


GAVILAN COLLEGE
CalWORKs 2021-2022
Community Education Course Matrix

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


Course Name	Cost	Course Type	Requirements
Certified Medical Administrative Assistant with Medical Billing and Coding	\$4,000	Open Entry: Online, 530 Hours <ul style="list-style-type: none"> Books included Minimum 44 hours/month up to 12 months. 20/30/35 hours/week with study time. 	<ul style="list-style-type: none"> GED/HS Diploma Must be 18 years or older Pass CMAA and One additional exam: CPC, CBCS or CCA
Certified Medical Assistant	\$4450	In person: 187.2 Classroom Hours & 120 Externship Hours <ul style="list-style-type: none"> Books included 16 hours/week in person class Recommendation of minimum 10 hours/week of study time in addition to in person class. <u>Additional materials required:</u> <ul style="list-style-type: none"> Scrubs: Navy Blue or Gray \$30-\$50 Student Kit: \$50.00 Liability Insurance: \$37.00 information given in class Drug and Background: \$71.00 information in class CPR: \$65.00 (done in class) Required immunizations State Exam: \$180.00 paid to the state 	<ul style="list-style-type: none"> GED/HS Diploma Must be 18 years or older Must have a PC, Internet, and an email address. Pass Drug & Background Check Must be able to lift 30lbs, stand for 3 hours, and move body at a medium pace Tattoos must not be visible
Medical Transcriptionist	\$3,000	Open Entry, Online, 195 hours <ul style="list-style-type: none"> Books included Minimum 33 hours/week up to 6 months 20/30/35 hours/week with study time 	<ul style="list-style-type: none"> Must be 18 years or older You should be proficient in keyboarding
Certified Paralegal (Voucher Included)	\$3,195	Open Entry with a monthly start date. <ul style="list-style-type: none"> 225 course hours Minimum 25 hours/month up to 12 months. 20/30/35 hours/week with study time. 	<ul style="list-style-type: none"> GED/HS Diploma Must be 18 years or older Tattoos must not be visible



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Pharmacy Technician Training	\$3700	<p>In person: Saturday's 144 Classroom Hours (18 weeks) & 120 Externship Hours</p> <ul style="list-style-type: none"> • Books included • Minimum 20 hours/week up to 6.5 months <p><u>Additional materials required:</u></p> <ul style="list-style-type: none"> • Scrubs: Navy Blue \$30-\$50 • Liability Insurance: \$37.00 information given in class • Drug and Background: \$71.00 information in class • CPR: \$65.00 (done in class) • Required immunizations • State Exam: \$105.00 paid to the state information given in class • State application for License: \$100.00-\$150.00 	<ul style="list-style-type: none"> • Proof of completion of GED/HS Diploma • Background Check • Must be 18 years or older • Liability Insurance • CPR Certification • Pass PTCB State Exam • Tattoos must not be visible
Phlebotomy	\$4000	<p>In Person: Saturday's 84 Classroom Hours (12 in person classes) 40-80 Externship Hours</p> <ul style="list-style-type: none"> • Books included • Minimum 20 hours/week up to 12 months <p><u>Additional materials required:</u></p> <ul style="list-style-type: none"> • Scrubs: Navy Blue \$30-\$50 • Liability Insurance: \$37.00 information given in class • Drug and Background: \$71.00 • Kit \$35 • CPR: \$65.00 (done in class) • Required immunizations • State Exam: \$115.00 paid to the state information given in class 	<ul style="list-style-type: none"> • Proof of completion of GED/HS Diploma • Pass Drug & Background Check • Must be 18 years or older • Pass CPT-1 State Exam • Must be able to lift 50lbs, stand for 3 hours, and move body at a medium pace. • Tattoos must be not be visible



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		<ul style="list-style-type: none"> State application for License: \$100.00 	
Registered Dental Assistant	PENDING	<p>TBD SPRING 2020</p> <ul style="list-style-type: none"> 440-hour program including Radiation Safety Certification 175-hour Clinical Internship. Program prepares for RDA Exam X-Ray & Infection Control Certificate included with RDA course Books included <p><u>Additional materials required:</u></p> <ul style="list-style-type: none"> 3 sets of scrubs (any color) Leather shoes <p><u>Misc. Items</u></p> <ul style="list-style-type: none"> Dental Practice Act course is separate and runs \$25-\$30 CPR: \$65.00 (done in class) Coronal Polishing Class not included Additional fee (\$120) paid directly to state Board for Exam upon applying <p>http://www.dbc.ca.gov/applicants/rda/becomelicensed_rda.shtml</p>	<ul style="list-style-type: none"> Need proof of Hepatitis A injection series Must be 18 years or older Must be able to pass background clearance Must be able to lift 25 lbs, stand for 3 hours, and move body at a medium pace. Apply and complete the State Board Exam after working for 11 months in dental office.
Veterinarian Assistant Training	\$2150	<p>In Person: Saturday's 84 Classroom Hours & 40 Externship Hours once course is completed</p> <ul style="list-style-type: none"> Books included Minimum 20 hours/week for up to 4 months 	<ul style="list-style-type: none"> Proof of completion of GED/HS Diploma Must be 18 years or older Must be able to lift 50lbs, stand for 3 hours, and move body at a medium pace. Tattoos must be covered