces fundamentals of medical word building used in the health profession (prefixes, word roots, suffixes and abbreviations) as well as review of body systems, with emphasis on analysis, definition, spelling and pronunciation. This course had the option of a letter grade or pass/no pass. ADVISORY: Eligible for English 250 and English 260. For college credit, enroll in Gavilan's BOT 180.

Room	Instructor	Day	Time
MHG3	D.Knapp	W	0300-0555

Class meets at Morgan Hill Community Center

Room	Instructor	Day	Time
BU120	D Knapp	T	0600-0905

Medical Billing - MediSoft

This course in computerized billing procedures for a medical office uses MediSoft software. Students will learn the patient billing features of this software and complete a capstone simulation giving them hands-on realistic medical front office practice. This course has the option of a letter grade or pass/no pass. May be repeated three times for credit. ADVISORY: Eligible for English 250. Some computer experience. For college credit, enroll in Gavilan's BOT 181.

Room	Instructor	Day	Time
BU110	P.Maroudas	W	0600-0905

ROP Dental Assisting
Short-term Training Program

Location:
ROP-South, 700 West 6th Street, Ste. F, Gilroy

Online Registration ONLY: 25 spaces available
Friday, August 2, 2013 at 8 a.m.
Follow link from **http://sccoe.org/depts/scrop/**

Class dates and times:
September 3, 2013 - January 24, 2014
Mon-Fri, 9:30 am - 3:00 pm

Vaccine Requirement: At the time of payment, you must provide documentation that indicates the Hepatitis B injection series has been completed or started. You will not be admitted into the program without documentation.

Call the ROP Main Office at
(408) 842-0361
for more information.

This course includes instruction in chairside assisting as well as x-ray certification.

Cost:

Textbook:	90.00
Course Fee	660.00
Total Cost of program:	$ 750.00

No refunds
  Price subject to change
  Students reqired to wear scrubs only.

Cash, check, MasterCard and Visa accepted.

Students who have a check returned for insufficient funds will be dropped.

This course does not provide college credits

ROP Clinical Medical Assisting

Basic Clinical Medical Assisting

Course provides instruction to clinical medical assisting.Emphasizes principles, understanding of skills necessary to perform basic clinical medical assisting procedures safely and effectively. PREREQUISITE: Eligible for English 250, English 260, and Mathematics 205.

Room	Instructor	Day	Time
HOB114	D Comella-Hilde	MTW	1250-0420

ROP Computer Applications

Computer Literacy - MS Office

An introduction to terminology, design, operation for the novice user. Student will gain experience using the Internet for searches and email. They will complete projects using various software including word processing, spreadsheets, database, presentation graphics, and integration. This course has the option of a letter grade or pass/no pass. ADVISORY: Eligible for English 250 and English 260; completion of CSIS 122. For college credit, enroll in Gavilan's CSIS 1.

Room	Instructor	Day	Time	
BU111	S Gaffney	MW	0900-1105	10/12/13 - 12/11/13
BU110	S Gaffney	T	0600-0905	09/24/13-12/10/13

Spreadsheet - MS Excel

Introduction to the computer spreadsheet software. A hands-on approach to learning terms, commands, and applications of a spreadsheet program. This course will help prepare students for taking the Excel MOUS (Microsoft Office User Specialist) exams. This course has the option of a letter grade or pass/no pass. May be repeated once for credit when the software changes. Also listed as ACCT 121. ADVISORY: CSIS 1 or CSIS 2 or equivalent computer experience. For college credit, enroll in Gavilan's CSIS 121.

Room	Instructor	Day	Time
HOL3	F Mendez	W	0400-0600

Class meets at the Hollister Briggs site.

Word Processing - MS Word

This introductory course for word processing with Windows is designed for business and non-business majors. Students will develop word processing skills to create a document, select and edit text, move and copy text, use the spelling, grammar, and thesaurus features, format text, and create headers and footnotes for a research paper. This course has the option of a letter grade or pass/no pass and may be repeated for credit when the software changes. ADVISORY: Eligible for English 260 and basic keyboarding skills. For college credit, enroll in Gavilan's CSIS 126.

Room	Instructor	Day	Time
HOL3	F Mendez	M	0400-0600

Class meets in Hollister, Briggs Building

Room	Instructor	Day	Time
MHG8	F Mendez	F	0900-1050

Class meets at Morgan Hill Community Center

ROP Nursing Assistant

Fundamentals of Nursing-Convalescent

A course to provide a basic introduction to patient care in the convalescent setting. Emphasizes principles, understanding and skills necessary to perform basic nursing procedures safely and effectively. Includes introduction to health care, planning, safety, infection control, personal care, basic procedures, rehabilitation, nutrition and clients' rights and needs. At the completion of this course students will qualify for state certification as a nursing assistant. PREREQUISITE: Eligible for English 250 and English 260. Clearance from the Department of Health Services (Form HS283), fingerprint card, and health clearance required prior to clinical placement. Health and fingerprint clearance required prior to clinical placement. Uniform, shoes, watch, and stethoscope required. Clinical in Morgan Hill or Hollister, as assigned. For college credit, enroll in Gavilan's AH 180.

Room	Instructor	Day	Time
HOB114	M Machado	MT	0900-1200 (Lec)
HOB114	M Machado	W	0630 a.m.-0100 p.m. (Lab)
HOB114	M Machado	MT	0900-1200 (Lec)
HOB114	M Machado	R	0630 a.m.-0100 p.m. (Lab)
HOB114	M.Machado	MT	0900-1200 (Lec)
HOB114	D.Reid	F	0630 a.m. -0100 p.m. (lab)

R O P Additional locations

All day classes offered at high school locations are part of the regular high school schedule. Adults are admitted on a space-available basis by contacting the high schools.

ROP Instructional Services
Gilroy - 408-842-0361
Dental Assisting

San Andreas High School
831-637-9269
Computer Bus. Applications

Anzar High School
831-623-7660
Audio Video Publishing/Multi-Media, Photography

Central Continuation
High School
408-201-6300
Computer Business Apps

San Benito High School
831-637-5831, ext. 185
Advanced Art AP
Advanced Multi-Media
Ag. Fabrication-Construction
Architectural Design
Art Metal Design
Auto Mechanics
Cabinet Making
Careers w/Children
Child Development/Vocational
Commercial Art
Computer Aided Drafting/C.A.D.
Computer Applications
Computer Maintenance
Floriculture
Food Service/Restaurant
Careers
Metals Fabrication
Sales Marketing
Sports Medicine

Ann Sobrato High School
408-201-6200
Advanced Multi-Media
Agriculture Construction
Art & History of Floral Design
Commercial Advanced
Photography
Commercial Art
Environmental Horticulture
Graphic Design
Veterinary Science
Visual Communications
(Digital Media)

Christopher High School
408-843-4124
Digital Design & Animation I & II
Professional Dance

Gilroy High School
408-847-2424
Advanced Auto Technology
Art & History of Floral Design
Biotechnology
Culinary Arts
Commercial Photography
Computer Business Applications
Criminal Justice
Marketing & Merchandising
Sports Medicine I & II
Veterinary Science

Live Oak High School
408-201-6129 or 408-201-6111
Advanced Multi-Media
Art & History of Floral Design
Cabinetmaking
Construction Technology
Fashion Design
General Merchandising & Mktg
Graphics Technology
Veterinary Science
Visual Comm. (Digital Media)
Technical Writing
Wood Sculpture/Design