

# Contents

## **Career Education - Credit Classes**

**2 - 9**

Business  
Child Development  
Computer Science and Info. Systems  
Construction Management  
Cybersecurity  
Heating, Vent., and Air Conditioning  
Water Resources Management  
Welding

## **Continuing Education - Free Classes**

**10 - 12**

Citizenship Preparation  
English as a Second Language  
High School Equivalency  
(GED/HiSet)  
Short-term Vocational

## **Community Education - Art**

**13 - 16**

Chandelier Earrings  
Discovering Watercolor  
Drawing for the Absolute Beginner  
Mixed Media Drawing  
Wire Wrap Jewelry

## **Special Interest**

**17 - 19**

Beekeeper For A Day  
Motorcycle Safety Program  
Stress Detox

## **Business & Careers**

**20 - 26**

Auto Wholesale Dealer  
Certified Medical Billing and Coding  
Financial Strategies for Retirement  
HVACR Course in Spanish  
Loan Signing Agent  
Notary Public  
Notary Public Renewal  
Voiceover Acting

## **Careers in Healthcare**

**27 - 30**

Certified Medical Assistant Training  
Certified Phlebotomist Training  
Pharmacy Technician  
Veterinary Assistant

## **Beauty**

**31 - 33**

Lash Extensions  
Extensiones de Pestañas Nivel 1  
Lifting and Tinting Eyelashes  
Lifting y Tinte de Pestañas  
Makeup Level 1  
Maquillaje Nivel 1

## **Fitness**

**34**

Essentials of Tai Chi  
Intermediate / Advanced Tai Chi

## **Online Classes**

**35 - 38**

Accounting  
Business  
Computer Apps & Networking  
Finance  
Graphics  
Healthcare  
Languages  
Personal Development  
Programming  
Training & Education  
Web Design  
Wellness  
Over 300 other classes and career  
training programs in a variety  
of subjects

## **Fresh Success Program**

**41**

---

## **Registration & Information**

<b>Locations &amp; Map</b> .....	<b>39</b>
<b>How to Register</b> .....	<b>40</b>



## **NEW Welding**

**\$36 an hour, average hourly pay**

### **Beginning Welding**

This course is an introduction to Shielded Metal Arc Welding (SMAW), Gas Metal Arc Welding (GMAW), Oxy Acetylene Welding (OAW) and Oxy Fuel Cutting (OFC) and Plasma Arc Cutting (PAC) of steel materials. Content includes safe practices, equipment use, metal identification, and basic practices in metal repair and maintenance.

**Mondays & Wednesdays, January 29 - May 15, 2024**

**Hollister High School: Welding Shop**

**5:30 pm - 8:30 pm**

**To register for business 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](mailto:CareerEd@gavilan.edu).**



## **Business**

### **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 business 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](mailto:CareerEd@gavilan.edu).**



# Child Development

## Rewarding Career with Children

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 child care and development programs.

Students who see a career in teaching or human services as their goal may wish to pursue an Associate in Arts Degree. More rigorous General Education requirements distinguish the transfer-level Liberal Arts / Elementary Education AA degree from the AA in Child Development, and students who complete the transfer degree will be prepared to enter many universities and colleges with upper division status.

**To register for Child Development 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 credit classes, email [CareerEd@gavilan.edu](mailto:CareerEd@gavilan.edu), [phenrickson@gavilan.edu](mailto:phenrickson@gavilan.edu), or call 408.848.4817.**



# 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.

***These courses are online.***

**To register for Construction Management 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](mailto:CareerEd@gavilan.edu).**



# 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:

- Digital Media Design
- Microsoft Office
- Python Programming
- Keyboarding Skills
- Programming
- Web Page Authoring
- Digital Photography

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.

## Spring Class

### **CSIS 187 Firewalls and Network Security 3 units**

This course provides students with the information needed to manage network Firewalls. In addition, students will learn to identify advanced threats by using integrated security policies, profiling application, intrusion prevention, web filtering, and signatures to protect networks against emerging threats. This course; along with CSIS 179, 184, and 186; prepares you to take the professional industry CompTIA CySA+ certification exam. This course has the option of a letter grade or pass/no pass. **ADVISORY:** CSIS 179.

**To register for CSIS 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 credit classes, email [CareerEd@gavilan.edu](mailto:CareerEd@gavilan.edu).**



# 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 Cybersecurity 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 credit classes, email [CareerEd@gavilan.edu](mailto: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.

## **Spring Classes**

### **HVAC 203 Heating Systems 4 units**

This course will cover gas furnaces, electric furnaces and oil heat. The students will learn about split system applications and package unit applications.

### **HVAC 206 HVAC Controls 4 units**

Students will study theory, application, and operation of Heating, Ventilating, and Air Conditioning control systems; including electric, pneumatic, solid state, and digital control systems.

**To register for HVAC 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 credit classes,  
email [CareerEd@gavilan.edu](mailto:CareerEd@gavilan.edu).**



# **Water Resources Management**

**Starting Salary \$90,000 per year**

Learn about exciting, rewarding and well-paying careers in the water industry through Gavilan College's Water Resources Management Program. The program provides educational courses that prepare students for certification examinations administered by the State of California as well as those administered by professional associations within the water and wastewater industry. Current instructors are experienced water and wastewater professionals, expert and up-to-date in best-of-breed industry practices.

Classes are built around practical examples of real-world scenarios, demonstrations, and field trips to maximize understanding of the subject matter. We have a devoted Senior Program Services Specialist who assists in career readiness, through resume review, mock interviews, and internships. You can also earn credit while you work through Cooperative Work Experience. Bonus! Both certificates and degrees are available.

**To register for water 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](mailto:CareerEd@gavilan.edu).**

# Continuing Education

Our courses help students access education to achieve their career and educational goals. Continuing Education courses for Spring 2024 will be available in-person and 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 primavera 2024 estarán disponibles en persona y 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**



## **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](http://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](http://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, escucharas 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**



## **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](http://gavilan.edu/cont-ed/index.php)
- by appointment at the Gavilan College main campus,  
5505 Santa Teresa Blvd., Gilroy  
in the Child Development Building, next to Parking lot C

## **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](http://gavilan.edu/cont-ed/index.php)
- Citas previas en el campus principal:  
Gavilan College  
5505 Santa Teresa Blvd., Gilroy  
en el Edificio de CDC, junto al estacionamiento C

**(408) 852-2824**

# 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.

*Ann James*

**Tuesdays & Thursdays, March 5 - March 28** **6:30 pm - 8:30 pm**  
**Gilroy Campus: AR 103 \$250 + Optional \$40 material fee to instructor**

**Community Education -**

Visit [www.gavilan.edu/ce](http://www.gavilan.edu/ce) or call 408.848.4732.



## Human Resources Professional



The Human Resources Professional course prepares you for a career and professional certification in human resources (HR). This course explores the foundational aspects of HR, including human resource laws, hiring disciplines, and labor relations. You will learn industry-recognized practices that align with the Human Resource Certification Institute (HRCI) and the Society for Human Resource Management (SHRM).

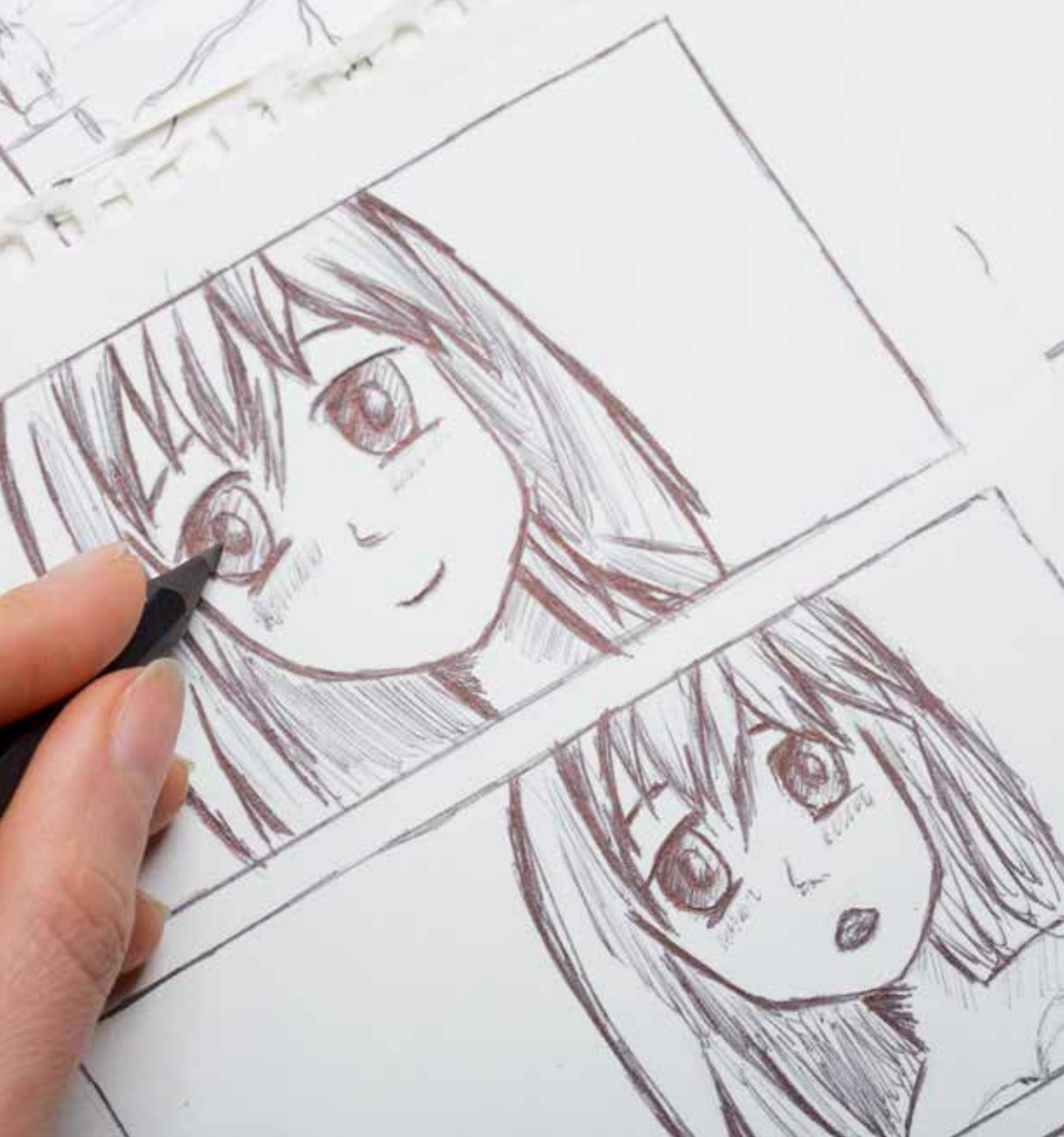
By the time you finish the online human resources certification e-course, you will be equipped to start your career in this growing field. Additionally, this course will prepare you to take the HRCI's Professional Certification in Human Resources (PHR) exam. The PHR certification recognizes that an individual holds the knowledge and experience needed to excel in human resource management.

During this HR training, you will also learn information useful for other certification exams, including SHRM's Certified Professional (SHRM-CP) exam and the HRCI's Associate Professional in Human Resources (aPHR) exam.

**Classes start monthly**

**\$1,945**





## Drawing for the Absolute Beginner



If you've always been interested in drawing but don't really know how to get started, then this is the course for you. Gain a solid foundation and understanding of the basics of drawing and become the artist you've always dreamed you could be!

You'll become intimately familiar with paper types, drawing styles, rendering techniques, and the basic principles of perspective, layout, design, lighting, volume, and space. If you have an interest in learning what it's like to draw or would love to increase your current knowledge in the field of art and illustrating, then this course aims to fulfill all of your needs.

**Classes start monthly**

**\$115**

**Community Education -**

Visit [www.gavilan.edu/ce](http://www.gavilan.edu/ce) or call 408.848.4732.



## 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.

*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, December 9**  
**Gilroy Campus: HU 102**

**9:00 am - 2:00 pm**  
**\$52 + \$52 material fee to instructor**

*Students will need a round nose cutter, nose plier and jewelry cutter, which they can bring or purchase from the instructor for an additional \$21.00.*

## Chandelier Earrings Class

In this course, students will learn the use of wire to wrap a set of chandelier earrings made of semi-precious stones.

*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, December 9**  
**Gilroy Campus: HU 102**

**3:00 pm - 6:00 pm**  
**\$42 + \$42 material fee to instructor**

*Students will need a round nose cutter, nose plier and jewelry cutter, which they can bring or purchase from the instructor for an additional \$21.00.*



**Community Education -**

Visit [www.gavilan.edu/ce](http://www.gavilan.edu/ce) or call 408.848.4732.

# Special Interest

## Stress Detox

Stress detox from Oneness (Ekam) is a 2-day meditation, 14 hour immersive experience to detox stress from body, mind and brain of the innumerable side effects and the toxicity it spreads within. With its simple yet vibrant and penetrating insights and meditations, the stress-detox program cleanses you on multiple dimensions and rewires your brain for greater positivity and energy, calm and clarity, love and power. Stress detox is designed to be a straight forward solution to mental and emotional stress for you, your family, and your organization.

*My name is Carmen Kotto and I've been a public school teacher for over 30 years. I've been on a spiritual journey for about 10 years and it has taken me to Ekam in India where I have learned incredible wisdom, deep meditative practices and processes that I would like to share with others so they can begin to live a life free of stress. Before I started my journey to Ekam, I was incredibly stressed but didn't know that there was a different way to live. Now I know that I can live a life with very little stress and when it comes up, I know how to dissolve it quickly. I wish that for all of you!*

**Saturdays, January 20 - January 27**  
**Gilroy Campus: APE 101**

**8:30 am - 5:30 pm**  
**\$195**

**Saturdays, February 17 - February 24**  
**Gilroy Campus: APE 101**

**8:30 am - 5:30 pm**  
**\$195**

**Saturdays, March 23 - March 30**  
**Gilroy Campus: APE 101**

**8:30 am - 5:30 pm**  
**\$195**

**Saturdays, April 20 - April 27**  
**Gilroy Campus: APE 101**

**8:30 am - 5:30 pm**  
**\$195**

**Saturdays, May 11 - May 18**  
**Gilroy Campus: APE 101**

**8:30 am - 5:30 pm**  
**\$195**

**Community Education -**

Visit [www.gavilan.edu/ce](http://www.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](http://www.2wheelsafety.com)**

**Click on *Register Now* then choose *Gavilan College***

**(510) 784-8978**

**Under 21: \$295**

**21 Years Old or Over: \$350**

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



## 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*

**Saturday, March 2**

**14855 Marie Ct., San Martin, 95046**

**10:00 am - 1:00 pm**

**\$85**

**Saturday, April 6**

**14855 Marie Ct., San Martin, 95046**

**10:00 am - 1:00 pm**

**\$85**

**Community Education -**

Visit [www.gavilan.edu/ce](http://www.gavilan.edu/ce) or call 408.848.4732.



# 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**





## **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, March 11**  
**Gilroy Campus: CDC 110**

**6:30 pm - 8:30 pm**  
**\$49**

**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](http://www.notarypublicseminars.com/signup).

**Saturday, December 9** **8:00 am - 6:00 pm**  
**Gilroy Campus: SS 210** **\$110 + \$45 material fee to instructor**

*The exam is scheduled on Saturday, December 9, 2023 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](http://www.notarypublicseminars.com/signup).

**Saturday, December 9** **12:45 pm - 6:00 pm**  
**Gilroy Campus: SS 210** **\$55 + \$45 material fee to instructor**

*The exam is scheduled on Saturday, December 9, 2023 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 a.m. You must return from breaks on time.



## **Become a Loan Signing Agent - Livestream**

Make the most of your Notary commission by becoming a Loan Signing Agent. Whether you are in the process of obtaining your first commission or fifth, adding loan signing services gives you another stream of income. Set your own hours notarizing real estate documents including refinances, seller and buyer packages. Loan Signing Agents work with their own clients, loan signing agencies, escrow companies, real estate offices, lenders and more. Experts in the business will teach you best practices and also explain pitfalls to avoid that took them years to learn through experience. A certificate is awarded upon completion of the course. You'll learn how to:

- Successfully notarize loan documents from any lender
- Thoroughly understand your role and develop trust with your clients
- Discuss only what the law allows you to and topics to avoid
- Register with thriving Loan Signing Agencies
- Start your business with a basic marketing strategy

Prerequisite: You must have completed the 'Become a Notary Public' seminar prior to taking this class. After registering, create an account to access your livestream link at [www.notarypublicseminars.com/signup](http://www.notarypublicseminars.com/signup). Your registration fee includes access to our pre-seminar.

**Tuesday - Thursday, January 23 - January 25**      **6:00 pm - 8:15 pm**  
**Zoom**      **\$110 + \$30 material fee to instructor**

**Tuesday - Thursday, February 20 - February 22**      **6:00 pm - 8:15 pm**  
**Zoom**      **\$110 + \$30 material fee to instructor**

**Community Education -**

*Visit [www.gavilan.edu/ce](http://www.gavilan.edu/ce) or call 408.848.4732.*



## 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.*

**Monday & Tuesday, March 25 - March 26**  
**Zoom**

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

**Community Education -**

Visit [www.gavilan.edu/ce](http://www.gavilan.edu/ce) or call 408.848.4732.





## **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.*

**Check the website for dates**

**Gilroy Campus: MP 114**

**\$65 per person or \$85 per couple + \$30 materials fee to instructor**

**Community Education** - Visit [www.gavilan.edu/ce](http://www.gavilan.edu/ce) or call 408.848.4732.

# Careers in Healthcare

## Veterinary Assistant



Do you love animals? Have you ever thought about a career as a veterinary assistant? This intensive course will provide the information you need to become a productive member of a veterinary team. The course is designed for people who want to work as veterinary assistants at veterinary hospitals and for those already employed in related positions. Upon completion of the course, you will also have the opportunity to gain access to an Externship Starter Kit.

The course covers all the requirements that hospitals and veterinarians' offices look for, and more! You'll learn about every aspect of veterinary assisting, including anatomy and physiology, animal restraint, laboratory sample collection, assisting in surgery and dentistry, prescription preparation, and taking radiographs.

You'll also learn how to interact professionally with clients and gain the expertise you need to educate them about key topics in pet care, such as nutrition, vaccinations, and administering medication. The course concludes with a lesson to prepare you for the job market, in which you'll see how to create an effective resume, advance your expertise, and develop strong interview skills. You will truly learn everything you need to know to be successful in your new career.

**Classes start monthly**

**\$2145**



**Ed2Go Online -**

*See page 35 for 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.

**Tuesdays, November 28 - March 26** **8:00 am - 3:00 pm**  
**Hollister Site** **\$3200 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 [www.gavilan.edu/ce](http://www.gavilan.edu/ce) or call 408.848.4732.

## Pharmacy Technician



Pharmacy technicians have become indispensable to the health care industry, and it's a great time to join this growing field. Pharmacy technician classes can get you started on this fulfilling career path. You'll gain the skills and knowledge to qualify for entry-level positions in pharmacies and be prepared for national certification.

Upon completion of this course, you will be prepared to sit for the Pharmacy Technician Certification Exam (PTCE), offered by the Pharmacy Technician Certification Board (PTCB). This course also includes a voucher which covers the fee of the exam. You will also have the opportunity to apply for a 100+ hour externship.

**Classes start monthly**

**\$2495**





## **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 16 - April 6**

**8:00 am - 3:30 pm**

**Gilroy Campus: HU 101 & HU 103    \$3100 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.*

### **Notice for In-person Classes**

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

# Beauty

## Lifting and Tinting Eyelashes

The students will learn how to curl lashes with a specific perm solution as well as learn to dye the lashes with distinct shades. This can be added as a new skill to an existing salon business. For the Saturday class, students should bring a lunch (30 minutes).

**\$600 + \$200 material fee to instructor**

**Tuesday, November 28 on zoom** 6:00 pm - 8:00 pm  
**& Saturday, December 2 at the Gilroy campus** 9:00 am - 2:00 pm

**Wednesday, March 6 on zoom** 6:00 pm - 8:00 pm  
**& Saturday, March 9 at the Gilroy campus** 9:00 am - 2:00 pm

## Lifting y Tinte de Pestañas

En este curso aprenderás todo el paso a paso de como ondular y hacer lifting (levantamiento) a las pestañas de manera permanente creando un efecto de pestañas más levantadas, que se vean mas largas y bellas sin tener que poner extensiones. Esta técnica se realiza aplicando una solución permanente especial logrando que el efecto dure entre 6 a 12 semanas. Además aprenderás a poner tinte a las pestañas y elegir el color correcto para lograr que ellas se vean increíbles!

Es un curso abierto para toda la comunidad. No necesitas tener estudios previos. Se entrega certificado de participación. El sábado los estudiantes deben traer su lunch (30 minutos).

**\$600 + \$200 costo extra de materiales**

**Primera Clase 5 de Diciembre en zoom** 6:00 pm - 8:00 pm  
**Segunda Clase 9 de Diciembre en el campus de Gilroy** 9:00 am - 2 pm

**Primera Clase 10 de Enero en zoom** 6:00 pm - 8:00 pm  
**Segunda Clase 13 de Enero en el campus de Gilroy** 9:00 am - 2:00 pm

**Primera Clase 7 de Febrero en zoom** 6:00 pm - 8:00 pm  
**Segunda Clase 10 de Febrero en el campus de Gilroy** 9 am - 2 pm

**Primera Clase 3 de Abril en zoom** 6:00 pm - 8:00 pm  
**Segunda Clase 6 de Abril en el campus de Gilroy** 9:00 am - 2:00 pm





## **Makeup Level 1**

In this course you will learn the correct step by step application of makeup, the products that are used, as well as the techniques for situations such as a social event or day application. You will learn qualities and types of products to make the makeup last as long as possible. You can take this course to learn how to do your own makeup or to do makeup for others. It is an open course for the entire community. Certificate of participation is delivered.

Requirement: Bring all the makeup you have to class (including false eyelashes), a moisturizer, and any brushes and/or sponges you have.

For the Saturday class, students should bring a lunch (30 minutes).

**Wednesday, March 20 on zoom** **6:00 pm - 8:00 pm**  
**& Saturday, March 23 at the Gilroy campus** **9:00 am - 2:00 pm**  
**\$600 + \$100 - \$400 material fee to instructor**

## **Maquillaje Nivel 1**

En este curso aprenderás el paso a paso de una correcta aplicación de maquillaje, los productos que se usan, así como también las técnicas para ir variando un maquillaje social de día hacia uno de noche. Conocerás calidades y tipos de productos para lograr que el maquillaje dure perfecto el máximo de tiempo posible. Puedes tomar este curso para aprender a maquillarte tu misma o para maquillar a otros.

Es un curso abierto para toda la comunidad. No necesitas tener estudios previos. Se entrega certificado de participación.

Requisito: Traer todo el maquillaje que tengas a clase (incluidas pestañas postizas si te gusta usar), una crema hidratante que uses y pinceles y/o esponjas que tengas. El sábado los estudiantes deben traer su lunch (30 minutos).

**\$600 + \$100 - \$400 costo extra de materiales**  
**(dependiendo de los materiales que te falten)**

**Primera Clase 24 de Enero en zoom** **6:00 pm - 8:00 pm**  
**Segunda Clase 27 de Enero en el campus de Gilroy** **9:00 am - 2:00 pm**

**Primera Clase 21 de Febrero en zoom** **6:00 pm - 8:00 pm**  
**Segunda Clase 24 de Febrero en el campus de Gilroy** **9 am - 2 pm**

**Primera Clase 17 de Abril en zoom** **6:00 pm - 8:00 pm**  
**Segunda Clase 20 de Abril en el campus de Gilroy** **9:00 am - 2:00 pm**

## Lash Extensions

Training program places special emphasis on theory, the science behind the application process, safety, sanitation, adhesive knowledge, and advanced techniques that are known to enhance the bond in the application process. This includes allergic reactions and irritations.

For the Saturday class, students should bring a lunch (30 minutes).

**Wednesday, March 13 on zoom** **6:00 pm - 8:00 pm**  
**& Saturday, March 16 at the Gilroy campus** **9:00 am - 2:00 pm**  
**\$1200 + \$400 material fee to instructor**

## Extensiones de Pestañas Nivel 1

En este curso aprenderás todo el paso a paso de como poner extensiones de pestañas una a una logrando un efecto de pestañas mas largas, transformando la mirada!

Aprenderás los tipos y calidades de pestañas que existen y como elegir cual es mejor, como elegir el largo y curva correcta, como evitar que se caigan rápido, anatomía del ojo y de las pestañas.

Es un curso abierto para toda la comunidad. No necesitas tener estudios previos. Se entrega certificado de participación. El sábado los estudiantes deben traer su lunch (30 minutos).

**\$1200 + \$400 costo extra de materiales**

**Primera Clase 12 de Diciembre en zoom** **6:00 pm - 8:00 pm**  
**Segunda Clase 16 de Diciembre en el campus de Gilroy** **9 am - 2 pm**

**Primera Clase 17 de Enero en zoom** **6:00 pm - 8:00 pm**  
**Segunda Clase 20 de Enero en el campus de Gilroy** **9:00 am - 2:00 pm**

**Primera Clase 21 de Febrero en zoom** **6:00 pm - 8:00 pm**  
**Segunda Clase 24 de Febrero en el campus de Gilroy** **9 am - 2 pm**

**Primera Clase 10 de Abril en zoom** **6:00 pm - 8:00 pm**  
**Segunda Clase 13 de Abril en el campus de Gilroy** **9:00 am - 2:00 pm**



# 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.

*Albert Balagso is a senior student of Tai Chi instructor, Sifu Richard Ahrens, studying with Richard for the last five years.*

**Mondays, February 5 - April 1**  
**Gilroy Campus: APE 101**

**7:00 pm - 7:50 pm**  
**\$200**

## Intermediate / Advanced Tai Chi

This course is for students that have completed the Tai Chi Intermediate course and will build on the student's existing abilities in performing the Yang Style Short Form learned in the Intermediate course. Students will refine their techniques and continue to improve their strength and balance in performing the form. Individuals that have not completed the intermediate course but have prior Tai Chi experience may register for this class with the approval of the instructor.

*Albert Balagso is a senior student of Tai Chi instructor, Sifu Richard Ahrens, studying with Richard for the last five years.*

**Tuesdays, February 6 - April 2**  
**Gilroy Campus: APE 101**

**6:30 pm - 7:55 pm**  
**\$200**

**Community Education - Visit [www.gavilan.edu/ce](http://www.gavilan.edu/ce) or call 408.848.4732.**



# Online Classes



## Anytime

Visit [community.gavilan.edu](http://community.gavilan.edu) or [www.ed2go.com/gavilanc](http://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
- This course will teach you how to develop the motivation, discipline, and creativity to quit your
- 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)

# Gavilan College Main Campus



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	GY	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 Career Education Credit Classes Pages 2 - 9**

**Apply Online 24/7** at [www.gavilan.edu/admit/apply.php](http://www.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](https://cccconfer.zoom.us/j/4088484800) or call 408.848.4800 ext. 5108.

### **To Schedule An Appointment**

Please contact Adriana Servin at [amartinez@gavilan.edu](mailto:amartinez@gavilan.edu) or call 408.848.4816, Monday - Friday: 8:00 am - 5:00 pm

## **For Continuing Education Classes Pages 10 - 12**

Contact Continuing Education and someone can walk you through the enrollment and application process. Please contact Ana Rocha at [arocha@gavilan.edu](mailto: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](mailto:arocha@gavilane.edu)

## **For Community Education Classes Pages 13 - 34**

**Online 24/7** at [community.gavilan.edu](http://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](https://cccconfer.zoom.us/j/4088484800)

*Courses are subject to change. Please review cancellation policy at [gavilan.edu/ce](http://gavilan.edu/ce) before enrolling.*

### **Parking on Gilroy Campus**

Do not park in staff or handicap parking spaces unless you have a permit. Parking permits are not required at the Gilroy, Hollister or San Martin instructional sites.

### **Smoking**

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