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

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- Accounting
- Administration of Justice
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- Aviation Maintenance Technology
- Business
- Child Development & Educational Studies
- Computer Science Information Systems
- Cooperative Work Experience
- Cosmetology & Esthetician
- 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.
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.
The cooperative work experience program is designed to provide students with an opportunity to earn college credit while working.

**Occupational Work Experience** (section 190)

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

**General Work Experience** (section 192)

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

**How much credit can I earn?**

<table>
<thead>
<tr>
<th>Paid</th>
<th>75 hours per semester</th>
<th>1 unit of credit</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>150 hours per semester</td>
<td>2 units of credit</td>
</tr>
<tr>
<td></td>
<td>225 hours per semester</td>
<td>3 units of credit</td>
</tr>
<tr>
<td></td>
<td>300 hours per semester</td>
<td>4 units of credit</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Unpaid</th>
<th>* 60 hours per semester</th>
<th>1 unit of credit</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>* 120 hours per semester</td>
<td>2 units of credit</td>
</tr>
<tr>
<td></td>
<td>180 hours per semester</td>
<td>3 units of credit</td>
</tr>
<tr>
<td></td>
<td>240 hours per semester</td>
<td>4 units of credit</td>
</tr>
</tbody>
</table>

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

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

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

<table>
<thead>
<tr>
<th>Freshman Year</th>
<th>Sophomore Year</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FALL</strong></td>
<td><strong>SPRING</strong></td>
</tr>
<tr>
<td>MATH 8A</td>
<td>MATH 8B</td>
</tr>
<tr>
<td>HIST 1 or 2</td>
<td>CMUN 1A</td>
</tr>
<tr>
<td>IGETC GE Area 3-A</td>
<td>ECON 1</td>
</tr>
<tr>
<td>CSIS 2L</td>
<td>ENGL1c</td>
</tr>
<tr>
<td>ENGL 1A</td>
<td>POLS 1</td>
</tr>
</tbody>
</table>

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
POL S 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.
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.
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.
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.
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.
How to Start a Profitable Home-Based Business

Do you know the basics of starting a home-based business? Are you currently operating a home-based business and worried that you’re operating illegally?

If you’re thinking about starting a home-based business, online business, selling on E-Bay, having a small consumer business or becoming a consultant, this seminar is for you.

You’ll be shown:
• what different entities of a business structure are
• federal, state, local taxes
• licensing requirements
• bookkeeping and tax records
• different ideas for starting a business

Manual included: PDF Mechanics of Starting a Home-Based Business (978-1-891440-64-9)

Nancy Miller
Tuesday, February 9
6:00 pm - 9:00 pm
$39 + $20 material fee to instructor
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.

Saturday, March 27 10:00 am - 12:00 pm
Zoom $49

Community Education -
See page 40 for registration details.
Systems Security Certified Practitioner

The world of IT security is fast-paced and exciting, with the potential for high earnings, but it can also be competitive. To stay ahead, you'll need a certification like the Systems Security Certified Practitioner (SSCP), a premier credential that is ideal for those wanting to begin or advance a career in computer networking or security.

Our SSCP training course will prepare you for this industry-recognized certification, as well as a career in the information technology sector.

The SSCP is one of the best cyber security certifications you can earn, especially as an entry-level professional. An SSCP exam prep course, is a great way to ensure you have the knowledge to succeed, and that you can prove it to your employer. This course will also prepare you for a career as a network administrator or security administrator, and help you stay up-to-date on your skills if you already work in the IT sector. This course offers enrollment with or without a voucher. The voucher is prepaid access to sit for the certifying exam upon eligibility.

Classes start monthly $795

Certified Information Security Manager

In the InfoSec world, security managers are the driving force behind an organization’s cybersecurity policies. These key individuals typically started their IT careers in hands-on roles before earning their CISM certification and taking on managerial duties.

If you’re ready to earn your next IT certification, this online training course will fully prepare you for the ISACA Certified Information Security Manager (CISM) certification exam.

This course offers enrollment with or without a voucher. The voucher is prepaid access to sit for the certifying exam upon eligibility. Proctor fees may apply, which are not included.

Classes start monthly $795
Make Money as an Auto Wholesale Dealer (Ages 18 & Up)
Supplement your income buying and selling wholesale cars as a home-based business or purchase your favorite vehicles at huge discounts! You will learn six techniques that create profits and cash flow. Discover how to get your auto dealer license in 15 days. Learn how-to’s, buy below wholesale prices and sell at retail prices. This class is DMV approved and you’ll receive a DMV certificate of completion after you pass the class exam.

Benefits of a dealer license include:
• Dealer plates for vehicles that can be used for business or pleasure
• Get auto parts and services at wholesale prices and sales tax exemption
• Ability to travel and do business in every state
• Import and export opportunities
• Tax deductions
• Dealers DO NOT pay annual registration or smog fees on vehicles owned as inventory

Ronald Wayne Williams owns and operates an auto dealership and insurance agency. He is also a licensed DMV Dealer Education instructor.

Saturday, March 13
Zoom
$105 + $25 material fee to instructor
Become a Notary Public in One Day (Ages 18 & Up)

Making additional income is never a bad idea and it shows your amazing initiative. Sign-up and 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 state approved seminar gives you the knowledge to pass the exam and practice as an effective Notary. Participants receive two practice tests and take the official Notary exam. You’ll be a part of a rewarding and lasting career.

Monday, Tuesday & Thursday, March 8, 9 & 11       6:00 pm - 8:15 pm
Zoom                                              $110 + $35 material fee to instructor

The exam is scheduled on March 13, 2020, 10:00 am - 12:00 pm.

Renew Your Notary Public (Ages 18 & Up)

Renewing notaries are required to take a three-hour approved notary refresher course and notary exam. This class will satisfy that requirement. Notary commission must not be expired. No refunds for late arrival. See exam information below.

Monday & Tuesday, March 8 & 9                        6:00 pm - 8:15 pm
Zoom                                                $55 + $35 material fee to instructor

The exam is scheduled on March 13, 2020, 10:00 am - 12:00 pm.

Register for the exam from 4:00 pm - 4:30 pm
Exam is from 4:45 pm - 6:00 pm
For the exam, bring the following:
• A $40 check made payable to Secretary of State
• Proper Photo ID - (must be a legal California resident)
• Two #2 pencils
• 2” X 2” passport color photo
Live Scan fingerprints will be required after you pass the exam. Serious convictions may disqualify applicants.
Loan Signing Agent (You must be a Notary or have completed the Become a Notary Public seminar.)

Make the most out of your notary commission by becoming a certified Loan Signing Agent. Our seminar will teach you how to notarize loan documents and give you a simple strategy to launch your new business. Learn the information and tools you need to succeed as a Signing Agent from the comfort of your home. 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

Tuesday - Thursday, April 13 - 15  
6:00 pm - 8:00 pm, 6:00 pm - 7:00 pm
Zoom  
$110 + $60 material fee to instructor

Community Education - See page 40 for registration details.
Project Management Fundamentals

There are more projects occurring today than at any time in history. Organizations initiate projects to create new computer applications, erect bridges and buildings, improve processes, develop new products, and reorganize company operations. Unfortunately, most organizations do not manage projects well, creating an unprecedented demand for project management practitioners.

In this six-week course, an experienced Project Management Professional will help you master the essentials of project management. You’ll learn about project politics and ethics, project measurements, and project closure. You’ll be able to develop all sections of a project plan, you’ll become comfortable with the project management body of knowledge, and you’ll develop a variety of powerful techniques to generate project ideas.

If you’re new to project management, this course will provide you with the essential information you’ll need to prepare for and complete your first project. If you’re an experienced project manager, this course will make you more valuable to your employer by increasing your skills and competencies.

This course and its follow up (Project Management Applications) also include essential information that will help you prepare for the Project Management Professional (PMP)® and the Certified Associate in Project Management (CAPM®) exams offered by the Project Management Institute (PMI)®. Certification Magazine recently identified PMP certification as “the highest-paying certification” of the year.

Classes start monthly $115

Paralegal

The Paralegal online training program will prepare you for success in this growing career field. You’ll learn about the U.S. legal system, how to conduct legal research and interviews, how to perform legal analyses, and more.

Your training will prepare you to become a legal secretary or paralegal and to take the Certified Paralegal Certification Exam through the National Association of Legal Assistants (NALA).

All materials are included in the cost of this program.

Start anytime: 300 hours at your own pace $2395

Community Education - See page 40 for registration details.

Ed2Go Online - See page 35 for details.
Podcasting for Profit

• Have you ever wanted to be a DJ or the host of a radio show?
• Would you like to be paid to host your own show?
• Would you like to promote your business, hobby or passion on radio?
• All for FREE?

Now you can, by setting up your own podcasting program! This course explains and demonstrates how to set up an audio podcast and monetize it including the equipment and software necessary, the procedures for creating and broadcasting, and over a dozen ways to make money with your podcasts – all for FREE!

Materials include: Podcasting for the Clueless® manual, Acoustica™ simple recording and editing software, Audacity™ recording and editing software, 150 royalty free music clips, 100 royalty free sound effects, and Winebottler™ software

Mike Rounds
Tuesday, February 2                                                    6:00 pm - 9:00 pm
Zoom                                                $39 + $20 material fee to instructor

Community Education - See page 40 for registration details.
Become a Professional Organizer
Do label makers and putting things into 3-ring notebooks make you happy? If you like to organize stuff and enjoy watching organizing programs on TV for more tips, you’re a good candidate to become a professional organizer!

We'll discuss:
• Different organizing specialties
• Using the clutter-hoarding scale
• How to get experience before your first paying client

Manual included: How to Become a Clutterologist™ (978-1-891440-56-4) Nancy Miller

Thursday, February 11 6:00 pm - 9:00 pm
Zoom  $39 + $20 material fee to instructor

Community Education - See page 40 for registration details.
Certified Medical Assistant Training Program

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

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

Cancellation Policy: No refunds for this program, please choose carefully.
Mondays 1:00 pm - 8:30 pm & Fridays 8:00 am - 2:30 pm, May 3 - Aug. 13
No class on 5/31 & 7/2
$3200 with a Payment Plan available
CDC 105

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.
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, April 10 - July 10 8:00 am - 3:30 pm
No class on 5/29, 7/3 $3100 with a
Room: CD 105 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.
Pharmacy Technician Training Program

Pharmacy technicians work in pharmacies under the direction of a pharmacist. Their main responsibility is filling prescriptions according to doctors’ orders for patients. This comprehensive training program will prepare participants to enter the pharmacy field and to take the optional Pharmacy Technician Certification Board’s (PTCB) exam. This course combines 144 hours of classroom instruction and a 120 hour externship, for a total of 264 hours.

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

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

Saturdays, February 20 - July 24 8:00 PM - 3:30 PM
No class on 4/3, 5/29, 7/3
HOB 102 $2750 with a Payment Plan available

Students are responsible for additional costs.

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

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

CPC Certified Medical Administrative Assistant with Medical Billing and Coding

The CPC Certified Medical Administrative Assistant with Medical Billing and Coding is geared towards students who are interested in obtaining a career in the healthcare industry, but have little to no experience within the sector. Upon completion of this program, you will be prepared to sit for the Certified Professional Coder (CPC) Exam, offered by the American Academy of Professional Coders (AAPC) and the Certified Medical Administrative Assistant (CMAA) Exam offered by National Healthcareer Association (NHA). The registration fees for both exams are included with this program. This program will also prepare you to sit for the Certified Billing and Coding Specialist (CBCS) Exam and the Certified Coding Associate (CCA) Exam.

Prerequisites: High School Diploma or GED, be 18 years of age or older.

Start anytime: 500 hours at your own pace $3195

You may be eligible for state funds for career training for this program! Inquire at your local America’s Job Center of California.
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).

ISBN # 978-1591866121

Wednesday & Thursday, January 13 - 14 7:00 pm - 9:00 pm
Room: PB 20 $99 + $15 material fee to instructor

Wednesday & Thursday, March 3 - 4 7:00 pm - 9:00 pm
Room: PB 20 $99 + $15 material fee to instructor

Wednesday & Thursday, May 5 - 6 7:00 pm - 9:00 pm
Room: PB 20 $99 + $15 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

ISBN # 978-1591866121

Wednesday & Thursday, January 20 - 21 7:00 pm - 9:00 pm
Room: PB 20 $99 + $15 material fee to instructor

Wednesday & Thursday, March 10 - 11 7:00 pm - 9:00 pm
Room: PB 20 $99 + $15 material fee to instructor

Wednesday & Thursday, May 12 - 13 7:00 pm - 9:00 pm
Room: PB 20 $99 + $15 material fee to instructor
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


Wednesday & Thursday, February 17 - 18 7:00 pm - 9:00 pm
Room: PB 20 $99 + $15 material fee to instructor
Saturday, April 3 9:00 am - 1:00 pm
Room: PB 20 $99 + $15 material fee to instructor
Wednesday & Thursday, May 19 - 20 7:00 pm - 9:00 pm
Room: PB 20 $99 + $15 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


Wednesday & Thursday, February 24 - 25 7:00 pm - 9:00 pm
Room: PB 20 $99 + $15 material fee to instructor
Saturday, April 17 9:00 am - 1:00 pm
Room: PB 20 $99 + $15 material fee to instructor
Wednesday & Thursday, May 26 - 27 7:00 pm - 9:00 pm
Room: PB 20 $99 + $15 material fee to instructor
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.

ISBN # 978-1610590075

Wednesday & Thursday, February 3 - 4  
7:00 pm - 9:00 pm  
Room: PB 20  
$99 + $15 material fee to instructor

Wednesday & Thursday, March 17 - 18  
7:00 pm - 9:00 pm  
Room: PB 20  
$99 + $15 material fee to instructor

Saturday, May 8  
9:00 am - 1:00 pm  
Room: PB 20  
$99 + $15 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.

ISBN # 978-1610590075

Wednesday & Thursday, February 10 - 11  
7:00 pm - 9:00 pm  
Room: PB 20  
$99 + $15 material fee to instructor

Wednesday & Thursday, March 24 - 25  
7:00 pm - 9:00 pm  
Room: PB 20  
$99 + $15 material fee to instructor

Saturday, May 15  
9:00 am - 1:00 pm  
Room: PB 20  
$99 + $15 material fee to instructor

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 Plumbing Projects & Repairs 101

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

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

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

**Wednesday - Thursday, April 14 - 15**
Room: PB 20
7:00 pm - 9:00 pm
$99 + $15 material fee to instructor

**Saturday, January 30**
Room: PB 20
9:00 am - 1:00 pm
$99 + $15 material fee to instructor
California Motorcycle Safety Program

The Motorcycle Training course is designed for beginning and experienced riders. It consists of 2 classroom sessions and 2 riding sessions totaling approximately 16 hours, to be completed in 3 days. We offer a variety of class schedules. Motorcycle and helmet are provided. Successful completion is required by the DMV for any rider under the age of 21 seeking his or her first California motorcycle license.

Motorcycle Training classes are subject to a processing fee for rescheduling or canceling less than 2 business days prior to the start of class. Due to high demand for this class, registration fees are non-refundable once class has started or if participants fail to attend class.

Register at www.2wheelsafety.com
Click on Register Now then choose Gavilan College

(510) 784-8978 Under 21: $180; 21 Years Old or Over: $258
How to Create a Website in an Hour

In today’s technology driven world, people start by searching what they are looking for on the internet.

Having your own website that you can create, change, and control gives you the ability to tell people about you, your business and how to do business with you. You’ll be shown how to create your site in minutes including text, graphics, YouTube video links, a shopping cart and the ability to customize it any way you want.

You'll learn how to:
• get your domain name
• choose a web host and sign up for an account
• design your web pages, and collect credit card information
• be listed with major search engines

Manual and materials include:
• PDF manual Fishin’ With a Net™ 10th Edition
• PDF manual E-Commerce for the Clueless®
• Video instructions for adding e-commerce to your website
• Video instructions for using Weebly

This class is suitable for both beginners and non-technical types.

Mike Rounds

Thursday, February 4
Zoom

6:00 pm - 9:30 pm

$39 + $20 materials fee to instructor

Community Education - See page 40 for registration details.
Preston Bailey’s Signature Wedding & Event Design

Distinguish yourself as a professional event designer by taking this course. You will learn to design event details from top to bottom including the design surrounding the activities that make an event come to life. In many cases it is the designer that extracts the emotional and personal elements of a client and weaves those personal expressions into the event design. A wedding planner taking this course will learn the art of design and how to apply design techniques to their existing knowledge and services to their clients. In this course, you will also learn how to identify, approach, and set up an internship in your local area. You will receive notices of internship opportunities and industry conferences and events.

Classes start monthly          $1795
Also available in Spanish

Preston Bailey’s Fundamentals of Floral Design

Floral design is an integral part of every Preston Bailey event. The Preston Bailey Fundamentals of Floral Design course, Part 1 in the Floral Design series, is an opportunity for you to learn the fundamentals of floral design from Preston Bailey, the industry’s most highly regarded floral design expert. The course is designed for beginners who have no experience with flowers, flower arranging, or floral design. You will learn the tricks that every good professional floral designer depends on. The course will also help you gain a strong foundation in the basics, which prepares you for learning the more complex techniques of Preston’s unique floral designs.

Upon completion of this course, you will also have the unique opportunity to apply for internships in your local area. You can also receive notices of internship opportunities and industry conferences and events.

Classes start monthly          $1695
Also available in Spanish

Community Education - See page 40 for registration details.

Ed2Go Online - See page 35 for details.
Visit community.gavilan.edu or www.ed2go.com/gavilancc for course descriptions & requirements

To register, click on the Online Classes link on the homepage

- One start date per month
- Most classes are 6 weeks with 12 lessons delivered Wednesdays & Fridays, although some career training programs are at your own pace and you can start anytime

- Completely online

Requirements:

- Internet / email, specific computer software maybe required. Always check our website before registering for a class to review the additional requirements.

Anytime Anywhere
REGISTRATION PROCESS FOR ONLINE CLASSES

1. Go to www.community.gavilan.edu, then from the homepage click on the Online Classes link
2. Search for course by title or keyword
3. Select course by clicking on Add to Cart
4. Select Session Date and click on Continue to Checkout
5. Sign-in under Returning Student or New Student field by creating an account
6. Make payments by clicking on Continue to Checkout and following directions

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

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

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

Database, Programming and Web Design
- PHP and MySQL Series
- Effective Web Content
- Responsive Web Design
- Visual Basic Series
- XML
- Mac, iPhone, and iPad Programming
- Ajax, Ruby & Java
- Database Development
- Dreamweaver
• Python
• Crystal Reports
• HTML & CSS Series
  - Introduction, Intermediate and Advanced HTML and CSS
• Access
• C++
• C# Programming Series

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

**Graphics & Design**
• Adobe InDesign CC
• Photoshop Elements
• Flash
• Dreamweaver
• Creating WordPress Websites Series
• Illustrator
• Photography Suite

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

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

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

**Digital Photography, Digital Video & Video Design**
• Photography Series
  - Discover Digital Photography
  - Mastering Your Digital SLR Camera
  - Photographing People with Your Digital Camera
• Camtasia Studio 8
• Lightroom CC
• Travel Photography for the Digital Photographer
• Secrets of Better Photography
• Adobe Edge Animate
• How to Get Started in Game Development
• Digital Scrapbooking
• Make Movies with Windows XP or Vista
• 3ds Max
• Video Game Design and Development
• Photoshop CS & CC
• Final Cut Pro X

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

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

**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

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

*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 2 - 11*

*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 408.840.2270 (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.