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Continuing Education

Continuing Education offers noncredit courses, offerings are designed to meet the needs and capabilities of those 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

Educación Continua

Educación Continua ofrece cursos sin crédito, son diseñados para 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

(408) 848-4859





Assessment Process

1. Apply – Please contact our support staff to fill out an application or you can fill out one online here: 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 de bit.ly/gavbmelchor

(408) 848 - 4859



Support

We also support students with our counselors, peer mentors, and amazing staff. Once a student, you can access additional Gavilan College resources including food, laptop, tutoring 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
- at the Gavilan College main campus,
5505 Santa Teresa Blvd., Gilroy
in the Child Development Building, next to Parking lot C

Apoyo

También apoyamos a los estudiantes con nuestro consejeros/as, mentores y un personal increíble. Una vez que sea estudiante, puede acceder a recursos adicionales de Gavilan College, que incluyen alimentos, computadora portátil, tutoría y asesoramiento.



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
- En el campus principal:
Gavilan College
5505 Santa Teresa Blvd., Gilroy
en el Edificio de CDC, junto al estacionamiento C

(408) 848 - 4859



Accounting

\$35 - \$40 average hourly pay

Accounting Associate of Arts Degree

Students will have job entry skills for these occupations: accounting clerk, accounts receivable/payable, full charge bookkeeping, general ledger accounting, general office accounting. For those who do not already have a degree, the A.A. option is preferred by employers.

Learning Outcome(s):

After completing this degree or certificate a student will be able to apply accounting theory to accumulate and summarize financial data. Common business software will be used.

General Education Requirements:

A student may complete the Gavilan College A.A./A.S. general education, the CSU-GE Breadth or the IGETC pattern, plus sufficient electives to meet a 60 unit total. See a counselor for details.

To register for business 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.

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

Public Safety Training Courses

The Academy can prepare you for an exciting and rewarding career in Public Safety. Help protect and faithfully serve your community by choosing to work in the Police, Fire, Emergency Medical Services or Dispatch Profession. Have confidence and pride in knowing that you are making your community a safer and more secure place.

The Academy offers courses in assessment testing, law enforcement training, problem solving, dispatch training, fire services training, EMT training, oral board prep and corporate training.

To register for public safety training courses please contact the main office at (408) 229-4299 or visit theacademy.ca.gov.



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 or follow the instructions under Career Education on page 40.

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

This course is online.

To register for Construction Management 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.



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 or follow the instructions under Career Education on page 40.

For more information on the program and credit classes, email 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 or follow the instructions under Career Education on page 40.

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



Welding Technology

\$36 average hourly pay

The Welding Technology program provides students with entry-level skills required for employment in the welding and metal works industries, including construction, manufacturing, transportation, and agriculture.

The program provides training in a variety of welding methods including SMAW, OFC, PAC, OAW, GMAW, FCAW and GTAW. Interested students can pursue the American Welding Society skills certification options.

Learning Outcome(s):

1. Demonstrate the use of welding and metal cutting processes safely and correctly.
2. Describe and perform welding procedures in two or more methods on steel test plates in two or more welding positions.
3. Interpret and analyze fabrication prints and select and calibrate welding and cutting methods to fabricate assigned projects.

To register for business 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.



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

For more information on these programs and credit classes, visit www.gavilan.edu/CareerEd or email CareerEd@gavilan.edu.

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, February 11 - April 29
Gilroy Campus: APE 101

6:00 pm - 7:00 pm
\$200

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, February 11 - April 29
Gilroy Campus: APE 101

7:05 pm - 8:05 pm
\$210

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





Introduction to Salsa : Beginner

Learn the basic footwork for Salsa on 1. 3 separate shine patterns: the right turn, left turn, crossbody lead, inside turn, and outside turn. We will review the footwork of the leads and followers and work on the timing and musicality of traditional salsa music.

Johnathan Ploke - I have been dancing for about 18 months. I first started learning the Bachata and Salsa in a Circle (Rueda/Casino). My dance partner and I excelled very quickly and began to perform and demonstrate for parties and gatherings. We have won some small Jack & Jill competitions and even flew to Cuba to participate in the Worlds Salsa Congress festival and break the Guinness World Record for the Largest Simultaneous Casino Circle.

Thursdays, January 30 - March 20
Gilroy Campus: GYM

7:00 pm - 8:15 pm
\$96



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

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.

Cindy Litch OTR, LMT, CHT, CBP/Instructor - Cindy is a multi-disciplined integrative therapist working and teaching in health care for over 40 years. She brings her wealth and knowledge to share with the participants who are looking for improved health with the same enthusiasm as with her clients. She is an instructor the American Bowen Academy bringing these incredible techniques and tools to professional associations, as well as the public.

Friday, April 4

Gilroy Campus: HU 102

6:30 pm - 8:30 pm

\$49 + \$10 material fee to instructor

Saturday, May 10

Gilroy Campus: HU 102

10:00 am - 12:00 pm

\$49 + \$10 material fee to instructor

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





Sport Psychology for Athletes, Coaches & Parents

How to apply sport psychology principles to enhance human performance in aspects such as: confidence, motivation, leadership, team cohesion, anxiety control, visualization, communication, goal-setting, concentration, character development and overcoming injury. It will emphasize on understanding the psychological processes involved in human performance, models of intervention that can enhance and improve learning and performance conditions, and the strategies which can elicit and influence favorable psychological perceptions and outcomes.

Paul Sapsford has taught Sport Psychology at Las Positas College for over 15 years. His undergraduate thesis examined the Home Advantage in Professional Soccer and was conducted with first team professionals at Crystal Palace FC. He lectured in the field of Sport Psychology at Saint Mary's University College (UK), and collaborated on research into the FIFA Experiment on Semi-Professional soccer which was later published in the Journal of Sports Sciences. His post graduate studies at Exeter University (UK) and Saint Mary's College of California culminated in his thesis on the relationship between coaching behavior, collective efficacy and team cohesion. He holds a USSF "A" License and has coached D1 NCAA athletics at both Stanford University and Saint Mary's College of California.

While at Stanford he guided the Cardinal women's soccer team to an elite eight finish in the 2002 NCAA playoffs and was named National Coach of the Year by Soccer America for this achievement. He also served Northern California as Director of Coaching, where he specialized in sport psychology and coach education.

Fridays, February 21 - May 2
Zoom

6:30 pm - 7:30 pm
\$79

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.

Ann James

Tuesdays & Thursdays, February 4 - February 27 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.





Drawing Patterns From The Natural World

Unlock the beauty of nature by learning to observe and draw its intricate patterns! In this class, you'll explore the geometry of leaves, shells, and other natural forms while developing your artistic skills through hands-on exercises. By the end, you'll have sharpened your attention to detail, improved your drawing techniques, and gained a deeper appreciation for the wonders of the natural world. This is a great class for all levels of artists.

Penny Noel is a graphic designer so she has always been interested in the visual world. She admires people that can draw well but never thought she could be one of them. After taking a course "Drawing On The Right Hand Side Of The Brain" she realized drawing was a skill just like any other skill that must be learned.

Mondays & Wednesdays, February 3 - February 24 6:00 pm - 8:00 pm
Gilroy Campus: ART 103 \$160



Community Education -

Visit gavilan.edu/ce or call 408.848.4732.

Drawing and Painting Animals

In “Drawing and Painting Animals,” you’ll learn the fundamentals of capturing animal anatomy and expressions, using both drawing and painting techniques. Through hands-on practice, you’ll explore how to bring animals to life with realistic textures, movement, and depth. By the end of the course, you’ll have developed the skills to create vibrant, dynamic artwork of your favorite animals.

Penny Noel is a graphic designer so she has always been interested in the visual world. She admires people that can draw well but never thought she could be one of them. After taking a course “Drawing On The Right Hand Side Of The Brain” she realized drawing was a skill just like any other skill that must be learned.

Mondays & Wednesdays, March 3 - March 24
Gilroy Campus: ART 103

6:00 pm - 8:00 pm
\$160

Community Education -

Visit 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 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, you will receive a link 24 hours prior to the class.

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 3
Zoom

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

Wednesday, April 9
Zoom

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

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, April 5

8:00 am - 6:00 pm

Gilroy Campus: SS 210

\$110 + \$55 material fee to instructor

The exam is scheduled on Saturday, April 5, 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, April 5

12:45 pm - 6:00 pm

Gilroy Campus: SS 210

\$55 + \$55 material fee to instructor

The exam is scheduled on Saturday, April 5, 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 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. Your registration fee includes access to our pre-seminar.

Tuesday - Thursday, April 22 - April 24
Zoom

6:00 pm - 8:00 pm
\$110 + \$30 material fee to instructor

Community Education -
Visit 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.

Wednesday - Thursday, February 12 - February 13 6:00 pm - 9:00 pm
Zoom \$105 + \$25 material fee to instructor

Wednesday - Thursday, April 9 - April 10 6:00 pm - 9:00 pm
Zoom \$105 + \$25 material fee to instructor

Community Education -

Visit 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

\$1945



Ed2Go Online -

See page 35 for details.





Business Operations Specialist



Regardless of company size, operational management drives business success. This practical online course will teach you the fundamentals of business management and operational planning. You will gain essential skills and strategies that you can put into action at your workplace, such as risk management, scheduling, and control.

Open Enrollment, 6 Month Program, Self-paced

\$1895



Ed2Go Online -
See page 35 for details.

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.

Check the website for dates and times

Gilroy Campus

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





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.

Check the website for dates and times

Hollister Campus

\$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 gavilan.edu/ce or call 408.848.4732.



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.

Check the website for dates and times

Hollister Campus

\$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.

Community Education - Visit 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



Ed2Go Online -

See page 35 for details.



Special Interest

Certificate in Meditation



Meditation, practiced for thousands of years across diverse cultures and great religious traditions, intentionally trains attention and concentration. Documented health benefits include symptom improvement for various conditions and a deeper spiritual connection. Learn about the transformative power of meditation for healing and well-being.

Open Enrollment, 8 Hour Course

\$79



Ed2Go Online -

See page 35 for details.





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 29 | 10:00 am - 1:00 pm |
| 14855 Marie Ct., San Martin, 95046 | \$85 |
| Saturday, April 12 | 10:00 am - 1:00 pm |
| 14855 Marie Ct., San Martin, 95046 | \$85 |
| Saturday, April 26 | 10:00 am - 1:00 pm |
| 14855 Marie Ct., San Martin, 95046 | \$85 |



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: \$295
21 Years Old or Over: \$350**

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



Online Classes



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
- 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 Continuing Education Classes Pages 2 - 4

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 Career Education Credit Classes Pages 5 - 12

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.

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 Community Education Classes Pages 13 - 34

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.