## Contents

### Business & Money

**Business Management:** Franchises, Business Plans, Communication ........................................ 2  
Small Business Success Series ..................................................................................................... 3  
Exporting, Workplace Spanish .................................................................................................. 4  
Accounting, Supervision, Project Management, Web Pages, QuickBooks ............................. 5  
Marketing Your Business on a Shoe-String Budget Series .................................................... 6  
Microsoft Office Tips & Tricks ................................................................................................. 7

**Careers:** Voice Acting, Modeling, Notary Public, Mystery Shopping,  
Auto Wholesaler, Starting a Non-Profit ............................................................................... 8-9  
Human Resources Management Series .................................................................................... 9  

**Health Care:** Medical Terminology, Pharmacy Technician,  
Administrative Medical Assistant, Medical Billing ................................................................ 10-12

**Money Matters:** Financial Portfolios, eBay, Retirement .................................................... 13  
How to Be Successful in the Stock Market Series ................................................................ 14

### Online Classes

Over 250 classes in a wide variety of subjects ......................................................................... 15-17

### College for Youth

**Scientific Saturdays:** Wonderous World of Water,  
Ecosystem Exploration, Science Detectives, Color Chemistry ........................................... 18

**Cool Cooking for Kids:** Carnival Day Workshop,  
Something on a Stick Day, Spring Cookie Workshop, Feista Fabulosa ................................ 19

**Math Journeys:** Math Basics, Pre-Algebra, Algebra 1 ........................................................ 19

### Leisure

**Arts & Crafts:** Jewelry Making, Enameling, Loom Knitting,  
Do-It-Yourself Spa Treatments .............................................................................................. 20-21

**Home & Garden:** Interior Design Series, Landscape Design,  
Growing Plants, Event Planning, Flower Arranging ............................................................. 22-23

**Outdoors:** Hiking Half Dome ............................................................................................ 22-23

**Music & Dance:** Ballroom Dance, East Coast Swing, Salsa, Belly Dancing,  
Piano, Guitar .......................................................................................................................... 24-25

**Health & Fitness:** Zumba, Yoga ............................................................................................ 26

### Special Interest

**Languages:** Spanish, Italian, Sign Language, Grammar Refresher ....................................... 27

**Writing & Publishing:** Writing, Publishing & Marketing Conference,  
Grant Writing, Business Writing, Scrapmoiring ..................................................................... 28-29

**Computing & IT:** Online Virtual Worlds ........................................................................... 29, 16

**Enrichment:** Cooking, Healthy Kitchen Habits, Fly Fishing ............................................. 30

### Registration & Information

Locations & Maps .................................................................................................................... 31
How to Register ...................................................................................................................... 32
Registration Form .................................................................................................................. 33
Opening & Operating a Franchise: The Path to Financial Freedom

Thinking of starting a business, but afraid to start from scratch? Open a franchise! You’ll lessen the risks of starting a company while reaping the benefits of operating your own business. Discover why and how to invest in franchises in this informative class. You will get instruction on how to make sense of the investment process from beginning to end. Topics include determining if a franchise is right for you, goal setting, creating a business plan, market research, franchise evaluation, how to read an operating statement, and building effective contacts.

Lee Duggs is a 20 year veteran in the real estate operations and investment business. He is also President of a real estate investment firm.

Sat, 9:00 am - 3:00 pm; 1 session on 2/21
Room: LI100
$49 single enrollment/$75 double enrollment

Better Communication: Listening is the Key

Listening is the key to better communication which leads to less stress and more success at work and in personal relationships. We’ll explore how gender, cultural and generational differences as well as learning and behavioral types, impact communication. Learn how to listen attentively, motivate others to listen to you by listening to them, understand & respect individual differences and interpret non-verbal communication.

Eunice LeMay co-authored the book on which this class is based, is an experienced employee trainer, has taught this class for various city governments and is past president of the Evening Toastmasters Club.

Sat, 9:00 am - 12:00 pm; 1 session on 3/7
Room: L1100
$49 + $10 material fee to instructor

Online Class - See page 15 for details.

Creating a Successful Business Plan (Online)

Success in business begins with a plan. By committing your idea to paper, you face tough questions and identify strengths and weaknesses. Business plans are not just for financing purposes; they are working documents to guide your business. Start down the path of small business success.

W, F for 6 weeks - Select 1 start date only for $89
1/21, 2/18, 3/18, 4/15 & 5/20

Small Business Success Certificate of Attendance Series

Learn to go from plan to practice in our dynamic series designed for those who want to start or improve their business. You will discover how to prevent problems rather than merely solving them along the way. Starting up a business requires knowledge and skill that are clearly demonstrated in this series. Attend all 4 classes and receive a certificate at the end of classes. Susan Murphey Patereau has consulted with and guided small businesses for six years, and currently runs her own real estate business. She has been active in the business community since 1981, and is the past Chairman of the Board of the Gilroy Chamber of Commerce.

Getting Started: Business Overview  Course 1 of 4

Going into business for yourself requires certain personal characteristics. You will get the opportunity to evaluate yourself and your business ideas. Sign up today and ‘get your creative juices flowing.’

Mon, 6:00 pm - 9:00 pm; 1 session on 3/2

Your Business Plan: A Plan for Success  Course 2 of 4

You wouldn’t plan a wedding, or any other life-changing event, without setting aside time to make a detailed plan. Planning for your small business should be no different. Discover the essentials of a Business Plan so that you are ready to put pencil to paper. Get answers to those fundamental questions about creating a successful business plan.

Mon, 6:00 pm - 9:00 pm; 1 session on 3/9

Marketing, Sales & Promotion  Course 3 of 4

Get the resources you need and the step-by-step instructions to create a marketing plan for your business. You will discover the answers to: how much demand there is for your service or product, best location for your business and who your competitors are. You can’t afford to miss this class!

Mon, 6:00 pm - 9:00 pm; 1 session on 3/16

Operations & Financing  Course 4 of 4

The foundations of your business are the basis for this class. Learn what you should consider for choosing the legal structure of your business, the skills needed, and how to define responsibilities. Discover how to finance your business - the myths and reality.

Mon, 6:00 pm - 9:00 pm; 1 session on 3/23

Individual classes $55 +$5 material fee or all 4 at the same time for $199
+$20 material fee to the instructor.

All classes meet in Room L1171.

How Does Your Business Stack Up?

Gavilan College Contract Education & Community Education offers you support in:

- Workplace Spanish
- Human Resources Management
- Medical Terminology
- Marketing Your Business on a Shoe-String Budget
- Microsoft Office: Excel, Word & PowerPoint
- QuickBooks … and much more!

Call today for more information 408-852-2804.
Profitable Exporting for Small Businesses

Make your claim in the trade game by discovering the value of exporting. More than 70% of goods and services are exported by small businesses to 95% of the world’s markets outside of the US. You will learn why you should export, what it takes to be an exporter and how to determine the right time to export. You will also learn about finding international markets for your business, how to conduct market research, assessing your in-house capabilities vs. outsourcing the work and developing an international marketing plan. If you ever wanted to visit exotic destinations, experience culture immediately, and make an honorable living doing it, exporting is the answer! Asim Khan is an international export expert with over 14 years of profitable experience. As a Managing Director of an export company, he is also a featured US exporter recognized by the U.S. Department of Commerce.

Workplace Spanish for Health Care Professionals

Would you like to communicate better with your Spanish-speaking patients? With this exciting, intensive program you will learn, pronounce and use workplace expressions in Spanish! This class is designed for a general audience of medical professionals including doctors, nurses, technicians, and administrative associates who need simple words and phrases. Topics will include meeting and greeting patients, time and timing, getting personal information, patient examination, common symptoms and illnesses, and much more. The 52-page manual & audio CD contains over 600 of the most frequently used health care terms & expressions with translations & easy pronunciations. No grammar, no conjugation—just the words and phrases you need for the workplace. This program has been used by more than 10,000 health care professionals to attain basic Spanish skills.

Kristin Harman is a bilingual educator with seven years experience in the classroom. She has taught all levels of Spanish, including Spanish focused on the workplace. Students say she uses innovative teaching methods and keeps the atmosphere relaxed.

Wed, 6:30 pm - 8:30 pm; 6 sessions starting 2/11-3/18
Room: C3500
$129

Accounting Fundamentals (Online)

Increase your financial awareness and accountability and gain a marketable skill. Learn the basics of double-entry bookkeeping, how to analyze and record financial transactions, and prepare various financial reports. See page 15 for more information.

W, F for 6 weeks - Select 1 start date only for $89
1/21, 2/18, 3/15, 4/12 & 5/19

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 $89
1/21, 2/18, 3/15, 4/12 & 5/19

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 $89
1/21, 2/18, 3/15, 4/12 & 5/19

Creating Web Pages (Online)

Learn to design, create, and post your own site on the Internet. Discover low-cost marketing techniques and search engine strategies.

W, F for 6 weeks - Select 1 start date only for $89
1/21, 2/18, 3/15, 4/12 & 5/19

Performing Payroll in QuickBooks (Online)

Learn how to use QuickBooks software to process payroll quickly and easily. You'll discover all the steps you need to properly set up your payroll system, troubleshoot common problems, and avoid mistakes.

W, F for 6 weeks - Select 1 start date only for $89
1/21, 2/18, 3/15, 4/12 & 5/19

Need to Relax? Try These Fun Courses!

Spring Spa Series ................. pg. 21
Zumba ............................ pg. 26
Ballroom Dancing ............... pg. 24
Hiking Primer .................... pg. 23
Start a Non-Profit ............... pg. 9
Healthy Habits in the Kitchen .... pg. 30
Marketing Your Business on a Shoe-String Budget

Attention business owners and organizational leaders! This is the perfect marketing series for you! While we all know that increased marketing can lead to increased revenue for your business, you don’t have to spend a lot of money to market your business effectively. With little or no money you can out-think your competitors while being creative and resourceful… your customers can even help you in the process. In this 4 part series you will learn about branding your business, successful marketing communications, events where you can showcase your business and cost-effective advertising. Linda Johnson holds an MBA degree and has worked for over 30 years in a variety of industries from start-ups to high tech. Linda has her own sales and marketing consulting business and has been active in the business community for over 25 years.

Branding Your Business  Course 1 of 4

Learn to define your business personality through successful branding techniques. Branding can enhance your business identity development and can increase recognition in your community. Topics include logos, color, taglines, promotions, store signage and printed materials including business cards, brochures, flyers, postcards and posters. Whether you are a small, medium or large business owner, you can not afford to miss this class!
Thur, 6:30 pm - 9:00 pm; 1 session on 3/5

Marketing Communications for Business  Course 2 of 4

Who are you to your customers? What do you want your business to say? Learn how articles in journals, newsletters, press releases, and newspaper and magazine articles can be affordable, if not free, and other effective forms of advertising. In this day and age your online presence on websites, blogs, facebook, myspace and webinars are additional tools you can and should use to market your business. You do not need a lot of money, just some spare time and a drive to grow your business.
Thur, 6:30 pm - 9:00 pm; 1 session on 3/12

Exceptional Events for Business  Course 3 of 4

Grow your customer base while taking advantage of FREE event listings in local newspapers and on websites. You can establish key contacts with existing and potential customers through participation in expos, open houses, trade shows, workshops and more. While enjoying one of these many events, you can distribute your branded items such as business cards and giveaways or highlight your business strengths through a snazzy display. Learn all about it in our intensive workshop designed for success. Get ready to establish new customers!
Thur, 6:30 pm - 9:00 pm; 1 session on 3/19

Advertising for Business  Course 4 of 4

Learn how to establish an annual media plan for your business through print, radio, cable TV, websites and the yellow pages. Find out who your target market is and where they will read/hear about you. Because frequency is key, you can plan your dollars wisely and still enjoy the fruits of your advertising.
Thur, 6:30 pm - 9:00 pm; 1 session on 3/26

Sign up for 1 class at $49 + $5 material fee to instructor
or all 4 at the same time for $179 + $20 material fee to instructor.
All classes meet in Room LI171

Microsoft Office 2003:
Tips and Tricks:  Intermediate

Learn intermediate tips and tricks in this series of classes. In a short period of time, you will learn intermediate Microsoft Office skills and leave with an easy to follow instruction manual so you can practice your new skills at work or at home. Series helpful for persons preparing for the MS Office Specialist exam, 2003. Prerequisite: beginning MS Office skills. Mary Edmunds is the owner of a training company and is an experienced trainer and instructor using professional teaching strategies that are results driven.

Microsoft Excel 2003, Intermediate:  Charting & Organizing Data

Now that you have a foundation for Excel 2003, it is time to advance your skills. Learn to create and apply templates, develop and modify charts, work with graphic objects, calculate using advanced formulas, sort and filter data, design databases and use Excel with the Web. Apply your newly developed skills at work or at home. Prerequisite: beginning Excel experience.
Sat, 9:00 am - 3:00 pm; 1 session on 2/21


Learn to create and modify complex business documents as well as customize graphic elements in this intermediate class. You will leave class with the ability to manage data in lists, customize tables, charts and formatting, create macros, learn to control text flow, automate document creation and perform mail merges. Register now to advance your skills. Prerequisite: beginning Word experience.
Sat, 9:00 am - 3:00 pm; 1 session on 2/28

Microsoft PowerPoint 2003, Intermediate:  Working with Templates & Animation

Impress your co-workers, family or friends with a spectacular PowerPoint presentation. Learn to create templates, organization charts and diagrams. You will also learn how to add special effects to a slide, create a web-based presentation or develop a presentation for collaborative workgroup review. You will wow your peers with your skills and knowledge. Don’t miss out on this class! Prerequisite: beginning PowerPoint experience.
Sat, 9:00 am - 3:00 pm; 1 session on 3/7

Sign up for 1 at $89 + $20 mtl fee to instructor
or all 3 at the same time for $249 + $60 mtl fee to instructor.
Materials fee payable by cash only.
All classes meet in Room BU111.

Registration info on page 32.
Register online at:
http://gavilan.augusoft.net
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. You will learn about all the new laws and regulations to continue as a Notary followed by the official exam. Exam is from 5-6pm. For the exam, bring a $40 check payable to Secretary of State, current driver’s license or state-issued ID, a 2x2 color photo, and a few #2 pencils. Fingerprints required after you pass the exam. Note: No one admitted after class begins. No refunds for late arrival.
Sat, 12:30 pm - 6:00 pm; 1 session on 3/21
Room: SS203 $49 + $30 material fee to instructor

Make Money as an Auto Wholesale Dealer (Ages 18 & Up)

Prepare now for a lucrative career in a very short period of time. You will be given 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 or simply buy cars at wholesale prices! You will also learn how and where to buy and sell for very good profits. 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, 11:00 am - 6:00 pm; 1 session on 4/4
Room: LI100 $99 + $10 material fee to instructor

How to Become a Mystery Shopper

If you like to buy clothes, play golf, watch movies, or eat out, then you can become a mystery shopper. Earn extra money and have fun at the same time. This is a great part-time job for anyone looking for extra income. Learn how it works, how to avoid scams, what types of assessments are used, how to complete assignments and get into the shopper’s network. Elaine Moran has been a Mystery Shopper for over 20 years.
Thu, 6:00 pm - 9:00 pm; 1 session on 3/5
Room: S5110 $49 + $20 material fee to instructor

“This was a very informative class. Mrs. Moran was very interesting and made the class enjoyable. I learned a lot!! She was great!!!”

Human Resources Management

Learn everything you need to know about compensation, benefits, performance, orientation, training development, and globalization of HR. A special focus will be placed on key skills for HR Managers. You cannot afford to miss this series. Monica Skelchy has over 25 years of experience in human resources management. She has coached leaders at various levels in the organization and has worked extensively in the field of leadership development and talent management globally.

Human Resources Management 5: Compensation, Benefits, Performance

Master a variety of approaches for determining and implementing equitable wage and salary programs. Learn about performance management, benefit programs and their significance.
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.
Thu, 6:00 pm - 8:00 pm; 1 session on 2/19

Human Resources Management 6: Orientation and Training Development

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
Thu, 6:00 pm - 8:00 pm; 1 session on 2/26

Human Resources Management 7: Globalization of HR

Human Resources has moved into a global market. We will focus on ‘The Shrinking Globe’ and aspects of this move that affect local businesses. Explore the main challenges and learn strategies to manage in this new culture.
Thu, 6:00 pm - 8:00 pm; 1 session on 3/5

Human Resources Management 8: Key Skills for HR Managers

Learn about conflict resolution, coaching and motivation techniques. Then improve your skills in performance evaluation, progressive discipline and diversity. Learn how to develop HR strategies to support business needs, apply change management skills, develop talent management processes, build employee engagement and develop HR metrics. A myriad of topics to assist you in setting up an effective work environment will complete the training.
Thu, 6:00 pm - 8:00 pm; 1 session on 3/12

Sign up for 1 class at $49 + $5 materials fee to instructor
or all 4 at the same time for $175 + $20 materials fee to instructor.
All classes meet in Room: L1100.
Medical Terminology for the New Healthcare Professional

Learn the medical terminology you need to get started in the healthcare field. You will learn basic root and origin terms. Word associations will be provided as a learning tool. Etrecia Venter has been a practicing physical therapist since 1989. She has done extensive studies in anatomy, pharmacology and medical terminology.

Sat, 9:00 am - 4:30 pm; 2 sessions starting 3/7 - 3/14
Room: PB12 $129 + $25 material fee to instructor

Medical Terminology: A Word Association Approach (Online)

Learn medical terminology from an anatomical approach by each body system. Word Associations are provided as a learning tool. Root terms are combined with prefixes and suffixes culminating in the interpretation of medical notes.

W, F for 6 weeks - Select 1 start date only for $89 1/21, 2/18, 3/18, 4/15 & 5/20

Pharmacy Technician Training Program

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. To view a course outline or view more information on program requirements, go to http://www.bostonreedcollege.com/programs/courses/index.html.

- **Prerequisites:** 18 yrs of age & HS diploma or equivalent; competency in or completion of basic computer operations class; students required to pass English language and math pre-screening tests prior to final admittance (administered on first day of class).

- **Certification:** Upon completion graduates will receive a Certificate of Completion from Boston Reed College and become eligible to apply for registration as a Pharmacy Technician in the State of California.

- **Cancellation Policy:** No exceptions to cancellation policy. This is an intensive program and we make no guarantee of completion or passage.

  Up to February 13: 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, Feb. 13, 2009, 5pm. You will receive your money back minus a $200 cancellation fee.

  On or After February 14: 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 Mon., March 2, 2009, 5pm. You will receive your money back minus a $500 cancellation fee.

- **Financial Assistance:** Financial assistance available at www.slmfinancial.com. For instructions, go to www.gavilan.edu/ce & click on PDF version of Financial Assistance-SLM. Community Education office cannot provide info on financial assistance available for these program. Do not apply for financial aid through Gavilan College Financial Aid Office. For SLM questions, contact Boston Reed College at 800-880-2228.

- **Instructional Format:** 96 hours over 17 weeks.

- **For program packet go to www.gavilan.edu/ce or call 408-852-2801. Offered in partnership with Boston Reed College.
Medical Biller Training Program

As a Medical Biller, you will process medical claims for a variety of insurance carriers. This program is designed to prepare students with the knowledge, competencies, and technical skills for entry-level positions as a Medical Biller. To view a course outline or view more information on program requirements, go to http://www.bostonreedcollege.com/programs/courses/index.html.

- **Prerequisites:** 18 years of age & HS diploma or its equivalent; have a medical background or have completed a medical terminology course (see Medical Terminology class in this section); competency in or completion of basic computer operations class; students required to pass English language and math pre-screening tests prior to final admittance (administered on first day of class).

- **Certification:** Once you have established yourself in the profession, you may seek professional certification with one of several organizations.

- **Cancellation Policy:** No exceptions to cancellation policy. This is an intensive program and we make no guarantee of completion or passage.

  **Up to April 23:** 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 Thursday, April 23, 2009, 5pm. You will receive your money back minus a $200 cancellation fee.

  **On or After April 24:** 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, May 11, 2009, 5pm. You will receive your money back minus a $500 cancellation fee.

- **Financial Assistance:** Financial assistance available at www.slmfinancial.com. For instructions, go to www.gavilan.edu/ce & click on PDF version of Financial Assistance-SLM. Community Education office cannot provide info on financial assistance available for these program. Do not apply for financial aid through Gavilan College Financial Aid Office. For SLM questions, contact Boston Reed College at 800-830-2228.

- **Instructional Format:** A total of 246 hours (126-hours classroom instruction over 19 weeks & 120-hour externship).

- **For program packet go to www.gavilan.edu/ce or call 408-852-2801.**

  *Offered in partnership with Boston Reed College.*

<table>
<thead>
<tr>
<th>ORIENTATION:</th>
<th>Sat, 10:00 am - 11:00 am; 1 session on 3/28</th>
<th>Room: LI100</th>
<th>FREE</th>
</tr>
</thead>
<tbody>
<tr>
<td>CLASS:</td>
<td>Sat, 9:00 am - 4:30 pm; 19 sessions starting 5/2-10/3, No class: 5/23, 7/4, 8/8 &amp; 9/5</td>
<td>Room: BU110</td>
<td>$1999</td>
</tr>
</tbody>
</table>

Money Matters

Building Your Financial Portfolio on $25 a Month (or Less)

Join us for an information-packed seminar that will show you how to find investments so safe they are recession proof, yet are growing 50% to 100% every year without broker fees or expenses in an easy-to-understand language. The instructors are investors just like you who have used this method for safe investing for over 20 years. Learn WHAT your broker will never tell you, HOW to find safe & secure investments, WHY picking individual stocks is much safer than mutual funds, HOW to do easy research and MUCH more. 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 on 3/14**

| Room: LI100 | $39+$15 material fee to instructor |

Learn to Buy & Sell on eBay (Online)

Online auctions match buyers with sellers in a global marketplace for almost any item. If you’ve ever dreamed of working from home or just earning extra income by buying and selling goods online, this class will guide you step by step. You’ll learn how to value almost any item up for auction, how to create and upload photos of the items you are selling. You’ll also learn how to create titles that get noticed, how to craft advertising copy that sells items quickly and for top dollar, and how to create and upload photos of the items you are selling. You’ll also learn how to safely conduct financial transactions, how to accept credit card payments, and how to pack and ship any item hassle-free. If you’re a buyer, you’ll learn how to position yourself for a brighter financial future. This class is perfect for the individual 50 years of age or older or anyone near retirement. Paul Cahalan is Vice President of Investments at a Monterey company.

**Tue, 7:00 pm - 9:00 pm; 3 sessions starting 5/5-5/19**

| Morgan Hill Campus, Room 11 | $65 single enrollment/$85 double enrollment + $25 material fee to instructor |

Passport to Retirement

Learn what you need to know now for planning a comfortable retirement. You will get the tools necessary to make informed decisions regarding your financial future. A special focus of this class will be placed on costs associated with retirement, determining your sources of retirement income, improving your investment potential, reducing financial risk and preserving your estate for your heirs. Discover how to fight inflation, avoid unnecessary taxes and protect yourself from devastating costs associated with long-term-care expenses. Through illustrative examples and case studies you will learn to take control of your finances and position yourself for a brighter financial future. This class is perfect for the individual 50 years of age or older or anyone near retirement. Paul Cahalan is Vice President of Investments at a Monterey company.

**Sat, 9:00 am - 12:00 pm; 1 session on 3/28**

| Room: LI100 | FREE |

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.

Registration info on page 32.

Register online at: http://gavilan.augusoft.net
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! 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 Markets 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. 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 will include understanding what really makes stocks go up, monitoring performance numbers, judging crowd behavior for risk, and whether avoiding loss is more important than beating the market.
Tue, 6:30 pm - 9:00 pm; 1 session on 2/17

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.
Tue, 6:30 pm - 9:00 pm; 1 session on 2/24

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. You will discover that knowing when to buy is just as important as what to buy.
Tue, 6:30 pm - 9:00 pm; 1 session on 3/3

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.
Tue, 6:30 pm - 9:00 pm; 1 session on 3/10

Sign up for 1 class at $39 or sign up for all 4 at the same time for $139. All classes meet in Room: L1060.

Online Classes

Instructor Facilitated • Online Assistance • Classroom Available 24/7

HELPFUL HINTS:
• One start date per month… 1/21, 2/18, 3/18, 4/15 & 5/20
• Most classes run for six weeks with twelve lessons delivered Wednesdays and Fridays, although some certificate programs vary in length.
• Fees start at $89.00
• 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!

Always Start Here First
Locate the course you want to take by visiting our website at http://gavilan.augusoft.net, click on Courses, and then click on Search to select your online course.

Register and Pay for your course!
Once you select your desired course, click on “Add to my Shopping Cart.” Next, you will need to sign in using your existing User Name and Password. If you do not have one, click on “Create New Student Profile” and repeat steps prior to searching for your course.

Activate Your Course!
For all Ed2Go classes, an activation link will be emailed to you on the date you register and pay for your class. It is very important that you activate your course using an Ed2Go username and password on this same day. Before beginning your class, you must also read your online classroom instructions. If you do not have an existing Ed2Go username and password, you will be required to create one in order to activate your course (NOTE: this is NOT the same username and password you may have created to pay for your online class at our http://gavilan.augusoft.net website).

REQUIREMENTS:
Internet access, email account. Some courses may have additional requirements. Please visit our Ed2Go website for course requirements at www.ed2go.com/gavilancc, however you will not be able to pay for your course at this site. Pay at http://gavilan.augusoft.net.

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
**Business**

NEW! Business Law  
NEW! Start Your Own Arts & Crafts Business  
NEW! 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  
Understanding Human Resources  
Employment Law Fundamentals  
Business Analysis  
Customer Service  
Construction Business Management  
Sales Management  
Professional Sales Skills  
Principles of Sales Management  
Seven Steps to Leading High Achieving Teams  
Supply Chain Management  
AutoCAD  
Start Your Own Publishing Business  
Start a Consulting Business

**Healthcare**

NEW! Certificate in Bioenergy and Spiritual Healing  
NEW! Become an Optical Assistant  
Physical Therapy Aide  
Administrative Dental Assistant  
Certified National Pharmaceutical Representative  
HIPAA Compliance  
Human Resources for Healthcare Professionals  
Medical Terminology  
Anatomy and Physiology  
Introduction to Natural Health and Healing  
Assisting Aging Parents

**Database, Programming & Web Page Design**

Java  
Database Development  
Dreamweaver  
SQL  
Crystal Reports  
Open GL  
CSS & XHTML  
Access  
Windows Vista  
C++ , C#  
Intro to Web Pages

**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**

Speed Spanish I, II, & III  
Instant Italian  
Beginning Conversational French  
Grammar for ESL

**Digital Photography, Digital Video, & Video Design**

Discover Digital Photography  
Travel Photography for the Digital Photographer  
Photographing People  
Secrets of Better Photography  
Make Movies with Windows XP  
3ds Max  
Video Game Design and Development

**Writing & Publishing**

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

**Art, History, Psychology, & Literature**

Appreciating European Art  
Drawing for the Absolute Beginner

**Personal Development**

Merrill Ream Speed Reading  
Achieving Success with Difficult People  
12 Steps to a Successful Job Search

**Personal Enrichment**

Genealogy Basics  
The Magic of Hypnosis  
Goodbye to Shy  
Everyday Math  
Introduction to Algebra

**Teaching Professionals**

NEW! Teaching Writing: Grades 4-6  
NEW! Singapore Math Strategies: Model Drawing for Grades 1-6  
NEW! Teaching Students with Autism: Strategies for Success  
NEW! Response to Intervention: Reading Strategies that Work  
Teaching Math: Grades 4-6  
Teaching Science: Grades 4-6  
Creating the Inclusive Classroom  
Working Successfully With Learning Disabled Students  
Microsoft Word in the Classroom  
Microsoft Excel in the Classroom  
Solving Classroom Discipline Problems I & II  
Guided Reading  
The Classroom Computer  
Using the Internet in the Classroom  
The Creative Classroom  
Enhancing Language Development  
Understanding Adolescents

**Test Preparation**

GED Preparation  
GRE Preparation  
GMAT Preparation  
LSAT Preparation  
SAT/ACT Preparation

**Career Certificate Programs**

Certified National Pharmaceutical Representative  
Certified Bookkeeper  
Payroll Practice and Management  
HVAC Technician

---

See website for course details about these online classes: [http://gavilan.augusoft.net](http://gavilan.augusoft.net)
Scientific Saturdays
(Grades 4-8)
Our popular Scientific Saturdays series continues with more fun and hands-on experiments that are anything but boring. Parents, your child will safely perform experiments designed to spark their interest in scientific theory. Your child will learn about surface tension, chemistry, local ecosystems and play a Scientific Detective. Note: Students must be able to follow directions independently or in a group. Your child will be working with common household products and perform experiments that require use of chemical products. Kelly Childers has a degree in Biology and has worked in the pharmaceutical industry as an a research biologist for 7 years.

Wonderous World of Water
Ever wonder why some bugs look like they can walk on water? Come learn why and other interesting facts about H20 properties and surface tension. We’ll do experiments with float needles & paper clips, race cardboard boats and much more.
Sat, 9:00 am - 12:00 pm; 1 session on 3/14

Ecosystem Exploration
Learn about the ecosystem we live in while embarking on an exploration of the Gavilan College campus. We’ll take a nature walk around the campus while observing the local plants and animals, identify microscopic life living in the pond, and dissect an owl pellet.
Sat, 9:00 am - 12:00 pm; 1 session on 3/21

Science Detectives
Discover the weird side of science with experiments involving food. You’ll make the shell of an egg disappear, extract DNA from wheat germ, make salt crystals and much more.
Sat, 9:00 am - 12:00 pm; 1 session on 3/28

Color Chemistry
Come prepared to do some cool color-changing experiments. You’ll learn about chromatography and why a black marker might not be just a black marker. We’ll also learn about acid-based reactions, precipitates and pH.
Sat, 9:00 am - 12:00 pm; 1 session on 4/4

Sign up for 1 class for $39 + $5 material fee to instructor or all 4 at the same time for $139 + $20 material fee to instructor.
All classes meet in Room: LS106

Check Out Our Online Classes for Youth
See pages 15-17. For more info go to http://gavilan.augusoft.net.

Making Movies with Windows XP
French, Beginning Conversational
Drawing for the Absolute Beginner
Music Made Easy
Enjoying European Art Online
Video Game Design & Development

Cool Cooking for Kids
(Ages 4 & Up)
Whether it’s carnival foods, scrumptious skewers, sticks and kabobs or fabulous fiesta Mexican food, this cooking series is full of fun and great eats. Lia Peterson and Lisa Mazzio are the owners of Young Chef’s Academy in Gilroy. Their combined experience includes restaurant management and customer service. They create a truly exciting cooking experience for students of all ages.

Carnival Day Workshop
Celebrate National Carnival Day (Feb 26th) by creating and tasting the sights and sounds associated with a carnival. Recipes: Corn Dogs, Popcorn, Funnel Cakes and much more.
Sat, 12:00 pm - 2:00 pm; 1 session on 2/28

National Something On a Stick Day
Sat, 12:00 pm - 2:00 pm; 1 session on 3/28

Spring Cookie Bouquet Workshop
There’s no better way to remind us of spring than a beautiful and aromatic flower cookie bouquet. You will learn to make and decorate a cookie bouquet to bring home for your kitchen table, give to a teacher or just enjoy and eat yourself.
Sat, 12:00 pm - 2:00 pm; 1 session on 4/25

Fiesta Fabulosa
Create fabulous Mexican dishes in this festive class. Recipes: Chicken Mole, Mexican Rice, Frijoles Refritos con Carne and Apple Berry Salsa with Cinnamon Chips.
Sat, 12:00 pm - 2:00 pm; 1 session on 5/23

Sign up for 1 class at $30 + $10 material fee or all 4 at the same time for $99 + $40 material fee to instructor.
All classes meet in Room: LS106

Math Journeys

Math Basics (Grades 5-8)
Embrace our math journey with a review of math basics and then move onto more complex problems. Topics will include: adding, subtracting, multiplying and dividing whole numbers & decimals; greatest common factor and least common multiples.
Sat, 10:00 am - 12:00 pm; 4 sessions starting 2/7-3/7, No class 2/14.
Room: PB3  $69 + $5 material fee to instructor

Pre-Algebra Prep (Grades 6-8)
Learn the essentials of pre-algebra including order of operations, a review of fractions, decimals and percents, adding subtracting, multiplying and dividing integers (negative numbers), comparing rational numbers and much more.
Sat, 10:00 am - 12:00 pm; 4 sessions starting 2/7-3/7, No class 2/14.
Room: SS110  $69 + $5 material fee to instructor

Algebra 1 for High School
(Grades 7-9)
Review the fundamentals of first year algebra such as distributive law, solving linear equations, graphing by plotting points, using zeros, using slope-Y intercept form, absolute value and linear inequalities. Other topics include solving systems of equations by graphing, substitution, addition and exponents.
Sat, 12:30 pm - 3:00 pm; 4 sessions starting 2/7-3/7, No class 2/14.
Room: PB3  $69 + $5 material fee to instructor

Registration info on page 32.
Register online at:
http://gavilan.augusoft.net
Sitting & Spinning Pendants: Create Cold Connections Jewelry (Ages 16 & Up)

Make life’s decisions much easier with the Sitting & Spinning pendant. We all know you can be moved by jewelry, but isn’t it more fun when jewelry is moved by you? The spirit of this class is truly more bang for your buck - learn to cut, stamp, patina and rivet metal. Take your new techniques and create more pieces at home! Steven James has a degree in studio arts and has taught 100’s of classes in the last 3 years. He has appeared on HGTV & DIY networks. Students love Steven’s enthusiasm for teaching, his creativity and patience. Come see for yourself!

Sat, 9:00 am -12:00 pm; 1 session on 5/16
Room: LS106 $59 + $35 material fee to instructor

Create Precious Metal Clay & Leather Cuffs (Ages 16 & Up)

Find out what happens when you combine precious metal clay to a leather cuff. Hint... a fabulous piece of jewelry. You will learn how to fire precious metal clay and cold connect the pieces to a leather cuff. Next, decorate your leather cuff with stamped images and attach the clasp to the cuff for a quick and ready to wear piece. Steven James has a degree in studio arts and has taught 100’s of classes in the last 3 years. He has appeared on HGTV & DIY networks.

Sat, 1:00 pm-4:30 pm; 1 session on 5/16
Room: LS106 $59 + $40 material fee to instructor

Torch Techniques for Jewelry & More (Ages 16 & Up)

What does jewelry have in common with dessert? You can torch both to create beautiful art pieces. Using a jeweler’s butane torch, you will learn a variety of techniques that will allow you to realize the full potential of using this torch. You will discover how to create simple fused silver links to create a pair of earrings or pendants, reticulate a silver pendant, fuse glass beads to metal and make simple metal solder connections. Finally, you will learn how to hand-fire precious metal clay and learn to torch various desserts. How sweet it is! Steven James has a degree in studio arts and has taught 100’s of classes in the last 3 years. He has appeared on HGTV & DIY networks.

Sat, 1:00 pm-4:30 pm; 1 session on 4/25
Room: LS106 $49 + $30 material fee to instructor

Loom Knitting (Ages 14 & Up)

Learn to make hats, scarves, patchwork throws and more. Loom knitting is the new quick and popular way to create original pieces in half the time of conventional knitting using a loom instead of needles. Looming is so easy, you can become a pro by the end of class. You will take home an original loom piece so you can continue to create or teach someone else. Patty Curti majored in commercial art in college. She has over 16 years of arts & crafts teaching experience.

Thur, 6:30 pm-8:30 pm; 1 session on 4/23
Room: PB8 $39 + $20 material fee to instructor

Spring Spa: Do It Yourself

Enjoy the luxuries of spa treatments at home. By learning to do it yourself, you can save money and time while getting some peace of mind. These classes are perfect for persons who need to unwind or for friends and family looking for new activities to share with each other. You will leave this series with a zen like feeling. Angela Palmer is a licensed Esthetician specializing in holistic skincare. She has extensively studied herbs and botanicals and their effects on the skin, and has made natural skincare products for many years.

Handmade Spa Treatment (Ages 15 & Up)

Love spa treatments but hate the exorbitant price tags? Learn how to create your own sugar scrubs, bath salts, bath bombs and more. It’s easier than you think! With a few simple ingredients you can create your very own natural, and inexpensive, bath and body products. During class you will make four luxurious spa treatments to take home. Come dressed to get messy, or bring an apron!

Sat, 9:00 am-12:00 pm; 1 session on 2/21
Room: PB8 $49+$15 material fee to instructor

Make Your Own Soap: Simply & Naturally (Ages 15 & Up)

Learn how to create your own handcrafted soap with simple, inexpensive ingredients. Come ready to create several natural soap bars to take home! Gain the knowledge to create gentle facial soaps, rich body bars and beautiful specialty items. Bring a standard size muffin tin/pan to class.

Sat, 9:00 am-12:00 pm; 1 session on 3/21
Room: PB8 $49+$20 material fee to instructor

You Can Make Lotion, Naturally (Ages 15 & Up)

Learn how to turn a few natural and inexpensive ingredients into luscious body lotion, rich herbal creams, and soothing facial moisturizers. Your handmade creams will rival expensive store-bought products, and they’re better for your skin too! Come dressed to get messy. Bring to class: 2 wide-mouth jars (6 oz. size or larger), stick blender or hand mixer, and an apron.

Sat, 9:00 am-12:00 pm; 1 session on 4/18
Room: LS106 $49+$20 material fee to instructor

Handmade Skin Care (Ages 15 & Up)

Are you looking for gentle, effective skin care treatments that won’t break your budget? Create your own skin regimen, naturally. It’s easier than you think! You will make a cleanser, facial soaps, rich body bars and beautiful specialty items. Bring a standard size muffin tin/pan to class.

Sat, 9:00 am-12:00 pm; 1 session on 2/21
Room: PB8 $49+$15 material fee to instructor

Sign up for 1 class at $49 + $15 or $20 materials fee to instructor or all 4 at the same time for $199 + $70 materials fee to instructor.

Registration info on page 32. Register online at: http://gavilan.augusoft.net
Create Your Landscape Design Plan

How would you like to create a landscape design plan for your home backyard or patio? It’s not that hard! With the help of our seasoned professional, you will learn basic design principles to develop your own plan drawn to scale. You will also learn to tie in plant placement with your overall landscape design. Stop wasting time thinking about how you would like to improve your backyard, just do it! You will leave class with ideas for your design plan specific to your needs! Rosemary Bridwell has a BS Degree in Horticulture. She has 25 years experience drawing landscape design plans.

Sat, 10:00 am-12:00 pm; 2 sessions starting 3/7/3/14  Room: SS203  $59 + $25 material fee to instructor

Flowers Made Simple

Discover the amazing and rewarding art of flower arranging! Certified florist and party planner, Linda Estill, reveals the secrets of the pros as she teaches you how to take a grocery store bouquet and turn it into a masterpiece. You will uncover the mysteries of floral foam and how to use it to create exquisite centerpieces, fabulous floral gifts and unique arrangements to bring color and style to any home or office. What do flowers have in common with jelly beans, crayons, dog biscuits and spaghetti? To find out, register for this exciting, fun-filled class. No experience necessary! Students should bring a vase or other flower container, cutting shears (not scissors) and flowers and greens from their yards or grocery store flowers of their choice. The more you bring, the more you can participate in the interactive portion of the class. Linda Estill is the owner of a party planning and floristry business. She has created hundreds of floral designs for weddings, corporate events, home parties and private individuals. She holds a Certificate in Retail Floristry from Mission College.

Sat, 11:00 am -2:00 pm; 1 session on 5/9  Room: PB8  $49 + $20 material fee to instructor

Outdoors

A Hiking Primer: From Your First Steps to Half Dome (Ages 12 & Up)

Learn the essentials of cross-country, wilderness hiking with the goal of hiking to the summit of Yosemite’s Half Dome.

Topics include benefits of hiking, precautions, preparation (physical and gear), intro to map/compass/GPS navigation, training sites, geologic and human impacts, specifics on Half Dome and strategies and tactics to successfully reach the summit in one day. If you are interested in trekking Yosemite’s Half Dome anytime soon, you can’t afford to miss this class. Check out Rick Deutsch on ‘Hiking Half Dome’ at http://www.openroad.tv/index.php?categoryid=16&p25_id=341. Rick Deutsch has hiked Yosemite’s Half Dome 21 times and is the author of ‘One Best Hike: Yosemite’s Half Dome.’ He has traveled to every inhabited continent and has hiked the Pyramids in Egypt, the Great Wall of China and has visited 6 of the 7 Modern Wonders of the World.

Tue, 6:00 pm -9:00 pm; 1 session on 2/17  Room: PB8  $49 + $15 material fee to instructor

Growing Plants for Fun & Profit (Online)

Turn your love of plants into a profitable home business. Learn how to grow and market plants on a small scale without major capital investment. This course provides you with a practical guide to licensing, site preparation, equipment, finding supplies, how to select and produce plants appropriate to your climate zone, how to produce quality material and, most importantly, how to market your product.

W, F for 6 weeks - Select 1 start date only for $89  1/21, 2/18, 3/18, 4/15 & 5/20

The Art of Interior Design

Join us for a four-part series in Interior Design. Discover everything you need to know about transforming your house into a warm inviting home that is full of your personality! Debra Hoey is a local Interior Designer with over 25 years of experience. She specializes in design, remodeling, custom home building and teaching.

Interior Design 1: Basics of Design (Ages 16 & Up)

Develop your own style by creating a design scheme based on 5 essential components including rhythm, emphasis, scale, balance and harmony. Learn how to incorporate these elements into your own style and create a balanced comfortable environment.

Tue, 6:30 pm -8:30 pm; 1 session on 3/3

Interior Design 2: The Magic of Color (Ages 16 & Up)

Color is the cornerstone of any successful decorating scheme. Learn how elements of color are used in EVERY aspect of design and learn to incorporate the right color in your choices of paint, texture, fabric choices and lighting.

Tue, 6:30 pm -8:30 pm; 1 session on 3/10

Interior Design 3: Getting Down to Work! (Ages 16 & Up)

Make the right choices when it comes to accenting your home for specific design situations and challenges! Select the proper crown molding for your home, decide on granite or tile countertops, choose from hardwood or vinyl flooring and purchase the right window coverings. Next, discover treatments for problem windows and other in-home challenges. Finally learn to combine your accent selections with the architectural design of your home.

Tue, 6:30 pm -8:30 pm; 1 session on 3/17

Interior Design 4: Pulling It All Together (Ages 16 & Up)

Let your home reflect your personality and taste by fusing your existing furniture, art and collectibles with new pieces. Discover how to arrange your wonderful pieces, choose the artwork you love and learn to frame and hang it properly. Find out how to arrange your collectibles with your very own style and flair!

Tue, 6:30 pm -8:30 pm; 1 session on 3/24

Sign up for 1 class at $29 or sign up for all 4 at the same time for $99. All classes meet in Room CJ300

Coming Fall 2009: Interior Design Series, Intermediate
Music & Dance

Ballroom Dance: The Waltz
(Ages 16 & Up)
Enjoy learning the beautiful steps and styling of one of today’s most popular smooth dances, The Waltz. Learn the basic and intermediate moves in a fun & easy environment. Partners are encouraged, but not required. SPECIAL NOTICE: Proper shoe attire is required. Students should wear clean, smooth sole shoes or socks. Shoes should be free of dirt and debris. No high heels, no bare feet. Pat Eodice is an experienced instructor of a wide variety of dances including west coast swing, night club 2 step, hustle, beginner ballroom and country. Pat is enthusiastic about teaching students and wants to share his love of dance with you.

Room: APE101  $49
Wed, 6:30 pm -7:30 pm; 4 sessions starting 2/18-3/11

Ballroom Dance: Cha Cha
(Ages 16 & Up)
Cha Cha is one of the most passionate and fun Latin dances you will ever learn. In an easy and fun atmosphere, you will learn basic technique and floor etiquette. Partners encouraged but not required. SPECIAL NOTICE: Proper shoe attire is required for this class. Students should wear clean, smooth sole shoes or socks. Shoes should be free of dirt and debris. No high heels, no bare feet. Pat Eodice is an experienced instructor of a wide variety of dances including west coast swing, night club 2 step, hustle, beginner ballroom and country. Pat is enthusiastic about teaching students and wants to share his love of dance with you.

Room: APE101  $49
Wed, 7:30 P -8:30 pm; 4 sessions starting 3/18-4/8

East Coast Swing
(Ages 16 & Up)
Swing into Spring! Learn big band swing steps (aka East Coast Swing) and styling in an easy, fun environment. Partners are encouraged but not required. SPECIAL NOTICE: Proper shoe attire is required. Students should wear clean, smooth sole shoes or socks. Shoes should be free of dirt and debris. No high heels, no bare feet. Pat Eodice is an experienced instructor of a wide variety of dances including west coast swing, night club 2 step, hustle, beginner ballroom and country. Pat is enthusiastic about teaching students and wants to share his love of dance with you.

Room: APE101  $49
Wed, 6:30 pm -7:30 pm; 4 sessions starting 2/18-3/11

Fun with Belly Dancing - Veil Dancing
(Ages 16 & Up)
Learn the expressive art of this timeless Middle Eastern dance. You will learn a simple choreographed routine with an emphasis on veil dancing. Also, you will learn how to interpret Arabic and Greek rhythms and melodies to create your own dance of self-expression. Movements will include shimmies, isolations and traveling steps. SPECIAL NOTICE: Proper shoe attire is required for this class. Students should wear clean, smooth sole shoes or socks. Shoes should be free of dirt and debris. No high heels, no bare feet. Donna (Adah) Rose has 30 years of belly dancing experience and has performed in Bay Area restaurants and national & international locations.

Tue, 6:30 pm -7:45 pm; 5 sessions starting 3/3-3/31
Room: APE101  $49

Let’s Salsa! (Ages 16 & Up)
Make your spring sizzle with the hottest dance around – Salsa! Learn the most popular steps and styling in an easy and energetic environment. Partners are encouraged but not required. SPECIAL NOTICE: Proper shoe attire is required. Students should wear clean, smooth sole shoes or socks. Shoes should be free of dirt and debris. No high heels, no bare feet. Pat Eodice is an experienced instructor of a wide variety of dances including west coast swing, night club 2 step, hustle, beginner ballroom and country. Pat is enthusiastic about teaching students and wants to share his love of dance with you.

Wed, 6:30 pm -7:30 pm; 4 sessions starting 3/18-4/8
Room: APE101  $49

Piano Fun

At last, learn the secrets of sounding like your favorite piano players in this fun two-evening series. Todd Walker has taught more than 30,000 students from beginners and beyond to play the piano in one day.

“Superb Instructor!”

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 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, PO. Box 1694, Rocklin, CA 95677 for a free pamphlet. Materials fee includes study book and CD.

Wed, 6:30 pm - 9:30 pm; 1 session on 3/4

How to Play Blues and Boogie-Woogie Piano
Get ready to jam! Have you always wanted to improvise at the piano? Sign up today and learn the Blues scale, the form of the Blues, shuffle rhythms, bass lines, improvisation, patterns, and how to give your pop tunes that Bluesy feeling. Whether you are a beginner or a trained pianist, you will be playing the blues within minutes.

Thu, 6:30 pm - 9:30 pm; 1 session on 3/5

Beginning Bass Guitar - Level 1 (Ages 16 & Up)
Learn to play bass guitar from a pro who’s performed with many famous artists including Arlo Guthrie, the Pointer Sisters and Oingo Boingo on stage and in recording sessions. We will get down on fun and the details you desire. The difficulties and complexities of the guitar will become second nature as you realize your potential. Jeffrey Breeh has been teaching guitar privately and in music schools for over 30 years.

Thu, 7:00 pm -8:30 pm; 5 sessions starting 2/19-3/19
Room: APE120/121
$69 + $10 material fee to instructor

Beginning Bass Guitar - Level 2 (Ages 16 & Up)
The bass guitar is an extension of the standup Bass Violin, which is fretless, and requires exact fingering with great pressure. We will get into more complicated bass lines that are the underlying force of today’s music and that relates to the Standup. Also, we’ll focus on how the electric bass is a more funky and solid sounding instrument that has influenced the greatest players of the day and has reached every style of music. Jeffrey Breeh has been teaching guitar privately and in music schools for over 30 years.

Thu, 7:00 pm -8:30 pm; 5 sessions starting 3/26-4/23
Room: APE120/121
$69 + $10 material fee to instructor

Registration info on page 32. Register online at: http://gavilan.augusoft.net

More Fun & Interesting Classes
Microsoft Office 2003: .............. pg. 7
Tips & Tricks, Intermediate Series
Human Resource Management ...... pg. 9
Introduction to Modeling .......... pg. 8
Become a Pharmacy Technician.... pg. 10
Stock Market Success ............. pg. 14
Online Virtual Worlds ............ pg. 29
Zumba Endurance
(Ages 14 & Up)

Come find out why Zumba is all the rage and is a fun, fitness party atmosphere. With Zumba Endurance, you will become a dancer before summer. With its choreographed routines, you will build your fitness level from low intensity to high and your dance ability from basic to advanced. In each class, you will learn new steps to add to our original basic routines for Salsa, Cumbia, Quibradita, Flamenco and Samba moves. All fitness levels and non-dancers welcome. SPECIAL NOTICE: Proper shoe attire is required for this class. Students should wear clean, smooth sole shoes or socks. Shoes should be free of dirt and debris. No high heels, no bare feet. Ana Villarreal has Latin danced all her life. She has now combined her love for Latin dance with exercise principles. She is certified trainer of Zumba, healthy lifestyle principles, foundations of group exercise and cardio and step aerobics.

Room: APE101  $79 + $3 material fee to instructor
No class 4/11.
Sat, 10:00 am -11:00 am; 6 sessions starting 3/7-4/18, No class 5/23.
Room: APE101  $79 + $3 material fee to instructor
No class 4/11.
Sat, 10:45 am -11:45 am; 6 sessions starting 4/25-6/6, No class 5/23.
Room: APE101  $79 + $3 material fee to instructor
No class 4/11.
Sat, 10:00 am -11:00 am; 6 sessions starting 3/7-4/18, No class 5/23.

Learn the Foundations of Yoga & Movement

Explore your inner self by awakening your body through the connection of breath and basic yoga postures. Get the tools to create core strength, flexibility and balance while toning muscles and calming the mind. This class is perfect for persons new to yoga or for those persons who would like to deepen their practice by reviewing fundamental elements. Modifications will be made to accommodate each student level of practice. If it feels good to your spirit, why not try it? Students, bring your own mat and eye pillow. Optional $10 materials fee for eye pillow. SPECIAL NOTICE: Proper shoe attire is required for this class. Students should wear clean, smooth sole shoes or socks. Shoes should be free of dirt and debris. No high heels, no bare feet. Jennifer Logsdon is a certified Yoga teacher in the classical ashtanga style. She is registered with the Yoga Alliance and has been a Yoga practitioner for over six years.

Room: APE101  $79 + $3 material fee to instructor

Learn American Sign Language with Your Child

Discover ASL through music and story telling while learning and having fun at the same time. Signing up with your children can strengthen communication, stimulate the process of learning to talk, encourage intellectual development, enhance your child's self-esteem and strengthen the parent-child bond. You are welcome to bring one child age 6 to 48 months. Cecilia Robles is an Instructional Signing Associate for Time to Sign and holds an AS degree in Early Childhood Education.

Sat, 9:00 am - 10:30 am; 5 sessions starting 3/7-4/4 Room: PB1  $79

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! Phonetic spellings of each word and phrase make mastering pronunciation a breeze. The course audio even lets you hear and practice Italian with a 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 $89 1/21, 2/18, 3/18, 4/15 & 5/20

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 or professional, a published or beginning writer, this course will help you navigate and master the linguistic twists and turns inherent in English grammar.

W, F for 6 weeks - Select 1 start date only for $89 1/21, 2/18, 3/18, 4/15 & 5/20

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 2/28-3/28

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 4/4-5/9

Sign up for 1 class at $79 + $20 material fee to instructor or both at the same time for $139 + $40 material fee to instructor. All classes meet in Room SS111.
**Writing & Publishing**

**Grant Writing Fundamentals**
Would you like to become a successful grant writer? Join an invigorating, informative, hands-on workshop created for new and experienced grant writers, executive directors, organizers, board members, community volunteers, development officers, and individuals who want to get a detailed look at the grant writing process. You will learn how funding is announced, how applications are judged, and how to construct each element of a winning proposal. Get the information you need to be a successful grant writer. John C. Drew, Ph.D. is a speaker, author and consultant with an 80% success rate at winning federal funding.
Sat, 9:00 am - 4:00 pm; 1 session on 3/28
Room: LI171  $79+$34 material fee to instructor

**A to Z Grant Writing**
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 $89
1/21, 2/18, 3/18, 4/15 & 5/20

**Introduction to Online Virtual Worlds**
Experience the future of the web in 3D! Explore the endless creative possibilities and potential for hobby, business, school, social life, and more. Meet others with similar interests and occupations from around the world. This evolving technology is ideal for musicians to perform and get exposure. Artists of all kinds can learn new ways to express themselves. People who cannot keep pets, disabled gardeners, and aspiring or retired aviators, can have pets, gardens, and fly aircraft in a virtual world! Also landscape designers, architects, and realtors will get a glimpse into the future of designing and marketing in 3D. This half-day class is an introduction to exploring and navigating Second Life®; finding special interest groups, learning basic building tools, virtual land development, and avatar customization. Cynthia Stagner has worked nearly 30 years in various forms of media, including communications, large scale website development, audio/video, events, exhibits and publications. Most recently, she’s come to specialize in virtual world development and support, mainly utilizing Secondlife®, while also developing and managing several of its communities. Her recent virtual world projects and events include clients such as NASA, The Tech Museum of Innovation and the Hollister Motorcycle Rally.
Mon, 6:00 pm - 9:00 pm; 1 session on 3/30
Room: LI171  $49

**California Motorcycle Safety Program**
The Basic Rider Course is designed primarily for beginning and inexperienced riders. It includes 5 hours of classroom and 10 hours of on-cycle instruction. Class meets Thursday evening, Saturday and Sunday. 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 $50 processing fee for rescheduling or canceling with less than 4 business days prior to the start of class. Due to high demand for this class, registration fees are nonrefundable once class has started or participants fail to attend class.

Under 21: $150 • 21 years & over: $250

Register Online: Go to [http://www.2wheelsafety.com](http://www.2wheelsafety.com) and click on “Register Gavilan” on the left menu.
Phone: (866) 394-8978 or (510) 784-8978
Enrichment

**Knife Skills 101** (Ages 18 & Up)
Julienne... Concas... Supreme? Do you want to know what the pros know? In this hands-on class, you will learn how to perfect your knife skills to increase efficiency and your health (more fresh produce!). You will also learn how to properly and safely handle, sharpen and maintain your knives. In addition, you will delight in freshly made dishes that you will help prepare. Please bring your own cutting board, chef's knife and peeler. Chef Michelle Sugiyama was a top honors graduate of Le Cordon Bleu of Culinary Arts. Since her professional mission is to make a positive impact in people's lives, she focuses on health and nutrition.

Thur, 6:30 pm - 8:30 pm; 1 session on 2/26
Room: PB8   $39 + $7 material fee to instructor

**Quick, Healthy & Delicious: Breakfa... Snacks & Other Meals**
Discover what to eat and how to prepare quick, healthy and delicious meals for you and your loved ones in this fabulous demonstration class. Come learn about flavorful and nutrient-rich foods that will keep your brain and body healthy and energized. Join Chef Michelle to get helpful culinary tips and recipes plus sample some tasty dishes! Chef Michelle Sugiyama was a top honors graduate of Le Cordon Bleu of Culinary Arts. Since her professional mission is to make a positive impact in people's lives, she focuses on health and nutrition.

Wed, 6:30 pm - 8:30 pm; 1 session on 3/25
Room: PB8   $39 + $10 material fee to instructor

**Healthy Habits in the Kitchen**
Nutritious food is one of the keys to a healthy lifestyle but knowing which foods to pick and what to do with them can be daunting. Discover the foods that give you the biggest bang in antioxidants, fiber, omega-3s, quality protein and more. You will also get helpful culinary tips and recipes plus sample delicious foods in this demonstration class. Chef Michelle Sugiyama was a top honors graduate of Le Cordon Bleu of Culinary Arts. Since her professional mission is to make a positive impact in people's lives, she focuses on health and nutrition.

Thur, 6:30 - 8:30 pm; 1 session on 4/30
Room: PB8   $39 + $10 material fee to instructor

**Traffic Violators School**
Classes are at Gavilan College on Saturdays (except holidays).
For more information or to register go to: www.driversed.com/courses/traffic_school.aspx or call 1-877-233-3977

**Fly Fishing for Fun**
Fly fishing is one of the most relaxing methods of fishing. Get the scoop about what rods, reels, and lines to use, how to assemble them, what you MUST buy while maintaining your budget, and what flies or streamers will attract which fish. We’ll go outside to actually learn how to cast (2-3 people per rod). Class size limited to 14. 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 on 3/14
Room: SS110  $39 + $15 material fee to instructor
Registration is Easy!  
Here’s How:

**Online 24/7**  
* (the easiest & safest way!)*  
Visit:  
http://gavilan.augusoft.net  
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.

**Construction Alert:**  
Go to www.gavilan.edu for details

---

**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 Pharmacy Technician, Medical Biller, or Administrative Medical Assistant 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 and by the duck pond at the south entrance to the campus. Do not park in staff or handicap parking spaces. Parking permits not required for students in Hollister or Morgan Hill campus classes.

**Material Fees**  
Not payable to Community Education. Do not add to course fee. Unless noted, pay in cash to instructors 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. *This policy does not apply to Pharmacy Technician, Medical Biller or the Administrative Medical Assistant Programs.* These programs require earlier cancellation as noted with specific course information. *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.

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