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Careers in Healthcare

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.



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.

Please visit gavilan.edu/ce for dates

Gilroy Campus: HU 101

\$2500 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 gavilan.edu/ce or call 408.848.4732 to register.





Emergency Medical Technician (EMT) Program

Prepare for a rewarding and fast-paced career in emergency medical services! Our EMT course is designed to equip students with the fundamental knowledge and hands-on skills required to provide life-saving care in critical situations. This course meets the national requirements for EMT training and is the first step toward a career in emergency response.

Requirements:

- Must be at least 18 years old
- High School diploma or equivalent
- Current CPR/BLS certification (or completion during course)

Physical Requirements:

- Students enrolling in the Emergency Medical Technician (EMT) course must meet the following physical demands to ensure safety and readiness for emergency situations:
- Lift and carry up to 125 pounds, occasionally up to 250 pounds with assistance
- Stoop, bend, kneel, squat, and crawl in various emergency environments
- Stand and walk for extended periods during clinical and field training

Saturdays & Sundays, August 16 - December 14 9:00 AM - 3:30 PM
Hollister Campus: 133 Class fees will be waived for those who qualify

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



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 CMA exam. 120 hours 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.

Please visit gavilan.edu/ce for dates

\$3800 with a Payment Plan available

Students are responsible for additional costs. \$100 fee for finance plan.

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.

Please visit gavilan.edu/ce for dates

\$3500 with a Payment Plan available

Students are responsible for additional costs. \$100 fee for finance plan.

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 gavilan.edu/ce or call 408.848.4732.



Fitness

Essentials of Tai Chi

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.

Instructor Albert Balagso

Tuesdays & Thursdays, September 9 - November 11 6:00 PM - 7:00 PM
Gilroy Campus: APE 101 **\$210**

Intermediate / Advanced Tai Chi

This course is for students that have completed the Essentials of Tai Chi course or have prior experience in Tai Chi. Students will build on existing abilities and will be taught the Yang Style Short Form 37. Learning and practicing the Short Form will help students to refine their techniques and continue to improve their strength and balance.

Instructor Wynn Ray

Tuesdays & Thursdays, September 9 - November 11 7:15 PM - 8:15 PM
Gilroy Campus: APE 101 **\$210**

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





Open Swim Class

This class is for students aged 16 years old and up. Any student aged less than 18 years old who would like to enroll in this class will need permission and liability signed off by a parent or guardian. This class has a lifeguard on duty. Appropriate swim attire is required for students attending this class. Bathing caps are recommended for students attending this class, but are not required. This class uses a heated pool.

This course has a lifeguard.

**Please visit gavilan.edu/ce for dates
Gilroy Campus Pool**

Prices Vary

Putting Wellness In Your Hands

Part 1: Covers what the body needs to succeed (Water, breathe, sleep, stretch, exercise, food).

Part 2: Fascia and how it affects us. Plus techniques to influence and release tight areas in our body.

Part 3: Fascial clearing techniques simple and easy to learn. Students will practice these easy techniques on themselves. Technique to help with lower back pain, knee pain, acid reflux, breathing, and neck pain.

Instructor Cindy Litch OTR, LMT, CHT, CBP

**Wednesday, September 24
Gilroy Campus: HU 102**

**6:00 PM - 8:00 PM
\$49 + \$10 material fee to instructor**

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



Folklorico Dance Class

In this course the students will learn different types of zapateado, faldeo and stage presence. Learn about dances from different regions of Mexico. Through music and traditional attire, we can take our beautiful Mexican culture to new heights.

Instructor Guillermina Castaneda

Saturdays, August 30 - December 13
Gilroy Campus: GYM

9:00 AM - 10:30 AM

\$100 + \$50 material fee to instructor

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

Art

Discovering Watercolor

Welcome to the fresh face of Discovering Watercolor! Beginners and students farther along in their journey are welcome. Beginners will be lead through a process starting with simple subject matter and graduating to more complex use of color and diverse subject matter. Those joining us for the first time are welcome to purchase the starter kit for \$40, and those who have their own supplies are welcome to use those.

To begin:

- Learn about different types of brushes and their intended use and proper care
- Understand the water to pigment ratio and how to establish consistent results
- Establish a basic understanding of the different types of paper and their intended use
- Learn to use salt, alcohol, sponges, erasers, saran wrap to enhance your experience
- Become familiar with the different types of watercolor, ink, gouache, and pastel



For those farther along:

- Feel free to bring projects in progress
- Explore options you may not have considered in the past
- Or brainstorm about the direction you would like to go next
- Lastly, explore introducing aspects of mixed media into your work in subtle ways. This would include graphite infused water colors, charcoal, pastels, and much more.

Instructor Ann James

Tuesdays & Thursdays, September 4 - 30

6:30 PM - 8:30 PM

Gilroy Campus: ART 103 \$250 + Optional \$40 material fee to instructor

Community Education -

Visit gavilan.edu/ce or call 408.848.4732.





Expanding Your Artistic Horizons

In this course students will understand charcoal and graphite, their intended use, and the role they play in your watercolor or acrylic creations. In addition, they will understand the graphite ratings and their uses, as well as how to choose the appropriate paper and tools for charcoal to enhance your experience. Lastly, students will use this knowledge to create their next artistic piece.

Instructor Ann James

Tuesdays & Thursdays, November 4 - November 25 6:00 PM - 8:30 PM
Gilroy Campus: ART 103 \$250 + \$40 material fee to instructor



Community Education -

Visit gavilan.edu/ce or call 408.848.4732.

Business & Careers

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

In what could be the most enlightening webinar you've ever taken, our instructor and professional voice coach 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. In addition to online instruction, you will be given the opportunity to book a 1-on-1 script read and voice evaluation via telephone with your instructor for the following day. This class will be presented via Zoom, and you will receive a link 24 hours prior to the class.

Instructor Lisa Foster

Monday, October 13
Zoom

6:00 PM - 8:00 PM
\$30

Wednesday, December 3
Zoom

6:00 PM - 8:00 PM
\$30

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

Instructor Ronald Wayne Williams

Monday - Tuesday, November 17 - November 18
Zoom

6:00 PM - 9:00 PM
\$105 + \$25 material fee to instructor

Community Education -

Visit gavilan.edu/ce or call 408.848.4732.

Become a Notary Public Seminar (Ages 18 & Up)



Includes the official Notary Exam

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.

Registration covers the Seminar Guidebook, SOS handbook, Proof of Completion, notary application and access to the instructor's site with additional educational materials to utilize, however this is optional. After registering, create an account to access optional study materials before your seminar at www.notarypublicseminars.com/signup.

Saturday, November 1
Gilroy Campus: SS 210

8:00 AM - 6:00 PM
\$110 + \$55 material fee to instructor

The exam is scheduled on Saturday, November 1, 2025 at 4:00 PM to 6:00 PM in SS 210.

Renew Notary Seminar (Ages 18 & Up)

Includes the official Notary Exam

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 for the three-hour class. Your registration fee includes access to our pre-seminar study guides and powerpoint presentations however this is optional. After registering, create an account to access optional study materials before your seminar at www.notarypublicseminars.com/signup.

Saturday, November 1
Gilroy Campus: SS 210

12:45 PM - 6:00 PM
\$55 + \$55 material fee to instructor

The exam is scheduled on Saturday, November 1, 2025 at 4:00 PM to 6:00 PM in SS 210.

Bring the following items to take the exam:

1. 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. 2 x 2 color passport photo
3. 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.
4. #2 pencil
5. Mask is encouraged

Must be 18+ years of age. Livescan fingerprints are required to become a notary. Serious convictions may disqualify applicants. Due to state regulations, no one will be admitted to the classroom after 8:15 AM. You must return from breaks on time.

Special Interest

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, Instructor

Sunday, September 14
San Martin

10:00 AM - 1:00 PM
\$95

Community Education -

Visit gavilan.edu/ce or call 408.848.4732.





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: \$395
21 Years Old or Over: \$425**

Mandated by the State of California to take the MTC before the DMV permit test



Continuing Education

Noncredit courses are designed to meet the needs and capabilities of adult learners who do not desire or need to obtain unit credit. These courses provide remedial, developmental, occupational and other general education opportunities. **All courses are free of charge.**

Classes

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
 - Welding

Educación Continua

Cursos sin crédito ofrecer las necesidades y capacidades de estudiantes adultos que no desean o necesitan obtener créditos o unidades. Estos cursos brindan oportunidades de educación básica, de desarrollo, ocupacional y otras oportunidades de educación general. **Todos los cursos son gratuitos.**

Cursos

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
 - Soldadura

Support (408) 848 -4859





Assessment Process

1. Apply – Please contact our support staff to fill out an application or you can fill out one online at: gavilan.edu/welcome/index.php
2. Assessment – Our staff will schedule an appointment with you for an assessment and orientation session.
3. Registration – You will discuss your evaluation score and options with our placement specialist to help you search and choose classes that meet your needs and goals.
4. Meet with Counselor – schedule an appointment with Blanca Melchor, department counselor at bit.ly/gavbmelchor

Proceso de evaluación

1. Solicitud – Comuníquese con nuestro personal para completar una solicitud o puede completar una en línea aquí: gavilan.edu/welcome/index.php
2. Evaluación – nuestro personal programará una cita con usted para una sesión de evaluación y orientación.
3. Inscripción – discutirá su puntaje de evaluación y opciones con nuestro especialista en colocación para ayudarlo a buscar y elegir clases que satisfagan sus necesidades y objetivos.
4. Reúnase con la consejera – programe una cita con Blanca Melchor, consejera del departamento en bit.ly/gavbmelchor

Apoyo (408) 848 -4859



Career Education

Credit Classes

Choose Your Career Path

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

Apply Online 24/7 at gavilan.edu/admit/apply.php

Once you have applied, **register for credit 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 cccconfer.zoom.us/j/4088484800 or call 408.848.4800 ext. 5108.

For More Information On These Programs

Please call 408.848.4719 or email CareerEd@gavilan.edu

Online Classes



Course
Fees
Start at
\$99

Anytime

Visit community.gavilan.edu or www.ed2go.com/gavilanc for course descriptions & requirements



Anywhere



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:

- Accounts Payable Manager Certification (Exam Cost Included)
- Accounts Payable Specialist Certification (Exam Cost Included)
- Accounts Payable Specialist Certification with Microsoft Excel
- Business Operations Specialist
- Entrepreneurship: Start-Up and Business Owner Management
- Career Counselor and Life Coach
- Accounting Fundamentals Series
- Project Management Fundamentals Series
- Supervision and Management Series
- Start and Operate Your Own Home-Based Business
- Purchasing Fundamentals
- Customer Service Training
- Sales Training Suite
- Start Your Own Online Business
- Starting a Consulting Practice

Computing, Applications & Networking:

- Computer Networking Suite
- Introduction to Microsoft PowerPoint 2019/Office 365
- Microsoft Office 2019 Value Suite
- QuickBooks Online Series
- Introduction to PC Troubleshooting
- Introduction to PC Security
- Introduction to jQuery
- Adobe Animate CC Training

Accounting:

- Accounting Fundamentals
- Creating a Successful Business Plan
- Introduction to Statistics
- Introduction to QuickBooks Online

Database, Programming and Web Design:

- Introduction to MySQL for PHP Developers
- Designing Effective Websites
- Web Design Value Suite
- Visual Basic Series
- Introduction to XML
- Introduction to Python 2.5 Programming
- Introduction to CSS3 and HTML5
- Intermediate Microsoft Access 2019

- Introduction to C++ Programming
- Introduction to C# Programming

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 in Nursing
- Become a Physical Therapy Aide
- Explore a Career in Medical Transcription
- Administrative Assistant Fundamentals
- Certified Pharmaceutical Sales Representative (Exam Included)
- Certified Professional Medical Auditor (Voucher Included)
- Human Resources Professional
- Medical Terminology
- Certified Health Unit Coordinator (Voucher Included)
- NASM Certified Nutrition Coach + Weight Loss Specialist (CNC, WLS) (Vouchers Included)
- Social Service Assistant

Graphics & Design:

- Adobe Certified Professional in Visual Design (Vouchers Included)
- Graphic Design with Photoshop (Software Included)
- Video Game Design and Development
- Web Design Professional
- Marketing Design Certificate

Personal Finance:

- Business Coach
- Sales Representative

Grant writing & Nonprofit:

- Professional Grant Writing
- Nonprofit Manager + Professional Grant Writing

Languages:

- Speed Spanish
- Discover Sign Language
- Speed Spanish Series
- Beginning Conversational French
- Instant Italian
- Grammar for ESL
- Spanish for Medical Professionals
- Spanish for Law Enforcement
- Spanish in the Classroom

Digital Photography, Digital Video & Design:

- Discover Digital Photography
- Photography Suite
- Secrets of Better Photography
- Photographing People With Your Digital Camera
- Photographing Nature with Your Digital Camera
- Photoshop CC for the Digital Photographer

- Photoshop Elements for the Digital Photographer
- Introduction to Digital Scrapbooking

Health & Wellness:

- Certificate in Food, Nutrition, and Health
- Nutrition and Health Bundle
- Certificate in Nutrition, Chronic Disease, and Health Promotion
- Certificate in Healthy Aging
- Certificate in Holistic and Integrative Health
- Certificate in Brain Health
- Certificate in Stress Management

Writing & Publishing:

- Write and Publish Your Nonfiction Book
- Introduction to Internet Writing Markets
- Write Fiction Like a Pro
- Writing for Children
- How to Make Money From Your Writing
- Beginner's Guide to Getting Published
- Writing the Fantasy Novel
- Publish and Sell Your E-Books
- Explore Non-Fiction Writing Suite
- Writing Young Adult Fiction
- Advanced Fiction Writing
- Teaching Writing: Grades 4-6

Law & Legal Careers:

- Certified Paralegal (Voucher Included)
- Certified Legal Secretary
- Workplace Law Essentials Value Suite
- Introduction to Law Suite
- Law Enforcement Suite
- Introduction to Criminal Law
- Legal Nurse Consultant

Personal Development:

- Mastering Public Speaking
- Spanish for Medical Professionals
- Reading Strategies Suite
- Merrill Ream Speed Reading
- Start Your Own Edible Garden
- GRE Prep Series

Personal Enrichment:

- Introduction to Guitar
- Homeschool With Success
- Genealogy Basics

Teaching Professionals:

- Teacher's Aide with ParaPro Prep
- Student Loan Counselor (Exam Included)
- Certified Credit Counselor and Certified Financial Health Counselor (Exam Included)

Gilroy Campus



Building

Adapted Physical Education
Art
Business
Cafeteria
Child Development
Cosmetology
Early College Academy
Gym
Health Occupations
Humanities

Code

APE
AR
BU
SC
CDC
COS
GECA
GY
HOB
HU

Building

Library
Life Science
Music Hall
Physical Science
Portable Building
Security / Maintenance
Social Science
Student Center
Theater
TV Studio

Code

LI
LS
MU
PS
PB
SF
SS
SC
TH
LI

Other Locations

Hollister Campus
505 Fairview Road
Hollister, CA 95023
(831) 636-3783

Hollister Campus



Registration is Easy! Here's How:

For Community Education Classes Pages 2 - 15

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**

cccconfer.zoom.us/j/4088484800

Courses are subject to change. Please review cancellation policy at gavilan.edu/ce before enrolling.

Parking on Gilroy Campus

Check gavilan.edu/ce for details.

Smoking

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