New! Community Emergency Response Training, page 32
New! Tiny House Living, page 29
Concrete Industry Management, page 5
Construction Management, page 4
Heating, Ventilation, and Air Conditioning, page 3

Classes begin January - April

www.GavilanCE.com
(408) 229-4201
Veterinary Assistant Training Program

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.

Call 408.229.4201 or see page 40 to register. See page 20 for more information.

Open Swim
See page 23 for more information.

Don’t forget about our online course offerings. Visit our website at www.GavilanCE.com, or see page 34 for more details.

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

See you at Gavilan!
408.229.4201
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Career Education  
HANDS-ON TRAINING

Choose Your Career Path

- Accounting
- Administration of Justice
- Allied Health
- Aviation Maintenance Technology
- Business
- Child Development & Educational Studies
- Computer Science Information Systems
- Cooperative Work Experience
- Cosmetology & Esthetician
- Digital Media
- Heating, Ventilation and Air Conditioning Program
- Water Resources Management

For more information on these programs and classes, visit www.gavilan.edu/CareerEd or email CareerEd@gavilan.edu.
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.

**HVAC 206 Controls 4 Units**
Students will learn:
- electric, pneumatic, solid state, and digital control systems.
- Energy Management Systems (EMS), Building Management Systems (BMS), building applications, and green technology; including fire / smoke, lighting, and heating and ventilation controls.

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

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

2 + 2 ½ Plan for Students Transferring to the CM Program at Chico State

*Earn your AS-T in Business Administration at Gavilan College and earn your BS in Construction Management at Chico State!*

The construction management program at CSU, Chico has graduated over 3,500 students since 1977 going into the construction field and managing the construction of schools, hospitals, bridges, highways, dams, water systems, hotels, offices and industrial plants throughout California, the US and the world.

## Courses to be taken at Gavilan College

<table>
<thead>
<tr>
<th>Freshman Year</th>
<th>SPRING</th>
<th>SUMMER</th>
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<tbody>
<tr>
<td><strong>FALL</strong></td>
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<tr>
<td>ENGL 1A (4)</td>
<td>MATH 6 (3)</td>
<td>CMUN 1A (3)</td>
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<td>BUS 1 (3)</td>
<td>ACCT 20 (4)</td>
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<tr>
<td>HIST 1 OR 2 (3)</td>
<td>CHEM 30A (4)</td>
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<tr>
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<td>ENGL 1C (3)</td>
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<tr>
<td>ART 6 OR MUS 6 (3)</td>
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<tr>
<td><strong>Sophomore Year</strong></td>
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<td>PHYS 2A (4)</td>
<td>PHYS 2B (4)</td>
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<tr>
<td>ECON 1 (3)</td>
<td>ECON 2 (3)</td>
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<td>ACCT 21 (4)</td>
<td>HUM 12 (3)</td>
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<td>POLS 1 (3)</td>
<td>ENVS 1 (4)</td>
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<tr>
<td>BUS 11 (4) OR</td>
<td>BUS 80 (3)</td>
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<tr>
<td>MATH 5 (3)</td>
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</table>

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

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

2 + 2 Plan for Students Transferring to the CIM Program at Chico State

Earn your AA in General Business at Gavilan College and earn your BS in Concrete Industry Management at Chico State. Transfer students can finish the CIM program in just 2 years!

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

Courses to be taken at Gavilan College

<table>
<thead>
<tr>
<th>Freshman Year</th>
<th>Sophomore Year</th>
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<tbody>
<tr>
<td><strong>FALL</strong></td>
<td><strong>SPRING</strong></td>
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<tr>
<td>MATH 8A</td>
<td>MATH 8B</td>
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<tr>
<td>HIST 1 or 2</td>
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<td>IGETC GE Area 3-A</td>
<td>ECON 1</td>
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<td>CSIS 2L</td>
<td>ENGL1c</td>
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<td>ENGL 1A</td>
<td>POLS 1</td>
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<th><strong>FALL</strong></th>
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<tr>
<td>GEOL 1</td>
<td>IGETC GE 5-B</td>
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<td>ACCT 20</td>
<td>ACCT 21</td>
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<td>ECON 2</td>
<td>CHEM 30A</td>
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<tr>
<td>PHYS 2A</td>
<td>BUS 80</td>
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<tr>
<td>MATH 5</td>
<td>IGETC GE 3-A or 3-B</td>
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</tbody>
</table>

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

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

The Academy provides certified training in law enforcement, fire services, emergency medical training, dispatch and more.

**BASIC DISPATCH ACADEMY**
February 24 - March 13, 2020
April 13 - May 1, 2020
March 23 - April 3, 2020

**BASIC POLICE ACADEMY**
Class #155 January 10 - June 26, 2020
Class #157 April 20, 2020 - October 1, 2020

**EXPLORER LAW ENFORCEMENT ACADEMY**
June 8 - June 26, 2020

**EMT**
January 21 - June 4, 2020

**FIRE FIGHTER I ACADEMY**
January 9 - May 21, 2020

**FIRE FIGHTER II ACADEMY**
January 12 - May 3, 2020

South Bay Regional Public Safety Training Consortium -
The Academy
560 Bailey Ave, San Jose, CA 95141

For more information on the courses listed above, contact The Academy:
408.229.4299
sbrpstm@theacademy.ca.gov
www.theacademy.ca.gov
# Child Development Classes

**Register Now for Spring!**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Days and Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>CD 1</td>
<td>Principles &amp; Philosophies of Working with Young Children</td>
<td>T 9:45 - 12:50 PM</td>
</tr>
<tr>
<td>CD 2</td>
<td>Early Child Development</td>
<td>Online / Afternoons</td>
</tr>
<tr>
<td>CD 3</td>
<td>Child Growth / Development - School Years</td>
<td>Online / TTH / Mornings / Afternoon / Hollister Evening</td>
</tr>
<tr>
<td>CD 4</td>
<td>Observation and Assessment of Young Children</td>
<td>Th 6 - 9:10 PM</td>
</tr>
<tr>
<td>CD 5</td>
<td>Child / Family and Community</td>
<td>W 1 - 4:10 PM</td>
</tr>
<tr>
<td>CD 7</td>
<td>Cultural Context of Child/Fam in Diverse Society</td>
<td>MW 11:20 - 12:45 PM</td>
</tr>
<tr>
<td>CD 8B</td>
<td>Teaching Reading / Writing</td>
<td>W 6 - 9:10 PM</td>
</tr>
<tr>
<td>CD 9</td>
<td>Health, Safety and Nutrition</td>
<td>Online</td>
</tr>
<tr>
<td>CD 11A</td>
<td>Administration of Early Childhood Programs</td>
<td>Online</td>
</tr>
<tr>
<td>CD 11</td>
<td>Supervision of Adults / Mentor Teacher</td>
<td>Hybrid</td>
</tr>
<tr>
<td>CD 13</td>
<td>Infant / Toddler Development and Care</td>
<td>T 6 - 9:10 PM</td>
</tr>
<tr>
<td>CD 14A</td>
<td>Working with School Age Children</td>
<td>Online</td>
</tr>
<tr>
<td>CD 14B</td>
<td>Behavior Management Strategies for School Age Classrooms</td>
<td>Online</td>
</tr>
<tr>
<td>CD 19</td>
<td>Introduction to Careers with Children</td>
<td>T 6 - 9:05 PM, 12 weeks</td>
</tr>
<tr>
<td>CD 20</td>
<td>Children's Language and Literature</td>
<td>Th 9:45 - 12:45 PM</td>
</tr>
<tr>
<td>CD 30A</td>
<td>Practicum in ECE</td>
<td>W 6 - 8 PM, Lab by Arrangement</td>
</tr>
<tr>
<td>CD 30B</td>
<td>Advanced Practicum in ECE</td>
<td>W 7 - 9 PM, Lab by Arrangement</td>
</tr>
<tr>
<td>CD 32</td>
<td>Introduction to Curriculum</td>
<td>M 6 - 9:10 PM</td>
</tr>
<tr>
<td>CD 40</td>
<td>Child and Adolescent Development</td>
<td>Online / MW 9:45 - 11:10 AM / F 9:45 - 12:45 PM</td>
</tr>
</tbody>
</table>

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

For more information on the program and classes, email CareerEd@gavilan.edu, phenrickson@gavilan.edu, or call 408.848.4817.
Teacher Pipeline

Why become an Education Major?

Make a Difference • High Demand Field
Variety of Positions Available • Teaching Changes Lives

Teacher Prep Center Services
Come to CDC128 to meet other students pursuing degrees in teaching!
• Orientation to the Teaching Profession
• Specialized Academic Advising and Counseling
• Information on Teacher Preparation Programs
• Financial Aid / Scholarship Advising and Workshops
• Transfer Information
• Field Trips to colleges
• Credential Information
• Future Teacher Specialized Activities
• TBA - CBEST / RICA Preparation Courses
• Permit / Credential Support
• And more

Gavilan Degrees for Future Teachers
Find the level you wish to teach.

Infants / Toddlers:
Certificate of Achievement
AA Child Development
AST Early Childhood Education

Preschool Children:
Certificate of Achievement
AA Child Development
AST Early Childhood Education

After School Programs:
Certificate of Achievement
AA Child Development
AST Early Childhood Education
LA Elementary Emphasis

*Transitional Kinder. - 6th Grade:
LA Elementary Emphasis

*Middle School level:
AA Multiple Subjects
AA Transfer in your chosen subject matter

*High School level:
AA Transfer in your selected subject matter

*College Level Faculty:
AA Transfer Degree in subject matter
Career Experience + Education
*Transfer from California
Community Colleges to CA four year colleges with our Transfer Degree Programs

For more information on the program and classes, email CareerEd@gavilan.edu, phenrickson@gavilan.edu, or call 408.848.4817.
Medical Office & Accounting

BOT 180 Medical Terminology for the Office 3 Units
This course introduces fundamentals of medical word building used in the health profession (prefixes, word roots, suffixes and abbreviations) as well as review of body systems, with emphasis on analysis, definition, spelling and pronunciation. This course has the option of a letter grade or pass / no pass.

BOT 281 Medical Billing 3 Units
This course is an introduction to computerized billing procedures for the medical front office. Students will learn the patient billing features of the software and complete a capstone simulation project. This course has the option of a letter grade or pass / no pass.

ACCT 120 Computerized Accounting - Quickbooks 3 Units
An introduction to computer-assisted accounting. Hands-on use of a microcomputer menu-driven accounting package to do general ledger, sales journal, cash receipts journal, cash payments journal, purchases journal, payroll, receivables, payables and related financial reports. This course has the option of a letter grade or pass / no pass. This course is also listed as CSIS 120.

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

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

Earn college credit while at work!

Test your career choices through job exploration. These courses are designed to combine academic studies with practical, on the job experience, enabling students to apply theories learned in the classrooms to real work situations while earning college credits.

Cooperative Work Experience

This program is designed to provide students with an opportunity to earn college credit while working.

Occupational Work Experience section 190

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

General Work Experience section 192

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

Instructor will visit your workplace, and there will be a take home final. For more information, please visit www.gavilan.edu/cwe or email ssweeney@gavilan.edu.

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

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

CSIS 1  Computer Literacy - MS Office
Mondays & Wednesdays  9:45 a.m. - 11:00 a.m.  2/10 - 5/13

CSIS 2  Computers in Business
Mondays  12:00 a.m. - 3:10 p.m.
Tuesdays  9:45 a.m. - 12:55 p.m.

CSIS 6 / DM 6  Webpage Authoring
Online

CSIS 8  Introduction to the Internet
Online

CSIS 18 / 18L  UNIX / C++ Programming
Online

CSIS 26  Word Processing - MS Word
Online

CSIS 28  Computer Architecture and Organization
Online

CSIS / ACCT 121  Spreadsheet - MS Excel
Online
Wednesdays  11:25 a.m. - 2:35 p.m.

CSIS 122  Keyboarding  DHR open lab
Mondays - Fridays  9:00 a.m. - 3:00 p.m.
Online

CSIS 128  Database - MS Access
Tuesdays  1:00 p.m. - 3:05 p.m.
Online

CSIS / CMUN 129  Presentation Graphics - MS PowerPoint
Online  3/2 - 4/24

CSIS 181  PC Hardware
Wednesdays  3:15 p.m. - 5:05 p.m.
Online

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

For more information on the program and classes, email CareerEd@gavilan.edu.
Beginning MIG Welding (Ages 18 & Up)
Learn basic welding skills and shop practices including: MIG welding, grinding, drilling, oxy-acetylene torch cutting, and plasma cutting. This course is useful for the small business owner, farmer, or home hobbyist who would like to gain experience with the MIG welding process.
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. Knowledge of hand tools is a necessity.
March 2020
Call 408.229.4201 for details

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.
Monday - Tuesday, February 24 - 25
6:00 pm - 9:00 pm
Room: HU 103
$105 + $25 material fee to instructor
Systems Security Certified Practitioner

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

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

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

Classes start monthly $1795

Certified Information Security Manager

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

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

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

Classes start monthly $795

Community Education - See page 40 for registration details.

Ed2Go Online - See page 35 for details.
Indie Publishing –
How to Sell Your Books to
the World

Have you finished writing your
thriller, cookbook, memoir or
calculus 101 textbook, and wonder
how to publish and sell your
writing to the world? This course
will be a hands-on demonstration
on how to navigate the online
market of independent publishing.
This is not a writing class, but a
course that will teach students
what to do with their finished
manuscripts. The class curriculum
is applicable to any book genre:
non-fiction, biographies,
academic texts, mystery, sci-fi,
romance, etcetera.

Alec Peche is a mystery author of
eleven books in two series. She will
teach students how to publish and sell
their books to the world.

Tues., April 21 - May 5 6:30 pm - 8 pm
Room: MHG 11 $100

Voice Overs . . . Now Is
Your Time (Ages 18 & Up)

In what could be the most
enlightening 2 hours you’ve ever
spent, this class will show you how
you can actually begin using your
speaking voice for commercials,
films, videos, and more. Most
groups go about it the wrong
way. In this introductory class, you
will learn about a unique, outside
the box way to break into this
creative, fulfilling, and potentially
lucrative industry. Voice-overs can
be managed on your own terms, on
your own turf, in your own time, and
with minimal overhead! Whether
you choose to pursue voice-overs
part-time or full-time, this could be
the game changer you’ve been
looking for.

Part 1: Covers background in the
voiceover industry.

Part 2: Students receive
personal coaching while reading a
real script. Students are
recorded and receive professional
voice evaluations.

Part 3 (FAQ):
Do I have to be famous or have a
special voice?
Do I need an agent?
Do I need to join a union?
Do I have to live in a major market?
How much do voiceovers earn?
What continuing education and
tools are needed to pursue this
career?

Nicole Porche built her career as a
professional film, television, theater
and voice-over actor by demystifying
the casting process and illuminating
the business side of pursuing a
creative career.

Mon., March 30 6:30 pm - 8:30 pm
Room: HU 102 $49

Community Education -
See page 40 for registration details.
**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.

Saturday, March 7  
8:00 am - 6:00 pm  
Room: SS 210  
$99 + $35 material fee to instructor

**Renew Your Notary Public** (Ages 18 & Up)

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

Saturday, March 7  
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.
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

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

Community Education - See page 40 for registration details.

Ed2Go Online - See page 35 for details.
Certified Medical Assistant Training Program

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

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

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

Mondays & Thursdays, January 27 - May 7 1:00 pm - 9:00 pm
(No classes on 2/17, 3/16, 3/19, 4/6, 4/9)
Room: Monday HOB 102 & 114, Thursday HOB 102

$3200 with a Payment Plan available

Students are responsible for additional costs.

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

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

Certified phlebotomists work in clinical laboratories or other healthcare settings. Their main responsibility is drawing blood samples from patients according to the clinical laboratory orders. This program will prepare you for the California State Exam which will allow you to apply to Laboratory Field Services for your CPT-1. This course combines 84 hours of classroom instruction and a 40 - 80 hour externship.

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

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

Saturdays, March 28 - June 27
(No classes on 4/11, 5/23)
Room: HOB 114
8:00 am - 3:30 pm
$3100 with a Payment Plan available

Students are responsible for additional costs.

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

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

Community Education -
See page 40 for registration details.
Pharmacy Technician Training Program
Pharmacy technicians work in pharmacies under the direction of a pharmacist. Their main responsibility is filling prescriptions according to doctors’ orders for patients. This comprehensive training program will prepare participants to enter the pharmacy field and to take the optional Pharmacy Technician Certification Board’s (PTCB) exam. This course combines 144 hours of classroom instruction and a 120 hour externship, for a total of 264 hours.

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

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

Saturdays, February 1 - June 27 8:00 am - 4:00 pm
(No classes on 2/15, 3/21, 4/11, 5/23)
Room: HU 103

$2750 with a Payment Plan available

Students are responsible for additional costs.

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

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

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

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

Start anytime: 500 hours at your own pace $3195

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

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 an email address. All eligible students must be able to pass drug and background checks.

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

Saturdays, February 1 - May 9
(No classes on 2/15, 3/21, 4/11)
Room: HU 101
8:00 am - 4:00 pm
$1700 with a Payment Plan available

Students are responsible for additional costs.

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

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

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

Adobe Lightroom
Still working in the dark when it comes to editing your digital photographs? Step into Lightroom, the electronic darkroom for digital photography. This Lightroom course focuses on the workflow between the camera and Lightroom to get the most from your digital photography. Import, export, organize, and discover techniques for developing your images and creating a workflow for camera to finished image. Classes are task-based and focus on real-world scenarios and challenges students face in their day-to-day digital photography world. Bring your laptop with loaded software to class.

Thursdays, March 19 - April 16 (No class on 4/9) 6:30 pm - 8:30 pm
Room: AR 103 $119 + $5 material fee to instructor

Classic Black and White Photography
Many of the most powerful, memorable and effective photographs are black and white images. With digital photography though, you can no longer take a great black and white photograph ... but you can create one using black and white photography techniques and software. This course combines camera, visualization, and post processing to create striking portrait, abstract and landscape black and white photographs. Class includes one off campus photography outing. Photoshop and other software will be used - no prior knowledge necessary. Bring your camera and charged batteries to the first class.

Thursdays, February 20 - March 12 6:30 pm - 9:00 pm
Room: AR 103 $149 + $5 material fee to instructor

Photoshop for the Hobby Photographer
Start your portfolio of gorgeous photos and experience the tools digital photographers use to bring out detail, sharpen, and create brilliant color in photographs. In this Photoshop for photography course participants learn the program basics of Photoshop, and the tools used by photographers to enhance and edit digital photographs. The class emphasis is on basic and intermediate level photo editing using simple tools and layers along with tips and tricks to make the editing process fun. Photoshop Elements users welcome.

Fridays, April 24 - May 15 6:30 pm - 9:00 pm
Room: AR 103 $119 + $10 material fee to instructor
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. The Level One 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.

Richard Ahrens has studied T’ai Chi, Chi Gung, and Silk Reeling (Ssu Chih) with masters from China and the U.S. He has taught T’ai Chi to hundreds of students across the U.S. since 1985.

Wednesdays, January 29 - March 18 6:30 pm - 7:30 pm
Portuguese Hall, 695 7th Street, Hollister, 95023 $99

Argentine Tango for Beginners

Argentine Tango provides great benefits to your mental and physical health that requires average coordination. Prepare yourself to be intimately drawn into the music while being closely embraced. This course may be performed either with a partner or without. This is a 5 week course meeting twice weekly.

Richard Robles has spent 15 years teaching Argentine Tango and 5 years under the tutelage of the Grand Master of Tango in Buenos Aires. He now acts as host to professional tango dancers from Argentina and occasionally does exhibition dance with his partner Aletia Egipciao.

January 27 - March 2 (No class on 2/17) 7:30 pm - 9:00 pm
Room: APE 101/120 $80 per person or $75 per couple

Community Education -
See page 40 for registration details.
**Open Swim Class** *(We do not offer swimming lessons)*

This class is for students 16 years old or older. Any student under 18 years old who would like to enroll in this class will need permission and liability signed off by a parent or guardian. This class has a lifeguard on duty. Appropriate swim attire is required. Bathing caps are recommended, but are not required. This class uses a heated pool.

*The course Lifeguard is Steven Sifuentes.*

**Tues. & Thurs., Jan. 2, 7, 9, 14, 16, 21, 23, 28, 30***

6:00 pm - 7:30 pm  
Location: Gavilan College Pool  
$60

**Tues. & Thurs., February 4, 6, 11, 13, 18, 20, 25, 27***

6:00 pm - 7:30 pm  
Location: Gavilan College Pool  
$60

**Tues. & Thurs., March 3, 5, 10, 12, 17, 19, 24, 26, 31***

6:00 pm - 7:30 pm  
Location: Gavilan College Pool  
$60

**Tues. & Thurs., April 2, 14, 16, 21, 23, 28, 30***

(No class on 4/7, 4/9)

6:00 pm - 7:30 pm  
Location: Gavilan College Pool  
$56

**Tues. & Thurs., May 5, 7, 12, 14, 19, 21***

6:00 pm - 7:30 pm  
Location: Gavilan College Pool  
$45
DIY Repairs and Remodeling

Giovanni Foggia, Electrical Engineer, PhD from Stanford, with extensive experience in working and teaching electrical design for electronic devices and their installation. Knowledgeable in the implementation of electrical components for home security, safety, entertainment, installation of outdoor lighting and electrical distribution.

**Note:** *Do It Yourself* is a series of two-part courses, 101 and 102. You cannot take 102 without completing 101.

**Do It Yourself Basic Electrical Projects & Repairs 101**

Learn the basics for electrical wiring in the home with installation of electrical plugs, switches, and newer items to control lighting, detect presence of personnel and review of home security systems. Review the types of wiring, wiring routing and codes applicable for projects. Learn about installing electrical distribution outside the home. Replace light switches and non GFCI receptacles (plugs).

**Required Book:** Black & Decker: The Complete Guide to Wiring  
ISBN # 978-1591866121

**Wednesday - Thursday, January 29 - 30**  
7:00 pm - 9:00 pm  
Room: MP 102  
$99 + $15 material fee to instructor

**Wednesday - Thursday, April 29 - 30**  
7:00 pm - 9:00 pm  
Room: COY 108  
$99 + $15 material fee to instructor

**Do It Yourself Basic Electrical Projects & Repairs 102**

This is a hands-on class designed to install various electrical items to enhance a homes’ living environment. We will review:

- Installation of GFCI & AFCI breakers, whole-house surge arrestors, service panels, installing 120/240-volt dryer receptacles and range receptacles
- Upgrading ceilings and recessed ceiling lights, track lights, under cabinet lights
- Installing security doorbells and cameras, motion-sensing floodlights and cameras
- Making your home smarter with wireless thermostat control
- Repairing light fixtures, chandeliers, ceiling fans, fluorescent lights, plugs

**Required Book:** Black & Decker: The Complete Guide to Wiring  
ISBN # 978-1591866121

**Wednesday - Thursday, February 12 - 13**  
7:00 pm - 9:00 pm  
Room: MP 102  
$99 + $15 material fee to instructor

**Wednesday - Thursday, May 6 - 7**  
7:00 pm - 9:00 pm  
Room: COY 108  
$99 + $15 material fee to instructor
Giovanni Foggiato – Experienced engineer encompassing design of plumbing systems for industrial applications. Knowledgeable in materials and assembly of plumbing systems, components and applicable building codes.

**Note:** *Do It Yourself* is a series of two-part courses, 101 and 102. You cannot take 102 without completing 101.

**Do It Yourself Basic Plumbing Projects & Repairs 101**

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

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

**Schedule:**  
Wednesday - Thursday, February 19 - 20  
7:00 pm - 9:00 pm  
Room: MP 102  
$99 + $15 material fee to instructor

**Do It Yourself Basic Plumbing Projects & Repairs 102**

Review implementation requirements for more complex projects found applicable to the family home. Entails design and installation methodologies for plumbing systems from water delivery to sewage systems. Detailed review of building codes including system safety, and how to facilitate addressing plumbing problems. Repair of such problems will be detailed. Some of the topics covered will be:

- Hot water dispensers, ice makers and pot filler
- Frost-proof sillcocks
- Pedestal sinks, wall-hung vanities, vessel sinks, kitchen sinks, drains
- Installation basics, water delivery and sewage drainage, plus outdoor supply & drainage
- Common toilet problems, clogged toilets, toilet flanges, toilet drain lines
- Fixing leaky tubs & shower faucets, plus single-handle tubs, and shower faucets with scald control

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

**Schedule:**  
Wednesday - Thursday, February 26 - 27  
7:00 pm - 9:00 pm  
Room: MP 102  
$99 + $15 material fee to instructor
Giovanni Faggiato – Experienced engineer with extensive knowledge in installation of ceramic tile for bathrooms, kitchens, floors and outdoor cooking facilities. Supplementary information will be provided by specialists in ceramic installations.

**Note:** *Do It Yourself* is a series of two-part courses, 101 and 102. You cannot take 102 without completing 101.

**Do It Yourself Basic Tile Projects & Repairs 101**

Learn how to design and install tile in your home. This class covers the many materials that are available, their suitability for different applications and what is needed. Students will review costs for different grades of tile. Materials are analyzed to determine quantity, layout, patterns, and grout spacing. Details for projects involving floors are reviewed including the underlayment, and any other requirements for a successful installation.

**Required Book:** Black & Decker: The Complete Guide to Ceramic Tile  
ISBN # 978-1610590075

**Wednesday - Thursday, March 11 - 12**  
7:00 pm - 9:00 pm  
**Room:** MP 102  
**$99 + $15 material fee to instructor**

**Do It Yourself Basic Tile Projects & Repairs 102**

Continue to learn how to design a tile installation and then install it in your home. Tile projects for wall installations will be reviewed, with wall preparation, types of materials needed, framing of the wall and layout of patterns. The applications of tile for counter tops are then covered, with the needs for framing, borders around sinks, and grouting.

**Required Book:** Black & Decker: The Complete Guide to Ceramic Tile  
ISBN # 978-1610590075

**Wednesday - Thursday, March 18 - 19**  
7:00 pm - 9:00 pm  
**Room:** MP 102  
**$99 + $15 material fee to instructor**

**Community Education** - See page 40 for registration details.
Giovanni Foggiato – Experienced engineer with knowledge of construction and building homes.

Note: Do It Yourself is a series of two-part courses, 101 and 102. You cannot take 102 without completing 101.

Do It Yourself Basic Carpentry Projects & Repairs 101
Learn the basics of carpentry for modification or additions to a home. This hands-on course topics will include the following:
• What makes up a house, design, structure, materials and construction
• Step by step overview of projects: installing doors, partition walls and sound proofing
• Installation of wall board including ceilings, and attics
• Enlarging openings and removing walls
• Removing doors and windows
• Finishing exterior with siding or plaster

Wednesday - Thursday, April 1 - 2 7:00 pm - 9:00 pm
Room: MP 102 $99 + $15 material fee to instructor

Do It Yourself Basic Carpentry Projects & Repairs 102
Continue to learn the basic skills of carpentry for modification to a home or additions within the home. This hands-on course topics will include the following:
• Installing an entry door, storm door and patio door
• Framing and installing windows
• Floor to ceiling shelving, utility shelving, under stairs and work centers
• Building drawers
• Removing trim and old cabinets, preparing and installing new cabinets
• Countertops installation

Wednesday - Thursday, April 15 - 16 7:00 pm - 9:00 pm
Room: MP 102 $99 + $15 material fee to instructor
Yvonne Khamashta is a certified kitchen designer. She has managed all phases of design and construction including: drawings, quotes, materials, and installation for over 350 remodels since 2000.

Designing Your Bathroom for the 21st Century
Planning a simple face-lift, a complete overhaul, or not sure which. This course will help you avoid the “if I had only known” syndrome. Learn how to design for a small space, avoid remodeling mistakes, get realistic quotes, and other tips for your bathroom remodel.

This is a 3.5 hour course covered in two sections, PowerPoint presentation and handouts.

First Half - Preparation for remodel:
- What’s not working
- Budget: Excel budget sheet
- Contractor: Questions to ask your contractor
- Surviving Construction

Second Half – Design:
- Functional and Aesthetics
- Color and Balance
- Current Trends
- Top Design Mistakes

Saturday, February 22
Room: SS 205
$80 + $10 material fee to instructor

9:30 am - 1:00 pm

Designing Your Kitchen for the 21st Century
Planning a simple face-lift, a complete overhaul, or not sure which. This course will help you avoid the “if I had only known” syndrome. Learn how to avoid the top 10 remodeling mistakes, get realistic quotes, understand product comparisons, and other valuable tips.

This is a 5 hour course covered in two sections, PowerPoint presentation along with 11 handouts.

First Half - Preparation for remodel:
- What’s not working: Design questionnaire
- Budget: Excel budget sheet
- Contractor: Questions to ask your contractor
- Surviving Construction

Second Half – Design:
- Functional and Aesthetics, Kitchen Layouts: 90+ design examples
- Color
- Current Trends
- Top 10 Design Mistakes
- Finding Your Aesthetic

Saturday, March 7
Room: SS 205
$90 + $20 material fee to instructor

9:30 am - 2:30 pm
Tiny House Living – How to design and build for a lifestyle of downsizing
Have you ever thought of downsizing and starting your own Tiny House adventure? With this course we will analyze the cost effectiveness, the reality of it all, and what is really involved in this life changing decision.

Gregori Niculitcheff is an international entrepreneur. After living a decade in Silicon Valley, he moved to the Mojave Desert in Southern California. Here he opened a steel manufacturing plant.

Friday, March 13
Room: HU 101
6:00 pm - 9:00 pm
$45

Art

Beginning Collage
Find the artist in you with this super creative collage with found object class. Students will be presented with a visual lecture on the possibilities of found object collage and then let loose to explore the medium. Students can do traditional collage on paper or they can use found objects to make 3-D collages.

Penny Noel has been an award winning graphic designer for over 20 years. In her free time, she paints watercolors, sketches and re-purposes found objects. She has trained in this method for over 10 years and she is ready to share the magic with you.

Tuesdays, January 28 - March 3
Room: AR 103
6:00 pm - 8:00 pm
$99 + $20 material fee to instructor
Beginning Drawing

For many of us, drawing can be a mysterious and inaccessible process reserved for a talented few. Using the textbook *Drawing on the Right Side of the Brain*, we will debunk this myth through a series of exercises that will change the way we perceive an object and translate it to paper. Prepare to be immersed in demonstrations and studio exercises guaranteed to improve your drawing abilities.

Penny Noel has been an award winning graphic designer for over 20 years. In her free time, she paints watercolors, sketches and re-purposes found objects. She has trained in this method for over 10 years and she is ready to share the magic with you.

Tuesdays, March 24 - May 5 (No class on 4/7)  6:00 pm - 8:00 pm
Room: AR 103  $99 + $20 material fee to instructor

Special Interest

Meditation Monday’s

Refresh your mind each Monday with guided meditation. These meditations are proven stress-reduction techniques, such as deep breathing, mindfulness and positive imaging. Come join us and start your week with greater clarity, focus and positive energy.

Penny Noel has spent the last three years sampling every kind of meditation class she could find. Today she has incorporated meditation into her daily life with life changing results.

Mondays, February 24 - May 18 (No class on 4/6)  6:00 pm - 7:00 pm
Room: MHG 13  $99
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.

Sylvia S. Rodriguez, a Native American. 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.

Monday & Wednesday, March 16, 18  
Room: HOB 102  
6:00 pm - 9:00 pm  
$59 + $15 material fee to instructor

California Motorcycle Safety Program

The Motorcycle Training course is designed for beginning and experienced riders. It consists of 2 classroom sessions and 2 riding sessions totaling approximately 16 hours, to be completed in 3 days. We offer a variety of class schedules. Motorcycle and helmet are provided. Successful completion is required by the DMV for any rider under the age of 21 seeking his or her first California motorcycle license. Motorcycle Training classes are subject to a processing fee for rescheduling or canceling less than 2 business days prior to the start of class. Due to high demand for this class, registration fees are non-refundable once class has started or if participants fail to attend class.

Register at www.2wheelsafety.com, click on Register Now then choose Gavilan College
(510) 784-8978  
Under 21: $180; 21 Years Old or Over: $258
Community Emergency Response Team Basic Training Course

The greatest natural threats in our area are fires, floods and earthquakes. When disaster strikes, we can possibly be on our own without internet, electricity, water and access to stores for days or even longer. In the CERT Basic Training Course, we will teach you how to get prepared and be ready to take care of yourself and your family.

CERT is a positive and realistic approach to emergency and disaster situations where people will be initially on their own and their actions can make a difference. Through training, people can manage utilities and put out small fires; open airways, control excessive bleeding, and treat people for shock; provide basic medical aid; search for and rescue victims safely.

After the training, if you would like to become more involved, you can become a member of the Gilroy Community Emergency Response Team and take additional free training courses.

The CERT Basic Training course will benefit anybody who takes it. They will be better prepared to respond to and cope with the aftermath of a disaster. There is no requirement of physical fitness. Everyone, including people with disabilities, are encouraged to participate. Youth aged 12 to 17 may attend with a parent or guardian.

Friday, February 21 6:00 pm - 9:30 pm
Saturday, February 22 8:30 am - 4:30 pm
Sunday, February 23 8:30 am - 4:30 pm
Saturday, February 29 9:00 am - 3:30 pm
Room: CDC 110 $10

Community Education - See page 40 for registration details.
Preston Bailey's Fundamentals of Floral Design

Floral design is an integral part of every Preston Bailey event. The Preston Bailey Fundamentals of Floral Design course, Part 1 in the Floral Design series, is an opportunity for you to learn the fundamentals of floral design from Preston Bailey, the industry's most highly regarded floral design expert.

The course is designed for beginners who have no experience with flowers, flower arranging, or floral design. You will learn the tricks that every good professional floral designer depends on. The course will also help you gain a strong foundation in the basics, which prepares you for learning the more complex techniques of Preston's unique floral designs.

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

Classes start monthly $1695

Also available in Spanish

Preston Bailey's Signature Wedding & Event Design

Distinguish yourself as a professional event designer by taking this course. You will learn to design event details from top to bottom including the design surrounding the activities that make an event come to life. In many cases it is the designer that extracts the emotional and personal elements of a client and weaves those personal expressions into the event design.

A wedding planner taking this course will learn the art of design and how to apply design techniques to their existing knowledge and services to their clients. In this course, you will also learn how to identify, approach, and set up an internship in your local area. You will receive notices of internship opportunities and industry conferences and events.

Classes start monthly $1795

Also available in Spanish

Community Education - See page 40 for registration details.

Ed2Go Online - See page 35 for details.
Financial Strategies for a Successful Retirement

This class provides the student with the knowledge of when they can retire and on how much income. The class provides an understanding of investments of mutual funds, bonds and stocks as well as how social security and Medicare play a vital role in the retirement planning process. The curriculum provides students with a well-rounded understanding of their investments, taxes, risks, and the potential for return.

Section 1 of the class provides students with an understanding of compounding interest and a history of inflation. This section also addresses how social security and Medicare work and associated taxes.

Section 2 of this class provides students with a comprehensive understanding of bonds including types, taxation, risk, return and investment strategies.

Section 3 of the class, students learn about equities in the form of individual stocks and mutual funds. Students will gain a general understanding of markets and risk and how companies are evaluated.

Section 4 of the class, students gain an understanding of how insurance works, the types of policies including LTC. This section also includes an overview of how estate planning works, including trusts.

Michael McCloud has held advisory and management positions at large national investment firms over the past 22 years. He has taught this course at numerous colleges to thousands of students over the past two decades. He holds a master’s degree from Harvard University as well as a master’s degree in International Business from the School of Foreign Service at Georgetown University.

Tuesdays, March 10 - March 31
Room: MHG 8

6:30 pm - 9:00 pm
$65 per person or $85 per couple + $30 materials fee to instructor
Online Classes

Course Fees Start at $99

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

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

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

- Completely online

Requirements:

- Internet / email, specific computer software may be 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, then from the homepage click on the Online Classes link
2. Search for course by title or keyword
3. Select course by clicking on Add to Cart
4. Select Session Date and click on Continue to Checkout
5. Sign-in under Returning Student or New Student field by creating an account
6. Make payments by clicking on Continue to Checkout and following directions

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**Law & Legal Careers**
• Employment Law Fundamentals
• Real Estate Law
• Criminal Law
• Criminal Procedure: From Arrest to Appeal
• Legal Nurse Consulting
Registration is Easy! Here’s How:

For Community Education Classes

Online 24/7 at www.GavilanCE.com and pay with Visa or Mastercard

By Mail, download an application from the website and mail to Community Education, Gavilan College Coyote Valley Center, 560 Bailey Avenue, San Jose, CA 95141

By Phone, call 408.229.4201 (You can not register a minor over the phone.)

In Person, if you need help registering online, or downloading a registration form, please visit one of our Welcome Centers located at the Gavilan College Gilroy, Hollister, Morgan Hill, or Coyote Valley locations.

Please review cancellation policy at www.gavilanCE.com before enrolling.

Office Hours:
Monday - Friday: 8:00 am - 4:30 pm, Closed 11:30 am - 12:30 pm

For Career Education Credit Classes

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Apply Online 24/7 at www.gavilan.edu/admit/apply.php

Apply In Person, if you need help please visit one of our Welcome Centers located at the Gavilan College Gilroy, Hollister, Morgan Hill, or Coyote Valley locations.

Once you have applied, Register For Classes with your student ID# (G00...)

Online through the MyGav portal

In Person, at one of our Welcome Centers or with the Career Education Counselor

Career Education Counselor Office Hours in BU 127
Starting January 27th - Mondays, Tuesdays, & Thursdays: 8:30 am - 4:30 pm
Wednesdays: 11:00 am - 6:00 pm; Fridays: 8:30 am - 12:30 pm

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.

Smoking
Gavilan College is a smoke and tobacco-free campus. Smoking is only permitted in designated smoking spots.
Are you receiving or think you might be eligible to receive CalFresh benefits? If so you may be eligible for financial assistance for a selective number of Community Education and Career Education courses such as textbook voucher, transportation assistance, fees and materials paid for and much more!

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 Education and Community Education courses and programs

For more information, contact us at (408) 852-2838 or visit us at 5055 Santa Teresa Blvd, Gilroy, CA 95020, Room: LI 135
Visit us online at www.gavilan.edu/freshsuccess

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Learn the basics of plumbing.
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