



# ROP Courses

Spring classes begin January 23, 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

### 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 credit/no credit. Repeatable whenever a new software package is adopted. This course is also listed as CSIS 120. For college credit, enroll in Gavilan's ACCT 120 or CSIS 120.

Room	Instructor	Day	Time	Footnotes
MHG 5	BARTAM	TH	6:30 P-9:20 P	25 35 96

Above class meets at Morgan Hill Community site

### 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
MHG4	BARTAM	M	6:30 P-9:20 P	96

Above class meets at Morgan Hill Community site

### 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
HOL 5	STAFF	Th	6:30P-8:20P	96

Above class meets at the Hollister Briggs site.

## 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
HOL 3	HERNANDEZ A	TuTh	12:30 P-3:30 P
LI171	HERNANDEZ A	Tu	6:00 P- 9:00 P

Above class meets at Hollister Briggs site

## 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.

**Live Oak High School**  
408-201-6129 or  
408-201-6112

Ag Mechanics  
Agriculture Sales/Services  
Animation  
Audio Visual Publishing  
C.A.D. Drafting  
Cabinet Making  
Child Care  
CISCO Networking  
Computer Science  
Fashion Design  
Graphic Technology  
Ornamental Horticulture  
Photography, Commercial  
Technical Writing  
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

Computer Accounting  
Web Design  
Welding

**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

## ROP Administrative Medical Assisting

### 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	M&1	6:00 P - 8:50 P	96

### Medical Office Procedures

**Prerequisite:** BOT 180 and CSIS 126 with credit or a grade of C or better or experience using Microsoft Word.

**Advisory:** Eligible for English 250 and Mathematics 402.

This specialized course includes medical office procedures, patient record management, coding/billing for private/government health insurance programs, and professional ethics. May be repeated three times for credit. This course has the option of a letter grade or credit/no credit. For college credit, enroll in Gavilan's BOT 182.

Room	Instructor	Day	Time	Footnotes
BU110	KNAPP D	Th	6:00 P - 8:50 P	35 96

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

Room	Instructor	Day	Time	Footnotes
MHG10	KNAPP D	Tu	3:10 P-6:00 P	96

**Class meets at Gavilan's Morgan Hill Community Center site**

## ROP Clinical Medical Assisting

### Advanced Clinical Medical Assisting

**Prerequisite:** AH 170 with a grade of C or better or equivalent. Equivalency determined by written and performance exams.

Course provides instruction and clinical experience in advanced concepts of clinical medical assisting including specialty procedures and treatments. For college credit, enroll in Gavilan's AH 171.

Room	Instructor	Day	Time	Footnotes
HOB114	STAFF	MTuWTh	1:00 P - 3:30 P	96

## 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.

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	9:00 A -12:00 P	92 94 96
			6:30 A -1:30 P	
HOB114	MACHADO M	MTu	9:00 A-12:00 P	92 94 96
			6:30 A -1:30 P	
HOB114	MACHADO M	MTu	9:00 A -12:00 P	92 94 96
			6:30 A -1:30 P	

## NEW! Short-term Training Program



## ROP Dental Assisting

Includes Radiology (X-Ray) Certification

Jan 30 - June 21, 2006

Days: Mon-Fri

Time: 9:30 am - 2:00 pm

Location: ROP-South

700 W. 6th St., Ste. L

Gilroy, CA 95020

Call (408) 842-0361 for more information.

**Registration:** begins Dec. 8 at 8:00 am

**Cost:** \$210 includes book and lab fee.

Students must purchase lab coat.

## Faculty! Staff! Students! Working Parents! Community!

Do you need child care while you are  
teaching, learning or working?



## FEE-BASED SERVICE!

Ages: 6 weeks - 5 years

Gavilan's Child Development Center will accept payment from other subsidized programs (i.e., 4C's, Choices for Children)

Personal payment also accepted.  
NAEYC accredited.

**6:30 a.m. - 6:00 p.m.**

Call the Child Development Center at 408-848-4815 for more information.