### 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

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**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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**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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### 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.

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**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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### 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.

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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 had the option of a letter grade or credit/no credit. For college credit, enroll in Gavilan’s BOT 180.

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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.

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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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**ROP Classes**

**Spring classes begin January 30, 2008**

**REGISTER EARLY!**

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**Students enrolled in ROP classes do not qualify for Financial Aid.**
**ROP Classes**

**Spring 2008 Schedule**

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**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.*

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**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.

**SSIP WRIGHT D W 0600P-0905P 96**

**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

**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.

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**ROP Instructional Services Gilroy**

408-842-0361

Dental Assisting

Anzar High School
408-623-7660

Audio Video Publishing

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

CARES with Children

CISCO Networking

Fashion Design

Graphic Technology

Photography, Commercial

Technical Writing

Veterinary Science

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

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

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