

ROP 408-848-4816



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, through which you may earn high school or college credit, and upon completion 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. Students enrolled in ROP classes do not qualify for Financial Aid.

Spring Classes

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
BU 103	T Ratchford	W	0220-0525

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
MHG 10	Staff	T	0600-0905
Morgan Hill Community Center.			

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
BU 111	Staff	W	0600-0905

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 the 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..

Room	Instructor	Day	Time
BU 110	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.

Room	Instructor	Day	Time
HOL 3	F. Mendez	M	0130-0320
Hollister Briggs Building			
MHG8	F. Mendez	F	1130-0120
Morgan Hill Community Center			

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.

Room	Instructor	Day	Time
HOB114	D Comella-Hilde	MTW	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	02/01/12 - 03/21/12
BU110	S Gaffney	T	0600-0905	02/28/12 - 05/15/12

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	0400-0555	
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	W	0130-0335	02/01/12 - 03/21/12
Class meets in Hollister, Briggs Building				

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	0400-0550	
Class meets in Hollister, Briggs Building				
MHG8	F Mendez	F	0900-1050	
Class meets in Morgan Hill, Community Center				

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. 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. 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 (Lec)
HOB114	M Machado	W	0630am-0130pm (Lab)
HOB114	M Machado	MT	0900-1200 (Lec)
HOB114	M Machado	R	0630-0130 (Lab)



Short-term Training Program

ROP Dental Assisting

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

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

Cash, check, MasterCard and Visa accepted.

Students who have a check returned for insufficient funds will be dropped from the class.

No refunds

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

Online Registration ONLY: 25 spaces available

Tuesday, January 10, 2012 at 8 a.m.

Follow link from <http://sccoe.org/depts/scrop/>

Class dates and times:

January 30, 2012-June 22, 2012

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

Vaccine Requirement: At the time of payment, you must provide documentation that indicates the Hepatitis B injection series has been completed or started. You will not be admitted into the program without documentation.

Cost:

Textbook:	80.00
Course Fee	595.00
Total Cost of program:	\$ 675.00

Price subject to change

Students must provide 2 smocks and appropriate shoes

ROP Additional locations

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

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

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)
 Technical Writing
 Wood Sculpture/Design

GAVILAN COLLEGE

COMMUNITY EDUCATION

- Short-term
- Not-for-credit
- in-person and online



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www.GavilanCE.com

408-852-2801

Room CJ 500