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Continuing Education

(408) 465-9520 or (408) 852-2824

Our courses help students access education to achieve their career and educational goals.

Continuing Education courses for Spring 2022 will be available mostly online. Our courses are **free** and open to the community.

Classes for you

Our courses provide excellent instruction in:

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



We Support You

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



Get started and contact us

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

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



Educación Continua

(408) 465-9520 or (408) 852-2824

Nuestros cursos ayudan a los estudiantes a acceder educación para lograr sus objetivos profesionales y educativos.

Los cursos de Educación Continua para primavera 2022 estarán disponibles principalmente en línea.

Nuestros cursos son gratuitos y abiertos a la comunidad.

Cursos para ti

Nuestros cursos proporcionan una excelente instrucción en:

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



Apoyo

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

Comienza y contáctenos

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

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



Careers in Healthcare

Certified Medical Assistant Training Program

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

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

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

Mondays & Fridays, April 25 - August 26

8:00 am - 3:00 pm

Room: CDC 105

\$3200 with a Payment Plan available

Students are responsible for additional costs.

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

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

Community Education -

Visit www.gavilan.edu/ce or call 408.465.9369 to register.





Certified Phlebotomist Training Program

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

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

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

Saturdays, February 5 - May 14, 2022

8:00 am - 3:30 pm

Room: HOB 114

\$3100 with a Payment Plan available

Students are responsible for additional costs.

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

You may be eligible for state funds for career training for this program!

Inquire at your local America's Job Center of California formerly known as your One Stop Career Center. Office locations are in Hollister, Gilroy, and San Jose.

Notice for In-person Classes

- Must show proof of COVID vaccination and photo ID to instructor
- Scan QR Code near the entrance & answer the health questions
- Masks will be required indoors
- Subject to change based on current public health guidelines

Community Education - Visit www.gavilan.edu/ce or call 408.465.9369 to register.



Veterinary Assistant Training Program

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

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

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

Saturdays, February 26 - July 9

8:00 am - 3:00 pm

Room: HU 101

\$2000 with a Payment Plan available

Students are responsible for additional costs.

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

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

Notice for In-person Classes

- Must show proof of COVID vaccination and photo ID to instructor
- Scan QR Code near the entrance & answer the health questions
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Community Education - Visit www.gavilan.edu/ce or call 408.465.9369 to register.

Business & Careers

Speed Spanish

Learn six easy recipes to glue Spanish words together into sentences, and you'll be engaging in conversational Spanish in no time.



Classes start monthly
Instructor Led or Self-paced

\$149

Introduction to SQL



Gain a solid working knowledge of the most powerful and widely used database programming language. This course will provide you the skills to write SQL queries to create tables, retrieve data from single or multiple tables, manipulate data in a database, and gather statistics from data stored in a database.

Classes start monthly
Self-paced
Instructor Led

\$115
\$149

Using Social Media in Business



Learn how to use the five most popular social media platforms - Facebook, Twitter, Linked In, Pinterest, and Instagram - to grow and promote your business. This course will help you harness the power of social media to connect with new customers, advertise products, and promote your brand.

Classes start monthly
Self-paced
Instructor Led

\$149



Ed2Go Online -
See page 35 for details.





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 7
Zoom

6:00 pm - 8:00 pm
\$49

Community Education -

Visit www.gavilan.edu/ce or call 408.465.9369 to register.

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, February 28 & Tuesday, March 1 **6:00 pm - 9:00 pm**
Zoom **\$105 + \$25 material fee to instructor**



Community Education -

Visit www.gavilan.edu/ce or call 408.465.9369 to register.



Become a Notary Public and Take the Official Notary Exam (Ages 18 & Up)

Whether you want to boost your income, create a new job opportunity, provide a service to your community, or increase your value to your current employer, this is the perfect opportunity. In this Secretary of State approved class you will learn how to perform valuable services by certifying or witnessing signatures on official documents. Notary skills are valuable in almost any industry: real estate, legal, medical and banking to name just a few. This class gives you the knowledge to pass the exam and practice as an effective Notary. Participants receive 2 practice tests and will take the official Notary exam directly following the class. Due to State regulations, no one will be admitted to the classroom after 8:15 a.m. You must return from breaks on time.

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

Saturday, March 12
Room: SS 210

8:00 am - 4:00 pm
\$110 + \$35 material fee to instructor

The exam is scheduled on Saturday, March 12, 2022 at 4:00 pm in SS 210.

Renew Your Notary Public (Ages 18 & Up)

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

Saturday, March 12
Room: SS 210

12:45 pm - 4:00 pm
\$55 + \$35 material fee to instructor

The exam is scheduled on Saturday, March 12, 2022 at 4:00 pm in SS 210.

Please bring the following items required to take the exam:

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

Livescan fingerprints are required to become a notary. Serious Convictions may disqualify applicants.



Become a Loan Signing Agent Livestream

Are you already a Notary and looking for ways to increase your income? Make the most out of your notary commission by becoming a certified Loan Signing Agent. You'll have an instructor in real time teach you how to notarize loan documents and give you a simple strategy and all the tools you need to launch your new business as a Loan Signing Agent. Our expert teachers are seasoned in the business; they'll teach you the process of completing a signing, best practices in the industry, and how to get loan signing assignments. A certificate is awarded upon completion of the course.

Topics include:

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

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

Tuesday - Thursday, November 16 - 18

6:00 pm - 8:00 pm

Zoom

\$110 + \$60 material fee to instructor

Notice for In-person Classes

- Must show proof of COVID vaccination and photo ID to instructor
- Scan QR Code near the entrance & answer the health questions
- Masks will be required indoors
- Subject to change based on current public health guidelines

Community Education -

Visit www.gavilan.edu/ce or call 408.465.9369 to register.

Paralegal



Paralegals play a vital role in the legal profession. These qualified professionals take on a variety of tasks ranging from legal research to drafting legal documents in traditional law office settings and in the corporate, government, and public arenas. Formal training is a critical part of preparing for a career as a paralegal.

The Paralegal course will help you gain the skills you need to enter the paralegal workforce. You will learn how to conduct legal research and legal interviews, how to perform legal analyses, and more. As you prepare for your paralegal career, you will also receive soft skills training to increase workplace effectiveness. The course concludes with a capstone project and a portfolio review. You will first create a complete litigation file that includes: a legal analysis brief, an investigative report, client interview checklist, intake memo, complaint, legal research, and interoffice memorandum of law. Then, you will learn how to create a strong resume that encompasses your specialized skill set and showcases the impact you would make for your next employer.

Through a partnership with National Association of Legal Assistants (NALA), you will also receive membership and access to NALA's Certified Paralegal (CP) Exam Review courses should you choose to take the NALA CP exam at a future time.

**Start anytime: 300 hours
at your own pace**

\$2395



Ed2Go Online - See page 35 for details.





Financial Strategies for a Successful Retirement

This class provides the student with the knowledge of when they can retire and on how much income. The class provides an understanding of investments of mutual funds, bonds and stocks as well as how social security and Medicare play a vital role in the retirement planning process. The curriculum provides students with a well-rounded understanding of their investments, taxes, risks, and the potential for return.

Section 1 of the class provides students with an understanding of compounding interest and a history of inflation. This section also addresses how social security and Medicare work and associated taxes.

Section 2 of this class provides students with a comprehensive understanding of bonds including types, taxation, risk, return and investment strategies.

Section 3 of the class, students learn about equities in the form of individual stocks and mutual funds. Students will gain a general understanding of markets and risk and how companies are evaluated.

Section 4 of the class, students gain an understanding of how insurance works, the types of policies including LTC. This section also includes an overview of how estate planning works, including trusts.

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

Tuesdays, March 1 - 22

Location: SS 206

7:00 pm - 9:30 pm

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

Notice for In-person Classes

- Must show proof of COVID vaccination and photo ID to instructor
- Scan QR Code near the entrance & answer the health questions
- Masks will be required indoors
- Subject to change based on current public health guidelines

Community Education -

Visit www.gavilan.edu/ce or call 408.465.9369 to register.

DIY Repairs and Remodeling

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

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

Do It Yourself Basic Electrical Projects & Repairs 101

Learn the basics for electrical wiring in the home with installation of electrical plugs, switches, and newer items to control lighting, detect presence of personnel and review of home security systems. Review the types of wiring, wiring routing and codes applicable for projects. Learn about installing electrical distribution outside the home. Replace light switches and non GFCI receptacles (plugs).

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

Wednesday & Thursday, February 23 - 24

7:00 pm - 9:00 pm

Room: PB 20

\$99 + \$25 material fee to instructor

Do It Yourself Basic Electrical Projects & Repairs 102

This is a hands-on class designed to install various electrical items to enhance a home's living environment. We will review:

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

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

Wednesday & Thursday, March 2 - 3

7:00 pm - 9:00 pm

Room: PB 20

\$99 + \$25 material fee to instructor





Do It Yourself Basic Plumbing Projects & Repairs 101

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

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

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

Saturday, April 16
Room: PB 20

9:00 am - 1:00 pm
\$99 + \$25 material fee to instructor

Notice for In-person Classes

- Must show proof of COVID vaccination and photo ID to instructor
- Scan QR Code near the entrance & answer the health questions
- Masks will be required indoors
- Subject to change based on current public health guidelines

Community Education -

Visit www.gavilan.edu/ce or call 408.465.9369 to register.

Giovanni Foggiato – Experienced engineer with knowledge of construction and building homes.

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

Do It Yourself Basic Carpentry Projects & Repairs 101

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

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

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

Wednesday & Thursday, April 20 - 21

7:00 pm - 9:00 pm

Room: PB 20

\$99 + \$25 material fee to instructor

Do It Yourself Basic Carpentry Projects & Repairs 102

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

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

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

Wednesday & Thursday, April 27 - 28

7:00 pm - 9:00 pm

Room: PB 20

\$99 + \$25 material fee to instructor





Giovanni Foggato – Experienced engineer with extensive knowledge in installation of ceramic tile for bathrooms, kitchens, floors and outdoor cooking facilities. Supplementary information will be provided by specialists in ceramic installations.

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

Do It Yourself Basic Tile Projects & Repairs 101

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

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

Wednesday & Thursday, March 16 - 17 **7:00 pm - 9:00 pm**
Room: PB 20 **\$99 + \$25 material fee to instructor**

Do It Yourself Basic Tile Projects & Repairs 102

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

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

Wednesday & Thursday, March 23 - 24 **7:00 pm - 9:00 pm**
Room: PB 20 **\$99 + \$25 material fee to instructor**

Notice for In-person Classes

- Must show proof of COVID vaccination and photo ID to instructor
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Community Education -

Visit www.gavilan.edu/ce or call 408.465.9369 to register.

Art

Discovering Watercolor

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

Course Outline

Week One

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

Week Two

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

Week Three

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

Week Four

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

Ann James

Tuesdays & Thursdays, February 1 - 24

6:30 pm - 8:30 pm

Room: AR 103

\$250 + \$40 material fee to instructor





Exploring Watercolors

This class is a step by step process that will enable the creation of large pieces of art. Exploring options include animals in their natural environment, repetitive patterning using stencils, layering, and still floral art. Take your skills to the next level.

Prerequisite: This class is for people that have taken *Discovering Watercolor* or has experience painting with watercolors.

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

Wednesdays, March 2 - 30
Room: AR 103

5:30 pm - 8:30 pm
\$250 + \$40 material fee to instructor

Notice for In-person Classes

- Must show proof of COVID vaccination and photo ID to instructor
- Scan QR Code near the entrance & answer the health questions
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- Subject to change based on current public health guidelines

Community Education -

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Special Interest



Aging in Place

Many people want to “age in place” not in a nursing home. As Dorothy said in *The Wizard of Oz*, “There’s no place like home!” Aging in Place can provide an option for those who wish to age gracefully and semi-independently in a familiar home and community.

This self-paced class will give students a better understanding of the following:

- What is Aging in Place?
- Contemporary Issues in Home Health Care and Resources
- Effective Communication Methods
- Death and Dying

Dr. Knopf has worked in almost every aspect of fitness, including trainer, college professor, and consultant on several NIH grants. Dr. Knopf has authored numerous articles, and written over 17 books.

Course by Email
Self-paced

\$39

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

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

21 Years Old or Over: \$350





Career Education

HANDS-ON TRAINING

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 classes, visit www.gavilan.edu/CareerEd or email CareerEd@gavilan.edu.



Accelerated Short-Term Training

CD 8B Teaching Reading and Writing to Children

March 28 - May 27

This course is designed to teach prospective teachers how a child learns to read and write successfully in school.

CD 8C Introduction to Elementary Education

January 31 - March 23

This course introduces students to the concepts and issues related to teaching diverse learners in today's contemporary schools, Kindergarten through grade 12 (K-12).

CD 14A Working with School Age Children

January 31 - March 23

Students will learn the developmental characteristics of school aged children, issues relating to before and after school programs for children from kindergarten to grade eight, and specific details of administering and leading such a program.

CD 14B Behavior Management Strategies for School Age Classrooms

March 28 - May 27

The nature of children's development stages causes school age children to act in different ways at different ages.

RE 160 Real Estate Principles

January 31 - March 23

The fundamental course covering an introduction to the field of real estate, including economics, working concepts, forms and terminology.

RE 162 Real Estate Practice

March 28 - May 27

Introduction to the practice of real estate in California; emphasis on the practical application of listings, selling, advertising, financing, escrow, taxation, and valuation of real estate.

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

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



Administration of Justice

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

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

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

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



Business

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

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

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

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

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



Child Development Classes

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

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



Teacher Pipeline

Why become an Education Major?

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

Teacher Prep Center Services

Come to CDC128 to meet other students pursuing degrees in teaching!

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

Gavilan Degrees for Future Teachers

Find the level you wish to teach.

Infants / Toddlers:

Certificates of Achievement
AA Child Development
AST Early Childhood Education

Preschool Children:

Certificates of Achievement
AA Child Development
AST Early Childhood Education

After School Programs:

Certificates of Achievement
AA Child Development
AST Early Childhood Education
LA Elementary Emphasis

*Transitional Kinder. - 6th Grade:

LA Elementary Emphasis

*Middle School level:

AA Multiple Subjects
AA Transfer in your chosen subject matter

*High School level:

AA Transfer in your selected subject matter

*College Level Faculty:

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

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



Computer Science and Information Systems

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

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

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

To address this gap, IBM is pleased to announce the launch of the Community College Skills Accelerator, a program geared towards community colleges that provides faculty and staff access to IBM offerings, education, and programs which will allow students to build the skills they need for new roles. IBM is also working on building key partnerships with community colleges near its major locations to help establish a greater on-campus presence and talent pipeline for IBM.

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

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



Concrete Industry Management

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

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

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

Courses to be taken at Gavilan College

Freshman Year		Sophomore Year	
<u>FALL</u>	<u>SPRING</u>	<u>FALL</u>	<u>SPRING</u>
MATH 8A	MATH 8B	GEOL 1	IGETC GE 5-B
HIST 1 or 2	CMUN 1A	ACCT 20	ACCT 21
IGETC GE Area 3-A	ECON 1	ECON 2	CHEM 30A
CSIS 2L	ENGL1c	PHYS 2A	BUS 80
ENGL 1A	POLS 1	MATH 5	IGETC GE 3-A or 3-B

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

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



CMGT 101

Concepts of Construction Management

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

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



Cooperative Work Experience

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

Occupational Work Experience (section 190)

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

General Work Experience (section 192)

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

How much credit can I earn?

Paid	75 hours per semester	1 unit of credit
	150 hours per semester	2 units of credit
	225 hours per semester	3 units of credit
	300 hours per semester	4 units of credit
Unpaid	* 60 hours per semester	1 unit of credit
	* 120 hours per semester	2 units of credit
	180 hours per semester	3 units of credit
	240 hours per semester	4 units of credit

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

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

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



Cybersecurity

Cybersecurity Certificate of Achievement

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

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

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

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

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

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



Human Development & Family Science

**2 + 2 Plan for Students Transferring to the
Human Development & Family Science program at CSUMB**

***Earn your AA in Early Childhood Education at Gavilan College
and earn your BS in Human Development & Family Science at
CSUMB.***

The purpose of this agreement is to articulate and offer a 2+2 Human Development & Family Science B.S. program where the 60 - 61 units of coursework needed to complete the Associate in Science for Transfer in Early Childhood Education at Monterey Peninsula College, Cabrillo College, Gavilan College or Hartnell College, can be seamlessly transferred to the Bachelor of Science in Human Development & Family Science at CSUMB starting in the Fall semester of 2021 for completion of the B.S. degree at the latter institution.

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

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



Law School Pathway

2 + 2 + 3

Your First Step to Your New Career!

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

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

Required Classes:

**ENGL 1A
ENGL 1C
HIST 1 or 2
POLS 1
CMUN 1A
AJ 10**

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

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



Water Resources Management

Starting Salary \$70,000 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 these classes, apply online 24/7 at www.gavilan.edu/admit/apply.php or follow the instructions under Career Education on page 40.

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

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

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

Computing, Applications & Networking

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

Accounting

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

Database, Programming and Web Design

- PHP and MySQL Series
- Effective Web Content
- Responsive Web Design
- Visual Basic Series
- XML
- Mac, iPhone, and iPad Programming
- Ajax, Ruby & Java
- Database Development
- Dreamweaver

- Python
- Crystal Reports
- HTML & CSS Series
 - Introduction, Intermediate and Advanced HTML and CSS
- Access
- C++
- C# Programming Series

Healthcare

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

Graphics & Design

- Adobe InDesign CC
- Photoshop Elements
- Flash
- Dreamweaver
- Creating WordPress Websites Series
- Illustrator
- Photography Suite

Personal Finance

- Business Finance for Non-Finance Personnel

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

Grant Writing & Nonprofit

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

Languages

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

Digital Photography.

Digital Video & Video Design

- Photography Series
 - Discover Digital Photography
 - Mastering Your Digital SLR Camera
 - Photographing People with Your Digital Camera
- Camtasia Studio 8
- Lightroom CC
- Travel Photography for the Digital Photographer
- Secrets of Better Photography

- Adobe Edge Animate
- How to Get Started in Game Development
- Digital Scrapbooking
- Make Movies with Windows XP or Vista
- 3ds Max
- Video Game Design and Development
- Photoshop CS & CC
- Final Cut Pro X

Health & Wellness

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

Writing & Publishing

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

Law & Legal Careers

- Employment Law Fundamentals
- Real Estate Law
- Criminal Law
- Criminal Procedure: From Arrest to Appeal
- Legal Nurse Consulting

Personal Development

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

Personal Enrichment

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

Teaching Professionals

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

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 Community Education Classes

Pages 2 - 3

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 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 408.465.9520 o por correo electrónico: arocha@gavilane.edu

For Community Education Classes

Pages 4 - 20

Online 24/7 at community.gavilan.edu and pay with Visa or Mastercard

By Mail, download an application from the website and mail to Community Education, Gavilan College, 5055 Santa Teresa Blvd., Gilroy, CA 95020

By Phone, call 408.465.9369
(You can not register a minor over the phone.)

Speak with Someone in the **Virtual Welcome Center**
<https://cccconfer.zoom.us/j/4088484800>

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

For Career Education Credit Classes

Pages 21 - 34

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

Once you have applied, **Register For Classes** with your student ID# (G00...)

Online through the MyGav portal

Speak with Someone in the **Virtual Welcome Center** for help with registration, financial aid or applications at <https://cccconfer.zoom.us/j/4088484800>

To Schedule An Appointment

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

Parking on Gilroy Campus

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

Smoking

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