

Spring classes begin January 28, 2009
REGISTER EARLY!



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

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 pass/no pass. For college credit, enroll in Gavilan's ACCT103.

Room	Instructor	Day	Time
BU120	College A	F	0900-1205

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 pass/no pass. For college credit, enroll in Gavilan's ACCT105.

Room	Instructor	Day	Time
MHG5	TBA	W	0600-0905

02/25/09 - 05/13/09 Above class meets at Morgan Hill Community site.

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 pass/no pass. For college credit, enroll in Gavilan's ACCT111.

Room	Instructor	Day	Time
PB7	TBA	R	0600-0905

Above class meets at Morgan Hill Community site.

ACCT 120 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 pass/no pass. Repeatable whenever a new software package is adopted. For college credit, enroll in Gavilan's ACCT120 or CSIS 120.

Room	Instructor	Day	Time
HOL3	College A	F	0530-0835
	+ 1 arranged hour		

Above class meets at the Hollister Briggs site.

Spreadsheet - MS Excel

Advisory: CSIS 1 or CSIS 2 or equivalent computer experience.

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. For college credit, enroll in Gavilan's ACCT 121 or CSIS 121.

Room	Instructor	Day	Time
HOL3	Mendez F	W	0600-0905
	02/25/09 - 05/13/09		

ROP Business Office Technology

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 pass/no pass. For college credit, enroll in Gavilan's BOT180.

Room	Instructor	Day	Time
BU120	Knapp D	W	0600-0905

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 pass/no pass. May be repeated three times for credit. For college credit, enroll in Gavilan's BOT181.

Room	Instructor	Day	Time
BU110	Knapp D	M	0600-0905
	+ 1 arranged hour		

Medical Office Procedures

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 pass/no pass. PREREQUISITE: BOT 180 and CSIS 126 with credit or a grade of C or better or experience using Microsoft Word. For college credit, enroll in Gavilan's BOT182

Room	Instructor	Day	Time
BU110	Knapp D	R	0600-0905
	+ 2 arranged hours		



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

Short-term Training Program **ROP Dental Assisting**

Includes Radiology (X-Ray) Certification

Location: ROP-South, 700 W. 6th St., Ste. L, Gilroy

Online Registration ONLY: January 6, 2009, 8:00 am *
<http://sccoe.org/depts/scrop/>

Class dates and times:
January 26 - June 19, 2009
Mon-Fri, 9:30 am - 3:00 pm

Cost: \$220 includes book and lab fee. Students must purchase lab coats.

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

* Confirmation of enrollment will be sent to the first 25 students. (All other students will be put on a waiting list.)

ROP Computer Applications

Word Processing - MS Word

Advisory: Eligible for English 260 and basic keyboarding skills.

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, footnotes for a research paper. This course has the option of a letter grade or pass/no pass and may be repeated when the software changes. For college credit, enroll in Gavilan's CSIS 126.

Room	Instructor	Day	Time
HOL3	Mendez F	M	0600-0905
02/23/09 - 05/11/09			

ROP Administrative Medical Assisting

AH 171 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	Barker B	WR	1250-0450
HOB114	Barker B		

Gavilan College's own
educational TV station

Gav TV Channel

18

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 pass/no pass. For college credit, enroll in Gavilan's IT115.

Room	Instructor	Day	Time
BU120	Wright D	R	0600-0905

ROP Nursing Assistant

AH 180 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	Machado M	MT	0900-1200
HOB114	TBA	W	0630-0130
HOB114	Machado M	MT	0900-1200
	TBA	R	0630-0130

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

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
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
Careers with Children
CISCO Networking
Fashion Design
Graphic Technology
Photography, Commercial
Technical Writing
Veterinary Science
Web Design

San Andreas High School
Call 831-637-9269
Computer Bus. Appl.

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

FINAL EXAM SCHEDULE

Friday evening-Saturday, May 15-23, 2009

This schedule is designed to provide dates and two-hour blocks of time for Final Exams in credit courses. Final exams will begin Friday evening, May 15, 2009. Classes meeting prior to 8 a.m. will take their exams during the same week, for a two-hour period beginning at the class starting hour.

All finals are to be given at the scheduled time, and in the room in which the class has regularly met during the semester. Exceptions can be granted only by the department chair and the area dean.

If a class appears not to have a time scheduled according to the chart below, please see the instructor, department chair or area dean. Instructors' office hours will be changed to accommodate the final exam schedule. Please check your instructor's office for the revised schedule.

If your class meets on these days:

Daily, M, MTuW, MTuWF, MW, MWTh, MWThF, MWF, MTh, MThF, MF, W, WTh, WThF, WF

Starts at any time between:

08:00 - 09:40
09:45 - 11:00
11:05 - 12:20
12:25 - 01:40
01:45 - 03:00
03:05 - 04:30

Your final exam will be:

Mon.	May 18	08:00 - 10:00
Wed.	May 20	08:00 - 10:00
Mon.	May 18	10:30 - 12:30
Wed.	May 20	10:30 - 12:30
Mon.	May 18	01:00 - 03:00
Wed.	May 20	01:00 - 03:00

If your class meets on these days:

MTu, MTuWTh, MTuTh, MTuThF, MTuF, Tu, TuW, TWTh, TuWThF, TuWF, TuTh, TuThF, TuF, Th, ThF

Starts at any time between:

8:00 - 9:10
9:15 - 10:25
10:30 - 11:40
11:45 - 12:55
1:00 - 2:10
2:15 - 3:25
3:30 - 4:55

Your final exam will be:

Thur.	May 21	08:00 - 10:00
Tues.	May 19	08:00 - 10:00
Thur.	May 21	10:30 - 12:30
Tues.	May 19	10:30 - 12:30
Thur.	May 21	01:00 - 03:00
Tues.	May 19	01:00 - 03:00
Tues.	May 19	03:30 - 05:30

Fri or Fri/Sat classes: If your class meets at ANY start time between 8-10:55 am, the final exam will be: Friday, May 22 from 8:00-10:00 am. If your class meets at ANY start time between 11:00 am - 1:55 pm, the final exam will be: Friday, May 15 from 10:30 am - 12:30 pm. If your Friday class meets at any start time between 2 pm - 4:55 pm, your final exam will be on Friday, May 22, from 1 pm - 3 pm.

Make-ups and Conflicts:

Mon.	May 18	03:30 - 05:30
Wed.	May 20	03:30 - 05:30
Thur.	May 21	03:30 - 05:30

Exams for classes held on Saturdays, Sundays & Evenings

All classes held on:

Monday evenings	Mon.	May 18
Tuesday evenings	Tues.	May 19
Wednesday evenings	Wed.	May 20
Thursday evenings	Thurs.	May 21
Friday evenings	Fri.	May 22
Monday/Wednesday evenings	Mon.	May 18
Tuesday/Thursday evenings	Tues.	May 19
Saturday	Sat.	May 23
Sunday	Sun.	May 17

Check out

Classes and services offered at the satellite sites...

Morgan Hill classes - page 36. Hollister classes - page 38.

Late-Start Classes... page 35

Online/Hybrid Classes... page 34-35