Over 90 Classes for Adults & Kids
Over 250 Online Classes Available including Career Preparation

Check out Gavilan College Community Education on

Fall Features:

Auto Wholesale Dealer, page 9
Advanced Water Distribution, page 16
Cupcake Decorating, page 28
Backflow Prevention, page 14
Pharmacy Technician, page 10
Workplace Law Compliance, page 5
10-Minute Seasonal Home Transformation, page 29
Project Management, page 2

Fall 2010

Classes begin September – January

Register & Pay Online:
www.GavilanCE.com
(408) 852-2801
We’ve got new and exciting programs for you this fall as well as returning favorites such as Writing Your First Book Series, Budget Cooking, Pharmacy Technician and HR Management. Whether you are looking at starting a new career in water technology, creating a healthy Mexican meal for your family, or you just want get in shape for fall with PiYo, we have the right course for you!

New!
• 10-Minute Effortless Seasonal Home Transformation
• Body Glide
• Advanced Water Distribution

Returning Favorites
• Fundamentals of Supervision
• Project Management
• Mentoring & Coaching in the Workplace
• Digital Photography
• Pen & Ink Watercolor Nature Painting
• Notary Public
• Voice Acting

Don’t forget about our online course offerings. Visit our website at www.GavilanCE.com. Go to page 4 or 19 for more details.

As an added bonus, we have a secure website which allows you to register for classes 24 hours a day, 7 days a week and pay by credit card. What could be easier?

See you at Gav!
408-852-2801

The Gavilan Joint Community College District and the Office of Community Education have made every reasonable effort to determine that everything stated in this brochure is accurate. Courses, programs, instructors, class locations, together with other matters contained herein, are subject to change without notice by the administration of the Gavilan Joint Community College District and the Office of Community Education for reasons related to student enrollment, level of financial support, instructor availability, or for any other reason, at the discretion of the district and college.

Alternate Formats:
The Gavilan College Schedule of Classes is available in alternate formats, such as Braille, Large Print or E-text. Contact the Disability Resource Center to request a copy at (408) 848-4865.

Formas Alternativas:
El Catalogo y el Horario de Clases de Gavilán College está a su disposición en diferentes formas de publicación como en braille, para personas privadas de la vista, impresión grande o e-texto. Comuníquese con el Centro de Recursos de Invalidez al teléfono (408) 848-4865 o con el Vice Presidente de Instrucción y Servicios para estudiantes, al teléfono (408) 848-4865 para solicitar su copia.
## Business & Money

**Business Management:** 2-3
- Supervision & Management, Project Management, Business Writing, Accounting Fundamentals, E-Bay Store, Creating Web Pages, QuickBooks

**UGotClass Online Courses:** 4-8
- Supervision & Leadership, Entrepreneur Boot Camp, Green Building, Business Research, Mentoring, Green Workplace, Workplace Law, Digital Brochures, Virtual Meeting Planner, Customer Service, Generation Learning and Social Media for K-12 Teachers, eMarketing Essentials Series, Social Media for Business Series

**Careers:** 9-10
- Notary Public, Voice Acting, Auto Wholesale Dealing, Cruise Ship Lecturing, Pharmacy Technician

**Legal Field:** 10-11
- Legal Secretary, Paralegal Training Program

**Human Resources Management Series:** 12-13

**Water Training Programs:** 14-16
- Supervision, Backflow Prevention Testing, Anerobic Systems, Exam Review, Advanced Water Distribution Program

## Money Matters

**Financial Portfolios, Stock Market Success Series:** 17-18

## Online Classes

**Over 250 classes in a wide variety of subjects:** 19-21

## Leisure

**Arts & Crafts:** 22
- Enameling, Making Pendants & Ornaments, Making Soap and Lip Balms, Pen & Ink and Watercolor

**Photography & Digital Media:** 23-24
- Beginning Digital Photography, SLR Photography, Photo Editing, Portrait Photography, Photoshop, Black & White Photography

**Outdoors:** 24
- Backpacking, Fly Fishing

**Music:** 25
- Piano

**Health & Fitness:** 25
- Body Glide, PiYo™

## Special Interest

**Languages:** 26
- Spanish, Japanese, Italian, Grammar Refresher

**Writing & Publishing:** 27
- Grant Writing, Business Writing, Writing, Publishing & Marketing Your First Book Series

**Cooking/Baking:** 28
- Cupcake Decorating, Mexican Cooking, Budget Holiday Cooking

**Decorating:** 29
- Floral Arrangements, Holiday Floral Design, Seasonal Decorating

**Enrichment:** 30
- Making Natural Household Cleaners

## Registration & Information

**Locations & Maps:** 31

**How to Register:** 32

**Registration Form:** 33
Fundamentals of Supervision 1

Develop key foundational skills of a supervisor. You will learn about making the transition from being a worker to being a supervisor. Find out the various roles of communication in the organization and best practices for communicating with your employer, your workers and your peers. Learn about the importance of performance management in getting the best from your staff. Finally, discover the secrets and tips to improve your business writing.

Loretta Thompson holds an MBA from CSU Sacramento. She has been teaching and training for over 25 years. Ms. Thompson designs and develops employee training programs and manuals for all size companies.

Wed, 6:00 pm - 8:30 pm; 4 sessions starting 10/20-11/10
Room: Hollister campus, Room 6
$149 + $10 material fee to instructor

See page 14 for Supervision in the Water Industry

Project Management Basics

Join this active, participatory workshop to develop skills and strategies for successful project management. Students will discover and practice project basics (tasks, scheduling, reporting, etc.), develop communication plans and recognize the power of a well-planned project. You cannot afford to miss this informative and action packed workshop. This workshop includes case studies and scenario activities in a socially-constructed learning environment. Dennis Hungridge, MA, SPHR, brings over 20 years of human resources, training and development, and project management experience to a lively workshop format.

Sat, 8:30 am - 2:00 pm; 1 session starting 10/2
Room: L100
$95 + $5 material fee to instructor

Sat, 8:30 am - 2:00 pm; 1 session starting 1/8
Room: Morgan Hill campus, Room 5
$95 + $5 material fee to instructor

Accounting Fundamentals (Online)

If you’re interested in increasing your financial awareness and accountability while also gaining a marketable skill, this course is for you. You’ll learn the basics of double-entry bookkeeping, how to analyze and record financial transactions, and prepare various financial reports at the end of the fiscal period.

W, F for 6 weeks - Select 1 start date only for $95
9/15, 10/20, 11/10, 12/8, 1/19

Fundamentals of Supervision and Management (Online)

Learn how to be an effective manager or supervisor. Master the basics of business and organizations, learn the people skills required to motivate and delegate, and get tools for solving problems and resolving conflicts.

W, F for 6 weeks - Select 1 start date only for $95
9/15, 10/20, 11/10, 12/8, 1/19

Project Management Fundamentals (Online)

Gain the skills you’ll need to succeed in the fast-growing field of project management. Develop all sections of a project plan, become comfortable with the project management body of knowledge, and learn powerful techniques to generate project ideas.

W, F for 6 weeks - Select 1 start date only for $95
9/15, 10/20, 11/10, 12/8, 1/19

Check out our new in person class 'on page x.'
Turn other people’s unwanted items into a lucrative source of income by starting an eBay drop off store. Master the art of setting up a business, writing a marketing plan, taking super photos, creating dynamic listings, and offering great customer service. Thousands of people have transformed their eBay knowledge into profitable second income sources or even full-time jobs. Take your skills to the next level and avoid the common pitfalls that keep amateur sellers from reaching their full potential.

W, F for 6 weeks - Select 1 start date only for $95
9/15, 10/20, 11/10, 12/8, 1/19

Do you have a nagging suspicion that a small improvement in your writing skills might also improve your career prospects? Here’s how to fill in those gaps in your business writing skills so you can reach your full potential. You may be a clerical worker, an engineer, or an executive. If you communicate with others in writing, you need this course to help you identify and eliminate problem areas. By the end of this course, you’ll know the secret to developing powerful written documents—including e-mail—that immediately draw readers in and motivate them to do what you want.

W, F for 6 weeks - Select 1 start date only for $95
9/15, 10/20, 11/10, 12/8, 1/19

Learn how to design, create, and post your very own site on the Internet’s World Wide Web. Discover low-cost marketing techniques and search engine strategies.

W, F for 6 weeks - Select 1 start date only for $95
9/15, 10/20, 11/10, 12/8, 1/19

Do you need child care while you are working or in classes at Gavilan?

The Child Development Center at Gavilan has programs to meet your needs! Our full cost preschool program is year-round & serves full & part time children. Monday - Friday, 7am - 6pm

California State Preschool Program, License #430703716

Stop by the Gavilan College Child Development Center or call 848-4815 for more information.
Supervisory & Leadership Certificate Course (Online)

Your employees are your most valuable resources. Ensuring the efficiency of your team is the key to your success and is your most important responsibility. Get practical, easy to understand, and insightful methods for new and even experienced supervisors and managers. Want complete details? Go to the UGotClass website. Sally Klaus.

Starting 9/6 for 8 weeks $395

Green Building & LEED Rating System (Online)

Get the theoretical and technical know-how to excel as a green professional in the new economy. Acquire an introduction to sustainability and how it lays the foundation for a deeper understanding of the green building process, including the renovating and redesign of older buildings. Students who successfully complete this course are eligible for and prepared to sit for the LEED Green Associate exam. Note: more details on the website. Presented by U.S. Green Building Council (USGBC) in partnership with LERN.

Starting 9/6 for 8 weeks $695

Entrepreneur Boot Camp (Online)

Starting a business is something that all of us have thought about at one time or another. Yet statistics show that most businesses fail within the first five years. This course provides insight into the characteristics, knowledge and skills needed to become a successful entrepreneur. Identify the abilities required of successful entrepreneurs, develop goals and an outline for your plan, and take home techniques to successfully manage your new business. Conrad Brian Law.

Starting 9/6 for 4 weeks $195

Business Research Certificate (Online)

Discover the specific knowledge needed to succeed in researching and utilizing the best and most appropriate data for decision-making for your work organization. Take advantage of this informative and affordable series of three one-month modules featuring Introduction to Business Research, Business Statistics and Qualitative Business Research. This certificate class is designed for business professionals, entrepreneurs, and those who need information about a business, market potential, competitive intelligence, standard industry practice or productivity improvement. David White and Mary I. Dereshiwsky.

Starting 9/6 for 12 weeks $495

Upcoming:

Gavilan College Institute for Digital Media Entertainment (Business Edition)

For more info: digitalmedia@gavilan.edu
www.gavilan.edu/digitalmedia
Mentoring & Coaching in the Workplace (Online)
Mentoring and coaching are used more often in organizations to improve leadership competencies and provide employee support. Gain skills in the development, implementation, and support of coaching and mentoring programs in your workplace. Take home the much-awaited toolkit you have been searching for to improve your employees’ performance and create the working environment that your employees will find truly rewarding.

Marie A. Johnson and Sherri Restauri Carson.
Starting 9/6 for 8 weeks $295

Green Workplace (Online)
A greener workplace can provide substantial benefits to your organization’s triple bottom line - people, planet and profits. By reducing the energy intensity of their buildings’ and materials demand and waste, green workplaces can save money and reduce their impact on the environment. This course is perfect for those new to green workplaces or already working in a green space and interested in enhancing their knowledge of what makes it a green space. Includes a green workplace toolkit. Pepper Smith and Kelly Gearhart.
Starting 9/6 for 4 weeks $195

Workplace Law Compliance (Online)
In today’s lawsuit-prone work environment, company leaders are required to comply with laws, regulations, and mandates that apply to their workplace. Get a roadmap for effectively minimizing and/or defusing employee-related problems and workplace compliance issues that affect employers of all sizes and industries. Take home step-by-step guidelines, HR forms, sample policies, and practical strategies for complying with workplace laws. Lupe McElroy.
Starting 9/6 for 4 weeks $395

Digital Brochures (Online)
Discover the latest, hottest new technology to promote your products, services and information. Learn how to create a digital brochure for your organization, then learn how to include search, interaction, and interest tracking features. This course could be worth thousands of dollars to your organization. Julie Coates.
Starting 10/4 for 4 weeks $195

Virtual Meeting Planner Certificate (Online)
Finally, you can acquire the best professional development in virtual meeting planning. Gain comprehensive knowledge from experts in the field as you learn about Virtual Meeting Technology, Keys to Effective Design of Virtual Meetings and Managing Virtual Meetings. Plus get the option of being recognized for your knowledge by becoming a Certified Virtual Meeting Planner (VMP). Virtual meetings are distance seminars and education featuring audio, slides and video in a synchronous format. Topics include meeting formats, technology, instructional techniques, planning skills, budgeting, pricing and marketing. Larry Ray, Debbie Kopkau and William A. Draves.
Starting 9/6 for 12 weeks $795

Extraordinary Customer Service (Online)
Learning to build your customer service skills will have a powerful impact on your career success. Through this course you will discover the direct relationship between service skills and career achievement. You can help your organization and your career by translating your good service intentions into a workable plan and gain knowledge of ways to consistently deliver great service. The payoff is enormous. LERN instructor.
Starting 9/6 for 4 weeks $145

For more information on the class, instructor and orientation, go to:  http://www.yougotclass.org/courses.cfm/Gavilan.
Generational Learning Styles for K-12 Teachers (Online)

Your students learn differently than you do. Come find out how to help your students learn more and discover something new about yourself. Get fascinating info on the brain and how all generations respond to the cohort experience. Come away with our top 20 generational techniques for helping your students learn more. Optional 1.0 graduate credit from the University of South Dakota, $45.95 additional, pay later. Kassia Dellabough.

Starting 11/1 for 4 weeks $245

Social Media for K-12 Teachers (Online)

Get the latest info on why, and how, your students are using social media. Discover the tricks of the trade in using Facebook, Twitter and other social media. Find out how social media is being used in education. Then come away with tips on how you can use social media to help your students learn more. Optional 1.0 graduate credit from the University of South Dakota, $45.95 additional, pay later. Heather Dimitt.

Starting 11/1 for 4 weeks $245

Let our Contract Education Department help you meet your training goals through off-the-shelf or customized training… at your place, our place or anyplace at times that meet your needs.

Some of our training areas include:

- Management and Leadership
- Customer Service
- MS Office: Excel, Word, PowerPoint
- Professional Development
- English as a Second Language
- Technical & Career Certificates
- Marketing
- QuickBooks
- Supervision
- Workplace Spanish

…and much more!

Find out how we can help you… improve the bottom line through affordable employee training!

Call today for more information 408-852-2804.
eMarketing Essentials Series
Sponsored by LERN

Come get a fundamental yet advanced introduction to eMarketing. Relevant for any type of organization, including businesses, non-profits and government agencies. Dan Belhassen and Susan Hurrell. For more information, see page 4.

Improving Email Promotions (Online)
Discover new ways to improve your email promotions, including when to email, what to email, and testing email copy. Then find out how to analyze your email response rates, including benchmarks for open and click-through rates. Improve your email promotion and responses with tracking and testing.
Starting 9/6 for 4 weeks $195

Boosting Your Web Site Traffic (Online)
Acquire the basic skills to boost your web site traffic, including how to analyze your visitor traffic, how to use search engine optimization to get greater visibility and exposure in Google searches, and how to redesign your web site copy to increase your visitors and results.
Starting 10/4 for 4 weeks $195

Online Advertising (Online)
Get the keys to making online advertising work for you and your organization. See how pay-per-click advertising and Google AdWords works. Find out how to test low budget Adword campaigns. Learn how to target local audiences. Then discover Facebook advertising and how you can determine the demographics and numbers of people you want to reach.
Starting 11/1 for 4 weeks $195

Sign up for 1 class at $195 or all 3 at the same time for $495 (a $90 savings.)

Need to Relax? Try These Fun Courses!
Cupcake Decorating ............. pg. 28
Floral Arrangements ............. pg. 29
Body Glide.......................... pg. 25
New! Budget Cooking for the Holidays ............. pg. 28
Digital Photography ............. pg. 23
Social Media for Business Certificate

Sponsored by LERN
Get in on this exciting and growing way to communicate with, market to and serve your customers and clients. From Facebook to Twitter, blogging, YouTube, LinkedIn, and more, discover the new principles of communication that apply across all networks, how these specific social networks work and the possible uses for your organization. *Jennifer H. Selke and Suzanne Kart.* For more information, see page 4.

Introduction to Social Media *(Online)*
Learn what social networks are and their role in your business and personal life. Find out the top sites and how businesses are using these sites for communication, customer retention, branding, marketing, market research, needs assessment and serving customers and clients. Look at case studies of what other organizations are doing.
Starting 9/6 for 4 weeks
$195

Communicating & Marketing Using Social Media *(Online)*
Develop a two-way communication and marketing strategy for your organization using social networks. Learn quick, easy ways to use Twitter, blogs and LinkedIn to engage your customers or clients and keep them interested in your organization or business. You’ll find out the advantages and disadvantages of each and learn what’s right for your work and kind of organization.
Starting 10/4 for 4 weeks
$195

Integrating Social Media in your Organization *(Online)*
Take away a practical strategy and techniques for implementing social networks for your organization or business. Learn how to create your own private social network using Ning, work socially using Google Docs and calendars and move your website to an interactive Web 2.0 site. Your instructor will help you choose which social network tools are right for your situation, then integrate them into your website to develop a social networking strategy for your organization.
Starting 11/1 for 4 weeks
$195

Sign up for 1 class at $195 or all 3 at the same time for $495 (a $90 savings.)

Do You Need Affordable Employee Training?

Gavilan College Contract Education can provide training either at your site or ours.
Please contact Contract Education at: 408-852-2804 for more information
Become a Notary Public in One Day (Ages 18 & Up)

Start your own business, become a more valuable employee, provide customer service for your business or organization, earn additional income or get recommissioned. This intensive one-day seminar is designed to equip you with everything you need to know to become an effective Notary. Exam: register 4:15 - 5:00pm; test: 5:00 - 6:00pm; $40 check payable to Secretary of State; bring current driver’s license or state issued I.D., 2” x 2” color photo, #2 pencils. Note: no one admitted after class begins at 8:00am, no refunds for late arrival. Notary Public Seminars instructors have years of experience in the notary field.

Sat, 8:00 am - 6:00 pm; 1 session starting 11/6
Room: PB3  $85 + $30 material fee to instructor

Renew Your Notary Commission (Ages 18 & Up)

As of January 2009, renewing notaries are required to take a three-hour approved notary refresher course; this class will satisfy that requirement. Exam: register 4:15 - 5:00pm; test: 5:00 - 6:00pm; $40 check payable to Secretary of State; bring current driver’s license or state issued I.D., 2” x 2” color photo, #2 pencils. Note: no one admitted after class begins at 8:00am, no refunds for late arrival. Notary Public Seminars instructors have years of experience in the notary field.

Sat, 12:30 pm - 6:00 pm; 1 session starting 11/6
Room: PB3  $49 + $30 material fee to instructor

Introduction to Voice Acting (Ages 18 & Up)

Have you ever wanted to be the voice everyone hears on commercials and in film? You too can become a Professional Voiceover Artist! In this fun and interactive class, you will learn some of the details of the industry. Your instructor will coach you while recording your voice. Be warned, many who have taken this class have gone on to become real, bonafide professional Voice Actors. Voices for All instructors are professional voice actors.

Mon, 7:00 pm - 9:00 pm; 1 session starting 9/13
Room: HU101  $39

Become a Auto Wholesale Dealer (Ages 18 & Up)

Prepare now for a lucrative career in a very short period of time. Get a step-by-step guide on how to get a DMV Auto Dealer License and operate a profitable used car business! Discover how to make money buying and selling wholesale cars from home, or simply buy cars for your family, friends or yourself at wholesale prices! Discover how and where to buy at wholesale prices and sell at retail for very good profits. A free list of all the dealer only auctions in the USA will be provided to you. This class is DMV approved. Wayne Williams owns and operates an auto dealership and insurance agency. He is also a licensed DMV Dealer Education instructor.

Sat, 10:00 am - 5:00 pm; 1 session starting 9/25
Room: HU104

Sat, 10:00 am - 5:00 pm; 1 session starting 1/22
Room: Hollister Campus, Room 6

Each session is $75 + $15 material fee to instructor

Travel for Free as a Cruise Ship Lecturer

Become a featured speaker on a glamorous cruise ship sailing the world while possibly receiving a free trip to an exotic locale. Your life experience can be developed into enriching presentations while you embark on a new traveling experience and possibly a new career. This course will set you up on a path to success. Rick Deutsch is an avid outdoor enthusiast and hobbyist.

Mon, 6:00 pm - 8:00 pm; 1 session starting 10/18
Room: CE500  $39 + $3 material fee to instructor

Careers
Pharmacy Technician Orientation & Information Session

Join us for a morning of career exploration as a Pharmacy Technician. You will learn everything you need to know to get started as a Pharmacy Technician. We will discuss course objectives, externship, financial assistance, career opportunities, professional certifications and more. You cannot afford to miss this orientation! *Boston Reed College instructors have years of experience in the Health Career Training field.*

Sat, 10:00 am; 1 session starting 9/11
Room: CE500           FREE

Pharmacy Technician

As a Pharmacy Technician you will help the pharmacist package or mix prescriptions, maintain client records, refer clients to the pharmacist for counseling, assist with inventory control and purchasing, as well as collect payment and coordinate billing. This course meets State certification requirements with 182 hours of classroom instruction and a 120-hour externship to provide you with a complete learning experience. You will also be required to pass an English and math prescreening on first day of class for final admittance. Students must also have basic computer skills. Pre-requisites: 18 years of age or older; high school diploma or equivalent; basic computer skills. Financial assistance is available through SLM Financial at www.slmfinancial.com. *Offered in partnership with Boston Reed College. Boston Reed College instructors have years of experience in the Health Career Training field.*

Sat, 9:00 am - 4:30 pm; 27 sessions starting 10/9-6/11
(no class on 11/13, 11/27, 12/25, 1/1, 2/19, 4/16, 4/23, 5/28)
Room: CE500     $2695

Cancellation Policy:

Up to October 1, 2010
Community Education office must receive your request for cancellation in writing via fax, email or by mail (mail must be received by deadline; postmarks not accepted) by Friday, October 1, 2010, 5pm. You will receive your money back minus a $200 cancellation fee.

October 2 – October 18, 2010
Community Education office must receive your request for cancellation in writing via fax, email or by mail (mail must be received by deadline; postmarks not accepted) by Monday, October 18, 2010, 5pm. You will receive your money back minus a $500 cancellation fee.

Legal Field

Registration, Information, Financial Assistance and Refund Policies, contact Center for Legal Studies: www.legalstudies.com • 1-800-522-7737

THESE ARE NOT-FOR-CREDIT PROGRAMS.

Legal Secretary (Online)

This intensive program is designed for both beginning and experienced secretaries who are interested in improving their skills and working more efficiently within the law office. You will study the following topics: legal terminology, legal process, jurisdiction and venue, ethics, written communications including letters, pleadings, discovery, notices and motions, filing procedures, billing and accounting, time management, records management, an overview of commonly used word and data processing programs, legal research, memoranda preparation and citation format. Pre-requisites: high school diploma or GED; command of the English language; college course level work recommended. Successful graduates will be awarded a Certificate of Recognition from Gavilan College, Community Education mailed within 4 to 6 weeks of completion.

Starting 10/18-12/3 or 1/10-2/25     $575

Textbook Fees: Approximately $75.00 + s/h fees from the Center for Legal Studies. Westlaw access is highly recommended.
Paralegal Training Program

Certificate of Recognition

In order to work as a Paralegal in California, students must complete both the Paralegal Training Program, CORE and 6 online Advanced Paralegal Training Program Courses.

Successful graduates of both the Paralegal Training Program, Core and at least 6 online Advanced Paralegal Training Program courses will be awarded a Certificate of Recognition from Gavilan College, Community Education. To receive a Certificate, students must pass twelve quizzes and successfully complete five legal document writing assignments. This Certificate of Recognition provides an individual with the acknowledgment that he or she has achieved the level of professional knowledge and competency necessary to work within the legal field, and it is designed to satisfy the requirements of California Business Professionals Code §6450. Certificates will be mailed to successful graduates within 4 to 6 weeks of completion.

Paralegal Training Program - CORE  (Online)

This intensive, nationally acclaimed program is designed for beginning as well as advanced legal workers. Students will be trained to assist trial attorneys, interview witnesses, investigate complex fact patterns, research the law, and assist in preparing cases for courtroom litigation. The instruction is practice-oriented and relates to those areas of the law in which legal assistants are most in demand. Students will be expected to complete a significant amount of homework for each weekend session. This program will help students increase their office’s efficiency, productivity, and billable hours as well as learn new marketable job skills. Pre-requisites: HS Diploma or GED; college course level work recommended.

Starting 10/18-12/3 or 1/10-2/25
$1189

Textbook Fees: Approximately $339.00 + s/h fees from the Center for Legal Studies.
Westlaw Fee: $75 for online access for duration of the Paralegal Training Program - CORE.

Advanced Paralegal Training Program  (Online)

Students may enroll in 3 topics per each 7-week online session. Pre-requisites: completion of Paralegal Training Program – CORE.

Students may choose any of the following courses:

- Advanced Legal Research and Writing
- Constitutional Law and Civil Liberties
- Family Law
- Mediation and Other Forms of ADR
- Estate Planning: Probate, Wills, and Trusts
- Immigration Law
- Criminal Procedure
- Victim Advocacy
- Bankruptcy Law Practice
- Water Law
- Business Law Practice
- Intellectual Property
- Education Law
- Criminal Law

7 weeks per topic: 10/18-12/3 or 1/10-2/25
Course Fees: $275 per Advanced Paralegal Training Program topic
Textbooks Fees: Approximately $40-$120 + s/h fees from the Center for Legal Studies
Westlaw Fee: $75 for online access for duration of Advanced Paralegal Training Program
Connect students with the top Human Resources leaders in the Bay Area.

Human Resources Management

Certificate of Attendance Series

The field of Human Resources is one of the most challenging in the modern workplace. From recruiting & hiring, to training & development programs & evaluating employee performance, the HR professional is a key agent for change & success in the public and private sectors. This program will assist you in complying with employment laws while teaching you how to be successful in Human Resources. Designed for current & future HR professionals, small business owners, managers & supervisors, you will gain useful strategies, tools & techniques, increase on-the-job effectiveness, enhance your marketability as an employee & network with HR professionals from a variety of organizations. Earn a Certificate of Attendance by attending all 8 classes. Arista Nelson has an MBA in Human Resources Management and is an experienced business owner.

An HR Overview

Course 1
Get the must know Human Resource information for employers and employees! Whether you want to be the perfect boss or an ideal employee. Getting started in a dynamic field will allow you to learn about staffing, employee relations, compensation, information systems, benefits, EEO/ADA, labor issues and organizational development, you cannot miss this class. Explore Human Resources from a global perspective. This workshop is in high demand and designed to give a detailed introduction to Human Resources Management.
Tue, 6:30 pm - 8:30 pm; 1 session starting 10/12

Hiring, Recruitment, Selection & Retention - Part I

Course 2
Recruit them, hire them and keep them! Learn recruiting strategies of attracting and hiring qualified candidates. Learn essential elements of the job description and establish policies for recruitment. Special focus on employment laws that affect recruitment and hiring, pre-screening applicants, interviewing skills and techniques.
Tue, 6:30 pm - 8:30 pm; 1 session starting 10/19

Hiring Employees, Recruitment, Selection & Retention - Part II

Course 3
Learn more techniques for staffing, development, and replacement. You will learn about various types of interviews including behavior, face-to-face, informational techniques and skills. Avoid discriminating in the interview. Special focus on employee screening process, reference and background checks and selecting a final candidate.
Tue, 6:30 pm - 8:30 pm; 1 session starting 10/26

Legal Aspects

Course 4
Learn key employment and labor laws that affect hiring, promotions, wages, discipline, terminations, layoffs, confidentiality issues and grievances. Special focus on discrimination, benefits, I-9’s, leaves, equity pay, and termination, exempt vs. non-exempt, independent contractor vs. employee. Also included, discussion on current employment law court cases with huge pay outs on wage and hour class action suits, business expense claims and break periods.
Tue, 6:30 pm - 8:30 pm; 1 session starting 11/2

Registration info on page 32.
Register online at: www.GavilanCE.com
Compensation, Benefits, Performance  
Master a variety of approaches for determining and implementing equitable wage and salary programs in today’s demanding labor market. Learn about performance management and benefit programs and their significance in the organization’s overall compensation plan. Get the tools to set up a compensation program, determine exempt vs non-exempt, understand wage and hour laws, keep employee time, set benefits and add other incentives. Compensation, Benefits and Performance equals return on your investment.
Tue, 6:30 pm - 8:30 pm; 1 session starting 11/9

Orientation and Training Development  
Today’s competitive business environment requires the Human Resources Manager to present training and development programs that meet the organization’s strategic goals with a high rate of return. Obtain practical methods for developing and implementing successful training programs including training needs assessment, strategic training goals, designing the training program, adult learning theory and evaluation methods.
Tue, 6:30 pm - 8:30 pm; 1 session starting 11/16

Globalization of HR  
We will discuss key issues surrounding HRM practices. A special focus will be on culture and the notion of ‘the way we do things around here’ as explained by Dr. Geert Hofstede’s Cultural Dimensions. Topics will include pay equity, ethics abroad, barriers to success, global economy and outsourcing. You will also learn about integrating HR policies in multinational corporations.
Tue, 6:30 pm - 8:30 pm; 1 session starting 11/30

Key Skills for HR Managers  
Human Resource Managers as the ‘Change Agent.’ Effective communication and interpersonal skill is paramount for success in HR. Topics include conflict resolution, negotiation skills and coaching and mentoring for HR professionals. We will also have a Q & A on negotiating salaries and other hot topics.
Tue, 6:30 pm - 8:30 pm; 1 session starting 12/7

Sign up for 1 class at $49 + $5 material fee to instructor or all 8 at the same time for $349 + $40 material fee to instructor.
No class 11/23.
All classes meet in room LI100
Water Training Programs

Fundamentals of Supervision for the Water Industry

Are you moving up from worker to supervisor in the Water Industry? This 10-hour, four-night class will give you the knowledge and skills you need to be a successful supervisor. Topics include: Transitioning from worker to supervisor and how it is different in the water industry; Planning, supervision and review of crews, operators and contractors; Understanding the key elements of effective organization and interpersonal communication with union workers, managers, peers and outside contractors; Establishment of performance standards and how water industry certifications fit in. Evaluating and improving employee performance within a water utility/union environment; Effective business writing and how it relates to successful communication in a water-related industry and more. This program has been approved for contact hours through the CDPH and CWEA. Email us at Commed@gavilan.edu for a detailed brochure.

Charles Kemp is a Maintenance Manager of San Jose Water Company and has worked in the water industry for over 20 years. He is a member of AWWA and serves on the Board of Directors for MBWWA. He also holds numerous industry licenses.

Mon, 6-8:30pm; 4 sessions starting 10/18-11/8
Location: Morgan Hill campus, Room 3
$149 + $10 material fee to instructor

Backflow Prevention Testing Program
(Ages 18 & Up)

This is a 42-hour course designed to prepare students for the AWWA Backflow Prevention Assembly General Tester exam. Training includes excerpts from the USC Cross Connection Control Manual, videos, and exposure to all types of backflow prevention assemblies for practical, hands-on experience. This class is CDPH & CWEA approved for contact hours. Students interested in an AWWA certificate must attend a minimum of 40 hours to qualify to take the AWWA exam. Students will have the opportunity to take the AWWA General Testers exam at the conclusion of this course, scheduled for Sat, 10/30/10. Exam fee is extra. Instructor will provide testing info at class.

Mike Wolf is a Cross Connection Specialist. He holds certifications as an AWWA Backflow Tester, #4384, as well as Cross Connection Specialist, #617. He has worked in the industry for 25 years.

Tue, Wed, 6:00 pm - 9:00 pm; 14 sessions starting 9/14-10/27
Room: Municipal Service Center, 320 Harvest Drive, Watsonville
$495

Upcoming:

Intensive Review for Water Treatment Test
(November)

Go to our website for announcement of additionally scheduled classes for employees in the water industry.
www.GavilanCE.com
Intensive Review for the Wastewater Treatment Exam

This intensive wastewater review class will get you ready for grades 1, 2 and 3 exams. It is designed to help you learn and remember the facts, figures and formulas needed to pass. This class includes a pre-test, detailed instruction on the expected range of knowledge for wastewater operators, exam strategies and practice exams. The instructors will refresh you on as many aspects of wastewater systems and help sharpen your test-taking ability. CDPH approved for contact hours. No prerequisites. Ed Waggoner, Wastewater and Water Professional with over 25 years in water treatment agencies as Chief Operator, project coordinator of facility construction and start-up, training instructor/facilitator. Grade Five Wastewater Treatment Plant Operator. Jeff Hartley holds degrees in Water Management, Wastewater Management and Environmental Technology. He holds numerous licenses and certifications in Wastewater Treatment, Water Treatment, Water Distribution and more. He has worked as a wastewater operator. Sat, 9:00 am - 4:00 pm; 2 sessions starting 9/18-9/25 Location: City of Watsonville, Treatment Facility, 500 Clearwater Lane, Watsonville $195 + $10 material fee to instructor

Intensive Review for the Basic Water Distribution Exam

Designed for D1/D2 test candidates, this class will include distribution system overview including operation, piping, valves, appurtenances, sources of supply, water quality, disinfection, water regulations, pumps and motors, electricity (water related) and safety. It will also cover a math review including area, volume (water and trenches), flow rate and velocity, head - static and dynamic pressure, detention time, feed rate and dosing (chlorine), solution strengths, horse power and pumping and well drawdown. A sample distribution test will also be included. CDPH approved for contact hours. Bring a bag lunch, snacks and calculator. Charles Kemp is a Maintenance Manager of San Jose Water Company and has worked in the water industry for over 20 years. He is a member of AWWA and serves on the Board of Directors for MBWWA. He also holds numerous industry licenses. Sat, 8:00 am - 5:30 pm; 1 session starting 9/11 Room: LI100 $159 + $15 material fee to instructor

Aerobic Systems

This four-week course is designed to provide you, the Wastewater Operator, with a thorough understanding of both the aerobic digestion process and the equipment used in the digestion system. This course includes (a) an overview of the process and equipment (b) equipment use in anaerobic digestion (c) normal operating procedures (d) process control techniques (e) laboratory equipment and analysis of the system (f) trouble solving digester upsets (g) chemicals used in digester control (h) math calculations for anaerobic digestion. A student workbook will be provided that contains objectives, glossary, discussion material, references and worksheets. CDPH approved for contact hours. Ed Waggoner, Wastewater and Water Professional with over 25 years in water treatment agencies as Chief Operator, project coordinator of facility construction and start-up, training instructor/facilitator. Grade Five Wastewater Treatment Plant Operator. Tue, 6:00 pm - 9:00 pm; 4 sessions starting 10/5-10/26 Location: Hollister campus, Room 1 $159 + $10 material fee to instructor

Registration info on page 32. Register online at: www.GavilanCE.com
Advanced Water Distribution
36-Hour Certificate Program

Designed for the water professional, this is a 12 week, 36-hour advanced class in water distribution operations. Prerequisite: Basic Water Distribution series or equivalent class and/or D2 certification. This course satisfies CDPH as a primary distribution course, secondary for both the treatment and distribution exams. CWEA approved for contact hours. This class will prepare and qualify you for the State of California Water Distribution Operators Certificate, Grades D-3, D-4 and D-5. Students required to purchase textbook prior to class: Water Distribution System Operation & Maintenance, Kenneth D. Kerri, current edition; http://www.owp.csus.edu or call (916) 278-6142. Charles Kemp is a Maintenance Manager of San Jose Water Company and has worked in the water industry for over 20 years. He is a member of AWWA and serves on the Board of Directors for MBWWA. He also holds numerous industry licenses.

Intro & Review of Water Distribution System (#1)
Water supply system and key components.
Thur, 6:00 pm - 9:00 pm; 1 session starting 9/16

Wells and Pumps (#7)
Types and designs of wells; pump curves and specifications, reading a pump curve.
Thur, 6:00 pm - 9:00 pm; 1 session starting 10/28

Waterworks Math (#2)
Review of basic mathematics in a distribution system, including area, volume, flow rates and dosage calculations.
Thur, 6:00 pm - 9:00 pm; 1 session starting 9/23

Distribution System Hydraulics (#8)
Pressure gradient; static head vs. dynamic head; cavitation and water hammer.
Thur, 6:00 pm - 9:00 pm; 1 session starting 11/4

Advanced Math (#3)
Advanced calculations and conversions for pressure gradients, ‘C’ factor, horsepower and detention times.
Thur, 6:00 pm - 9:00 pm; 1 session starting 9/30

Safety Part 1 (#9)
OSHA & MSDS regulations; hazardous materials; record keeping and reporting requirements.
Thur, 6:00 pm - 9:00 pm; 1 session starting 11/11

Distribution Components (#4)
Components of a water distribution system including tanks, reservoirs, pipelines, hydrants and valves.
Thur, 6:00 pm - 9:00 pm; 1 session starting 10/7

Safety Part 2 (#10)
Lock-out/tag-out procedures; confined space entry and trench safety.
Thur, 6:00 pm - 9:00 pm; 1 session starting 11/18

Disinfection Part 1 (#5)
Processes for water disinfection, dose, demand and residual.
Thur, 6:00 pm - 9:00 pm; 1 session starting 10/14

Water Quality (#11)
Purpose of regulations; sampling procedures and chain of custody; backflow prevention.
Thur, 6:00 pm - 9:00 pm; 1 session starting 12/2

Disinfection Part 2 (#6)
Design and operation of the level and type of disinfection, maintenance and repairs of chlorine and ozone systems.
Thur, 6:00 pm - 9:00 pm; 1 session starting 10/21

Administration (#12)
Management issues; record keeping and reporting requirements.
Thur, 6:00 pm - 9:00 pm; 1 session starting 12/9

Sign up for 1 class at $45 each class + $2 material fee to instructor
or all 12 classes at the same time for $425 + $15 material fee to instructor (a $115 savings.)
All classes meet in room LI100 at the Gavilan College, Gilroy campus No class 11/25.
Money Matters

Building Your Financial Portfolio On $25 a Month - Even in Hard Times

Learn how to invest in safe, secure growth stocks that are historically proven and will even gain during a recession. Learn how to bypass your broker and keep the profit for yourself. Get an in-depth understanding of what is happening in our economy and stock market today and how to use this to improve your own finances. The Christensen’s and thousands of others have been using this method of investment for well over 30 years. Bobbie & Eric Christensen are nationally known financial experts who have appeared on PBS’ Smart Money and other TV and radio shows.

Sat, 9:00 am - 12:00 pm; 1 session starting 10/16
Room: LI100
$39

Other Money Making Ideas!

<table>
<thead>
<tr>
<th>Green Building &amp; LEED Rating System ............... pg. 4</th>
<th>Social Media for Business Certificate ............... pg. 8</th>
</tr>
</thead>
<tbody>
<tr>
<td>Extraordinary Customer Service ... pg. 5</td>
<td>eMarketing Essentials ............... pg. 7</td>
</tr>
<tr>
<td>Stock Market Series ............... pg. 18</td>
<td>Grammar Refresher ............... pg. 26</td>
</tr>
</tbody>
</table>

We’re Hiring!

Even in challenging economic times, we’re looking for new and interesting classes to offer to our community. If you have a special knowledge or skill that you would like to share, go to our website at www.GavilanCE.com, click on the teaching link and complete a course proposal. After you submit the course proposal form, give us a call at (408) 852-2802.

Special Areas of Interest:

- Dance
- Cooking
- Art: Anime, Cartooning, Mosaics
- Music
- Business/Finance
- Travel & Local Historical Visits
- Wine Tasting/Making
- Bartending
- Budgeting
- Health & Fitness

We’re Looking for Business Sites to Host Our Classes

If you would like to host a Community Education class in Business, Art, Design, Cooking, Gardening, Fitness, Dance, Wine Tasting or other areas, give us a call at (408) 852-2802.
How to Be Successful in the Stock Market Series

Get the key points you need today to make wise decisions tomorrow in the stock market. Yes, even today’s stock market! Believe it or not, you do not need a lot of money to invest in the stock market. In just four evenings, you can get a great start on learning everything you need to know before making investment decisions. Discover how to protect and invest your money, what types of stocks to choose and when to buy. Then learn to analyze the progress of your investments as well as the larger stock markets. Steve Godwin is a licensed securities and investment advisor. He has taught courses at many community colleges.

Protecting & Investing Your Money in the Stock Market (Course 1 of 4)

Become aware of the tricks, smoke and mirrors that so called experts use to get you to hand over your money to them. Then, after you have weeded out the so-called experts, learn to choose the right one to guide you in your investment choices. Other topics include understanding what really makes stocks go up, monitoring performance numbers, judging crowd behavior for risk, and if avoiding loss is more important than beating the market.

Mon, 6:30 pm - 9:00 pm; 1 session starting 9/27

Selecting Stocks, Mutual Funds or Exchange Traded Funds (Course 2 of 4)

Make the best choice investments for your dollar by keeping it simple, inexpensive and effective. Discover selection techniques that work and stay away from those that do not. Next, select the mutual funds or exchange traded funds that will work for you. Learn to get the most out of your investment by understanding your holding period and determine when it is okay to be a short term investor. Find out why you will need computer based technical analysis software for long term survival.

Mon, 6:30 pm - 9:00 pm; 1 session starting 10/4

Survival Investment Toolkit for the Self Investor (Course 3 of 4)

Computer based technical analysis software can take the drudgery out of stock market analysis and make a huge difference in risk assessment and timing of your purchases. And you don’t need a degree to use them! Knowing that market risk is high or low can save you a ton of money as well as help you sleep nights. Finally, discover that knowing when to buy is just as important as what to buy.

Mon, 6:30 pm - 9:00 pm; 1 session starting 10/11

Globalization of the Stock Market (Course 4 of 4)

Discover how the current US stock market looks in terms of risk and opportunity in relation to your past, present and future investment choices. Learn to analyze stock markets like a professional money manager by reviewing sources of money flows into the US stock markets including foreign and speculative money. We will combine this information with technical analysis breadth indicators from the previous classes to gain a comprehensive assessment of current markets. This class is constantly updated with a current appraisal of stock market risk and opportunity.

Mon, 6:30 pm - 9:00 pm; 1 session starting 10/18

Sign up for 1 class at $35 + $6 material fee to instructor or sign up for all 4 at the same time for $129 + $24 material fee to instructor.

All classes meet in room HU104
Online Classes

Instructor Facilitated • Online Assistance • Classroom Available 24/7

HELPFUL HINTS:

- Complete descriptions are on our website
- One start date per month… 9/15, 10/20, 11/10, 12/8 & 1/19
- Most classes run for six weeks with twelve lessons delivered Wednesdays and Fridays. Some certificate programs vary in length.
- Fees start at $95.00
- Register at least 5 days in advance of all online courses so there is no delay in starting your class.

REGISTRATION IS EASY AS 1, 2, 3!

1 Create a Student Profile!
Visit our website at www.GavilanCE.com. Sign-in with your Username and Password. If you do not have one, click on ‘Sign-In’, then, click on ‘Create New Student Profile,’ next, click on ‘Create Profile’ and complete data.
Note: If you previously created a student profile, login at www.GavilanCE.com, click on the link ‘Current Registrations’ located on the left side of the menu. Once your current Ed2Go registration appears, click on the hyperlink, ‘Go to Class.’

2 Register and Pay for your course!
Select your online class from the Course or Search menu options by clicking on ‘Add to my shopping cart’ then follow the on-screen instructions.

3 Activate Your Course!
While still logged into our website at www.GavilanCE.com, click on the link ‘Current Registrations’ located on the left side of the menu. Once your current Ed2Go registration appears, click on the hyperlink, ‘Go to Class.’

REQUIREMENTS:
Internet access, email account and in some cases, specific computer software. Some courses may have additional requirements. Please visit our website for course requirements at www.GavilanCE.com.

Check Out The Top Courses!

- Creating Web Pages
- Grammar
- Beginning Writer’s Workshop
- QuickBooks
- Bookkeeping the Easy Way
- Excel
- Accounting Fundamentals
- Speed Spanish
- Medical Terminology
- A to Z Grantwriting
Online Classes

**Business**
- Business Law
- Start Your Own Arts & Crafts Business
- Introduction to Peachtree Accounting
- Accounting Fundamentals
- Building Teams That Work
- Project Management
- Supervision and Management
- Administrative Assistant
- Creating a Successful Business Plan
- Start and Operate Your Own Home-Based Business
- Employment Law Fundamentals
- Purchasing Fundamentals
- Business Analysis
- Customer Service
- Construction Business Management
- Sales Management
- Professional Sales Skills
- Principles of Sales Management
- AutoCAD
- Start Your Own Publishing Business
- Start a Consulting Business

**Computing and Applications**
- Introduction to MS Office Accounting Professional
- Microsoft Word, Excel, PowerPoint, Access, Project, Visio, Publisher
- Performing Payroll in QuickBooks
- PC Troubleshooting
- Home PC Security
- NEW! Introduction to Microsoft Expression Web
- Keyboarding
- Windows XP

**Accounting**
- Accounting Fundamentals
- Creating a Business Plan
- QuickBooks
- Payroll Practice and Management

**Healthcare**
- Become an Optical Assistant
- Medical Transcription
- Physical Therapy Aide
- Administrative Dental Assistant
- Certified National Pharmaceutical Representative
- HIPAA Compliance
- Human Resources for Healthcare Professionals

**Graphics & Design**
- Introduction to Adobe InDesign
- Director
- Flash
- Illustrator

**Database & Programming**
- Visual Basic
- NEW! Introduction to Ajax Programming
- Ruby Programming
- Java
- Database Development
- Dreamweaver
- SQL
- Crystal Reports
- Open GL
- CSS & XHTML
- Access
- Windows Vista
- C++, C#

**Personal Finance**
- Real Estate Investing I & II
- Debt Elimination Techniques That Work
- Building Wealth
- Stocks, Bonds, and Investing: Oh, My!
- Personal Finance

**Grant Writing & Nonprofit**
- A to Z Grantwriting
- Get Grants
- Become a Grantwriting Consultant
- Create Your Own Nonprofit, Nonprofit Management

**Languages**
- Conversational Japanese
- Speed Spanish I, II, & III
- Instant Italian
- Beginning Conversational French
- Grammar for ESL
Digital Photography, Digital Video & Video Design
Photographing Nature with your Digital Camera
Discover Digital Photography
Travel Photography for the Digital Photographer
Secrets of Better Photography
Make Movies with Windows XP or Vista 3ds Max
Video Game Design and Development Photoshop & Elements

Writing & Publishing
Write and Publish Your Nonfiction Book
Grammar Refresher
A Writer’s Guide to Descriptive Settings
Breaking Into Sitcom Writing
Romance Writing Secrets
Effective Business Writing
Beginning Writer’s Workshop
The Craft of Magazine Writing
Technical Writing
The Keys to Effective Editing
Business and Marketing Writing
Writing for Children
Mystery Writing
Beginner’s Guide to Getting Published
Travel Writing
Pleasures of Poetry
Research Methods for Writers
Writing for ESL

Law & Legal Careers
Employment Law Fundamentals
Real Estate Law
Introduction to Criminal Law
Criminal Procedure: From Arrest to Appeal
Evidence Law
Legal Nurse Consulting
Constitutional Law: Bill of Rights
Paralegal Certificate Program

Personal Development
Making Age an Asset in Your Job Search
Merrill Ream Speed Reading
Achieving Success with Difficult People
12 Steps to a Successful Job Search

Personal Enrichment
NEW! Going Green at Home
Homeschool With Success
Genealogy Basics
The Magic of Hypnosis
Goodbye to Shy
Math Refresher

Teaching Professionals
Web 2.0: Blogs, Wikis and Podcasts
Teaching ESL/EFL Reading, Grammar or Vocabulary
Spanish for the Classroom
NEW! Human Anatomy and Physiology
NEW! Teaching Preschool
Practical Ideas for the Adult ESL/EFL Classroom
Creating a Classroom Web Site
NEW! Empowering Students With Disabilities
Microsoft PowerPoint in the Classroom
Teaching Writing: Grades 4-6
Singapore Math Strategies: Model Drawing for Grades 1-6
Teaching Students with Autism: Strategies for Success
Response to Intervention: Reading Strategies that Work
Teaching Math, Science: Grades 4-6
Creating the Inclusive Classroom
Working Successfully With Learning Disabled Students
Microsoft Word or Excel in the Classroom
Solving Classroom Discipline Problems I & II
Guided Reading
Using the Internet in the Classroom
The Creative Classroom
Enhancing Language Development
Understanding Adolescents

Test Preparation
Praxis
GED Preparation
GRE Preparation
GMAT Preparation
LSAT Preparation
SAT/ACT Preparation
Too Hot To Handle:  
*Torch Fired Enameling*  
**Art Projects (Ages 16 & Up)**

No kiln? No problem. Learn how to use a butane torch in a whole new way and hand fire enamel. Take an easier approach to the process of fusing glass to metal with tips and tricks learned in class. Create a variety of designs while learning a new way to use a truly versatile tool. *Steven James has a degree in studio arts and has taught 100s of classes in the last 3 years. He has appeared on HGTV & DIY networks.*

**Sat, 9:00 am - 12:00 pm; 1 session starting 12/4**  
**Room: LS106  $59 + $15 material fee to instructor**

Framed Pendants & Ornaments

Just in the time for the holidays! Create interesting pendants for jewelry or ornaments for your tree. And while this technique has been around for years, you will learn new ways to incorporate this old technique into stunning centerpieces for jewelry or ornaments. Learn secret tips on how to frame glass-encased pictures, pottery shards and colored glass. When you take your new tools home with you, this technique can easily be transferred to image captured under glass and help you hold onto your memories. *Steven James has a degree in studio arts and has taught 100s of classes in the last 3 years. He has appeared on HGTV & DIY networks.*

**Sat, 1:00 pm - 4:00 pm; 1 session starting 12/4**  
**Room: LS106  $59 + $15 material fee to instructor**

Make Your Own Lip Balm  
**(Ages 13 & Up)**

Give your lips a special treat this season--try your hand at making lip balm! Choose from luscious oils, beautiful colors and yummy flavors to create your own custom creations. Come make several stocks and pots, plus get lots of ideas for creating new recipes at home. *Angela Palmer is a licensed Esthetician specializing in holistic skincare.*

**Wed, 6:00 pm - 9:00 pm; 1 session starting 1/26**  
**Room: AR103  $49 + $15 material fee to instructor**

Soap-Making from Scratch  
**(Ages 15 & Up)**

Learn to make soap the old fashioned way using modern ingredients. No melt and pour bases nor premade kits. You’ll start with simple natural oils and pure water and finish with beautiful, fragrant, rich soap bars ready to take home. *Angela Palmer is a licensed Esthetician specializing in holistic skincare.*

**Wed, 6:00 pm - 9:00 pm; 1 session starting 9/22**  
**Room: AR103  $49 + $15 material fee to instructor**

Pen & Ink and Watercolor Nature Painting  
**(Ages 16 & Up)**

Learn how to draw natural objects using pen & ink and bring life to them through watercolor. You will discover how to give shape to your object using various shading and coloring techniques. Give your object new life on paper while expressing yourself through dramatic vision of black and white rendering. *Dale Yarmuth is a graduate of Ferris State University in Commerical Art and has over 30 years of experience in Advertising Production. He is a prominent watercolor and pen & ink professional painter. He is also a member of the Hollister Art League.*

**Tue, 6:00 pm - 8:00 pm; 5 sessions starting 9/21-10/19**  
**Room: CE500  $99 + $30 material fee to instructor**
Beginning Digital Photography (Age 16 & Up)
Start taking better photographs today by learning how to use your digital camera. We will demystify camera controls and icons on our digital camera and hone your skill for the modes that best suit your style of photography. You’ll learn how to shoot a movie, portrait and other modes as you develop an eye for flash settings. Experiment with white balance and ISO to solidify the uses of these two settings. Bring your camera, manual and your questions for this hands-on training. Designed especially for beginners.
Thur, 6:00 pm - 9:00 pm; 2 sessions starting 9/9-9/16
Room: HU105 $69 + $5 material fee to instructor

Portait Photography
Learn how to compose, pose and capture great images of the people you love. If you are still getting red-eye shots, out of focus images, or just want to improve your composition, this class is for you! So come and learn some fun techniques to capture creative images of your loved ones. Bring your camera and a couple examples of your pictures so you can get some use technical questions answered.
In our first session we will explore techniques professionals use to capture good images. In our second session, hold onto your hats, we’ll bring in your models and practice our techniques.
Sat, 1:30 pm - 4:30 pm; 2 sessions starting 10/9-10/16
Room: LI171

Getting the Most Out of Digital SLR Photography (Ages 16 & Up)
Switching from film or diving into digital photography with a digital SLR camera can be a daunting leap. This intermediate course is for photographers with little or no experience with a Digital SLR camera and for those who have not ventured beyond the auto mode. Explore shutter priority, aperture priority and program mode, along with histograms, depth of field, and how to deal with difficult exposure situations. Experiment with White Balance and ISO. Find out which lens is right for your style of photography, then learn to change the metering settings on your camera and find out when to use them. Get tips for composition, lighting and exposure from a professional photographer. Bring your camera, manual and questions to class for hands-on training.
Mon, 6:00 pm - 9:00 pm;
2 sessions starting 11/15 & 11/29
Room: LI171 $69 + $5 material fee to instructor

Easy Photo Editing using Photoshop Elements
Turn ordinary photos into extraordinary works of art! Develop a consistent work flow for your photo edits. The course is designed to give the average photographer the processing tools needed to accomplish basic and intermediate level photo processing and editing using Adobe Photoshop Elements. You will explore the most popular tools to edit photos, including cropping, cloning, red eye removal and color correction.
Bring your digital files and a USB flash drive to class.
Mon, 6:00 pm - 9:00 pm;
2 sessions starting 12/6-12/13
Room: LI171 $69 + $5 material fee to instructor
Advanced Photoshop - Layers & Masks
Take the fear out of Photoshop layers, learn how to use them. Discover Photoshop layers and learn to master this editing tool. Whether you wish to edit a photograph, greeting cards, or even a magazine cover, you can unleash this powerful tool and create with knowledge and skill. You will learn to tackle the structure of layers, layer modes, layer properties and how layers work with your photography, text and graphics. This class is an intermediate Photoshop class suitable for users of Adobe Photoshop 7 through Creative Suites 4.
Thur, 6:00 pm - 9:00 pm; 2 sessions starting 1/6 & 1/20
Room: LI171   $69 + $5 material fee to instructor

Black & White Photography - Portraits and Nature
Black and white photography epitomizes artistic expression. In today’s digital photography world, simply converting images to grayscale pales in comparison to the elegance and craftsmanship of creating true black and white images. In our first session, we will look at techniques for posing and composing subjects in your world. Bring your camera, manual and a couple of examples of your photographs so you can get some of your technical questions answered. In our second session, we will spend time critiquing your photography and then it’s off with the lens’s cap as we practice portrait photography techniques.
Sat, 9:00 am - 12:00 pm; 2 sessions starting 1/22-1/29
Room: LI171   $69 + $5 material fee to instructor

Outdoors
Backpacking for the Outdoor Enthusiast
Have you thought of backpacking, but don’t know how to get started? Discover what equipment you will need, types of locations you should seek out, etiquette for the sport, fitness and hygiene and whether or not you will need a permit to venture out on this new adventure. This class will prepare you for these topics and much more so you can be on your way to an enjoyable wilderness experience. Get trekking! Ron Erskine has backpacked for over 50 years. He also writes a weekly outdoor column for the Gilroy Dispatch and other local newspapers.
Wed, 6:30 pm - 9:00 pm;
1 session starting 10/6
Room: LI100   $39 + $10 material fee to instructor

Fly Fishing for Fun
It’s the fastest growing sport in America and it burns 400 calories an hour! Learn what rods, reels, and line to use and how to assemble them, what to purchase, and what flies or streamers to use. Then go outside for actual fly casting experience. Have fun, get fit and end up with a healthy fresh meal. Eric Christensen has been an avid fisherman for over 30 years. He has fished all over the United States.
Sat, 1:00 pm - 4:00 pm; 1 session starting 10/16
Room: HU101   $39 + $15 material fee to instructor

Registration info on page 32.
Register online at: www.GavilanCE.com
**Music**

**Piano Your Teachers Never Taught You**
Find out why other students proclaim, 'I've learned more in three hours than I did in three years of costly lessons!' In this jam-packed workshop, you will learn 72 chords, 156 hand positions and how to read music from lead sheets and fake books. Learn to play any popular song in any key and discover the tools of the trade that will make you sound like a pro. If you can read the notes C,D,E,F,G,A,B you know enough to enroll. If not, send a SASE to Piano Magic, P.O. Box 1694, Rocklin, CA 95677 for a free pamphlet. **Todd Walker has taught more than 30,000 students from beginners and beyond to play the piano in one day.**

- **Thu, 6:30 pm - 9:30 pm;**
- **1 session starting 10/21**
- **Room: HU105**
- **$45 + $27 material fee to instructor**

---

**Health & Fitness**

*Michelle Serrano is a local fitness and dance instructor and is dedicated to helping her students reach their fitness goals through her classes.*

**Body Glide (Ages 14 & Up)**
Body Glide is a full body, low impact workout focusing on stretching and strengthening the entire body using elements of ballet, pilates, isolations and abdominal work. You will gain muscle tone and flexibility throughout the course of this class.

- **Tue, 6:00 pm - 7:00 pm; 6 sessions starting 1/4-2/8**
- **Room: APE101**
- **$69**

**PiYo™ (Ages 14 & Up)**
PiYo™ is an athletic blend of Pilates, yoga, dance training and sports conditioning. Designed to challenge all levels of participants, you can burn calories while transforming your body. Come to relax, sweat, stretch and tone up with us! Bring your own mat.

- **Tue, 6:00 pm - 7:00 pm; 6 sessions starting 10/5-11/9**
- **Room: APE101**
- **$69**

**SPECIAL NOTICE:** Students should wear clean, smooth sole shoes or socks.

---

**Other Life-Enhancing Courses!**

- **NEW!** Entrepreneur Boot Camp ... pg. 4
- **NEW!** Advanced Water Distribution ............... pg. 16
- **NEW!** Writing Series .................. pg. 27

- Travel for Free as a Cruise Ship Lecturer .......... pg. 9
- **NEW!** Mentoring & Coaching in the Workplace ........ pg. 5
**Speed Spanish (Online)**

This powerful course teaches six easy recipes you can use to glue Spanish words together into sentences. With the powerful methods taught in this course, you’ll be able to engage in conversational Spanish in no time. ¡Qué Bueno! Don’t wait...start today!

W, F for 6 weeks - Select 1 start date only for $95
9/15, 10/20, 11/10, 12/8 & 1/19

---

**Conversational Japanese (Online)**

Whether you want to learn Japanese for travel or just for fun, you’ll find this course makes it easy and enjoyable for beginners to master the essentials of the Japanese language. By the end of this course, you’ll not only have basic conversational skills that will enable you to travel around the country easily, but you’ll have discovered the heart of Japan!

W, F for 6 weeks - Select 1 start date only for $95
9/15, 10/20, 11/10, 12/8 & 1/19

---

**Instant Italian (Online)**

This dynamic course makes learning Italian fun and surprisingly easy. You’ll learn how to ask directions, book a room, order a meal, and much more—in Italian! The course audio lets you hear and practice Italian with a simple click of your mouse. Cultural notes are included throughout the course to help you better understand the Italian people and their way of life. Benissimo!

W, F for 6 weeks - Select 1 start date only for $95
9/15, 10/20, 11/10, 12/8 & 1/19

---

**Grammar Refresher (Online)**

Revive your lost or forgotten knowledge of English grammar and gain confidence in your ability to produce grammatically correct writing. Whether you’re a student, professional, or writer, you’ll master the linguistic twists and turns inherent in English grammar.

W, F for 6 weeks - Select 1 start date only for $95
9/15, 10/20, 11/10, 12/8 & 1/19

---

**Super Spanish Series**

You see and hear it everywhere you go. Now learn to speak it... Spanish, that is. Join us for a fun adventure into this beautiful language. **Carlos Millan, a native Spanish speaker, holds a Master’s Degree in Education and has been teaching Spanish at local elementary and adult schools.**

---

**Conversational Spanish – Level 1**

Get started speaking Spanish and be more comfortable in social settings, ordering in restaurants or while traveling. We will emphasize speaking and have lots of fun. As an added bonus, you will get an intensive introduction into the Spanish culture.

Sat, 10:00 am - 12:00 pm; 5 sessions starting 9/18-10/16

---

**Conversational Spanish – Level 2**

If you already know some Spanish and want to expand your vocabulary, pronunciation and listening skills, we have the class for you! Learn more Espanol in this quick, easy and fun class.

Sat, 10:00 am - 12:00 pm; 5 sessions starting 10/23-12/4 (no class on 11/12 &11/27)

Sign up for 1 class at $79 + $20 material fee to instructor or both at the same time for $139 + $40 materials fee to instructor.

All classes meet in room HU105.
A to Z Grant Writing (Online)

A to Z Grant Writing is an invigorating and informative course that will equip you with the skills and tools you need to enter the exciting field of grant writing! You’ll learn how to raise needed funds by discovering how and where to look for potential funders who are a good match for your organization. You’ll also learn how to network and develop true partnerships with a variety of funders, how to organize a successful grant writing campaign, and how to put together a complete proposal package.

W, F for 6 weeks - Select 1 start date only for $95
9/15, 10/20, 11/10, 12/8 & 1/19

Effective Business Writing (Online)

Do you have a nagging suspicion that a small improvement in your writing skills might also improve your career prospects? If you communicate with others in writing, this course can help you identify and eliminate problem areas. Develop powerful written documents that immediately draw readers in and keep them motivated to continue until your very last, well-chosen word.

W, F for 6 weeks - Select 1 start date only for $95
9/15, 10/20, 11/10, 12/8 & 1/19

Writing & Publishing

Writing Your 1st Book (or 7th)

Bobbie Christensen will use her own 10-step method to teach you how to complete your book, either fiction or non-fiction, in just 6 weeks. She says, ‘I have been asked by so many writers how I can travel 5 months of the year doing seminars and still keep writing and publishing more books. This is how I do it.’

Sat, 1:00 pm - 2:45 pm; 1 session starting 10/16

Publishing Your Book

Learn how to sell your work to a publisher, or self-publish, and how the differences between them affect your time, money and keeping the profits. Also, find out what an ISBN is, whether you need a copyright, about the Library of Congress and how to successfully operate your own writing/publishing business.

Sat, 3:00 pm - 4:45 pm; 1 session starting 10/16

Marketing Your Book on a Shoe-String Budget

Learn to use the instructor’s proven 6-step marketing plan including how to make a profit before your book is even printed, how to set up local and nationwide book signings for maximum sales, how to write news releases that get attention and more.

Sat, 5:00 pm - 7:00 pm; 1 session starting 10/16

More Enriching Classes

New! Fundamentals of Supervision . pg. 2
New! Green Clean . . . . . . . . . . . . . . . . . . . . pg. 30
Black & White Photography . . . . pg. 24
Italian (online) . . . . . . . . . . . . . . . . . . . . pg. 26
Introduction to Voice Acting . . . . pg. 9

Online Class - See page 19 for details.
Delightful Cupcake Decorating (Ages 16 & Up)

Whether for special occasions, holidays or everyday occasions, cupcakes are all the rage! With a few tools, patience, and play time, you can learn to make your cupcakes a special treat. We will work with fondant and butter cream icings to create incredible cupcakes. You will also discover you probably already have most of the necessary tools and embellishments at home! Sign up early, this class is in HIGH DEMAND. Penny Perluss has built a reputation in southern Silicon Valley as the premier cake designer and baker and is the owner of a local bakery.

Fri, 6:00 pm - 9:00 pm; 1 session starting 10/15
Room: AR103 $35 + $15 material fee to instructor

Healthy Mexican Cooking

You don’t have to sacrifice taste in order to create healthy Mexican dishes! Learn to prepare authentic sauces, rice, brocheta (skewers), mole, flan drinks and more from scratch in this three week class. Students, you have the choice to observe Ana as she demonstrates or you can pay a $15 fee for materials and a hands-on demonstration. Ana Villarreal has been cooking authentic Mexican dishes for nearly 20 years. She has adapted her mom’s secret recipes to meet needs of her household.

Wed, 7:00 pm - 8:15 pm; 3 sessions starting 9/8-9/22
Room: CDC120/Kitchen
$89 + $15 material fee to instructor

Budget Cooking for the Holidays

Stretch your dollar by learning budget friendly tips and techniques for the holiday season. A special recipe focus will be placed on sweet and savory pies, finger foods, pizzas, calzones and winter squash dishes. Save some room in your tummy at the end of class to sample your dishes. Noella Vigeant was a personal chef for over 10 years in San Francisco. She also owned and operated a small catering company.

Pies, Pies and More Pies

Whether it is sweet or savory or a bit of both, nothing beats a freshly baked pie. You will prepare open and closed pies for breakfast, lunch and dessert. Featured recipes include breakfast pies stuffed with sausage, eggs and veggies; tourtiere, a french holiday pie filled with meat and potatoes and for dessert, sweet potato pie with a mix of toppings.

Thur, 6:30 pm - 8:30 pm; 1 session starting 9/23

Pizza Pie Party!

Pizza on the run will pale in comparison to the specialty pizzas you will create in this class. Learn about the do’s and don’t of dough, turn a can of tomato paste into pizza sauce and finally challenge your taste buds to create the perfect slice of heaven. Too much dough and no where to go? We will turn that dough into calzones for lunch the next day.

Thur, 6:30 pm - 8:30 pm; 1 session starting 10/21

All About Appetizers

Whether you’re hosting a holiday party or attending one, this class will give you easy and tasty new dish ideas. You will create succulent stuffed cheese and meat stuffed mushrooms, crunchy crab cakes from local markets, and shrimp spread for baguettes or crackers. Hope you are hungry!

Thur, 6:30 pm - 8:30 pm; 1 session starting 10/7

Winter Squashes

Healthy, budget friendly and right out of the garden. If it’s pasta you like, learn to make butternut tortellini with brown butter sauce. Then crack open an acorn squash and roast it to coax out it’s sugary flavor and top with chili, cilantro and lime. And if it’s cold outside, we will warm your tummy with hearty winter squash soup!

Thur, 6:30 pm - 8:30 pm; 1 session starting 11/4

Sign up for 1 class at $35 + $10 material fee or all 4 at the same time for $129 + $40 material fee to instructor.
All classes meeting in the CDC Kitchen, room CDC120.
Floral Arrangements: From the Altar to the Celebration

The Farmers’ Market comes directly to your classroom in this class! Gain valuable tips to make your Wedding or Quinceañera pop. Learn to balance color while creating beautiful centerpieces that fit within a shoe-string budget. Design ‘Martha Stewart’ style bouquet from a $15 grocery bouquet. Create centerpieces from bud vases and bubble bowls for head tables as well as guest tables and entrance arrangements. You will also create corsages and boutonnieres. Arista Nelson is the owner of Arista’s Flowers & Collectibles. She is a Certified Master Florist and Wedding Consultant.

Sat, 9:00 am - 2:00 pm; 1 session starting 9/18
Room: AR103  $59 + $35 material fee to instructor

Holiday Glitz & Glitter - Floral Designing

Make the holiday season pop! Join us to design festive centerpieces, bows and wreaths under $25 for home or to give to family and friends. You will design centerpieces using limes, cranberries, meter balls or potpourri. Instructor will provide greenery and special flowers as an added touch to your designs. You might also win a prize in class! Arista Nelson is the owner of Arista’s Flowers & Collectibles. She is a Certified Master Florist and Wedding Consultant.

Sat, 9:00 am - 2:00 pm; 1 session starting 11/20
Room: AR103  $59 + $30 material fee to instructor

10-Minute Effortless Seasonal Home Transformation (Ages 16 & Up)

Join professional lifestyle designers for this fun, party planning, home decorating 3-week class that will help you effortlessly get your home looking festive for the holidays in minutes. By preparing ahead, you can create a quick, easy, seasonal transformation of your home for parties and more. Don’t worry, transforming your home can be inexpensive yet chic using four simple principles including smell, sound, touch and taste. Debra Hoey is a local Interior Designer with over 25 years of experience. Sherry Allen is owner of Baskets by Design.

Tue, 6:30 pm - 8:45 pm; 3 sessions starting 9/21-10/5
Room: HU102  $99 + $5 material fee to instructor

Other Great Classes To Enrich Your Life!

Medical Terminology (online) .......... pg. 20
Instant Italian ....................... pg. 26
Human Resources Management Series ......pgs. 12-13
Effective Business Writing .......... pg. 3
Healthy Mexican Cooking............ pg. 28
Water Training Programs ..pgs. 14-15
A-Z Grantwriting ................. pg. 27
Creating Web Pages .......... pg. 3
Pharmacy Technician .............. pg. 10
Pi-Yo™ ......................... pg. 25
Green Clean:
Make Safe and Natural Household Cleansers (Ages 15 & Up)

Worried about toxic chemicals in your household cleaners? Keep your home and family safe and healthy by making your own natural household cleaners. Learn how to make simple, non-toxic alternatives to chemical-based cleaning products. You’ll save a penny or two as well. Come ready to make several household cleansers to take home. Please bring a 24-32oz. spray bottle to class. Angela Palmer has extensively studied herbs and botanicals and their effects on the skin and has made natural skincare and household products.

Wed, 6:00 pm - 9:00 pm; 1 session starting 11/3
Room: AR103
$49 + $15 material fee to instructor

See page 22 of Angela’s Home Made Products
Registration & Information

Registration is Easy!
Here’s How:

Online 24/7
(the easiest & safest way!)
Visit: www.GavilanCE.com
and pay by Visa or Mastercard

By Mail
Mail the enrollment form & payment to:
Community Education
Gavilan College
5055 Santa Teresa Bl.
Gilroy, CA 95020

By Phone
Call 408-852-2801
Have your Visa or Mastercard,
and program information ready.*

By Fax
Fax your registration form and credit card information to the
Community Education Office at 408-852-2805

In Person
Bring the enrollment form and payment to the Community Education Office
(see map)

* College for Youth registration by web, fax, mail or walk-in only.

Office Hours:
Monday - Friday 9:00am - 4:00pm

At the First Class
Enrollments are accepted on a first-come, first-served basis if space is available. Bring your check or credit card information to enroll!

Enroll Early - Don’t Wait
Early enrollment ensures that classes have sufficient enrollment to avoid cancellation.

Transfers
To transfer to another class, requests must be received in writing at least 3 full business days before the original class meets (does not apply to Paralegal, Pharmacy Technician or Legal Secretary Programs.)

If a Class is Cancelled
A full refund will be issued within 4 to 6 weeks.

Parking on Campus
Parking is 75¢ per day Monday through Thursday from 7:00am - 10:00pm and Fridays, 7:00am - 5:00pm. Parking is free on Saturday and Sunday. Yellow permit dispensers are located in Parking Lot A under the oak tree, by the duck pond at the south entrance to the campus and in Lot H. Do not park in staff or handicap parking spaces. Parking permits not required for students in Hollister or Morgan Hill campus classes.

Age Requirements
Unless noted in the class title, classes are for students ages 18 & up.

Material Fees
Not payable to Community Education. Do not add to course fee. Unless noted, pay in cash to instructor on first day of class.

Cancellation Policy
When unable to attend a class for which you have registered, notify Community Education at least 3 full business days before the first class meeting in writing. You may request a transfer or receive an electronic credit voucher valid for 2 years towards any Community Education class for the amount of the class. No exceptions to Cancellation Policy. You will be given a full refund if Community Education cancels a class. Allow 4-6 weeks for a refund. Community Education reserves the right to change class locations, schedules, fees and instructors when necessary. This policy does not apply to Paralegal, Pharmacy Technician or Legal Secretary Programs. These programs require earlier cancellation as noted with specific course information.

The classes in this brochure are Not-for-Credit Classes.

32
Name ________________________________________________________________
Address ________________________________________________________________________________________________
City _____________________________________ State ______  Zip ______________
Day Phone ( _____ ) ___________________ Evening Phone: ( _____ ) __________________
E-Mail Address _________________________________________________________________
Birth Year: _____________        May we send you e-mail announcements? □ Yes □ No
Where did you hear about us? □ Mail at home   □ Word of mouth   □ Brochure at the library
□ Newspaper   □ Brochure at Work   □ Flyer
□ Other ________________________________________________

---

Release & Medical Consent Form
Attention Important Information for Parents! This form must be returned with your class registration form if you are under 18 years of age.
(Includes CFY registration)
I grant approval for my child ____________________________________________________________________  Age _________
Entering Grade Level ______ Date of Birth _________ to participate in youth classes and release Community Education and any
instructors and assistants from any liability arising from his/her participation in said classes. I understand Community Education does
not provide health or medical insurance for participants. Consent is hereby given to the Community Education instructors or supervi-
sors to give or seek medical aid required in the case of emergency. Students must be able to follow directions independently or in a
group. If a student is disruptive to the learning process, I understand that he or she may be dropped from his/her class without refund.
Students under 13 years of age must be dropped off at the classroom door and picked up promptly from the classroom door as they will
not be supervised before class starts or after class ends. My child's image and name may appear in print ads or the college's media publi-
cations for Gavilan College Community Education while engaged in campus activities and classes. I understand that each youth class is
designed for a specific grade level. I certify that I have enrolled my child in the appropriate grade level.
Parent/Guardian Signature:________________________________________ Date ______________________________
Parent's Name (print): ___________________________________________ Phone: ( _____ ) ____________________
Emergency contact: ____________________________________________ Relation to student: ___________ Phone: ( _____ ) ____________________
Either you or your emergency contact must be reachable at their phone number during class hours.

---

Start Date/Time Title of Course Fee

(PAY MATERIAL FEES DIRECTLY TO INSTRUCTOR)

TOTAL

Payment Options: □ Cash (exact change)  □ Check  □ Money Order  □ Credit Card

Make checks payable to: Gavilan College
Check # __________________________
Name on Check __________________________
($20 charge for all returned checks)

Send registration form to: Community Education - Gavilan College
5055 Santa Teresa Blvd.  •  Gilroy, CA 95020
www.GavilanCE.com

Cancellation Policy:
Notify us in writing at least 3 full business days before the first class. You’ll receive a credit voucher,
good for 2 years, for the amount. Some classes require earlier cancellation. See course for more info.
Look Inside For...

- Pharmacy Technician  page 10
- Super Spanish Series, page 26
- Writing Series, page 27
- HR Management, pages 12-13

Check out Gavilan College Community Education on

facebook

Register & Pay Online: www.GavilanCE.com
(408) 852-2801

Designed for You!

- Online: eMarketing, Social Media, Green Workplace & much more, pages 4-8
- Paralegal, page 11
- Intensive Review for the Basic Distribution or Wastewater Treatment Exam page 15
- Digital Photography, page 23
- Advanced Distribution, page 16