ROP₄₀₈₋₈₄₈₋₄₈₁₆

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.



Spring Classes

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 Cente			
BU120	D Knapp	Τ	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 Home Health Care

Home Health Care

Course is designed to prepare students to provide basic health care in the home. Includes interpretation of medical/social needs, personal care services, cleaning tasks, nutrition, nd the scope of limitations of a home health caide. All students who acheive a grade of "C" or better will be eligible for a Home Health Aide certificate from the State of California. PREREQUISITE: California CNA Cerntification or concurrent enrollment in Fundamentals of Nursing - Convalescent or equivalent. Equivilancy determined by written and performance exams. Also, eligible for English 250 and English 260. Clearance from the Department of Helath Services (Form HS283), fingerprint card and health clearance required prior to clinical placement.

Room	Instructor	Day	Time
HOB114	D Reid		
	01/06/14 - 01/10/14	MWF	0900-0430 (Lec)
	01/13/14 - 01/17/14	MWF	0630-0130 (Lab)
HOB114	D Reid		
	01/06/14 - 01/10/14	MWF	0900-0430 (Lec)
	01/21/14 - 01/23/14	TWR	0630-0130 (Lab)

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

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	0600-0805	
	Class meets at the Hollister Briggs site.			

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.

	Instructor M Machado M Machado	MT	Time 0900-1200 (Lec) 0630 a.m0100 p.m. (Lab)
	M Machado M Machado		0900-1200 (Lec) 0630 a.m0100 p.m. (Lab)
HOB114 HOB114	M.Machado D.Reid	MT F	0900-1200 (Lec) 0630 a.m0100 p.m. (lab)



ROP Dental Assisting

Short-term Training Program

Location:

Santa Clara County ROP , 700 West 6th Street, Ste. F, Gilroy

Online Registration ONLY: 25 spaces available Tuesday, December 17, 2013 at 8 a.m. Follow link from http://204.88.142.159/depts/scrop/

Class dates and times:

January 27, 2014 - June 20, 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 required to wear scrubs.

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

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. (Digital Media) Computer Applications Computer Maintenance Floriculture Food Service/Restaurant

Careers

Metals Fabrication

Sales Marketing

Sports Medicine

Christopher High School 408-843-4124

Ann Sobrato High School

Art & History of Floral Design

Environmental Horticulture

Advanced Multi-Media

Commercial Advanced

Agriculture Construction

408-201-6200

Photography

Commercial Art

Graphic Design

Veterinary Science

Visual Communications

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

San Jose State University Spring Telecourses Call for information: 408-924-3624, 408-848-4719