



ROP Courses

Fall classes begin September 1.
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.

For information about Course-to-Course Articulation Agreements for High School Students and additional ROP sites in the Gavilan College district, see page 124.

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
MHG10	R Brown	R	0600-0905
Class meets at Morgan Hill Community site.			

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
PB13	R Brown	T	0630-0935

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
MHG8	R Brown	R	0230-0520
Class meets at Morgan Hill Community site.			

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

Room	Instructor	Day	Time
MHG8	F Mendez	F	0900-1205
10/01/10 - 12/17/10 Class meets at Morgan Hill Community site.			
HOL3	F Mendez	F	0600-0905
10/01/10 - 12/10/17 Class meets at the Hollister Briggs site.			

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
MHG4	D Knapp	T	0300-0555
Class meets at Morgan Hill Community site.			

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	D Knapp	W	0600-0905

Medical Coding

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 BOT 183.

Room	Instructor	Day	Time
BU110	D Knapp	R	0600-0950

Workplace Skills

Workplace Skills teaches skills vital to workplace success. The topic for 191A is Interpersonal Communication. Need not be taken in sequence. This is a pass/no pass course. For college credit, enroll in Gavilan's BOT 191A.

Room	Instructor	Day	Time
MHG8	F Mendez	F	0900-0105
09/03/10 - 09/24/10 Class meets at Morgan Hill Community site.			
HOL3	F Mendez	W	0530-0935
09/01/10 - 09/22/10 Class meets at the Hollister Briggs site.			

ROP Clinical Medical Assisting

Basic Clinical Medical Assisting

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. PREREQUISITE: Eligible for English 250, English 260 and Mathematics 205. For college credit, enroll in Gavilan's AH 170.

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

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
HOB114	TBA	W	0630-0130
HOB114	M Machado	MT	0900-1200
HOB114	TBA	R	0630-0130



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: Begins Tuesday, August 24th at 8:00 am*
Follow link from <http://scooe.org/depts/scrop/>

Class dates and times:
September 7 - January 28, 2010
Mon-Fri, 9:30 am - 3:00 pm

Cost:
Textbook: Modern Dental Assisting 9th Ed 80.00
Course Fee 595.00
Total Cost of program: \$ 675.00

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

Payment accepted: cash, check, MasterCard and Visa
Students who have a check returned for insufficient funds will be dropped from the class.
No refunds

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 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
			09/01/10 - 10/20/10
BU111	S Gaffney	MW	0900-1105
			10/25/10 - 12/08/10
BU110	S Gaffney	T	0600-0905
			09/28/10 - 12/07/10

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	0600-0905
			09/13/10 - 12/06/10
			Class meets at the Hollister Briggs site.

Intermediate Excel

This course continues on where CSIS 121 Spreadsheet - MS Excel left off. Intermediate level training in spreadsheets using the Microsoft Excel program. The course includes graphing, formatting, database features, macros, and financial business calculations for decision making. This course has the option of a letter grade or pass/no pass. May be repeated once for credit. ADVISORY: CSIS 121 Spreadsheets - MS Excel. For college credit, enroll in Gavilan's CSIS 134.

Room	Instructor	Day	Time
HOL3	F Mendez	W	0600-0905
			09/29/10 - 12/08/10
			Class meets at the Hollister Briggs site.

ROP Computer Graphics Applications

2D/3D Technical Computer Graphics I

Introduction to graphic and design competencies architects, engineers, game/simulation developers, industrial designers and other careers use when producing and marketing real and/or virtual products. Prepares students to create consumer products, buildings and other designed objects by developing freehand sketches, creating SolidWorks models and/or other graphics while applying theory and knowledge of elements and principles of visual design, creative problem solving, typography, professional ethics and research skills. May be repeated once for credit. This course has the option of a letter grade or pass/no pass. ADVISORY: LIB 3 and MATH 404G. For college credit, enroll in Gavilan's CGD 2.

Room	Instructor	Day	Time
L1126	C McLaughlin	TR	1250-0210

2D/3D Technical Computer Graphics II

Intermediate computer graphics design course expands skills and concepts introduced in CGD 2. Develops design and graphic skills required to create, explain, model, render, and animate products using a problem solving process and knowledge of ergonomics, materials, design principles and color theories. Projects assigned integrate technology with design and focus upon creating, developing and marketing useful products by developing and visually communicating ideas that are necessary for succeeding in desired design career(s). May be repeated once for credit. ADVISORY: Completion of CGD 2 with a grade of C or better. For college credit, enroll in Gavilan's CGD 4.

Room	Instructor	Day	Time
L1126	C McLaughlin	TR	0220-0330

Advanced Computer Graphics for Design Application I

Advanced course in applied computer graphics and associated interdisciplinary design proficiencies required by careers that design, engineer, manufacture and/or market products. Applies theories, principles and skills covered in CGD 4 and integrates business, sustainable design, and hybrid products. Design solutions reflect technical understanding, aesthetic principles and addresses societal needs in a cost effective manner. Presentations include animating and rendering models of real and/or virtual products that address human factors/ergonomics, usability, life cycle analysis and sustainability. Portfolios support advancement in student-selected career pathways by communicating competence in computer graphics and design. May be repeated once for credit. ADVISORY: Eligible for English 250, 260 and Mathematics 233. For college credit, enroll in Gavilan's CGD 8.

Room	Instructor	Day	Time
L1126	C McLaughlin	TR	0220-0330

Course-to-Course Articulation Agreements for High School Students

Gavilan College and District High Schools

HIGH SCHOOL COURSE	GAVILAN COLLEGE	GRADE CRITERIA
ANN SOBRATO HIGH SCHOOL		
Advanced Multi-Media	ART 113, CSIS 113, DM 113	B
Visual Communications	ART 107, CSIS 107, DM 107	B
ANZAR HIGH SCHOOL (Aromas-San Juan Bautista)		
Algebra	Math 205	A or B
Advanced Algebra	Math 233	A or B
Computer Bus. Apps.	CSIS 1	B
CENTRAL HIGH SCHOOL (Continuation High School - Morgan Hill)		
Computer Business Applications	CSIS 1 & CSIS 126	C
GILROY HIGH SCHOOL		
Administration of Justice	AJ 10	B
Advanced Drawing & Painting	ART 3A	B
Business and Marketing	BUS 1	C
Computer Business Applications	CSIS 1	B
Computer Business Applications	CSIS 122	B
Marketing & Merchandising	BUS 1	B
Integrated Algebra 1 & 2	Math 205	A or B
Integrated Algebra 2 & 3	Math 233	A or B
Visual Communications	DM 77, ART 77, CSIS 77	B
LIVE OAK HIGH SCHOOL (Morgan Hill)		
Advanced Multi-Media	ART 113, CSIS 113, DM 113	B
Algebra I	Math 205	A or B
Algebra II	Math 233	A or B
Careers with Children	CD 1, 21	A or B
Graphic Technology	ART 77, CSIS 77, DM 77	B
Visual Communications	ART 107, CSIS 107, DM 107	B
MT. MADONNA HIGH SCHOOL (Continuation High School – Gilroy)		
Algebra I	Math 205	A or B
SAN ANDREAS HIGH SCHOOL (Continuation High School – Hollister)		
Computer Business Applications	CSIS 1	B
SAN BENITO HIGH SCHOOL (Hollister)		
Advanced Multi-Media	ART 113, CSIS 113, DM 113	B
Architectural Design	CGD 30	B
Algebra 1A or Algebra II	Math 205	A or B
Algebra 2A	Math 233	A or B
Business and Marketing	BUS 1	C
Careers with Children/ROP	CD 1, CD 22	B
Commercial Art	ART 3A	B
Computer Aided Drafting/C.A.D.	CGD 2	B
Computer Business Applications	CSIS 1	C
Computer Hardware Repair	CSIS 181	B
Marketing	BUS 1	B
Technical Writing	JOUR 18A	B

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 Multi-Media
Agriculture Sales & Service
Art & History of Floral Design
Commercial Art
Commercial Photography
Digital Design and Animation
Environmental Horticulture
Veterinary Science
Visual Communications (Digital Media)

Anzar High School
408-623-7660
Audio Video Publishing/Multi-Media
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
Biotechnology
C.A.D. Drafting
Culinary Arts
Commercial Photography
Computer Business Applications
Criminal Justice
Digital Design and Animation I & II
Marketing & Merchandising
Sports Medicine I & II
Veterinary Science
Visual Communications

Live Oak High School
408-201-6129 or 408-201-6111
Advanced Multi-Media
Agriculture Sales & Services
Art & History of Floral Design
Cabinetmaking
Applied Networking (CISCO)
Construction Technology
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
Architectural Design
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
Floriculture
Food Service/Restaurant Careers
Metals Fabrication
Sales Marketing
Sports Medicine
Technical Writing
Wood Sculpture/Design

Check out

Classes and services offered at the satellite sites...
Hollister classes... page 114-115 Morgan Hill classes... page 116-117
Late-Start/Short-Term Classes... page 111
Online/Hybrid Classes... page 112-113