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.

### Spring classes begin January 23, 2006

REGISTER EARLY!

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**ROP Accounting**

**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.

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<tbody>
<tr>
<td>MHG 5</td>
<td>BARTA M</td>
<td>TH</td>
<td>6:30 P-9:20 P</td>
<td>25 35 96</td>
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Above class meets at Morgan Hill Community site

**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.

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Above class meets at Morgan Hill Community site

**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.

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Above class meets at the Hollister Briggs site.

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**ROP Computer Applications**

**Computer Office Applications**

The afternoon course offers basic business skills and concepts with hands-on experience in computer operations using Microsoft Office. The evening course offers intermediate & advanced business skills and concepts with hands-on experience. Software includes: Word, Excel, and PowerPoint.

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Above class meets at Hollister Briggs site.

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**Live Oak High School**

408-201-6129 or 408-201-6112

- Ag Mechanics
- Agriculture Sales/Services
- Animation
- Audio Visual Publishing
- C.A.D. Drafting
- Cabinet Making
- Child Care
- CISCO Networking
- Computer Science
- Fashion Design
- Graphic Technology
- Ornamental Horticulture
- Photography, Commercial
- Technical Writing
- Web Design

**San Andreas High School**

Call 831-637-9269


**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
- Food Service/Restaurant Careers
- Marketing
- Metals Fabrication
- Sports Medicine
- Technical Writing

**Sobrato High School**

408-201-6200

- Computer Accounting
- Web Design
- Welding

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**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
- Horticulture-Ornamental Hospitality
- Law Enforcement Marketing
- Sports Medicine
- Veterinary Medicine
- Web Design
ROP Administrative Medical Assisting

**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.

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**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.

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**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.

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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.

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ROP Dental Assisting

**ROP Dental Assisting**

Includes Radiology (X-Ray) Certification

Jan 30 - June 21, 2006

**Days:** Mon-Fri

**Time:** 9:30 am - 2:00 pm

**Location:** ROP-South

700 W. 6th St., Ste. L
Gilroy, CA 95020

Call (408) 842-0361 for more information.

**Registration:** begins Dec. 8 at 8:00 am

**Cost:** $210 includes book and lab fee. Students must purchase lab coat.

ROP Nursing Assistant

**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.

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call (408) 842-4815 for more information.

Faculty! Staff! Students!
Working Parents! Community!

Do you need child care while you are teaching, learning or working?

**FEE-BASED SERVICE!**

Ages: 6 weeks - 5 years

Gavilan’s Child Development Center will accept payment from other subsidized programs (i.e., 4C’s, Choices for Children)

Personal payment also accepted.

NAEYC accredited.

6:30 a.m. - 6:00 p.m.

Call the Child Development Center at 408-848-4815 for more information.