



# ROP Courses

Spring classes begin February 2.  
**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 97.

## 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
BU103	R Brown	M	0300-0550

### 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
MHG3	R Brown	R	0300-0550

Class meets at Morgan Hill Community site.

### 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
BU111	R Brown	T	0300-0550

## 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
BU120	D Knapp	T	0600-0905

### 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	R	0600-0905

### Medical Office Procedures

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 pass/no pass. 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. For college credit, enroll in Gavilan's BOT 182.

Room	Instructor	Day	Time
BU110	D Knapp	W	0600-0905

### 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
MHG5	F Mendez	F	0900-1235

04/29/11 - 05/27/11 Above class meets at Morgan Hill Community site.

Room	Instructor	Day	Time
HOL3	F Mendez	M	0600-0935

04/25/11 - 05/23/11 Above class meets at the Hollister Briggs site.

## ROP Clinical Medical Assisting

### Advanced Clinical Medical Assisting

Course provides instruction and clinical experience in advanced concepts of clinical medical assisting including specialty procedures and treatments. PREREQUISITE: AH 170 with a grade of C or better or equivalent. Equivalency determined by written and performance exams. For college credit, enroll in Gavilan's AH 171.

Room	Instructor	Day	Time
HOB114	D Comella-Hilde	TWR	0100-0430

## 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

02/02/11 - 03/23/11

Room	Instructor	Day	Time
BU111	S Gaffney	MW	0900-1105

03/28/11 - 05/18/11

Room	Instructor	Day	Time
BU110	S Gaffney	T	0600-0905

03/01/11 - 05/17/11

### CSIS 121 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
HOL3	F Mendez	W	0600-0905

03/09/11 - 05/25/11 Above class meets at the Hollister Briggs site.



## 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 Tuesday, January 11, 2011 at 8:00 am  
Follow link from <http://sccoe.org/depts/scrop/>

**Class dates and times:**

January 31 - June 24  
Mon-Fri, 9:30 am - 3:00 pm

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

**Cost:**

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

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

### 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
MHG5	F Mendez	F	0900-1235
02/04/11 - 04/22/11 Above class meets at Morgan Hill Community site.			
HOL3	F Mendez	M	0600-0935
02/07/11 - 04/18/11 Above class meets at the Hollister Briggs site.			

### Presentation Graphics-MS PowerPoint

This introductory course in presentation graphics will use Microsoft Office's "PowerPoint" software to create a computerized presentation (slide show) with text and objects. This course is also listed as CMUN 129. This course has the option of a letter grade or pass/no pass. May be repeated three times for credit. ADVISORY: CSIS 126 or word processing skills in the Windows environment. For college credit, enroll in Gavilan's CSIS 129 or CMUN 129.

Room	Instructor	Day	Time
HOL3	F Mendez	W	0600-0945
02/02/11 - 03/02/11 Above class meets at the Hollister Briggs site.			

**Classroom Locations: Refer to "How to Use This Schedule" on page 5.**

### ROP Computer Graphics Applications

#### 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	0220-0340

#### Advanced Computer Graphics for Design Application II

Advanced computer graphics and design course that combines technical computer graphic skills with interdisciplinary design proficiencies including creating computer imagery, transformations, and rendering to create 3D model using geometric primitives, projections for computer animation and data visualization. Includes structural analysis and emphasis on developing products that include ergonomic features and sustainable materials. Work within electronic portfolio demonstrates skills and knowledge of technical graphic design to visualize, develop and present products to meet societal needs. ADVISORY: Satisfactory score on the English placement exam or a grade C or better in English 250, completion of Mathematics 233 or satisfactory Mathematics placement. Completion of CGD 2 and CGD 8 with a grade of C or better. Computer lab work can be done both in lab and off-site. For college credit, enroll in CGD 9.

Room	Instructor	Day	Time
L1126	C McLaughlin	TR	0220-0340

### Introduction to Environmental Design

**Transferable:** CSU

Develops skills and computer aided design (CAD) skills necessary for designing and producing a set of plans for an array of environmental projects, such as residential remodels, landscape projects, interior design and other small construction projects. Includes introduction to building codes, sustainable design concepts, specifications and other architectural construction document basics necessary for getting permits and entering environmental design careers. For college credit, enroll in Gavilan's CGD 30.

Room	Instructor	Day	Time
L1126	C McLaughlin	TR	1250-0210

### 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	W	0630-0130
		MT	0900-1200
HOB114	M Machado	R	0630-0130
		MT	0900-1200
HOB114	D Reid	F	0630-0130
HOB114	M Machado	MT	0900-1200

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

**Gavilan College and District High Schools**

HIGH SCHOOL COURSE	GAVILAN COLLEGE	GRADE CRITERIA
<b>ANN SOBRATO HIGH SCHOOL</b>		
Advanced Multi-Media	ART 113, CSIS 113, DM 113	B
Visual Communications	ART 107, CSIS 107, DM 107	B
<b>ANZAR HIGH SCHOOL (Aromas-San Juan Bautista)</b>		
Algebra	MATH 205	A or B
Advanced Algebra	MATH 233	A or B
Computer Bus. Apps.	CSIS 1	B
<b>CENTRAL HIGH SCHOOL (Continuation High School - Morgan Hill)</b>		
Computer Business Applications	CSIS 1 & CSIS 126	C
<b>GILROY HIGH SCHOOL</b>		
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
<b>LIVE OAK HIGH SCHOOL (Morgan Hill)</b>		
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, CD 21	A or B
Graphic Technology	ART 77, CSIS 77, DM 77	B
Visual Communications	ART 107, CSIS 107, DM 107	B
<b>MT. MADONNA HIGH SCHOOL (Continuation High School – Gilroy)</b>		
Algebra I	Math 205	A or B
<b>SAN ANDREAS HIGH SCHOOL (Continuation High School – Hollister)</b>		
Computer Business Applications	CSIS 1	B
<b>SAN BENITO HIGH SCHOOL (Hollister)</b>		
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**

- Classes and services offered at the satellite sites...  
Hollister classes... pages 86-87    Morgan Hill classes... pages 88-89
- Late-Start/Short-Term Classes... page 90
- Online/Hybrid Classes... pages 84-85