## Contents

### Business & Careers ... 2 - 7
- Accounting Fundamentals,
- Auto Wholesale Dealer,
- Beginning Arc Welding - Intermediate,
- Empowering the Female Investor,
- Entrepreneurial Equation,
- Grant Writing Fundamentals,
- Introduction to QuickBooks,
- Notary Public,
- Notary Public Renewal,
- Paralegal,
- Project Management Fundamentals,
- Salary Negotiation for Women,
- Voiceover Acting,
- *Word Tips & Tricks,*
- Your: Spending, Savings, Future

### Careers in Healthcare 8 - 13
- Certified Medical Administrative Assistant,
- Certified Phlebotomist Training,
- Dental Assistant,
- Medical Terminology,
- Pharmacy Technician Training,
- Veterinary Assistant Training,
- Workplace Spanish for Healthcare

### Languages ............. 13 - 14
- Beginning Conversational French,
- Instant Italian,
- Speed Spanish,
- Workplace Spanish for Healthcare

### Arts, Crafts & Creativity 15
- Calligraphy,
- Edible Art,
- Flower Arrangements,
- Watercolor

### Photography ............. 16
- Introduction to DLSR Camera,
- DLSR Camera - Focus on Motion,
- DLSR Camera - Depth of Field,
- Adventure - Seaside Capitola

### Dance, Fitness & Scuba 17 - 19
- Foxtrot & East Coast Swing,
- Latin Nights: Rumba & Chacha,
- Nightclub Two-Step & Salsa,
- Scuba Diving,
- T’ai Chi Essentials - Level # 1,
- T’ai Chi Solo Exercise - Level # 2,
- T’ai Chi - Level # 3

### Retirement & Forever Learning .......................... 20
- Healthcare and Your Retirement,
- Memoir Writing

### Special Interest ....... 21 - 22
- Essential Oils,
- Hearing Loss,
- Living with Tinnitus,
- Motorcycle Safety Program,
- Photoshop: Cards and Calendars

### Online Classes ...... 23 - 26
- Accounting, Business, Computer Apps & Networking, Finance,
- Graphics, Healthcare, Languages,
- Personal Development, Programming,
- Training & Education, Web Design,
- Wellness and over 300 other classes and career training programs in a variety of subjects

### Career Education ... 27 - 35
- Administration of Justice,
- Aviation,
- Concrete Industry Management,
- Drones - Unmanned Aircraft Systems,
- Digital Media,
- Heating, Ventilation, and Air Conditioning,
- Pre-Law, Water Resource Management, and more

### Noncredit Classes .. 36 - 37
- Career Prep Skills, Citizenship,
- ESL, English & Math Prep, GED,
- Short Term Vocational

## Registration & Information

Locations & Maps ........................................ 39
How to Register ........................................ 40
Business & Careers

Beginning Arc Welding (Intermediate Skill Level)
(Ages 18 & Up)

This class is for the novice welder who would like to gain experience with the Shielded Metal Arc Welding (SMAW) process, commonly called “arc welding”. The class is also open to those with experience who would like to refresh or hone their skills. The class will provide the student with the opportunity to practice or refresh other basic skills such as oxy-acetylene torch cutting and plasma cutting. Knowledge of hand tools and grinders is a necessity. Students are expected to bring their own safety equipment: safety glasses, leather work gloves, welding gloves, and hearing protection. Steel-toed work boots or leather work shoes are not required, but are HIGHLY recommended.

Saturdays, September 8 - October 13                      9:00 am - 12:30 pm
Christopher High School, 850 Day Road, Gilroy
Room: CHS Welding Room          $325 + $25 material fee to instructor

Grant Writing Fundamentals

This is an invigorating, informative, hands-on Grant Writing workshop. This course was 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 research and writing process face-to-face from Dr. Drew, an award-winning author, speaker, and consultant.

John C. Drew, Ph.D is an award-winning author, speaker and consultant in the field of grant writing. He has spoken on the topic of grant writing in Egypt, the Philippines and throughout the U.S.

Friday, August 24                                                       9:00 am - 4:00 pm
Room: HOB 114                              $65 + $35 material fee to instructor
Empowering the Female Investor

Women and men have differing considerations when it comes to long-term financial goals. Does your financial strategy fit your lifestyle and needs? Join us and learn more as we explore critical money questions for women, as well as easy ways to save, invest and work toward your personal financial goals.

Class 1: Foundations of Investing and Critical Money Questions for Women
Class 2: Mutual Funds
Class 3: Stocks
Class 4: Fixed Income

Wednesdays, October 3 - October 24  
6:00 pm - 7:00 pm
Room: SS 214
$49

Salary Negotiation for Women

Ever wonder if you are being paid appropriately? When is it okay to ask your boss for a raise? A woman who routinely negotiates her salary increases will earn over $1 million more by the time she retires, than a woman who accepts what she’s offered. This is a course for women on how to get paid what you are worth. Instructor Alexis Winder provides information and steps in this class to empower women in knowing what they are worth and developing their negotiation strategies.

Room: HU 102
$25

One Day Workshop Schedule

Tuesday, September 25
6:00 pm - 7:00 pm
Saturday, October 27
10:00 am - 11:00 am

The Entrepreneurial Equation

This course presents ideas for putting banking, retirement, and insurance tools to work to build and protect attendees’ businesses. The course content will include understanding business financial goals, building your business, business retirement plans and identifying business insurance needs.

Room: SS 214
$25

One Day Workshop Schedule

Saturday, September 8
10:00 am - 11:00 am
Wednesday, November 7
6:00 pm - 7:00 pm
Your Spending, Your Savings, Your Future

Money management skills are important for everyone, regardless of their current financial condition or what financial mistakes they’ve made in the past. Individuals will learn how to set financial goals in this course. Learn ways to attain these goals by creating sound spending plans, and implement wise use of available credit. Identify your spending leaks and take action to improve your cash flow, thereby reducing your financial anxiety. This workshop emphasizes a basic approach to spending, saving and planning, and it will help individuals achieve financial stability.

William Oakes has taught financial planning classes across the country for 15+ years to employees at corporations, municipalities and non-profit organizations. Additionally, for 25+ years, he has operated his own tax and financial planning practice in San Jose, CA. He holds EA and CFP licenses.

Sat., Sept. 22  12:00 pm - 2:00 pm
Room: LI 100        $49 + $15
material fee to instructor

Become a Notary Public in One Day (Ages 18 & Up)

Making additional income is never a bad idea and it shows your amazing initiative. Sign-up and learn how to perform valuable services by certifying or witnessing signatures on official documents. Notary skills are valuable in almost any industry: real estate, legal, medical and banking to name just a few. This six-hour state-approved seminar gives you the knowledge to pass the exam and practice as an effective Notary. Participants receive two practice tests and take the official Notary exam directly following the seminar. You’ll be a part of a rewarding and lasting career.

Sat., Oct. 20      8:00 am - 6:00 pm
Room: SS 210                $99 + $35
material fee to instructor

Renew Your Notary Commission (Ages 18 & Up)

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

Sat., Oct. 20    12:45 pm - 6:00 pm
Room: SS 210                $50 + $35
material fee to instructor

Register for the exam from 4:00 pm - 4:30 pm. Exam is from 4:45 pm - 6:00 pm. For the exam, bring the following:

• A $40 check made payable to Secretary of State
• Proper Photo ID - (must be a legal California resident)
• Two #2 pencils
• 2” X 2” passport color photo.

Live Scan fingerprints will be required after you pass the exam. Serious convictions may disqualify applicants.
Make Money as an Auto Wholesale Dealer (Ages 18 & Up)

Supplement your income buying and selling wholesale cars as a home-based business or purchase your favorite vehicles at huge discounts! You will learn six techniques that create profits and cash flow. Discover how to get your auto dealer license in 15 days. Learn how-to’s, buy below wholesale prices and sell at retail prices. This class is DMV approved and you’ll receive a DMV certificate of completion after you pass the class exam. Benefits of a dealer license include:

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

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

Sun., Oct. 28      10:00 am - 5:00 pm
Room: HU 104              $105 + $25 material fee to instructor

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Introduction to Voiceover Acting (Ages 18 & Up)

Explore the voiceover industry! Discover current trends, opportunities, and tools you need to find success as a voiceover actor. Read a real script and receive coaching from your instructor to improve your delivery. Instructors are professional, working voice actors from Voices For All. This is a one-time, 2 hour, introductory class! Part 1 of this course covers a background on the voiceover industry. In part 2 of the course, students receive personal coaching while reading a real script. Students are recorded and receive professional voice evaluations. Part 3 of the course covers FAQ like: Do I have to be famous or have a special voice? Do I need an agent? Do I need to join a union? Do I have to live in a major market? How much do voiceover actors earn? What continuing education and tools are needed to pursue this career?

James Hilliard has been in the voiceover industry since 1992, where he began in radio. James is an expert in public speaking, webcasts, and production.

Thurs., Oct. 11 6:00 pm - 8:00 pm
Room: HU 102                          $49
Accounting Fundamentals

Demand for accounting professionals currently exceeds supply. If you’re interested in increasing your financial awareness while also gaining a marketable skill, this course is for you. You’ll learn the basics of double-entry bookkeeping, as well as how to analyze and record financial transactions. You’ll get hands-on experience with handling accounts receivable, accounts payable, payroll procedures, sales taxes, and various common banking activities. We’ll cover all the bases, from writing checks to preparing an income statement and closing out accounts at the end of each fiscal period. Whether you’re a sole proprietor looking to manage your business finances or you simply want to gain an understanding of accounting basics for career advancement or for personal use, this course will give you a solid foundation in financial matters.

Start anytime                            $99

Introduction to QuickBooks 2017

Learn to manage the financial aspects of your small business quickly and efficiently with this powerful accounting software program. QuickBooks is designed especially for the small to midsized business owner who needs a fully functional accounting system that’s also easy to use.

Classes start monthly $199

The Best Word Tips & Tricks

Learn and practice a dozen or so keyboard shortcuts to make your journaling, letter-writing, and other word processing activities go faster, look better and be more professional. Shortcuts are useful with digital graphics and when using Microsoft Word, Microsoft Excel, and other software. Students will be given short exercises to practice a dozen of the most commonly and frequently used keyboard shortcuts. Students will then create their own short docs using shortcuts. Finally, students will choose 10 less commonly used shortcuts that fit their own needs and practice them.

Joanne Doell holds a BA, MA and a credential with minor in computer applications. She has taught a wide variety of MS, Apple, and computer technology courses at community colleges and the University of Hawaii, Maui.

Tues., Sept. 25        6:00 - 9:00 pm
Room: LI 171                    $49 + $5 material fee to instructor

Ed2Go Online - See page 23 for details.
Project Management Fundamentals

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

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

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

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

Classes start monthly $99

Paralegal

The Paralegal online training program will prepare you for success in this growing career field. You'll learn about the U.S. legal system, how to conduct legal research and interviews, how to perform legal analyses, and more. Your training will prepare you to become a legal secretary or paralegal and to take the Certified Paralegal Certification Exam through the National Association of Legal Assistants (NALA).

All materials are included in the cost of this program.

Start anytime: 300 hours at your own pace $2195
Careers in Healthcare

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

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

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

**Saturdays, Sept. 22 - Feb. 23 (no class 11/10, 11/24, 12/29, 1/5/19 & 2/16/19)**
**Room: HU 103**
8:00 am - 4:00 pm
$2750 with a Payment Plan available

Students are responsible for ancillary costs.

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

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

Dental Assistants work in dental offices under the direction of a dentist. Their main responsibility is providing dental care according to a dentist’s orders. This course combines 265 hours of classroom instruction and a 175 hour externship, for a total of 440 hours.

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

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

Mondays - Fridays, September 4 - January 25 (no class 11/12, 11/22, 11/23)
700 West Sixth Street, Gilroy
9:30 am - 3:00 pm
Room: Suite F
$3000 with a Payment Plan available

Students are responsible for ancillary costs.

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

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

Certified phlebotomists work in clinical laboratories or other healthcare settings. Their main responsibility is drawing blood samples from patients according to the clinical laboratory orders. This program will prepare you for the California State Exam which will allow you to apply to Laboratory Field Services for your CPT-1. This course combines 65 hours of classroom instruction and a 40 - 80 hour externship.

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

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

**Saturdays, September 15 - Dec. 1 (no class 11/10) 8:00 am - 3:30 pm**

**Or Saturdays, Feb. 2 - April 13 (no class 2/16) 8:00 am - 3:30 pm**

**Room: HOB114**  
$2800 with a Payment Plan available

Students are responsible for ancillary costs.

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

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

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

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

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

**Saturdays, September 8 - Dec. 1 (no class 9/29) 8:00 am - 4:00 pm**

Room: HU101  $1350 with a Payment Plan available

Students are responsible for ancillary costs.

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

You may be eligible for state funds for career training for this program! Inquire at your local America’s Job Center of California.
Medical Terminology: A Word Association Approach
This course teaches medical terminology from an anatomical approach. Root terms are divided by each body system. The origin, a combined form, and an example of non-medical everyday usage is provided for each root term. Word Associations are provided as a learning tool. Unusual and interesting information is provided in regards to each term. Root terms are combined with prefixes and suffixes as your learning will culminate in the interpretation of several paragraphs of medical notes.

Classes start monthly $99

Medical Terminology II: A Focus on Human Disease
Take a journey through the human body and learn medical terminology related to all 11 of its organ systems. In this course, we discuss diseases of the cardiovascular, lymphatic, respiratory, nervous, skeletal, muscular, integumentary (skin), urinary, digestive, male and female reproductive systems. We also go over different diagnostic and treatment procedures for each system. As you progress through the course, you’ll learn the meaning of many prefixes, root words, and suffixes, and you’ll greatly increase your medical terminology vocabulary!

Classes start monthly $99

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

Prerequisites: High School Diploma or GED, be 18 years of age or older.
Start anytime: 500 hours at your own pace $3195

You may be eligible for state funds for career training for this program! Inquire at your local America’s Job Center of California.
Lynn Mitoma has a BA in Spanish and a Spanish Bilingual teaching credential. In addition to working in public schools for over 25 years, she has also taught several workplace language classes for adults.

**Beginning Spanish for the Healthcare Workplace, Part One**

This class is an introduction to Spanish for health care professionals who have little or no Spanish knowledge and who want to feel more comfortable interacting with Spanish-speaking clients. Topics covered are from *Workplace Spanish® for Health Care*; they include pronunciation, basic expressions, patient registration, appointment scheduling, and key vocabulary related to the health care workplace. Additional support for each student’s specific professional situation will also be provided. Purchasing the *Workplace Spanish® for Health Care Learning Kit*, Group A, is required.

**Tuesdays & Thursdays, September 18 - 27**  
**6:30 pm - 8:00 pm**  
**Morgan Hill Gavilan College Site, 17060 Monterey Street**  
**Room: MHG 12**  
$99

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

**Beginning Spanish for the Healthcare Workplace, Part Two**

Part Two of this class will continue to provide a relaxed setting for health care professionals with little or no Spanish experience to learn and practice simple Spanish that can be used with their Spanish-speaking clients. Students will be introduced to medical terminology related to simple instructions, patient examinations, symptoms, illnesses, injuries, and doctor’s orders. Individualized support for each student’s specific health care situation will also be provided. The required *Workplace Spanish® for Health Care Learning Kit* provides worksheets, conversations, drills, and organized vocabulary lists.

**Tuesdays & Thursdays, October 9 - 18**  
**6:30 pm - 8:00 pm**  
**Morgan Hill Gavilan College Site, 17060 Monterey Street**  
**Room: MHG 12**  
$99

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

**Speed Spanish**
Imagine yourself speaking, reading and writing Spanish. Now you can with Speed Spanish! This course is designed for anyone who wants to learn Spanish pronto. You'll learn six easy recipes for gluing Spanish words together to form sentences. In no time at all, you'll be able to go into any Spanish speaking situation and converse in Spanish. ¡Qué Bueno!

Start anytime, at your own pace  $99

**Instant Italian**
This dynamic course will teach you how to express yourself comfortably in Italian. You’ll learn practical, everyday words and phrases that will make your stay in Italy more enjoyable. You’ll read, hear, and practice dialogues based on typical situations that you’re likely to encounter while staying in Italy. The dialogues and follow-up exercises of each lesson will teach you to communicate in Italian in a wide variety of settings. You’ll be surprised by how quickly and easily you can learn many useful expressions in Italian!

When you reach your final lesson, you’ll know how to ask for help, ask directions, navigate Italian shops, book a hotel room, order a meal, and much more! This course will convince you that learning a language is both fun and rewarding. You’ll be pleased at how quickly this course helps you build your skills, and prepares you for your next adventure in Italia.

Start anytime, at your own pace  $99

**Beginning Conversational French**
This course will teach you how to communicate easily and comfortably with those who speak French. You’ll learn practical, common phrases that will make your trip to the many French speaking regions of the world more pleasant. You’ll learn dialogue specific to various settings, and you’ll be surprised how easy it can be to speak another language!

Each lesson introduces a scenario, presented in short dialogues. You’ll be able to practice and learn both sides of the conversation, so you’ll easily understand and expect common responses. Every lesson also has cultural tips, which will make you more comfortable in a foreign setting.

The first three lessons give you an introduction to the basics you’ll need for most conversations, such as “please” and “thank you.” You’ll also learn numbers, days of the week, months of the year, and telling time.

After the introduction and basic conversation lessons, you’ll learn what to say at the airport. Then, you’ll need to get to your hotel, so the next lesson teaches you about transportation. The following lesson will show you how to talk to hotel employees.

This course makes learning French fun and surprisingly easy. You’ll be pleased with your quick progress, and you’ll be prepared for your next trip!

Start anytime, at your own pace  $99

**Ed2Go Online** - See page 23 for details.
Arts, Crafts & Creativity

Joanne Doell, BA, MA, has taught in public schools, Community Colleges and Universities for 25+ years.

My Edible Art
Learn the styles of 3 great Art masters - Pollock, Mondrian & Kandinsky, and create your edible 2-D & 3-D art with color, verve and sassiness! Photograph your cakelets and enjoy! Bring apron, smartphone or camera, and a smile! Minors allowed with an adult and consent form.
Sat., September 22  12:00 - 2:00 pm
Room: AR 103        $39 + $10
material fee to instructor

Fabulous Flower Arrangements
Flower arranging is an artistic, relaxing and lucrative pastime. Using both common and unusual flowers and foliage, students will create imaginative miniature-to-large decorative arrangements using established Japanese elements and avant-garde European designs. Students should bring clippers, favorite flowers and greens from their gardens, two vases and their green thumbs.
Sat., September 22  9:00 - 11:00 am
Room: AR 101        $49 + $10
material fee to instructor

Beginning Calligraphy
Have you always wanted to learn pointed pen calligraphy? Maybe you are wanting DIY wedding invitations? Learn to create stunning and beautiful script as a hobby, or find out how to expand this art skill into a career. Here’s your chance to learn the basics of calligraphy, including prepping, loading nibs and inking nibs.
Students will get an introduction to the best paper and inks, go over lowercase and uppercase letters, practice basic strokes and discuss what strokes create each letter.
Sat., September 8  1:00 - 3:00 pm
Room: AR 102        $55 + $35
material fee to instructor

Beginning Watercolor
This workshop is designed to give students the basic knowledge, skills and confidence to get a brush to paper and start creating beautiful florals, leaves and geometrics. Students will learn basic color theory, how to choose a pallet, how to use and care for paint brushes, as well as different watercolor techniques (wet-on-wet, wet-on-dry, etc.). The instructor will review the basic painting composition of patterns, bouquets and wreaths. There will also be time to get in-depth help with techniques, color and composition.
Room: AR 101        $65 + $80
material fee to instructor

One Day Class Schedule
Sat., September 29  1:00 - 4:00 pm
Sat., October 6      1:00 - 4:00 pm
Sat., November 3     1:00 - 4:00 pm

Cerise Burns is a lover of all arts. She is an avid hand letterer who now creates professional custom calligraphy, fonts and logos for wedding invitations and parties. She also has a background in acrylic and oil painting.

See page 23 for details.
Noella Vigeant is a south bay artist and professional commercial photographer. She started as a hobbyist, photographing friends, family, and far off places and has over 30 years of photography experience.

Get out of Auto and into your DLSR Camera
Dive into a deeper understanding of your DSLR camera while learning how to freeze action, override the flash, blur the background and get gorgeous color. This class will familiarize you with the most important features of your camera so that you can get better photos. Discover when and where to change camera settings, how and why to adjust ISO, white balance and compensate exposure. Students should bring their cameras, camera manuals and charged camera batteries to this class, for hands-on learning with a professional photographer.

Wednesdays, October 10 - October 24                      6:00 pm - 8:30 pm
Room: AR 103                                    $89 + $5 material fee to instructor

DSLR Camera - Focus on Motion
This class focuses on the camera’s shutter and how and why to control the shutter. Expand your camera skills and get into creative shutter exposures by learning the ins and outs of Shutter Priority. Learn why Shutter Priority is used, and improve your photography by understanding this major component of every photo exposure. In this class you will use your camera in hands-on exercises with long and short exposures, while you find the exact camera settings to pan, blurred motion, stop motion, create silky waterfalls and streaming headlights. Students should bring their camera, manual, tripod (if they have one), questions and charged batteries to class for hands-on experience. This class has lectures as well as hands-on exercises with long photo exposure.

Friday, November 2                                                      6:00 pm - 9:00 pm
Room: LI 171                           $59 + $5 material fee to instructor

DSLR Camera - Focus on Depth of Field
Get out of auto and into depth of field by learning the ins and outs of Aperture Priority. In this class you will use your camera in hands-on exercises to make blurred backgrounds, bokeh, broad depth of field and with control over focus and depth of focus. Find out how your camera lens creates focus depth, and when and why to use Aperture Priority for your style of photography. Bring your camera, manual, tripod (if you have one), questions and charged batteries to class.

Friday, November 16                                                    6:00 pm - 9:00 pm
Room: LI 171                                      $59 + $5 material fee to instructor

Photography Adventure - Seaside Capitola
Focus your photography on the big blue Pacific Ocean, while learning classic compositions and techniques for photographing the seaside village of Capitola. This class includes one 4 hour field trip to Capitola to photograph the ocean, pier, village and sunset. Students should bring a camera and charged batteries to class. Students must provide their own transportation to and from the field trip and class.

Fridays, September 7, 14 - Room: LI 171                   6:30 pm - 8:30 pm
Sunday, September 9 - Capitola Field Trip                4:30 pm - 8:00 pm
$99 + $5 material fee to instructor
Note: Students can receive a special discount if they are enrolling in two or more dance classes during the Fall 2018 semester. Discount price is $270 a couple or $135 per person, for 8 weeks of dance instruction in 4 dance genres. Please call 408.229.4201 to register with the discount.

Beginner’s Basics: Foxtrot & East Coast Swing

The class will cover the basics for Foxtrot and Single-Step (fast) Swing, so that students will enjoy dancing. Learning these two styles will cover most student’s dancing needs when going to a venue that features a live band or DJ. Both dance styles cover a range of great music -- Sinatra to 1960’s Rock. The movements are relatively easy to learn, so students can feel free to enjoy themselves. The class will warm up with samba rhythms to get the blood going.

Mondays, September 10 - October 1                          7:15 pm - 8:30 pm
Room: APE 101                     $75 per person or $140 per dance couple

Beginner’s Club Dancing: Nightclub Two-Step & Salsa

Nightclub Two-Step and Salsa are most often found in club dancing. This class will begin with merengue rhythms to warm-up, and will then transition to learning the history, characteristics and basic patterns of both Salsa (fast) and Nightclub Two-Step (slower) dancing. Students will receive group lessons with individual attention from the instructor. Supplemental videos will be emailed to students, to help them practice. This course is meant for beginners who are new to partnered dance. This is not a class for veteran salsa dancers. The recommended footwear for this course are sturdy heels for ladies and smooth-soled shoes for all dancers.

Mondays, October 8 - October 29                               7:15 pm - 8:30 pm
Room: APE 101 & 120          $75 per person or $140 per dance couple

Advanced Beginners: Latin Nights, Rumba & Chacha

Shake things up! Learn the flirty Chacha and the sensuous Rumba, dubbed “the dances of love.” Learn the history and characteristics of each dance, along with the basic patterns and suggestions for choreography. Both styles of dance are frequently played by party bands. There is a lot of Cuban motion in the Rumba and complex rhythm in the Chacha, so previous dance experience of any kind would be of great help. Video clips will be available to students, along with a list of suggested music. The recommended footwear for this course are sturdy heels for ladies, and smooth-soled shoes for all dancers.

Mondays, November 5 - Dec. 3 (no class 11/26)       7:15 pm - 8:30 pm
Room: APE 101 & 120       $75 per person or $140 per dance couple
Richard David Ahrens has studied T’ai Chi, Chi Gung, and Silk Reeling (Ssu Chih) with masters from China and the U.S. He has taught Tai Chi to hundreds of students across the U.S. since 1985.

**T’ai Chi Essentials, Level # 1**

The soft, flowing movements of T’ai Chi help people of all ages tone the body, increase concentration, and improve circulation. Gentle turning and shifting movements relieve stress, and exercise every part of the body without strain. T’ai Chi energizes the body and calms the mind while improving balance and flexibility. This introductory class is fun and helps students learn the Essentials of T’ai Chi. This includes gentle stretching exercises and the basics of posture, breathing, stance, stepping, turning, and individual techniques. Basic techniques are learned in preparation for incorporating them into the Solo Exercise in the next class. For a detailed list of the essential exercises covered in the class, please email at risk.analyzer@gmail.com.

**Tuesdays, September 11 - October 30**
**Room: MHG 10**
**6:15 pm - 7:15 pm**
**$79**

**T’ai Chi Solo Exercise, Level # 2**

T’ai Chi is a gentle but invigorating exercise that can be done by people of all ages. It increases circulation, strengthens the bones, and relieves stress. Tai Chi energizes the body and calms the mind while improving balance and flexibility. In this class we will cover the first section of the T’ai Chi Solo Exercise. This includes techniques like Ward Off, Grasp Sparrow’s Tail, Single Whip, and others. For a detailed description of techniques covered in the class, please email at risk.analyzer@gmail.com.

**Tuesdays, September 11 - November 27**
**Room: MHG 10**
**7:30 pm - 8:30 pm**
**$119**

**T’ai Chi, Level # 3**

T’ai Chi improves circulation, balance, flexibility and concentration. The gentle turning and shifting movements of T’ai Chi relieve stress and energize the body, without strain. The Level 3 class will continue to polish the first section of the T’ai Chi Solo Exercise, while adding new techniques from the second section. The new techniques will include moves like Embrace Tiger, Repulse Monkey and Cloud Hands. For more details about the class, please email instructor Richard Ahrens at risk.analyzer@gmail.com.

**Thursdays, September 13 - Nov. 29 (no class 11/22)**
**Room: MHG 10**
**6:15 pm - 7:15 pm**
**$119**
Become a Certified Scuba Diver (Ages 10 & Up)

This one-month NAUI certification program will open the door to fascinating underwater adventures, teaching you safe SCUBA diving techniques while preparing you for recreational dive trips. Ours is an all-inclusive price (no hidden charges) including textbook, e-learn kit, dive tables, pool use, instructor fees, rental of the SCUBA Hard Gear (Buoyancy Compensator Device BCD, SCUBA regulator system including submersible pressure gauge, instrument console, and two second-stage regulators), SCUBA air tanks and pool air fills, rental of weight belt and weights. No gear is needed for the orientation session, as the instructor will advise you on what you need to buy. Students must pass a basic swim test. For details, please contact Lead Instructor, Mauri Munoz at mmunoz@calidivers.org or at 408-713-1211. Early registration is highly recommended.

The first three class sessions will be held at Pacific Ocean Water Sports located at 431 First Street, Gilroy, CA 95020. Following the completion of the theory sessions, training will be at the Gavilan College Pool located on the main Gavilan College Gilroy campus.

CaliDivers Scuba diving program promotes and actively supports SCUBA related activities and events both within California as well as regionally and internationally. Founded in 2004, the CaliDivers Dive Network became a 501(c) (7) not-for-profit recreational club in 2012.

September - October Class:
September 17, 19, 24  6:30 pm - 9:30 pm
Location: Pacific Ocean Water Sports. 431 First Street, Gilroy, 95020
September 26  5:30 pm - 9:30 pm
October 1, 3  6:30 pm - 9:30 pm
Location: Gavilan College Pool

October Class:
October 8, 10, 15  6:30 pm - 9:30 pm
Location: Pacific Ocean Water Sports. 431 First Street, Gilroy, 95020
October 17  5:30 pm - 9:30 pm
October 22, 24  6:30 pm - 9:30 pm
Location: Gavilan College Pool

October - November Class:
October 29, 31  November 5  6:30 pm - 9:30 pm
Location: Pacific Ocean Water Sports. 431 First Street, Gilroy, 95020
November 7  5:30 pm - 9:30 pm
November 12, 14  6:30 pm - 9:30 pm
Location: Gavilan College Pool

December Class:
December 3, 5, 10  6:30 pm - 9:30 pm
Location: Pacific Ocean Water Sports. 431 First Street, Gilroy, 95020
December 12, 17, 19  5:30 pm - 8:30 pm
Location: Gavilan College Pool

Gavilan College Student Price $350; General Price $425
Your Story Matters: Memoir Writing

In this six week course, students will complete a chapter of their memoirs as well as develop a rough outline for a book-length memoir. The instructor will dive deep into story structure, scene building and characterization. Peer workshopping will give writers practical tips to improve their craft.

Carly Gelsinger is an author, content writer, and editor. Her memoir “Once You Go In,” will be released October 16, 2018.

Wed., Sep. 19 - Oct. 24  6:30 - 8:00 pm
Room: HOB 114                     $189

Healthcare and Your Retirement

This class will give details about the potential impact of rising health care costs on people’s retirement savings. Alexis Winder will give an introduction on Medicare coverage and costs, long-term care costs, available options for supplemental health care and long-term care insurance. Medicare, SSI, long term care and retirement financial planning are course topics.

Alexis Winder is a Financial Advisor at the Edward Jones branch located in downtown Hollister. Alexis holds a MAM and B.S. from Doane College in Nebraska

Wed., September 12  5:30 - 6:30 pm
Room: SS 205                          $25
Are You Listening?
Are you or a family member experiencing a slight to severe hearing loss or having trouble understanding people in regular conversations? Find out why this happens and learn phrases to use to assist anyone who is experiencing difficulties in conversation and following directions. Practice using simple questions and strategies for successful communication. Students will learn and practice communication techniques when dealing with hearing loss. Best / worst hearing scenarios and solutions will be presented. Students will understand why communication issues occur at the outer / middle / inner ear levels.

Joanne Doell, BA, MA, has taught at public schools, Community Colleges and Universities for 25+ years. She has taught life enrichment classes including art, art history and photography.

Thurs., Sept. 20 9:00 am - 12:00 pm
Room: HOB 114 $49 + $5 material fee to instructor

Living with Tinnitus
What is Tinnitus? How do I cope with Tinnitus? Is Tinnitus preventable? Managing the stress of the constant sound of Tinnitus and common coping strategies will be discussed in this class. The class will include a group discussion on experiences with this condition, and students will receive information on the newest Tinnitus resources, research and support groups.

Joanne Doell holds a BA and MA in Speech Pathology and Audiology. She has led Aural Rehab classes and Communication, Listening and Speaking classes at Community centers and at the college level.

Sat., January 5 1:00 - 3:00 pm
Room: LI 100 $39

Photoshop Creative - Cards and Calendars
Graphic design, photography and creativity come together in this project-based, fun class, geared to enhance student’s Photoshop skills and imagination. Projects include custom printed postcards, greeting cards and homemade calendars. This is a class for beginner and intermediate level Photoshop and Photoshop Elements users. Laptops with loaded software are welcome, but not necessary.

Noella Vigeant is a South Bay artist and professional commercial photographer. She started as a photo hobbyist, photographing friends, family and far off places. She has over 30 years of photography experience.

Mon., Nov. 19 - Dec. 17 6:00 - 8:30 pm (no class 12/3)
Room: AR 103 $98 + $5 material fee to instructor
California Motorcycle Safety Program

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

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

Under 21: $180 • 21 years & over: $258

Register Online: www.2wheelsafety.com
Click on Register Now then choose Gavilan College  (510) 784-8978

Sylvia S. Rodriguez in an American Indian. Her mother and father used natural medicine to heal. As a result of her upbringing, she is compelled to help bring this knowledge to the world. She believes when this world was created, plants and herbs were put on the Earth to help people in their daily lives. It is up to the individual to educate themselves in finding the plants and herbs to help them heal. She feels natural medicine is a better alternative to synthetic drugs and their side effects.

Essential Oils: Cooking, Cleaning, Skincare and Healing

The Essential Oils class is a composition of everything essential oils are used for in a vibrant home life. Plant remedies, known also as essential oils, have been used throughout history and the world. It is one of nature’s most powerful support tools. Essential oils can be incorporated in many different ways in daily life including cooking, cleaning, animal care, and improving the air in a room. Instructor Sylvia Rodriguez will teach students medicinal techniques using natural oils and remedies that can improve one’s health and epidermis. She will also give tips on how people can potentially cut-down on their use of prescription and over-the-counter medication using plant-based oils and natural alternatives.

Thursdays, September 13 - September 20                5:00 pm - 9:00 pm
Room: HOB 114 & LI 171                $59 + $15 material fee to instructor
Online Classes

Visit www.gavilanCE.com or www.ed2go.com/gavilancce/ for Course Descriptions & Requirements

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

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

Requirements:

- Internet / email, specific computer software maybe required. Always check our website before registering for a class to review the additional requirements.
REGISTRATION PROCESS FOR ONLINE CLASSES - 6 WEEKS

1. Go to [www.GavilanCE.com](http://www.GavilanCE.com), then from the homepage click on the **Online Classes** link
2. Search for course by title or keyword
3. Select course by clicking on **Add to Cart**
4. Select **Session Date** and click on **Continue to Checkout**
5. Sign-in under **Returning Student** or **New Student** field by creating an account
6. Make payments by clicking on **Continue to Checkout** and following directions

<table>
<thead>
<tr>
<th>Business</th>
<th>Computing, Applications &amp; Networking</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Digital Marketing Suite</td>
<td>• Computer Networking Suite</td>
</tr>
<tr>
<td>• Start Your Own Online Business</td>
<td>- Introduction to Networking</td>
</tr>
<tr>
<td>• Administrative Assistant Suite</td>
<td>- Intermediate Networking</td>
</tr>
<tr>
<td>- Administrative Assistant Fundamentals</td>
<td>- Introduction to Wireless Networking</td>
</tr>
<tr>
<td>- Administrative Assistant Applications</td>
<td>- Understanding the Cloud</td>
</tr>
<tr>
<td>- Effective Business Writing</td>
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</tr>
<tr>
<td>• Starting a Consulting Business</td>
<td>• CorelDRAW</td>
</tr>
<tr>
<td>• PMP® Certification Prep 1 &amp; 2</td>
<td>• Windows</td>
</tr>
<tr>
<td>• Entrepreneurship Suite</td>
<td>• LPI Linux Essentials Exam Prep</td>
</tr>
<tr>
<td>- Creating a Successful Business Plan</td>
<td>• Microsoft Office Value Suite</td>
</tr>
<tr>
<td>- Start Your Own Small Business</td>
<td>- MS Office Accounting Professional</td>
</tr>
<tr>
<td>- Small Business Marketing on a Shoestring</td>
<td>- Microsoft Word, Excel, PowerPoint, Access, Project, Publisher</td>
</tr>
<tr>
<td>• Start Your Own Arts &amp; Crafts Business</td>
<td>• QuickBooks</td>
</tr>
<tr>
<td>• Peachtree Accounting</td>
<td>• PC Troubleshooting</td>
</tr>
<tr>
<td>• Accounting Fundamentals Suite</td>
<td>• Home PC Security</td>
</tr>
<tr>
<td>• Project Management Suite</td>
<td>• Creating jQuery Mobile Websites with Dreamweaver</td>
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<tr>
<td>- Project Management Fundamentals</td>
<td>• Linux</td>
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<td>- Project Management Applications</td>
<td>• Adobe Acrobat X</td>
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<td>- High Speed Project Management</td>
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<tr>
<td>• Supervision and Management</td>
<td>• Accounting Fundamentals</td>
</tr>
<tr>
<td>• Start and Operate Your Own Home-Based Business</td>
<td>• Creating a Business Plan</td>
</tr>
<tr>
<td>• Purchasing Fundamentals</td>
<td>• Payroll Practice and Management</td>
</tr>
<tr>
<td>• Customer Service</td>
<td>• Statistics</td>
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<tr>
<td>• Sales Training Suite</td>
<td>• Quickbooks 2016 Bundle</td>
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<td>- Keys to Effective Communication</td>
<td>• Dreamweaver</td>
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<td>- Effective Selling</td>
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<tr>
<td>• AutoCAD</td>
<td>• PHP and MySQL Series</td>
</tr>
<tr>
<td>• Start Your Own Publishing Business</td>
<td>• Effective Web Content</td>
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<td>• Start a Consulting Business</td>
<td>• Responsive Web Design</td>
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<td>• Visual Basic Series</td>
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<td>• XML</td>
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<td>• Mac, iPhone, and iPad Programming</td>
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<td>• Dreamweaver</td>
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• Python
• Crystal Reports
• HTML & CSS Series
  - Introduction, Intermediate and Advanced HTML and CSS
• Access
• C++
• C# Programming Series

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

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

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

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

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

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

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

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

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

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

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

**Teaching Professionals**
• Teaching Students with ADHD
• Teaching ESL/EFL Reading, Grammar or Vocabulary
• Blogging and Podcasting for Beginners
• Spanish for the Classroom
• Practical Ideas for the Adult ESL/EFL Classroom
• Empowering Students With Disabilities
• Singapore Math Strategies
• Microsoft Word, Excel & PowerPoint in the Classroom
• Using the Internet in the Classroom
• Enhancing Language Development
Looking to Start a New Career? Consider Career Education

- Administration of Justice
- Allied Health
- Aviation Maintenance Technology
- Business
- Child Development & Educational Studies
- Computer Science Information Systems
- Cooperative Work Experience
- Cosmetology & Esthetician
- Digital Media
- Drone Technology – Unmanned Aircraft Systems
- Water Resources Management

NEW C.E. CLASSES!
- Heating, Ventilation and Air Conditioning Program

To enroll, contact Jessica Weiler at 408.848.4848 or jweiler@gavilan.edu
NEW Heating, Ventilation, and Air Conditioning (HVAC)

HVAC 201
Basic Electrical
4 Units

Students will learn:
• To troubleshoot an electrical circuit.
• To solve electrical control problems.
• To test electrical components and perform preventative maintenance checks.
• To calculate the voltage, amperage and resistance using Ohm’s law.

HVAC 202
Basic Refrigeration
4 Units

Students will learn:
• To demonstrate proper torch safety.
• To evaluate, troubleshoot and repair a mechanical refrigeration system.
• To select and install safety and control switches to a mechanical refrigeration system.
• To evacuate, charge and test refrigerant.

For more information, call 408.848.4848 or email jweiler@gavilan.edu
Pre-Law Program

Gavilan College is now accepting applications for the Pre-Law program. Pathway to Law School is designed to prepare community college students for successful transfer to a 4-year university and admission to law school. Program benefits include financial aid, counseling, academic advisement, field trips, service-based learning, and other law-related support. All opportunities are designed to increase interest and eligibility for students to pursue a career in law.

The community college Pathway to Law School initiative is an unprecedented opportunity to offer advancement in the legal profession for interested students, particularly diverse populations who have been traditionally underrepresented in the legal community.

Required 7- Course Sequence

1. Fundamentals of Law (Online)
2. Criminal Law (AJ 14)
3. Criminal Procedures (AJ 12)
4. Introduction to Evidence (AJ 16)
5. Introduction to Logic (PHIL 2)
6. Introduction to American Government (POLS 1)
7. Jurisprudence (Online)

21 Units Total

Each student who successfully completes the program requirements will be afforded special recognition for admission to one of the 8 participating universities listed, and given special consideration for admittance to eight affiliated law schools.

PARTICIAPTING UNIVERSITIES AND LAW SCHOOLS:

- Loyola Marymount Law School
- Santa Clara University Law School
- University of California, Berkeley Law School
- University of California, Davis Law School
- University of California, Irvine Law School
- University of California, Los Angeles Law School
- University of San Francisco Law School
- University of Southern California, Gould Law School

For more information, call 408.848.4848 or email jweiler@gavilan.edu
Get your Administration of Justice AS-T in Coyote Valley!

This program is geared toward working professionals, and is mostly online with flexible, in-class scheduling designed to fit your life.

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

- reflect critically on developments in criminal justice policy and the relationship of these policies to the wider political and social environment.
- compare and evaluate diverse and competing arguments and analysis in disciplinary (justice system) and interdisciplinary contexts.
- demonstrate knowledge of the history, structure, and processes of law enforcement, the judicial system, correctional system, and the juvenile justice system.
- define and utilize key terms, concepts, and theories in the criminal justice system.
- interpret, assess and compare competing types of evidence and data.
- effectively communicate orally and in writing the results of their analysis and conclusions.

### Freshman Year

<table>
<thead>
<tr>
<th>FALL 2018</th>
<th>SPRING 2019</th>
</tr>
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<tbody>
<tr>
<td>AJ 10</td>
<td>AJ 12</td>
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<td>ENGL 1A</td>
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<td>HIST 1</td>
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### Sophomore Year

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<th>FALL 2019</th>
<th>SPRING 2020</th>
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<tr>
<td>AJ 16</td>
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<td>PSYC 10</td>
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Course offerings subject to change

For more information, call 408.848.4848 or email jweiler@gavilan.edu
Concrete Industry Management

2 + 2 Plan for students transferring to the CIM program at Chico State

Earn your AA in General Business at Gavilan College and earn your BS in Concrete Industry Management at Chico State!

Transfer students can finish the CIM program in just 2 years!

Courses to be taken at Gavilan College

**Freshman Year**

**FALL**
- MATH 8A
- HIST 1 or 2
- IGETC GE Area 3-A
- CSIS 2L
- ENGL 1A

**SPRING**
- MATH 8B
- CMUN 1A
- ECON 1
- ENGL1c
- POLS 1

**Sophomore Year**

**FALL**
- GEOL 1
- ACCT 20
- ECON 2
- PHYS 2A
- MATH 5

**SPRING**
- IGETC GE 5-B
- ACCT 21
- CHEM 30A
- BUS 80
- IGETC GE 3-A or 3-B

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

For more information, call 408.848.4848 or email jweiler@gavilan.edu
Unmanned Aircraft Systems (Drone)

AMT 225
Introduction to Unmanned Aircraft Systems (UAS)
3 Units
Students will learn:
• To identify and describe Drone Systems, including both fixed wing and rotor wing aircraft types.
• The legal aspects of Drone Operations, including FAA regulations.
• Mission planning, as well as control and recovery systems.

AMT 226
UAS Flight Operations and Pilot Certification
3 Units
Students will learn:
• To perform flight skills outdoors for either a fixed wing or rotor-wing aircraft.
• To demonstrate knowledge of the FAA regulations for piloting drones.

AMT 228
UAS Maintenance Technician
3 Units
Students will learn:
• To describe and perform maintenance and repair on various drone systems; including the power plant, fuel system, flight control system and electrical power system; to ensure airworthy conditions.
• To describe diagnosis and demonstrate the maintenance and repair of on-board communication, GPS and data systems that link the drone to the ground control station.

AMT 229
Advanced Drone Aerial Photography and Cinematography
3 Units
Students will learn:
• To describe and demonstrate a variety of software that can be used to capture and edit aerial photography and cinematography.
• To create and produce an original professional video to tell a story using aerial photography and videography.

To enroll, contact Jessica Weiler at 408.848.4848 or jweiler@gavilan.edu
Aviation Maintenance Technology has a NEW location at the San Martin Airport!
13021 Murphy Ave.
San Martin, CA 95046
408.695.0017

Fall Aviation classes start August 8, 2018

**AMT 100**
**General Aircraft Technology**
9 Units

This course is an FAA Part 147 course designed to prepare the student for their FAA Airframe and Powerplant (A and P) certificate. The course will provide the student with a thorough understanding of the use of basic hand tools and measuring devices; basic physics and math; aircraft materials, processes and hardware, procedures for clean and corrosion control; weight and balance techniques; and human factors. Both theory and practical application to aircraft systems are taught.

**AMT 110**
**Airframe Maintenance Technology**
13.5 Units

This course is an FAA Part 147 course designed to prepare the student for their FAA Airframe certificate. The course will provide the student with a thorough understanding of airframe structures; metal structural repair; aircraft welding; aircraft instruments; communications and navigation systems; fuel systems; and cabin environmental systems. Both theory and practical application to aircraft systems is taught.

Hot Job Market!
Corporate Aviation
Commercial Aviation
General Aviation
DM 6  Webpage Authoring  
3 Units  
An introduction to using Hypertext Mark-Up Language (HTML) to create web pages which can be uploaded and displayed on the World Wide Web.

DM 74  Advanced PhotoShop  
3 Units  
Students will develop skills in luminance, color and exposure to optimize images with adjustment layers and masks, and cutting-edge selection techniques.

DM 75  Photoshop I - Adobe PhotoShop  
3 Units  
Students will be introduced to Photoshop’s Bridge and Camera Raw utilities while crafting state of the art compositions for print, video, animation and the web.

DM 76  Digital Illustration  
3 Units  
Illustration techniques using computer Bezier curve-based illustration software tools to do diagrams and graphics for use in art, desktop publishing, web graphics, animation, multimedia, and computer presentations.

DM 77  Introduction to Digital Media and its Tools  
3 Units  
Applying learned visual and aural design principles, students will explore the use of computer-based tools in the design and production of digital media by creating and editing digital images, sounds, video, animation, and text.

DM 80  Digital Photography  
3 Units  
The study of digital photography from digital camera to the computer-based printer or digital media. Artistic, theoretical, and technical aspects will be considered.

DM 107  Digital Media Design  
3 Units  
Design for visual, time-based, and interactive media and print documents.

DM 113  Introduction to Digital Video  
3 Units  
Introduction to the aesthetic and technical aspects of single camera digital video recording, nonlinear editing, visual effect generation, and production of video (and associated audio) using the personal computer equipped with specialized production equipment plus software such as Final Cut Pro, Motion, and After Effects.

DM 160  Game Design  
3 Units  
Students will analyze existing games for their educational and entertainment value, and create their own games using freely available software and game development environments.

For more information, call 408.848.4848 or email jweiler@gavilan.edu
**WTRM 201**  
**Introduction to Water, Wastewater Technology**  3 Units  
This course constitutes an introduction to Water-Wastewater- Distribution Industry. Topics include industry careers, required certifications, hydrologic cycle, watersheds, water/wastewater treatment methods, valves and equipment.

**WTRM 202**  
**Beginning Water, Wastewater, Distribution Math**  3 Units  
This course covers basic math concepts used in the water-wastewater-distribution industry. Topics include industry standard formulas, conversion factors, fractions, decimals, percentages, ratios, area and volume.

**WTRM 204**  
**Motors and Pumps, Operation and Maintenance**  3 Units  
Theory of pumps and motors, identification of problems encountered, causes of problems, corrective solutions and repair procedures. Implementation of maintenance programs including scheduling and record keeping.

**WTRM 205**  
**Water Distribution 1**  3 Units  
This is a comprehensive course that teaches basic principles of operation and maintenance of a water distribution system. It covers the sources of water; principles of design; installation, operation and maintenance of pipes, pumps, valves, meters, and other regulated hydraulic units.

**WTRM 206**  
**Beginning Water Treatment Plant Operation**  3 Units  
This is a comprehensive course that teaches basic principles of operation and maintenance of water treatment plant. The course covers sources of water; public health aspects of water supply; physical and bacteriologic standards of water quality; types of water treatment plants, water treatment procedures, operation, storage and distribution.

**WTRM 215**  
**Leadership and Supervision in the Water Industry**  3 Units  
Leadership and supervisory aspects of public agencies and investor-owned utilities, including organization, decision-making, coordination, communication and public relations. Personnel supervision, including coaching, training, evaluation, discipline, team building, morale and grievances.

**WTRM 220**  
**Pollution Prevention and Storm Water Management**  3 Units  
Pollution Prevention and Storm Water Management reviews methods and regulations to prevent pollutants from reaching the waters of our rivers, streams and aquifers.
Noncredit Classes

FREE Courses serving South Santa Clara and San Benito County. Noncredit courses are open to all community members. Students can start the course any time during the semester. Enroll online or just show up to the class to register.

Visit our website at www.gavilan.edu/noncredit/index.php or give us a call 408-852-2824.

ESL
There are free courses open to students at all levels at 20 different locations in the community.

Workforce ESL
Courses for ESL students in starting a small business, computer skills, and child care.

Citizenship
Free course to help students pass the citizenship exam and become a US Citizen!

Career Preparation Skills
Learn about how to get and be effective at a job.

GED / High School Equivalency Preparation
Prepare and receive a voucher to complete the High School Equivalency exam and receive a HS diploma equivalent.

English & Math Preparation
Take a lab course which uses software to improve your English and Math skills.

Short Term Vocational

Counseling support is provided to all students to help them reach their educational and career goals.

Visit our website at www.gavilan.edu/noncredit/index.php or give us a call 408-852-2824.
Classes Sin Crédito

Cursos GRATUITOS sirviendo el sur del condado de Santa Clara y el condado de San Benito. Las Classes Sin Crédito están abiertas a todos los miembros de la comunidad. Los estudiantes pueden comenzar el curso en cualquier momento durante el semestre. Inscribirse en línea o simplemente presentarse a clase para registrarse.

Visite www.gavilan.edu/noncredit/index.php o llámenos 408-852-2824.

Inglés como segundo idioma
Hay cursos gratuitos abiertos para estudiantes en todos los niveles en 20 lugares diferentes en la comunidad.

Mano de Obra

Inglés como segundo idioma
Cursos para estudiantes de Inglés como segundo idioma en el inicio de una pequeña empresa, para enseñarse a utilizar las computadoras, y cuidado de niños.

Ciudadanía
¡Curso gratuito para preparar a los estudiantes a pasar el examen de ciudadanía y convertirse en ciudadano de los Estados Unidos!

Habilidades de Preparación Profesional
Aprende como obtener y ser efectivo en un trabajo.

GED / Preparación de Equivalencia de Preparatoria
Prepare y reciba un cupón para completar el examen de Equivalencia de la Preparatoria y recibir diploma de preparatoria equivalente.

Preparación de Ingles & Matemáticas
Tome un curso de laboratorio que utiliza el software para mejorar sus habilidades de Ingles y Matemáticas.

Vocacional a Corto Plazo
Nuevos cursos de Hospitalidad y Turismo: Introducción de Hospitalidad, Turismo Local, Servicios al Cliente y Marketing en línea.

El apoyo de consejería se esta disponible a todos los estudiantes para ayudarles a alcanzar sus metas educativas y de carrera.

Visite www.gavilan.edu/noncredit/index.php o llámenos 408-852-2824.
Fresh Success is an approved Employment and Training Program. The program serves students receiving or eligible to receive CalFresh benefits and who are living in San Benito or Santa Clara County.

Minimum eligibility requirements include:

• Live in San Benito or Santa Clara County
• Are receiving or are eligible to receive CalFresh benefits
• Are enrolled or planning to enroll at Gavilan College in approved courses such as Career Technical Education and Community Education courses and programs
• Meet with Fresh Success staff for a full assessment to determine eligibility

Students may be eligible for supportive services including but not limited to textbook vouchers, transportation, PG&E, vehicle repair and rental assistance.

For more information, contact us at (408) 852-2838 or visit us at 5055 Santa Teresa Blvd. Gilroy, CA 95020 Room: LI 101 A/B Located in the CalWORKs Office

CalFresh Application Assistance is available, call (408) 852-2855 to schedule an appointment.
Other Locations

Morgan Hill Community Center
17060 Monterey Road
Morgan Hill, CA 95037
(408) 782-2873

Hollister Briggs Building
365 Fourth Street
Hollister, CA 95023
(831) 636-3783
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! No cash.

Register Early - Don’t Wait!
Early registration ensures that there will be a space for you in class!

Transfers
To transfer to another class, requests must be received in writing by our office at least 3 full business days before the first class meeting. Please note, we can not transfer you from an online class to an on-campus class hosted by Community Education. Above policy applies unless noted specifically with class description. No exceptions.

If We Cancel a Class
A full refund will be issued within 4 to 6 weeks.

Parking on Gilroy Campus
Parking is currently $2 per day (no coins, dollar bills and credit card only), Monday - Thursday, 7:00 am - 10:00 pm and Fridays, 7:00 am - 5:00 pm, although subject to change. Parking is free on Saturday and Sunday. Yellow parking permit dispensers are located throughout campus. Do not park in staff or handicap parking spaces. Parking permits not required at the Coyote Valley, Morgan Hill, Hollister or San Martin instructional sites.

Age Requirements
Unless noted in the class title, classes are for students ages 18 & up. If a class allows an exception to the age requirement, a release and medical consent form must be completed and submitted to our office upon registration by the minor’s parent or legal guardian, no exceptions.

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

Cancellation Policy
When unable to attend a class for which you have registered, notify our office at least 3 full business days before the first class meeting in writing. You may request a transfer or receive an electronic voucher valid for 2 year period towards any Community Education class for the amount of the class. Above policy applies unless specifically noted otherwise in the class description. Electronic vouchers are nontransferable. No exceptions.

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

The majority of Community Education classes are not for credit classes.