



Community Education
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COMMUNITY EDUCATIONAL RESOURCES

Community Education

Community Education is designed for the community. Short-term, not-for-credit classes for adults and children provide fun and enrichment in a number of areas.

For adults, we offer business and management training, arts and hobbies classes, programs to improve health and fitness, computer applications to enhance school and work skills, classes to help you make money and much more. Our College for Youth Program includes classes and camps in math, English, study skills, science, sports and more. If you or your children can't get to campus, we have online classes to help you meet your personal or professional needs. You'll find something for everyone here at Gavilan. Check out our website at <http://gavilan.augusoft.net> for our current classes.

Community Education classes are not supported by taxpayers. Fees are charged to cover program expenses.

Contract Education

If your organization needs training, Contract Education can help. We can train your employees at your site or ours at a time that is convenient for you targeted to your business needs. From leadership to customer service or ESL to supervision, we have trainers that are experts in the field and can bring real-world experience to your organization.

In addition to our customized training, our Professional Development Institute (PDI) was established to meet the needs of the small business. Throughout the year, workshops are held in local cities in employee, management and leadership development. No more traveling to San Jose or San Francisco for training. Just give us a call to find out about our upcoming workshops in your area.

Call 408-852-2801 to find out how we can help you positively impact employee performance and improve the bottom line of your business.

Gavilan College Educational Foundation (GCEF)

This nonprofit organization exists to raise money and enhance community support for college programs, often generating private support for needs which cannot be met through the general fund. GCEF raises money for student scholarships, which are distributed each year at a Scholarship Awards Ceremony. In recent years, they have brought in sponsorships and raised money for athletics and the Puente program through Golf Tournaments, Casino Nights, an annual Dinner-Dance, and other events.

Gilroy Early College Academy (GECA)

The Gilroy Early College Academy (GECA) at Gavilan College is an innovative, highly supportive and academically challenging program designed to serve strongly motivated high school students with high potential for future academic and career success.

The Academy is an educational partnership between Gilroy Unified School District and Gavilan Community College District, and is one of the cutting-edge Early College High Schools that are being envisioned and funded all across the United States through the Bill and Melinda Gates Foundation.

Students who qualify will attend four years of high school on the Gavilan College campus and receive both their high school diploma and an Associate of Arts Degree or 60 transferrable units at the end of 4 years. Students may take up to 11 units per semester of college classes for which they receive both college and high school credit. Tuition and books are free.

Applicants are not required to be in a Gilroy Unified school or live in the Gilroy Unified District. For additional information, contact MaryAnn Boylan, Principal of The Gilroy Early College Academy at Gavilan College, by email at mboylan@gavilan.edu or by telephone at 408-846-4909.

Noncredit Program

Noncredit courses are offerings designed to meet the special needs and capabilities of those students who do not desire or need to obtain unit credit. These courses provide remedial, developmental, occupational and other general education opportunities. These courses and programs are further defined categorically under the Education Code, Section 84711, whereby state funding is authorized for ten specific categories.

All courses are free of charge. There are no tests, no quizzes and no letter grades. Registration will take place in the Admissions and Records Office or on site at the first class meeting. Students should contact the Noncredit Office directly with any questions or for further information at (408) 848-4859.

Basic Skills Program: Instruction in elementary and secondary basic skills and other courses such as remedial academic courses in reading, mathematics and language arts. Instruction serves adults with limited or no formal education, native and non-native speakers of English who wish to improve their basic skills; adults with difficulties in learning; unemployed or displaced workers who lack skills required for entry-level jobs or job training programs; persons referred by mandated programs and adults unable to read, write or compute.

ESL Program: Courses are designed to meet the needs of students whose first language is other than English. The mission of ESL programs for adults in California is to equip students with the language and cultural proficiencies required for the eventual fulfillment of personal, vocational, academic, and citizenship for participation in American Society.

Health and Safety Program: Instruction in health and safety are designed to both prolong life and add to the quality of living. Courses in this category emphasize the positive aspects of maintaining physical, mental and emotional well being.

Home Economics Program: This category of instruction offers courses that prepare individuals for entry and/or advanced training in home occupational areas. Courses may also be designed to help individuals and families meet the challenges of daily living and develop the resources for lifelong growth.

Immigrant Program: Courses are provided to persons eligible for educational services in citizenship, English as a Second Language (ESL), and work force preparation courses in the basic skills of speaking, listening, reading, writing, mathematics, decision making and problem solving skills, and other courses required for preparation to participate in job-specific training.

Older Adults Program: Older Adults Courses are designed for individuals that are 55 years and older. These are special interest courses for older adults in the community and are held at a variety of locations throughout the college district. These noncredit courses meet at convenient senior citizen centers and other easily accessible places. Students may register with the course instructor at any time during the semester, space permitting. Courses that meet in healthcare centers are designed for geriatric adults.

Parenting Program: Parenting courses include parent cooperative pre-schools, courses in child growth and development and parent-child relationships. Education in parenting and child rearing skills can have a significant positive effect on family life and can contribute to the development of healthy families and children.

Short-Term Vocational Program: Noncredit and adult education programs in vocational education consist of organized educational programs directly related to the preparation of individuals for paid or unpaid employment, additional preparation for a career, upgrading needed skills and retraining for new jobs and careers.

All noncredit classes are open entry/exit and free of charge.

MATRICULATION SERVICES

Matriculation is a process that enhances student access to California Community Colleges and promotes and sustains the efforts of students to be successful in their educational goals. Noncredit matriculation services include:

- Assessment (English, math skills or career interests)
- Orientation (for noncredit programs and procedures)
- Counseling (to assist students in identifying educational and career goals and developing an appropriate program of study)

ADMISSIONS POLICY

Anyone 18 years or older can enroll in a noncredit course. Students may enroll in most courses by attending the first class meeting, space permitting and throughout the semester because these courses are designed to be open entry-open exit. Course and program information is published in the Gavilan College Schedule, other publications and through the off-site locations. There are no fees for noncredit courses.

GRADING

Grades are not issued for any of the Older Adults, Home Economics, ESL or Parenting classes that are not vocational/occupational in nature and non high school diploma Transitional Studies.

COURSES

A noncredit course is designed to meet the special needs and capabilities of those student populations who do not desire or need to obtain unit credit. These courses provide remedial, developmental, occupational and other general education opportunities. Noncredit courses are offered in the following noncredit categories:

Basic Skills Courses**ENGLISH****ENGL 748 Development of Writing Skills**

Units: .0 **Hours:** 1.0 Laboratory

Transferable: No

A series of workshops and directed learning activities allowing individuals to study specific writing strategies and points of grammar and punctuation use. Individuals develop a plan of study as suggested by instructor recommendation and diagnostic assessment.

ENGL 749 Writers' Workshop

Units: .0 **Hours:** 1.5 Lecture

Transferable: No

Writers' Workshop is an open enrollment class that allows community members and students from all disciplines to participate in a regularly scheduled, instructor-facilitated writing response group. Activities include focused response to participants' writing, generative writing games and prompts and interaction with visiting writers and scholars.

ENGL 756 GED Preparation

Units: .0 **Hours:** 30.0 Laboratory

Transferable: No

This course is designed to prepare the student to pass the five General Education Development (GED) tests in Writing, Social Studies, Science, Literature and Mathematics. English grammar and usage, reading comprehension, writing, vocabulary and computational skills are emphasized. The course is designed for students who are 18 years of age or older and elect to take the High School Equivalency Examination. This course may be repeated three times.

ENGL 758A CAHSEE Preparation A English-Language Arts

Units: .0 **Hours:** 3.0 Laboratory

Transferable: No

This course is designed to prepare non-high school graduates for the successful completion of the CAHSEE (California High School Exit Examination) English-Language Arts by providing them study skill and test taking strategies for answering multiple choice questions and tips on essay writing. This course will focus on word analysis, reading comprehension, literary response, writing strategies, writing conventions and writing applications.

LIBRARY**LIB 732 Introduction to Online Gavilan**

Units: .0 **Hours:** 18.0 Laboratory

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.

MATHEMATICS**MATH 758B CAHSEE Preparation B Mathematics**

Units: .0 **Hours:** 3.0 Laboratory

Transferable: No

This course is designed to prepare non-high school graduates for the successful completion of the CAHSEE (California High School Exit Examination) Mathematics Test by providing them with study skills and test taking strategies for answering multiple choice questions. The course will focus on basic arithmetic, statistics, data analysis, measurement, Geometry, Algebra, and mathematical reasoning.

ESL Courses**ENGLISH AS A SECOND LANGUAGE****ESL 704A ESL for the Workplace**

Units: .0 **Hours:** 10.0 Laboratory

Transferable: No

This is part A of a content-based integrated skills course for ESL students who want to prepare for immediate entry into the job force. Students expand their language skills within the realm of the work world and specific vocational career of interest while also developing the soft skills needed in the workplace. This course is a combination of lecture, lab, and self-paced instruction. This course may be repeated three times.

ESL Literacy 1 and ESL Literacy 2

Pending Chancellor's Office approval Gavilan College will offer two ESL Pre-Literacy classes effective fall 2009. Check the Gavilan website at www.gavilan.edu.

ESL 704B **ESL in the Workplace****Units:** .0 **Hours:** 10.0 Laboratory**Transferable:** No

This is a content-based integrated skills course for ESL students who want to prepare for immediate entry into the job force. Students expand their language skills within the realm of the work world and specific vocational career of interest while also developing the soft skills needed in the workplace. This course is a combination of lecture, lab, and self-paced instruction. ADVISORY: ESL 704A

ESL 777 **ESL Lifeskills 1****Units:** .0 **Hours:** 5.0 Lecture**Transferable:** No

This is the first course in a series of survival English classes for students with very little oral or written English competency. It will give students basic vocabulary and familiarity in life skill areas such as the family, food, health, and occupations 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.

ESL 778 **ESL Lifeskills 2****Units:** .0 **Hours:** 5.0 Lecture**Transferable:** No

This is the second course in a series of classes in survival English for students with very little oral or written English competency. It will give students basic vocabulary and familiarity in life skill areas such as the family, food, health, and occupations 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 777.

ESL 779 **ESL Lifeskills 3****Units:** .0 **Hours:** 5.0 Lecture**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.

ESL 780 **ESL Lifeskills 4****Units:** .0 **Hours:** 5.0 Lecture**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.

ESL 781 **ESL Lifeskills 5****Units:** .0 **Hours:** 5.0 Lecture**Transferable:** No

This is the fifth course in a series of survival English for students with beginning oral or written English competency. It will reinforce basic skills learned and continue to develop vocabulary and ease of communication in life skill areas such as the family, the larger community, health, employment, and leisure activities 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 780.

ESL 782 **ESL Lifeskills 6****Units:** .0 **Hours:** 5.0 Lecture**Transferable:** No

This is the sixth and final course in a series of survival English for students with beginning oral or written English competency. It will reinforce basic skills learned and continue to develop vocabulary and ease of communication in life skill areas such as the family, the larger community, health, employment, and leisure activities 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 781.

Health and Safety Courses**LIBRARY****LIB 735** **Library Research - Research Basics****Units:** .0 **Hours:** 6.0 Lecture**Transferable:** No

Students jump start their research skills with this introductory course and learn to supplement their basic course readings with the library's extensive array of materials, including electronic books, print materials, audio books, and specialized magazine databases. Students save time, learn to be information literate, and be able to mine for quality information.

LIB 740 **Information Competency for Nursing Assistants****Units:** .0 **Hours:** 8.0 Lecture**Transferable:** No

Online information competency modules that step through the process of finding and evaluating online health resources. These tutorials are paced with AH 180 (Fundamentals of Nursing - Convalescent).

LIB 741 **Information Competency for the Life Cycle****Units:** .0 **Hours:** 8.0 Lecture**Transferable:** No

Online information competency modules that step through the process of finding and evaluating online health resources. These tutorials are paced with AH3 (The Person in the Life Cycle).

LIB 742 Information Competency for Nutrition**Units:** .0 **Hours:** 8.0 Lecture**Transferable:** No

Online information competency modules that step through the process of finding and evaluating online health resources. These tutorials are paced with AH11 (Nutrition).

PHYSICAL EDUCATION**PE 701 Tai Chi for Wellness****Units:** .0 **Hours:** 1.0 Laboratory**Transferable:** No

This course will introduce the student to the thirty seven posture forms and movements of Tai Chi, an ancient Chinese practice that focuses on slow paced coordinated movements that improve balance, coordination, mobility and breathing. The students will also learn how to use this non-contact exercise program to reduce stress in their daily lives.

**Home Economics Courses****ALLIED HEALTH****AH 793 Personal and Career Development****Units:** .0 **Hours:** 42.0 Laboratory**Transferable:** No

A wide variety of lectures on general themes offered to students throughout the academic year who want short-formatted content to augment their personal, academic and career development. General themes to be explored are: Communication, Interpersonal Skills, Pre-employment, Decision-Making, Financial Literacy, Career and Personal Development and Self-Management with Nutrition. This noncredit course is a combination of lecture, self-assessments, group activities and individual modules.

Immigrants Courses**ENGLISH AS A SECOND LANGUAGE****ESL 702A ESL Citizenship****Units:** .0 **Hours:** 3.0 Lecture**Transferable:** No

This course is designed for second language learners that want to prepare for the United States Citizenship test given by the Department of Immigration and U. S. Naturalization Services. The focus will be on communicative English skills and knowledge of American History and Government required for passing the test to become a citizen of the United States. Readings are at the high-beginning/low-intermediate ESL level and will focus on the historical period beginning in the 1600's on through to 1980.

For additional Noncredit ESL courses, see page 223.
Credit ESL classes are listed beginning on page 184.

ESL 702B ESL Citizenship**Units:** .0 **Hours:** 3.0 Lecture**Transferable:** No

This course is designed for second language learners that want to prepare for the United States Citizenship test given by the Department of Immigration and Naturalization Services. The focus will be on communicative English skills and knowledge of American History and Government required for passing the test to become a citizen of the United States. Readings are at the high-beginning/low intermediate ESL level and will focus on American Government with the review of the Constitution, the study of the branches of government and state/local governments.

Older Adults Courses**ALLIED HEALTH****AH 740 Tai Chi for Arthritis and Other Related Illnesses****Units:** .0 **Hours:** 1.0 Laboratory**Transferable:** No

This course is designed for the maintenance of the physical and mental well-being of an older adult with arthritis and other related illnesses. Instruction will focus on the postures and movements of Tai Chi, a Chinese exercise regimen that has a slow paced movement that improves balance, coordination, breathing and builds strength and stamina. Activities are included that promote self-care and health awareness.

AH 741 Body Dynamics and Aging**Units:** .0 **Hours:** 2.0 Lecture**Transferable:** No

This course is designed for the 55+ adult student to provide awareness and knowledge of physical fitness, stress management and nutrition to personal health. Discussions will focus on nutrition, sleep disorders, depression, leisure/social activities and chronic conditions that effect the body as aging occurs.

AH 742 Coping with Loss**Units:** .0 **Hours:** 2.0 Lecture**Transferable:** No

In this course, the older adult will learn that grief and loss are an integral part of the human experience and they are not alone and that grief is universal. Specific topics will include: the process of normal grieving, tools for effective coping, signs of depression, resiliency skills, and resources available in the community and redefining one's life after a loss.

ART**ART 760 Arts and Crafts I for Older Adults****Units:** .0 **Hours:** 3.0 Laboratory**Transferable:** No

A general survey of arts and crafts with an emphasis on exercises and experiments with methods and materials, including: painting, drawing, color theory, composition and rendering, batik or tie-dye, quilting or needlepoint, crocheting or knitting and block printing.

ART 761 Arts and Crafts II for Older Adults**Units:** .0 **Hours:** 3.0 Laboratory**Transferable:** No

A general survey of arts and crafts with an emphasis on exercises and experiments with methods and materials, including: Metal, leather, fibers, glass, wood, and paper crafts. The crafts will be for both decorative or utilitarian.

COMPUTER SCIENCE & INFORMATION SYSTEMS**CSIS 728 Windows for the Older Adult****Units:** .0 **Hours:** 3.0 Laboratory**Transferable:** No

This course is designed as an introductory course for the older adults to learn Windows operations, file management and other Windows Fundamentals.

CSIS 729 Word Processing-MS Word for the Older Adult**Units:** .0 **Hours:** 3.0 Lecture**Transferable:** No

A course designed for older adults (55+) to develop word processing skills to write and edit simple documents, format text, use bullets, create tables, insert clipart and use other features of the toolbar.

ENGLISH**ENGL 750 Creative Writing Workshop for Older Adults****Units:** .0 **Hours:** 2.0 Lecture**Transferable:** No

A class designed for older adults to develop their writing skills in a peer support group. They are guided in creative expression through prose and poetry. Older adults are encouraged to read their works in class and learn how to respond to writing, guided creative exercises and assignments, sentence and story structure.

ENGL 752 Journal Writing for Older Adults**Units:** .0 **Hours:** 2.0 Laboratory**Transferable:** No

A class for older adults that will assist them in developing their writing skills through journal keeping. The students will discover the process of using structured exercises to write about their thoughts, feelings and stress responses in an effort to increase self-awareness and healthier living. This course may be repeated three times.

ENGL 753 Writing Your Autobiography**Units:** .0 **Hours:** 2.0 Laboratory**Transferable:** No

This class in creative writing for older adults will explore autobiography as a form of personal expression. Participants will put their experiences on paper. Learn the skills of autobiography including narrative structure, style, vocabulary, event recording and interpretation. This course may be repeated three times.

ENGL 754 Discover Your Family History for Older Adults**Units:** .0 **Hours:** 2.0 Laboratory**Transferable:** No

This class will assist older adults in the research and writing of their family histories. They will collect names of relatives and establish relationships through primary, secondary and/or circumstantial evidence and/or documentation. Various sources for researching including Internet use will be encouraged.

ENGL 755 Art of Storytelling for Older Adults**Units:** .0 **Hours:** 2.0 Laboratory**Transferable:** No

Bridge the generational gap and learn the ancient time-honored way of sharing cultural values and passing down history from one generation to the next. Storytelling is a valuable way to increase intergenerational understanding and unity and creates an opportunity for children and adults in the community to have their lives enriched by this creative activity. The class will provide training tips and the opportunity for older adults to volunteer their new skills in a community setting.

LIBRARY**LIB 730 Internet Literacy for Older Adults****Units:** .0 **Hours:** 1.0 Lecture**Transferable:** No

A class for older adults to learn email techniques, how to find information on their interests, news sources, and the skill of browsing online, as well as how best to use the local public library online services, online shopping, search strategies, and interactive games.

LIB 731 **Finding Book Treasures in Literature for Older Adults****Units:** .0 **Hours:** 1.0 Lecture**Transferable:** No

Older adults are guided in the reading of selected quality fiction and nonfiction to promote discussions of theme development, narrative techniques, social context and what makes good writing. Content varies from semester to semester and may include fiction, drama, poetry, essay, and biography. Readings selected may have particular relevance to older adults.

LIB 733 **Exploring the Web for Older Adults****Units:** .0 **Hours:** 3.0 Lecture**Transferable:** No

Designed to address the interests of older adults, students will learn about the web's rich offering in graphics, sharing digital pictures, and downloading audio files and audiobooks after paying your bills online. Students will learn online techniques to take advantage of all the latest tools, such as wikis, blogs, search techniques and great travel destinations. ADVISORY: LIB 730, Internet Literacy for Older Adults.

LIB 734 **Legal Resources for Older Adults****Units:** .0 **Hours:** 3.0 Lecture**Transferable:** No

Older Americans face a gamut of legal issues in planning their future and must be aware of their rights in order to stay in charge of their lives. Finding the way through the maze of legal resources is a learned process. This course touches on basic legal issues including elder law, consumer and small claims, wills and estate planning, power of attorney and health care directives. ADVISORY: LIB 730, Internet Literacy for Older Adults.

HUMANITIES**HUM 767** **Film Classics****Units:** .0 **Hours:** 3.0 Laboratory**Transferable:** No

This class is designed to study the facts, fantasy, history and trivia of classic and modern films. The background and history of each film and its performance will be compared and contrasted.

MUSIC**MUS 762** **Joy of Listening to Music****Units:** .0 **Hours:** 2.0 Lecture**Transferable:** No

This class is designed to give older adults the opportunity to study eras, styles, composers and components of music. Listening to music with group discussion is an integral part of the class.

MUS 763 **Music Encounters****Units:** .0 **Hours:** 2.0 Lecture**Transferable:** No

A class for older adults that provides musical activities to stimulate and sustain their auditory function, discernment of sounds and manual dexterity. Students will enjoy music, new and old, by listening, singing, playing and creating music in a group setting.

PHYSICAL EDUCATION**PE 716** **Music/Movement and Health****Units:** .0 **Hours:** 1.0 Laboratory**Transferable:** No

This course is designed to assist older adults in improving overall health through movement, music and relaxation techniques. Rhythmical movement will be adjusted to suit individual students mobility needs.

Parenting Courses**GUIDANCE****GUID 710** **Parent Advocacy****Units:** .0 **Hours:** 2.0 Lecture**Transferable:** No

This course is designed to help parents understand the transition from high school to college. Parents will develop techniques on how to better support their college student at home by creating a college going environment and increase potential involvement to enhance academic achievement. Parents will also develop a general understanding of the challenges and obstacles students face on a daily basis.

Short-Term Vocational Classes**LIBRARY****LIB 735** **Library Research - Research Basics****Units:** .0 **Hours:** 6.0 Lecture**Transferable:** No

Students jump start their research skills with this introductory course and learn to supplement their basic course readings with the library's extensive array of materials, including electronic books, print materials, audio books, and specialized magazine databases. Students save time, learn to be information literate, and be able to mine for quality information.

All noncredit classes are open entry/exit and free of charge.

Regional Occupational Programs (ROP)

Mission Statement - 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 Regional Occupational Program (ROP) provides career development and workforce preparation opportunities. ROP offers classes in diverse areas such as: accounting, business, CISCO Networking Academy, computer science, health careers, public safety, and public and human services. ROP courses focus on the training that students need to compete in today's technical job market. The skills acquired help students attain employment, upgrade their skills, and/or pursue higher levels of education in their chosen occupation. Following completion of classes, students receive an ROP Certificate of Completion. ROP classes may have additional fees for textbooks and supplies.

*Gavilan College fees are charged for Gavilan College credit. For most current course listings, contact the ROP Specialist.

ROP CLASSES

Accounting

General Office Accounting

This course is designed to prepare students for entry-level office accounting positions. Emphasis is on practical accounting applications. For college credit, enroll in Gavilan's ACCT 103.

Advisory: Eligible for Mathematics 205

Hours: 1.5 Lecture, 1.5 Laboratory

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. For college credit, enroll in Gavilan's ACCT/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.

Hours: 1Lecture, 3 Laboratory

Payroll Accounting

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. For college credit, enroll in Gavilan's ACCT 105.

Advisory: Eligible for Mathematics 205, completion of Accounting 101.

Hours: 2 lecture

ROP Computer Classes

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. For college credit, enroll in Gavilan's CSIS 126.

Advisory: Eligible for English 260 and basic keyboarding skills.

Hours: 2 lecture

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 and may be repeated for credit when the software changes. For college credit, enroll in Gavilan's CSIS 121.

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

Hours: 2 lecture

ROP Computer Repair Technician

Operating Systems

This course will survey current computer operating systems such as Microsoft Windows 98, NT, 2000 and XP. Linux will also be covered. Topics include file system management, systems requirements, network systems integration, security, and regular maintenance procedures. For college credit, enroll in Gavilan's CSIS 182.

Advisory: CSIS 1 or CSIS 2 or equivalent computer experience

Hours: 3 Lecture, 3 Laboratory

PC Hardware

This course examines computing hardware, operating systems, and software applications from a technical side to enable students to select, install, maintain and optimize a computer system. This course will help prepare students to pursue the A+ Hardware Certification. For college credit, enroll in Gavilan's CSIS 181.

Advisory: CSIS 124, CSIS 1 OR CSIS 2, or equivalent computer experience.

Hours: 3 Lecture, 3 Laboratory

ROP Clinical Medical Assisting

Basic Clinical Medical Assisting

Course provides a basic introduction to clinical medical assisting. Emphasizes principles, understanding of skills necessary to perform basic clinical medical assisting procedures safely and effectively. For college credit, enroll in Gavilan's AH 170.

Prerequisites: Eligible for English 250, English 260 and Math 205

Hours: 4 Lecture, 6 Laboratory

Advanced Clinical Medical Assisting

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.

Prerequisites: AH 170 with a grade of C or better or equivalent. Equivalency determined by written and performance exams.

Hours: 4 Lecture, 6 Laboratory

ROP Home Health Aide

Home Health Care

Course is designed to prepare students to provide basic health care in the home. Includes interpretation of medical/social needs, personal care services, cleaning tasks, nutrition, and the scope of limitations of a home health aide. All students who achieve a grade of "C" or better will be eligible for a Home Health Aide certificate from the State of California. For college credit, enroll in Gavilan's AH 182.

Prerequisite: California CNA certification or concurrent enrollment in AH 180 or equivalent. Equivalency determined by written and performance exams. Also, 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.

Hours: 1.5 Lecture, 1.5 Laboratory

ROP Medical Office Procedures

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. For college credit, enroll in Gavilan's BOT 181.

Advisory: Eligible for English 250. Some computer experience.

Hours: 1 Lecture, 3 Laboratory

Medical Coding

This course will introduce the student to the theory and procedure of coding for medical diagnoses, an increasingly essential and specialized healthcare communication system. The course is not a certification course. CPT coding is covered, with an overview of ICD-9 coding. For college credit, enroll in Gavilan's BOT 183.

Advisory: BOT 180

Hours: 1 Lecture, 3 Laboratory

Medical Office Procedures

This specialized course includes medical office procedures, patient record management, coding/billing for private/government health insurance programs, and professional ethics. For college credit, enroll in Gavilan's BOT 182.

Prerequisites: 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.

Hours: 2 Lecture, 3 Laboratory

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. For college credit, enroll in Gavilan's BOT 180.

Advisory: Eligible for English 250 and English 260.

Hours: 3 Lecture

ROP Networking

Applied Networking

This course covers fundamental networking concepts and develops the skills and knowledge to set up and maintain small business/home networks. The course is not hardware or vendor specific. It helps students prepare for the "Network +" certification exam, an industry-wide, vendor-neutral certification program developed and sponsored by the Computing Technology Industry Association (CompTIA). For college credit, enroll in Gavilan's CSIS 178.

Advisory: CSIS 124

Hours: 3 Lecture, 3 Laboratory

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. For college credit, enroll in Gavilan's AH 180.

Prerequisites: 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.

Hours: 6 Lecture, 7 Laboratory