Brighten your Spring with over 100 New Classes!
Register by February 29th and get an early bird discounted fee!

Featured this Spring:

Presentational Speaking

Spring Arts

Photography and Video

Culinary

CLASSES & WORKSHOPS

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Registration is easy!

Register online at www.cabrillo-extension.org or phone, fax or mail your registration.

Registration form is located on page 63.
For information call 831-479-6331.

Enroll Early!

Popular classes fill up quickly and low enrollment classes may be cancelled. Classes are for adults ages 18 and up unless otherwise specified.
The Artist’s Illustrated Journal
Back by popular demand! Keeping a visual creative journal helps you to live life more deeply. In your travels it helps you to experience a place on a connected and more meaningful level. It keeps you in touch with your deepest desires and affirms you as a creative being in the world, helping you to engage through more than just your senses. In this class we will learn about various techniques and materials used in creating a visual journal as well as work with creative prompts and ideas that will be sure to inspire you. The Artist’s Journal workshops combine instruction for techniques in drawing, writing, watercolor and page design with the nurturing of creative process. This is not a class in scrapbooking, crafts or bookmaking. It is a tool to awaken your senses and help you experience the world through artists’ eyes.

This workshop provides a safe and non-judgmental environment for participants of all levels of artistic experience.

A required materials list is available on our Class Resources webpage.

Sat. & Sun., April 23 & 24
10 am – 4 pm
Room: VAPA 2005
Register by Feb. 29: $180
Register after Feb. 29: $195
Susan Dorf – see bio

Fearless Art Journal
In this all-new workshop we will be experimenting with a smorgasbord of materials to inspire and ignite your creative self.

We will work with acrylic paints and mediums as well as collage elements, ink, drawing and mark making, image transfers, lettering, texture, and layering to obtain a variety of effects so that you will come away with a toolbox full of techniques and inspiration.

This class will be taught in a non-judgmental environment to encourage you to embrace a sense of play, take risks, and engage your own fertile imagination.

A required materials list is available on our Class Resources webpage.

Sat. & Sun., April 30 & May 1
10 am – 4 pm
Room: VAPA 2005
Register by Feb. 29: $180
Register after Feb. 29: $195
Plus painting materials

Susan Dorf BFA, has exhibited her work throughout California and internationally. Her artwork has been published in books, calendars and posters.

Glassblowing: An Introduction
Experience the beautiful fluid movements of blown glass up close in a professional art glass studio! This class will give students a hands-on introduction to the incredible world of “Hot Glass”. Chris will demonstrate the basic techniques and equipment used in the creation of blown glass objects. Take home a simple glass creation you’ll make with your own hands!

Class size is limited to 8 so register early!

4 Tue., March 22 - April 12
6 - 8 pm
Chris Johnson Glass, 2260 Chanticleer Ave. Suite #10, Santa Cruz
Register by Feb. 29: $295
Register after Feb. 29: $325
plus $50 materials fee payable to the instructor in class

Chris Johnson produces intensely colored one-of-a-kind art glass. His unique, expressive style is a result of the continuing exploration of technique in which he pushes the boundaries of the medium. He has studied with numerous Italian and American Masters, and has shared his passion for glass blowing as an instructor at MIT, CCA, San Francisco State, and his own studio in Santa Cruz.

To register call 479-6331 or visit us online at www.cabrillo-extension.org
Collage and Mixed Media Workshops

Come explore a variety of ways to interpret your ideas using mixed media such as ink, pastel, water based paints, and stencils. Through experimentation and play, and using different approaches to collage methods, students will discover new possibilities with their work. Emphasis will be on discovering how to find a theme that is personally meaningful. Learn how to experiment with new processes and techniques to create varied yet cohesive pieces.

Whether you take the first 4-week session, the 2nd 4-week session, or both, the wide array of mediums offer a variety of possible projects for the adventurous artist to enjoy.

No experience necessary.

Collage/Mixed Media: Themes and Variations I
4 Fri., March 4 – 25
10 am - 4 pm
Room: VAPA 2015
Register by Feb. 29: $280
Register after Feb. 29: $295
plus a $20 materials fee at registration

Collage/Mixed Media: Themes and Variations II
4 Fri., April 8 – 29
10 am - 4 pm
Room: VAPA 2015
Register by Feb. 29: $280
Register after Feb. 29: $295
plus a $20 materials fee at registration

Andrea Borsuk – see bio

Visual Obsession: Hand Printed Mono-Print Workshop
Using hand printed monoprint techniques, collage, paints, ink, pastel, pen and graphite, students will create individualized pieces. Exploring ideas as well as expanding upon themes can allow students to create personal work and engage with process.
3 Sat., March 5 - 19
10 am - 4 pm
Room: VAPA 2005
Register by Feb. 29: $270
Register after Feb. 29: $285
plus a $30 materials fee at registration

Andrea Borsuk, MFA, is an instructor at Cabrillo College and a visiting lecturer at the Oregon College of Art and Craft. She is the 2010-11 recipient of the Rydell Visual Arts Fellowship. Her solo and group exhibitions have shown throughout California and Nevada.
For more information about Andrea visit: http://www.andreaborsuk.com/

Hardwoods for Fine Woodworking
In this workshop we will discuss how to identify, source, select, and utilize a variety of hardwoods. Tree species number in the thousands and thrive in environments ranging from jungle to desert. We’ll explore some of the variables that determine the characteristics of this versatile material.

Class size is limited to 12 so register early! All skill levels welcome.

Sun., Feb. 28
10 am – 3 pm
Room VAPA 3003
Fee: $78
Timothy Lydgate – see bio

Fibonacci, Fussy Cutting and Pinwheels: Quilting With Wood
This introductory demonstration and lecture to the art of cross-lamination will look at how the interplay of tools, materials and design can yield patterns that are slightly off the beaten track. Take a one-day trip into this elegant, delicate side of woodworking and find inspiration for your own work!

Class size is limited to 12 so register early! All skill levels welcome.

Sun., March 6
10 am – 3 pm
Room: VAPA 3003
Register by Feb. 29: $78
Register after Feb. 29: $85

Timothy Lydgate studied history of art at Yale and developed his appreciation for figured hardwoods while living in Hawaii in the 1970’s. He continues to produce one-of-a-kind accessories and is a regular participant in the Santa Cruz Open Studios.
Matting Without Measuring: Framing for the Rest of Us
Bring a complete frame (frame, glass and backing) and a finished piece of artwork...we'll learn how to crop the image and cut a custom mat that will bring your artwork stylishly into focus within the bounds of your chosen frame. Each student will leave with a piece of ready-to-hang, ready-to-show artwork. We will use a unique process that uses physical geometry to size and align the mats for these framing projects. No need to worry about measurements or fractions. This is a friendly approach to these essential skills. If you make images, you'll save a bundle on framing from this day forward!
Sat. & Sun., March 5 & 6
10 am - 4 pm
Room: 1605
Register by Feb. 29: $180
Register after Feb. 29: $195
Plus $15 materials fee
Bob Lamp – see bio

Woodcarving Workshop
The object of this 2-day workshop will be to teach students the fundamentals of wood carving. Participants will work on projects using both hand chisels and electric rotary carving tools. Topics covered are safety, types of carving tools, best woods/materials for carving, styles, and finishing. After instruction and demonstrations on the properties and characteristics of different woods, students will practice what they have learned on examples to be taken home.
Cabrillo has a wide selection of gouges and chisels with which to experiment. You can also bring in your own tools and learn how to sharpen them.
Class size is limited to 8 so register early! All skill levels welcome.
2 Sun., March 13 & 20
10 am - 4 pm
Room: VAPA 3003
Register by Feb. 29: $180
Register after Feb. 29: $195
Plus $25 materials fee
Ron Cook has been a woodworker and woodcarver for over 40 years. Ron is a master member of the Baulines Craft Guild, a member of the Guild of American Luthiers, and a charter member of the Santa Cruz Woodworkers. http://www.roncookstudios.com/

Woodshop and Power Tool Primer
Join us in a relaxed (albeit noisy) atmosphere as we demystify the stationary woodworking power tools and prepare students to work safely in our state-of-the-art wood working shop. Students in this orientation class will be lead through the safe usage of machines most commonly used for woodworking. Your instructor is skilled at helping people get over their fear of these machines and have an enjoyable experience in our wood working shop.
Unless you have previously completed a Cabrillo Art Studio class in the wood shop, this class is REQUIRED for anyone registering for Woodworking Open Studio class noted below. Basic safety testing at the end of class will determine which tools you may utilize as part of the Woodworking Open Studio class.
Class size is limited so register early!
Mon., March 21 OR Wed., March 23
6 - 9 pm
Room: VAPA 3003
Register by Feb. 29: $58
Register after Feb. 29: $65
Plus $15 materials fee
Bob Lamp – see bio

Woodworking Open Studio
Join a passionate and creative group of wood workers for 8 weeks of shop time in Cabrillo’s state-of-the art woodworking studio. This class affords students access to fine woodworking hand tools as well as stationary power tools, while giving students the opportunity to develop or hone skills along the way!
Students may also bring in-progress projects to work on. Due to limited storage all projects need to be taken home at the end of each class.
Prerequisite: students in this class must have taken the “Power Tool Primer” described above and demonstrate, through testing, competency in safe practice of tools in the shop, or have completed a Cabrillo Art Studio class in the wood shop.
Class size is limited so register early!
8 Mon. & 8 Wed., April 4 - May 25
6 - 9 pm
Room: VAPA 3003
Register by Feb. 29: $280
Register after Feb. 29: $295
Plus $25 materials fee at registration
Bob Lamp, MFA, is an adjunct instructor at Cabrillo College and Monterey Peninsula College. He currently teaches courses in sculpture, small metals, drawing and watercolor painting. He has been showing his work both locally and internationally since 1993.
Metalworking Primer

This one-day workshop is intended to familiarize participants with the metalworking equipment in the Art Department at Cabrillo College. Equipment covered will include Oxy-Acet. Welding, Mig Welding, Plasma-cutting, Grinding, Sanding, Polishing. Time will be spent educating persons on proper and safe use of all equipment.

This class is required before students will be able to register for the Metal-Working open lab.

Mon., March 21 OR Wed., March 23
6 - 9 pm
Room: VAPA 3005
Register by Feb. 29: $58
Register after Feb. 29: $65
Plus $10 materials fee at registration
Diane Patracuola & Tommy Corbett

Metal Forming and Fabrication

Come study with a master sculptor and metalworker!

In this 4-week course learn how to manipulate steel, either hot or cold, and combine what you have created into a sculptural/functional form.

Participants will have access to many different types of metalworking equipment in the shop, such as: forges, mig, tig, and gas welding, along with numerous grinders, saws, drills, sandblasters and other heavy-duty equipment.

4 Sat., March 5 - 26
10 am – 4 pm
Room: VAPA 3005
Register by Feb. 29: $360
Register after Feb. 29: $385
Plus $75 materials fee
Jamie Abbott is a teacher and sculptor with over 40 years experience. Jamie has an MFA from The Art Institute in San Francisco and his work can be seen throughout Santa Cruz County and beyond.

Small Metals Open Lab

Sign-up for 10 Saturdays (10am - 4pm) of access to the small metals studio at Cabrillo College. Limited to current and former students who are familiar with, and can demonstrate, a thorough knowledge of the facility in regards to safe practices and policy. Director Dawn Nakanishi may approve additional individuals on a one-on-one basis.

10 Sat., Feb. 20 – April 30 (no class April 2)
10 am - 4 pm
Room: V3001
Fee: $180
Aaron Miller is an artist & jeweler and oversees the small metals lab.
Sculptural Form from Repurposed Objects
In this 4-day workshop, you will build tabletop-sized sculptures that are crafted from an array of various objects, which will be provided by the instructor on the first day of class. Not only will this course ignite your creative fires and encourage you to experiment, but also you will learn the approaches needed to assemble and attach the objects that form your sculptures. 
2 Sat. & 2 Sun., May 21, 22 & 28, 29
10 am – 4 pm
Room: VAPA 3004
Register by Feb. 29: $260
Register after Feb. 29: $275
Plus $20 materials fee
Diane Patracuola—see bio.

Forging and Toolmaking
Experience the exciting craft of steel forging and toolmaking through demonstration and hands-on exercises in this weekend workshop. After instruction on the properties and characteristics of different metals, students work a forge and learn how to manipulate hot steel.

Demonstrations of various hammer types and the applications of different anvil designs are given. Building and operation of both gas and coke-fired forges are discussed. Students are encouraged to develop their own direction and interests in forging and toolmaking as an art form.

This class is limited to 4 students—enroll early! Class will be held at the instructor’s forging studio. You will receive a map upon registration and you will be asked to sign a liability waiver before class begins.

Sat. & Sun., March 5 & 6
9 am – 5:30 pm
Location: Santa Cruz Studio
Register by Feb. 29: $395
Register after Feb. 29: $425
plus $20 materials fee payable to instructor
Vern Caron, M.A. has taught forging and toolmaking through Cabrillo College and UC Extension for more than 20 years.

Glass Fusing/Slumping and other Techniques
In this workshop participants will build an Art Glass Panel or Slumped form. During this 4-day workshop, students will learn the steps and techniques necessary to fuse/slump Art Glass of their own design. Scale will be up to 16” in size. Patterns and examples will be provided. Instruction will also be given in the proper methods of mounting and wiring their creation, if necessary.

Supplies will include a vast array of colors, textures, and patterns of glass (Including Frit, Stringers, and Rods.
4 Sun., Feb. 28 – Mar. 20
10 am – 4 pm
Room: VAPA 3004
Fee: $260
plus $75 materials fee
Penny Waller founded Glass Fusion Studios in Aptos 25 years ago. She teaches classes in her studio along with other invited guest glass artists and for Cabrillo Extension. Penny’s studio pieces have been shown in galleries all over the US.
Diane Patracuola is a well-known and respected artist in the Santa Cruz area. Her work is a monument to wild and curious compilations of materials and techniques. She is an accomplished metalworker, painter, and sculptor.

Casting Decorative Tiles in Recycled Aluminum
Join us for a weekend of molten metal and fresh imagery as we explore the fascinating world of sand-cast aluminum. We will each produce a tile or two in freshly cast, recycled aluminum. We will begin with a soft clay image of your own design. While the metal is heating we will create a sand mold using your design. When the temperature is just right, the instructor will pour the molten metal into each mold. After a few minutes of cooling and quenching, your tile will be ready for viewing. Some pieces may require a little clean up with a file or burr.

This course requires no previous experience with foundry practice. Come join us as furnace, crucible and flame work together to fuse your unique design with the magic of molten metal to create a lovely completed object in recycled cast aluminum...right before your eyes!

Sat. & Sun., April 16 & 17
10 am – 4 pm
Room: VAPA 3005
Fee: $260
plus $75 materials fee
Penny Waller founded Glass Fusion Studios in Aptos 25 years ago. She teaches classes in her studio along with other invited guest glass artists and for Cabrillo Extension. Penny’s studio pieces have been shown in galleries all over the US.
Diane Patracuola is a well-known and respected artist in the Santa Cruz area. Her work is a monument to wild and curious compilations of materials and techniques. She is an accomplished metalworker, painter, and sculptor.

NEW!

To register call 479-6331 or visit us online at www.cabrillo-extension.org 5
Introduction to Fusing Glass

Fusing refers to the process of cutting, stacking, layering glass and melting it at high temperatures to create patterns or images. Fused glass is popular for jewelry and wall art as well as functional pieces.

In this class you will learn principals and terminology of fusing. An overview of kilns, glass cutting skills, tools and frit will also be covered. In the first week you will make 6 small projects suitable for pendants or magnets. These will be fired and returned to you in the second class. At that time we will have a discussion of what worked and what you would do differently. You will then have materials available and time to do a larger project like tiles, wall hangings or a plate. All materials are provided for the first project. Materials for second projects are limited to three 4-inch tiles, two 6-inch squares or one 10-inch piece.

Patterns and project materials, handouts and two kiln firings will be provided.

2 Wed., April 13 & 20
6:00 – 9:30 pm
Room: Horticulture 5110
Register by Feb. 29: $95
Register after Feb. 29: $110
$50 materials and firing fee payable to instructor

Jackie Marr – See bio

Stained Glass Mosaic Mirror

Join us for a creative date night, grown-up art play date with a friend, or an evening get away to create your personal magic mirror. Combine tiny treasures and luminous colored glass pieces to create a beautiful framed mirror in the style of your home or as a gift. We provide the mirror, stained glass, Van Gogh glass, silver coats, special glue, applicators and oak frames. Then work on silver mirror surface for your colored glass, which makes the colors pop, and we’ll reveal the mysteries of cutting glass!

Also provided: a large selection of glass cutting tools, and students may bring their own. No grout will be used.

Students may bring shells, stones, beach glass, small souvenirs or metal findings. Finished size including an oak frame is 14”x 16”.

Sat., March 12
4 - 9 pm
Room: Horticulture 5110
Register by Feb. 29: $80
Register after Feb. 29: $85
plus $65 materials fee payable to instructor

Jackie Marr – See bio

Glass Garden Mosaic Stone

In this class you will learn how to use various glass cutting tools, stained glass and glass rods to create a personal mosaic style design of your choice on a 12-inch stepping stone. All materials will be supplied except the stone. If you have your own tools you are welcome to bring them. Please make sure to have your name on them. On day one we will design, cut and glue the glass. On day two we will grout our projects.

Students will provide one 12-inch concrete stepping stone of any color, round, square or hexagon. These are easily available from Orchard Supply and only run a few dollars.

Mon & Wed., March 7 & 9
6 - 9:30 pm
Room: Horticulture 5110
Register by Feb. 29: $64
Register after Feb. 29: $72
$55 materials fee includes: All glass, grout, sealer, glue and use of tools.

Jackie Marr – See bio

Jackie Marr – BA, has been a stained glass artist for over 20 years and is owner of Kiss My Glass. She enjoys teaching stained glass techniques and glass bead making and can make it fun and easy.
HackSpace for Makers and Artists
A Collaborative Creative Space

This series of HackSpace workshops may help you find your way with Arduino's, LED's, circuits, resistors and much more! Join us for these “open lab” sessions that consist of demos, guidance and open work time.

There are so many possible projects it boggles the mind! Do you want to:
- Animate your artwork or add controlled lighting effects?
- Create movement in your artwork and manipulate that movement?
- Share your project ideas and get new ones from others?
- Get help navigating the online community of makers’ products like Arduinos, LED’s and lighting & motion tools?
- Try something completely new and unique?

Each 4-Friday class session is designed to help you learn, share, tinker and problem solve. In the first and last Friday of each session Mike Matera, Cabrillo Computer Information Systems Instructor and “Maker,” will lead the class and offer advice, guidance and inspiration. In each session you will have access to the tool room and classroom to work through your projects and ideas with Angel Martinez, a Cabrillo College Computer Engineering student, Cabrillo Robotics Club member, and First Robotics veteran (usfirst.org).

Each session requires a laptop with very specific tools loaded and functioning. To assure that your hardware and software meet Arduino requirements please register for the “Make Your Stuff Work” primer below which will give you one, 3-hour evening session to work on getting your laptop ready for these sessions. If you have an Arduino kit that you would like to use, you will need to bring it to this class to determine if it will work in the HackSpace sessions.

Make Your Stuff Work Primer
Wed., March 2
6 – 9 pm
Room: VAPA 3003
Register by Feb. 29: $30
Register after Feb. 29: $35
$30 materials fee (Arduino kit, only need to buy one for each of the following three sessions)

Session 1 - Arduinos Are Your Friends
Arduinos are a user-friendly, open source resource of microcontrollers for artists and makers. They can control motors, motions, lights and sounds, as well as sense and react to their surroundings. They are one of the cheapest and easiest to find tools for those that DIY. There is a huge community online that is willing to help!
4 Fri., March 4 - 25
6 – 9 pm
Room: VAPA 3003
Register by Feb. 29: $120
Register after Feb. 29: $135
$30 materials fee (Arduino kit, only need to buy one for all three sessions)

Session 2 - LED Effects - Creating Motion with Lighting
LED patterns can simulate and mimic motion to create lighting imagery like a tornado or a wave of rainbows. Applications include embedding in a sculpture or as part of 2D images to add dimension and light. In this workshop you can explore the tools and techniques for creating lighting patterns.
4 Fri., April 8 - 29
6 – 9 pm
Room: VAPA 3003
Register by Feb. 29: $120
Register after Feb. 29: $135
$30 materials fee (Arduino kit, only need to buy one for all three sessions)

Session 3 - Beyond Plug and Play, How to Practice Safe Circuits
Why is it important to know how and when to use resistors in your circuits when playing with LED’s, motors and Arduinos? This session will dive into these small yet mighty elements of kinetics and lighting.
4 Fri., May 13 - June 3
6 – 9 pm
Room: VAPA 3003
Register by Feb. 29: $120
Register after Feb. 29: $135
$30 materials fee (Arduino kit, only need to buy one for all three sessions)

Instructors:
Mike Matera, VAPA staff
and Angel Martinez

To register call 479-6331 or visit us online at www.cabrillo-extension.org
Digital Fabrication: Intro to 3D Printing

The Maker movement is in full effect and quickly becoming part of mainstream fabrication and manufacturing as well as becoming an important tool in home fabrication and prototyping. Whether you’re looking to make components for a home made robot or an element in your art work, this new technology can help you produce unique, accurate pieces previously unattainable through traditional methods.

This 2-day workshop will cover the basics of 3D modeling with entry level software and a day of 3D printing the objects created.

No previous knowledge of this technology is required.

2 Sun., April 3 & 10
10 am – 4 pm
Room: VAPA 3004
Register by Feb. 29: $195
Register after Feb. 29: $210
Plus $50 materials fee at registration
Payson McNett – see bio

Digital Fabrication: Intro to Laser Cutting

The Maker movement is in full effect and quickly becoming part of mainstream fabrication and manufacturing as well as becoming an important tool in home fabrication and prototyping. Whether you are looking to make components for a homemade robot or an element in your artwork, this new technology can help you produce unique, accurate pieces previously unattainable through traditional methods.

This two-day workshop will introduce students to the basics of laser cutting and engraving with our Epilogue laser cutter.

Previous knowledge of Adobe Illustrator will be helpful but is not required.

2 Sun., April 17 & 24
10 am – 4 pm
Room: VAPA 3004
Register by Feb. 29: $195
Register after Feb. 29: $210
Plus $50 materials fee at registration
Payson McNett, MFA is a Cabrillo Studio Art instructor and a practicing studio artist. He teaches workshops utilizing his expertise in CNC router and computer aided design software/hardware and how it’s incorporated in design and fabrication applications.

Colors of Spring: En Plein Air Landscape Pastel

Each of these workshops will combine studio and on-location work. We will cover various aspects of creating the pastel landscape in the spring afternoon light and explore the abundant colors of spring growth in gardens, full sloughs, budding trees and grassy spring hills. Students will gain a better grasp of the complexities of location work; ways to capture a mood through both color palette and choice of colored grounds, and compositional tips to focus the viewer on the drama of the scene.

The first class meetings will be studio work and thereafter will be at outdoor locations around Santa Cruz County. This course is designed for artists comfortable with basic drawing techniques and the changing conditions of the outdoors.

A suggested supply list is posted on the Cabrillo Extension class resources webpage.

Register for the entire Series by Feb. 29 for an early bird discount!
Register by Feb. 29: $250
Register after Feb. 29: $275

Session 1
Colors of Spring: En Plein Air Landscape Pastel I

The first class will be in the studio and an introductory survey of plein-air landscape styles will be discussed. Tips for creating convincing trees, atmospheric and linear perspective, waterways, and color will be demonstrated.

3 Sat., April 9 - 23
1:30 - 5:00 pm
Room: VAPA 2015 & other outdoor locations
Register by Feb. 29: $135
Register after Feb. 29: $150

Session 2
Colors of Spring: En Plein Air Landscape Pastel 2

For the first class in the studio on April 30th we will discuss effective ways to use the studio to simplify and solidify the outdoor pastel painting, based on student plein air work. Individual & group critiques.

3 Sat., April 30 - May 14
1:30 - 5:00 pm
Room: VAPA 2015 and other outdoor locations
Register by Feb. 29: $135
Register after Feb. 29: $150

Ann Thiermann, MFA is an experienced studio arts instructor at Cabrillo College with years of helping students create vibrant plant forms in her botanical illustration classes. She has created pastel landscape, figurative, and still life paintings that are included in collections nationally and internationally.
Encaustic Painting Workshop

Come along and experience an exciting, ancient and cutting-edge art form. Painting with pigmented, molten beeswax is beyond fun and also forgiving and versatile. The possibilities are endless with mixed media: collage, stencils, stamps, ink, oil paints, watercolors, photography and so much more. You will create three or more original encaustic paintings in this two day workshop.

Explore and learn through demonstrations about how to mix paint, fuse layers of wax, apply oil and chalk pastels, embed photos and apply image transfers. You will learn to work safely and creatively and then leave with a printout containing all the information you need to continue working after the class is completed. Artists of all media will enjoy the limitless possibilities and wonder that encaustic has to offer. All are welcome! No drawing skills necessary.

Limited to just 6 enrollments per session, so register early!

This workshop is taught at the instructor’s studio in Aptos. Students will receive detailed information upon registration.

Pack a lunch for the mid-day break.

Sat. & Sun., April 30 & May 1
OR
Sat. & Sun., May 14 & 15
10 am – 3:30 pm
Artist’s Studio – Aptos
Register by Feb. 29: $195
Register after Feb. 29: $210
Plus a $60 materials fee at registration

Photo Encaustic Workshops

Applying beeswax encaustic medium over photographs provides an exciting array of possibilities for enriching the visual qualities of images and adding layers of metaphorical meaning to your work. Beeswax is a luscious and seductive material. It naturally adds depth to surfaces, and it can be colored and textured for all kinds of interesting effects.

Limited to just 12 enrollments, so register early!

Register by Feb. 29 for both Photo Encaustic Workshops below for just $360 plus materials fees.

Session 1
Photo Encaustic - Experimentation & Technique

In this workshop you will learn a variety of encaustic techniques for mixing, coloring, applying, texturing. There will be plenty of time for experimentation with the approaches you like the best.

Sat. & Sun., April 9 & 10
11 am – 4 pm
Room: VAPA 2008
Register by Feb. 29: $195
Register after Feb. 29: $210
Plus a $50 materials fee

Session 2
Photo Encaustic – Embedded Objects

In this workshop you will learn how small objects, fabric, and other materials can be embedded in encaustics. You can transfer images onto the surface of the wax, add transfers over all types of photographic images, including digital inkjet, darkroom, photocopy, and even vintage prints.

Sat. & Sun., April 23 & 24
11 am – 4 pm
Room: VAPA 2008
Register by Feb. 29: $195
Register after Feb. 29: $210
Plus a $50 materials fee

Beverly Rayner, MFA, is a faculty member in the Cabrillo studio art department and is currently teaching at the Academy of Art in San Francisco. She has been working in all kinds of photographic mixed media for over 30 years.

NEW!

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To register call 479-6331 or visit us online at www.cabrillo-extension.org
Pearl and Bead Stringing Made Simple
Are you looking at your well-loved broken strands of pearls and beads in your jewelry box, and wondering if you can learn to repair them yourself? The answer is YES! You will learn the “Lost Art of Hand Knotting” during the first class. There are three methods of stringing that we will cover with a great deal of patience & humor.

The kit includes all necessary tools, beads & findings you will need to learn the methods in class, plus extra findings to repair your own broken strands of pearls & beads from home. Additional materials will be available for purchase during class.

4 Tue., May 3 - 24
7 – 9 pm
Room: 1522
Register by Feb. 29: $62
Register after Feb. 29: $72
Plus $34 materials fee payable to instructor in class

Estelle Drinkhaus teaches the lost art of hand knotting and has provided a restringing service to many local jewelers for over 20 years.

Travel Sketching - Capturing Intimate Memories
Whether you are bound for exotic places or travel to your backyard...or out and about in town, you will learn how to do quick, spontaneous ink sketches, using a PILOT PARALLEL chisel edged pen. Along with a water brush, learn how to “pull out” various values from the pen's water-soluble ink. Lots of demo's...and lots of fun! Discover your own creative expression in this all-day class.

No experience necessary. We welcome all skill levels. Bring a lunch and beverage.

A materials list is available on our Class Resources webpage.

Sat., March 19 OR Sat., May 21
10 am - 4 pm
10am - 4 pm
Room: Horticulture 5010 Scotts Valley High
Register by Feb. 29: $82
Register after Feb. 29: $90
Plus $7 materials fee at class
Carolyn Fitz – see bio

Sumi-e: Japanese Ink Painting: Critters and Beyond...
In this day long workshop, we will be immersed in the realm of ink painting “critters” such as insects, dragonflies, butterflies, frogs, etc. We will also learn ways to paint the simplicity of their environment: branches, reeds, bamboo leaves, rocks, pond water/ water lily and grass.

Throughout the day, the haiku poetry of the beloved Japanese poet Issa (1763 - 1828) will be shared. Hearing his poetry will heighten our compassion, understanding and humor of the critters he loved to write about and had such a sweet sensitivity for. He considered them his “roommates” in his humble hut and life. His poetry was his “heart’s diary”.

This will be a fun day of creative exploring and expressing through our ink painting. Ways of making simple, sweet greeting cards from some of our painting results will be shown and tried as well.

Beginners welcome! No experience is necessary. Bring a lunch and beverage.

Sat., April 9
10 am - 4 pm
Room: Horticulture 5010
Register by Feb. 29: $82
Register after Feb. 29: $90
Plus $7 materials fee at class for specialty paper.
All other materials needed for class can be found on our Class Resources webpage.

Carolyn Fitz has been sharing her passion for calligraphy and ink painting for over 30 years. She has traveled several times to Japan and China on art and garden study tours. She was the “Artist in Residence Instructor” at Yosemite Art Center from 2000 to 2013.

Figure Drawing for Teens (ages 14-17)
This course provides an introduction to figure drawing: gesture, sighting and measuring, proportional guidelines, anatomical information and lots of practice. Students will work from clothed male and female models, with short and long poses. Emphasis will be on developing an understanding of the figure as a specific form and on building drawing vocabulary.

All skill levels welcome!

Parents of teens are welcome to register as well!

3 Tue., April 12, 19 & 26
6 - 8 pm
Room VAPA 2015
Fee: $75
Plus $10 fee for model
Students provide their own materials; a list of required materials will be provided.

Claire Thorson teaches figure drawing and painting at Monterey Peninsula College and Cabrillo College. She is a native of California, loves the coast, and has a studio in Elkhorn. Her drawings and paintings travel the territory from figuration to abstraction.
Sew Your Own Custom Printed Tote Bag or Pillow

In this new workshop you will design original motifs, custom hand print your own fabric pieces, then sew a tote bag or pillow! We will be printing on cotton canvas with your own hand-cut stamps and stencils and textile paint or thickened dye. Learn about the variations possible in creating repeat compositions with interlocking elements. Construct your bag or pillow on the last day. All skill levels welcome!

3 Sat., April 9 - 23
10 am – 4 pm
Room: VAPA 2008
Register by Feb. 29: $270
Register after Feb. 29: $285
plus a $25 materials fee
Victoria May – see bio

Textured Textile Design

Are you inspired by embellished surfaces such as Alexander McQueen’s designs? Ever wanted to make a pliable fabric out of all the beach glass or seed pods you’ve collected? Textured Textile Design is about layered, patterned reliefs created through textile-related techniques where manipulated fabric or found materials are intertwined or attached to a substrate. Techniques include variations on interlaced textile structures, machine and hand stitching, and some optional power tool use. Your chosen materials create both the structure and the imagery. The scope of the class is a perfect context for the use of recycled/reused materials.

Apply the techniques learned in this class to traditional wall art, dynamic wearable art or other functional surfaces. All skill levels welcome.

3 Sat., March 5 - 19
10 am - 4 pm
Room: VAPA 2008
Register by Feb. 29: $270
Register after Feb. 29: $285
plus a $25 materials fee
Victoria May

SoulCollage®: Invite the Poetry of Images into Your Life

Anyone who has a love for images and symbols and is looking for an intuitive approach to enhance personal growth and nourish the soul will find this workshop inspiring and fun. SoulCollage® is a flexible and profound expressive arts method through which you build your own unique deck of cards for personal reading. This is an introductory course meant for beginners but those already familiar with SoulCollage® will enjoy having time to review the basic concepts and create new cards. Participants will be able to immediately apply what they learn during this creative day together.

Sat., April 9 OR Sat., April 2
10 am -4 pm 10am -4 pm
Room: Horticulture 5010 Scotts Valley High
Register by Feb. 29: $75
Register after Feb. 29: $88
plus a $20 materials fee payable to instructor
Lauren Mari-Navarro, LCSW and Mariabruna Sirabella, MFT are trained facilitators of the SoulCollage® Method encouraging creativity and self-discovery. Both teachers have private practices in the Santa Cruz community.
Digital Photography – Basics and Beyond

Is your camera misbehaving? Do complicated menus confuse you? This class will familiarize you with the most important features of your camera so you can get better photos. Besides learning to control your camera, you’ll learn how to avoid bad lighting situations and recognize when the lighting is right for general people photos, formal portraits, architecture, small objects (eBay) and landscapes. It doesn’t take a rocket scientist to get good photos! If you’ve got a moderately priced camera and a desire to learn, your photos will be forever changed after this class. And, the class is fun!

Bring your camera, your manual, and your questions.

Sat., Feb. 20 OR Sat., March 12
1 – 5 pm 1-5 pm
Room: 509

Register by Feb. 29: $65
Register after Feb. 29: $76
plus $15 materials fee payable to instructor in class for a DVD with the entire lecture.

Jeffery Luhn – See bio

Digital Photography II

The Next Steps

It’s time to step up to the next level with some hands-on photography exercises. This workshop is designed for students that have taken the ‘Basics and Beyond’ course. Jeffrey begins with an hour of lecture/demonstration and then leads students through a series of interactive shooting assignments including portraits, architecture, macro, and small object photography. All locations are within walking distance from the classroom. Each assignment is designed to give students the most useful techniques for the most common shooting situations. It’s a fun way to learn how to get the most from your camera.

Bring your camera, manual, tripod, external flash (if you have one), and comfortable walking shoes.

Sat., March 5 OR Sat., May 14
1 – 5 pm 1 - 5 pm
Room: VAPA 2022

Register by Feb. 29: $65
Register after Feb. 29: $76
plus $15 materials fee payable to instructor in class for a DVD with the entire lecture.

Jeffery Luhn – See bio

Great Portraits - Fundamentals

Learn the fundamentals of portrait photography with a hands-on approach to the classic lighting patterns and styles developed by photographers from 1860 through modern day Hollywood. Techniques include the use of artificial and natural lighting. Find out how to make the most of your subject, adapt to challenging photo conditions inside and outdoors, and pose your subject for maximum effect. This class is for anyone with the desire to take their photography to the next level; hobbyists, photo enthusiasts and people that use photography in their jobs. The techniques are applicable to digital cameras, cell phones, film and video.

Bring your camera and manual.

Sat., March 19
1 - 5 pm
Room: 509

Register by Feb. 29: $65
Register after Feb. 29: $76
plus $15 materials fee payable to instructor in class for a DVD with the entire lecture.

Jeffery Luhn – See bio

Great Portraits – Lighting

If you’ve ever wanted to take pictures for weddings, families, newspapers or books, this class is essential. Learn how to produce professional level portraits using the same techniques the pros use in the studio and on location. Students will learn how to acquire and use reasonably priced lighting equipment to build a temporary home studio and a location shooting kit. Various lighting styles and shooting situations will be demonstrated.

Not much lecture, lots of picture taking! Bring your camera, manual, tripod and external flash if you have one.

Sat., April 23
1 - 5 pm
Room: VAPA 2022

Register by Feb. 29: $65
Register after Feb. 29: $76
plus $15 materials fee payable to instructor in class for a DVD with the entire lecture.

Jeffery Luhn has been a commercial photographer for more than 35 years. He has shot for many multinational corporations in over 30 countries. He has produced over 500 videos for companies and individuals, including Apple, Pixar, IBM, Hewlett Packard, his many classes, and of course his family.
Great Portraits - Outdoor Portraiture
This class is fun! We meet at a park in Santa Cruz with some great lighting and locations. After a 50-minute walk through the locations and an overview of the 5 techniques, we begin setting up and taking photos. The instructor and his assistant will circulate to help each student succeed. Who are the models? Each student may bring up to 4 friends or family members!
The goal of this class is for each student to produce a collection of remarkable natural light portrait images and use that knowledge for future sessions.

Bring your cell phone and wear comfortable walking shoes.
Sun., May 15
1 - 5 pm
Location: Offsite at the Felton covered bridge park
Register by Feb. 29: $65
Register after Feb. 29: $76
plus $15 materials fee payable to instructor in class for a DVD with the entire lecture.
Jeffery Luhn – See bio

Travel Photography
Capture the excitement of your trip with great digital photos. You can capture the scenes and the locals like a pro if you learn the tricks: Planning your trip, getting control of the lighting, using the right lens, knowing what to do in difficult situations and much more. Organizing photos and creating albums will be discussed too. Your travel photos will look totally different after this class – and you’ll learn how to have more fun while you’re taking photos!

Bring your camera, manual and questions!
Sat., April 9
1 - 5 pm
Room: 509
Register by Feb. 29: $65
Register after Feb. 29: $76
plus $15 materials fee payable to instructor in class for a DVD with the entire lecture.
Jeffery Luhn – See bio

Nature, Macro and Landscape Photography
This workshop is a great way to join with like-minded photographers who want to advance their photography skills. Your instructor, Jeffery Luhn, will be helping you sort out the challenges of composition, lens choice, exposure, and camera handling. Additional topics will include macro shooting, depth-of-field control, HDR (high dynamic range) and the use of polarizing filters.

We’ll begin by meeting at the gardens at UC Santa Cruz to cover the topics of macro and composition. At 4pm the class moves to Wilder Ranch State Park to explore the corrals and nearby creek.
Some paths are uneven and steep so wear comfortable shoes for hiking. A sun hat is advisable. Bring a polarizing filter!

Sat., May 21
2 - 6 pm
Offsite: Specific site instructions will be provided.
Register by Feb. 29: $65
Register after Feb. 29: $76
plus $15 materials fee payable to instructor in class for a DVD with the entire lecture, notes and presentation, assignments, examples and printable lesson material.
Jeffery Luhn – See bio

Great Shots with Your Cell Phone Camera!
Come join Jeffery Luhn, a professional photographer for 35 years, as he shares his excitement and knowledge about cell phone cameras with you. Learn about the limitations, work-around, unconventional uses, filters, editing, latest apps, and advantages over full size cameras. But most of all learn to have fun with one of the most innovative and accessible technology toys of the modern age!

Bring your cell phone and wear comfortable walking shoes.
Sun., March 20 OR Sat., June 18
1 - 4 pm
Room: 509
Register by Feb. 29: $48
Register after Feb. 29: $54
plus $15 materials fee payable to instructor in class.
Jeffery Luhn – See bio
Night Photography - An Introduction

Night photographs are unusual, unique and stunning. For the creative photographer, the opportunities to capture dramatic images are endless, especially when special techniques are used.

In this course, Jeffery Luhn shares his experience gained over 35 years as a commercial photographer using night photography for architecture and advertising. In each case, the obstacle of low light is turned into an advantage for achieving time exposures, cityscapes, moonlight scenes, star trails, light painting, multiple exposures, creative use of various lenses, and much more.

First meeting: View examples of subjects and techniques. Hands-on session covering manual camera operation, finding the correct exposure, light painting basics and achieving stunning results from intentional light smearing.

Second meeting: Night shooting at three locations. Students should wear comfortable shoes, warm clothing and bring a flashlight.

Third meeting: Students show their work and discuss various approaches and techniques. Demonstrations of post-production techniques.

Equipment to bring: Camera capable of full manual settings; sturdy tripod; dim flashlight for seeing camera controls; and a powerful flashlight for light painting of subjects and buildings.

Fri, April 1, 7 - 9:30 pm (Room: 317)
Sat., April 2, 7 - 11:30 pm (Off-site at Santa Cruz Municipal Wharf)
Sun., April 3, 7 - 9:30 pm (Room: 317)
Register by Feb. 29: $128
Register after Feb. 29: $140
$15 materials fee paid in class for a DVD of the entire lecture

Jeffery Luhn – See bio

Making Great Videos

Video cameras are powerful story making machines. With just a few simple techniques it's possible to write a script, capture the necessary photos and video, and assemble the elements into a compelling video. Whether you use video for business promotion, family history, how-to educational programs, documentaries, or just a collection of vacation clips with music - The process is the same for all good videos! You don't need a high quality video camera. A current cell phone will do just fine for the purpose of learning the process and creating videos for your TV, your website, or YouTube. And it's FUN! You'll have your first project completed by the end of the class.

This workshop focuses on the creative process and avoids technological pitfalls by simplifying the steps.

Technical notes: We will be using iMovie in the Mac lab, but PC users may bring their laptops and use their software of choice. Students are expected to be familiar with computer basics: Naming, copying and saving files. Operating their video camera, or cell phone camera. An email will be sent to students with a description of essential equipment. Let's make a movie!

3 Wed., April 13 - 27
7 - 9:30 pm
Room: 317
Register by Feb. 29: $115
Register after Feb. 29: $128
$15 materials fee paid in class for a DVD of the entire lecture

Jeffery Luhn – See bio

Adobe Lightroom

Do you feel overwhelmed by all of your digital images? Do you wish you had a quick and easy way to organize, locate, enhance, and prepare your images for viewing, posting on the web or printing?

Make your images look stunning, save time, and stay organized as you enjoy the ease and beauty of Adobe Photoshop Lightroom 5. With the massive number of digital images we create these days, we all want a quick and easy way to manage our digital image output.

Whether you're a busy parent shooting lots of pictures, a social media junkie, or a professional photographer, Lightroom 5 will help you get the results you want in a lot less time. Lightroom 5 is image editing and management software designed for photographers at any level of expertise, from beginners to professionals.

Please bring flash drive.

5 Wed., Feb. 24 – March 23
6:30 – 9 pm
Room: 317
Fee: $185

Beverly Rayner, MFA, is a faculty member in the Cabrillo studio art department and is currently teaching at the Academy of Art in San Francisco. She has been working in all kinds of photographic mixed media for over 30 years.
Speaking with Pictures - A Primer for Filmmakers, Animators and Marketing Professionals

Join Matthew Luhn, Story Supervisor at Pixar Studios, and Jeffery Luhn, Photographer and Communications Specialist, in a series of three events that will change your perceptions about human understanding and communication. The first day of the series includes a 4-hour seminar delivered by Jeffery and Matthew, designed to empower each of us with new skills to convey our ideas with clarity, humor, drama, and excitement.

The content includes the methods used by Pixar and Disney studios to create the enduring characters and stories from Toy Story, Finding Nemo, Up, and many other blockbuster films. Additional content includes the methods used by advertisers and public relations companies to influence the way we buy, vote, and lead our lives. Once you know these techniques you will use them to create compelling stories, promote your business, persuade people to understand your point of view, and communicate more effectively. It’s an eye-opener and it’s fun!

Sat., June 4
1 - 5 pm
Room: VAPA 1001 (Lecture Hall)
Register by Feb. 29: $110
Register after Feb. 29: $125
Matthew Luhn – See bio
Jeffery Luhn – See bio

Story Development with Matthew Luhn

Learn the methods used by Pixar story teams to create plots, scripts and characters.

In this new 4-hour workshop on story development you’ll learn the process, in detail, of creating a story structure, generating ideas, and filling in the segments with characters, motivations, highs, lows, conflicts, resolutions, and a proper ending. This is a condensed version of the training Matthew conducts for Pixar and other international media companies. He has given this seminar in more than 20 countries.

Sun., June 5
1 - 5 pm
Room: Horticulture 5005
Register by Feb. 29: $110
Register after Feb. 29: $125
Matthew Luhn, Story Supervisor and Senior Animator at Pixar/Disney Studios has worked on twelve Pixar Films that have been seen by over a billion people.
For more information about Matthew, visit: www.matthewluhn.com

Hands-on Image Design Workshop: Image Composition for Stills and Video

This 4-hour workshop on photography and graphics with Jeffery Luhn includes the fundamentals of image design used by movie studios, advertising agencies, and commercial photographers to enhance the look of products, people, and scenes. The focus is on lighting, perspective, propping and composition. This is a hands-on workshop, so bring your camera, manual, and tripod.

Sun., June 12
1 - 5 pm
Room: VAPA 2022
Register by Feb. 29: $110
Register after Feb. 29: $125
Jeffery Luhn has been a commercial photographer for more than 35 years. He has shot for many multinational corporations in over 30 countries. He has produced over 500 videos for companies and individuals, including Apple, Pixar, IBM, Hewlett Packard, his many classes, and of course his family.

Photoshop for the Hobby Photographer

You can create the best photos ever digitally, whether you use a digital camera, or scan your photos. Photoshop is a huge application and this is your chance to get acquainted with some of the basic Photoshop tools and techniques most useful for hobby photographers. Find out how to repair damaged photographs, correct color, remove unwanted elements, and transform your photographs into sepia tones or hand-tinted looks, and more.

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

Students should bring a brown bag lunch for the break.

2 Sat., March 5 & 12
9:30 am - 2:30 pm
Room: 317
Register by Feb. 29: $85
Register after Feb. 29: $98
Deborah Cardillo – See bio

Advanced Photoshop Techniques

For more information see page 41.

4 Sat., April 23 – May 14
9:30 am - 2:30 pm
Room: 317
Register by Feb. 29: $165
Register after Feb. 29: $185
Deborah Cardillo is a member of the National Association of Photoshop Professionals and is a Photoshop enthusiast who loves to teach others.
Kickstart Your Health: The Power of Plant-Based Nutrition

Come test-drive a plant-based diet and see how this approach can help you feel better and more energetic than ever! Have you ever considered experimenting with a vegan diet to lose weight, maximize your health, be kinder to the planet, or help animals? If so, then you’ll want to join us in this series of classes which offer a pragmatic and fun way to taste a variety of flavorful plant-based dishes and savor some fabulous recipes. Over the course of 6-weeks you’ll learn the latest science in plant-based nutrition and while you are trying it out, you can shed some unwanted pounds, cut your cholesterol, get your blood sugar and blood pressure in control, and boost your mood and energy.

Family nurse practitioner, Susan Lavelle, will provide practical tips for getting started and discuss key nutrients in a plant-based diet, along with sharing recipes and cooking demonstrations at every class.

If you are ready to fine-tune your health, increase your energy, conquer food cravings, and enhance your knowledge about the power of a plant-based diet, you won’t want to miss this opportunity.

A materials fee of $35 is payable to the instructor at the 1st class to cover food, handouts and other materials and supplies.

Plant-Based Cooking For Busy People

Have you noticed that when life gets really busy, healthy eating seems to go by the wayside? The reason most health conscious people eat poorly is lack of planning. But planning doesn’t have to be difficult! Come join us and learn ways to not only simplify your meal planning but to also cook delicious plant-based meals more efficiently.

By the end of this class you’ll learn how to:

- Better organize your kitchen to promote healthy eating
- Create a tailored meal planning “map” to help you navigate your family’s lifestyle and tastes
- Design an easy shopping list that reflects your meal patterns and preferences
- Perform basic batch cooking to save you time, money, and worries about what’s for dinner
- Prepare tasty plant-based meals everyone will enjoy (except the cat!)
- Reduce waste by properly storing fresh produce and leftovers

This is a cooking class for your everyday life - we’ll be applying your real-life food preferences to help you develop effective planning tools and cooking practices. Although this is not a hands-on cooking class, we will be demonstrating many flavorful recipes that you’ll be able to sample and then replicate at home.

Note: This is not an “intro class” about plant-based (vegan) cooking. It’s designed for anyone interested in planning and cooking healthy, whole-food plants more efficiently so there is more time to attend to other aspects of your life.

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2 Mon., March 7 & 14
6 – 8 pm
Room: HW119 (Inside the Stroke Center)
Register before Feb. 29: $100
Register after Feb. 29: $120
Plus $20 materials fee payable to instructor in class

Susan Lavelle is a registered nurse practitioner at Cabrillo College’s Student Health Services and also a certified PCRM Food for Life cooking instructor. She passionately promotes healthy dietary and lifestyle choices to prevent disease and achieve optimal health.

Jan Shaw has been a horticulturist for over 40 years and loves to cook. She was coaxed into plant-based nutrition for health reasons and along the way found the marriage of her two passions - plants and cooking.
Learn Knife Skills Like a Pro!
This is a class that will change your life in the kitchen. You will learn the proper technique needed to handle a chef knife, building confidence and speed, while increasing safety. This is a hands-on class, we will be cutting a variety of vegetables and turn them into delicious soups that we will enjoy for dinner at the end of class. Bring your knives or use the ones provided. Eric will explain quality indicators, how to choose a knife, how to sharpen, proper hold and motion and precision cuts. We’ll then get into the kitchen and do some cutting!

3 Dates to Choose from!
Sat., March 19 (11 am – 2 pm)
Sat., June 4 (11 am – 2 pm)
Mon., June 13 (6 – 9 pm)
Room: 908
Register by Feb. 29: $60
Register after Feb. 29: $70
plus $15 materials fee payable at class

Eric Carter has over 15 years of professional experience as a chef and restaurant manager. He enjoys preparing soups, sauces, seafoods, meats and vegetables. He has been teaching Culinary Arts at Cabrillo College for over 18 years.

Date Night - Couples Cooking
Do you have a food crush? Join us for a casual evening to share with someone you like to cook with. We’ll have a playful evening using seasonal and local ingredients to prepare a romantic dinner you will take home with you. Enjoy delicious hors d’oeuvres while cooking with your crush. What a great way to spend a Saturday night!
Sat., Feb. 13
6 - 9 pm
Room: 908
Fee: $60 per person
plus $20 materials fee per person payable at class
Eric Carter – see bio

A Citrus Celebration!
Let’s meet our citrus farmers at the Cabrillo Farmer’s Market, learn a bit about citrus, and then head back to the Cabrillo Bakeshop for a morning of creating. We will make a feast out of our purchases. The menu includes Orange Marinated Olives, Zesty Crostini, Garden Greens with Cilantro Vinaigrette, Lemon Chicken, Citrus Biscuits, Key Lime Pie, and Meyer Lemon Refrigerator Cookies.
Sat., Feb. 27
10 am – 1:30 pm
Room: 908
Fee: $60
plus $15 materials fee payable at class
Anne Baldzikowski – see bio

Stocks and Broths
It’s that time of year, when we prepare the classic comfort foods - soups, stews and those delicious meals that we give time to preparing on cold days. Well-made stocks are the foundation for excellent soups, sauces, stews and a variety of commonly prepared foods. Learn to prepare beef stock, chicken stock, fish stock and vegetable stock. Gain an understanding of the proper preparation techniques, ways to store them for later use, and learn a variety of ways to use this delicious foundation.

Bring 4 one-quart containers to take home the stocks that we prepare in class.
Sat., March 12
11 am - 2 pm
Room: 908
Register by Feb. 29: $60
Register after Feb. 29: $70
plus $20 materials fee payable at class
Eric Carter – see bio

Make a Pie for Pi-Day!
Pi Day is celebrated on March 14th (3/14) around the world. Pi is the symbol used in mathematics to represent a constant, like the never-ending circumference of a pie! Celebrate this never-ending number, and Einstein’s birthday, with Anne in the Cabrillo bakeshop. You will make Key Lime Pie, Anne’s Chocolate Hazelnut Tart, and Petite Banana Caramel Galettes.
Sun., March 13
10 am – 1:30 pm
Room: 908
Register by Feb. 29: $60
Register after Feb. 29: $70
plus $15 materials fee payable at class
Anne Baldzikowski – see bio

Olive Farm Tour at Valencia Creek Farms
Here is an invitation you will not want to miss! Valencia Creek Farms owner Chris Banthien is opening her olive farm to us for an exclusive tour and tasting. Learn what the secrets are to farming olives in Santa Cruz County as we take an easy stroll through the olive orchard. The tour finishes with an olive oil tasting. Bring on the Bruscetta!
Sun., March 20
2 – 4 pm
Valencia Creek Farms - 1535 Valencia Road, Aptos
Register by Feb. 29: $32
Register after Feb. 29: $40
Anne Baldzikowski – see bio
Morning Pastries: Cinnamon Rolls and Sticky Buns
Wake up to the lovely aroma of fresh cinnamon rolls on Easter Sunday after taking Anne’s class. Each student makes and takes 10 baked cinnamon rolls home and 10 unbaked cinnamon rolls home ready to pop in the oven Sunday morning. Experience the magic of making simple yeast activated dough into mouth-watering morning pastries. Learn how to punch, scale and shape rolls and buns from sweet dough.
Sat., March 26
10 am – 1:30 pm
Room: 908
Register by Feb. 29: $60
Register after Feb. 29: $70
plus $20 materials fee payable at class
Anne Baldzikowski – see bio

Soup and Savory Scones
Learn the basics of soup making while working with a bounty of Santa Cruz grown vegetables! Some of the soups we will prepare are: Italian Sausage Soup, Leek and Potato, Black Bean Soup, and Cream of Broccoli. Everyone will also make and take home Orange Currant Scones as well as Herb and Cheese Scones. No need to make lunch on this day!
Sun., April 10
10 am – 1 pm
Room: 908
Register by Feb. 29: $60
Register after Feb. 29: $70
plus $15 materials fee payable at class
Anne Baldzikowski – see bio

Wine and Food Pairing with Pinot Noir and Chardonnay
In this class you will learn to identify flavors and aromas in the popular varietals Pinot Noir and Chardonnay. Learn the basic principles of pairing several hand selected wines with delicious foods chosen by Chef Eric Carter. We will discuss, demonstrate and taste a variety of foods with each wine selection.
Sat., April 16
6 - 9 pm
Room: 908
Register by Feb. 29: $60
Register after Feb. 29: $70
plus $25 materials fee payable at class
Eric Carter – see bio

Mexican Sauces, Salsas and Mole
Just in time for Cinco de Mayo! These comforting and complex sauces, salsas and moles are rich and full of flavor. In this hands on class students will learn to prepare some of the delicious and colorful sauces of Mexico. Take home your homemade salsas to enjoy!
Sat., April 30
6 - 9 pm
Room: 908
Register by Feb. 29: $60
Register after Feb. 29: $70
plus $20 materials fee payable at class
Eric Carter – see bio

Meet the Confectioners of Scotts Valley
Two of our esteemed pastry chefs in Scotts Valley, Jennifer Ashby of Ashby Confections and Patti Le Day of Chocolate Visions have invited us for a visit! Delight your taste buds as these talented chefs share samples of their craft and wow us with their culinary finesse. Tour includes two treats at each shop.
Sun., May 1
2 - 5 pm
Room: offsite in Scotts Valley
Register by Feb. 29: $32
Register after Feb. 29: $40
plus $10 materials fee payable at class
Anne Baldzikowski – see bio
Tour and Tasting at the New Bohemia Brewing Company

New Bohemia Brewing Company has invited us for a behind the scenes tour of their state of the art new brewing facility, in Capitola. Join us as Dan Satterthwaite, Brewmaster at New Bohemia shares his philosophy behind “New Bohemia” and how that influences his brewing alchemy, state-of-the-art lager system, and emphasizes sustainable brewing practices. The LEED certified building, is powered by solar and has multiple sustainable features incorporated in the brewing operation, landscaping and heating. After the tour we will enjoy a tasting of some of his favorite brews accompanied by small bites from their menu.

Please wear closed-toed shoes. Must be 21 years of age and older.

Fri., April 22
4 – 6 pm
New Bohemia Brewing Company - 1030 41st Ave., Santa Cruz
Register by Feb. 29: $30
Register after Feb. 29: $35
plus $15 materials fee payable at class

Dan Satterthwaite, Brewmaster at New Bohemia, attended the Siebel Institute before returning to California to work for Trumer Pils and Gordon Biersch. He has produced dozens of well-known craft beers and has specialized in utilizing traditional European ingredients and brewing methods.

Croissant Workshop

Here’s your chance to create an iconic pastry that the French as well as Americans adore! Learn what it takes to create flaky buttery croissants as we roll and fold layers of butter and dough. Each student takes home 12 baked croissants and some dough to continue the creative process at home. Classic Croissants, Pain au Chocolat and savory croissants are on the menu!

Sun., April 17
1 – 4 pm
Room: 908
Register by Feb. 29: $60
Register after Feb. 29: $70
plus $25 materials fee payable at class

Anne Baldzikowski – see bio

Glorious Fruit Tarts

Celebrate the sweet colorful fruits of the spring by learning how to bake and decorate a beautiful fresh fruit tart. Learn how to work with rich short dough and fruit glazes. Everyone takes their pretty 9-inch fruit tart home all boxed up and ready for a party! (Psssst... Mother’s Day is the following day!)

Sat., May 7
10 am – 1 pm
Room: 908
Register by Feb. 29: $60
Register after Feb. 29: $70
plus $25 materials fee payable at class

Anne Baldzikowski – see bio

Grilling Basics

Take the backyard BBQ to the next level and get ready for the warm summer months full of outdoor cooking and get togethers. In this class students will discuss and prepare custom marinades, spicy and fragrant dry rubs, aromatic plank grilling and tangy brines. Cooking with both charcoal, and propane gas we will use these methods to prepare chicken, beef tri-tip, salmon and pork.

Sat., May 14
11 am - 2 pm
Room: 908
Register by Feb. 29: $60
Register after Feb. 29: $70
plus $20 materials fee payable at class

Artisan Donuts

Easy doughs and batters fried crispy and sweet are on the menu for this tasty class. Come to the Cabrillo Bakeshop ready to make some artisan donuts, prepared with high quality ingredients in small batches and made with care. These are not your corner store donuts! Master the art of making Crispy Apple Fritters, Buttermilk Bites and French Beignets.

Sun., May 22
10 am – 1 pm
Room: 908
Register by Feb. 29: $60
Register after Feb. 29: $70
plus $20 materials fee payable at class

Anne Baldzikowski – see bio

To register call 479-6331 or visit us online at www.cabrillo-extension.org
**Chicken 101**
Explore roasting, sauté, frying and braising for this versatile bird. Using only Mary’s free-range chickens this hands-on demonstration class will show you how to cut and prepare chicken four different ways.

Bring an apron and close-toed shoes.
**Sat., May 28**
11 am - 2 pm
Room: 908

**Register by Feb. 29: $60**
**Register after Feb. 29: $70**
**plus $20 materials fee payable at class**

**Eric Carter – see bio**

**All About Salmon**
Fresh, local salmon is one of the many benefits of living on the Monterey Bay, but it can be challenging to prepare! Watch a demonstration on breaking down and filleting a whole local salmon. We will cook and taste salmon sous vide, pan seared and grilled with a variety of classic and modern sauces.

**Mon., June 6**
6 - 9 pm
Room: 908

**Register by Feb. 29: $60**
**Register after Feb. 29: $70**
**plus $20 materials fee payable at class**

**Eric Carter – see bio**

**French Sauces**
Rich and luxurious, special occasion sauces are what this class is all about. Learn to make Hollandaise, beurre blanc, green peppercorn sauce with pan seared sirloin, and sabayon. This is a hands-on class; bring an apron and close-toed shoes.

**Sat., June 11**
11 am - 2 pm
Room: 908

**Register by Feb. 29: $60**
**Register after Feb. 29: $70**
**plus $20 materials fee payable at class**

**Eric Carter – see bio**

**Fun with Fondant**
Cake decorating is a fun art and one of the most popular decorating mediums is fondant; a rolled sugar dough. Anne will have a 6” cake ready for you to fill, frost with buttercream, and cover with fondant. A variety of tools will be available for you to create a splendid cake that you will take home. This class is perfect for beginners and a great chance to make a Father’s Day cake for Dad.

**Sat., June 18**
10 am – 1 pm
Room: 908

**Register by Feb. 29: $60**
**Register after Feb. 29: $70**
**plus $20 materials fee payable at class**

**Anne Baldzikowski – see bio**

**Fun with Fondant**

Appropriate for students 16 years and up. Please wear close-toed shoes, long pants, an apron, and hair tied back or under a hat.

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Anne Baldzikowski is an author and award winning chef instructor. She enjoys encouraging people to cook in her variety of classes at Cabrillo College, where she began her formal studies over 30 years ago. Currently she teaches in the Culinary Arts and Hospitality Department at Cabrillo College. She is the author of “Easy Artisan, Simple Elegant Recipes for the Everyday Cook.”

Eric Carter has over 15 years of professional experience as a chef and restaurant manager. He enjoys preparing soups, sauces, seafoods, meats and vegetables. He has been teaching Culinary Arts at Cabrillo for over 18 years and is the director for the department.
Rainwater Collection Basics
Rainwater harvesting is a popular alternative for homeowners and gardeners who want to become more self-sufficient by collecting rainwater while reducing their water bills. Rainwater can be used to water gardens and for emergency water supply. In this class we will discuss the fundamentals of designing a domestic rainwater harvesting system, how to optimize capture and usage, filtration and distribution. Graywater systems will also be discussed.

There will be a lunch break followed by a field trip to visit two nearby residential rainwater harvesting system projects.

Sat., March 19
10 am – 3 pm
Room: 609
Register by Feb. 29: $30
Register after Feb. 29: $35

Bobby Markowitz is a licensed landscape architect specializing in rainwater harvesting design. His passion about rainwater harvesting has come out of his 30 years experience in landscaping.

Best Plants for Low Water Use
Do you want to get rid of your thirsty garden but don’t know where to begin? If yes, then this class is for you! We will introduce the many types of high-impact, low water use plants from around the world, how to use them in the correct applications, and how to design or re-design your garden with these hard-working selections. Yes, you can have a gorgeous, functional and colorful garden and still reduce your water use by up to 90%!

Sat., March 5
10 am – 4 pm
Room: 609
Register by Feb. 29: $30
Register after Feb. 29: $35

Plus $5 material fee payable at registration

Nicole Woodling Douglas is a Santa Cruz-based landscape designer. With a master’s degree in environmental science and a background in art and design, Nicole combines her expertise to create exquisite, water-wise gardens.

Laundry to Landscape – Hands-on Installation Workshop
This class gives participants information and a hands-on experience installing a laundry to landscape system, which re-purposes water that was previously considered waste water and can now be redirected for landscape and garden irrigation.

The first half of the day will cover code requirements, graywater compatible products and plants, graywater parts and materials identification, calculating irrigation field size and plant water requirements, mulch basin construction, creating a design for your system, and maintaining your graywater system. After a one-hour lunch break we will travel to the workshop installation site, a local resident/volunteer’s home to complete an installation.

Don’t forget to bring a lunch, sunscreen, and a water bottle!

Please note: The workshop starts at 9am, but please arrive by 8:45am to check in! Hands-on installation practice 1-4pm

Sat., April 30 OR Sat., May 21
9 am – 4 pm OR 10 am – 4 pm
Room: 609 OR Scotts Valley High
Register by Feb. 29: $30
Register after Feb. 29: $35

Jim Heaney has been employed at the County of Santa Cruz Planning Department for the past 14 years as a Building Plans Examiner and a Building Inspector. In addition, Jim is part time faculty at Cabrillo College, where he has been teaching the Commercial and Residential Building Codes, the Uniform Plumbing and Mechanical Codes over the last 12 years.

To register call 479-6331 or visit us online at www.cabrillo-extension.org
Water Conservation Landscapes - Putting it All Together to See The Big Picture

Do you want landscaping that is more resilient for today and the climate changes ahead and less dependent on municipal or well water? Here is your opportunity to learn how many of the individual principles used to “design for water” can be integrated with a whole systems approach and a unified plan. This class touches on all of the applications that are covered in our Water Conservation series - not in detail, but to address how they may be integrated. Learn how rain water in soil and cisterns, graywater, plants that require less water, pervious surfaces, and gardening and irrigation practices can be integrated into a water neutral landscape. The class will include a site visit to state-of-the-art examples of these principles and offer hands-on experiences.

Sat., May 14
9 am – 3 pm
Room: 609
Register by Feb. 29: $30
Register after Feb. 29: $35

Golden Love is a licensed landscape contractor and lifelong avid gardener. With over 30 years experience in sustainable landscaping, he is an expert in rainwater harvesting and graywater systems.

Walkways, Pathways and Patios: Return Water to the Earth!

Create elegant and environmentally friendly patio or pathway that returns water to the earth, and save money in the process. In this class you will learn why pervious hardscapes are important to prevent storm run-off and keep water onsite. We will discuss cost-saving sustainable hardscape materials and what embodied energy is and why it matters. Lecture, hands on demonstration and field trip included.

Sat., April 9
10 am – 3 pm
Room: 609
Register by Feb. 29: $30
Register after Feb. 29: $35

Ken Foster has a certificate in Ecological Horticulture and was an apprentice at the UCSC Farm and Garden. He is a landscape contractor, a certified permaculture designer.

Replace Your Lawn - Landscaping Strategies

If maintaining your lawn has gotten to be too much— too much water, fertilizer, pesticides, and herbicides, too much time, too much mowing, or just plain too much bother—then you’ll want to take this class! Learn to use alternative grasses and grass like plants to create beautiful ‘lawns’ that are low care and water conserving. In this one-day class, you will be guided, step-by-step, through the entire lawn-replacement process: from initial considerations of cost and difficulty, through selecting the right plants for your site, to soil preparation and planting, and finally, to the required maintenance.

Sat., March 12
10 am – 1 pm
Room: 609
Register by Feb. 29: $30
Register after Feb. 29: $35

Dakotah Bertsch, M.S., is a Landscape Architect & Project Manager. He’s had years of ecological studies, explorations, and working in the field of design, construction, maintenance and restoration of California landscapes.

Build Your Dream House

Your home should be a sacred place that nobody can ever take away. One way to get such a place is to build it yourself; that way you will have little or no mortgage. You don’t need a license to build your own house. You can build your own house and be mortgage free in just a few years without the worries about losing your house to foreclosure.

This 3-hour class will steer you in the right direction to building your own house for the least amount of money. Learn how to: buy land at huge discounts; buy materials for next to nothing and build it green; design your house for ease of construction; live on your property rent free while you build; use unconventional financing; and get the best help for the least cost.

Sat., March 26
10 am – 1 pm
Room 435
Register by Feb. 29: $50
Register after Feb. 29: $58
plus $20 material fee for text payable at class

David Cook, author of Build Your Dream House for a Song, is a former salesman and restaurant owner. He’d barely picked up a hammer before starting work on his dream house in Marin County.
Designing Your Bathroom for the 21st Century
While your bathroom may be the smallest room in your home, it can be the most complicated to remodel. Will a facelift be sufficient or do you need to tear everything down to the 2 x 4’s? Are you lacking storage? Is the lighting impossibly horrible? Are you interested in “greener” options that don’t break the bank? This class will give you the tools you need to achieve the best possible outcome.

Preparation for class: Bring to class photos of the existing bath. Draw the existing floor plan; include doors and windows. Write a description of the problems and what your ideal bath would be. For those of you who want to use software to complete the layout, you can find links for free software on our website next the class description.

Sat., March 5
9 – 12 noon
Room: 322
Register before Feb. 29: $58
Register after Feb. 29: $64
Yvonne Ross - see bio

Designing Your Kitchen for the 21st Century
Whether you are considering a facelift or a complete overhaul for your kitchen, this two-day workshop will ensure you have the information you need to avoid the ‘if I had only known’ dilemma. We will cover design trends, product innovations, top10 remodeling mistakes, budgets, schedules, and many other helpful topics. You will leave this workshop with an action plan for creating a kitchen that meets your financial goals and reflects your personal esthetic.

Preparation for class: Draw the existing floor plan of your kitchen; include windows, door or points of entry and sink. It is not necessary to include cabinets or appliances. Write a description of the problems in the existing kitchen and make a list of what you want your new kitchen to feature. For those of you who want to use software to complete the layout, you can find links for free software on our website next the class description.

Sat., March 12 & 19
9 – 11 am
Room: 322
Register before Feb. 29: $68
Register after Feb. 29: $75
Yvonne Ross has received certification for kitchen design, green building and lighting design. Working as a field project manager she has managed all phases of construction from permits to material selection to installation of over 300 kitchens.

Home Buyers Workshop
Owning a home is the American Dream. It’s an ideal way to create wealth for your family and build a nest egg for college or retirement. But buying a home can be a complicated process, and with federal regulations and guidelines that lenders must follow changing over the recent years this has added even more information for homebuyers to review and understand. This class will not only help you understand the home buying process but also make it easier by offering expertise and resources to help first-time or repeat home buyers make an informed decision. This class is designed to inform potential buyers about the complete home-buying process and prepare them to apply for a home loan.

Topics include:
• Figure out how much you can afford
• Shopping for a home and making an offer
• What’s a credit score and why is it so important?
• What types of loans programs are available and what may be best for me?
• Are there down payment assistance programs that I can apply for?
• What is a pre-approval and do I need it?
• What role does a Real Estate agent play in my purchase?

Even if you are not yet ready to purchase a home, this workshop may help you to develop a plan to improve your readiness.

2 Sun., April 17 & 24
9 am – 12 noon
Room: Horticulture 5001
Register before Feb. 29: $59
Register after Feb. 29: $65
Jasiri Daire, has an MBA in Finance and is a home loans sales professional that has been working in the financial industry for 18 years. He has worked for Credit Unions for 20 years and has been with Bay Federal Credit Union for the last 12 years.
Feng Shui Landscape Design

Our gardens, patios and the landscape design around our home reflect who we are. We can enhance them to improve health, relationship, career and prosperity. In this workshop you will be introduced to the original wisdom of Feng Shui on which the Feng Shui principles are based including Taoism, Ying Yang Theory, Five Elements, and more.

The workshop weaves modern methods of landscaping with ancient awareness that the Earth is alive and sacred. It is designed to change how you relate to nature and help you become in kinship to the land. This workshop is an introduction to the world of feng shui and a means of using it in your daily life.

Learn basic knowledge of the Ba Gua (Feng Shui Map). Define what’s missing and what’s not in your landscape’s footprint and how that can influence your life. Learn ways to correct the areas that are creating an environment of imbalance. Create your landscaping plan and learn how to identify the “power” areas of your yard or garden, including the “mouth of Qi.”

Sat., April 23
10 am – 5 pm
Room: 435
Register before Feb. 29: $68
Register after Feb. 29: $75
plus $5 materials fee payable at registration

New!

Feng Shui Fundamentals and Home Design

This workshop series is designed for students to learn the principles of Feng Shui and how to apply them to their home. Whether you are planning to redesign a kitchen, bathroom or a complete remodel, this series will give you the tools needed to understand and activate Feng Shui Energetics into your design.

Our homes reflect who we are and we can enhance them to improve health, relationship, career and prosperity. In this workshop you will be introduced to the original wisdom of Feng Shui on which the Feng Shui principles are based including Taoism, Ying Yang Theory, Five Elements, and more.

Learn basic knowledge of the Ba Gua (Feng Shui Map). Define what’s missing and what’s not in your home’s footprint and how that can influence your life. Learn ways to correct the areas that are creating an environment of imbalance. Create your floor plan and learn how to identify the “power” areas of your home including the “mouth of Qi.”

Sat., April 9 OR Sat., May 21
10 am – 5 pm
Room: 435
Scotts Valley High
Register before Feb. 29: $68
Register after Feb. 29: $75
plus $5 materials fee payable at registration

Madhu Brodkey – see bio

New!

Feng Shui: Clearing Your Clutter Workshop

Do you have too much stuff everywhere? Do you feel stuck and want to move forward? Do you feel like there are obstacles in your path? Clutter can cause you to feel tired, or depressed, or create obstacles to wealth, romance, and opportunity. Clearing clutter can improve your health, vitality, attitude, emotions, creativity, concentration, confidence, finances, love life, sense of ease, and more!

You will learn to identify your clutter type and develop a plan to eliminate it, decide where and how to get started, and let go of the past and move forward with your life!

Sat., March 5
10 am – 5 pm
Room: 435
Register before Feb. 29: $68
Register after Feb. 29: $75
plus $5 materials fee payable at registration

Madhu Brodkey is a Black Tantric Buddhist and Master Feng Shui Consultant. She combines this expertise with her 30 years of experience in healing arts with design to harmonize and balance the vital energy of an environment and its occupants.
Looking for a convenient and affordable location to hold a meeting, event or conference?

Cabrillo College can help!

Centrally located in the heart of Santa Cruz County, Cabrillo College offers state-of-the-art facilities and outdoor spaces to rent for any special occasion, meeting, corporate event, or performance. Small or large. Dressed up or down. Night or Day. Weekday or Weekend. Cabrillo College is easily accessible by public transportation and major highways, making it an ideal place to host your next event.

Facilities include smart classrooms, lecture halls, state-of-the-art theaters, a sports complex, weddings in the historic Sesnon House, and parking lots for ancillary community events. Both Watsonville and Aptos campuses offer a range of facilities, rental equipment, and support services all provided at reasonable rates.

General Facility Rentals including the Horticulture Center
Phone: 831.479.6332
cabrillo-extension.org

VAPA Performing Arts Complex including Crocker Theater & Samper Recital Hall
Phone: 831.479.6146
cabrillovapa.com

Historic Sesnon House located on the Aptos campus
Phone: 831.479.6229
sesnonhouse.com
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 $79 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.

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.centralcoastsbdc.org for more information.

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

Build a Better Business Program Series

Writing Your Best Business Plan

This seminar will help 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, 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. 6 OR April 2
9 am -12 noon
Room: 1604

Tue., March 1 OR May 3
2 – 5 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, turn around strategies for struggling businesses, and obtaining financing for business growth. Keith has worked with over 700 business owners from Carmel to Santa Rosa.

Solving the Social Media Puzzle: Helping You Put the Pieces Together

The advent of mobile devices and the infiltration of social media into everyday life has significantly changed how people expect to engage with businesses online, both on websites and on social media.

Get the big picture of how your customers are engaging online. Learn what customers expect from websites today, how to make informed decisions on which social media sites are best for your business and how to integrate them into your marketing strategies. Attend this seminar and learn how to put all the pieces of the online puzzle together to grow your business.

Sat., Feb. 27 OR Sat., April 30
9:30 am -12 noon
Room: 1604
Fee: $35

OR

Tue., March 29
2 – 4:30 pm
Santa Cruz Civic Auditorium
307 Church Street, Santa Cruz
Fee: $35

Dianthe Skurko specializes in communication strategies and execution, including messaging and content creation, project management, partner and strategic alliance relationship management, and team building for cultural and behavior change.
Recordkeeping for Small Business
Every small business owner needs to understand the numbers! This class will teach the basics of good recordkeeping. We will cover: the book-keeping cycle, accrual vs. cash vs. tax accounting, the chart of accounts, journals and general ledger, double entry and single entry bookkeeping.
This class will provide an introduction to helping you maintain your accounting records either manually or using computerized systems.
Sat., March 19 OR Sat., May 21
9:30 am – 12:30 pm
Room: 314
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.

Buying or Selling a Small Business - Valuation, Purchase and Exit Strategies
Whether you are a potential seller or hopeful buyer, this class will give you insight into the transfer process as well as the ins and outs of selling and buying. Buyers will benefit from seeing into the seller’s perspective, and sellers will gain valuable insight into the buyer’s considerations. This course will review how small businesses are valued and the processes of buying or selling a business. We will discuss how different types of small business transfers are structured, including family transfers, sales to partners, employees and third parties.
Information and resources for financing a business purchase will also be provided.
Sat., April 2
10 am – 1 pm
Room: 1605
Register before Feb. 29: $45
Register after Feb. 29: $54
John Sramek has been a small business owner and a business broker and has represented both buyers and sellers in small business transactions.

QuickBooks Basics
Information systems professionals, personal consulting services, massage therapists, personal trainers, and sports trainers need QuickBooks, too! Take your home-based industry from hobby to business. Learn and apply basic accounting concepts, business structure, and sound record-keeping procedures to your consulting/service business. Prepare Invoices, track your receivables, and predict timely collection. Accept credit/debit card payments. Gain familiarity with basic financial statements and how they help you grow your business. Know you are financially successful and document those all-important tax deductions.
The class is taught in a computer lab to ensure student hands-on experience with the software. Purchase of QuickBooks Pro is not required, but purchasing “QuickBooks Pro for Dummies” is recommended for those who do not own the software.
Students must bring a USB Memory Disk of at least 1 GB of memory to class. Mac users are welcome to bring their own laptops with QuickBooks already installed.
2 Sat., March 26 & April 2
9 am - 1 pm
Room: 507
Register by Feb. 29: $98
Register after Feb. 29: $109
Carol Jensen specializes in financial aspects of start-up businesses and she is a Registered Tax Preparer (CTEC). Carol has taught QuickBooks and Real Estate at Cabrillo for many years.

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 will be able to 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., March 12
10 am – 1 pm
Room: 432
Register by Feb. 29: $62
Register after Feb. 29: $74
Class fee includes workbook
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.
Leadership MasterMinds Group

You are a leader, and you are a collaborator. You know the value of interfacing with other professionals, and yet finding the time can be a real challenge. While you support the professional development efforts of your direct reports, you often don’t have enough time to dedicate to your own professional development path.

Cabrillo College’s Leadership MasterMind group will provide the structure you need to make real and tangible advances in your leadership. A small group of highly motivated leaders will come together in monthly-facilitated sessions to:

- Discover more about your strengths, tendencies and passions, and carve a leadership path
- Set and achieve goals for your leadership development
- Be mentored and become a mentor to others
- Learn more by reflecting on all you do

We will convene with other like-minded leaders and gain access to our book group meetings, receive weekly email coaching, and a one-on-one coaching session with program facilitator, Claire Laughlin. Gain new perspective on the challenges you face at work.

When you join Cabrillo’s Leadership MasterMind group, you will form lifelong connections that will provide support as you grow, face challenges and make improvements to your leadership style and skills.

6 Meeting Dates: April 11, May 9, June 6, July 11, Aug. 8 & Sept. 12
3:30 - 6:00 pm
Location: Sesnon House
Fee: $395
Claire Laughlin – see bio

Become a Meeting Ninja!

Many of us attend more meetings than we’d like. Meetings are the forum we use for making decisions, getting “buy-in” and solving problems. Yet most of our meetings leave us feeling uninspired and disengaged. What if it could be different? What if your meetings were on task and on target? Powerful and productive? Engaging and interesting? It can be done, and you’re the one to do it!

Join us for this dynamic 2-day workshop!

Learn to design a great agenda, use high-engagement group processes, and facilitate even the most challenging discussions! You will:

- Examine the critical elements of a powerful agenda.
- Implement the 3Ps of meeting design
- Use 8 different meeting processes that will engage participants and get results
- Practice leading a group through a series of process steps
- Practice establishing and reinforcing powerful group agreements
- Learn to handle difficult meeting behaviors with ease

In addition to getting two, high-energy days of powerful content, attendees will receive a 30-minute coaching session with the instructor to discuss your unique meeting challenges.

2 Fri., March 11 & 18
9 am – 4 pm
Room: 1522
Register by Feb. 29: $350
Register after Feb. 29: $395
Claire Laughlin – see bio
Understanding Your Work Style & Strengths
The ultimate key to success at work is understanding yourself! Learning more about your personal style and strengths can help tremendously.

Once we understand our strengths and style, we can align our work more closely and create the right “fit.” These choices will create a higher degree of success, satisfaction and engagement in our work.

Register for both workshops for just $120!

Understanding Your Work Style - Using DISC
What is DISC? A DISC Profile provides a comprehensive overview of the way that people think, act, and interact. It is the most widely used profiling tool of its kind, and is supported by decades of validation and reliability studies.

The DISC assessment measures four primary behavioral traits: Dominance (D), Influence (I), Steadiness (S) and Conscientiousness (C)

You will complete the DISC Classic Profile in class and then take a deep dive into your preferences and work style. Most importantly, you will apply what you learn to aspects of your work building a deeper understanding of your team members, and making it easier to work with some of your “difficult to understand” colleagues.

Fri., April 22
8:30 am – 12 pm
Room: 1522
Register by Feb. 29: $62
Register after Feb. 29: $70
$35 material fee for the in-class DISC assessment

Claire Laughlin – see bio

Understanding Your Strengths
Why do you feel limitless when working on certain projects, and completely drained when working on others? Why do you opt in with a certain kind of work assignment or situation, and opt out of others? Chances are, it’s because of your strengths.

Donald O’Clifton was an educational psychologist who was interested in what makes people successful. In partnership with the Gallup organization, Dr. Clifton studied the best of the best, and came up with the StrengthsFinder system to measure personal talent.

In this half day class, we will “unpack” your top five strengths, looking at the implications of each, and delving deeply into your positive experiences. We will use our profiles to create an intentional roadmap for the coming year.

Prior to class, you will receive instructions on how to purchase and take your online StrengthsFinder assessment for just $15. You will print your top five strengths and bring them with you to class.

Fri., May 20
8:30 am – 12 pm
Room: 1522
Register by Feb. 29: $62
Register after Feb. 29: $70

Claire Laughlin – see bio

Claire Laughlin, MA, is a dynamic and engaging trainer and consultant who uses experiential and innovative methods to help teams and organizations achieve results. With every client, she seeks to build individual leadership potential, teach positive communication habits, and enhance trust among and between team members.

As an independent consultant and trainer with 20 years of diverse experience, Claire brings a background in management, a relentless dedication to transformation, and a passion for improving relationships to all of her work.

In her free time, Claire enjoys spending time with her family, running through the redwoods or doing yoga.

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

If you are a medical assistant, a health educator, or a lifestyle coach, you are a critical member of our healthcare system, and an integral part of the patient experience. You are also partially responsible for increasing the impact of each and every patient visit. This may mean that you need to help the patient prioritize their health care issues before seeing their provider, or work with the patient to help them understand their options or treatment plan. Your ability to meaningfully coach a patient will be key to your success. This unique skill set is referred to as "Health Coaching."

If you'd like to learn this critical skill, and make yourself much more valuable to the patients you serve and to your employer, join us for this dynamic 3-day training.

**Program Details:**
This training is offered one day a month for 3-consecutive months. It is designed to allow participants time to return to work and practice their skills in between sessions.
3 Sat., April 16, May 21 and June 18
9 am - 4 pm
Room: HW 2214
Register by Feb. 29: $545
Register after Feb. 29: $595
plus a $50 materials fee at registration

**Pam Sanborn**, MA, has worked in healthcare for over 25 years and has been teaching medical assisting courses at Cabrillo College since 2003. She has been training medical assistants to become health coaches since 2013.

**Laurie Colombani** received her Certification as a Health Coach from UCSF and is currently a full-time Medical Assisting Instructor and Clinical Coordinator at Cabrillo College.

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**Life in the Balance – Mindfulness Meditation in the Workplace**

This course introduces participants to a variety of mindfulness practices of great value in the workplace. A groundswell of brain research over the past 10 years affirms the benefits of mindfulness practice in workplace, medical and personal settings. Numerous local tech companies like Google, Apple, Facebook and LinkedIn have seen the value in their organizations and established formal mindfulness programs. Benefits of these practices are improved concentration and attention, improved working relationships, the ability to handle stress more effectively, and an increased baseline happiness.

Over the course of the 7-week class students have sufficient time to practice between classes, then bring that personal experience into each class. We will have time to discuss experiences, share and ask questions.

7 Sat., April 2 – May 21 (no class May 7)
10 - 11:30 am (All dates except below)
10 am – 4 pm (May 14 only)
Room: 608
Register by Feb. 29: $245
Register after Feb. 29: $270

**Bill Culman**, MBA, has been practicing various forms of meditation for over 40 years. He has completed Mindfulness Based Stress Reduction practicum teacher training as well as Koru Mindfulness teacher certification training.

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**FREE INTRODUCTORY SESSION, Saturday Feb. 27th, 10 – 11 am**

At this free, introductory presentation, we will discuss the what, why and how of mindfulness meditation and its relationship to the workplace. In addition, we will review some of the scientific research and hear from Anderson Cooper about his experience learning mindfulness.

To RSVP please register online or call 831-479-6331.
Successful TED Techniques - Put the “TED Talks” Energy in Your Presentations or Teaching

Does your job require you to speak to groups? Are you looking for ways to energize and focus your presentations? Are you an instructor trying to engage your students? If you answered yes to any of these questions, this is the class for you!

In Carmine Gallo’s book “Talk Like TED”, he reveals the qualities that all successful TED talks have in common. Through interviews with the most popular TED presenters, as well as top researchers in the fields of neuroscience, psychology, and communication, Carmine has identified nine public-speaking secrets of the world’s top minds. In this interactive funshop, we will watch clips from selected TED talks and discuss how to apply these nine public-speaking secrets to become better teachers, group leaders and presenters.

Participants will leave with a variety of useful, brain-based presentation strategies that can be applied immediately.

Join us for this day-long event, which includes a catered “working-lunch.”

Sat., April 9
9 am - 3 pm
Room: 804
Register by Feb. 29: $89
Register after Feb. 29: $95
plus $20 materials fee paid at registration

Dr. Joe McCullough is the Physics Program Chair at Cabrillo College where he has been teaching for the last 14 years. He is also a certified trainer and best-selling author of Accelerated Learning Techniques for Students.

Building a Conscious Company Culture

One of the most powerful differentiators of effective organizations is their ability to create and maintain a positive organizational culture. When employees love their jobs, organizations prosper and profits increase. Come to this dynamic 2 hour seminar to:

• Learn about the “bottom line” impact of culture in your workplace
• Discuss how to create a culture from the ground up
• Explore the Conscious Culture (TM) model and apply it to your workplace

Tue., April 12
7:30 -10 am  (Continental breakfast will be served.)
Sesnon House
Register by Feb. 29: $32
Register after Feb. 29: $38

Russ Elliot has been bringing his expertise in human resources and coaching to organizations across the country for more than 30 years. His work has extended from the manufacturing plant floor to technology and financial companies including Toyota, NUMMI, Texas Instruments, Easton-Bell Sports and Bridge Bank.

The New Face of Performance Management

The key to organizational success is to focus efforts on truly engaging with employees around issues related to performance outcomes. The new face of performance management calls us to look forward and spend our time setting dynamic goals and coaching our employees. This is a new approach to the basic performance management principles of planning, developing, monitoring, and “rating.”

Come to this dynamic seminar to examine the paradigm behind new approaches to performance management, and to discuss how to improve your performance management system in ways that will inspire higher engagement and create greater organizational success.

Tue., June 21
7:30 -10 am  (Continental breakfast will be served.)
Sesnon House
Register by Feb. 29: $32
Register after Feb. 29: $38

Vicki Miranda is a certified Senior Professional in Human Resources (SPHR) 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.

To register call 479-6331 or visit us online at www.cabrillo-extension.org
Outclass the Competition: Interpersonal Skills for Business and Social Situations

A dynamic, hands-on, two-part course with a focus on the ultimate business tool - business and etiquette intelligence!

Success in the workplace relies on relationships. In today's competitive business environment, it's essential that executives understand how to present a polished and professional appearance.

In this unique course, participants will learn to apply critical networking skills in a business setting. This will be followed by a dining etiquette course while enjoying a four-course meal prepared by Cabrillo's own Culinary Arts students.

Acquire the knowledge of a world-class executive! You will...

- Learn to make a good first impression and introduce yourself and others with ease and grace
- Build rapport for successful business relationships – from administration to management
- Learn host and guest etiquette
- Become familiar with the courses in a meal and how to eat them
- Review the Do's and Don'ts of table manners

Wed., Apr 27
4 – 8 pm
Sesnon House

Register by Feb. 29: $110
Register after Feb. 29: $125
plus $35 material fee at registration

Elizabeth Clifton-Doolein is a graduate of the Protocol School of Washington, the only nationally accredited educational institution providing training in business etiquette, image training and cross-cultural awareness.

Effective Communication

In any aspect of your life, communication is key. Proper communication ensures everyone is on the same page and things flow a little easier. This is why you want to make sure you are getting your message across as clearly as possible. Even the aspect of how you communicate with your colleagues' needs careful consideration. For instance, are you using the right medium to communicate? Should you send an email, call, or stop by their office? Are you communicating too much information or not enough?

By mastering five simple communication strategies you can ensure that you are a key communicator in your office.

Fri., March 18
9 am - 12 noon
Room: 1604
Register by Feb. 29: $52
Register after Feb. 29: $58

Fri., May 20
1:30 – 4:30 pm
Room: 1522

Dianthe Skurko – see bio

Customer Service Academy

Become a Customer Service PRO!

The secret is out! Competition is fierce. One of your primary competitive advantages as a business is providing exceptional customer service. Are you ready?

Are you a PRO?

✔ Who is your customer and what does he or she want?
✔ How can you build empathy for your most difficult customers?
✔ How can you improve the customer experience in your workplace?
✔ How can you turn a challenging customer into a customer for life?

Join us for this dynamic and engaging 4-part Customer Service Series. In this series, you will gain the skills and practice you need to become a customer service PRO! A certificate of completion will be awarded to those who complete all 4 modules.

For more information see page 43
**Social Media for Content Creators**

This seminar offers comprehensive training on how to leverage the power of social media and storytelling to develop audiences, build trust relationships and drive engagement. Upon completion of this workshop, you will have developed an expanded strategic social media road map for creating engaging content across multiple platforms, have experience developing content that resonates with your audience, and be knowledgeable on the latest social media tools and technologies. You’ll learn to:

- Identify the key components of social media content strategy with a focus on audience, content, organizational goals, and metrics;
- Build brand awareness in your social media messaging with stories;
- Develop content that is authentic, interactive and meaningful;
- Design innovative social media campaigns that inspire action.

Fri., April 22
1:30 – 4:30 pm
Room: 515 (computer lab)
Register by Feb. 29: $52
Register after Feb. 29: $58
Dianthe Skurko – see bio

**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 time or full-time career! A Loan Document Signing Agent is a Notary with expertise in signing and notarizing of loan documents within the real estate community. Because you are a Notary, you are halfway there! You can earn $50 to $300 per signing. Great News! Why? It takes about an hour or less to complete a signing. Learn how you can use your Notary skills to maximize your income. You will learn: the duties/limitations of the Loan Signing Agent, industry terms, step-by-step procedures for completing a loan signing, job expectations, what notary skills are needed and how to market yourself to secure clientele.

It is recommended that you bring a highlighter pen and a sack lunch.

Sat., May 7
9 am – 4 pm
Room: 454
Register by Feb. 29: $95
Register after Feb. 29: $110
plus $60 for materials fee & certification payable at class

Carrie Christensen is the Director of Notary Public Seminars, Inc., a leading notary public course provider for more than 15 years. She teaches the course at colleges, universities and vocational schools throughout California.

**Business Writing Essentials**

In today’s world, we communicate constantly: e-mail, text, Facebook, tweets- the list goes on. But in this busy world, the quality of our communication makes a difference. For better or worse, people make judgments about our competence and credibility based on our written and oral communication. Come to this class to:

- Learn techniques to quickly organize your thoughts and translate them into writing;
- Learn and practice essential skills for effective e-mail communication;
- Review common e-mail mistakes and ways to ensure that you don’t make them!
- Learn common grammatical and word choice errors and receive a cheat sheet to improve your writing.

Fri., March 18 OR Fri., May 20
1:30 – 4:30 pm OR 9 am – 12 noon
Room: 1604
Register by Feb. 29: $52
Register after Feb. 29: $58
Dianthe Skurko specializes in communication strategies and execution, including messaging and content creation, project management, partner and strategic alliance relationship management, and team building for cultural and behavior change.

**Finding a Job Using Social Media**

While many of us use social media on a daily basis to chat with friends and share photographs, it can also be an extremely powerful tool in the pursuit of job opportunities. If you’re looking for a way to avoid the competition of crowded job websites and connect directly with employers to land interviews, then you should look to social media to make your next career move. Learn how to properly use sites such as Twitter, Facebook and LinkedIn to find job opportunities that stretch far beyond the reach of traditional job search methods.

Tue., May 3
6 – 9 pm
Room: 515 (computer lab)
Register by Feb. 29: $52
Register after Feb. 29: $58
Dianthe Skurko – see bio
Become a Notary Public

Establishing yourself as a Notary Public, earn additional income and provide a service to your community. It’s not just a clerk’s job anymore. Successful notaries provide a valuable service to their company, friends and private clients. Ambitious Notaries gain the skills it takes to become a Loan Signing Agent making $200 to $400 per signing.

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 the seminar.

Must be 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. LiveScan fingerprints required after you pass the exam.

There will be a short break for lunch. It is suggested that you bring your lunch, as there is no Saturday food service on campus.

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., April 16
8 am – 6 pm
Room: 454
Register by Feb. 29: $95
Register after Feb. 29: $110
plus $30 text payable at class

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 this year and give you a brush-up on general law to make sure you haven’t fallen into any bad habits.

Your commission must be current to be eligible for a renewing seminar.

Must be 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. LiveScan fingerprints required after you pass the exam.

There will be a short break for lunch. It is suggested that you bring your lunch, as there is no Saturday food service on campus.

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., April 16
12:45 – 6 pm
Room: 454
Register by Feb. 29: $50
Register after Feb. 29: $58
plus $30 text payable at class

Carrie Christensen – See bio

The Basics of Selling on eBay

Learn the right way to sell on eBay with a class designed to enhance your sales success. Create and enhance listings with photo editing and attractive descriptions, open and use PayPal and set pricing to maximize profits.

Sat., April 30
2 – 5 pm
Room: 507
Register by Feb. 29: $24
Register after Feb. 29: $28

Carol Jensen specializes in financial aspects of start-up businesses and she is a Registered Tax Preparer (CTEC). Carol has taught QuickBooks and Real Estate at Cabrillo for many years.
Landlording Made Easy
If you are a landlord, or are thinking about becoming one, this class will provide you with the basics of managing 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’ll go over basic Fair Housing laws and legal requirements with tips and tricks to lead to an easier land lording experience.

Bring your lunch if you want to participate in one-on-one Q & A time.

Sat., April 30
9 am – 3:30 pm
Room: 432
Register by Feb. 29: $90
Register after Feb. 29: $98
plus $5 material fee payable to instructor in class.

Kathleen Richards – see bio

Landlording Made Easy II
In this all-new class we will review and answer questions about what you put into practice from Landlording Made Easy. We will cover legal updates, what is new to the industry, how to improve your profit, and discuss strategies for all those “What if” scenarios. We will allow plenty of time to answer all of your “Real Life” questions. Come prepared to share your experiences and learn best practices from the expert.

Bring your lunch if you want to participate in one-on-one Q & A time.

Sat., May 28
9 am – 3:30 pm
Room: 432
Register by Feb. 29: $90
Register after Feb. 29: $98
plus $5 material fee payable to instructor in class.

Kathleen Richards is the Owner/Broker of a local award winning property management company and is a Certified Business Coach. She published Property Management A-Z in 2015 and is the host of the radio show “House Calls” on KSCO – AM 1080.

How to Become a Mystery Shopper
Would you like to get paid to go shopping, eat out, play golf, plus more? Would you like to participate in programs that bring about improvements for both the company and the consumer? Learn how mystery shopping works, how to avoid the scams, what types of reports are used, the do’s and don’ts of getting hired and how you can get into the "shopper’s network." You will leave the class fully prepared to begin your exciting new journey. Plus you will have the added advantage of learning from a hands-on shopper who can give you first-hand information and referrals.

Fri., June 3
1:30 – 4:30 pm
Room: 432
Register by Feb. 29: $42
Register after Feb. 29: $48
$20 materials fee payable to instructor in class for a comprehensive book.

Elaine Moran has been a mystery shopper for over 20 years. She currently gives classes and workshops at over 20 colleges and authored the book "How to Become a Mystery Shopper, Your Complete Guide to Secret Shopping."

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 will be able to 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., March 12
10 am – 1 pm
Room: 432
Register by Feb. 29: $62
Register after Feb. 29: $74
Class fee includes workbook

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.
Recordkeeping for Small Business

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

This class will provide an introduction to helping you maintain your accounting records either manually or using computerized systems.

Sat., March 19 OR Sat., May 21
9:30 am – 12:30 pm
Room: 314
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.

Fund Accounting for Nonprofit Organizations

This course introduces the basic concepts of recording and reporting financial information for nongovernmental non-profit 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, grant reporting, and board reporting are covered.

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

Sat., March 19
9 am – 1 pm
Room: 432
Register by Feb. 29: $65
Register after Feb. 29: $76
Carol Jensen – See bio below

QuickBooks Pro for the Small Business Owner

QuickBooks Pro is one of the most widely used accounting programs for small businesses. This class will lead you through the set-up and use of the software for basic accounting functions including writing and printing checks, tracking income and expenses, generating financial statements, accounts payable and receivable, invoicing and more.

The class is taught in a computer lab so that students may gain hands-on experience with the software. Purchase of QuickBooks Pro is not required, but purchasing “QuickBooks Pro for Dummies” is recommended for those who do not own the software.

Students without bookkeeping experience are recommended to take Recordkeeping class.

Students must bring a USB Memory stick of at least 1 GB of memory to class. Mac and PC users are welcome to bring their own laptops with QuickBooks already installed.

4 Sat., March 26 – April 16
9 am - 1 pm
Room: 507
Register by Feb. 29: $195
Register after Feb. 29: $214
Carol Jensen – see bio below

Advanced QuickBooks

This advanced class is designed for those who are experienced with QuickBooks and who are looking for insight on how to deal with the more difficult issues that advanced users often face. Some of the topics covered are: inventory, accounting issues and solutions, tracking and managing sales tax, working with and resolving payroll issues, effective use of remote access, job costing, time tracking and much more.

The class is a hands-on course. Students must have previous experience with QuickBooks Pro software.

Sat., April 30
9 am - 1 pm
Room: 507
Register by Feb. 29: $65
Register after Feb. 29: $76
Carol Jensen specializes in financial aspects of start-up businesses and she is a Registered Tax Preparer (CTEC). Carol has taught QuickBooks and Real Estate at Cabrillo for many years.
**Inventors! Get Ready for Shark Tank!**

Whether you’re applying for a spot on Shark Tank® or looking to sell your inventions, you need to know how to protect your invention and find potential buyers.

This program shows you how to protect your ideas with patents, trademarks, and copyrights, find potential buyers, and offer them for sale safely. It delivers the most accurate and relevant information available for inventors to cash in on their expertise.

**Sat., April 16**
9 am - 12 noon
Room: 429
Register by Feb. 29: $45
Register after Feb. 29: $54
plus $30 materials fee payable in class for the manual

**Nancy Miller** – see bio

**Get into E-Commerce for Free!**

Want to get into e-commerce but don’t know where to begin?

This seminar explains the important considerations that must be understood in order to be successful online.

This class will show you:
- The different types of e-commerce business
- Where to get a free list of drop shipping suppliers
- The most profitable areas of e-commerce
- How to create your basic site for FREE
- Add a shopping cart
- Link and list with search engines

**Sat., April 16**
9 am - 12 noon
Room: 435
Register by Feb. 29: $45
Register after Feb. 29: $54
plus $30 materials fee payable in class for the manual

**Mike Rounds** - see bio

**Increase Your Income With A Home Based Business!**

The Internet has enabled people to run a business with low startup costs and high profitability. This class presents more than 120 businesses that can be completely run from your home computer.

In this class, we’ll cover:
- How to apply for local, state and federal licenses
- Easy methods for bookkeeping and taxes
- Profit-boosting Web site
- FREE resources that can get you started

**Mon., April 18**
6:30 - 9:30 pm
Room: 429
Register by Feb. 29: $45
Register after Feb. 29: $54
plus $30 materials fee payable in class for the manual

**Nancy Miller** grew up with a successful home-based entrepreneurial family so her approach to business is practical, bottom-line and real world. She has been a successful home-based business entrepreneur for 20 years. Her business endeavors have included organizational consulting, professional speaking and training.

**How To Create A Website in 24 Hours for Free!**

Come join us for this all-new class designed for the beginner or laypersons.

You can create your site in minutes for FREE including text, graphics, YouTube video links, a shopping cart and the ability to customize it any way you want it.

You’ll learn how to:
- Get your domain name
- Choose a web host and sign up for an account
- Design your web pages, collect credit card information and make money
- Be listed with major search engines and get your site noticed

**Mon., April 18**
6:30 - 9:30 pm
Room: 435
Register by Feb. 29: $45
Register after Feb. 29: $54
plus $30 materials fee payable in class for the manual

**Mike Rounds** has been called by Turner Communications “one of the country’s most knowledgeable individuals on the topic of effectively creating web sites for business.” He has written over a dozen books and his ability to explain Internet technology simply guarantees that you will understand exactly what you need for success.
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 health care 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 meeting of each course. Please see each course description for the appropriate fees.

Students will receive a Certificate of Attendance from the instructor at the end of each course. Those who complete the Certificate Program will also receive a Certificate of Completion issued by the college.

TAKE THE ENTIRE MEDICAL BILLING CERTIFICATE PROGRAM FOR JUST $375
See individual materials fees 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.

CERTIFICATE PROGRAM

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. In this course 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 in rules and regulation of government plans
- How to read an Explanation of Benefits (EOB)
Sat. & Sun., May 14 & 15
9 am - 3 pm
Room: 1605
Fee: $125
plus $59 material fee payable to instructor in class

Medical Insurance Billing, Part II
For those students who have completed the intro course or those who are already Billers & 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
Prerequisite: Experience as a medical biller or taken Intro to Medical Insurance Billing
Mon. & Tue., May 16 & 17
6:30 - 9 pm
Room: 1302
Fee: $85
plus $39 material fee payable to instructor in class

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 patient is seen
- Appropriate procedure codes for the insurance companies
- Learn billing for supplies, materials, injections & dental claims
Sat. & Sun., May 21 & 22
9 am - 3 pm (Saturday) and 9 am - 1 pm (Sunday)
Room: 1605
Fee: $95
plus $39 material fee payable to instructor in class
Workers’ Compensation & Personal Injury
Learn how to bill California Workers’ Compensation and Personal Injury cases. Some of the 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

Prerequisite: Experience as a medical biller or have taken Introduction to Medical Insurance Billing Parts I & II.
Mon. & Tue., May 23 & 24
6:30 - 9 pm
Room: 1606
Fee: $85
plus $39 material fee payable to instructor in class

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

Prerequisite – Experience as a medical biller or completion of previous classes.
Tue., May 24
6:15 – 6:30 pm
Room: 1606
Fee: $45
plus $89 material fee payable to instructor in class - Includes workbook & tutorial software

TAKE THE ENTIRE MEDICAL BILLING CERTIFICATE PROGRAM FOR JUST $375
See individual materials fee payable directly to instructor in class.

Elective Courses

Start Your Own Medical Billing Service
Many medical practices receive most of their income from insurance companies. Thus, medical billing services are in demand. In this class you will learn:
• How to obtain clients & setting your fees
• What other services a billing service could offer
• Marketing your services
• Where to obtain HIPAA compliant software
• Sample HIPAA Business Associate Agreement & Independent Contractor Agreement
• How to obtain updates from insurance companies
• Sole Proprietorship, Partnership, Corporation & LLC’s discussed

Sun., May 22
1:30 - 3 pm
Room: 1605
Fee: $65
plus $29 material fee payable to instructor in class

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 18 & 19
6:30 – 9 pm
Room: 1302
Fee: $105
plus $79 material fee payable to instructor in class (Includes workbook & tutorial software)
Today's Android and iPad tablets do so much more than browse the web or send an email. Either of these new devices provides you with a computer, Web browser, e-book reader, personal organizer and more - all in your lap! In this entertaining class, you will learn what your Android or iPad tablet really can do and how to use it for more than browsing the Web. Learn how to set up your Android or iPad for email, texting, WiFi networks, and Bluetooth; and discover how to best sync with your computer. Learn how to take terrific pictures and send them to friends, install apps, and figure out what the best apps are best for you to make your tablet even smarter. Bring your Android or iPad to class along with its leash (charger).

Please bring (or remember) your google or apple user id and passwords as applicable.

Please bring (or remember) your email ISP, username and password as we will be downloading free apps and sharing/sending pictures to our email accounts.

Sat., May 14 OR Sat., May 21
9 am - 1 pm
Room: 515 Scions Valley High
Register by Feb. 29: $42
Register after Feb. 29: $48

Have you ever saved a file, but couldn't find it later? Have you ever wanted to cry or curse because your computer was doing something you couldn't understand? This class will give you the necessary foundation for a solid understanding of computer technology. First we'll present a basic overview of computer components and their functions. Then we will familiarize students with the Windows interface, and finally we will work on critical file management skills. Topics covered include understanding the roles of computer hardware and software; operating systems vs. applications; the Windows desktop; controlling windows; moving and copying files; creating folders; folder hierarchy; working with the Recycle Bin and more.

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

Two dates to choose from:
Fri., Feb. 26 OR Fri., April 29
9 am – 5 pm
Room: 515
Fee: $95
David Nagid – See bio

This introductory class is for the computer user who wants to become proficient in Word 2013. 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.

Required: Computers for Rookies or equivalent skills.

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

Fri., March 11 OR Fri., May 13
9 am – 5 pm
Room: 515
Fee: $124
David Nagid – See bio

This intermediate level class covers more complex skills than those presented in Level 1. Topics introduced include creating newsletters using columns; section and column breaks; inserting WordArt and clip art; basic picture editing; formatting text consistently by using styles; Mail Merge documents; creating and working with templates, and more.

Required: Microsoft Word 2013: Level 1 or equivalent skills.

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

Fri., May 27
9 am – 5 pm
Room: 515
Fee: $124
David Nagid – See bio

This introductory class is for the computer user who wants to become proficient in Excel 2013. 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.

Required: Computers for Rookies or equivalent skills.

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

Fri., March 4 OR Fri., May 6
9 am – 5 pm
Room: 515
Fee: $124
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
Fri., April 8
9 am – 5 pm
Room: S15
Fee: $124
David Nagid – See bio

Microsoft Excel - Level 3
This advanced level class introduces highly complex Excel 2013 skills. Topics covered include creating PivotTables, 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
Fri., May 20
9 am – 5 pm
Room: S15
Fee: $124
David Nagid – See bio

Effective Presentations Using PowerPoint
This class provides introductory training for the computer user who wants to become proficient in PowerPoint. Topics include the ribbon interface; creating presentations; document themes; bulleted lists; using outlines to create slides; formatting text; publishing and printing presentations; using transitions; inserting clip art, charts, and graphics; slideshow delivery, and more.

Required: Computers for Rookies or equivalent.
A comprehensive manual/textbook is included
Fri., April 1
9 am – 5 pm
Room: S15
Fee: $124
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.

Photoshop for the Hobby Photographer
You can create the best photos ever digitally, whether you use a digital camera, or scan your photos. Photoshop is a huge application and this is your chance to get acquainted with some of the basic Photoshop tools and techniques most useful for hobby photographers. Find out how to repair damaged photographs, correct color, remove unwanted elements, and transform your photographs into sepia tones or hand-tinted looks, and more.

Much of what will be learned will be useful for Photoshop Elements as well. This class will be taught on a Mac, but is adaptable to Windows.

Students should bring a brown bag lunch for the break.
2 Sat., March 5 & 12
9:30 am - 2:30 pm
Room: 317
Register by Feb. 29: $85
Register after Feb. 29: $98
Deborah Cardillo – See bio

Advanced Photoshop Techniques
Already know the basics? Learn refined selection techniques using masks, channels, and vector tools. Create panoramas with layer masks and use textures and blending modes to make your images pop. Get the best balance of light and dark using High Dynamic Range. Reposition content to perfection with content-aware tools. Adjust exposure and contrast balance with Curves. With these techniques, you will never have to put up with a less than perfect photo again!

Prerequisite: It is recommended that you have solid basic knowledge of Photoshop, or have taken Photoshop for the Hobby Photographer before you take this class.

Students should bring a brown bag lunch for the break.
4 Sat., April 23 – May 14
9:30 am - 2:30 pm
Room: 317
Register by Feb. 29: $165
Register after Feb. 29: $185
Deborah Cardillo is a member of the National Association of Photoshop Professionals and is a Photoshop enthusiast who loves to teach others.
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 define work, 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 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 decreased turnover. Long-term employee development efforts help 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: 831-477-5649

Cabrillo Corporate Training is a proud partner with DDI- Development Dimensions International!
Ask us how DDI content can meet your needs!
Customer Service Academy

Become a Customer Service PRO!
The secret is out! Competition is fierce. One of your primary competitive advantages as a business is providing exceptional customer service. Are you ready?

Are you a PRO?
✓ Who is your customer and what does he or she want?
✓ How can you build empathy for your most difficult customers?
✓ How can you improve the customer experience in your workplace?
✓ How can you turn a challenging customer into a customer for life?

Join us for this dynamic and engaging 4-part Customer Service Series. In this series, you will gain the skills and practice you need to become a customer service PRO! A certificate of completion will be awarded to those who complete all 4 modules.

TAKE THE CUSTOMER SERVICE ACADEMY FOR JUST $245
All class are held in the 1500 Bldg., room 1522
4 Wed., March 2 – 23      9 am – 12 noon

Class 1: Customer Service Essentials
In this dynamic class, we will cover the fundamentals of great service. Whether you are a business owner, a manager, or a front line service provider, YOU play a critical role in your customer’s experience. In this first class we will:
• Learn 5 great reasons for giving exceptional service
• Understand your personal connection to each and every customer
• Review the most common pitfalls of service delivery, and practice effective techniques for avoiding them
• Build empathy for our customers- even the most difficult ones
• Practice meeting the needs of both internal and external customers

Class 2: “Invisible” Service: Ensuring a Top-Notch Service Environment
Your customers are receiving your service before they ever walk in the door. In this class, we will take a look at some of the more, “invisible” aspects of service. We will answer:
• What does my location say to my customers? (Or my web site or my phone system?)
• What do my policies and procedures communicate?
• How does my nonverbal communication help or hinder my customer’s experience?
• Whose job is it to improve the invisible?
• What messages do my customers receive from their interactions with my business?

Class 3: Handling Difficult Customers
We’ve all had them- those legendary difficult customers who just can’t find their inner happiness! In this interactive course, you will learn and practice powerful skills that will help you:
• Stay calm when a customer lashes out
• De-escalate tense situations
• Build rapport and make amends
• Send your customers away feeling better!

Class 4: Making a Service Difference
In this final class of the series, we will take your customer service efforts one step further. You will:
• Define a set of meaningful customer service standards
• Make a plan to measure the impact of your service improvement efforts
• Practice suggesting meaningful changes to your company’s service standards- even if you are not the boss

Michelle Waters is fondly known to all of us at Cabrillo as “the Customer Service Queen!” Having studied and taught the delivery of exceptional service for over 15 years, Michelle sees your business through the eyes of a PRO and can help you do the same. Michelle has consulted with dozens of agencies on how to improve their customer service ratings by using powerful, simple techniques. Trained in the Disney method among others, Michelle will show you how to make a positive impact on your customers!


To register call 479-6331 or visit us online at www.cabrillo-extension.org 43
Presentational Speaking

The 3S's for making Powerful, Persuasive Presentations: Style, Structure, and Strategy

How you present yourself and your ideas at work can accelerate or decelerate your career. Come to this short series of courses to build the ability, confidence and skill to speak powerfully and persuasively.

3 Mon., March 7 - 21
9:30 am – 1 pm
Classes are held on the Aptos Campus in the 1500 Bldg., 2nd Floor, Room: 1522

Take all THREE MODULES for just $195 or $75 each.

Module 1: Managing Speaking Anxiety and Style
Mon., March 7
9:30 am – 1 pm
Fee: $75

You only get one shot to make a first impression! Everybody gets nervous but not everybody shows it. Discover how body language impacts your message, and how to downplay signs of nervousness. In this module you will evaluate how others see you, and experiment with new behaviors to elevate your presence in front of the room. Build new muscle memory in this interactive course, while learning strategies for managing your anxiety.

Module 2: Structuring your Presentation
Mon., March 14
9:30 am – 1 pm
Fee: $75

Learn how to organize your presentation for maximum impact. Having a deep understanding of your audience (e.g., peer level, internal or external facing, decision makers, or your team) is critical and will influence your strategic structure. Learn the different approaches so that you use the most effective format to best suit your audience, and meet your speaking goal.

Module 3: Strategic Q & A Responding
Mon., March 21
9:30 - 1:00
Fee: $75

You’ve made it through your presentation (phew!) but now, here come the questions...are you ready? Managing an effective Q & A session requires high-level listening and facilitation skills. In this module you will learn strategies for listening, paraphrasing, and moving the ball toward an outcome.

Instructor: Janell Payne began teaching public speaking for over 10 years. She coaches professionals across all types of industries including: high tech, bio tech, health, education, agriculture, small business owners, government, finance, and start-up’s to present with confidence and influence. Her expert coaching helps speakers to manage their speaking anxiety, develop persuasive and strategic presentations, and hone facilitation skills.

Bring the Teacher to YOU!

Did you know that any of our courses can be delivered at your workplace?

Contact Cabrillo College Corporate Training to speak with a consultant about how to bring these and many other titles to your workplace.

831-479-6331
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.

The core curriculum is structured around seven components, including The Five Practices of Exemplary Leadership®. Each module describes the practice, reviews the Leadership Practices Inventory (LPI) items related to that practice, and ends with techniques that ask participants to reflect on how to apply what they’ve learned to a current leadership challenge of their own. With a plan of action in-hand for taking the key learnings 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.). Participants receive confidential feedback.
- A personal coaching session after the 2-day training, provided by Claire Laughlin, designed to help you make progress on your personal action plan and get more out of your LPI results.
- Light continental breakfast each morning, and afternoon snacks.
- Camaraderie and connection with other local leaders.
- A truly memorable experience, with lessons that stick.

“This program isn’t only for people in leadership positions- it’s for anyone who wants to grow in their career!”

“Every person in an organization who wants to grow should take this class!”

Visit our website at http://cabrillo.edu/services/extension/leadershipchallenge.html to learn more about the LPI and find a link to a 5-minute video that describes the program.
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 become a better supervisor. Choose which modules are best for you, or attend all 12! Throughout this 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.

Mon., Mar. 7 – May 23 OR Tues., Mar. 8 – May 24
5:00 – 8:00 pm 9:00 am – 12 Noon

Classes are held on the Aptos Campus in the 1500 Bldg., 2nd Floor, Room 1522
Take ALL TWELVE MODULES for Just $595 or $58 per module

COURSE MODULES

Being a Great Supervisor
Mon., March 7 OR Tue., March 8
5 – 8 pm 9 am – 12 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 introductory course you will:
- Understand the roles and responsibilities of effective supervisors
- Assess your own supervisory skills and strengths
- Set goals for your supervisory development

Creating a Climate of Trust
Mon., March 21 OR Tue., March 22
5 – 8 pm 9 am – 12 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 the high cost of low-trust work groups
- Define trust, and identify supportive behaviors
- Assess your part in creating a trusting work place

Diagnosing Team Effectiveness
Mon., March 28 OR Tue., March 29
5 – 8 pm 9 am – 12 Noon
Leading a team has its challenges but it’s an inescapable reality of today’s organizations. When we understand the principles of teamwork, we can harness the power of interdependence and individuality to create a powerful work team that achieves the right results. Come to this class to:
- Make the leap from team member to team leader
- Understand the stages of team development
- Assess your team’s effectiveness and apply the five elements of successful teams
- Use the power of a team charter for getting, and keeping, the team on track.

Leading with Purpose
Mon., March 14 OR Tue., March 15
5 – 8 pm 9 am – 12 Noon
Some of our greatest frustrations as supervisors come from managing employees with distinctly different work styles than our own. These work style differences can grate on our nerves and become the source of conflict. You will:
- Learn more about 4 distinct styles
- Assess your own style, along with potential blind spots and weaknesses.
- Develop a plan to work better together with your co-workers and direct reports.
Develop a detailed plan

• Practice writing and asking behavioral questions
• Learn the basics of behavioral interviewing
• Practice coaching someone through an issue.
• Understand and practice setting clear performance expectations.
• Practice writing cascading goals that are appropriate for a business unit, department and you.

Identify the impact effective coaching has on you, and discover your role as a change leader.

Mon., April 4 OR Tue., April 5
5 – 8 pm
9 am – 12 Noon

Managing Performance

Mon., April 11 OR Tue., April 12
5 – 8 pm
9 am – 12 Noon

Tackling employee performance issues is an expected part of the supervisory role. Simply telling our employees what to do and how to do it often isn’t going to solve the problem! Many performance issues stem from poorly defined expectations and lack of coaching skill.

In this class you will:
• Learn 3 stages of performance management
• Understand and practice setting clear performance expectations.
• Practice coaching someone through an issue.

Quality Interviews and Selecting the Best Candidates

Mon., April 18 OR Tue., April 19
5 – 8 pm
9 am – 12 Noon

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.

In this workshop you will:
• Discuss common obstacles to effective employee recruitment & development
• Learn the basics of behavioral interviewing
• Practice writing and asking behavioral questions

Delegating for Development

Mon., May 2 OR Tue., May 3
5 – 8 pm
9 am – 12 Noon

One of the primary responsibilities of a supervisor is to delegate effectively. To do so you need to match people to the appropriate responsibilities and set them up for success by providing the right amount of support. In this class, you will:
• Learn how effective delegation entails much more than merely assigning a task
• Practice effective delegation using a planning tool
• Strategize to ensure tasks are completed appropriately, and that employees are learning new skills

Motivating Others

Mon., May 9 OR Tue., May 10
5 – 8 pm
9 am – 12 Noon

Understanding what motivates people and knowing how to motivate others is a key skill in our ability to effectively lead. Many of us resort unconsciously to the old carrot-and-stick methods. Come to this course to:
• Understand your role in creating the motivational climate at work
• Practice key motivational techniques such as goal setting, coaching and recognition.
• Build a plan for motivating employees by making them feel connected, valued and competent

Resolving Workplace Conflict

Mon., May 16 OR Tue., May 17
5 – 8 pm
9 am – 12 Noon

Conflict can’t be avoided, but it can be leveraged. 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:
• Identify signs that conflict that has gone too far
• Practice asking powerful questions that get results
• Practice coaching someone who is in a conflict

Leading Change

Mon., May 23 OR Tue., May 24
5 – 8 pm
9 am – 12 Noon

As a supervisor, you are called upon to lead your staff through change. Do you have the tools you need? Many leaders respond to this expectation by establishing overpowering rules and policies. Others disengage and become a victim of change, relinquishing their leadership potential. Instead of these two extremes, come to this class to:
• Understand how to ease the stress of change
• Explore your role as a change leader
• Build empathy for how your staff feels
• Practice coaching an employee through change

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

Personal Effectiveness Development Series

Dianthe Skurko knows about Personal Effectiveness! As an ultra-marathon runner, Dianthe has dedicated herself to understanding what it takes to succeed. In this powerful series, you will address some of the most common problem areas that hold us back in our careers, and you will turn these common stumbling blocks into career accelerators. By the time you complete this series, you will have the tools in hand to be far more effective in your relationships and in your career.

The 8-sessions that comprise this series are designed as stand alone courses. Take one, take them all, or mix and match the titles that best suit you from this series and our Supervisory Academy.

Tuesdays, March 22 – May 10
1:30–4:30 pm

Classes are held on the Aptos Campus in the 1500 Bldg., 2nd Floor, Room: 1522
Take ALL EIGHT MODULES for just $395 or $54 per module

Powerful Communication: Being Clear, Concise and Kind

Tue., March 22
1:30 – 4:30 pm

Today’s workplace demands “fluency” in business communication. We must continually adapt our communication to the needs of various audiences including senior leaders, internal and external customers, co-workers and direct reports. No matter who the audience, we must always pay attention to the quality of our communication so that we are purposeful, clear, concise and kind. In this course you will...

- Learn a model of communication that will illuminate the critical importance of word choice.
- Understand common barriers to communication.
- Understand and apply 3 primary purposes of communication to enhance clarity.
- Reduce wordiness and select the right words for the right occasion.
- Learn a simple method for ensuring that we are striking the right balance between clarity and kindness.

Managing Stress

Tue., March 29
1:30 – 4:30 pm

It’s now common knowledge that stress is a serious and dangerous health risk factor. But did you know that stress is also the cause of billions of dollars in lost productivity and revenue in our workplaces? When we can reduce our stress, work, relationships and everything in life can become more enjoyable. In this course you will...

- Define “good” and “bad” stress and understand the causes of each.
- Identify what causes stress for you and practice managing your reactions
- Learn and apply the Triple A approach to managing and reducing stress

Managing and Resolving Conflict

Tue., April 5
1:30 – 4:30 pm

Conflict is a part of life. How confident and competent we are at resolving conflict can have a profound impact on our success at work and in life. In this course you will:

- Understand what conflict is and why your ability to engage in effective conflict is vital to your success.
- Learn about 5 common approaches to conflict and the pros and cons of each.
- Apply a simple process for resolving the most ingrained conflicts.
The Art of Assertiveness, Tact and Diplomacy
Tue., April 12
1:30 – 4:30 pm
Assertiveness plays an important role in our everyday lives. Being assertive allows us to reach our goals. It also influences our relationships with others. Combined with the ability to be tactful and diplomatic, it can accelerate your career!

Come to this class to:

• Understand the connection between assertiveness and self-confidence
• Engage in a series of exercises that will help you feel and sound more assertive
• Practice communicating assertively in a variety of situations.
• Apply the lessons that you learn to challenges of your own.

Managing Time and Priorities
Tue., April 19
1:30 – 4:30 pm
Today's work world moves quickly. We are expected to be on 24/7, and there is always more to do than there is time to do it. Without effective time management strategies, you are likely to end the day feeling overwhelmed and unfulfilled. Instead, take control of your time and priorities!

Come to this class to...

• Identify your top priorities using a values-based approach
• Assess how you spend your time at work using the urgent/important matrix
• Understand common barriers to effective time management and make a plan to overcome your barriers

Networking Like a Pro
Tue., April 26
1:30 – 4:30 pm
The relationships we build at work are critical to our success. Ensuring that we find and cultivate a professional network will help us to identify mentors, seek and receive feedback that helps us grow, and stay informed about opportunities for growth.

In this class you will:

• Understand the role of building rapport in successful relationships.
• Identify 3 kinds of relationships that you should actively cultivate at work.
• Learn and practice important ways to ask for help and/or feedback from your work

Working on a Team
Tue., May 3
1:30 – 4:30 pm
Working with a team can be a challenge but in today’s workforce it is a given. When we understand some basic principles of team development and teamwork, we can transform our working relationships by harnessing the power of our differences. In this this class you will:

• Learn about 3 types of teams and the challenges and opportunities of each
• Understand different stages of team development and how to be an effective team
• Practice critical communication skills that support collaboration and problem-solving

Navigating Change
Tue., May 10
1:30 – 4:30 pm
Life is constantly changing and change can lead to feelings of overwhelm. To be effective at work, you must develop appropriate and healthy responses to change. What changes are you facing at work? What changes do you want to proactively make in your life? In this workshop, you will:

• Understand the impact of change on your mind, body and emotions
• Become aware of the stages of change, what to expect in each stage and how to manage your personal stress reactions
• Make a plan for self-care and self-empowerment in the face of change

Working with Represented Employees
If you work with represented employees, you face some unique challenges. You must be able to forge collaborative partnerships, and you must be a masterful, interest-based negotiator.

If you are struggling with creating positive relationships with your represented employees, call Cabrillo Corporate Training. Our team of highly experienced consultants can help you hone your partnership-building skills and create win-win solutions to your most pressing problems.

Call for a free consultation: 831-479-6331

To register call 479-6331 or visit us online at www.cabrillo-extension.org
Introduction to Smart Investments
Whatever your dreams for happiness, financial freedom makes them even more attainable. This introductory investment class will give 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 1 - 22
7 - 9 pm
Room: Hort 5001
Register by Feb. 29: $64
Register after Feb. 29: $75
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.

4 Tue., April 19 – May 10
7 - 9 pm
Room: Hort 5001
Register by Feb. 29: $64
Register after Feb. 29: $75
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.

Foreclosures: Less Risk/More Rewards
Many people want to buy residential properties in foreclosure at substantial discounts but don’t know how to uncover title or debt to establish equity. Warren has taught hundreds of people over 20 years how to make such purchases with minimal risk and cash. His three hour seminar illustrates the four-part foreclosure process with handouts and emphasizes how to buy the best discounted properties at trustees’ sales. This seminar has proven to be a rewarding investment of your time and money.

Sat., Feb. 27
10 am – 1 pm
Room: 432
Fee: $54
Warren Racine has been a licensed Real Estate agent/broker for over 40 years.

College Planning:
Finding Colleges That Fit and How to Afford Them
Are you concerned about your child’s path to college? Do the application requirements and deadlines seem confusing? Is it hard to imagine how you can afford to pay for one (or more) college educations? If you are a parent with a middle or high school student, this class will help you and your student prepare for college. We’ll discuss how to search for colleges that fit, understand what admission committees are looking for, write that dreaded essay and create an excellent resume.

Even if your child gets in to the college of their choice, paying for college is one of the largest expenditures most parents will face in their lifetimes. In this class we will discuss strategies that can help you reduce college costs through planning, various savings methods, and tax strategies. We will also discuss how you can maximize potential financial aid with some advanced planning.

This class will help you get through the selection and application process, and avoid many of the common mistakes that can cost your family hard-earned money.

High school students are encouraged to attend Session 1 with their parent(s) at no extra cost.

2 Wed., March 23 & 30
6:45 – 8:45 pm
Room: 432
Register by Feb. 29: $54
Register after Feb. 29: $62
Stephen Shapiro, CPA, CFP, has advised individuals on financial matters for over 20 years and has led financial workshops since 1989.

Maureen Casey, MA is a credentialed California instructor and is a former college counselor at Bellarmine Preparatory and Educational consultant specializing in middle school through college age students and families offering college preparatory academics and guidance.

PERSONAL FINANCE
Memoir Writing: Exploring Memories and Meaning

In this workshop you will explore some of the poignant memories and stories that have shaped your life. With innovative exercises for eliciting memories and writing memoirs, you will discover stories that may surprise you with their power for self-discovery. As you reflect upon the events that make up your life, you will notice the continuous thread that weaves through your experiences, deepening an understanding of who you are, and offering a sense of clarity, meaning, and purpose for your life.

Sat., April 30
10 am – 4 pm
Room: Horticulture 5005
Register by Feb. 29: $65
Register after Feb. 29: $76

Lauren Mari-Navarro is a Licensed Clinical Social Worker and has been working with people undergoing life transitions for over 18 years.

Mariabruna Sirabella, is the author of 2 CDs, is a Trainer of SoulCollage® Facilitators, facilitates the method internationally, and has been mentoring soul-development for over 20 years.

The Writer’s Journey

Many of us hold a deep dream of wanting to write. We want to write so we can understand ourselves more deeply and so that we can be seen. We sense there are stories living inside of us that need to be told, but in our busy lives, we have not been able to create the time, space or circumstances in which to do so.

This one-day workshop will give you that time. During our day of writing together and reading aloud, you will tap into your creativity, explore your wild mind, and learn the basic tools you need to develop a rich, vital writing life.

The Writer’s Journey is rooted in writing practice, developed by Natalie Goldberg in her classic book, Writing Down the Bones. The class is appropriate for both beginning and experienced writers.

Students should bring a lunch.

Sat., March 19
9 am – 4 pm
Room: Horticulture 5005
Register by Feb. 29: $78
Register after Feb. 29: $90

Laura Davis is the author of 7 non-fiction books, including The Courage to Heal, Becoming the Parent You Want to Be and I Thought We’d Never Speak Again. She teaches weekly writing workshops and has been mentoring and supporting writers for the past 16 years.
Estate and Late Life Planning for Families Series

In this series of classes, family members will get help with navigating the financial, legal, health care and personal communication challenges that families face. What does fiduciary really mean? What is a trustee and why do you need one? Are you choosing a trustee? Will you be a trustee? Want the best for your family? Not sure which professional to ask about the challenges your family faces? This series will help!

Learn how to avoid common pitfalls and set the stage for success. Prepare yourself with a basic understanding of how communication, the law, finance, healthcare and other services can be aligned to support your family’s needs.

Register for all 4 classes or take each individually. Register by February 29th and take all for just $275. After February 29th the program cost is $310

Facilitated by Karen Calcagno, who works with families caring for their elders, during estate settlement and coaches family business transitions.

You Don’t Know What You Don’t Know... Estate Legalese in Layman’s Language

Our Family Meeting Facilitator sets the scene of a “Tale of Two Families” and their challenges in the journey of health care, dying and estate settlement. What do we need to know and why? We’ll have an Estate Attorney cover Trusts, Trusteeship, Executor, Wills, Powers of Attorney, Health Care Directives, and Conservatorship and Probate.

Sat., March 12
9:30 am – 12:30 pm
Room: 711
Register by Feb. 29: $78
Register after Feb. 29: $85
Kathleen Brewington, Esq., has been an elder law attorney in Santa Cruz County for 30 years. She has been an Adjunct Professor at Monterey College of Law.

Peaceful Estate Settlement

For a variety of reasons, families often experience splintered relationships when parents have passed away and their assets (no matter how small) are distributed (or not). Family member/trustees often do not have the relationship skills to navigate the murky waters of grief, sibling jealousy, or unfair outcomes presented in their parent’s wills. We will provide insight into benefits and costs of having an outside trustee (fiduciary) handle management and closure of the estate. We will also discuss special needs trusts for a disabled child and answer the question: “What is a trust protector?”

Sat., March 12
1:30 – 4:30 pm
Room: 711
Register by Feb. 29: $78
Register after Feb. 29: $85
Karen Calcagno - see bio
Health Care Choices

Trustees are often responsible for health care choices for their elders. There is a steep learning curve to become acquainted with the benefits and costs of the many kinds of care. The secret for success is finding the right solution for your particular situation. Tracy Cole, professional geriatric care manager will share her broad expertise with class interaction. How do you get the whole family to agree to the chosen health care solution? We will also focus on tips for getting family members to pull together as a team.

Sat., March 19
9:30 am – 12:30 pm
Room: 711
Register by Feb. 29: $78
Register after Feb. 29: $85

Tracy Cole, CMC, provides assessments, consultations and care management for seniors in both Santa Cruz and Santa Clara Counties. Tracy has experience in geriatrics, dementia, brain injury, rehabilitation, mental illness and drug treatment.

Strategies to Outlive Your Money

Have you ever wondered if you will outlive your money? Or if you are responsible to pay for your parents’ medical and health care bills if they can’t afford them? Studies show that most people don’t think ahead to end of life care and costs. Those unfunded costs can have a disastrous outcome for families, and financial planning isn’t all about money. A Financial Planner will discuss an array of tools and strategies for being prepared for the future. Participants will have an opportunity to ask questions of specialists in Long Term Care Insurance and Reverse Mortgages. Our Facilitator will share tips on having effective family meetings to make these important decisions.

Sat., March 19
1:30 – 4:30 pm
Room: 711
Register by Feb. 29: $78
Register after Feb. 29: $85

Cheryl Rebottaro, AAMS, CRPC has been in the financial services industry since 2004. She holds the AAMS and CRPC designations from Denver based College for Financial Planning.

Medicare Choices – Finding What’s Best For You

Have you wondered, “What is Medicare and how does it work?” Are you nearing the age of 65 and soon to be on Medicare? This class is designed to help you! Insurance plans and options are changing yearly. This workshop provides information you need to become a more informed consumer. We will cover what Medicare is and how the program is overseen, review the profile of most Medicare customers, discuss coverage options offered to Medicare customers, define Medicare Star Ratings and the different types of Medicare plans, review Medicare prescription drug coverage, election periods, and the enrollment/dis-enrollment process. This user-friendly half-day workshop will change the way you understand Medicare and help you become a “Savvy Senior” for a lifetime!

Representatives from Palo Alto Medical Foundation and Physician’s Medical Group, who represent 95% of the physicians in Santa Cruz, will be present to answer students’ questions about how Medicare plans affect patients’ healthcare options.

Sat., April 2
10 am – 1 pm
Room: 609
Register by Feb. 29: $48
Register after Feb. 29: $55

OR Sat., March 12
10 am – 1 pm
Scotts Valley High

Lou Tuosto is a Personal Financial Planner and insurance broker that has been offering workshops for Santa Cruz county seniors for over 20 years. He holds a certificate in Personal Financial Planning from UCSC, is certified to market for numerous insurance carriers contracted to market prescriptions drug plans for seniors, and to market Medicare Advantage health plans offered through several insurance companies.
Welcome to www.ed2go.com/cabrillo

Experience Education to Go Online Classes

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.

All 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.

How to Get Started:

Visit our Online Instruction Center: www.ed2go.com/cabrillo
Select your class and follow the prompts.

Start Dates: A new section of each class begins on the following dates: February 10, March 16, April 13, & May 18.

NEW CLASSES ARE MARKED WITH AN *

Requirements:

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

Over 450 courses are available on our ed2go redesigned web site to make it easier for students to find and enroll in the title(s) they are looking for. Here is just a sample:

The Internet ($95)
Introduction to Internet Writing Markets
Blogging and Podcasting for Beginners
*Creating Mobile Apps with HTML5

Web Page Design ($95)
Designing Effective Websites
Introduction & Intermediate Dreamweaver CS6
Write Effective Web Content
Achieving Top Search Engine Positions
Advanced Web Pages

Web Graphics and Multimedia ($95)
*Intro & Intermediate Flash CS6
Intro & Intermediate Photoshop CS6
Adobe Acrobat X

Web and Computer Programming ($95)
Introduction to PHP & MySQL
Introduction to Java Programming
Introduction to Ajax Programming
Introduction to Python 3 Programming
Mac, IPhone, and Ipad Programming

Basic Computer Literacy ($95)
*What's New in Microsoft Office 2013
Computer Skills for the Workplace
Introduction to Windows 8

Computer Applications ($95)
Intro & Intermediate Visual Basic
Intro & Intermediate & Advanced Excel 2013
Word, Access, Publisher & Outlook 2013
Introduction to CorelDRAW X5

Graphic and Multimedia Design ($95)
Introduction to Illustrator CS6
Intro & Intermediate InDesign, Photoshop, Flash CS6

PC Troubleshooting, Networking, & Security ($95)
Wireless Networking
Advanced PC Security

Database Management & Programming ($95)
Introduction to Database Development
Introduction to MS Access 2010
Introduction to SQL
Introduction to Programming

Computer Certification Prep ($149)
CompTIA Security+ Certification Prep
Advanced A+ Certification Prep
Intermediate A+ Certification: Operating Systems

Digital Photography & Digital Video ($95)
*Photoshop Elements 12 for the Digital Photographer
Introduction to Photoshop CS6
Introduction to Digital Scrapbooking
Languages ($95)
Speed Spanish I, II, III
Spanish for Medical Professionals I, II
Instant Italian
Conversational French
Conversational Japanese
Easy English 1,2,3
Grammar for ESL
Discover Sign Language

Personal Finance & Wealth Building ($95)
Keys to Successful Money Management
Real Estate Investing
Personal Finance
Introduction to Stock Options
The Analysis and Valuation of Stocks

Health Care, Nutrition, & Fitness ($65 - $95)
*Explore a Career in Nursing
Handling Medical Emergencies
Become a Physical Therapy Aide
Become an Optical Assistant
Explore a Career as an Administrative
Administrative Medical Assistant
Certificate in Food, Nutrition and Health
Certificate in Healthy Aging

Entertainment Industry Careers ($95)
*Introduction to Screenwriting
How to Get Started in Game Development
Introduction to Final Cut Pro X

Personal Enrichment ($95)
Merrill Ream Speed Reading
Genealogy Basics
Mastering Public Speaking

Writing & Publishing ($95)
Beginning Writer
Write & Publish Your Nonfiction Book
Publish and Sell Your E-Books
Effective Business Writing
Writing Young Adult Fiction
Keys to Effective Editing

Art, History, Psychology, & Literature ($95)
*Romance & Fantasy Novel Writing
Drawing for the Absolute Beginner

Grant Writing & Nonprofit Management ($95)
A to Z Grant Writing
Writing Effective Grant Proposals
Introduction to Nonprofit Management
Marketing Your Nonprofit
Nonprofit Fundraising Essentials

Children, Parents and Family ($95)
Homeschool With Success
Managing Life as a Single Parent
Marriage and Relationships: Keys to Success
Ready, Set, Read!
Response to Intervention: Reading Strategies
That Work
Singapore Math Strategies
Teaching Students With Learning Disabilities
Understanding Adolescents
Navigating Divorce

Start Your Own Business ($95)
Marketing Your Business on the Internet
Start & Operate Your Own Home Business
Introduction to Interior Design
Start Your Own Arts and Crafts Business
Using Social Media in Business
Small Business Marketing on a Shoestring

Law & Legal Careers ($95)
Introduction to Criminal Law
Employment Law Fundamentals
Real Estate Law

Sales & Marketing ($95)
Professional Sales Skills
Marketing Your Business on the Internet
Customer Service Fundamentals

Health Care - Continuing Education ($65 - $250)
Certificate in Spirituality, Health, and Healing
Certificate in Complementary and Alternative Medicine
Certificate in Stress Management
HIPAA Compliance
Certificate in Holistic and Integrative Health:
Foundation 1-3
Certificate in Integrative Mental Health
Certificate in Brain Health

Test Prep ($95)
GED, GRE & GMAT Preparation
LSAT Preparation: Part I & Part II
SAT/ACT Preparation: Part I & Part II

Personal Development ($95)
12 Steps to a Successful Job Search
Resume Writing Workshop
Keys to Effective Communication
Jump-Start Your Career With LinkedIn

Please visit our online catalog for complete class descriptions, instructions & requirements.
Meditation for Everyone
Meditation practice connects us with our natural happiness, relaxation, and vitality. This four-week class will offer a basic introduction to meditation’s fundamentals, allowing you to create your own enriching daily meditation practice. The clarity, joy, and peace of mind derived from meditation can be applied at work, at school, in relationships, and provides insight into deeper questions about the meaning and purpose of our lives. This class will help you to apply meditation techniques to a variety of daily situations and major life transitions. People from all walks of life are welcome!

Please bring a yoga blanket or mat and a sitting cushion if you plan to sit on the floor, and a shawl or light blanket to wear while meditating.

NEW!
4 Sat, April 2 - 23
10 - 11:30 am
Room: 1117 (Dance Studio)
Register before Feb. 29: $98
Register after Feb. 29: $110

Jordan Leathy has an MA in Religious Studies with a focus on Meditation Theory and Practice and is an ordained spiritual teacher through Anam Thubten of Dharmata Foundation.

Medicare Choices – Finding What’s Best For You
Have you wondered, “What is Medicare and how does it work?” Are you nearing the age of 65 and soon to be on Medicare? This class is designed to help you! Insurance plans and options are changing yearly. This workshop provides information you need to become a more informed consumer. We will cover what Medicare is and how the program is overseen, review the profile of most Medicare customers, discuss coverage options offered to Medicare customers, define Medicare Star Ratings and the different types of Medicare plans, review Medicare prescription drug coverage, election periods, and the enrollment/dis-enrollment process. This user-friendly half-day workshop will change the way you understand Medicare and help you become a “Savvy Senior” for a lifetime!
Representatives from Palo Alto Medical Foundation and Physician’s Medical Group, who represent 95% of the physicians in Santa Cruz, will be present to answer students’ questions about how Medicare plans affect patients’ healthcare options.

Sat, April 2
10 am – 1 pm
Room: 609
Register by Feb. 29: $48
Register after Feb. 29: $55

Lou Tuosto is a Personal Financial Planner and insurance broker that has been offering workshops for Santa Cruz county seniors for over 20 years. He holds a certificate in Personal Financial Planning.

Early and Fit!
Coffee isn’t served but you will feel perky, peppy and ready to greet the day following each workout. Enjoy the support of humor, music and a great space with fun equipment for this early morning healthy start to your day! Count on gaining strength, stamina and flexibility using kettlebells, medicine balls, bozu balls and dumbbells. The class is accessible for adults with any experience level. Come workout, play, and make friends with your body.

4 Tue. & 4 Thu., March 8 – 31
6:30 - 7:30 am
Room: 1117 (Dance Studio)
Register by Feb. 29: $95 each session
Register after Feb. 29: $110 each session

OR
4 Tue. & 4 Thu., April 5 – 28
6:30 - 7:30 am
Room: 1117 (Dance Studio)
Register by Feb. 29: $95 each session
Register after Feb. 29: $110 each session

Paula Saraga, M.A., is a Certified Personal Trainer (NASM), hogan-Inspired yoga instructor and massage therapist. She has been educating folks about their bodies for over 20 years using various modalities. She excels at training couples and individuals, tailoring fitness programs towards their goals.
Life In The Balance – Mindfulness Meditation In The Workplace

This course introduces participants to a variety of mindfulness practices that are of great value in the workplace. A groundswell of brain research over the past 10 years affirms the benefits of mindfulness practice in work, medical and personal settings. Numerous local tech companies like Google, Apple, Facebook and LinkedIn have seen the value in their organizations and established formal mindfulness programs. Benefits of these practices are improved concentration and attention, improved working relationships, the ability to handle stress more effectively, and an increased baseline happiness.

Over the course of the 7-week class students have sufficient time to practice between classes, then bring that personal practice experience into each class. We will have time to discuss experiences, share and ask questions.
7 Sat., April 2 – May 21 (no class May 7)
10 - 11:30 am (All dates except below)
10 am – 4 pm (May 14 only)
Room: 608
Register by Feb. 29: $245
Register after Feb. 29: $270

Bill Culman, MBA, has been practicing various forms of meditation for over 40 years. After a long career in high-tech software engineering, he now teaches mindfulness meditation in corporate settings. He has completed Mindfulness Based Stress Reduction practicum teacher training as well as Koru Mindfulness teacher certification training.

FREE introductory session
Saturday Feb. 27th, 10 – 11 am
At this free, introductory presentation, we will discuss the what, why and how of mindfulness meditation... and its relationship to the workplace. In addition, we will review some of the scientific research and hear from Anderson Cooper about his experience learning mindfulness.
To RSVP please register online or call 831-479-6331.

Hiking: The Path Less Traveled

Explore the greenbelts and State Parks of Santa Cruz County in this fun and challenging hiking class. You will become familiar with the Santa Cruz Hiking system, learn some natural history, flora and fauna, and at the same time get some great exercise. Participants should have at least average fitness levels and be able to hike five miles on moderately steep terrain. Each week will feature a different hike on trails not commonly known. This class is not for beginning hikers.
Students will receive upon registration information about basic dress and supplies to bring.
6 Sat., June 18 – July 30 (No Class July 2)
9:30 am – 12:30 pm
First class meets at Tennis Courts in Parking Lot K
Register by Feb. 29: $98
Register after Feb. 29: $114

Phil Kaplan has taught in the Kinesiology Department at Cabrillo for 25 years and has been teaching hiking classes for the past 15 years.

Chi Aura Integration

Chi-Aura Integration is a complementary 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 the practitioner 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 2-day workshop will teach techniques that will elicit the relaxation response and help develop the "Awakened Mind State".
Chi-Aura Integration is relevant to nursing because it develops the nurse's ability to improve their effectiveness in treating clients. This course is approved for 18 CEU's for Nurses, 14 CEU's for massage therapists, and 15 CEH's for acupuncturists.
A free downloadable manual will be made available to students before class.
Sat. & Sun., April 9 & 10
9 am – 5:30 pm
Room: 406
Register by Feb. 29: $145
Register after Feb. 29: $158

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.
Backyard Beekeeping and Honeybee Biology

Whether you are interested in learning sustainable backyard beekeeping practices, or just want a better understanding of how these delicate, intricate creatures benefit us and our planet, you will leave this class a-buzz with new energy!

Over the course of the class we will cover hive structure, colony dynamics and delve into basic honeybee biology. We will discuss the history of beekeeping, from honey production to pollination contracts, and discuss current trends (and rifts) in colony management practices. Weather permitting we will take a field trip to Emily’s Apiary in Santa Cruz for a real-life “hive dive.”

By the end of the course, students who are interested in obtaining their own hive will have a good working understanding of equipment, tools, management practices and bee biology, and how we can work together to support these very vital pollinators.

This class is appropriate for adults with little to no experience in keeping bees.

4 Sat., April 9 - 30
10 - 11:30 am
Room: Horticulture 5001
Register by Feb. 29: $68
Register after Feb. 29: $75

Emily Bondor is a bay area Beekeeper and Educator. Her expertise is in promoting responsible honeybee genetics and breeding queens from locally adapted genetic stock. She is currently pursuing Master Beekeeping classes through the Honeybee Lab at UC Davis.

Sea Otter Adventures - A Human Obstacle Course: Lecture and Field Trip

Join sea otter photographer/lecturer Kim Steinhardt for a special day-long adventure. We begin with a morning talk and multimedia presentation, followed by an afternoon field trip to Moss Landing to seek out otters in the wild. We can expect rich photo opportunities and a short, one-mile hike. We will discuss the relationship between sea otters and humans, and how it has been strained nearly to the breaking point during much of the last three centuries. With only 3,000 California sea otters remaining, this threatened species now faces new peril. In this class you will discover more about:

• Why the sea otter attracts such fateful attention
• How litigation threatens to halt the long struggle to come back from near extinction
• What happens when law and politics clash with science and good ocean stewardship

Sat., April 16
10 am – 5 pm
Room: 2501 and Moss Landing/Elkhorn Slough
Register by Feb. 29: $68
Register after Feb. 29: $72

Kim Steinhardt, JD, is a former Administrative Law Judge who photographs and studies sea otters, presents popular illustrated talks, and regularly writes a column called The Sea Otter File, dealing with all things otter. He leads natural and cultural history walks along the coast of Monterey Bay with a focus on ocean conservation issues and sea otters.
Re-Humanizing the Landscape: The History of Coast Dairies and Land

The word “bucolic” is always used to describe Coast Dairies and Land because the word “dairies” conjures up an idealized rural vision filled with farmhouses and Swiss cowherds tending herds of black and white cows. Nothing could be farther from the historical reality.

When two Swiss immigrant families combined their assets in 1901 and formed the Coast Dairies and Land Company they inspired and supported a huge industrial tidal wave that forever changed the North Coast. Then, in a reversal of the typical immigrant story where the family has financial success, puts down roots and multiplies across the land, the two Swiss families returned to Switzerland, becoming absentee landowners, managing the property and businesses from across the Atlantic for over a century.

The story of Coast Dairies and Land is a story of human ingenuity and vision repeated over and over again. It is anything but pastoral and peaceful.

In a Friday evening presentation combined with a Saturday field day, attorney Bob Bosso and historian Sandy Lydon will offer this first-ever immersion into the human story of Coast Dairies and Land.

There will be some walking during the field day. Participants will drive to a North Coast location and then take shuttle vans into the countryside for the remainder of the day.

Details of Saturday meeting place will be provided to registrants in early April.

Because of the nature and complexity of the subject matter, children under 18 may not participate on the field day.

Fri., April 22
7 – 9 pm
Room: 454

AND

Saturday, April 23
9 am to 5 pm

Fee: $15 (Lecture only)
Fee: $85 (Lecture & field trip)

Bob Bosso, is a Santa Cruz native and attorney for Coast Dairies and Land Company since 1972. In 1990 he became the President of Coast Dairies and Land corporation, actively managing the property up to and through its sale to the Trust for Public Land. He has an intimate knowledge of the property and its more recent history.

Sandy Lydon researched and wrote the land use history of Coast Dairies and Land as the Trust for Public Land prepared to accept the property.

When El Niño Saved Santa Cruz: The Untold (and Unofficial) Story of the City’s Birth

Does present-day Santa Cruz seem a bit unkempt and disheveled to you? Things seem to take longer? Or never happen at all? Take heart. It’s been that way from the beginning. From the very establishment of Mission Santa Cruz in 1791, the place was known for its bickering, contentment. Even after 1850 when the Yankee immigrants broke away from Monterey County (using a forged petition) and began building their Protestant New England version of California, they continued to feud, fumble, and miss deadlines. Vigilantes, squatters, mayhem, andynchings were the norm.

Then, during the Mega Flood of 1862 (El Niño at his finest) the San Lorenzo River rose up and smacked them, almost washing the entire town into the sea. Finally, Santa Cruz crawled out of the mud, came to their senses and putting their house in order. Four years later, after Congress helped bail them out, Santa Cruz was able to become a city.

What took so long? And what are the legacies for us 150 years later?

In a wide-ranging illustrated lecture, the History Dude will tell the complicated story.

Fri., May 6
7 – 9 pm
Room 454

Register by Feb. 29: $12
Register after Feb. 29: $15

Sandy Lydon has been a Cabrillo College history faculty member since 1968. He has researched, written and taught the history of the Monterey Bay Region.
Backyard Astronomer
Learn how to identify the stars and constellations seen in our local skies in this fun hands-on workshop. Using the Cabrillo planetarium and observatory you will see the wonders of the universe and learn about astronomy history, methods, equipment, and recent discoveries. We’ll show some of the newest images from the Hubble of Mercury and talk about the 400+ newly discovered planets.
Participants should dress warmly for outdoor observation on the hill. In case of rain or fog, class will assemble in the planetarium
This class is appropriate for students aged 10 to adult.
2 Fri., April 22 & 29
6:30 – 9:30 pm
Room: 707
Register by Feb. 29: $58
Register after Feb. 29: $65
Karl von Ahnen has been an amateur astronomer and telescope user since age 12. He has served as lab instructor-assistant in the Cabrillo Astronomy Department and is the Technical Director of the Minolta Planetarium.

Impacts of the Recent California Drought on Bird Migration
It would seem intuitive that the recent drought cycle would present a significant number of challenges to the already rigorous exercise of the annual migratory movement by a wide spectrum of Northern Hemisphere nesting birds. While this is true, the overall migratory phenomenon involves many factors well removed from our local State drought area and it will be useful to consider true effects in a kind of ‘Big Picture’.
This program presents an overview of what drives our West Coast migration pattern and the probable variations to the pattern by both the drought and the ‘El Niño’ phenomenon.
Fri., March 11
7 – 10 pm
Room: 403
Register by Feb. 29: $25
Register after Feb. 29: $28
Bruce Elliott – see bio

A Wildlife Adventure Safari: Afloat on Elkhorn Slough
Observe wetland wildlife at close range aboard a comfortable, easily boardable watercraft, floating on calm inland slough water. Join two experienced naturalists as we see sea lions and harbor seals, sea otters (all these midst of the otter and seal pupping season). There will be added a significant variety of aquatic birds, and close-in views of a thriving heron and cormorant rookery shoreside. We rarely record less than 50 bird species, including many northbound migrants, during the three-hour outing.
Sat., May 21
8:30 am – 11:30 am
Moss Landing/Elkhorn Slough
Register by Feb. 29: $78
Register after Feb. 29: $85
Bruce Elliott, is a retired senior Biologist Supervisor for the California Dept. of Fish and Game. Bruce has conducted dozens of natural history themed presentations at Cabrillo College over the last 30 years.
How to Use a Smartphone

If you bought a smartphone for someone, expect to get some calls with questions like, “What’s an app?”, or “Why does my battery run out so quickly?”, or “How do I upload videos to the Facebook?”

Explore the basic functionality of your new smartphone. Learn common tasks like sending a text message, watching a video clip on YouTube, or surfing the Web. This workshop also covers fundamentals like configuring the security options, adjusting the brightness of the display, and setting the device up to work with a wireless network.

Bring your iPhone, Android, Blackberry, or other smartphone to class with your charger.

Sat., April 9 2 – 5 pm
Room: 507 Scotts Valley High
Register by Feb. 29: $28 Register after Feb. 29: $32

Carol Jensen – See bio below

iPad and Android Tablets for Beginners

Today’s Android and iPad tablets do so much more than browse the web or send an email. Either of these new devices provides you with a computer, Web browser, e-book reader, personal organizer and more - all in your lap! In this entertaining class, you will learn what your Android or iPad tablet really can do and how to use it for more than browsing the Web. Learn how to set up your Android or iPad for email, texting, WiFi networks, and Bluetooth; and discover how to best sync with your computer. Learn how to take terrific pictures and send them to friends, install apps, and figure out what the best apps are best for you to make your tablet even smarter. Bring your Android or iPad to class along with its leash (charger).

Additional needs:

Students need to bring (or remember) their google or apple user id and passwords as applicable.

Also, students need to bring (or remember) their email ISP, username and password as we will be downloading free apps and sharing/sending pictures to our email accounts.

Sat., May 14 9 am – 1 pm OR Sat., May 21 9 am – 1 pm
Room: 515 Scotts Valley High
Register by Feb. 29: $42 Register after Feb. 29: $48

Mike Rounds has been called by Turner Communications “one of the country’s most knowledgeable individuals on the topic of effectively creating web sites for business.” He has written over a dozen books.

To register call 479-6331 or visit us online at www.cabrillo-extension.org 61
Parking Fees
Everyone parking on the Cabrillo campus must have either a semester permit or day pass. Day passes cost $4 and are available in vending machines located in student lots. These vending machines are well marked. Parking in student spaces only.
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, fill out the form below and fax it to: 831-477-5239.
- 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 to: Cabrillo College Extension, 6500 Soquel Dr., Aptos, CA 95003

Discount for Early Registration
On discounted classes you will see both early and late fees listed. Please choose the appropriate fee. Discounts do not apply to some classes. Late registrants may find a class already filled, or that delaying their registration caused a class to be canceled.

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, regardless of the reason, if they are received less 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.

Youth Programs and Motorcycle Safety School have different refund policies.

Office Hours
Monday-Friday 9 am – 5 pm

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.

Mail this portion to: Cabrillo College Extension 6500 Soquel Drive Aptos, CA 95003 or fax it to: (831) 477-5239

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 # __________________________

Expiration Date __________ Signature __________ (Required)  (Required)

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To register call 479-6331 or visit us online at www.cabrillo-extension.org 63
Looking for a convenient and affordable location to hold a meeting, event or conference? 

Cabrillo College can help!

Centrally located in the heart of Santa Cruz County, Cabrillo College offers state-of-the-art facilities and outdoor spaces to rent for any special occasion, meeting, corporate event, or performance. Small or large. Dressed up or down. Night or Day. Weekday or Weekend. Cabrillo College is easily accessible by public transportation and major highways, making it an ideal place to host your next event.

Facilities include smart classrooms, lecture halls, state-of-the-art theaters, a sports complex, weddings in the historic Sesnon House, and parking lots for ancillary community events. Both Watsonville and Aptos campuses offer a range of facilities, rental equipment, and support services all provided at reasonable rates.

General Facility Rentals including the Horticulture Center
Phone: 831.479.6332
cabrillo-extension.org

VAPA Performing Arts Complex including Crocker Theater & Samper Recital Hall
Phone: 831.479.6146
cabrillovapa.com

Historic Sesnon House located on the Aptos Campus
Phone: 831.479.6229
sesnonhouse.com
Home, Garden and Water Conservation
All new classes in Feng Shui home and landscape design, first-time Home Buyers Workshop and our ever-popular Water Conservation program

Culinary Classes
11 all new classes including Wine Pairing with Local Wines, Olive Farm Tour, Date Night Couples Cooking and Artisan Donuts!

Professional Development
Our biggest Professional Development program ever: Computers & Technology, Customer Service, Leadership Challenge and so many more!

Cabrillo College Governing Board  Ed Banks, Margarita Carrillo, Christina Cueva, Gary Reece, Alan J. Smith, Rachael Spencer, Donna Ziel and Austin Yungmeyer, Student Trustee
President and Superintendent  Dr. Laurel Jones
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Design and Production  Evelyn Hirsch

Community Education classes are fee-supported. The Extension catalog is not printed or distributed at taxpayer expense.