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ACCT 105  Payroll Accounting  Online  
ACCT 120  Computerized Accounting  Online  
ACCT 121  Spreadsheets - Microsoft Excel  Online  
BOT 100 / BUS 100  Effective Writ. / Oral Bus. Comm.  Online  
BUS 1  Fundamentals of Business  Online  
BUS 11 / ECON 11  Business / Econ Statistics  Online  
BUS 14 / ECON 14  Personal Finance  Online  
BUS 80  Business Law  Online  

To register for these classes, apply online 24/7 at www.gavilan.edu/admit/apply.php or follow the instructions under Career Education on page 40.

For more information on the program and classes, email CareerEd@gavilan.edu.
Construction Management

2 + 2 ½ Plan for Students Transferring to the CM Program at Chico State

*Earn your AS-T in Business Administration at Gavilan College and earn your BS in Construction Management at Chico State!*

The construction management program at CSU, Chico has graduated over 3,500 students since 1977 going into the construction field and managing the construction of schools, hospitals, bridges, highways, dams, water systems, hotels, offices and industrial plants throughout California, the US and the world.

Courses to be taken at Gavilan College

<table>
<thead>
<tr>
<th>Freshman Year</th>
<th>SPRING</th>
<th>SUMMER</th>
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<tbody>
<tr>
<td>FALL</td>
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<tr>
<td>ENGL 1A (4)</td>
<td>MATH 6 (3)</td>
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<td>BUS 1 (3)</td>
<td>ACCT 20 (4)</td>
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<tr>
<td>HIST 1 OR 2 (3)</td>
<td>CHEM 30A (4)</td>
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<tr>
<td>MATH 8A (4)</td>
<td>ENGL 1C (3)</td>
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<tr>
<td>ART 6 OR MUS 6 (3)</td>
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<table>
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<tr>
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<tr>
<td>PHYS 2A (4)</td>
<td>PHYS 2B (4)</td>
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<tr>
<td>ECON 1 (3)</td>
<td>ECON 2 (3)</td>
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</tr>
<tr>
<td>ACCT 21 (4)</td>
<td>HUM 12 (3)</td>
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</tr>
<tr>
<td>POLS 1 (3)</td>
<td>ENVS 1 (4)</td>
<td></td>
</tr>
<tr>
<td>BUS 11 (4) OR</td>
<td>BUS 80 (3)</td>
<td></td>
</tr>
<tr>
<td>MATH 5 (3)</td>
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</tbody>
</table>

To register for these classes, apply online 24/7 at [www.gavilan.edu/admit/apply.php](http://www.gavilan.edu/admit/apply.php) or follow the instructions under Career Education on page 40.

For more information on the program and classes, email CareerEd@gavilan.edu.
Concrete Industry Management

2 + 2 Plan for Students Transferring to the CIM Program at Chico State

Earn your AA in General Business at Gavilan College and earn your BS in Concrete Industry Management at Chico State. Transfer students can finish the CIM program in just 2 years!

The Concrete Industry Management (CIM) program at CSU, Chico is one of only four CIM programs in the United States - combining the academic disciplines of concrete technology with business administration. Graduates from the program are well prepared to be effective managers of the people, systems, and projects within the large and thriving concrete industry.

Courses to be taken at Gavilan College

<table>
<thead>
<tr>
<th>Freshman Year</th>
<th>Sophomore Year</th>
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</thead>
<tbody>
<tr>
<td>FALL</td>
<td>SPRING</td>
</tr>
<tr>
<td>MATH 8A</td>
<td>MATH 8B</td>
</tr>
<tr>
<td>HIST 1 or 2</td>
<td>CMUN 1A</td>
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<tr>
<td>IGETC GE Area 3-A</td>
<td>ECON 1</td>
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<tr>
<td>CSIS 2L</td>
<td>ENGL1c</td>
</tr>
<tr>
<td>ENGL 1A</td>
<td>POLS 1</td>
</tr>
</tbody>
</table>

To register for these classes, apply online 24/7 at www.gavilan.edu/admit/apply.php or follow the instructions under Career Education on page 40.

For more information on the program and classes, email CareerEd@gavilan.edu.
New Fall 2020!

CMGT 101 Concepts of Construction Management

- Identify the fundamental concepts associated with the construction industry.
- Prepare an overview of the essential elements associated with the construction profession.
- Online

Occupational Work Experience

Earn college credit while at work!

Test your career choices through job exploration. These courses are designed to combine academic studies with practical, on the job experience, enabling students to apply theories learned in the classrooms to real work situations while earning college credits.

Cooperative Work Experience

Occupational Work Experience section 190

General Work Experience section 192

To register for these classes, apply online 24/7 at www.gavilan.edu/admit/apply.php or follow the instructions under Career Education on page 40.

For more information on the program and classes, email CareerEd@gavilan.edu.
Child Development Classes

Register Now for Fall! All Classes Online.

CD 1  Principles & Philosophies of Working with Young Children
CD 2  Early Child Development
CD 3  Child Growth / Development - School Years
CD 5  Child / Family / Community
CD 7  Child Family Diverse Society
CD 8C  Elementary Education
CD 9  Child Health / Nutrition / Safety - Foundation / Frameworks
CD 11A  Admin / Programs for Children
CD 14A  Working with School Age Children
CD 14B  Behavior Management Strategies for School Age Classrooms
CD 19  Introduction to Careers with Children
CD 20  Children’s Language / Literature - Foundation / Frameworks
CD 25A  Art Methods
CD 25B  Concept Art Methods
CD 32  Introduction to Curriculum
CD 40  Child Development
CD 190  Occupational Work Experience

To register for these classes, apply online 24/7 at www.gavilan.edu/admit/apply.php or follow the instructions under Career Education on page 40.

For more information on the program and classes, email CareerEd@gavilan.edu, phenrickson@gavilan.edu, or call 408.848.4817.
Teacher Pipeline

Why become an Education Major?

Make a Difference  High Demand Field
Variety of Positions Available  Teaching Changes Lives

Teacher Prep Center Services
Come to CDC128 to meet other students pursuing degrees in teaching!

• Orientation to the Teaching Profession
• Specialized Academic Advising and Counseling
• Information on Teacher Preparation Programs
• Financial Aid / Scholarship Advising and Workshops
• Transfer Information
• Field Trips to Colleges
• Credential Information
• Future Teacher Specialized Activities
• TBA -CBEST / RICA Preparation Courses
• Permit / Credential Support
• And more

Gavilan Degrees for Future Teachers

Find the level you wish to teach.

Infants / Toddlers:
Certificates of Achievement
AA Child Development
AST Early Childhood Education

Preschool Children:
Certificates of Achievement
AA Child Development
AST Early Childhood Education

After School Programs:
Certificates of Achievement
AA Child Development
AST Early Childhood Education
LA Elementary Emphasis

*Transitional Kinder. - 6th Grade:
LA Elementary Emphasis

*Middle School level:
AA Multiple Subjects
AA Transfer in your chosen subject matter

*High School level:
AA Transfer in your selected subject matter

*College Level Faculty:
AA Transfer Degree in subject matter
Career Experience + Education
*Transfer from California
Community Colleges to CA four year colleges with our Transfer Degree Programs

For more information on the program and classes, email CareerEd@gavilan.edu, phenrickson@gavilan.edu, or call 408.848.4817.
### Administration of Justice

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Delivery</th>
</tr>
</thead>
<tbody>
<tr>
<td>AJ 10</td>
<td>Introduction to Administration of Justice</td>
<td>Online</td>
</tr>
<tr>
<td>AJ 12</td>
<td>Criminal Procedures</td>
<td>Online</td>
</tr>
<tr>
<td>AJ 14</td>
<td>Criminal Law</td>
<td>Online</td>
</tr>
<tr>
<td>AJ 16</td>
<td>Introduction to Evidence</td>
<td>Online</td>
</tr>
<tr>
<td>AJ 18</td>
<td>Community Relations</td>
<td>Online</td>
</tr>
<tr>
<td>AJ 19</td>
<td>Introduction to Investigation</td>
<td>Online</td>
</tr>
<tr>
<td>AJ 20</td>
<td>Juvenile Law / Procedures</td>
<td>Online</td>
</tr>
<tr>
<td>AJ 21</td>
<td>Narcotics / Drug Abuse</td>
<td>Online</td>
</tr>
<tr>
<td>AJ 32</td>
<td>Crime &amp; Delinquency</td>
<td>Online</td>
</tr>
<tr>
<td>AJ 184</td>
<td>Computer Forensics</td>
<td>Online</td>
</tr>
</tbody>
</table>

To register for these classes, apply online 24/7 at www.gavilan.edu/admit/apply.php or follow the instructions under Career Education on page 40.

For more information on the program and classes, email CareerEd@gavilan.edu.
To register for these classes, apply online 24/7 at www.gavilan.edu/admit/apply.php or follow the instructions under Career Education on page 40.

For more information on the program and classes, email CareerEd@gavilan.edu.
# Computer Science and Info Systems

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Format</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSIS 1</td>
<td>Computer Literacy</td>
<td>Online</td>
</tr>
<tr>
<td>CSIS 2</td>
<td>Computers in Business</td>
<td>Online</td>
</tr>
<tr>
<td>CSIS 3</td>
<td>Research Skills</td>
<td>Online</td>
</tr>
<tr>
<td>CSIS 6 / DM 6</td>
<td>Webpage Authoring</td>
<td>Online</td>
</tr>
<tr>
<td>CSIS 8</td>
<td>Introduction to the Internet</td>
<td>Online</td>
</tr>
<tr>
<td>CSIS 24</td>
<td>Java Programming I</td>
<td>Online</td>
</tr>
<tr>
<td>CSIS 26</td>
<td>Discrete Structures</td>
<td>Online</td>
</tr>
<tr>
<td>CSIS 27</td>
<td>Java Programming II</td>
<td>Online</td>
</tr>
<tr>
<td>CSIS 28</td>
<td>Computer Architecture</td>
<td>Online</td>
</tr>
<tr>
<td>CSIS 42</td>
<td>Python Programming</td>
<td>Online</td>
</tr>
<tr>
<td>CSIS 44</td>
<td>C#.Net Programming</td>
<td>Online</td>
</tr>
<tr>
<td>CSIS 45</td>
<td>C++ Programming I</td>
<td>Online</td>
</tr>
<tr>
<td>CSIS 46</td>
<td>C++ Programming II</td>
<td>Online</td>
</tr>
<tr>
<td>CSIS 48</td>
<td>UNIX / LINUX Operating System</td>
<td>Online</td>
</tr>
<tr>
<td>CSIS 75 / DM 75</td>
<td>Photoshop I</td>
<td>Online</td>
</tr>
<tr>
<td>CSIS 76 / DM 76</td>
<td>Digital Illustration</td>
<td>Online</td>
</tr>
<tr>
<td>CSIS 77 / DM 77</td>
<td>Introduction to Digital Media</td>
<td>Online</td>
</tr>
<tr>
<td>CSIS 80 / DM 80</td>
<td>Digital Photography</td>
<td>Online</td>
</tr>
<tr>
<td>CSIS 107 / DM 107</td>
<td>DM Design</td>
<td>Online</td>
</tr>
<tr>
<td>CSIS 120</td>
<td>Computerized Accounting</td>
<td>Online</td>
</tr>
<tr>
<td>CSIS 121</td>
<td>Spreadsheet Microsoft Excel</td>
<td>Online</td>
</tr>
<tr>
<td>CSIS 126</td>
<td>Word Processing- MS Word</td>
<td>Online</td>
</tr>
<tr>
<td>CSIS 129</td>
<td>Presentation Graphics</td>
<td>Online</td>
</tr>
<tr>
<td>CSIS 178</td>
<td>Applied Networking</td>
<td>Online</td>
</tr>
<tr>
<td>CSIS 181</td>
<td>PC Hardware</td>
<td>Online</td>
</tr>
<tr>
<td>CSIS 182</td>
<td>Operating Systems</td>
<td>Online</td>
</tr>
<tr>
<td>CSIS 184</td>
<td>Computer Forensics</td>
<td>Online</td>
</tr>
</tbody>
</table>

To register for these classes, apply online 24/7 at www.gavilan.edu/admit/apply.php or follow the instructions under Career Education on page 40.

For more information on the program and classes, email CareerEd@gavilan.edu.
Choose Your Career Path

• Accounting
• Administration of Justice
• Allied Health
• Aviation Maintenance Technology
• Business
• Child Development & Educational Studies
• Computer Science Information Systems
• Cooperative Work Experience
• Cosmetology & Esthetician
• Digital Media
• Heating, Ventilation and Air Conditioning
• Water Resources Management

For more information on these programs and classes, visit www.gavilan.edu/CareerEd or email CareerEd@gavilan.edu.
Grant Research Fundamentals (Remote Live)

NOW Remote – Truly at least half of your success in winning grants depends on your skill in researching them. Accordingly, this class has been created for non-profit leaders and staff who need a detailed look at the technology and the practical tips needed to speed-up the grant research process.

Participants will be introduced to:

• top websites for grant research including those provided by the federal government, State of California, and the Foundation Directory Online by Candid.

• useful websites for identifying individual grants for art projects, scholarly research, college and graduate school scholarships.

This course has been redesigned for the online environment. It will now be easier for students to see grant research websites, other tools in action, and simultaneously interact with the instructor.

Presented by Dr. John Drew, an award-winning author, speaker, and consultant.

Saturday, November 14 9:00 am - 4:00 PM
Zoom $79 + $36 material fee to instructor
Make Money as an Auto Wholesale Dealer (Ages 18 & Up)

Supplement your income buying and selling wholesale cars as a home-based business or purchase your favorite vehicles at huge discounts! You will learn six techniques that create profits and cash flow. Discover how to get your auto dealer license in 15 days. Learn how-to’s, buy below wholesale prices and sell at retail prices. This class is DMV approved and you’ll receive a DMV certificate of completion after you pass the class exam.

Benefits of a dealer license include:

• Dealer plates for vehicles that can be used for business or pleasure
• Get auto parts and services at wholesale prices and sales tax exemption
• Ability to travel and do business in every state
• Import and export opportunities
• Tax deductions
• Dealers DO NOT pay annual registration or smog fees on vehicles owned as inventory

**Ronald Wayne Williams** owns and operates an auto dealership and insurance agency. He is also a licensed DMV Dealer Education instructor.

**Wednesday - Thursday, October 7 - 8**
6:00 pm - 9:00 pm

**Zoom**
$105 + $25 material fee to instructor
Certified Information Security Manager

In the InfoSec world, security managers are the driving force behind an organization’s cybersecurity policies. These key individuals typically started their IT careers in hands-on roles before earning their CISM certification and taking on managerial duties.

If you’re ready to earn your next IT certification, this online training course will fully prepare you for the ISACA Certified Information Security Manager (CISM) certification exam.

This course offers enrollment with or without a voucher. The voucher is prepaid access to sit for the certifying exam upon eligibility.

Classes start monthly $795

Community Education - See page 40 for registration details.

Ed2Go Online - See page 35 for details.
How to Start a Profitable Home-Based Business

Do you know the basics of starting a home-based business? Are you currently operating a home-based business and worried that you’re operating illegally?

If you’re thinking about starting a home-based business, online business, selling on E-Bay, having a small consumer business or becoming a consultant, this seminar is for you.

You’ll be shown:
• what different entities of a business structure are
• federal, state, local taxes
• licensing requirements
• bookkeeping and tax records
• different ideas for starting a business

Manual included: PDF
Mechanics of Starting a Home-Based Business
(978-1-891440-64-9)
Nancy Miller

Monday, Sept. 5 6:30 pm - 9:30 pm
Zoom $39 + $20
materials fee to instructor

Voice Overs . . . Now Is Your Time (Ages 18 & Up)

In what could be the most enlightening 2 hours you’ve ever spent, this class will show you how you can actually begin using your speaking voice for commercials, films, videos, and more. Most people go about it the wrong way. In this introductory class, you will learn about a unique, outside the box way to break into this creative, fulfilling, and potentially lucrative industry. Voice-overs can be managed on your own terms, on your own turf, in your own time, and with minimal overhead! Whether you choose to pursue voice-overs part-time or full-time, this could be the game changer you’ve been looking for.

Part 1: Covers background in the voiceover industry.

Part 2: Students receive personal coaching while reading a real script. Students are recorded and receive professional voice evaluations.

Part 3 (FAQ):
Do I have to be famous or have a special voice?
Do I need an agent?
Do I need to join a union?
Do I have to live in a major market?
How much do voiceovers earn?
What continuing education and tools are needed to pursue this career?

Lisa Foster’s voice can be heard on commercials and narratives for such clients as: Crest Toothpaste, Olay, Cafe Appassionato, LA Weight Loss, Advanced Laser Clinics and Sleep Train.

Sat., Oct. 24 10:00 am - 1:00 pm
Zoom $49

Community Education -
See page 40 for registration details.
Loan Signing Agent (You must be a Notary or have completed the Become a Notary Public seminar.)

Make the most out of your notary commission by becoming a certified Loan Signing Agent. Our seminar will teach you how to notarize loan documents and give you a simple strategy to launch your new business. Learn the information and tools you need to succeed as a Signing Agent from the comfort of your home. Our expert teachers are seasoned in the business; they’ll teach you the process of completing a signing, best practices in the industry, and how to get loan signing assignments. A certificate is awarded upon completion of the course.

Topics include:

• Notarize a loan package from any bank successfully every time
• The dos and don’ts of the profession
• What to discuss with your clients
• How to develop your own business
• Getting signed up with busy signing agencies

Saturday, November 14 8:00 am - 6:00 pm
Room: SS 214 $110 + $60 material fee to instructor

Class will be livestreamed if county guidelines say it can’t be in-person.

Community Education - See page 40 for registration details.
Become a Notary Public in One Day (Ages 18 & Up)

Making additional income is never a bad idea and it shows your amazing initiative. Sign-up and learn how to perform valuable services by certifying or witnessing signatures on official documents. Notary skills are valuable in almost any industry: real estate, legal, medical and banking to name just a few. This six-hour state approved seminar gives you the knowledge to pass the exam and practice as an effective Notary. Participants receive two practice tests and take the official Notary exam directly following the seminar. You’ll be a part of a rewarding and lasting career.

Saturday, November 7 8:00 am - 6:00 pm
Room: SS 214 $110 + $35 material fee to instructor

Class will be livestreamed if county guidelines say it can’t be in-person.

Renew Your Notary Public (Ages 18 & Up)

Renewing notaries are required to take a three-hour approved notary refresher course and notary exam. This class will satisfy that requirement. Notary commission must not be expired. Arrive early, no one is admitted after class begins. No refunds for late arrival. See exam information below.

Saturday, November 7 12:45 pm - 6:00 pm
Room: SS 214 $55 + $35 material fee to instructor

Class will be livestreamed if county guidelines say it can’t be in-person.

Register for the exam from 4:00 pm - 4:30 pm
Exam is from 4:45 pm - 6:00 pm
For the exam, bring the following:
• A $40 check made payable to Secretary of State
• Proper Photo ID - (must be a legal California resident)
• Two #2 pencils
• 2” X 2” passport color photo
Live Scan fingerprints will be required after you pass the exam. Serious convictions may disqualify applicants.
Project Management Fundamentals

There are more projects occurring today than at any time in history. Organizations initiate projects to create new computer applications, erect bridges and buildings, improve processes, develop new products, and reorganize company operations. Unfortunately, most organizations do not manage projects well, creating an unprecedented demand for project management practitioners.

In this six-week course, an experienced Project Management Professional will help you master the essentials of project management. You’ll learn about project politics and ethics, project measurements, and project closure. You’ll be able to develop all sections of a project plan, you’ll become comfortable with the project management body of knowledge, and you’ll develop a variety of powerful techniques to generate project ideas.

If you’re new to project management, this course will provide you with the essential information you’ll need to prepare for and complete your first project. If you’re an experienced project manager, this course will make you more valuable to your employer by increasing your skills and competencies.

This course and its follow up (Project Management Applications) also include essential information that will help you prepare for the Project Management Professional (PMP)® and the Certified Associate in Project Management (CAPM®) exams offered by the Project Management Institute (PMI)®. Certification Magazine recently identified PMP certification as “the highest-paying certification” of the year.

Classes start monthly $115

Paralegal

The Paralegal online training program will prepare you for success in this growing career field. You’ll learn about the U.S. legal system, how to conduct legal research and interviews, how to perform legal analyses, and more.

Your training will prepare you to become a legal secretary or paralegal and to take the Certified Paralegal Certification Exam through the National Association of Legal Assistants (NALA).

All materials are included in the cost of this program.

Start anytime: 300 hours at your own pace $2395

Ed2Go Online - See page 35 for details.

Community Education - See page 40 for registration details.
Podcasting for Profit

• Have you ever wanted to be a DJ or the host of a radio show?
• Would you like to be paid to host your own show?
• Would you like to promote your business, hobby or passion on radio?
• All for FREE?

Now you can, by setting up your own podcasting program! This course explains and demonstrates how to set up an audio podcast and monetize it including the equipment and software necessary, the procedures for creating and broadcasting, and over a dozen ways to make money with your podcasts – all for FREE!

Materials include: *Podcasting for the Clueless®* manual, *Acoustica™* simple recording and editing software, *Audacity™* recording and editing software, 150 royalty free music clips, 100 royalty free sound effects, and *Winebottler™* software

*Mike Rounds*

**Monday, September 28**  
6:30 pm - 9:00 pm

**Zoom**  
$39 + $20 material fee to instructor

*Community Education* - See page 40 for registration details.
Become a Professional Organizer

Do label makers and putting things into 3-ring notebooks make you happy? If you like to organize stuff and enjoy watching organizing programs on TV for more tips, you’re a good candidate to become a professional organizer!

We’ll discuss:

• Different organizing specialties
• Using the clutter-hoarding scale
• How to get experience before your first paying client

Manual included: *How to Become a Clutterologist™* (978-1-891440-56-4)

*Nancy Miller*

**Wednesday, October 7**

**6:30 pm - 9:30 pm**

**Zoom**

*$39 + $20 material fee to instructor*

**Community Education** - See page 40 for registration details.
Certified Medical Assistant Training Program

A medical assistant is a multi-skilled allied health care professional that specializes in procedures commonly performed in the ambulatory health care setting. Medical assistants perform both clinical and administrative duties and assist a variety of providers including physicians, nurse practitioners, and physician assistants. They typically work in medical offices, clinics, urgent care centers and may work in general medicine or specialty practices. This program will prepare you for the CCMA exam. This course combines 187.50 hours of classroom instruction with a 120 hour externship.

Requirements: Students must be 18 years of age or older; have proof of H.S. graduation or GED; be proficient in keyboarding; understand computing and word processing; have command of the English language and math; have internet access, printing capabilities and an email address. All eligible students must be able to pass drug and background checks.

Cancellation Policy: No refunds for this program, please choose carefully.
Mondays & Wednesdays, October 19 - March 8  2:00 pm - 8:00 pm
No class on 11/11,11/23, 11/25,12/21-1/3, 1/18, 2/15 $3200 with a Payment Plan available

Students are responsible for additional costs.

Financial Assistance: Regular college Financial Aid is not applicable to this program.

You may be eligible for state funds for career training for this program!
Inquire at your local America’s Job Center of California formerly known as your One Stop Career Center. Office locations are in Hollister, Gilroy, and San Jose.
Certified Phlebotomist Training Program

Certified phlebotomists work in clinical laboratories or other healthcare settings. Their main responsibility is drawing blood samples from patients according to the clinical laboratory orders. This program will prepare you for the California State Exam which will allow you to apply to Laboratory Field Services for your CPT-1. This course combines 84 hours of classroom instruction and a 40 - 80 hour externship.

Requirements: Students must be 18 years of age or older; have proof of H.S. graduation or GED; be proficient in keyboarding; understand computing and word processing; have command of the English language and math; have internet access, printing capabilities and an email address. All eligible students must be able to pass drug and background checks.

Cancellation Policy: No refunds for this program, please choose carefully.

Saturdays, December 5 - March 13 8:00 am - 3:30 pm
No class on 12/26, 1/2, 12/13 $3100 with a
Room: HOB 114 Payment Plan available

Students are responsible for additional costs.

Financial Assistance: Regular college Financial Aid is not applicable to this program.

You may be eligible for state funds for career training for this program!
Inquire at your local America’s Job Center of California formerly known as your One Stop Career Center. Office locations are in Hollister, Gilroy, and San Jose.

Community Education -
See page 40 for registration details.
Pharmacy Technician Training Program

Pharmacy technicians work in pharmacies under the direction of a pharmacist. Their main responsibility is filling prescriptions according to doctors’ orders for patients. This comprehensive training program will prepare participants to enter the pharmacy field and to take the optional Pharmacy Technician Certification Board’s (PTCB) exam. This course combines 144 hours of classroom instruction and a 120 hour externship, for a total of 264 hours.

Requirements: Students must be 18 years of age or older; have proof of H.S. graduation or GED; be proficient in keyboarding; understand computing and word processing; have command of the English language and math; have internet access, printing capabilities and an email address. All eligible students must be able to pass drug and background checks.

Cancellation Policy: No refunds for this program, please choose carefully.

Saturdays, February 20 - July 17 8:00 PM - 3:30 PM
No class on 4/3, 5/29, 7/3 $2750 with a Payment Plan available

Students are responsible for additional costs.

Financial Assistance: Regular college Financial Aid is not applicable to this program.

You may be eligible for state funds for career training for this program! Inquire at your local America’s Job Center of California formerly known as your One Stop Career Center. Office locations are in Hollister, Gilroy, and San Jose.

CPC Certified Medical Administrative Assistant with Medical Billing and Coding

The CPC Certified Medical Administrative Assistant with Medical Billing and Coding is geared towards students who are interested in obtaining a career in the healthcare industry, but have little to no experience within the sector. Upon completion of this program, you will be prepared to sit for the Certified Professional Coder (CPC) Exam, offered by the American Academy of Professional Coders (AAPC) and the Certified Medical Administrative Assistant (CMAA) Exam offered by National Healthcareer Association (NHA). The registration fees for both exams are included with this program. This program will also prepare you to sit for the Certified Billing and Coding Specialist (CBCS) Exam and the Certified Coding Associate (CCA) Exam.

Prerequisites: High School Diploma or GED, be 18 years of age or older.

Start anytime: 500 hours at your own pace $3195

You may be eligible for state funds for career training for this program! Inquire at your local America’s Job Center of California.
Veterinary Assistant Training Program

Veterinary assistants work in veterinary offices under the direction of a veterinarian. Their main responsibility is providing care according to a veterinarian’s orders. This course combines 70 hours of classroom instruction and a 40 hour externship, for a total of 110 hours.

Requirements: Students must be 18 years of age or older; have proof of H.S. graduation or GED; be proficient in keyboarding; understand computing and word processing; have command of the English language and math; have internet access, printing capabilities and an email address. All eligible students must be able to pass drug and background checks.

Cancellation Policy: No refunds for this program, please choose carefully.

Coming late Fall
Check website for more details $1700 with a
Payment Plan available

Students are responsible for additional costs.

Financial Assistance: Regular college Financial Aid is not applicable to this program.

You may be eligible for state funds for career training for this program! Inquire at your local America’s Job Center of California formerly known as your One Stop Career Center. Office locations are in Hollister, Gilroy, and San Jose.
T’ai Chi Essentials Level 1

The soft, flowing movements of Tai Chi help people of all ages tone the body, increase concentration, and improve circulation. Gentle turning and shifting movements relieve stress and exercise every part of the body without strain. Tai Chi energizes the body and calms the mind while improving balance and flexibility. The Level One class is fun and helps students learn the essentials of Tai Chi. This includes gentle stretching exercises and the basics of posture, breathing, stance, stepping, turning, and individual techniques. Basic techniques are learned in preparation for incorporating them into the Solo Exercise in the next class. For a detailed list of the essential exercises covered in the class, please email at risk.analyzer@gmail.com.

Richard Ahrens has studied Tai Chi, Chi Gung, and Silk Reeling (Ssu Chih) with masters from China and the U.S. He has taught Tai Chi to hundreds of students across the U.S. since 1985.

Wednesdays, October 14 - December 9 6:30 pm - 7:30 pm
Portuguese Hall, 695 7th Street, Hollister, 95023 $99

Class will be livestreamed if county guidelines say it can’t be in-person.

Community Education - See page 40 for registration details.
Do It Yourself Basic Electrical Projects & Repairs 101
Learn the basics for electrical wiring in the home with installation of electrical plugs, switches, and newer items to control lighting, detect presence of personnel and review of home security systems. Review the types of wiring, wiring routing and codes applicable for projects. Learn about installing electrical distribution outside the home. Replace light switches and non GFCI receptacles (plugs).


Saturdays, October 24 - 31                                          7:00 pm - 9:00 pm
Room: MP 114                                  $99 + $15 material fee to instructor

Do It Yourself Basic Electrical Projects & Repairs 102
This is a hands-on class designed to install various electrical items to enhance a home’s living environment. We will review:

• Installation of GFCI & AFCI breakers, whole-house surge arrestors, service panels, installing 120/240-volt dryer receptacles and range receptacles
• Upgrading ceilings and recessed ceiling lights, track lights, under cabinet lights
• Installing security doorbells and cameras, motion-sensing floodlights and cameras
• Making your home smarter with wireless thermostat control
• Repairing light fixtures, chandeliers, ceiling fans, fluorescent lights, plugs


Saturdays, November 7 - 14                                        7:00 pm - 9:00 pm
Room: MP 114                                  $99 + $15 material fee to instructor
Do It Yourself Basic Carpentry Projects & Repairs 101

Learn the basics of carpentry for modification or additions to a home. This hands-on course topics will include the following:

- What makes up a house, design, structure, materials and construction
- Step by step overview of projects: installing doors, partition walls and sound proofing
- Installation of wall board including ceilings, and attics
- Enlarging openings and removing walls
- Removing doors and windows
- Finishing exterior with siding or plaster


**Wednesday - Thursday, November 11 - 12** 7:00 pm - 9:00 pm  
**Room: MP 114**  
**$99 + $15 material fee to instructor**

Do It Yourself Basic Carpentry Projects & Repairs 102

Continue to learn the basic skills of carpentry for modification to a home or additions within the home. This hands-on course topics will include the following:

- Installing an entry door, storm door and patio door
- Framing and installing windows
- Floor to ceiling shelving, utility shelving, under stairs and work centers
- Building drawers
- Removing trim and old cabinets, preparing and installing new cabinets
- Countertops installation


**Wednesday - Thursday, November 18 - 19** 7:00 pm - 9:00 pm  
**Room: MP 114**  
**$99 + $15 material fee to instructor**
Giovanni Foggiato – Experienced engineer with extensive knowledge in installation of ceramic tile for bathrooms, kitchens, floors and outdoor cooking facilities. Supplementary information will be provided by specialists in ceramic installations.

**Note:** Do It Yourself is a series of two-part courses, 101 and 102. You cannot take 102 without completing 101.

**Do It Yourself Basic Tile Projects & Repairs 101**

Learn how to design and install tile in your home. This class covers the many materials that are available, their suitability for different applications and what is needed. Students will review costs for different grades of tile. Materials are analyzed to determine quantity, layout, patterns, and grout spacing. Details for projects involving floors are reviewed including the underlayment, and any other requirements for a successful installation.

**Required Book:** Black & Decker: The Complete Guide to Ceramic Tile
ISBN # 978-1610590075

**Wednesday - Thursday, December 2 - 3**
**7:00 pm - 9:00 pm**
**Room: MP 114**
**$99 + $15 material fee to instructor**

**Do It Yourself Basic Tile Projects & Repairs 102**

Continue to learn how to design a tile installation and then install it in your home. Tile projects for wall installations will be reviewed, with wall preparation, types of materials needed, framing of the wall and layout of patterns. The applications of tile for counter tops are then covered, with the needs for framing, borders around sinks, and grouting.

**Required Book:** Black & Decker: The Complete Guide to Ceramic Tile
ISBN # 978-1610590075

**Wednesday - Thursday, December 9 - 10**
**7:00 pm - 9:00 pm**
**Room: MP 114**
**$99 + $15 material fee to instructor**

Community Education - See page 40 for registration details.
Do It Yourself Basic Plumbing Projects & Repairs 101

Learn the basics of plumbing in addressing current home plumbing needs and problems with water delivery and drainage. We will address the design of plumbing systems with multiple fixtures and accessories for in home and outdoor irrigation, spas and pools. We will review materials and the assembly of plumbing systems. Students will perform plumbing exercises in class.


Giovanni Foggiato – Experienced engineer encompassing design of plumbing systems for industrial applications. Knowledgeable in materials and assembly of plumbing systems, components and applicable building codes.

Wednesday - Thursday, October 7 - 8 7:00 pm - 9:00 pm
Room: MP 114 $99 + $15 material fee to instructor
Discovering Watercolor Using Creative Options

Discover many different ways water and color can collaborate on paper. Explore blending colors, creating shapes and the illusion of texture. Step by step, students will learn to create their own masterpieces, and practice the techniques they learned at home.

Course Outline

Week One
- Lines, textures, shapes
- Paint, balloons, size, shape, shading, overlapping
- Learn to paint backgrounds

Week Two
- Learn to layer paint
- Learn to use objects: toothbrushes, blunt end of brush, wrinkled paper towels, salt
- Paint chickens / roosters

Week Three
- Stroke coordination and control
- Learn to paint leaves with single and/or multiple stroke technique

Week Four
- Mix above mentioned skills (layer, texture, shape)
- Removing paint to create depth
- Paint an octopus

Week Five
- Used all mixed skills
- Create the illusion of a sprig of wild flowers
- Work on previous project in class

The wonderful world of watercolor arrived via a bad accident I suffered on 5/1/17, resulting in the loss of part of my right hand and leaving me with damaged dysfunctional remains. My long journey of physical and emotional therapy included watercolor. It took two and a half years of intense therapy, but thanks to the great doctors, surgeons, and therapist I emerged an avid hobbyist, here to share what I discovered along the way - Ann James

Tuesdays & Thursdays, October 1 - 29
6:30 pm - 8:30 pm
Room: AR 103
$250 + $40 material fee to instructor
Live Long, Live Well - Positive Aging

This informative session will discuss how chronological aging has been overemphasized! The attendee will understand how a substantial portion of the physical changes seen with aging are actually due to lack of exercise, poor diet and health choices.

This course is designed to provide the student with an understanding of the interplay between proper nutrition, healthy lifestyle behaviors, and physical activity. Finding the right balance can improve both longevity and quality of life.

The attendee will be able to explain:
• Normal Aging vs. Healthy Aging
• Eating to Live vs. Living to Eat
• The Benefits of Motion
• The Benefits of Social Interactions

Dr. Knopf has worked in almost every aspect of fitness, including trainer, college professor, and consultant on several NIH grants. Currently he is the director of ISSA’s Fitness Therapy and Senior Fitness Programs. Dr. Knopf has authored numerous articles, and written over 17 books.

Tuesday, October 6
Room: SS 210
7:00 pm - 9:00 pm
$39
Essential Oils: Cooking, Cleaning, Skincare and Healing

The Essential Oils class is a composition of everything essential oils are used for in a vibrant home life. Plant remedies, known also as essential oils, have been used throughout history and the world. It is one of nature’s most powerful support tools. Essential oils can be incorporated in many different ways in daily life including cooking, cleaning, animal care, and improving the air in a room. Instructor Sylvia Rodriguez will teach students medicinal techniques using natural oils and remedies that can improve one’s health and epidermis. She will also give tips on how people can potentially cut-down on their use of prescription and over-the-counter medication using plant-based oils and natural alternatives.

Sylvia S. Rodriguez is a Native American. Her mother and father used natural medicine to heal. As a result of her upbringing, she is compelled to help bring this knowledge to the world. She believes when this world was created, plants and herbs were put on the Earth to help people in their daily lives. It is up to the individual to educate themselves in finding the plants and herbs to help them heal. She feels natural medicine is a better alternative to synthetic drugs and their side effects.

Monday & Wednesday, October 5 & 7                        5:30 pm - 8:30 pm  
Room: HOB 102                               $59 + $15 material fee to instructor

California Motorcycle Safety Program

The Motorcycle Training course is designed for beginning and experienced riders. It consists of 2 classroom sessions and 2 riding sessions totaling approximately 16 hours, to be completed in 3 days. We offer a variety of class schedules. Motorcycle and helmet are provided. Successful completion is required by the DMV for any rider under the age of 21 seeking his or her first California motorcycle license. Motorcycle Training classes are subject to a processing fee for rescheduling or canceling less than 2 business days prior to the start of class. Due to high demand for this class, registration fees are non-refundable once class has started or if participants fail to attend class.

Register at www.2wheelsafety.com, click on Register Now then choose Gavilan College  
(510) 784-8978  
Under 21: $180; 21 Years Old or Over: $258
How to Create a Website in an Hour

In today’s technology driven world, people start by searching what they are looking for on the internet.

Having your own website that you can create, change, and control gives you the ability to tell people about you, your business and how to do business with you. You’ll be shown how to create your site in minutes including text, graphics, YouTube video links, a shopping cart and the ability to customize it any way you want.

You’ll learn how to:
• get your domain name
• choose a web host and sign up for an account
• design your web pages, and collect credit card information
• be listed with major search engines

Manual and materials include:
• PDF manual Fishin' With a Net™ 10th Edition
• PDF manual E-Commerce for the Clueless®
• Video instructions for adding e-commerce to your website
• Video instructions for using Weebly

This class is suitable for both beginners and non-technical types.

Mike Rounds

Wednesday, September 30
Zoom

6:30 pm - 9:30 pm
$39 + $20 materials fee to instructor

Community Education - See page 40 for registration details.
Preston Bailey’s Fundamentals of Floral Design

Floral design is an integral part of every Preston Bailey event. The Preston Bailey Fundamentals of Floral Design course, Part 1 in the Floral Design series, is an opportunity for you to learn the fundamentals of floral design from Preston Bailey, the industry’s most highly regarded floral design expert.

The course is designed for beginners who have no experience with flowers, flower arranging, or floral design. You will learn the tricks that every good professional floral designer depends on. The course will also help you gain a strong foundation in the basics, which prepares you for learning the more complex techniques of Preston’s unique floral designs.

Upon completion of this course, you will also have the unique opportunity to apply for internships in your local area. You can also receive notices of internship opportunities and industry conferences and events.

Classes start monthly $1695
Also available in Spanish

Preston Bailey’s Signature Wedding & Event Design

Distinguish yourself as a professional event designer by taking this course. You will learn to design event details from top to bottom including the design surrounding the activities that make an event come to life. In many cases it is the designer that extracts the emotional and personal elements of a client and weaves those personal expressions into the event design.

A wedding planner taking this course will learn the art of design and how to apply design techniques to their existing knowledge and services to their clients. In this course, you will also learn how to identify, approach, and set up an internship in your local area. You will receive notices of internship opportunities and industry conferences and events.

Classes start monthly $1795
Also available in Spanish

Ed2Go Online - See page 35 for details.
Visit community.gavilan.edu or www.ed2go.com/gavilanc for course descriptions & requirements

To register, click on the **Online Classes** link on the homepage

- One start date per month
- Most classes are 6 weeks with 12 lessons delivered Wednesdays & Fridays, although some career training programs are at your own pace and you can start anytime
- Completely online

**Requirements:**

- Internet / email, specific computer software maybe required. Always check our website before registering for a class to review the additional requirements.
REGISTRATION PROCESS FOR ONLINE CLASSES

1. Go to www.community.gavilan.edu, then from the homepage click on the Online Classes link
2. Search for course by title or keyword
3. Select course by clicking on Add to Cart
4. Select Session Date and click on Continue to Checkout
5. Sign-in under Returning Student or New Student field by creating an account
6. Make payments by clicking on Continue to Checkout and following directions

Business
- Digital Marketing Suite
- Start Your Own Online Business
- Administrative Assistant Suite
  - Administrative Assistant Fundamentals
  - Administrative Assistant Applications
  - Effective Business Writing
- Starting a Consulting Business
- PMP® Certification Prep 1 & 2
- Entrepreneurship Suite
  - Creating a Successful Business Plan
  - Start Your Own Small Business
  - Small Business Marketing on a Shoestring
- Start Your Own Arts & Crafts Business
- Peachtree Accounting
- Accounting Fundamentals Suite
- Project Management Suite
  - Project Management Fundamentals
  - Project Management Applications
  - High Speed Project Management
- Supervision and Management
- Start and Operate Your Own Home-Based Business
- Purchasing Fundamentals
- Customer Service
- Sales Training Suite
  - Keys to Effective Communication
  - Effective Selling
  - Professional Sales Skills
- AutoCAD
- Start Your Own Publishing Business
- Start a Consulting Business

Computing, Applications & Networking
- Computer Networking Suite
  - Introduction to Networking
  - Intermediate Networking
  - Introduction to Wireless Networking
  - Understanding the Cloud
- CorelDRAW
- Windows
- LPI Linux Essentials Exam Prep
- Microsoft Office Value Suite
- MS Office Accounting Professional
- Microsoft Word, Excel, Power Point, Access, Project, Publisher
- QuickBooks
- PC Troubleshooting
- Home PC Security
- Creating jQuery Mobile Websites with Dreamweaver
- Linux
- Adobe Acrobat X

Accounting
- Accounting Fundamentals
- Creating a Business Plan
- Payroll Practice and Management
- Statistics
- Quickbooks Bundle

Database, Programming and Web Design
- PHP and MySQL Series
- Effective Web Content
- Responsive Web Design
- Visual Basic Series
- XML
- Mac, iPhone, and iPad Programming
- Ajax, Ruby & Java
- Database Development
- Dreamweaver
• Python
• Crystal Reports
• HTML & CSS Series  
  - Introduction, Intermediate and Advanced HTML and CSS
• Access
• C++
• C# Programming Series

**Healthcare**
• Certificate in Legal and Ethical Issues in Healthcare
• Medical Math
• Certificate in Energy Medicine
• Certificate in Infectious Diseases and Infection Control
• Certificate in Perinatal Issues
• Become an Optical Assistant
• Explore a Career: Nursing, Dental, Medical Writing, Administrative Medical Assistant & more
• Physical Therapy Aide
• Medical Transcription
• Administrative Dental Assistant
• Certified National Pharmaceutical Representative
• HIPAA Compliance
• Human Resources for Healthcare Professionals
• Mind-Body Therapies Bundle
• Medical Terminology Series  
  - Medical Terminology: A Word Association Approach
  - Medical Terminology II: A Focus on Human Disease
• Natural Health and Healing
• Nutrition and Health Bundle
• Aging and Health Bundle

**Graphics & Design**
• Adobe InDesign CC
• Photoshop Elements
• Flash
• Dreamweaver
• Creating WordPress Websites Series
• Illustrator
• Photography Suite

**Personal Finance**
• Business Finance for Non-Finance Personnel
• Real Estate Investing I & II
• Stock Trading Suite
• Personal Finance
• Real Estate Suite  
  - Keys to Successful Money Management
  - Real Estate Investing
  - Real Estate Law
• Where Does All My Money Go?

**Grant Writing & Nonprofit**
• Nonprofit Suite  
  - Introduction to Nonprofit Management
  - Marketing Your Nonprofit
  - Nonprofit Fundraising Essentials
• A to Z Grantwriting Series  
  - A to Z Grant Writing
  - A to Z Grant Writing II - Beyond the Basics
• Writing Essentials
• Get Grants
• Become a Grantwriting Consultant
• Grantwriting Suite  
  - A to Z Grant Writing
  - Advanced Grant Proposal Writing
  - Becoming a Grant Writing Consultant

**Languages**
• Conversational Japanese
• Easy English
• Speed Spanish
• Spanish for Law Enforcement; Medical Professionals
• Instant Italian
• Beginning Conversational French
• Grammar for ESL

**Digital Photography, Digital Video & Video Design**
• Photography Series  
  - Discover Digital Photography
  - Mastering Your Digital SLR Camera
  - Photographing People with Your Digital Camera
• Camtasia Studio 8
• Lightroom CC
• Travel Photography for the Digital Photographer
• Secrets of Better Photography
• Adobe Edge Animate
• How to Get Started in Game Development
• Digital Scrapbooking
• Make Movies with Windows XP or Vista
• 3ds Max
• Video Game Design and Development
• Photoshop CS & CC
• Final Cut Pro X

Health & Wellness
• Happy & Healthy Pregnancy
• Certificate in Food, Nutrition, and Health
• Medical Math
• Natural Health & Healing
• Certificate in Nutrition, Chronic Disease, and Health Promotion
• Certificate in Violence Prevention and Awareness

Writing & Publishing
• Fantasy Novel
• Publish & Sell Your E-Books
• Write and Publish Your Nonfiction Book
• Screenwriting
• Grammar Refresher
• Writing Young Adult Fiction
• Writing and Selling Self-Help Books
• Romance Writing Secrets
• Effective Business Writing
• Beginning Writer’s Workshop
• Technical Writing
• The Keys to Effective Editing
• Business and Marketing Writing
• Writing for Children
• Mystery Writing
• Beginner’s Guide to Getting Published
• Travel Writing
• Writing for ESL

Personal Development
• Mastering Public Speaking
• Discover Sign Language
• Reading Strategies Series
  - Ready, Set, Read
  - Guided Reading and Writing
  - Guided Reading
  - Response to Intervention
• Merrill Ream Speed Reading
• Start Your Own Edible Garden
• GRE Prep Series
• SAT/ACT Prep series
• Start Your Own Online Business

Personal Enrichment
• Guitar
• Homeschool With Success
• Interior Design
• Genealogy Basics
• Math Refresher
• Marriage and Relationships: Keys to Success
• Soft Skill Suite
  - Achieving Success with Difficult People
  - Interpersonal Communication
  - Skills for Making Great Decisions
  - Individual Excellence

Teaching Professionals
• Teaching Students with ADHD
• Teaching ESL/EFL Reading, Grammar or Vocabulary
• Blogging and Podcasting for Beginners
• Spanish for the Classroom
• Practical Ideas for the Adult ESL/EFL Classroom
• Empowering Students With Disabilities
• Singapore Math Strategies
• Microsoft Word, Excel & PowerPoint in the Classroom
• Using the Internet in the Classroom
• Enhancing Language Development

Law & Legal Careers
• Employment Law Fundamentals
• Real Estate Law
• Criminal Law
• Criminal Procedure: From Arrest to Appeal
• Legal Nurse Consulting
Building                      Code  Building                   Code
Adapted Physical Education    APE    Library                      LI
Art                           AR     Life Science                  LS
Business                      BU     Music Hall                    MU
Cafeteria                     SC     Physical Science              PS
Child Development             CDC    Portable Building              PB
Cosmetology                   COS    Security / Maintenance        SF
Early College Academy         GECA   Social Science                SS
Gym                           GECA   Student Center                SC
Health Occupations            HOB    Theater                      TH
Humanities                    HU     TV Studio                     LI

Other Locations
Hollister Briggs Building
365 Fourth Street
Hollister, CA 95023
(831) 636-3783
Registration is Easy! Here’s How:

For Community Education Classes

Online 24/7 at community.gavilan.edu and pay with Visa or Mastercard
By Mail, download an application from the website and mail to Community Education, Gavilan College, 5055 Santa Teresa Blvd., Gilroy, CA 95020
By Phone, call 408.465.9369
(You can not register a minor over the phone.)
Speak with Someone in the Virtual Welcome Center
https://cccconfer.zoom.us/j/4088484800

Please review cancellation policy at community.gavilan.edu before enrolling.

For Career Education Credit Classes

Apply Online 24/7 at www.gavilan.edu/admit/apply.php
Once you have applied, Register For Classes with your student ID# (G00…)
Online through the MyGav portal
Speak with Someone in the Virtual Welcome Center
https://cccconfer.zoom.us/j/4088484800

Career Education Counselor
Virtual counseling will be available during the Fall. Please contact Jessica Weiler at jweiler@gavilan.edu for an appointment.

Parking on Gilroy Campus
Do not park in staff or handicap parking spaces. Parking permits not required at the Hollister or San Martin instructional sites.

Smoking
Gavilan College is a smoke and tobacco-free campus. Smoking is only permitted in designated smoking spots.