



ROP Courses

**Fall classes begin September 5, 2006
REGISTER EARLY!**

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. In some of the classes, students may earn high school or college credit, and upon completion they 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. For information on ROP courses taught at Gavilan College, call 408-848-4816.

Students enrolled in ROP classes do not qualify for Financial Aid.

ROP Accounting

General Office Accounting

Advisory: Eligible for Mathematics 205.

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 credit/no credit. For college credit, enroll in Gavilan's ACCT 103.

Room	Instructor	Day	Time	Footnotes
BU118	BARTAM	TuTh	0945A-1110A	96

Payroll Accounting

Advisory: Eligible for Mathematics 205, completion of Accounting 101.

An introduction to the calculating, journalizing, paying and reporting of employee earnings, employee withholding and employer payroll tax expenses. The course emphasizes procedures which conform to federal and state legal requirements. This course has the option of a letter grade or credit/no credit. For college credit, enroll in Gavilan's ACCT 105.

Room	Instructor	Day	Time	Footnotes
MHG5	BARTAM	Tu	1145A-1245P	96
	BARTAM	Th	1145A-1250P	

Above class meets at Morgan Hill Community site

Introduction to Income Tax

Advisory: Eligible for English 250, English 260 and Mathematics 205.

A study of theory, philosophy, and principles of income tax law and procedures for computing the tax liability. It includes practice in solving typical individual tax problems. This course has the option of a letter grade or credit/no credit. For college credit, enroll in Gavilan's ACCT 111.

Room	Instructor	Day	Time	Footnotes
BU118	BARTAM	M	0630P-0940P	96

ROP Computer Applications

Computer Office Applications

The afternoon course offers **basic** business skills and concepts with hands-on experience in computer operations using Microsoft Office. The evening course offers **intermediate & advanced** business skills and concepts with hands-on experience. Software includes: Word, Excel, and PowerPoint.

Room	Instructor	Day	Time	Footnotes
HOL3	HERNANDEZ A	TuTh	12:30 P-3:50 P	
LI171	HERNANDEZ A	M	6:00 P- 9:20 P	

Above class meets at Hollister Briggs site

ROP Administrative Medical Assisting

Medical Coding

Advisory: BOT 180

This course will introduce the student to the theory and procedure of coding for medical diagnoses, an increasingly essential and specialized healthcare community system. This course is not a certification course. CPT coding is covered with an overview of ICD-9 coding. This course has the option of a letter grade or credit/no credit. For college credit, enroll in Gavilan's BOT 183.

Room	Instructor	Day	Time	Footnotes
BU110	KNAPP D	Th&1.4	0600P-0850P	96

Medical Billing - MediSoft

Advisory: Eligible for English 250. Some computer experience.

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 credit/no credit. For college credit, enroll in Gavilan's BOT 181.

Room	Instructor	Day	Time	Footnotes
BU110	KNAPP D	W&1.4	0600P-0850P	96

Medical Terminology

Advisory: Eligible for English 250 and English 260.

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 credit/no credit. For college credit, enroll in Gavilan's BOT 180.

Room	Instructor	Day	Time	Footnotes
BU120	KNAPP D	M	0600P-0910P	96

ROP Clinical Medical Assisting

BASIC Clinical Medical Assisting

Prerequisite: Eligible for English 250, English 260, and Math 205.

This course provides a BASIC introduction to clinical medical assisting. Emphasizes principles, understanding of skills necessary to perform basic clinical medical assisting procedures safely and effectively. This course has the option of a letter grade or credit/no credit. For college credit, enroll in Gavilan's AH 170.

Room	Instructor	Day	Time	Footnotes
HOB114	STAFF	MTuWTh	0100P-0400P	96

ROP Nursing Assistant

Fundamentals of Nursing—Convalescent

Prerequisites: 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.

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. For college credit, enroll in Gavilan's AH 180.

Room	Instructor	Day	Time	Footnotes
HOB114	MACHADO M	MTu	0910A-1200P	92 94 96
	MACHADO M	W&1	0630A-0130P	
HOB114	MACHADO M	MTu	0910A-1200P	92 94 96
	MACHADO M	Th&1	0630A-0130P	
HOB114	MACHADO M	MTu	0910A-1200P	92 94 96
	MACHADO M	F&1	0630A-0130P	

**Additional
ROP
sites in
the Gavilan
College
District**

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

**Anzar High School
408-623-7660**
Audio Video Publishing
Photography

**Gilroy High School
408-847-2424**
Auto Technology
C.A.D. Drafting
Commercial Photography
Computer Bus. Application
Horticulture-Ornamental
Hospitality
Law Enforcement
Marketing
Sports Medicine
Veterinary Medicine
Web Design

**Live Oak High School
408-201-6129 or 408-201-6111**
Agriculture Sales/Services
Animation
Athletic Training
Audio Visual Publishing
C.A.D. Drafting
Cabinet Making
Careers with Children
CISCO Networking
Computer Science
Fashion Design
Graphic Technology
Photography, Commercial
Technical Writing
Veterinary Science
Web Design

**San Andreas High School
Call 831-637-9269**
Computer Bus. Appl.

**San Benito High School
831-637-5831, ext. 185**
Ag. Fabrication-Construction
Audio Video Publishing
Auto Mechanics
C.A.D. Drafting
Cabinet Making
Child Care
Commercial Art
Computer Accounting
Computer Programming
Computer Repair
Computerized Bus. Appl.
Food Service/Restaurant Careers
Marketing
Metals Fabrication
Sports Medicine
Technical Writing

**Sobrato High School
408-201-6200**
Ag Sales
Athletic Training
Commercial Photography
Computer Accounting
Veterinary Science
Web Design
Welding

**Short-term
Training Program**



ROP Dental Assisting

Includes Radiology (X-Ray) Certification

Sept. 5, 2006 - Jan. 26, 2007
Mon-Fri, 9:30 am - 3:00 pm

Location: ROP-South, 700 W. 6th St., Ste. L, Gilroy

Registration: begins July 31 at 8:00 am

Cost: \$210 includes book and lab fee. Students must purchase lab coats.

Call (408) 842-0361 for more information.

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



*Do you know the way
to Gavilan College?*

**Ride
the
Bus!**



www.vta.org
Route 68,
approximately every half hour

*Do you know the way to Gavilan College
in Morgan Hill?*

www.vta.org
Route 68

in Hollister?

County Express--San Benito County Transit
Operating 7 Shuttles Daily from Hollister and Gilroy to Gavilan College
www.sanbenitocountyexpress.org/ (831) 636-4161

