

Spring classes begin January 30, 2008
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
BU120	COLLEGE A	F	0900A-1205P	96

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
MHG5	BARTAM	W	0600P-0905P	11 96 96
03/05/08 - 05/21/08 Above class meets at Morgan Hill Community site				

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
BU118	BARTAM	MW	0810A-0930A	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. 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
BU111	BARTAM	M&1.3	0945A-1210P	25 35 96

ROP Computer Applications

Computer Office Applications

Advisory: Basic keyboarding skills

This introductory course for word processing with Windows offers students hands-on skills to create business correspondence, reports, presentations, spreadsheets, and desktop publishing. Software includes: Word, Excel, and Powerpoint.

Room	Instructor	Day	Time
HOL 3	Hernandez A	Tu/Th	12:30 P - 3:50 P
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 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
MHG12	KNAPP D	Th	0600P-0905P	96
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 credit/no credit. May be repeated three times for credit. For college credit, enroll in Gavilan's BOT 181.

Room	Instructor	Day	Time	Footnotes
BU110	KNAPP D	M&1	0600P-0905P	35 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	W&1.4	0600P-0910P	96



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

Includes Radiology (X-Ray) Certification

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

Registration: December 4, 2007

Doors open at 7:45 am and registration begins promptly at 8:00 am

Class dates and times:

January 28, 2008 - June 20, 2008

Mon-Fri, 9:30 am - 3:00 pm

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

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.

ROP Industrial Technology

Industrial Safety

Advisory: Eligible for English 250 and English 260.

This course is an introduction to the construction industry. It will cover the basic skill sets required to earn an entry-level position in various trades in construction. Students will learn basic math, vocabulary, blue print reading and safety skills along with the soft skills required to gain employment. This course has the option of a letter grade or credit/no credit. For college credit, enroll in Gavilan's IT 115.

SS205	WRIGHT D	W	0600P-0905P	96
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ROP Nursing Assistant

Advanced Clinical Medical Assisting

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

Transferable: CSU

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	KEARBEY A	TuWTh	1250P-0440P	96

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