



ROP

Fall Courses

Fall classes begin August 31.
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

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
MHG4	R Brown	W	0220-0525

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
BU120	R Brown	T	0600-0905

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	W	0600-0905

Class meets at Morgan Hill Community 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 has 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.

BU120	D Knapp	R	0600-0905
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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

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	TWR	1250-0420



Short-term Training Program

ROP Dental Assisting

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

Location: ROP-South, 700 West 6th Street, Ste. M, Gilroy

Online Registration ONLY: Begins Monday, August 22, 2011 at 8:00 am
 Follow link from <http://sccoe.org/depts/scrop/>

Class dates and times:

September 6 - January 27, 2012
 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

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

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

Gavilan College
Community Education's

Water Training Program



Did you know that within the next 5-10 years, 50% of the water workforce will retire?

To fill this gap, Gavilan College Community Education began offering water training programs in October of 2009.

Since then, we have offered nearly 75 courses of training in Basic and Advanced Water Distribution, Backflow Prevention, Water/Wastewater Math, Water/Wastewater Operations, Water Treatment Plant Operations, state test preparation courses and more.

Having served over 200 students in the Monterey Bay, Gilroy, Hollister and Watsonville area, we have built partnerships with local employers, regional experts and various organizations to meet student/future employee needs.

Visit our website at www.GavilanCE.com to learn more about our water training programs or give us a call at 408-852-2801 to get on our mailing 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
10/24/11 - 12/07/11			
BU110	S Gaffney	T	0630-0830

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
MHG8	F Mendez	F	0900-1205
09/23/11 - 12/16/11 Above class meets at Morgan Hill Community site.			
HOL3	F Mendez	W	0600-0905
09/23/11 - 12/16/11 Above class meets at the Hollister Briggs site.			

Windows Fundamentals

This course provides fundamental information on the Windows environment for the computer. Introductory Windows operations and file management are covered. This is a pass/no pass course. This course may be repeated three times for credit. ADVISORY: Basic keyboarding skill. For college credit, enroll in Gavilan's CSIS 124.

Room	Instructor	Day	Time
HOL 3	F Mendez	F	0600-0905
09/02/11 - 10/07/11 Above class meets at the Hollister Briggs site.			

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
10/03/11 - 12/12/11 Above 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. PRE-REQUISITE: 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	M Machado	W	0630-0100
HOB114	M Machado	MT	0900-1200
HOB114	M Machado	R	0630-0100

Go Social!

Stay connected with Gavilan College!



Facebook: <http://www.facebook.com/pages/Gilroy-CA/Gavilan-College/22761589838>

MySpace: <http://www.myspace.com/gavpio>

Twitter: <http://www.twitter.com/GavilanCollege>



**Course-to-Course Articulation Agreements
for High School Students**

Gavilan College and District High Schools

HIGH SCHOOL GRADE COURSE CRITERIA	GAVILAN COLLEGE	
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
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 21	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 Construction
Art & History of Floral Design
Commercial Advanced Photography
Commercial Art
Environmental Horticulture
Graphic Design
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

**Christopher High School
408-843-4124**
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 & Marketing
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
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.
Computer Applications
Computer Maintenance
Floriculture
Food Service/Restaurant Careers
Metals Fabrication
Sales Marketing
Sports Medicine
Technical Writing
Wood Sculpture/Design

Check out

- Online/Hybrid Classes... pages 110-111
- Classes and services offered at the satellite sites...
Hollister classes... pages 112-113 Morgan Hill classes... pages 114-115
- Late-Start/Short-Term Classes... page 116
- Open Entry/Open Exit Classes... page 117