

**Spring classes begin January 31, 2007
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 credit/no credit. For college credit, enroll in Gavilan's ACCT 103.

Room	Instructor	Day	Time	Footnotes
BU118	COLLEGE A	F	0900A-1210A	96

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 credit/no credit. For college credit, enroll in Gavilan's ACCT 111.

Room	Instructor	Day	Time	Footnotes
BU120	BARTAM	MW	0810A-0935A	96

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. For college credit, enroll in Gavilan's ACCT 120 or CSIS 120.

Room	Instructor	Day	Time	Footnotes
BU111	BARTAM	W&1.4	0945A-1240P	25 35 96

ROP Computer Applications

Computer Office Applications

Two computer office application courses will be offered. The **afternoon** course will offer **intermediate** and **advanced** word processing. The **evening** course will offer **basic** word processing. Both courses offer 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-3:50 P
Above class meets at Hollister Briggs site			
LI171	OLES C	M	6:00 P-9:20 P

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. For college credit, enroll in Gavilan's ACCT 120 or CSIS 120.

Room	Instructor	Day	Time	Footnotes
MHG5	BARTAM	M&1.4	0630P-0940P	25 35 96
Above class meets at Morgan Hill Community site				

ROP Administrative Medical Assisting

Medical Terminology

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

Room	Instructor	Day	Time	Footnotes
BU120	KNAPP D	Th	0600P-0910P	96

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&1.4	0600P-0910P	35 96



Short-term Training Program **ROP Dental Assisting**

Includes Radiology (X-Ray) Certification

January 29, 2007 - June 22, 2007
Mon-Fri, 9:30 am - 3:00 pm

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

Registration: Doors open at 7:30 am and registration begins promptly at 8:00 am

Cost: \$210 includes book and lab fee. Students must purchase lab coats.

Call (408) 842-0361 for more information.

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

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	W&1.4	0600P-0910P	35 96

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	KEARBAY A	TuWTh	0100P-0440P	96

ROP Nursing Assistant

Fundamentals of Nursing—Convalescent

Prerequisites: 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	0900A-1200P	92 94 96
	MACHADO M	W	0630A-0130P	
HOB114	MACHADO M	MTu	0900A-1200P	92 94 96
	MACHADO M	Th	0630A-0130P	
HOB114	MACHADO M	MTu	0900A-1200P	92 94 96
	MACHADO M	F	0630A-0130P	

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

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
Criminal Justice
Digital Design and Animation
Horticulture-Ornamental
Sports Medicine I & II
Veterinary Medicine
Visual Communications

Live Oak High School
408-201-6129 or 408-201-6111

Agriculture Sales/Services
Cabinet Making
Careers with Children
CISCO Networking
Fashion Design
Graphic Technology
Photography, Commercial
Technical Writing
Veterinary Science
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
Ag Sales
Biotechnology
Commercial Photography
Sports Medicine
Veterinary Science
Web Design
Welding