



ROP Courses

Spring classes begin February 3.
REGISTER EARLY!

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

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
PB13	Brown R	W	0610-0915

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. 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
PB4	Brown R	W	0230-0535
MHG8	Brown R	R	0630-0935

Above class meets at Morgan Hill Community site.

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 CSIS 121. ADVISORY: CSIS 1 or CSIS 2 or equivalent computer experience. For college credit, enroll in Gavilan's ACCT 121.

Room	Instructor	Day	Time
HOL3	Mendez F	W	0600-0905

03/10/10 - 05/26/10 Above class meets at the Hollister Briggs site.

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 had 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
PB13	Knapp D	R	0600-0905

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. 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
PB3	Knapp D	M	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. 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. ADVISORY: Eligible for English 250 and Mathematics 402. For college credit, enroll in Gavilan's BOT 182.

Room	Instructor	Day	Time
PB3	Knapp D	W	0600-0905

Workplace Skills

Workplace Skills teaches skills vital to workplace success. The topic for 191A is Interpersonal Communication. Need not be taken in sequence. This is a pass/no pass course. For college credit, enroll in Gavilan's AH 191A, BOT 191A, COS 191A or GUID 191A.

Room	Instructor	Day	Time
MHG5	Mendez F	F	0900-1235

04/30/10 - 05/28/10 Above class meets at Morgan Hill Community site.

Room	Instructor	Day	Time
HOL3	Mendez F	M	0600-0935

04/26/10 - 05/24/10 Above class meets at Hollister Briggs site.



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: Begins Thursday, January 14th at 8:00 am*
Follow link from <http://scco.org/depts/scrop/>

Class dates and times:

February 1 - June 25, 2010
Mon-Fri, 9:30 am - 3:00 pm

Cost:

Textbook: Modern Dental Assisting 9th Ed 80.00
Course Fee 595.00
Total Cost of program: \$ 675.00

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

Payment accepted: cash, check, MasterCard and Visa
Students who have a check returned for insufficient funds will be dropped from the class.
No refunds

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

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

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. 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	Arballo C Comella-Hilden	TWR	0100-0430

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	Machado M	MT	0900-1200
HOB114	Machado M	W	0630-0130
HOB114	Machado M	MT	0900-1200
HOB114	Machado M	R	0630-0130

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
PB4	Gaffney S	MW	0900-1105
02/03/10 - 03/24/10			
PB4	Gaffney S	MW	0900-1105
03/29/10 - 05/19/10			
PB3	Gaffney S	T	0600-0905
03/02/10 - 05/18/10			

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	Mendez F	M	0600-0910
02/08/10 - 04/19/10 Above class meets at the Hollister Briggs site.			

Presentation Graphics - MS PowerPoint

This introductory course in presentation graphics will use Microsoft Office's "PowerPoint" soft-ware to create a computerized presentation with text and objects. This course has the option of a letter grade or pass/no pass. May be repeated three times for credit. This course is also listed as CSIS 129. ADVISORY: CSIS 126 or word processing skills in the Windows environment. For college credit, enroll in Gavilan's CSIS 129 or CMUN 129.

Room	Instructor	Day	Time
HOL3	Mendez F	W	0600-0935

02/03/10 - 03/03/10 Above class meets at the Hollister Briggs site.

ROP Computer Graphics Applications

2D/3D Technical Computer Graphics I

Introduction to graphic and design competencies architects, engineers, game/simulation developers, industrial designers and other careers use when producing and marketing real and/or virtual products. Prepares students to create consumer products, buildings and other designed objects by developing freehand sketches, creating SolidWorks models and/or other graphics while applying theory and knowledge of elements and principles of visual design, creative problem solving, typography, professional ethics and research skills. May be repeated once for credit. This course has the option of a letter grade or pass/no pass. ADVISORY: LIB 3 and MATH 404G. For college credit, enroll in Gavilan's CGD 2.

Room	Instructor	Day	Time
L1126	McLaughlin C	TR	1250-0210

2D/3D Technical Computer Graphics II

Intermediate computer graphics design course expands skills and concepts introduced in CGD 2. Develops design and graphic skills required to create, explain, model, render, and animate products using a problem solving process and knowledge of ergonomics, materials, design principles and color theories. Projects assigned integrate technology with design and focus upon creating, developing and marketing useful products by developing and visually communicating ideas that are necessary for succeeding in desired design career(s). May be repeated once for credit. ADVISORY: Completion of CGD 2 with a grade of C or better. For college credit, enroll in Gavilan's CGD 4.

Room	Instructor	Day	Time
L1126	McLaughlin C	T	0220-0340

Advanced Computer Graphics for Design Application II

Advanced computer graphics and design course that combines technical computer graphic skills with interdisciplinary design proficiencies including creating computer imagery, transformations, and rendering to create 3D model using geometric primitives, projections for computer animation and data visualization. Includes structural analysis and emphasis on developing products that include ergonomic features and sustainable materials. Work within electronic portfolio demonstrates skills and knowledge of technical graphic design to visualize, develop and present products to meet societal needs. ADVISORY: Satisfactory score on the English placement exam or a grade C or better in English 250, completion of Mathematics 233 or satisfactory Mathematics placement. Completion of CGD 2 and CGD 8 with a grade of C or better. Computer lab work can be done both in lab and off-site. For college credit, enroll in Gavilan's CGD 9.

Room	Instructor	Day	Time
L1126	McLaughlin C	TR	0220-0340

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

Ann Sobrato High School

408-201-6200
Advanced Commercial Art
Advanced Commercial Photography
Advanced Multi-Media
Agriculture Sales & Service
Animation & Digital Design
Athletic Training/Sports Medicine
Biotechnology
Environmental Horticulture
Stagecraft
Veterinary Science
Visual Communications (Digital Media)
Welding

Anzar High School

408-623-7660
Audio Video Publishing
Photography

Central Continuation High School

408-201-6300
Computer Business Applications

Gilroy High School

408-847-2424

Advanced Auto Technology
Art & History of Floral Design
C.A.D. Drafting
Culinary Arts
Commercial Photography
Computer Bus. Applications
Criminal Justice
Digital Design and Animation I & II
Marketing & Merchandising
Sports Medicine I & II
Veterinary Medicine
Visual Communications

Live Oak High School

408-201-6129 or 408-201-6111

Advanced Multi-Media
Agriculture Sales & Services
Cabinetmaking
CISCO Applied Networking
Construction Technology
Developmental Psych of Children
Environmental Horticulture
Fashion Design
Graphics Technology
Veterinary Science
Visual Communication (Digital Media)

San Andreas High School

831-637-9269

Computer Bus. Applications

San Benito High School

831-637-5831, ext. 185

Advanced Art AP
Ag. Fabrication-Construction
Audio Video Publishing
Auto Mechanics
Cabinet Making
Careers w/Children
Child Development/Vocational
Commercial Art
Computer Accounting
Computer Aided Drafting/C.A.D.
Computer Applications
Computer Maintenance
Computer Programming
Floriculture
Food Service/Restaurant Careers
Marketing
Metals Fabrication
Sales Marketing
Sports Medicine
Technical Writing
Wood Sculpture/Design

Check out

Classes and services offered at the satellite sites...

Hollister classes... page 94-95 Morgan Hill classes... page 96-97

Late-Start Classes... page 91

Online/Hybrid Classes... page 92-93