

CRN	Type	Room	Instructor	Units	Days	Times	Dates
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ESL 779 ESL Lifeskills 3**Transferable:** No

This is the third in a series of classes in survival English for students with little oral or written English competency. It will give students expanded basic vocabulary and familiarity in life skill areas such as the weather, transportation, employment, and American holidays and customs to manage in the real world. The course emphasizes oral communication and integrates listening, speaking, reading, and writing. **ADVISORY:** Placement into ESL Lifeskills by the CASAS placement test and successful completion of ESL 778.

40802	Lec	MHG13	L Bowles Hasbany		TR	0900- 1130	
Above class meets at Morgan Hill Community site.							
40803	Lec	CTC3	L Martinez		MW	0630- 0900	
Above class meets off campus at the GUSD / Gavilan Computer Technology Center, room 3, 7881 Murray Avenue, Gilroy.							
40804	Lec	CTC3	N Vargas		MW	0900- 1130	
Above class meets off-campus at the GUSD / Gavilan Computer Technology Center, room 3, 7881 Murray Avenue, Gilroy.							
40805	Lec	CALAVR	J Villicana		MF	0730- 0900	
	Lec	CALAVR	J Villicana		W	0730- 0930	
Above class meets off campus at Calaveras Elementary School, room D1, 1151 Buena Vista Road, Hollister.							

ESL 780 ESL Lifeskills 4**Transferable:** No

This is the fourth course in a series of survival English for students with little oral or written English competency. It will give students expanded basic vocabulary and familiarity in life skill areas such as weather, transportation, employment, and American holidays and customs to manage in the real world. The course emphasizes oral communication and integrates listening, reading, writing. **ADVISORY:** Placement into ESL Lifeskills by the CASAS placement test and successful completion of ESL 779.

40807	Lec	HOL6	D McMullen		MW	0600- 0830	
Above class meets at the Hollister Briggs site.							

CRN	Type	Room	Instructor	Units	Days	Times	Dates
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GUIDANCE**GUID 700 Online Basic Academic Skills****Transferable:** No

This course is designed for elementary students who want to improve their basic academic skills through the use of appropriate online software. The online program is a comprehensive resource for diagnosing and remediating students' basic skill. Modules include: Reading (Comprehension and Vocabulary), Language Arts, Math, Science, and Writing. Course content is based on individual student need. This course may be repeated.

40814	Online		J Maringer-Cantu				
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LIBRARY**LIB 732 Introduction to Online Gavilan****Transferable:** No

Introduction to the online classes and student services at Gavilan College. This course will show students how to log into their online courses, find lectures, assignments and exams, take part in online class discussions, submit attachments, and view their grades. The course will also cover all the online student services available to the distant student, including counseling, library resources, records and grades, financial aid, tutoring and technical support.

40824	Online		S Lawrence				
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**ROP****Cost:**

Textbook:	80.00
Course Fee	595.00
Total Cost of program:	\$ 675.00
No refunds	
Price subject to change	
Students must provide 2 smocks and appropriate shoes	
Cash, check, MasterCard and Visa accepted.	
Students who have a check returned for insufficient funds will be dropped.	

**ROP Dental Assisting Short-term Training Program****Location:** ROP-South, 700 W 6th St., Ste. F, Gilroy**Online Registration ONLY:** 25 spaces available

Wednesday, December 12, 2012 at 8 a.m.

Follow link from <http://sccoe.org/depts/scrop/>**Class dates and times:**

January 28 - June 21, 2013

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.

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.

ROP Spring Classes 408.848.48716

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. 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.

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	San Benito High School 831-637-5831, ext. 185	Live Oak High School 408-201-6129 or 408-201-6111
San Andreas High School 831-637-9269	Ann Sobrato High School 408-201-6200	
Anzar High School 831-623-7660	Christopher High School 408-843-4124	
Central Continuation High School 408-201-6300	Gilroy High School 408-847-2424	

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 PM

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 11	W. Fachner	T	0600-0905 PM

Class meets at Morgan Hill Community Center

Computerized Accounting - QuickBooks

An introduction to computer-assisted accounting. Hands-on use of a micro-computer 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	T. Rachford	W	0600-0905 PM

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 has 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 Medi-Soft software. Students will learn the patient billing features of this software and complete a capstone simulation giving them hands-on realistic medical front-of-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. 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 MS Word. ADVISORY: Eligible for English 250 and Mathematics 402.

Room	Instructor	Day	Time
BU110	D Knapp	W	0600-0905

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. PRE-REQUISITE: AH 170 with a grade of C or better or equivalency determined by written and performance exams.

Room	Instructor	Day	Time
HOB114	D Comella-Hilde	MTW	0100-0430 PM

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	01/30/13-03/20/13
BU 111	S Gaffney	MW	0900 -1105	03/25/13-05/15/13
BU110	S Gaffney	T	0600-0905	02/19/13-05/14/13

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
MHG 8	F Mendez	W	0400-0550

Class meets at the Morgan Hill Community Center.

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

Room	Instructor	Day	Time
MHG8	F Mendez	F	0900-1105

Class meets at 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	0630am-0130pm (Lab)