



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.

Fall classes begin September 1, 2009
REGISTER EARLY!

Gavilan College is an on-site partner in the



ONE-STOP CAREER CENTER

Job and Career Services
 Open to the Public

831-637-JOBS (Hollister)
www.sbcjobs.org

ROP Accounting

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
HU103	Brown R	T	0630-0935

Spreadsheet - MS Excel

Advisory: CSIS 1 or CSIS 2 or equivalent computer experience. 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. For college credit, enroll in Gavilan's ACCT 121 or CSIS 121.

Room	Instructor	Day	Time
HOL3	Mendez F	W	0600-0905

09/30/09 - 12/09/09 Above class meets at the Hollister Briggs site.

ROP Administrative Medical Assisting

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 had 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	W	0300-0555

Above 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
PB3	Knapp D	M	0600-0905



Short-term Training Program ROP Dental Assisting

Includes Radiology (X-Ray) Certification

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

Online Registration ONLY: August 18, 2009, 8:00 am*
<http://sccoe.org/depts/scrop/>

Class dates and times:
September 8 - January 29, 2009
Mon-Fri, 9:30 am - 3:00 pm

Cost: \$230** includes book and lab fee. Students must purchase lab coats.
** *Price subject to change*

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.

* Confirmation of enrollment will be sent to the first 25 students. (All other students will be put on a waiting list.)

ROP Administrative Medical Assisting cont.

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. For college credit, enroll in Gavilan's BOT183.

Room	Instructor	Day	Time
PB3	Knapp D	R	0600-0905

ROP Computer Applications

Word Processing - MS Word

Advisory: Eligible for English 260 and basic keyboarding skills.

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. For college credit, enroll in Gavilan's CSIS 126.

Room	Instructor	Day	Time
HOL3	Mendez F	M	0600-0905

09/28/09 - 12/07/09 Above class meets at the Hollister Briggs site.

ROP Clinical 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 AH 170.

Room	Instructor	Day	Time
HOB114	Arballo C	TWR	1250-0420

ROP Nursing Assistant

Fundamentals of Nursing--Convalescent

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.

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
HOB114	Machado M	MT	0910-1200
HOB114	TBA	W	0630-0130

Room	Instructor	Day	Time
HOB114	Machado M	MT	0900-1200
HOB114	TBA	R	0630-0130

**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

**Ann Sobrato High School
408-201-6200**
Advanced Commercial Art
Advanced Commercial Photography
Advanced Multi-Media
Agriculture Sales & Service
Animation & Digital Design
Athletic Training/Sports Medicine
Biotechnology
Environmental Horticulture
Stagecraft
Veterinary Science
Visual Communications (Digital Media)
Welding

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

**Central Continuation High School
408-201-6300**
Computer Business Applications

**Gilroy High School
408-847-2424**
Advanced Auto Technology
Art & History of Floral Design
C.A.D. Drafting
Culinary Arts
Commercial Photography
Computer Bus. Applications
Criminal Justice
Digital Design and Animation I & II
Marketing & Merchandising
Sports Medicine I & II
Veterinary Medicine
Visual Communications

**Live Oak High School
408-201-6129 or 408-201-6111**
Advanced Multi-Media
Agriculture Sales & Services
Cabinetmaking
CISCO Applied Networking
Construction Technology
Developmental Psych of Children
Environmental Horticulture
Fashion Design
Graphics Technology
Veterinary Science
Visual Communication (Digital Media)

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

**San Benito High School
831-637-5831, ext. 185**
Advanced Art AP
Ag. Fabrication-Construction
Audio Video Publishing
Auto Mechanics
Cabinet Making
Careers w/Children
Child Development/Vocational
Commercial Art
Computer Accounting
Computer Aided Drafting/C.A.D.
Computer Applications
Computer Maintenance
Computer Programming
Floriculture
Food Service/Restaurant Careers
Marketing
Metals Fabrication
Sales Marketing
Sports Medicine
Technical Writing
Wood Sculpture/Design

Check out

- Classes and services offered at the satellite sites...
Hollister classes... page 60-61 Morgan Hill classes... page 62-63
- Late-Start Classes... page 57
- Online/Hybrid Classes... page 58-59

FINAL EXAM SCHEDULE

Sunday-Saturday, December 13-19, 2009

This schedule is designed to provide dates and two-hour blocks of time for Final Exams in credit courses. Final exams will begin Sunday, Dec. 13, 2009. Classes meeting prior to 8 a.m. will take their exams during the same week, for a two-hour period beginning at the class starting hour.

All finals are to be given at the scheduled time, and in the room in which the class has regularly met during the semester. Exceptions can be granted only by the department chair and the area dean.

If a class appears not to have a time scheduled according to the chart below, please see the instructor, department chair or area dean. Instructors' office hours will be changed to accommodate the final exam schedule. Please check your instructor's office for the revised schedule.

If your class meets on these days:

Daily, M, MTuW, MTuWF, MW, MWTh, MWThF, MWF, MTh, MThF, MF, W, WTh, WThF, WF

Starts at any time between:	Your final exam will be:	
08:00 - 09:40	Wed.	Dec 16 08:00 - 10:00
09:45 - 11:00	Mon.	Dec 14 08:00 - 10:00
11:05 - 12:20	Wed.	Dec 16 10:30 - 12:30
12:25 - 01:40	Mon.	Dec 14 10:30 - 12:30
01:45 - 03:00	Wed.	Dec 16 01:00 - 03:00
03:05 - 04:30	Mon.	Dec 14 01:00 - 03:00

If your class meets on these days:

MTu, MTuWTh, MTuTh, MTuThF, MTuF, Tu, TuW, TWTh, TuWThF, TuWF, TuTh, TuThF, TuF, Th, ThF

Starts at any time between:	Your final exam will be:	
8:00 - 9:10	Tues.	Dec 15 08:00 - 10:00
9:15 - 10:25	Thur.	Dec 17 08:00 - 10:00
10:30 - 11:40	Tues.	Dec 15 10:30 - 12:30
11:45 - 12:55	Thur.	Dec 17 10:30 - 12:30
1:00 - 2:10	Tues.	Dec 15 01:00 - 03:00
2:15 - 3:25	Thur.	Dec 17 01:00 - 03:00
3:30 - 4:55	Tues.	Dec 15 03:30 - 05:30

Fri or Fri/Sat classes: If your class meets at ANY start time between 8-10:55 am, the final exam will be: Friday, Dec 18 from 8:00-10:00 am. If your class meets at ANY start time between 11:00 am - 1:55 pm, the final exam will be: Friday, Dec 18 from 10:30 am - 12:30 pm. If your Friday class meets at any start time between 2 pm - 4:55 pm, your final exam will be on Friday, Dec 18 from 1 pm - 3 pm.

Make-ups and Conflicts:		
	Mon.	Dec 14 03:30 - 05:30
	Wed.	Dec 16 03:30 - 05:30
	Thur.	Dec 17 03:30 - 05:30

Exams for classes held on Saturdays, Sundays & Evenings

All classes held on:

Monday evenings	Mon.	Dec 14
Tuesday evenings	Tues.	Dec 15
Wednesday evenings	Wed.	Dec 16
Thursday evenings	Thurs.	Dec 17
Friday evenings	Fri.	Dec 18
Monday/Wednesday evenings	Mon.	Dec 14
Tuesday/Thursday evenings	Tues.	Dec 15
Saturday	Sat.	Dec 19
Sunday	Sun.	Dec 13