

Fall classes begin September 3, 2008
REGISTER EARLY!



ROP Courses

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 pass/no pass. For college credit, enroll in Gavilan's ACCT103.

Room	Instructor	Day	Time
BU118	College A	F	0900A-1205P

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 pass/no pass. For college credit, enroll in Gavilan's ACCT105.

Room	Instructor	Day	Time
MHG4	Barta M	R	0600P-0905P
09/25/08 - 12/11/08 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 pass/no pass. For college credit, enroll in Gavilan's ACCT111.

Room	Instructor	Day	Time
10354 Lec	MHG4 Barta M	3.30 3.0 T	0600P-0905P
Above class meets at Morgan Hill Community site.			

ACCT 120 Computerized Accounting - QuickBooks

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.

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. For college credit, enroll in Gavilan's ACCT120.

Room	Instructor	Day	Time
HOL3	College A	F	0530P-0835P
Above class meets at the Hollister Briggs site.			

ROP Computer Applications

Computer Office Applications

Advisory: Basic keyboarding skills

This introductory course for word processing with Windows offers students hands-on skills to create business correspondence, reports, presentations, spreadsheets, and desktop publishing. Software includes: Word, Excel, and Powerpoint.

Room	Instructor	Day	Time
HOL 3	Hernandez A	TR	12:30 P - 3:50 P
Above class meets at the Hollister Briggs site			

ROP Business Office Technology

Medical Terminology for the Office

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 has the option of a letter grade or pass/no pass. For college credit, enroll in Gavilan's BOT180.

Room	Instructor	Day	Time
MHG4	Knapp D	R	0300P-0555P
Class meets at Morgan Hill Community site.			

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 pass/no pass. May be repeated three times for credit. For college credit, enroll in Gavilan's BOT181.

Room	Instructor	Day	Time
BU110	Knapp D	W	0600P-0905P

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 communication system. The 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 pass/no pass. May be repeated three times for credit. ADVISORY: BOT 180. For college credit, enroll in Gavilan's BOT183.

Room	Instructor	Day	Time
LS106	Hardcastle C	F	0945A-1240P



Short-term Training Program
ROP Dental Assisting

Includes Radiology (X-Ray) Certification

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

Registration: Tuesday, August 5, 2008

Doors open at 7:45 am and registration begins promptly at 8:00 am (25 spaces available)

Class dates and times:

September 2, 2008 - January 23, 2009

Mon-Fri, 9:30 am - 3:00 pm

Cost: \$220 includes book and lab fee. Students must purchase lab coats.

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

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

ROP Administrative Medical Assisting

Basic Clinical Medical Assisting

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

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. For college credit, enroll in Gavilan's AH170.

Room	Instructor	Day	Time
HOB114	Kearbey A	TWR	1250P-0430P

ROP Industrial Technology

Industrial Safety

Advisory: Eligible for English 250 and English 260.

This course is an introduction to the construction industry. It will cover the basic skill sets required to earn an entry-level position in various trades in construction. Students will learn basic math, vocabulary, blue print reading and safety skills along with the soft skills required to gain employment. This course has the option of a letter grade or pass/no pass. For college credit, enroll in Gavilan's IT115.

Room	Instructor	Day	Time
SS205	Wright D	W	0600P-0905P

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 AH180.

Room	Instructor	Day	Time
HOB114	Machado M	MT	0910A-1200P
HOB114	Machado M	W	0630A-0130P
Room	Instructor	Day	Time
HOB114	Machado M	MT	0910A-1200P
HOB114	Machado M	R	0630A-0130P

Home Health Care

Transferable: CSU

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, and the scope of limitations of a home health aide. All students who achieve a grade of "C" or better will be eligible for a Home Health Aide certificate from the State of California. **PREREQUISITE:** California CNA certification or concurrent enrollment in AH 180 or equivalent. Equivalency determined by written and performance exams. Also, 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. For college credit, enroll in Gavilan's AH182.

Room	Instructor	Day	Time
HOB114	Machado M	S	0630A-0130P

10/11/08 - 11/15/08 Short-term class meets on specified dates.

Gavilan College's own
 educational TV station

Gav TV Channel

18