REGISTER EARLY FOR DISCOUNTED FEES ON SELECT CLASSES!

REGISTER ONLINE:
www.cabrillo-extension.org
OR CALL: (831) 479-6331
Starting Your Own Nonprofit

If you are thinking of starting a nonprofit business, this class will demystify and explain the nonprofit start-up process for you. After learning the advantages and restrictions of running a nonprofit, you can decide if a nonprofit start-up is the best choice for you.

You’ll learn about the privileges and restrictions nonprofits face, how to deal with government agencies, alternatives to a nonprofit, and an understanding of the application and approval process.

Instructions on the new streamlined IRS exemption process will be included.

Sat., Feb. 9
10:00 am – 1:00 pm
Room: 432
Register before Jan. 28: $65
Register after Jan. 28: $74
Plus $15 material fee payable at registration
Josh Wagner – see bio

Nonprofit Compliance Made Easy

Keeping your nonprofit in compliance with the agencies it must report to can be challenging, and failure to do so may have disastrous consequences. This 2-hour workshop will offer hands-on tools to help you remain in ongoing compliance and how to return to compliance if it’s been lost. We’ll review the agencies most California nonprofits must report to and what these agencies require. You will leave with an understanding of the roles of the IRS, the Secretary of State, the Franchise Tax Board, and the Attorney General’s office in relationship to your nonprofit organization, and how to communicate with these agencies and satisfy their requirements.

The class will take place in a computer lab and the instructor will be available for individual guidance as you access key government websites during the workshop.

A workbook with class resources, including website links and contact information for agencies, is included in your materials fee.

Mon., March 11
1:00 – 4:00 pm
Room: 515
Register before Jan. 28: $65
Register after Jan. 28: $74
Plus $10 materials fee paid at registration
Josh Wagner – runs the Santa Cruz consulting firm PlanRight, which provides a user-friendly approach to nonprofit start-up. PlanRight serves hundreds of client organizations around the country.

Fund Accounting for Nonprofit Organizations

This course introduces the basic concepts of recording and reporting financial information for nongovernmental nonprofit organizations. Theatre companies, arts organizations, social service organizations, historical societies, and public benefit organization (501(c) 3) bookkeepers will all benefit from this workshop. Management reporting, tax reporting, and board reporting are also covered.

This is a particularly important class for nonprofit board treasurers who have been tasked with “keeping the books.”

Sat., April 13
9:00 am – 1:00 pm
Room: 432
Register before March 25: $65
Register after March 25: $76
Carol Jensen – see bio

The Basics of Selling on eBay

Learn strategies for selling on eBay in this class designed to enhance your sales success. Create and enhance listings with photo editing and attractive descriptions. Learn ways to use PayPal in conjunction with eBay and set pricing to maximize profits.

This class focuses on using multiple platforms for successful eBay sales, so students must have PayPal, eBay, and email accounts created prior to class, as well as a smartphone. These will be actively used in class to create eBay listings.

Please check the Class Resources page for important details about technology requirements for this class.

Sat., May 4
1:00 – 4:00 pm
Room: 318
Register before March 25: $42
Register after March 25: $48
Register 2 or more: $38 each
Carol Jensen specializes in financial aspects of start-up businesses and is a Registered Tax Preparer (CTEC). Carol has taught QuickBooks and Real Estate at Cabrillo for many years.

To register, visit us online at www.cabrillo-extension.org or call 479-6331
**Become a Notary Public**

Establish yourself as a Notary Public, earn additional income and provide a service to your community. Successful notaries provide a valuable service to their company, friends and private clients. Notary skills are valuable in almost any industry: real estate, legal, medical, and banking to name just a few. After becoming a Notary, train to become a Loan Signing Agent and make $200 to $400 per signing. You'll be a part of a rewarding and lasting career.

Our 6-hour state approved seminar gives you the knowledge to pass the exam and practice as an effective Notary. You'll receive 2 practice tests and you'll take the official Notary exam directly following this seminar.

**Renew Your Notary Commission**

Need to renew your notary commission? A three-hour refresher course is required. You must also be Live Scanned and pass the official Notary exam again. We'll feature the new state laws passed last year and give you a brush-up on general law to make sure you haven't fallen into any bad habits.

**Must be at least 18 years of age. Serious conviction may disqualify applicant.**

Register for the exam from 4 – 4:30 pm. Exam is from 4:45 – 6 pm. For the exam, bring a $40 check payable to “Secretary of State”, current driver's license or state-issued ID (you must be a legal resident of California), a 2 x 2 passport color photo, and a few #2 pencils. Live Scan fingerprints required after you pass the exam.

Please arrive early. Due to State Regulation, no one will be admitted after the class begins. You must also be on time when returning after the break. No refunds for late arrivals.

**Sat., March 16**

12:45 – 6:00 pm

Room: 454

Register before Jan. 28: $50
Register after Jan. 28: $58

plus $35 materials fee payable at registration

Carrie Christensen – see bio

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**How to Become a Loan Signing Agent**

Already a Notary? Now what? Learn how you can easily turn being a Notary into a “flexible” part or full-time career! A Loan Document Signing Agent is a Notary with expertise in signing and notarizing loan documents within the real estate community. Because you are a Notary, you are halfway there! You can earn $50 to $300 per signing. It takes about an hour to complete a signing.

Unlike most online loan signing classes that only teach you to recognize documents, our seminar also gives you hands-on, practical experience that is invaluable to new agents. You will learn how to recognize each document in a loan package, how to handle tricky situations, how to interact with clients and signers, and how to find business! Bring a highlighter and a sack lunch.

**Sat., May 18**

9:00 am – 4:00 pm

Room: 454

Register before March 25: $95
Register after March 25: $110

plus $60 for materials fee & certification payable at class

Carrie Christensen – see bio

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**Advanced QuickBooks Online**

This advanced class is for those who either have used QuickBooks Pro Desktop or have transitioned to QuickBooks Online ("QBO"). Periodic accounting and reporting tasks are often processed differently in the two applications. This workshop will address the more difficult issues that advanced users often face. Join us if you are looking for insight into how to reproduce your preferred QuickBooks Pro Desktop report in QBO. Topics covered include: differences between QuickBooks Pro Desktop and QBO, inventory, reporting, reconciling, bank account downloads, software limitations, work-arounds, sales tax, and much more.

**Students must have previous experience with either QuickBooks Pro or QBO software.** This class is taught in a computer lab with PCs, so you can gain hands-on experience with the online product. Apple or PC users welcome. A subscription purchase of QuickBooks Online is not required.

**Sat., April 20**

9:00 am - 1:00 pm

Room: 318

Register before March 25: $65
Register after March 25: $76

Carol Jensen – see bio

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**QuickBooks Pro Online for the Small Business Owner**

Whether you're a beginning or intermediate user of QuickBooks Online ("QBO"), and want to get the most out of your subscription, or you’ve been using QuickBooks Desktop, this class will help you learn to successfully navigate and use QuickBooks Online correctly from the start!

Learn to enter your sales income from customers, specific to your business's daily workflow. Track your company’s expenses, and run reports to understand your business’s growth. Learn about bank accounts, customers, getting around QuickBooks Online, setting up your company, tools, vendors, and working with lists. You will also learn how to avoid the most common errors QuickBooks Online users make.

This class is taught in a computer lab with PCs, so you can gain hands-on experience with the online product. A subscription purchase of QuickBooks Online is not required.

Students without bookkeeping experience are recommended to take the Recordkeeping for Small Business class. Basic Computer skills are required.

**4 Sat., March 2 - 23**

9:00 am - 1:00 pm

Room: 318

Register before Jan. 28: $195
Register after Jan. 28: $210

Carol Jensen – see bio

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**Landlording Made Easy**

If you are a landlord, or are thinking about becoming one, this class will provide you with the basics of managing residential real estate. Learn how to legally advertise, screen applicants, develop procedures and build excellent tenant relationships. We will cover the ins and outs of a proper lease, the necessary addendum, and what you can and can't put into a lease. Know the documentation needed to protect you, the property and the tenant. We will cover basic Fair Housing laws, current issues impacting landlords, and legal requirements with tips and tricks to lead to an easier landlord experience.

A book and thumb drive is included, with various forms and materials. Bring your lunch if you want to participate in one-on-one Q & A time.

**Sat., March 16**

9:00 am - 3:30 pm

Room: 425

Register before Jan. 28: $90
Register after Jan. 28: $98

plus $10 material fee paid at registration

Kathleen Richards, MS, MPM, RMP, was the owner of an award winning local Property Management Company and has been a property manager for over 12 years.

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**Recordkeeping for Small Business**

Every small business owner needs to understand the numbers! This class will teach the basics of good recordkeeping. We cover the bookkeeping cycle, accrual vs. cash vs. tax accounting, the chart of accounts, journals and general ledger, double entry and single entry bookkeeping.

This class provides an introduction to helping you maintain your accounting records manually or with computerized systems.

**Sat., Feb. 23**

9:30 am – 12:30 pm

Room: 314

OR

**Tue., May 14**

2:00 – 5:00 pm

Santa Cruz Civic Auditorium

307 Church Street, Santa Cruz

Fee: $35

Cathy Van Loon, MA, is an Intuit Certified QuickBooks Pro-Advisor and has been teaching accounting courses at Cabrillo College for over 30 years.
If you can’t take the time to go to school, our online classes are here to help you study and learn at home. Our instructor-facilitated online courses are informative and highly interactive, and our instructors are famous for their ability to create warm and supportive communities of learners. These classes are available to anyone with a computer, internet access and e-mail.

Most courses are six weeks long (with an optional two-week extension). Courses include lessons, quizzes, hands-on assignments, discussion areas, supplementary links, and more. You can complete any of these courses from your home or office, any time day or night.

Welcome to www.ed2go.com/cabrillo

All courses require Internet access and e-mail. Some courses may have additional requirements. Please visit our Online Instruction Center for more information.

How to Get Started:
1. Visit our Online Instruction Center: www.ed2go.com/cabrillo
2. Select your class and follow the prompts.

Start Dates
New sections of Ed2Go classes begin on the following dates:
January 16, February 13, March 13, April 17, and May 15.

Cabrillo Extension’s Most Popular Online Courses:

- Microsoft Excel 2016
- Speed Spanish
- Introduction to SQL
- Grammar Refresher
- Designing Effective Websites
- A-Z Grantwriting
- Project Management
- Intro to QuickBooks Online
- Effective Business Writing
- Beginning Writer’s Workshop

Over 500 courses are available on our ed2go redesigned website!
Build Your Business!

Cabrillo College Extension is proud to partner with the Cabrillo College Small Business Development Center to present seminars to help you build your business!

The SBDC was founded in 1985 and has served over 5,000 business owners, created over 2,200 jobs and has helped local businesses obtain over $779 million in capital investment. The SBDC provides free of charge, confidential advice to help your business get a healthy start, assist with expansion and increase your profits. The SBDC has fifteen advisors who will meet with you, at no cost, for business planning, increasing sales, analyzing financial statements, implementing bookkeeping systems and developing expansion plans. Specialists are available for Retail, Restaurants, Childcare and Agricultural operations.

The Cabrillo College SBDC has won national and state awards for excellence in operations and business growth of their clients. 100% of clients served stated they would recommend SBDC services to others! How can the SBDC help your business?

Please call 831-479-6136 or go to www.santacruzsbdc.org for more information.

Writing Your Best Business Plan

This seminar helps you identify the most appropriate business planning format for starting or expanding a business, marketing basics, and a strategic plan to put your business on the road to success. Learn how to establish realistic goals and objectives and determine startup costs, as well as various methods of financing your startup.

Drafting a Business Plan is the first step to obtaining free of charge counseling from the SBDC.

Sat., Feb. 2 OR Sat., April 6
9:30 am -12:30 pm
Room: 1604

OR

Tue., March 5 OR Tue., May 14
2:00 – 5:00 pm
Santa Cruz Civic Auditorium
307 Church Street, Santa Cruz
Fee: $35

Keith Holtaway has been a Santa Cruz resident and entrepreneur for the past 35 years. He has been a small business consultant specializing in business planning for start-ups, turnaround strategies for struggling businesses, and obtaining financing for business growth.

QuickBooks Online Basics

Keeping good business records is necessary for small business success and IRS reporting. Develop good record keeping habits by tracking business expenses, invoicing customers, and maintain good accounting records. QuickBooks Online (“QBO”) integrates with your checking and credit card banking relationships by downloading cash transactions. Print checks or electronically pay your vendors. Create Invoices for your customers and request online and on time payments. Simplify your federal and state income tax reporting and feel confident that you have captured all qualifying tax deductions.

This class is taught in a computer lab with PCs, so you can gain hands-on experience with the online product. Apple or PC users welcome. A subscription purchase of QuickBooks Online is not required.

Students without bookkeeping experience are recommended to take the Recordkeeping for Small Business class. Basic Computer skills are required.

2 Sat., March 2 & 9
9:00 am - 1:00 pm
Room: 318
Register before Jan. 28: $98
Register after Jan. 28: $109
Carol Jensen specializes in financial aspects of start-up businesses and is a Registered Tax Preparer (CTEC). Carol has taught QuickBooks and Real Estate at Cabrillo for many years.

Nonprofit Compliance Made Easy

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The class will take place in a computer lab and the instructor will be available for individual guidance as you access key government websites during the workshop.

A workbook with class resources, including web site links and contact information for agencies, is included in your materials fee.

Mon., March 11
1:00 – 4:00 pm
Room: 315
Register before Jan. 28: $65
Register after Jan. 28: $74
plus a $15 materials fee payable at registration
Josh Wagner - see bio

Starting Your Own Nonprofit

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Instructions on the new streamlined IRS exemption process will be included.

Sat., Feb. 9
10 am - 1 pm
Room: 432
Register before Jan. 28: $65
Register after Jan. 28: $74
plus a $15 materials fee payable at registration
Josh Wagner - see bio

Recordkeeping for Small Business

Every small business owner needs to understand the numbers! This class will teach the basics of good recordkeeping. We cover the bookkeeping cycle, accrual vs. cash vs. tax accounting, the chart of accounts, journals and general ledger, double entry and single entry bookkeeping.

This class provides an introduction to helping you maintain your accounting records manually or with computerized systems.

Sat., Feb. 23
9:30 am - 12:30 pm
Room: 314

OR

Tue., May 14
2:00 – 5:00 pm
Santa Cruz Civic Auditorium
307 Church Street, Santa Cruz
Fee: $35

Cathy Van Loon, MA, is an Intuit Certified QuickBooks Pro Advisor and has been teaching accounting courses at Cabrillo College for over 30 years.

“Thank you for providing resources to local small business leaders!”

“So happy to be able to participate in your offerings”

–Recordkeeping for Small Business students

Josh Wagner runs the Santa Cruz consulting firm Planlight, which provides a user-friendly approach to nonprofit start-up. Planlight serves hundreds of client organizations around the country.
Interviewing and Selecting Great Team Members

Have you ever looked around the office and wondered how certain people were chosen for the position they hold? If so, you know that hiring the wrong person can impact the business results and office morale. The problem is that traditional interviewing methods do not tell us what we need to know about potential job candidates. Dynamic behavioral interview techniques can help us find the right people for the right jobs. Come to this course to:

• Discuss common obstacles to effective employee recruitment & development
• Learn the basics of behavioral interviewing
• Practice writing and asking behavioral interview questions
• Compare a candidate and a position for “fit”

Mon., April 1  OR  Tue., April 2
5:00 – 8:00 pm  9:00 am – 12:00 noon
Room: 1522
Fee: $64

Confident Decision Making

Do you want to make smarter decisions? You make decisions every day, but are they the right decisions? Are you sure you have gathered relevant data, reviewed all options, and gained the required support from your management and colleagues? Whether you are making a simple or complex decision, making quality decisions does not have to be such a challenge. Increase your decision making confidence by attending this interactive class.

• Learn how to effectively plan for your decision
• Identify decision challenges and barriers
• Generate and evaluate alternatives and identify risks
• Make quality decisions using a practical model
• Effectively communicate and implement the decision

When you take this course you’ll also receive: 5 Step Decision Making Model, Worksheet (Prioritization Matrix), Worksheet (Evaluation Alternatives Matrix), Decision Summary Template (report-out to management)

Wed., March 20
9:00 am – 12:00 noon
Room: 1522
Register before January 28: $52
Register after January 28: $58

Patricia Nelson has over 20 years of experience in global leadership development, organizational development, and learning and training. At Seagate Technology, she is responsible for design and delivery of management and leadership programs and has worked with management and HR professionals around the globe in 12 countries

Five Practices of Exemplary Leaders

What makes a great leader? You’ll have many answers of your own, but in some very critical ways, your answers are very likely to overlap with the answers discovered by Kouzes and Posner in the 25+ years of research they have conducted that has become, “The Leadership Challenge.” In this dynamic first session, you will:

• Write your story about a “personal best” leadership experience
• Compare your experience with the 5 Practices of Exemplary Leaders described in “The Leadership Challenge”
• Understand the importance of the 5 Practices to you, your organization, and success
• Explore the critical importance of credibility as a leader, and make a plan to enhance your own
• Assess yourself according to the 5 practices and make a plan to improve.

Tue., March 26
1:00 – 4:30 pm
Room: 1522
Fee: $68
Jennifer Mount - see bio

Developing as a Leader: Your Personal Story

To be a great leader is a very personal journey. It starts with a rich understanding of the role of a leader, and continues as you clarify your personal values, strengths and challenges. In this half-day class, you will:

• Understand the stages of leadership development and the competencies needed for success in various stages.
• Develop an understanding of different leadership styles and the impact of each.
• Clarify your personal values, and compare those to your work values.
• Revisit the 5 Practices of Exemplary Leaders and create behavioral goals to guide your development.

Tue., April 2
1:00 – 4:30 pm
Room: 1522
Fee: $68

Jennifer Mount has over 15 years of experience in human resources function and recruitment & development. She has helped to design and facilitate the leadership development programs throughout the world. She has also helped to enhance employee skills and work performance

Understanding the Human Resources Function

No matter what role we play in an organization, human resources affect us all. This course is designed to help people without experience in human resources understand this very vital link in the organizational chain. It will prepare both managers and business owners to handle basic human resource functions in a way that ensures the best possible result. In particular, attention is given to the hiring process, including ways to locate quality employees in a competitive labor market. Employee rights and the legal side of the human resource field are also covered.

Employment Law Fundamentals

Learn the basics of employment law so you can legally hire, evaluate and manage employees as a manager, supervisor, small business owner, human resource specialist, or corporate executive. Learn the difference between an employee and independent contractor; the basic types of employee benefits; effective hiring, evaluation, and termination procedures; methods to resolve employment disputes in and out of court; discrimination and union laws; and workplace safety rules.

Achieving Success with Difficult People

Do you know people whose behavior makes completing even the simplest tasks difficult? Would you like to learn how to have more successful relationships with difficult bosses, co-workers, students, neighbors or family members? Join this class and get helpful information for understanding yourself, solving people problems, and improving your relationships and personal and professional productivity.

These online classes start once each month for ease and convenience. Classes this term begin January 16, February 13, March 13, April 17 and May 15.

For more information, or to register:
Visit us at: www.ed2go.com/cabrillo
Supervisory Academy Training Series

Being a successful supervisor can be a challenge: you have a lot of responsibility, and usually, very little supervisory training. Designed to deliver results, the Cabrillo College Supervisory Academy is a 12-week program that helps you develop your skills and make a positive difference in your organization. Choose which modules are best for you, or attend all 12!

Throughout this 12-week program, you will learn and practice the skills that will make your job easier and your team more efficient. Come to know yourself better as a supervisor and make effective choices about your leadership development.

Vicki Miranda is a Human Resources professional with over 25 years of leadership experience. She provides skilled insight into leadership issues based on her experience with organizational teams, employee/labor relations, leadership development and conflict resolution.

Rosario Montes-Arena, MBA, is a Management Consultant, trainer and former Senior Manager in the high tech industry. She has 30+ years experience in developing teams and leaders. Her coaching skills include effective communication, facilitation, and team performance.

Classes are held on the Aptos Campus in the 1500 Bldg., 2nd Floor, Room: 1522

Take ALL TWELVE MODULES for just $648 or $64 per module

SUPERVISORY ACADEMY COURSE MODULES

**Being a Great Supervisor**

Mon., Feb. 25  OR  Tue., Feb. 26  
5:00 – 8:00 pm  9:00 am – 12:00 noon

Being a supervisor is a lot of responsibility, and it involves the fundamental ability to get things done through others. As a leader in your organization, you help set the tone, and you have the potential of making a very positive impact.

In this course you will:
- Understand the roles and responsibilities of effective supervisors
- Assess your own supervisory skills and strengths
- Learn key behaviors that set the best supervisors apart from the rest

**Building Trust**

Mon., March 11  OR  Tue., March 12  
5:00 – 8:00 pm  9:00 am – 12:00 noon

As a supervisor, your ability to create and sustain a climate of trust is critical to your team’s satisfaction and success. But how can you demonstrate that you’re worthy of your direct reports’ trust?

Come to this class to:
- Explore why trust matters, and the high cost of low-trust work groups
- Define trust, and identify specific behaviors that support it
- Practice communicating with both caring and candidor to build trust, and never to diminish it
- Make a plan for improving trust that is tailored to your team

**Essential Communication Skills**

Mon., March 4  OR  Tue., March 5  
5:00 – 8:00 pm  9:00 am – 12:00 noon

As a leader, your communication style and habits have a disproportionate impact on the “climate” of the organization. The way you communicate can heavily influence employee motivation, the quality of information shared, and employee engagement. Come to this course to:
- Practice essential skills for creating the organization you want, including listening and speaking clearly
- Understand the functions & channels of communication in an organization
- Understand communication barriers and practice overcoming those barriers

**Understanding Employee Engagement**

Mon., March 18  OR  Tue., March 19  
5:00 – 8:00 pm  9:00 am – 12:00 noon

Some estimate that as much as 75% of American employees are disengaged at work. Imagine how much easier your life as a supervisor would be if only your employees would show up at their best.

Come to this class to:
- Learn about the key drivers of engagement and assess your team
- Assess your own degree of engagement at work
- Make a plan to sculpt your job to unleash your potential
- Practice conducting a “motivational” interview

**Assessing Your Team’s Effectiveness**

Mon., March 25  OR  Tue., March 26  
5:00 – 8:00 pm  9:00 am – 12:00 noon

Leading a team has its challenges but it’s an inescapable reality of today’s organizations. When we understand the principles of effective teamwork, we can harness the power of interdependence to create a powerful work team that achieves the right results.

Come to this class to:
- Understand the stages of team development and how to navigate through each
- Assess your team’s effectiveness by applying six elements of successful teams
- Use the power of a team charter for getting, and keeping, the team on track

**Interviewing and Selecting Great Team Members**

Mon., April 1  OR  Tue., April 2  
5:00 – 8:00 pm  9:00 am – 12:00 noon

Hiring the wrong person can impact the business results and office morale. Traditional interviewing methods do not tell us what we need to know about potential job candidates. Dynamic behavioral interview techniques can help us find the right people for the right jobs.

Come to this course to:
- Discuss common obstacles to effective employee recruitment & development
- Learn the basics of behavioral interviewing
- Practice writing and asking interview questions
- Compare a candidate and a position for “fit”

**Managing Performance Part 1**

Mon., April 8  OR  Tue., April 9  
5:00 – 8:00 pm  9:00 am – 12:00 noon

Effective performance management starts with clear expectations, is reinforced through coaching and support—and is NOT deferred to an annual performance appraisal! In this workshop you will:
- Discern between performance management and performance appraisal
- Learn about the performance management cycle
- Understand and practice the critical process of setting clear performance expectations
- Evaluate performance through the lens of a 4-part performance management model

**Managing Conflict**

Mon., May 6  OR  Tue., May 7  
5:00 – 8:00 pm  9:00 am – 12:00 Noon

Conflict can’t be avoided, but the way we handle it can be improved. In fact, handling conflict constructively can build trust in your relationships and increase your credibility. It can also stimulate new and better ideas and keep your workforce engaged. In this practice-based class you will:
- Understand the tension we feel between showing that we care and addressing tough topics
- Identify signs that you need to speak up and get involved
- Practice listening and giving powerful (yet supportive) feedback in times of stress
- Practice mediating a conflict between two others who are in a conflict at work

**Supervisory Academy Roundtable**

Mon., May 13  OR  Tue., May 14  
5:00 – 8:00 pm  9:00 am – 12:00 Noon

For all of those who have participated in the series, please plan to attend our final class where we will review the themes and concepts from the course, answer all outstanding questions, and use a case-study to apply all that we have learned. Of course, we will also celebrate! Don’t miss this capstone experience!
LEADERSHIP ACADEMY

Leadership Academy Training Series

Your development as a leader is a journey, and those who succeed are the ones who have a clear destination, an inner compass, and a map of the territory to guide them. Our Leadership Academy focuses on helping you develop as a leader. To be successful, you need to understand what others expect of you, and your personal leadership strengths and challenges. You also need to be able to mobilize and motivate groups of people to achieve results, and drive organizational change.

You’ll learn the necessary skills in this 8-week certificate program which is designed to demonstrate and teach the importance of credibility, accountability and responsibility for individuals at all levels. We provide a performance-based approach to learning the skills you need to become leaders within your organization and your personal life.

Come to Cabrillo Extension’s NEW Leadership Academy and transform into the leader you want to be!

Rhiannon Surrenda, M.A., works with executives, teams and entrepreneurs from a wide range of industries to help them succeed in their professional development and personal goals. She brings her enthusiasm, passion for empowering others and over 15 years of expertise to all of her trainings.

Jennifer Mount has over 15 years of experience in the design and facilitation of leadership development programs throughout the world. She has worked with Fortune 500 Companies such as Microsoft, 3M, and Amgen as well as non-profits, small businesses and entrepreneurs to help enhance employee skills and work performance.

5 Practices of Exemplary Leaders

Terms: Tues., March 26 - May 14
1:00 – 4:30 pm
Classes are held on the Aptos Campus in the 1500 Bldg., 2nd Floor, Room: 1522
Take ALL EIGHT MODULES for just $480 or $68 per module

Five Practices of Exemplary Leaders

Tue., March 26
1:00 – 4:30 pm
What makes a great leader? You’ll have many answers of your own, but in some very critical ways, your answers are very likely to overlap with the answers discovered by Kouzes and Posner in the 25+ years of research they have conducted that has become, “The Leadership Challenge.” In this dynamic first session, you will:
• Write your story about a “personal best” leadership experience
• Compare your experience with the 5 Practices of Exemplary Leaders described in “The Leadership Challenge”
• Understand the importance of the 5 Practices to you, your organization, and success
• Explore the critical importance of credibility as a leader, and make a plan to enhance your own.
• Assess yourself according to the 5 practices and make a plan to improve.

Developing as a Leader: Your Personal Story

Tue., April 2
1:00 – 4:30 pm
To be a great leader is a very personal journey. It starts with a rich understanding of the role of a leader, and continues as you clarify your personal values, strengths and challenges. In this half-day class, you will:
• Understand the stages of leadership development and the competencies needed for success in various stages.
• Develop an understanding of different leadership styles and the impact of each.
• Clarify your personal values, and compare those to your work values.
• Revisit the 5 Practices of Exemplary Leaders and create behavioral goals to guide your development.

Effective Delegation

Tue., April 23
1:00 – 4:30 pm
One of the primary responsibilities of a developing leader is to delegate effectively. You need to be able to identify an employee’s strengths and weaknesses, select and delineate work tasks clearly, and appropriately monitor the execution of the tasks throughout the employee development process. Come to this half day class to:
• Be introduced to situational leadership and how to apply it to your work team
• Learn when to delegate, when to coach, when to support and when to direct.
• Identify tasks that you can safely delegate.
• Practice delegating effectively using a “conversation planner.”

Building Emotional Intelligence and Self-Awareness

Tue., April 9
1:00 – 4:30 pm
To be Emotionally Intelligent means to have and demonstrate self-awareness and to be able to self-regulate, so that you can communicate with a higher degree of competence. Emotional Intelligence and self-awareness are critical skills in work and in everyday life. In this module you will:
• Learn about “Above the Line” leadership and practice claiming a space above the line.
• Understand the 4 components of Emotional Intelligence.
• Practice 2 powerful techniques for developing greater self-awareness.
• Explore the brain’s negativity bias and the impact that it (potentially) has on our leadership.
• Learn 3 ways to “prime” yourself for greater success and being a resilient leader.

Setting Goals and Achieving Results

Tue., April 16
1:00 – 4:30 pm
One of your primary responsibilities as a leader is to drive your team toward results. This involves being crystal clear about where you are heading, and why, and then managing the needs, expectations and workload of your team in order to achieve those results. Come to this class to:
• Explore the common barriers to achieving goals.
• Compare your top organizational goals to your own daily activities as a way to assess credibility.
• Practice writing clear outcome statements that can guide a project.
• Develop a plan to track progress as a team.

Coaching for Improvement and Development

Tue., May 14
1:00 – 4:30 pm
Developing others is one of our primary responsibilities as leaders. Identifying the strengths and challenges of our team members, and then creating opportunities for them to develop is essential to our team’s success. In this class you will:
• Identify situations in which you need to coach for improvement or coach for development.
• Learn the 4 critical factors that support performance improvement and how to use them while coaching.
• Use the GROW feedback model to provide specific and balanced feedback.

Making Meetings Work: The Essentials

Tue., April 30
1:00 – 4:30 pm
In today’s workplace, we use meetings to get work done. Unfortunately, many of those meetings are a waste of time, energy and money! In this essential leadership course, you will learn to make the most of your meeting time by learning how to:
• Write an effective agenda
• Design a meeting process that gets results using the 3P method
• Engage the right people, at the right time
• Set effective “rules of engagement” that bring out the best in your meeting participants
• Stimulate the “right kind” of conflict in a meeting
• Capture action items effectively

Leading Organizational Change

Tue., May 7
1:00 – 4:30 pm
As a leader, you are called upon to lead yourself and others through the change process. Do you have the tools you need? In times of change, it is important for us to deepen our capacity to act with presence, purpose and awareness as we lead others toward new horizons.

In this workshop you will:
• Develop a deeper understanding of your role as a change leader, and the characteristics of effective change leadership.
• Learn valuable communication skills that will inspire and motivate your team.
• Explore and apply a dynamic model for leading organizational change.

To register, visit us online at www.cabrillo-extension.org or call 479-6331

Cabrillo College Extension

12

To register, visit us online at www.cabrillo-extension.org or call 479-6331

13
The Leadership Challenge® Workshop is a unique, intensive and highly interactive experience that has served as a catalyst for profound leadership transformation in organizations of all sizes and in all industries. Immensely practical and hands-on, The Leadership Challenge® Workshop is designed to inspire, engage, and help you as a leader to develop the skills you need to meet whatever leadership challenges lay ahead.

Prior to this 2-day experience you will ask your managers and direct reports to complete a 360 evaluation for you, called the Leadership Practices Inventory (LPI). You will receive your results when you arrive at the workshop, and therefore learn not only about leadership concepts in general, but about your specific strengths and challenges.

With a plan of action in-hand for taking the key concepts from the workshop back to the workplace, you will be prepared to implement your new leadership practices back on the job immediately.

What’s included:
- Two days of intensive training designed to help you put your LPI (Leadership Practices Inventory) feedback to use immediately in your development as a leader.
- The Leadership Practices Inventory Online 360 Assessment: includes LPI Self and up to 20 LPI Observers (direct reports, manager, co-workers, etc.).
- Light continental breakfast and afternoon snacks.
- Camaraderie and connection with other local leaders.
- A truly memorable experience, with lessons that stick.

Cost: $995 | Register by March 25th for an Early Bird discount of just $895.

2-Day Workshop
Thursday & Friday, May 30 & 31 from 8:30 am to 5:00 pm
Program held at the Horticulture Center, Room 5005

Visit our website at http://cabrillo.edu/services/extension/leadershipchallenge.html to learn more about the LPI and what it measures, and to link to a 3-minute video that describes the program.

Welcome to www.ed2go.com/cabrillo

ONLINE CLASSES
Experience Online Classes with Education to Go
Access ANY TIME & ANYWHERE!

Introducing our new Self-Paced Online Tutorials which are counterparts to many of our 6-week online classes. This allows you to complete a course on your own schedule.

What makes this option different?
- All content is made available to you immediately after you register (instead of being released one module at a time).
- You can work through content at your own speed (no more instructor-led track).
- Courses must be completed in three months instead of six weeks.
- You can start the course any time instead of the fixed monthly start dates.

Register at any time!
If you want to quickly build industry skills or earn continuing education credits, these independent study tutorials are for you! They cover a wide variety of fields, and you can start anytime and work at your own pace. You’ll have access to all course material and assessments from day one, and many tutorials can be completed in just a few hours. You’ll enjoy content developed by industry leaders and get helpful student support whenever you need it. Upon finishing your tutorial with a passing score, you’ll receive a certificate of completion.

New self-paced tutorials include:
- Administrative Medical Assistant
- Spanish For Medical Professionals
- Introduction to Mobile Security
- Understanding Adolescents
- Introduction to Cryptography
- 12 Steps to a Successful Job Search
- Handling Medical Emergencies
- Natural Health and Healing
- Project Management Professional
- ASE Technician Test Preparation
- Grammar Refresher
- Speed Spanish
- Real Estate Investing
- Creating Web Pages
- Individual Excellence
- CompTIA A+ or Security+
- Explore Medical Coding
- Introduction to Microsoft Excel
- Keys to Effective Editing
- Write Fiction Like a Pro

New courses are being added on a regular basis so please continue to check back for more and exciting new content!

For a full listing of all our Self-Paced and instructor-led Online Courses please visit our website: www.ed2go.com/cabrillo
**Jazz Up Your Presentations with Prezi**

Have you seen enough dull, monotonous presentations to last a lifetime? What if you could create a presentation that completely captures people’s attention, one that’s full of visual layers of graphics, text, and images, and start conversations as a result of your presentation! The good news is—you can!

Prezi is a free presentation tool and is more flexible than most tools used to share information. It allows you to add music, videos, and create visual movement during your presentations, rather than a static set of slides that you click through.

In this class you will learn how to pan and rotate text and objects in an unlimited display area, and how to use photos, charts, music, sounds, and even YouTube videos. Students will create and share presentations as part of this class.

Please check the Cabrillo Extension Class Resources web page for additional required steps student must complete prior to class, including a link to create your free Prezi account, and items to gather to prepare for class.

2 Sat., Feb. 23 & March 2
10:00 am – 12:30 pm
Room: 515
Register before Jan. 28: $85
Register after Jan. 28: $98

Denise Castro is a faculty member and Instructional Designer at CSUMB, a certified Google Educator, and a certified Prezi Educator. She has been giving workshops on technology topics and Google Suite for 5 years.

**Photoshop for the Hobby Photographer**

Want to fix your photos but don’t know where to begin with Photoshop? Start here! Here’s your chance to get the basics of Photoshop and learn tools and techniques for fixing photos old and new. In this class you’ll learn to deal with image quality, color correct, repair aging scanned photos, fix the balance of light and dark, and more.

Never used Photoshop before? Need a refresher? Been using Photoshop, but want to get a firmer grounding in the basics? This class is for you. Get the best out of your photos.

This class will be taught on a Mac, but is a adaptable to Windows.

Students should bring a brown bag lunch.

2 Sat., March 9 & 16
9:30 am – 2:30 pm
Room: 317
Register before Jan. 28: $85
Register after Jan. 28: $98

Deborah Cardillo is a member of the National Association of Photoshop Professionals and is a Photoshop enthusiast who loves to teach others.

**Essential Computer Skills**

Whether you want to update your skills, need to review the basics before progressing to another technology-based class, or are new to computers, this one-day class will give you a solid foundation and clear understanding of essential tools and basic functions. If you’ve ever saved a file but couldn’t find it later, or wanted to cry or curse because your computer was doing something you couldn’t understand, this class will help!

First, we’ll present a brief overview of computer components and their functions. Become familiar with the Windows interface for PCs, and then work on how to manage your files. You will leave with an understanding of the roles of computer hardware and software; operating systems and applications; how to navigate your Windows desktop and control windows; move and copy files; create folders and folder hierarchy; use the recycle bin, and many more essential tools for stress-free success!

A comprehensive manual/textbook is included in the course fee.

**Microsoft Excel – Level 1**

This introductory class is for the computer user who wants to become proficient in Excel 2016. Topics introduced include the ribbon interface; entering and editing data; selecting cells and ranges; printing worksheets; creating formulas and functions; using absolute and relative cell references; formatting cell contents; inserting and deleting columns, rows, and cells; creating charts, and more.

This introductory class will also include a brief overview of Microsoft Excel’s Office 365 and Google Suite.

Required: Completion of Essential Computer Skills (previous page) or equivalent knowledge.

A comprehensive manual/textbook is included in the course fee.

Fri., Feb. 22 OR April 26
9:00 am – 5:00 pm
Room: 515
Register before Jan. 28: $128
Register after Jan. 28: $142

David Nagid – see bio

**Microsoft Excel – Level 2**

This intermediate level class covers more complex skills than those presented in Excel: Level 1. Topics include working with lists of data; filtering and sorting data; displaying subtotals in a list; formatting and printing multi-page workbooks; using advanced functions in formulas; auditing formula errors, and more.

Required: Microsoft Excel: Level 1 or equivalent.

A comprehensive manual/textbook is included in the course fee.

Fri., March 8 OR May 10
9:00 am – 5:00 pm
Room: 515
Register before Jan. 28: $128
Register after Jan. 28: $142

David Nagid – see bio

**Microsoft Excel – Level 3**

This advanced level class introduces highly complex Excel skills. Topics covered include: creating pivot tables, pivot charts, and macros; using financial functions; using data analysis and validation tools; advanced formatting techniques; sharing workbooks and tracking changes; merging multiple workbooks; integrating Excel with other programs, and more.

Required: Microsoft Excel: Level 2 or equivalent.

A comprehensive manual/textbook is included in the course fee.

Fri., March 22 OR May 17
9:00 am – 5:00 pm
Room: 515
Register before Jan. 28: $128
Register after Jan. 28: $142

David Nagid – see bio

**Microsoft Word – Level 1**

This introductory class is for the computer user who wants to become proficient in Word 2016. Topics include using the ribbon interface and toolbars; creating, editing and formatting text; text selection; the Clipboard; page layout and printing commands; using proofreading tools; custom line spacing and indents; creating custom tab stops; bulleted and numbered lists; working with tables and forms; adding borders and shading; using Find and Replace; and more.

This introductory class will also include a brief overview of Microsoft Word 365 and Google Suite.

Required: Essential Computer Skills or equivalent knowledge.

A comprehensive manual/textbook is included in the course fee.

Fri., March 1
9:00 am – 5:00 pm
Room: 515
Register before Jan. 28: $128
Register after Jan. 28: $142

David Nagid – see bio

**Microsoft Word – Level 2**

This intermediate level class covers more complex skills than those presented in Level 1. Topics introduced include creating newsletters using WordArt and clipart; basic picture editing; formatting text; inserting and deleting columns, rows, and cells; creating charts, and more.

Required: Microsoft Word: Level 1 or equivalent skills.

A comprehensive manual/textbook is included in the course fee.

Fri., April 12
9:00 am – 5:00 pm
Room: 515
Register before Jan. 28: $128
Register after Jan. 28: $142

David Nagid has been teaching MS Office applications at various local community colleges and adult schools since 2000. He worked as a Systems Integration & Test Engineer for Lockheed Martin until his retirement in 2014.
QuickBooks Online for the Small Business Owner

Whether you’re a beginning or intermediate user of QuickBooks Online (QBO®), and want to get the most out of your subscription, or you’ve been using QuickBooks Desktop, this class will help you learn to successfully navigate and use QuickBooks Online correctly from the start!

Learn to enter your sales income from customers, specific to your business’s daily workflow. Track your company’s expenses, and run reports to understand your business’s growth. Learn about bank accounts, customers, getting around QuickBooks Online, setting up your company, tools, vendors, and working with lists. You will also learn how to avoid the most common errors QuickBooks Online users make.

This class is taught in a computer lab with PCs, so you can gain hands-on experience with the online product. A subscription purchase of QuickBooks Online is not required.

Students without bookkeeping experience are recommended to take the Recordkeeping for Small Business class. Basic Computer skills are required.

Register before Jan. 28: $195
Register after Jan. 28: $210

Carol Jensen specializes in financial aspects of start-up businesses and is a Registered Tax Preparer (CTEC). Carol has taught QuickBooks and Real Estate at Cabrillo for many years.

“Carol is an excellent instructor. She made you comfortable, so you could ask even the most basic accounting/computer questions and not feel stupid. Even after class she would give students one on one time and assistance. Very generous lady!” – QuickBooks student

Intro to Adobe Illustrator

Learn to create detailed, professional illustrations and drawings digitally, whether you draw by hand or want to create an illustration from your photos. Adobe Illustrator is a large application and this is your chance to get acquainted with some of the basic tools and techniques most useful for graphic artists & photographers. Find out how to vectorize your pencil or ink drawings, convert a photo into editable vectors, create gradients, use layers, create repeating patterns, designer text tricks on a path and more. Much of what will be learned is applicable in Photoshop and InDesign as well.

This class will be taught on a Mac, but is adaptable to Windows.

3 Thu., March 14-28
6:00 – 9:00 pm
Room: 317
Register before Jan. 28: $95
Register after Jan. 28: $110

Alixandra Mullins - see bio

Intro to Surface Textile Design with Adobe Illustrator

Learn to create detailed, professionally illustrated patterns for fabric using Adobe Illustrator. Whether you draw detailed designs by hand, want to create a fabric pattern from your photos or draw freehand using Illustrator’s tools, this class teaches you how to get your pattern ready for fabric. Illustrator is a large application and this is your chance to focus on surface textile patterns to be printed on fabric. Techniques most useful for graphic artists & surface textile designers will be covered. Find out how to vectorize your pencil or ink drawings, add and control colors for related designs, trace and edit your design and turn it into a usable repeating pattern design for printing on yards of fabric. Learn where and how to print or license your surface textile pattern.

Bring a flash thumb drive and line drawings if desired.

This class will be taught on a Mac, but is adaptable to Windows.

3 Thu., May 9-23
6:00 – 9:00 pm
Room: 317
Register before March 25: $95
Register after March 25: $110

Alixandra Mullins has been a professional media and graphic designer for over 10 years and has taught Digital Media at Gavilan and Cabrillo College.

Google Suite Basics: Organizational Tools at Your Fingertips Without Paper!

Google is so much more than a search engine! Under one umbrella there are easy-to-use, time saving tools and applications to keep you organized, efficient and connected. In each of these workshops you will discover a multitude of possibilities available in the Google Suite, and learn how to edit, manage sharing, and collaborate.

These are hands-on classes offered in a PC computer lab so you will have the opportunity to set up your Google Suite, or edit and improve your use of any Google Suite products you are already using. This class will completely change the way you think about using technology, and help you move towards a productive, paperless personal and professional life!

Please check the Cabrillo Extension Class Resources web page for additional required steps student must complete prior to class, and items to gather to prepare for class.

Register before January 28th for all 3 Google Suite classes for just $125 or $140 after January 28th

Google Suite 1: Gmail and Calendars

- Use time saving functions in Gmail
- Dig into the settings and features
- Personalize your Gmail
- Schedule and share events, meetings and tasks in Google calendars

Sat., March 30
10:00 am - 12:30 pm
Register before Jan. 28: $48
Register after Jan. 28: $55

Google Suite 2: Drive, Docs and Slides

- Learn the capability of Google Drive
- Use Google docs for word processing to create, edit and share documents
- Create, edit, and share presentations in Google Slides

Please check the Cabrillo Extension Class Resources web page for additional required steps student must complete prior to class, and items to gather to prepare for class.

Sat., April 6
10:00 am – 12:30 pm
Register before March 25: $48
Register after March 25: $55

Google Suite 3: Surveys and Sheets

- Create custom surveys in Google Forms for registration events, potlucks, polling, and other data collection
- Learn how to use the multiple types of field options
- See different methods for sharing the form with participants
- Understand how to work with sheets to see form results
- Create custom sheets to manage and share information

Please check the Cabrillo Extension Class Resources web page for additional required steps student must complete prior to class, and items to gather to prepare for class.

Sat., April 13
10:00 am - 12:30 pm
Register before March 25: $48
Register after March 25: $55

Denise Castro is a faculty member and Instructional Designer at CSUMB, a certified Google Educator, and a certified Prezi Educator. She has been giving workshops on technology topics and Google Suite for 5 years.
Medical Insurance Billing Program

If you are looking for another career or supplementary income, our Certificate Program in Medical Insurance Billing can make you a valued professional in the fast-growing healthcare field.

Participation in the Certificate Program is not required. Courses may be taken individually as long as you meet the prerequisites.

Certificate Program

• Introduction to Medical Insurance Billing
• Advanced Medical Insurance Billing, Part II
• CPT, ICD9, ICD10 & HCPCS Coding
• Workers’ Compensation & Personal Injury
• Computerized Medical Insurance Billing (A Home Study Course)

Course materials and texts are NOT included in the registration fee. Material fees are payable to instructor at the first class meeting of each course. Please see each course description for the appropriate fees.

Those who complete the Certificate Program will receive a Certificate of Completion issued by the college.

TAKE THE ENTIRE MEDICAL BILLING CERTIFICATE PROGRAM FOR JUST $395

Plus a materials fees of $285 for all textbooks, workbooks & tutorial software. Fees are payable directly to instructor in class.

Kris Patterson is the owner of a successful Medical Billing and Consulting firm and has taught Medical Insurance Billing classes for over twenty years.

TAKE THE ENTIRE MEDICAL BILLING CERTIFICATE PROGRAM FOR JUST $395

Plus a materials fees of $285 for all textbooks, workbooks & tutorial software. Fees are payable directly to instructor in class.

Introduction to Medical Insurance Billing

One of the physicians’ most valued employees is the one who does the insurance billing. Learn medical billing techniques and how to follow up and collect on billed claims. You will learn:

• How to bill Medicare, Medicaid (MediCal in California), TRICARE and CHAMPVA
• Updated information on the new Medicare contractor, Noridian Healthcare Solutions
• Learn how to keep current on changes on rules and regulation of government plans
• How to read an Explanation of Benefits (EOB)

Sat., April 27
9:00 am – 3:30 pm
Room: S14

CPT, ICD9, ICD10 & HCPCS Coding

In this course the student will learn the difference between CPT, ICD9, ICD10 and HCPCS codes and when to use them for billing claims:

• Indicating the appropriate diagnosis codes
• Code the primary reason for the visit each time a patient is seen
• Appropriate procedure codes for insurance companies
• Learn billing for supplies, material, injections and dental claims

Sun., April 28
9:00 am – 3:15 pm
Room: S15

Medical Insurance Billing, Part II

For those students who have completed the intro course or those who are already Billers and want to further their knowledge in medical billing.

You will learn:

• The difference between PPO’s, HMO’s, IPA’s and other managed care issues
• The ins and outs of contracting with managed care plans
• HCPCS Level II coding – when to use these codes
• Analyze and solve difficult billing problems, denial management
• HIPAA – Health Insurance Portability & Accountability Act
• Open discussions on various issues of concern to medical billers

Mon. & Tue., April 29 & 30
6:30 – 8:30 pm
Room: S14

Workers’ Compensation & Personal Injury

Learn how to bill California Workers’ Compensation and Personal Injury cases.

Areas this workshop will cover are:

• Overview California’s Workers’ Compensation
• Workers’ Compensation Appeals Board Liens
• Learn tips for screening patients up-front
• Maximizing reimbursement
• Turning objection letters into payments
• Negotiating with attorneys on lien cases
• Automobile insurance carriers and personal injury

Sat., May 4
9:00 am – 12:30 pm
Room: S14

Computerized Medical Insurance Billing Orientation (A Home Study Course)

First, meet the instructor for a 15-minute orientation to receive course material and information on obtaining your username and password. (Windows 98 or above required)

You’ll learn how to set up a medical practice using your own computer.

This course must be completed within 1 month. (Most students complete the course material within 6 to 8 hours). You will have the assistance of an instructor via email.

In this hands-on course you will set up the following:

• Practice & Provider information
• Practice superbill
• Patient/Guarantor information
• Insurance companies to be billed
• Post charges, payments and adjustments
• Print insurance claims, patient statements & management reports
• Create database for electronic claim submission

Sun., April 28
3:15 – 3:30 pm
Room: S15

Medical Front Office Certificate Program

This program has been designed for those interested in becoming a Medical Front Office/Medical Receptionist/Intake Coordinator. This class will prepare you to begin a rewarding career and to become an integral part of the medical office team.

Topics covered include:

• Basic Medical Benefit Terms and Plans
• Eligibility and Insurance Benefit Verification
• Appointment Scheduling (Manual and Computerized)
• Improving Telephone Skills
• Patient Arrival, Check-In and Departure
• Handling Medical/Office Forms
• HIPAA/Patient Privacy & Confidentiality
• Medical Terminology (specific to the front office)

This two-part course will be offered under the following format: Part one will be lecture, part two will be a home-study computer course (using your own computer) concentrating on computerized appointment scheduling and new patient set-up. Students are given one month to complete part two of this course.

Wed. & Thu., May 1 & 2
6:30 – 8:30 pm
Room: S14
Fee: $105

Plus $79 material fee payable to instructor in class (includes workbook & tutorial software)

To register, visit us online at www.cabrillo-extension.org or call 479-6331
**Balanced Perspectives**

Do you feel challenged by thinking through a critical situation? Do you struggle with creativity and innovation? Have you ever been in a meeting in which nothing gets accomplished and only one person talks? Is collaboration and group participation a challenge to your team? Are you ready to evaluate personal and business decisions more easily?

All of these questions share a similar obstacle; a lack in perspective. Each one of us is a unique individual operating in a unique environment, yet we have more in common than we do our differences. How do we respect our individual perspectives while finding an equal playing field and collaborative action? The answer lies in balancing perspectives.

When you look at a situation from many different angles and everyone has input, more information comes to light to evaluate decisions and problems. In this course, you will learn a process that ensures you observe a situation from varying perspectives. This process drives more effective and efficient thinking while promoting better participation and collaboration. You will practice and learn to:

- Utilize a multiple perspective process to access creativity and innovation
- Explore thinking techniques to encourage ideas and to improve group collaboration
- Facilitate valuable meetings and equitable group discussions
- Apply the perspective process as a decision making tool

**Evolving Time Management**

Do you feel exhausted, work really hard and feel like the job is never done? Are you trapped by your success and the overwhelming work to keep it going? Is there never enough time and is it impossible to prioritize? Are you ready to do less and create more?

Much of our exhaustion and feeling overwhelmed comes from not following our natural rhythms and cycles. Learn how to do less and create more by syncing up business and life cycles. Nature’s cycles provide important information for setting priorities and the appropriate timing for implementation and completion. This is an ancient yet modern operating system to optimize time, energy, and resources. It’s time to create sustainable success! In this course, you will learn to:

- Identify life, business, and seasonal cycles
- Plan your business and personal projects
- Prioritize and be strategic about what to focus on
- Reflect on your personal and professional success

**Big Data, Big Value**

Do you ever struggle with decisions because you have too much information? Do you wonder how other businesses turn their mountains of data into analytical tools? Are you ready to learn how to receive big data and turn it into valuable action and profits?

We are currently in the era of big data, in which technology has made more information available than we could have imagined. Now that we have figured out how to receive this level of information, we have to sift it down in order to identify that which is most beneficial. In this course, you will learn how to design and break down data into its most valuable parts. As you learn to utilize data effectively and efficiently, you make better decisions and become a trusted adviser. In this course, you will practice and learn to:

- Design data to receive the information you want
- Align data to business and personal objectives
- Test data to ensure it is accurate and valuable
- Advise others using data

**Creative Problem Solving and Effective Decision Making**

Do you struggle with making good decisions? Do you feel your creativity is lacking when it comes to finding a solution to a problem? Have you ever used a band aid solution and the problem became bigger? Do you want to feel confident in your decisions and innovative in your solutions?

Every moment, we are making decisions and solving problems. How do we do that? In this course, you will learn the fundamentals of the decision-making and problem solving process. This process allows you to get to the heart of problems and decisions so that you solve the right problem and assess decisions properly. You will practice and learn to:

- Prepare yourself for solving critical problems and making big decisions
- Identify the problem, decision, stakeholders and parameters
- Investigate the root cause of problems and criteria of decisions
- Choose a solution with an evaluation grid

**Dynamic Listening & Questioning**

Do you often get frustrated in conversation with certain people? Do you ever feel embarrassed about how you reacted or responded to a situation? Have you found yourself upset because your voice has not been heard? Are you ready to go to the next level in your communication skills?

Our communication challenges stem from how we receive and give information. In order to improve our communication skills, we have to become engaged listeners and ask better questions so that intentions and information are clear. In this course, you will learn how to activate your listening, probe for more information with valuable questions and give information so everyone gets the message. You will practice and learn to:

- Develop listening skills and difficulties
- Be conscious of how others receive and give information
- Ask questions to deepen your understanding
- Articulate and express the information you have received from another person

**Women’s Leadership Renewal: Become Empowered in Your Personal and Professional Life**

Renewal is the learned ability to respond to the challenges of life with strategies of action that are life affirming, not life depleting. We all do things to feel safe that disempower and exhaust us. Changing rapidly is stressful, yet necessary now more than ever. The negative impacts of stress are accumulative over time but with awareness you can undo these self-limiting habits. You will become aware of your unconscious stress reactions that create burn out, and learn new ways of dealing with stress; leading to regeneration and empowerment.

Whole-person leadership results in increased versatility and impact with deeper authenticity in relationship to self and others. In this fun, interactive class you will learn:

- Body/mind practices that facilitate your capacity to change and regenerate from the inside
- Identify your stress reactions (body & mind)
- Fight/Flight—instinctual, unconscious level
- Discover your leadership style (strengths & limitations)
- Develop versatility – 4 Leadership Strategies
- How to be more effective with less stress
- Letting go of your position, without giving up yourself

**To register, visit us online at www.cabrillo-extension.org or call 479-6331**

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Jennifer Mount

Register after Jan. 28: $58
Register before Jan. 28: $52
Room: 1522
9:00 am – 12:00 noon

Crystal Forthomme, M.A., a founding professor of Movement Psychology, created management and empowerment trainings for women leaders. Her students discover how to incorporate awareness practices and initiate change from the inside, discovering the transformational tools to become empowered.
**PROFESSIONAL DEVELOPMENT**

**Jazz Up Your Presentations with Prezi**
What if you could create a presentation that completely captures people’s attention, one that’s full of visual layers of graphics, text, and images, and start conversations as a result of your presentation! The good news is... you can!
Prezi is a free presentation tool, and is more flexible than most tools used to share information. It allows you to add music, videos, and create visual movement during your presentations, rather than a static set of slides that you click through.
In this class you will learn how to pan and rotate text and objects in an unlimited display area, and how to use photos, charts, music, sounds, and even YouTube videos. Students will create and share presentations as part of this class. You will leave with the skill to create an engaging platform for communication and collaboration.

*Please check the Cabrillo Extension Class Resources web page for additional required steps.*

2 Sat., Feb. 23 & March 2
10:00 am - 1:30 pm
Room: 515
Register before Jan. 28: $85
Register after Jan. 28: $98

**Denise Castro** is a faculty member and Instructional Designer at CSUMB, a certified Google Educator, and a certified Prezi Educator. She has been giving workshops on technology topics and Google Suite for 5 years.

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**Confident Decision Making**
Do you want to make smarter decisions? You make decisions every day, but are they the right decisions? Are you sure you have gathered relevant data, reviewed all options, gained the required support from your management and colleagues? Whether you are making a simple or complex decision, making quality decisions does not have to be such a challenge. Increase your decision making confidence by attending this interactive class.

- Learn how to effectively plan for your decision
- Identify decision challenges and barriers
- Generate and evaluate alternatives and identify risks
- Make quality decisions using a practical model
- Effectively communicate and implement the decision

When you take this course you’ll also receive: 5 Step Decision Making Model, Worksheet (Prioritization Matrix), Worksheet (Evaluation Alternatives Matrix), Decision Summary Template (report-out to management)

Wed., March 20
9:00 am – 12:00 noon
Room: 1522
Register before Jan. 28: $52
Register after Jan. 28: $58

**Patricia Nelson** has over 20 year of experience in global leadership development, organizational development, and learning and training. At Seagate Technology, she is responsible for design and delivery of management and leadership programs and has worked with management and HR professionals around the globe in 12 countries.

**Be a Better Communicator**
How many times during the last month have you delivered what you believed to be a stellar work product, but, surprisingly, it was rejected by your co-workers. You’re unsure why this happened! Unlock the mystery of communication styles - build relationships and communicate effectively with people with different behavior styles. This course provides an effective and observable way to understand those around you and how best to work with them. In this course, you will:
- Diagnose your own behavior interaction style preference using the Bolton and Bolton Behavioral Styles Model
- Analyze the behavior styles of others.
- Gain communication techniques for greater success with others.
- Practice “flexing” across styles to work well with others.
- Create an action plan for improving your communications with specific people.

Wed., March 13
9:00 am – 12:00 noon
Room: 1522
Register before Jan. 28: $52
Register after Jan. 28: $58

**Building Emotional Intelligence and Self-Awareness**
To be Emotionally Intelligent means to have and demonstrate self-awareness and to be able to self-regulate, so that you can communicate with a higher degree of competence. Emotional Intelligence and self-awareness are critical skills in work and in everyday life. In this module you will:
- Learn about “Above the Line” leadership and practice claiming a space above the line.
- Understand the 4 components of Emotional Intelligence.
- Practice 2 powerful techniques for developing greater self-awareness.
- Explore the brain’s negativity bias and the impact that it (potentially) has on our leadership.
- Learn 3 ways to “prime” yourself for greater success and being a resilient leader.

Tue., April 9
1:00 – 4:30 pm
Room: 1522
Fee: $68

**Rhiannon Surrenda** - see bio

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**True Colors® Personal Success Workshop**
Would you like to understand and improve your own communication style? Or would you love to understand what influences the communication style of the people you interact with daily? What if a simple system could help you profoundly improve your communication with others? This is exactly what the True Colors® tool can do for you.

True Colors®, developed by Don Lowry in 1978, is a communication tool rooted in temperament styles. It is a departure from other temperament models of the past that tend to place you in one box. The strength and power of True Colors® is that it takes the elaborate method of understanding personality theory and distills it into a user-friendly, practical tool that is fun to use and easy to apply.
This interactive, information-packed session will help you:
- Explore your own distinctive personality strengths and stressors
- Respect and appreciate differences in the ways people function
- Provide a better understanding of how to influence others

This True Colors® workshop is highly interactive and engaging, and it’s easy to understand and apply immediately.

Wed., April 17
9:00 am – 12:30 pm
Room: 1522
Register before March 25: $54
Register after March 25: $62
plus a $20 material fee payable at registration for text and assessment

**Rhiannon Surrenda, M.A.** brings her enthusiasm, passion for empowering others and 15 years of expertise to all of her trainings. She works with executives, teams and entrepreneurs from a wide range of industries to help them succeed in their professional development and personal training goals.

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To register, visit us online at www.cabrillo-extension.org or call 479-6331
Personal Information Security Basics: Hands-on Workshops for Your Digital Life

Worried about online security and how to keep all of your family’s devices and information safe? You are not alone! Given recent data breaches, reports of hacking, and concerns around social media, it’s become abundantly clear how important it is to secure our personal information. But most people aren’t sure how to do that, or who to trust, and we never seem to find the time to do the research. When we do try, we’re afraid of making a mistake in the process.

These workshops are designed to help! Each session will translate cyber security concepts into a language that everyone can understand, and the information is provided to you by a source you can trust. Each workshop will help you implement basic security functions on your cell phones, laptops, and tablets during class, and will also cover the steps you can take at home on your devices, networks, and at work.

Students are required to bring their handheld devices and laptops to class in order to implement the skills and tools covered. Please bring power cords for your devices.

Parents are encouraged to bring their teens to learn together how to keep all of your family’s devices and information safe! This class is appropriate for students 15 years and older; minors must be accompanied by an adult.

Basic computer skills are necessary for success. If you do not have basic computer skills please take the Essential Computer Skills class (page 50) prior to taking this class.

Take all of the Tuesday workshops [IN SPANISH ONLY] OR all of the Saturday workshops for one low price of $125!

*NOTE: TUESDAY WORKSHOPS ARE OFFERED IN SPANISH ONLY!

Hygiene for Your Digital Life
• Safe internet use, and desktop computer security for Windows and Mac users.
• Mobile Safety for Android and iOS security
2 Tue., April 2 & 9* OR Sat., Feb. 9
6:30 – 8:30 pm 9:00 am - 1:00 pm
Room: 913 Room: 829
Register before Jan. 28: $45
Register after Jan. 28: $50
Register 2 or more: $40 each

Social Engineering and Physical Safety for Your Data
• How to identify and prevent social engineering
• How to ensure the physical safety of your information and prevent dumpster diving and shoulder surfing
2 Tue., April 16 & 23* OR Sat., April 6
6:30 – 8:30 pm 9:00 am - 1:00 pm
Room: 913 Room: 829
Register before Mar. 25: $45
Register after Mar. 25: $50
Register 2 or more: $40 each

Network Security and Viruses
• How to implement basic network/wireless safety
• How to protect yourself from malware such as viruses, Trojan horses, and other threats
2 Tue., April 30 & May 7* OR Sat., May 4
6:30 – 8:30 pm 9:00 am - 1:00 pm
Room: 913 Room: 829
Register before Mar. 25: $45
Register after Mar. 25: $50
Register 2 or more: $40 each

Seguridad Básica Para La Información Personal—Talleres Para Su Vida Digital
Preocupado de la seguridad cibernética y de cómo mantener los dispositivos de su familia y su información segura? Estos talleres interpretarán la seguridad ciber- nética a un lenguaje que todos entienden, proveida por alguien de confianza. Los talleres le ayudarán a implementar funciones de seguridad básica en sus celulares, computadoras, y tablets (durante la clase) y cubrirán los pasos que usted puede tomar en su trabajo y en los dispositivos y red de su casa.

Se le anima a los padres a traer a sus hijos y jóvenes para aprender juntos como familia acerca de los dispositivos y la seguridad de la información personal!

Los talleres del martes por la noche se ofrecen en Español. Para más información y para registrarse vaya al http://www.cabrillo.edu/services/extension/personalinformationsecurity.html

Irvin Lemus is a Cabrillo College Computer Information Systems Instructor and has 10 years of experience in the cyber security and information technology industry.

Do you want a more engaged workforce?

Today’s fast-paced business environment demands a fully engaged workforce.

Leaders... need to establish vision and communicate effectively both internally and out in the community.

Managers and Supervisors... need to achieve outcomes, inspire people and teams, create a positive and productive organizational culture, and lead engaging meetings.

Staff... needs to work effectively together, provide exceptional customer service, meet quality standards, and deliver on deadlines.

All these things are possible when you have effective and affordable workforce training at your fingertips!

At Cabrillo Corporate Training, we can help you...
• Define your direction based on your values and strategic market demands.
• Develop standards and identify competencies that will guide and align all of your training efforts.
• Identify the performance you need from your workforce and the training gaps that need attention.
• Deliver targeted training programs on site, based on your schedule, to meet your needs.
• Evaluate the training to ensure a return on your investment

Why invest in employee training & development?
It’s simple. Effective employee training means a more engaged workforce and greater organizational effectiveness. It means you are better able to cope with the demands of today’s competitive business environment.

And, well-designed training programs provide ADDED benefits:
Improved employee morale, greater job satisfaction, more motivated employees, and increased retention. Long-term employee development efforts keep an organization vital and successful.

Our seasoned experts bring dynamic and rich training programs to you!

Visit us at: www.cabrillo-corporatetraining.org
For more information call: 831-479-6331

To register, visit us online at www.cabrillo-extension.org or call 479-6331

CORPORATE EDUCATION
Quiet Mind, Peaceful Heart: An Introduction to Meditation

Modern life, with its frantic pace and ceaseless demands, leaves us stressed out and exhausted. It seems almost impossible to find time for oneself, to take a breath and turn off our busy minds. Thankfully, modern science has confirmed what ancient wisdom has known for centuries: meditation changes the brain. By combining the time-tested techniques of meditation with the latest scientific findings, one can reduce stress, improve mood, and quiet the mind. This class introduces the practice of meditation, a proven technique for reducing stress, inducing positive mental states, and cultivating lasting peace of mind.

2 Sun., Feb. 3 & 10
9:00 - 10:30 am
Room: Horticulture 5001
Register before Jan. 28: $45
Register after Jan. 28: $48
Register 2 or more: $40 each
Jordan Leahy - see bio

A Calm Mind in a Busy World: An Ongoing Meditation Training Community

Creating lasting personal transformation requires the support of a community and a teacher. If we are seeking to reduce stress and anxiety while feeling more grounded and relaxed in our everyday lives, the best support for such a lifestyle of wellness is a group of likeminded people who gather to strengthen the best in us.

Meditating in a group allows one to experience the calm that comes when people gather with a collective focus. This class is for committed meditators who have either completed Quiet Mind, Peaceful Heart: An Introduction to Meditation, or have some experience with meditation. Each class will include a period of extended meditation, both silent and guided, and in-depth instruction on the practice and philosophy of meditation.

Session 1:
6 Sun., Feb. 24 – March 31
9:00 - 10:30 am
Room: 2100B
Register before Jan. 28: $130
Register after Jan. 28: $135
Register 2 or more: $120

Session 2:
4 Sun., April 14 - May 5
9:00 - 10:30 am
Room: 2100B
Register before March 25: $88
Register after March 25: $92
Register 2 or more: $80 each
Jordan Leahy, MA, is a meditation teacher ordained in a 2,600 year old Buddhist tradition. He has been studying and practicing meditation for over 25 years.

Chi Aura Integration

Chi Aura Integration is an alternative healing method using the vital life force. Chi Aura is a set of skills used to read the health of the body and facilitate healing and balance. This method can be used by individuals for self-healing or by practitioners in relationship with their patients. By learning how to relax into a state of mind that is able to “read” the energy field of the body and to work hands-on with the out-of-balance conditions which lead to illness, the nurse-to-patient relationship can be greatly enhanced by incorporating these skills.

This workshop teaches techniques to elicit the relaxation response and help develop the “Awakened Mind State.” Learn how to perform the specific Chi Aura Integration hand positions identifying specific acupoints, energy centers, and parts of the body to release muscle tension and induce the relaxation response to promote healing.

Chi Aura Integration is relevant because it develops the nurse’s ability to improve their effectiveness in treating patients. This course is approved for 18 CEUs for Nurses, 14 CEUs for massage therapists, and 15 CEUs for acupuncturists.

A free downloadable manual will be made available to students before class. Please see the Class Resources web page for additional information.

Sat. & Sun., April 6 & 7
9:00 am – 5:30 pm
Room: 406
Register before March 25: $145
Register after March 25: $158
includes comprehensive manual
Timothy Dunphy has taught Chi-Aura Integration for over 22 years in the US and Europe, enhancing participant’s personal growth and their therapeutic relationship to others.

Introduction to Smart Investments

Whatever your dreams for happiness, financial freedom makes them even more attainable. This introductory investment class gives you the tools to help you define your goals with a realistic and definite timeline. You will also learn of many financial investments available to you such as:

- Stocks – Primary and Secondary Markets, Dividends and Growth
- Bonds — Municipal, Corporate and Government
- Mutual funds
- Tax Advantaged Investment

4 Tue., March 19 - April 9
7:00 – 9:00 pm
Room: 406
Register before Jan. 28: $64
Register after Jan. 28: $75
Register 2 or more: $60 each
Galaham Zuanich – see bio below

Retirement Planning: A Common Sense Approach

The objective of this course is to educate the community on the issues surrounding retirement. We will cover retirement concerns that include having enough money to retire, knowing how much you need to retire, and retiring on time. We will also explore the risks you face in retirement and discuss strategies to avoid these risks.

3 Tue., April 23 - May 7
7:00 – 9:00 pm
Room: 406
Register before March 25: $64
Register after March 25: $75
Register 2 or more: $50 each
Galaham Zuanich is an associate vice president with a major investment firm and has been a financial advisor for nine years. He has a BS in Commerce Finance.

Real Estate Investing

Have you ever heard the old saying, “Buy low, sell high?” News stories about the softening real estate market might scare away some novice investors. Experienced investors, however, recognize weak markets as opportunities to pick up bargains. When there are more sellers than buyers, your chances of getting a good deal go way up. In fact, many investors make more money in a down market than in a strong one. In many areas, now is the time to buy before prices start climbing again. In this course, you’ll learn how to make money in any area, in good times and bad, even if you have little money to start with.

This course provides straight talk about real estate that will help you profit from the tremendous opportunities available to investors right now.

This course is taught online and is offered each month. Please see pg. 38 for more information.

Keys to Successful Money Management

If you’re interested in discovering how most wealthy people amassed their fortunes, this is the course for you. Contrary to popular opinion, most of us don’t achieve true wealth through luck or an accident of fate. Just about anybody can build wealth. All it takes is organization, discipline, and a firm knowledge of how to proceed. If you’re serious about accumulating a sizable nest egg and living the life of your dreams, this course will supply you with the knowledge and skills you’ll need to succeed.

In this course, a certified financial planner will walk you through the steps you need to take in order to achieve true financial success. If you’re serious about living a better life by tapping into your unfulfilled potential, we’ll show you the way.

This course is taught online and is offered each month. Please see pg. 38 for more information.

Where Does All My Money Go?

Ever get frustrated that you never seem to get ahead? Are you and your family constantly arguing about money? Do you have trouble saving money? Do you wish you had financial security? Want to work on paying down your debt?

This course will teach you the basics of how to get control of your finances rather than letting them control you. It is the help you need before learning about investing, debt elimination, retirement or college planning. There aren’t many places that you can go to learn these principles, so take advantage of this opportunity!

Learn how to fund your dreams and how to save money for everything from emergencies to vacations. If you have ever felt lost about where to start working on your finances, this course is for you. You can’t afford not to take this course and change your habits. This course is an investment in your future!

This course is taught online and is offered each month. Please see pages 4-5 for more information.
The Cabrillo Extension program strives to deliver a wide variety of programs and services to supplement the college’s instructional program. Classes offered through the Extension program are responsive to community need and interest, although they do not generate college credit, grades, transcripts, nor are they transferable. These fee-supported classes are presented for information and enjoyment and do not necessarily reflect the views of the Cabrillo College District. The college does not endorse any product or the services of any presenter.

Registration is Easy!
- The fastest way is to use our online registration at: www.cabrillo-extension.org, which is available 24 hours a day, 7 days a week.
- Or, charge by phone using Visa or MasterCard. Call: 831-479-6331
- Or, fill out the form below and mail it with your check or credit card information.

Discounts for Registration
All classes have regular fees listed. Some have “Early Bird” or “Bring a Friend” discounts. Discounts do not apply to all classes. Registrations that are mailed in must include the appropriate fee, based on how many people you register, and any materials fees required. Late registrants may find a class full, and delayed registration may result in a cancelled class. If you have questions, please call us and we’d be happy to help!

Refunds
There’s no fine print in our refund policy. Classes canceled by Cabrillo will be refunded in full. We will gladly process your request for a refund if it is received in our office at least five (5) business days prior to the beginning of the class. There is a 10% service fee, subject to a $5 minimum. We cannot accept requests for refunds if they are received fewer than five (5) business days prior to the class start date.

If you find at the last minute that you are unable to attend a class, you may send someone in your place by notifying the Extension office by phone or email, prior to class start, who will attend in your place.

MAIL-IN FORM for ADULT REGISTRATION—please send the completed form below to:
Cabrillo College Extension, Bldg. 2100A, 6500 Soquel Drive, Aptos, CA 95003

| Name ____________________________ | Address ____________________________________ |
| City ____________________________ State, Zip ____________________ |
| Work phone _____________________ Home phone ___________________ Cell phone ________________ |
| Email Address ____________________ |
| □ Check enclosed (Payable to Cabrillo College) □ Charge my credit card □ Visa □ MasterCard |
| Card # ____________________________ Signature ____________________________ |
| Expiration Date ____________________ (Required) Signature ____________________________ (Required) |

If you are mailing in a registration please choose the appropriate fee based on date of registration. Late registrants may find a class already filled, and delayed registration may result in canceled classes.
• Our website address:
WWW.CABRILLO-EXTENSION.ORG
PROFESSIONAL DEVELOPMENT
SPRING 2019
www.cabrillo-extension.org

Professional Development
Enhance existing skills, or acquire new ones, with our Leadership Academy and Leadership Challenge, Women’s Leadership Renewal, Confident Decision Making, Creative Problem Solving, and many more!

Online Classes/ED2GO
Over 450 classes to choose from, including self-paced options. New classes begin each month—or, work at your own pace, any time, anywhere!

Business & Technology
Join us this Spring to take your skills and professional development to the next level.

Supervisory Academy
Join our Supervisory Academy to learn more about transforming your work team, achieving goals together, and unleashing the creative power of your group.