



**GAVILAN COLLEGE**  
**CalWORKs 2020-2021**  
**Community Education Course Matrix**

The courses below are fee based and will be covered using a county voucher system. These courses are not financial aid eligible. Welfare to work supportive services are available upon approval. The Gavilan College CalWORKs office will facilitate and monitor attendance, study time, necessary supportive services and TBA development. Please email referrals directly to Olga Olvera at [oolvera@gavilan.edu](mailto:oolvera@gavilan.edu).

Course Name	Cost	Course Type	Requirements
Administrative Medical Specialist with Medical Billing and Coding	\$3450	<b>Open Entry:</b> Online, 500 Hours <ul style="list-style-type: none"> <li>• Books included</li> <li>• Minimum 41 hours/month up to 12 months.</li> <li>• 20/30/35 hours/week with study time.</li> </ul>	<ul style="list-style-type: none"> <li>• GED/HS Diploma</li> <li>• Must be 18 years or older</li> <li>• Pass CMAA and CBCS exams.</li> </ul>
Certified Medical Assistant	\$4450	<b>In person:</b> 187.2 Classroom Hours & 120 Externship Hours <ul style="list-style-type: none"> <li>• Books included</li> <li>• 16 hours/week in person class</li> <li>• Recommendation of minimum 10 hours/week of study time in addition to in person class.</li> </ul> <u>Additional materials required:</u> <ul style="list-style-type: none"> <li>• Scrubs: Navy Blue or Gray \$30-\$50</li> <li>• Student Kit: \$50.00</li> <li>• Liability Insurance: \$37.00 information given in class</li> <li>• Drug and Background: \$71.00 information in class</li> <li>• CPR: \$65.00 (done in class)</li> <li>• Required immunizations</li> <li>• State Exam : \$180.00 paid to the state</li> </ul>	<ul style="list-style-type: none"> <li>• GED/HS Diploma</li> <li>• Must be 18 years or older</li> <li>• Must have a PC, Internet, and an email address.</li> <li>• Pass Drug &amp; Background Check</li> <li>• Must be able to lift 30lbs, stand for 3 hours, and move body at a medium pace</li> <li>• Tattoos must not be visible</li> </ul>



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Medical Transcriptionist	\$2,345	<b>Open Entry, Online, 240 hours</b> <ul style="list-style-type: none"> <li>• Books included</li> <li>• Minimum 40 hours/week up to 6 months</li> <li>• 20/30/35 hours/week with study time</li> </ul>	<ul style="list-style-type: none"> <li>• Must be 18 years or older</li> </ul>
Basic Paralegal	\$2800	<b>Open Entry with a monthly start date.</b> <ul style="list-style-type: none"> <li>• 300 course hours</li> <li>• Minimum 25 hours/month up to 12 months.</li> <li>• 20/30/35 hours/week with study time.</li> </ul>	<ul style="list-style-type: none"> <li>• GED/HS Diploma</li> <li>• Must be 18 years or older</li> <li>• Tattoos must not be visible</li> </ul>
Pharmacy Technician Training	\$3700	<b>In person: Saturday's</b> 144 Classroom Hours (18 weeks) & 120 Externship Hours <ul style="list-style-type: none"> <li>• Books included</li> <li>• Minimum 20 hours/week up to 6.5 months</li> </ul> <u>Additional materials required:</u> <ul style="list-style-type: none"> <li>• Scrubs: Navy Blue \$30-\$50</li> <li>• Liability Insurance: \$37.00 information given in class</li> <li>• Drug and Background: \$71.00 information in class</li> <li>• CPR: \$65.00 (done in class)</li> <li>• Required immunizations</li> <li>• State Exam : \$105.00 paid to the state information given in class</li> <li>• State application for License: \$100.00-\$150.00</li> </ul>	<ul style="list-style-type: none"> <li>• Proof of completion of GED/HS Diploma</li> <li>• Background Check</li> <li>• Must be 18 years or older</li> <li>• Liability Insurance</li> <li>• CPR Certification</li> <li>• Pass PTCB State Exam</li> <li>• Tattoos must not be visible</li> </ul>



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Phlebotomy	\$4000	<p><b>In Person: Saturday's</b> 84 Classroom Hours (12 in person classes) 40-80 Externship Hours</p> <ul style="list-style-type: none"> <li>• Books included</li> <li>• Minimum 20 hours/week up to 12 months</li> </ul> <p><u>Additional materials required:</u></p> <ul style="list-style-type: none"> <li>• Scrubs: Navy Blue \$30-\$50</li> <li>• Liability Insurance: \$37.00 information given in class</li> <li>• Drug and Background: \$71.00</li> <li>• Kit \$35</li> <li>• CPR: \$65.00 (done in class)</li> <li>• Required immunizations</li> <li>• State Exam : \$115.00 paid to the state information given in class</li> <li>• State application for License: \$100.00</li> </ul>	<ul style="list-style-type: none"> <li>• Proof of completion of GED/HS Diploma</li> <li>• Pass Drug &amp; Background Check</li> <li>• Must be 18 years or older</li> <li>• Pass CPT-1 State Exam</li> <li>• Must be able to lift 50lbs, stand for 3 hours, and move body at a medium pace.</li> <li>• Tattoos must be not be visible</li> </ul>
Veterinarian Assistant Training	\$2150	<p><b>In Person: Saturday's</b> 84 Classroom Hours &amp; 40 Externship Hours once course is completed</p> <ul style="list-style-type: none"> <li>• Books included</li> <li>• Minimum 20 hours/week for up to 4 months</li> </ul>	<ul style="list-style-type: none"> <li>• Proof of completion of GED/HS Diploma</li> <li>• Must be 18 years or older</li> <li>• Must be able to lift 50lbs, stand for 3 hours, and move body at a medium pace.</li> <li>• Tattoos must be covered</li> </ul>