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Construction Management
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Wellness

Over 300 other classes and career training programs in a variety of subjects

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- Business
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- Computer Science Information Systems
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- Cooperative Work Experience
- Cosmetology & Esthetician
- Cybersecurity
- 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.
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.

Administration of Justice

Earn up to $79,454 per year

The Administration of Justice Program provides a course of study to prepare students for employment in private security and public law enforcement agencies, including: state parks, municipal police, game wardens, probation officers, county deputy sheriffs, county and state correctional officers and the federal government. The associate degree program will prepare students for transfer to UC and CSU bachelors programs (if the IGETC or CSU GE pattern is chosen.) The certificate program is an option for students whose employment objectives are with agencies who require less than an A.A. degree.

Those completing the AS-T in Administration of Justice degree will be able to transfer to the California State University system and be prepared to study in the following areas: Administration of Justice, Law Enforcement, Correctional Administration, Social Science, and Pre-Law. Students will be prepared to work in a variety of fields, including: public law enforcement agencies such as municipal police, probation officers, county deputy sheriffs, correctional offices, game wardens, state parks, and private security.
Aviation Maintenance Technology

Earn up to $104,950 per year

Students will have job entry skills for the following occupations: aviation mechanic, aircraft service person, repair or sales of aircraft accessories, airframe specialist. Students who have completed all of the AMT coursework will have satisfied Area B-1 of the general education requirements for the associate degree using the Gavilan College General Education pattern.

Students will learn how to successfully demonstrate the ability to pass the Federal Aviation Administration (FAA) knowledge, oral, practical and written examinations in Powerplant subjects. This will lead them to obtain the FAA powerplant mechanic certification.

Students will have a working knowledge and mechanical ability to inspect, maintain, service and repair reciprocating and turbine aircraft engines, and associated systems as specified by Federal Aviation Regulation Part 147. They will also have the ability to research and determine applicability of maintenance and regulatory data as it relates to aircraft powerplants and their airworthiness.

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.
Starting Salary $96,246 per year

The Gavilan College Business program offers an Associate in Science for Transfer, Associate of Arts, and a Certificate of Achievement which are designed for direct employment.

Students gain skills and can choose an option based on their business needs - Accounting, Management, Medical Office, Technical Publishing, or Office Applications. Earning an associate degree provides more opportunities for advancement, especially for those who pursue additional training, experience and education.

Associate degree careers can be found in retail, manufacturing, financial institutions, technology, real estate, medical offices and government agencies. Students will also be prepared to start their own businesses. Contact us today to help you get started!

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

Starting Salary $47,000 per year

The Child Development program offers coursework and degrees leading to a wide range of careers with children. Students who complete the Early Childhood Education (ECE) Certificate are prepared for employment in infant/toddler centers or private preschools. The School Age Certificate prepares students for employment in before and after-school centers, and recreation programs. The Child Development Teacher Permit, which requires 16 additional units in general education beyond the certificate, allows students to teach in state or federally funded childcare and development programs.

Gavilan offers degrees for any level students would wish to teach including infants, toddlers, early childhood education - preschool & after school programs, elementary, middle & high school, and college level.

Students can now earn their AA in Early Childhood Education at Gavilan College and seamlessly transfer to the Bachelor of Science in Human Development & Family Science at CSUMB, if they follow the new 2 + 2 plan.

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.
Computer Science and Information Systems

Median Salary $133,000 per year

The Computer Science and Information Systems program offers a wide variety of classes that prepare students for exciting career opportunities. Our program is designed to provide students with a foundation for career and professional success in:

- Coding
- Microsoft Office
- Desktop Publishing
- Keyboarding Skills
- Programming
- Web Page Design
- Computer Repair
- Networking
- UNIX/Windows Operating Systems

As you may have seen in news reports, there are currently 500K open technology jobs but universities are only producing one-tenth that number of computer science graduates. At any given time, tech companies have thousands of job openings across the US, but like others in the industry, they can’t always find enough candidates with the right mix of technology skills to fill all of those positions.

The Associate in Science in Computer Science for Transfer Degree (AS-T in Computer Science) has been established to assist students in seamlessly transferring from Gavilan College to a California State University (CSU), with the objective of pursuing a baccalaureate degree in computer science.

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.
Concrete Industry Management

Earn up to $113,122 per year

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.

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.
CMGT 101  Concepts of Construction Management

Earn up to $133,000 per year

CMGT 101  Concepts of Construction Management
Introduction to the fundamental concepts and an overview of the elements associated with construction management operations.

By the end of this course, a student should:

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

CMGT 103  Construction Materials and Systems
This course explores the various materials, systems, and processes found in the construction industry and how these materials and systems interact together to produce a complete design.

By the end of this course, a student should:

· Analyze the methods used within the industry and the associated materials, equipment, and techniques used to construct projects.
· Explain how and where to use all major systems and materials used in typical construction projects.

These courses are 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.
The cooperative work experience program is designed to provide students with an opportunity to earn college credit while working.

**Occupational Work Experience** (section 190)

For students with a job related to their major
Earn 4 units per semester (maximum 16)

**General Work Experience** (section 192)

For students with a job unrelated to their major
Earn 3 units per semester (maximum 16)

**How much credit can I earn?**

<table>
<thead>
<tr>
<th>Paid</th>
<th>Unpaid</th>
</tr>
</thead>
<tbody>
<tr>
<td>75 hours per semester</td>
<td>* 60 hours per semester</td>
</tr>
<tr>
<td>150 hours per semester</td>
<td>* 120 hours per semester</td>
</tr>
<tr>
<td>225 hours per semester</td>
<td>180 hours per semester</td>
</tr>
<tr>
<td>300 hours per semester</td>
<td>240 hours per semester</td>
</tr>
</tbody>
</table>

* CWE 192 for 1 or 2 units may be taken through Service Learning. Students can choose a site to volunteer or instructor can place at established Service Learning site.

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.
Cooperative Work Experience

Cybersecurity

Starting Salary $95,000 per year

Cybersecurity Certificate of Achievement

This certificate prepares students to recognize cybersecurity threats and implement procedures to protect computers, networks, programs, and data from unintended or unauthorized access, change, or destruction. It prepares students to take the professional industry CompTIA CySA+ certification exams, which will enhance their ability to pursue a career in cybersecurity.

Students completing the Cybersecurity Certificate of Achievement will find a variety of career choices; including Computer Systems Analysts, Information Security Analysts, Cybersecurity Analyst, Security Analysts, and Incident Response Specialist.

Upon successful completion of this program, students will be able to:

• Analyze systems for evidence of abuse or intrusions.
• Perform attacks and defend against them.
• Describe common cybersecurity threats and defenses, prioritize them, and properly implement defenses such as firewalls and intrusion defense systems.

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.
Heating, Ventilation, and Air Conditioning

Median Salary in the Bay Area
$71,537 per year

This degree or certificate is designed to prepare students to enter the Heating, Air Conditioning, and Refrigeration Technology field. Instruction includes both theory and practical application with heating, air conditioning, and refrigeration machinery and with electrical equipment, as well as the related mathematics. Students receiving the degree will have the knowledge and skills essential for employment in a variety of careers; including AC Technicians, Heating Technicians, Refrigeration Technicians, HVAC Mechanics, and HVAC Installers.

Students will learn how to problem solve, troubleshoot and perform maintenance and repair on residential and commercial heating, air conditioning, and refrigeration systems. Interpret and process wiring and pipe diagrams. Demonstrate safety, honesty, and integrity when dealing with customers and employers and when performing mechanical and electrical installations of heating, air conditioning, and refrigeration systems.

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.
Starting Salary $124,000 per year

2 + 2 + 3

Your First Step to Your New Career!

2 Year Associate Degree + 2 Year Bachelor’s Degree + 3 Year Juris Doctorate (Law Degree)

Gavilan College is one of the California Community Colleges selected to be a part of the Community Colleges Pathway to Law School Initiative (CCPLSI), which provides a transfer pathway for students to participating universities and law schools. This program will give students special recognition in the participating schools but is not a guarantee of admission.

Required Classes:
ENGL 1A
ENGL 1C
HIST 1 or 2
POLS 1
CMUN 1A
AJ 10

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.
Our courses help students access education to achieve their career and educational goals. Continuing Education courses for Fall 2022 will be available mostly online. Our courses are free and open to the community.

**Classes for you**

Our courses provide excellent instruction in:

- ESL
- High School Equivalency (GED/HiSet) preparation (English / Spanish)
- Citizenship preparation classes
- Short term vocational (courses to improve employment skills)
  - Computer classes
  - Entrepreneurial / Small Business Development
  - Career preparation classes

**Educación Continua**

Nuestros cursos ayudan a los estudiantes a acceder educación para lograr sus objetivos profesionales y educativos. Los cursos de Educación Continua para otoño 2022 estarán disponibles principalmente en línea. Nuestros cursos son gratuitos y abiertos a la comunidad.

**Cursos para ti**

Nuestros cursos proporcionan una excelente instrucción en:

- Inglés como segundo idioma
- Preparación de equivalencia de escuela preparatoria (GED / HiSet) inglés y español
- Clases de preparación para la ciudadanía
- Vocacional a corto plazo (cursos para mejorar las habilidades de empleo)
  - Clases de computación
  - Desarrollo empresarial / de pequeñas empresas
  - Clases de preparación profesional

(408) 852-2824 or Text (408) 465-9520
Assessment Process

• Please contact our support staff to fill out an application or you can fill out one online here: www.gavilan.edu/welcome/index.php

• Our staff will schedule an appointment with you for an assessment and orientation session.

• Several things will happen during the assessment and orientation session. First, you will receive information about our program. Then, you will be interviewed and receive a score. Next you will discuss your options with our placement specialists to help you choose classes that meet your needs and goals.

• Our counselor is available at every assessment event to help with any of your concerns or questions.

During the first week of class, ESL instructors assess students to check that they are placed in the appropriate class. Sometimes, the assessment shows that a student is in a class that is too high or too low for their level. If this happens, the department chairs and Continuing Education Counselor discuss moving the student to another class. The team talks with the student so that any changes fit the student’s goals and English level. This level adjustment happens with very few students, less than 5% per term.

Proceso de evaluación

• Comunícate con nuestro personal de apoyo para llenar la solicitud o igual, puedes llenar en línea tú mismo: www.gavilan.edu/welcome/index.php

• Nuestro personal programará una cita contigo para una sesión de evaluación y orientación.

• Varias cosas sucederán durante la sesión de evaluación y orientación. Primero, recibirás información sobre nuestro programa. Luego, serás entrevistado y calificado. A continuación, escucharás opciones junto con nuestros especialistas en colocación para ayudarte a elegir las clases que satisfagan tus necesidades y objetivos.

• Nuestro consejero está disponible en cada evento de evaluación para ayudarte en cualquiera de tus inquietudes o preguntas.

Durante la primera semana de clases, los instructores de ESL evalúan a los estudiantes para verificar que estén inscritos en la clase adecuada. A veces, la evaluación muestra el estudiante está en una clase que es demasiado alta o baja para su nivel. Si esto sucede, los jefes de departamento y el consejero de Educación Continua analizan el traslado del estudiante a otra clase. El equipo habla con el estudiante para que cualquier cambio se ajuste a las metas y el nivel de inglés del estudiante. Este ajuste de nivel ocurre con muy pocos estudiantes, menos del 5% por trimestre.

(408) 852-2824 or Text (408) 465-9520
We Support You

We also support students with our counselors, peer mentors, and amazing staff. Once a student, you can access additional support including food, housing, laptops, internet connections, and counseling.

Get started and contact us

Please contact the Gavilan College Continuing Education office for more information:

- visit us online: gavilan.edu/cont-ed/index.php
- by appointment at the Gavilan College main campus, 5505 Santa Teresa Blvd., Gilroy in the Child Development Building

Apoyo

Apoyamos a los estudiantes con nuestros asesores, mentores y personal increíble. Una vez que seas estudiante, puedes acceder a apoyo adicional que incluye alimentos, vivienda, computadoras portátiles, conexiones a Internet y asesoramiento general.

Comienza y contáctenos

Comunícate con la oficina de Educación Continua del colegio Gavilan y obtén más información llamando al:

- En línea: gavilan.edu/cont-ed/index.php
- Citas previas en el campus principal:
  Gavilan College
  5505 Santa Teresa Blvd., Gilroy
  en el Edificio de CDC

(408) 852-2824 or Text (408) 465-9520
Careers in Healthcare

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.

Starts in September. See website for dates and schedule.

Room: CDC 105 $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.

Community Education -
Visit www.gavilan.edu/ce or call 408.848.4732 to register.
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, February 11, 2023 - May 13, 2023 8:00 am - 3:30 pm
Room: HOB 114 $3100 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.

Notice for In-person Classes

• Must show proof of COVID vaccination and photo ID to instructor on the first day of class.

Community Education - Visit www.gavilan.edu/ce or call 408.848.4732 to register.
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.

Saturdays, August 27 - January 21                                                  8:00 am - 3:00 pm
Room: HU 101                                                                      $2000 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.

Notice for In-person Classes

• Must show proof of COVID vaccination and photo ID to instructor on the first day of class.

Community Education - Visit www.gavilan.edu/ce or call 408.848.4732 to register.
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, September 10 - February 11 8:00 am - 3:30 pm
Room: HOB 102 $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.

Notice for In-person Classes
• Must show proof of COVID vaccination and photo ID to instructor on the first day of class.

Community Education -
Visit www.gavilan.edu/ce or call 408.848.4732 to register.
Business & Careers

Programa de Certificado de Conocimiento Básico de HVACR NATE Core

El programa de conocimiento fundamental de mantenimiento de HVAC es un programa completo de enseñanza en línea de HVACR lo cual incluye la calefacción, la ventilación, el aire acondicionado y la refrigeración. Está estructurado específicamente con el fin de preparar a los técnicos para aprobar el examen inicial de conocimientos fundamentales de mantenimiento de NATE y para ampliar las habilidades de los instaladores y técnicos quienes:

• Son principiantes en la industria HVACR
• Buscan seguir su aprendizaje, ampliando sus conocimientos y competencias
• Se preparan para la certificación (NATE CORE)

The HVAC Service Core course is a comprehensive online HVACR education course encompassing heating, ventilation, air conditioning, and refrigeration. The HVAC NATE Core training course is specifically structured to prepare technicians to successfully pass the initial NATE Core Service Exam and to enrich the skills of installers and technicians who are:

• Just beginning in the HVACR industry
• Continuing education for upgrading knowledge and skills
• Preparing for certification (NATE CORE) Certificación
• Examen de conocimiento fundamental de mantenimiento de NATE (NATE Core Service)

Classes start monthly $2945

Become a Certified Medical Billing and Coding Specialist

Medical billing and coding is a rising star in the healthcare field today. This 100% online course will prepare you to start a career in this high-demand occupation and earn the medical billing and coding professional certification that best aligns with your interest and career goals. You’ll learn how to use the Healthcare Common procedure Coding System (HCPCS) and the CPT Category II and ICD-10 codes. Additionally, you’ll gain hands-on practice using medical billing and coding software.

Upon course completion, you’ll receive a voucher for the certification exam of your choice: CPC, CCA or CBCS.

Classes start monthly $2995

Ed2Go Online - See page 35 for details.
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.

Saturday, September 17 10:00 am - 4:00 pm
Zoom $105 + $25 material fee to instructor

Monday & Tuesday, November 14 - November 15 6:00 pm - 9:00 pm
Zoom $105 + $25 material fee to instructor

Community Education -
Visit www.gavilan.edu/ce or call 408.848.4732 to register.
Become a Notary Public and Take the Official Notary Exam (Ages 18 & Up)

Whether you want to boost your income, create a new job opportunity, provide a service to your community, or increase your value to your current employer, this is the perfect opportunity. In this Secretary of State approved class you will 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 class gives you the knowledge to pass the exam and practice as an effective Notary. Participants receive 2 practice tests and will take the official Notary exam directly following the class. Due to State regulations, no one will be admitted to the classroom after 8:15 a.m. You must return from breaks on time.

Special Notice for all Notary classes: Since 2021, the notary exam has become more demanding. You will receive valuable studying materials in advance to assure that you’re prepared as possible. The materials fee covers Seminar Guidebook, SOS handbook, Proof of Completion and notary application.

Saturday, October 8                                                        8:00 am - 6:00 pm
Room: SS 210                                  $110 + $35 material fee to instructor
The exam is scheduled on Saturday, October 8, 2022 at 4:00 pm in SS 210.

Renew Your Notary Public (Ages 18 & Up)

This Secretary of State approved class will prepare you to take the exam again by reviewing all relevant Notary law. You will take the official notary exam directly following the class. Renewing Notaries are required to take the exam and be fingerprinted again. Your commission must be current to qualify. No one will be admitted after 12:45 p.m.

Saturday, October 8                                                     12:45 pm - 6:00 pm
Room: SS 210                                     $55 + $35 material fee to instructor
The exam is scheduled on Saturday, October 8, 2022 at 4:00 pm in SS 210.

Please bring the following items required to take the exam:
• Secretary of State Notary Exam Application (provided in class)
• Proper ID, which may be one of the following:
  a. State-issued Driver’s license or ID card
  b. Canadian or Mexican Driver’s license
  c. U.S. passport or a passport issued by a foreign government
  d. U.S. military ID card
• 2 x 2 color passport photo
• Proof of Completion (Issued after class)
  a. Proofs are valid for two years for first time notaries.
  b. Renewing notaries must take the exam before their commission expires, otherwise they must take a six-hour seminar.
• Check or money order for exam payable to the Secretary of State $40, retake fee $20. This fee is in addition to the class fee.
• #2 pencil
• Mask
Livescan fingerprints are required to become a notary. Serious Convictions may disqualify applicants.

Community Education - Visit www.gavilan.edu/ce or call 408.848.4732 to register.
Become a Loan Signing Agent

Are you already a Notary and looking for ways to increase your income? Make the most out of your notary commission by becoming a certified Loan Signing Agent. You’ll have an instructor in real time teach you how to notarize loan documents and give you a simple strategy and all the tools you need to launch your new business as a Loan Signing Agent. 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

Prerequisite: You must be a Notary or have completed the Become a Notary Public seminar.

Tuesday - Thursday, October 18 - October 20          6:00 pm - 8:00 pm
Zoom                                             $110 + $30 material fee to instructor

Notice for In-person Classes

• Gavilan strongly recommends students be vaccinated.

Community Education -
Visit www.gavilan.edu/ce or call 408.848.4732 to register.
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.

Monday, October 3 6:00 pm - 8:00 pm
In Person $49

Community Education -
Visit www.gavilan.edu/ce or call 408.848.4732 to register.
Financial Strategies for a Successful Retirement

Students start the course by establishing objects related to the class and their personal finances. This class is for all levels of investors interested in retirement planning. No specific investment products are promoted.

Class 1. Financial basics, understanding compounding interest and the impact of inflation and taxes on investment returns. This sets the framework for understanding how long money needs to last in retirement.

Class 2. Retirement Income. Students will gain insights into how income is received in retirement such as social security, pensions and distributions from retirement plans. There is in-depth discussion on tax efficient access to income.

Class 3. Understanding how money can be invested to counter the effects of inflation and taxes. Students participate in building stock and bond portfolios and learn how risk is evaluated. Asset allocation of assets is discussed as well as historical returns.

Class 4. Risk management and Estate Planning. Students will learn about Medicare and Medicaid as well as long term care insurance. The side effects of owning Annuities will be discussed.

Estate planning- A general discussion related to probate, wills, trust types and transferring assets to beneficiaries in a tax efficient method.

Michael McCloud has held advisory and management positions at large national investment firms over the past 22 years. He has taught this course at numerous colleges to thousands of students over the past two decades. He holds a master’s degree from Harvard University as well as a master’s degree in International Business from the School of Foreign Service at Georgetown University.

Tuesdays, September 13 - October 4
7:00 pm - 9:30 pm
Location: SS 206
$65 per person or $85 per couple + $30 materials fee to instructor

Community Education -
Visit www.gavilan.edu/ce or call 408.848.4732 to register.
DIY Repairs and Remodeling

Giovanni Foggiato – Electrical Engineer, PhD from Stanford, with extensive experience in working and teaching electrical design for electronic devices and their installation. Knowledgeable in implementation of electrical components for home security, safety, entertainment, installation of outdoor lighting and electrical distribution.

**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 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).

**Required Book:** Black & Decker: The Complete Guide to Wiring
ISBN # 978-1591866121

**Wednesday & Thursday, August 24 - August 25** 7:00 pm - 9:00 pm
Room: PB 20  $125 + $25 material fee to instructor

**Wednesday & Thursday, October 19 - October 20** 7:00 pm - 9:00 pm
Room: PB 20  $125 + $25 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

**Required Book:** Black & Decker: The Complete Guide to Wiring
ISBN # 978-1591866121

**Wednesday & Thursday, August 31 - September 1** 7:00 pm - 9:00 pm
Room: PB 20  $125 + $25 material fee to instructor

**Wednesday & Thursday, October 26 - October 27** 7:00 pm - 9:00 pm
Room: PB 20  $125 + $25 material fee to instructor
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.

**Required Book:** Black & Decker: The Complete Guide to Plumbing
ISBN # 978-1591866367

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.

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<tr>
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<td>Saturday, October 1</td>
<td>9:00 am - 1:00 pm</td>
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<tr>
<td>Saturday, December 3</td>
<td>9:00 am - 1:00 pm</td>
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Community Education -
Visit www.gavilan.edu/ce or call 408.848.4732 to register.
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

**Required Book:** Black & Decker: The Complete Guide to Home Carpentry
ISBN # 978-0865735774

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<td>September 14 - 15</td>
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<td>September 21 - 22</td>
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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

**Required Book:** Black & Decker: The Complete Guide to Home Carpentry
ISBN # 978-0865735774

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<tr>
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<tr>
<td>September 21 - 22</td>
<td>PB 20</td>
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<tr>
<td>November 16 - 17</td>
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<td>$125 + $25</td>
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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.


**Wednesday & Thursday, October 5 - October 6** 7:00 pm - 9:00 pm  
**Room: PB 20** $125 + $25 material fee to instructor

**Wednesday & Thursday, November 30 - December 1** 7:00 pm - 9:00 pm  
**Room: PB 20** $125 + $25 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.


**Wednesday & Thursday, October 12 - October 13** 7:00 pm - 9:00 pm  
**Room: PB 20** $125 + $25 material fee to instructor

**Wednesday & Thursday, December 7 - December 8** 7:00 pm - 9:00 pm  
**Room: PB 20** $125 + $25 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.

Community Education -  
Visit www.gavilan.edu/ce or call 408.848.4732 to register.
Discovering Watercolor

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

Ann James
Tuesdays & Thursdays, October 4 - October 28          6:30 pm - 8:30 pm
Room: AR 103                                   $250 + $40 material fee to instructor
Wire Wrap Jewelry
In this course students will learn to design and assemble their own jewelry. Each student will make one necklace, bracelet and set of earrings. This course is a prerequisite for the Jewelry Design course.

Alicia Serratos has taught jewelry design for 25 years. Her vast experience allows students to understand how to best manufacture their own personal designs.

Saturday, November 5
In Person
9:00 am - 2:00 pm
$52 + $52 material fee to instructor

Jewelry Design
Learn how to make your own jewelry and make extra income. Students will learn where they can sell their items, and where to purchase materials to start their own business.

Alicia Serratos has taught jewelry design for 25 years. Her vast experience allows students to understand how to best manufacture their own personal designs.

Saturday, November 12
In Person
3:00 pm - 6:00 pm
$42 + $42 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: $295
21 Years Old or Over: $350

Beekeeper For A Day

Be a beekeeper for a day and discover the fascinating world of the Apis mellifera, our western honey bee by learning how to be a beekeeper and sustain the honey bees. You will learn basic honey bee anatomy and biology, their caste system, and how to keep yourself protected and safe while working with the bees. You will have hands-on beekeeping experience where you will learn the hive components, essential tools, and how to inspect a colony of bees.

Sara Cutrignelli is a Master Beekeeper through the U.C. Davis California Master Beekeeper Program, Founder of Cutrignelli Fattoria Apiaries, Vice President and Co-Director of Education and Outreach for the Gilroy Beekeepers Association, and is the San Martin 4-H Beekeeping Project leader whose motto is “Learn by doing.”

Saturday, September 10
San Martin
10:00 am - 1:00 pm
$85

Saturday, October 8
San Martin
10:00 am - 1:00 pm
$85
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 Courses link.
2. Click on ed2go for registration and class information. You can also search CLS or UGotClass to find the right class for you.
3. Search for course by title or keyword.
4. Select course by clicking on Add to Cart.
5. Select Session Date and click on Continue to Checkout.
6. Sign-in under Returning Student or New Student field by creating an account.
7. 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

Law & Legal Careers
• Employment Law Fundamentals
• Real Estate Law
• Criminal Law
• Criminal Procedure: From Arrest to Appeal
• Legal Nurse Consulting

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
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<td>Security / Maintenance</td>
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<tr>
<td>Humanities</td>
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<td>TV Studio</td>
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**Other Locations**

**Hollister Briggs Building**

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

For Career Education Credit Classes
Pages 2 - 14

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 for help with registration, financial aid or applications at https://cccconfer.zoom.us/j/4088484800

To Schedule An Appointment
Please contact Adriana Servin at amartinez@gavilan.edu or call 408.848.4816 (Monday - Friday, 8:00 am - 5:00 pm)

For Continuing Education Classes
Pages 15 - 17

Contact Continuing Education and someone can walk you through the enrollment and application process. Please contact Ana Rocha at arocha@gavilan.edu, 408.852.2824, or text 408.465.9520.

Póngase en contacto con la oficina de Educación Continua para guiarlo con el proceso de matriculación e inscripción. Contacte a Ana Rocha al 408.852.2824 o texto 408.465.9520 o por correo electrónico: arocha@gavilane.edu

For Community Education Classes
Pages 18 - 38

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 408.848.4732
(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.

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.