This Spring—We’ve added more than 40 New Classes. Take a look!

Night Photography with Lance Keimig
Glass Assemblage with Penny Waller
Movement and Lighting with Simon Quellen-Field
Painting the Figure with Claire Thorson

Registration
January through June
REGISTER EARLY FOR DISCOUNTED FEES!
Register by February 10 and get an early bird discounted fee!

**Featured this Spring:**

- **Supervisory Academy**
- **Cabrillo for Kids!**
- **Jeff Luhn’s Photography Classes**
- **Owls of Central California**

**CLASSES & WORKSHOPS**
- Spring Arts 1
- Creative Arts 6
- Photography 9
- Culinary 12
- Green, Home & Garden 13
- Business of Art 15
- Small Business Development Center 16
- Professional Development 18
- Business and Career 20
- Computers 22
- Corporate Training 25
- Supervisory Academy 26
- Making Meetings Work 28
- Change Management 29
- Health Careers 30
- Health & Fitness 32
- Cabrillo for Kids 34
- History and Nature 35
- Money and Investment 38
- Music 39
- Personal Growth 40
- Online Classes 42
- Campus Map 46

For a complete index of classes see page 48.

**Registration is easy!**

Register online at [www.cabrillo-extension.org](http://www.cabrillo-extension.org) or phone, fax or mail your registration.

Registration form is located on page 47.
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 16 and up unless otherwise specified.
Approaches to Painting the Figure

Explore the practice of painting the figure in three Saturday sessions. We'll work directly with the model using various approaches, such as working with a limited palette, figure/ground relationships and composition, and the potential for abstraction.

Students may enroll in one, two, or all three sessions.

Sat., Feb. 22 – Planes & Volume, Limited Palette
Sat., Mar. 22 – Composing the Figure
Sat., May 10 – Gesture & the Means of Abstraction
10 am - 2 pm
Room V2020

Fee: $70 for an individual class
OR $195 for all 3 classes

Students will receive a materials list prior to class.

Claire Thorson teaches drawing, painting, and figure drawing at Monterey Peninsula College and Cabrillo College. She is a native of California, loves the coast, and has a studio in Elkhorn, CA. Her drawings and paintings travel the territory between figuration and abstraction.

Explorations in EL (Electroluminescent) Wire 101

Explore the various uses of EL (Electroluminescent) wire. EL wire is a thin copper wire coated in a phosphor, which glows when an alternating current is applied.

Learn how to use EL wire for art projects, from sculptural enhancements to wearable art. It is available in a wide variety of colors and can add those much-needed lighted embellishments to your work. This class will cover many uses of the material; including: soldering, designing, and attachment to various surfaces, durability and choosing the proper electronic drivers and sequencers for animating your work.

Students will carry away a sample project that they start in class.

Sun., May 18
10 am - 4 pm
Room V3004

Register by Feb. 10: $90
Register after Feb. 10: $98
plus $35 materials fee

Todd Williams has worked with EL wire since 1999 in his own art. He has shown his work at The Exploratorium and The Academy of Sciences in San Francisco, The Coachella Music and Arts festival, Maker Faire, The Santa Cruz Museum of Art and History and at Burning man.

Glass Assemblage-Sculpture or Garden Totem

This 5-week course will take you on a journey through techniques and processes. We will be fusing and slumping art glass along with casting, mold making and methods of mounting and displaying. A series of glass objects will be made in class and then put together to achieve a cohesive piece of artwork. Learn to integrate glass and wood, glass and metal and ways to illuminate and display your work.

It is strongly recommended that participants contact instructor before the course begins so that you may show up at the first class session with many of the bugs already worked out of your creation.

Please e-mail Penny at: glassfuz@pacbell.net

5 Sun., April 6 – May 18 (No Class April 20 or May 11)
10 am - 4 pm
Room V3004

Register by Feb. 10: $350
Register after Feb. 10: $365
plus $150 materials fee

Penny Waller founded Glass Fusion Studios in Aptos 25 years ago. She teaches classes at her studio along with other invited glass artists. Penny's studio pieces have been shown in galleries throughout the US and “Glassart” pieces from Glass Fusion Studios are widely collected.

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.

To register call 479-6331 or visit us online at www.cabrillo-extension.org
Design and Print Custom T-Shirts: Screen Printing Technique
Learn screen-printing technique, one color and “tie-dye” mixed color process, and vinyl stencil making method in one short course. Have fun creating your own design and printing your own T-shirt. Hand-cut your image on vinyl, mix your favorite colors and print. This workshop introduces design methods to prepare images for vinyl stencils and includes information on screen-printing technique, materials, mixing inks, printing on fabric and studio set-up.

Students must supply two light colored cotton blend “T” shirts or tote bags.

Due to popular demand we are offering 2 sessions! Register Early!
Sun., Feb. 23 OR Sun., Apr. 27
10 am – 2:30 pm
Room V2005
Register by Feb. 10: $90
Register after Feb. 10: $98 plus $35 materials fee

Pantea Karimi is an Adjunct Instructor at Cabrillo College. She earned her MFA in Printmaking and Painting and an MFA in graphic design. She works with a variety of media, including photography, printmaking, painting, and computer-generated drawings. Her fine art and graphic works have been featured in several publications in Iran, Italy, England and the United States.

Color Drawing Workshop: Expressive Spring Botanicals
Using spring flowers and plants as our inspiration, this class will explore colored pencil techniques to express modeling, texture, design and mood of our bouquets and individual plants. Basic tips for drawing vivacious leaves and flowers and creating believable greens and dynamic flower heads will be included as well as a few compositional tips. Surfaces will include both textured and smooth white paper plus colored paper. Ann will demonstrate in colored pencil and the use of watercolor with colored pencil. Beginners are welcome.

4 Sat., March 1 – 22
1 – 4:30 pm
Room: Horticulture 5010
Register by Feb. 10: $195
Register after Feb. 10: $214
List of materials will be provided at registration

Ann Thiermann MFA is an experienced studio arts instructor at both Cabrillo and Monterey Peninsula Colleges. Her murals, landscapes and figurative works are included in museums, state parks, and many public and private California collections.

Large Scale Classical Figure Drawing
Learn a wonderful method used by John Singer Sargent and Titian that helps train the eye to see. These time-honored traditional drawing methods were basic during the 19th century and used as far back as the Renaissance. Using willow charcoal and canson paper, you will enjoy these wonderful materials and get an introduction to the methods of old.
4 Sat. & Sun., April 12 – May 4
10 am - 1 pm
Room V2020
Register by Feb. 10: $360
Register after Feb. 10: $385 plus $50 materials fee

Lisa Silas is trained in the sight size method for drawing and sculpture from The Florence Academy of Art. She also has a B. A. in Fine Art and Psychology. She currently works with students at The Neoteric School of Art in Santa Cruz.

Advanced Box Construction
This class takes students through the process of designing, building and finishing a hardwood box using miter joints and reinforcing splines. We will address the technical and esthetic challenges of the form, including wood selection, milling challenges in small-scale work, strength and stability, jigs, adhesives and finishing. Students explore the details that distinguish a well-made object.

Class size is limited to 8 so register early!
All skill levels welcome.

2 Sun., May 11 & 18
10 am – 4 pm
Room V3003
Register by Feb. 10: $180
Register after Feb. 10: $195
Plus $45 materials fee

Timothy Lydgate began his woodworking career in Hawai’i in the 1970s after earning a degree in History of Art from Yale. His work has been shown in galleries, museums and private collections around the world and he is a regular exhibitor in the Santa Cruz Open Studios.
Moku Hanga: Japanese Water Base Woodcut

This is an intensive weekend workshop that will teach the basics of this traditional water base technique. Japanese woodblock differs from western woodblock in that it is water based and non-toxic, it is printed with a hand-held baren, and it is printed on handmade Japanese kozo fiber paper. This class will cover carving, printing and registration. We will plan and cut blocks, then print an edition of multi-colored prints on Japanese paper. Printmaking experience is helpful but not required.

The $25 materials fee includes basic cutting tools, blocks and Japanese paper. An informational letter will be sent upon registration.

Sat & Sun., May 17 & 18
10 am – 4:00 pm
Room V2008
Register by Feb. 10: $185
Register after Feb. 10: $200
Plus $25 materials fee payable to instructor in class

April Vollmer is a New York artist with an MFA from Hunter College who has specialized in mokuhanga since 1998. She has exhibited widely and is on the Board of the International Mokuhanga Conference. For more information about the artist and the technique visit her website at www.aprilvollmer.com.

Monoprints and Mixed Media -The Landscape

This 3-day workshop will introduce new ways for creating unique mixed media artworks. Using the landscape as the subject matter, students will discover how to experiment and integrate imagery with hand-pressed monoprint techniques and various media such as acrylic paints and gel mediums, stencils, inks, graphite, and collage. Experimental in nature, this class will give you new ideas for pushing your work in a variety of new directions. Open to all skill levels.

3 Sat., Feb. 22, Mar. 1 & 8
10 am - 4 pm
Room V2008
Register by Feb. 10: $270
Register after Feb. 10: $285
List of materials will be provided at registration

Andrea Borsuk is a local Santa Cruz artist best known for her use of archetypes of beauty and femininity through a map of cultural interpretations and invented fantasies. She has taught Drawing, Painting and Mixed-Media at Cabrillo College, Portland State University, Oregon College of Arts and Crafts, Columbia University and Pratt Institute. In 2010 she received a Santa Cruz County Rydell Fellowship.

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. Students will have access to a lot of different 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 1 - 22
10 am – 4 pm
Room V3005
Register by Feb. 10: $360
Register after Feb. 10: $385
Plus $50 materials fee

Jamie Abbott is a teacher and sculptor with over 40 years experience. He recently retired from his position as an instructor and program chair at Cabrillo College. Jamie has an MFA from The Art Institute in San Francisco and his work can be seen throughout Santa Cruz County and beyond.

“Life isn’t long enough for love and art.” — W. Somerset Maugham

To register call 479-6331 or visit us online at www.cabrillo-extension.org
Abstracting Nature’s Patterns
Utilizing forms, colors and textures inspired by nature, we will work with watercolors, gouache, ink, acrylics and water soluble dry media to develop abstract patterns. Building a visual structure by layering, combining or juxtaposing these patterns will lead us to finished works of rich beauty and personal meaning.

Register Early! Class limited to only 12 students.
Sat. & Sun., March 15 & 16
10 am - 4 pm
Room V2020
Register by Feb. 10: $180
Register after Feb. 10: $195
Students will be supplied with a materials list for the class.
Margaret Niven is an artist and art teacher who has lived and worked in Santa Cruz for thirty years. She has an MFA from UC Berkeley and teaches a broad range of courses in 2D media at Cabrillo College. Margaret maintains an active studio practice in her live/work space at the Tannery Arts Center.

Wood Carving
The object of this 2-day workshop will be to teach students the fundamentals of wood carving. Participants will work on projects using a variety of hand chisels. 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.

Class is limited to only 8 students so register early!
2 Sun., April 6 & 13
10 am - 4 pm
Room V3003
Register by Feb. 10: $180
Register after Feb. 10: $195
plus $25 materials fee
Ron Cook has been a woodworker and woodcarver for over 40 years. His work has been shown in galleries, juried craft shows and arts festivals across the United States. 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. Ron has been a Santa Cruz Open Studios Artist for over a decade.

Gizmos & Gadgets – Mechanical Motion for Artists
In this one day workshop we will explore techniques for creating desired motions in art. We’ll make and use gears, camshafts, linkages, and bearings to create specific animations and motion. Explore techniques to move between linear and rotational motion, and to create specific eccentric movements. Once you know how to make a thing move the way you want it to, adding a motor is easy!
Sun., March 23
10 am - 4 pm
Room V3003
Register by Feb. 10: $90
Register after Feb. 10: $98
plus $15 materials fee
Brian Evans has a Mechanical Engineering Degree from the University of California, San Diego. He works largely in metal sculpture and is an experienced hacker of things mechanical and electronic, bending matter, motion, and electron paths with his pure will!
Adding Personality to Your Artwork
Through Movement and Lighting

These four classes will lead you through the steps necessary to add lights, motors, and sensors to your art and give it personality as it interacts with its environment. We will discuss types of LEDs and how to get the effects you desire. Controlling motors and adding sensors to make your creation react to stimulus will also be discussed. In the third section you will receive a small computer to incorporate into your projects. Other small inexpensive computers will also be presented.

Instruction will take place in the morning followed by an open lab. This lab time can be used to practice what you have learned and share knowledge with the other participants. Come share what you have learned and learn from others!

TAKE ALL FOUR CLASSES BELOW FOR JUST $255!
PLUS $95 MATERIALS FEE

Lights, Power, and Action
Our first course will lead students through Power sources, electrical theory and building simple circuits. Learn what resistors do and how LED’s work. No prior knowledge of electronics required.
Sun., Feb. 23
Fee: $68
Plus materials fee of $15
9 am - 4 pm
Room V3005

Intro to Control
This class will cover more complex circuits, switches, and introduce chips and tiny computers. Dim, fade lights, and make them appear to move. Respond to push button input.
Sun., March 2
Fee: $68
Plus materials fee of $15
9 am - 4 pm
Room V3004

Basic Coding and Debugging
Add special hardware to your small computer to increase its capabilities.

Learn how to access open-source code to create animation in your artwork. Find the easiest ways to debug what you download from the web, and continue to have success after you leave the classroom environment. Learn about the shields that can be added to your Arduino to perform more complicated tasks.
Sun., March 16
Fee: $68
Plus materials fee of $15
9 am - 4 pm
Room V3004

Getting Started with Arduino
This course will introduce students to Arduino, an open-source electronics prototyping platform based on flexible, easy-to-use hardware and software. It’s intended for Artists, designers, hobbyists and anyone interested in creating interactive objects or environments.

Many small computer programs will be presented to control your sculpture, robot, or art piece. We will show you how to modify these programs to do what you piece requires. You will learn how to make the computer sense its environment and respond with motors and lights.

Prereq: Knowledge & Skills from classes 1 & 2
No prior knowledge of computer programming is required
Students will receive their own “Yourduino” to take with them.
Bring a laptop to this class so that you can download free Arduino software.
Sun., March 9
Fee: $68
Plus materials fee of $50
9 am - 4 pm
Room V3004

Simon Quellen Field is a very knowledgeable and approachable instructor. He the author of several books on science, chemistry, cooking, and computers, and is the CEO of Kinetic MicroScience, a company that designs scientific toys. Simon has written a textbook to go along with these classes.

Brian Evans has a degree in Mechanical Engineering from UCSD, and a knack for hacking. He is versed in many different types of metalworking and electronic art. He will be leading the afternoon open lab.
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 afternoon class.

No experience necessary. We welcome all skill levels.

A materials list will be provided upon registration.
Sat., April 12
1 - 5 pm
Room: Horticulture 5010
Register by Feb. 10: $64
Register after Feb. 10: $72
Carolyn Fitz has been sharing her passion for calligraphy and ink painting for over 25 years. She has traveled to Japan and China on art study tours and has been “Artist in Residence” at Yosemite National Park for the last 12 years.

Chinese Brush Calligraphy

One way to broaden your knowledge about Chinese language and East Asian art is to learn Chinese brush calligraphy. Each Chinese character is designed artistically and meaningfully, and for thousands of years, Chinese brush calligraphy has been considered an art form in East Asia.

This class will introduce you to the different methods of character creation in Ancient China and the stories about how characters were created and evolved, exploring the relationship of Chinese calligraphy, painting and culture. One or two of the most popular calligraphy styles will be practiced, and you can then use your knowledge of Chinese character in your artwork and graphic designs.

4 Sun., March 2 - 23
2 – 5:30 pm
Room: Horticulture 5010
Register by Feb. 10: $124
Register after Feb. 10: $136
Plus $30 materials fee payable to instructor in class

Yaming Shen has advanced degrees in Chinese language, literature and linguistics. She is the Chinese instructor at Cabrillo College. Yaming is co-author of a 14-volume Chinese textbook and has other publications on Chinese pedagogy and related fields.

Introduction to 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 6 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. This is an off-site location, portable restrooms will be available for students.

Sat. & Sun., Feb. 22 & 23
9 am – 5:30 pm
Location: Santa Cruz Studio
Register by Feb. 10: $365
Register after Feb. 10: $395
plus $10 materials fee at class

Vern Caron, M.A. has taught forging and toolmaking through Cabrillo College and UC Extension for more than 20 years.
Stained Glass in a Day!
Come try your hand at stained glass! In this class you will choose a project, learn to cut glass, grind, foil, solder and patina your piece. There will be a dozen projects to choose from. Other projects are not appropriate due to the shortened length of this class. You will be able to choose colors and individualize your project. Clear sparkly bevels will be incorporated in each panel. Projects will be approximately 8x10 inches.

All materials will be provided and there will be tools for your use to share. No experience required.

Register Early! Class size is limited to 12 people. Please bring a lunch.

Sat., March 8
9 am - 4 pm
Room: Horticulture 5110
Register by Feb. 10: $110
Register after Feb. 10: $125
plus $40 materials fee payable to instructor in class
Jackie Marr – See bio

Beginning Stained Glass
Would you like to enjoy making your own stained glass window or hanging? This class will teach you the foundations like cutting, fitting, soldering and applying finishing treatments as you complete your first panel. Beginning students will be taught to work with glass and lead safely. You can also take this class as a refresher and a chance to receive some assisted work time.

The instructor provides some materials and tools, but each student will need his/her own tools and project materials which will cost $100-300, depending which tools and project you choose. Tools and materials can be shared.

A materials list will be provided upon registration.
4 Wed., Mar. 19 – Apr. 9
5:30 - 9 pm
Room: Horticulture 5110
Register by Feb. 10: $90
Register after Feb. 10: $105
plus materials and tools
Jackie Marr – See bio

Glass Garden Mosaic Stone
In this class I will show you how to use various glass cutting tools, stained glass and glass rods to create a pleasing design of your choice on a 12” stepping stone. Each student will create a personal stone using a variety of tools and design inspirations. Carbide pistol cutters, runners, strip cutters, two wheel mosaic cutters and tile nippers will be demonstrated and available for your use.

Week one you will design and glue all your pieces on either a 12” round or a 12” square stone. I will bring a delicious variety of glass colors and textures to choose from but you are welcome to bring your own scrap glass, Van Gogh, Silvercoats or other embellishments to personalize your piece. Students will return week two with their stone and learn the grouting process. Grouting tool kit will be provided.

Students Provide - One 12-inch concrete stepping stone - any color - round or square.
$30 material fee includes use of instructors tools, troughs for working in, assortment of stained glass to choose from, glue and brushes, colored sanded grout and a grouting kit to keep. Additional choices of grout and glass are available at “Kiss My Glass” in advance.

SOptional: $15 materials fee for those who choose to bring their own glass and grout.
2 Thu., Mar. 13 & 20
6 – 9:30 pm (1st day) 6-7:30 (2nd day)
Room: Horticulture 5110
Register by Feb. 10: $75
Register after Feb. 10: $88
$30 materials fee payable to instructor in class.
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.

“Every child is an artist. The problem is how to remain an artist once he grows up.”
— Pablo Picasso
CREATIVE ARTS

Pearl and Bead Stringing
Learn the lost art of hand knotting using the three methods for stringing your pearls and beads. Using basic design theory, recycle and combine to redesign beautiful new bead creations or repair broken strands.

A starter stringing kit will be provided for practicing techniques. Materials for additional projects can be purchased in class or brought from home.

4 Tues., May 6 - 27
7 – 9 pm
Room: Horticulture 5001
Register by Feb. 10: $62
Register after Feb. 10: $72
plus $28 materials fee at class

Estelle Drinkhaus-Davey – see bio below

Pearl and Bead Re-Stringing Project Workshop
This workshop is designed to complete one stringing project of your choice. It can be a project from home you need help with, or choose from the pearls and beads available for sale during the workshop. All methods of stringing will be reviewed as needed.

Bring: Your project, a lunch, work mat, all tools & findings from class. Beverages will be provided.

Sat., June 21
10 am – 3 pm
Room: Horticulture 5001
Register by Feb. 10: $42
Register after Feb. 10: $48

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

Sewing Workshop
Bring your sewing projects of any complexity to this hands-on workshop. At your own experience level, from beginning to advanced, learn how to sew a straight seam, make a simple pair of drawstring pants, line a jacket, or even how to create a tailored suit or a wedding gown. A new feature to this workshop is that students may also choose to learn quilting techniques. One-on-one instruction will be given to each student.

Sewing machines will be provided for the students use.

6 Fri., Apr. 11 – May 16
10 am - 2 pm
Room 405
Register by Feb. 10: $195
Register after Feb. 10: $210

Jan Bowman, M.A., a local instructor, has taught clothing construction and interior design courses in Santa Cruz County for over 30 years. She has taught for Cabrillo College in the Applied Living Arts Department.

The Performing Arts Experience!
Engage in the playful discovery of the “Performing Arts Experience”, as we transform attitudes towards aging from the traditional image of decline to a new vision of continuous growth and well being. This program is modeled after award-winning workshops in Performing Arts designed for the lifelong learner.

THE DAY INCLUDES:

Panel Discussion
Discover the many avenues for creative expression and the benefits physically, mentally and socially for the mature learner with active participation.
Robin Aronson, Phd. Theater Arts, faculty
Lynn Knudsen, Broadway actress, faculty
Karín Babbitt, Educator & professional comic

The Art Of Stepping Forward- Auditioning
Every time you step before a crowd, you use your auditioning techniques. Learn some of the skills that help you overcome nervousness and allow you to “size up” the situation.
Hannah Eckstein, SAG-AFTRA and Actors Equity.

Dance! with Sharon Took-Zozaya
Experience the communicative power of dance using a variety of theatrical dance styles set to popular music: elegant group ballroom, jazz, folk steps and contemporary sequences.

Say Yes! Improvisation with Robin Aronson
Explore and express your creative, spontaneous self through fun improvisational theatre games. Revel in your spirit of adventure as we play and perform together.

Sat., March 22   1 – 5 pm
Room: 1117 (Dance Studio)
Register by Feb. 10: $30
Register after Feb. 10: $35
Night Photography: An Introduction
In this class, students will learn the basic technical skills and aesthetics of digital night photography and how to apply them to create dramatic images taken after dark. We will begin with a brief overview of the history of Night Photography and exciting examples of contemporary nocturnal images. Next, there will be a presentation on equipment, camera settings, and techniques for urban Night Photography in artificial light conditions. The last hour of the first session will be spend getting accustomed to making images at night with a brief field session on campus. The second session will meet on location (TBD) for an extended night shoot supervised by the instructor. Each student will have one-on-one time with the instructor in the field. The third and final session will meet on campus to review and discuss the images from the night shoot.

Register Early! Class is limited to 12 students.
3 Sat., Apr. 26 – May 10
6:30 – 10:30 pm (2nd session 8 pm – Midnight)
Room: 1522  (First & third classes)
Register by Feb. 10:  $150
Register after Feb. 10:  $165
Optional $25 for “Night Photography: Finding Your Way In The Dark”

Lance Keimig has taught Night photography workshops and classes for over 15 years. His book has been translated into 6 languages. He is the curator of Darkness, Darkness, a traveling exhibit of Night Photography, and has been an exhibiting artist since 1989.

Photoshop Elements for the Digital Photographer
Bring out the best in your photos! In this course, you’ll learn how to use Adobe Photoshop Elements 11 to do everything from quick fixes to detailed enhancements that will greatly improve the look of your images. Even if you’ve got no image-editing experience, this class will take you from novice to accomplished user.

As you explore this program’s many easy-to-use features, you’ll gain control of Photoshop Elements’ award-winning technology. Elements is so well designed that even from the start, you’ll be able to get results that you never imagined possible. You’ll master techniques for editing images, fixing flaws, enhancing the final product, creating simple art projects, preparing images for email and the Web, and organizing your images.

With easy-to-follow, step-by-step instructions, this course makes it easy to learn how to edit your images like a pro. You’ll also get plenty of practice as you complete fun, hands-on exercises that ensure you understand the basics of this program as well as more advanced techniques.

This class is taught in an online format.
For more information or to register, visit us at: www.ed2go.com/cabrillo
Classes begin February 19th!
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.

There is a $15 materials fee payable to the instructor at class for a CD of the entire lecture with graphics and additional supporting documents.
Sat., March 1
1 – 5 pm
Room 509
Register by Feb. 10: $65
Register after Feb. 10: $76
plus $15 materials fee
Jeffery Luhn – See bio

Great Portrait Photography
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 shooting 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.
A materials fee of $15 is payable to the instructor at class for a CD with the entire lecture, notes and presentation, assignments, examples and printable lesson material.
Sat., March 15
1 - 5 pm
Room 509
Register by Feb. 10: $65
Register after Feb. 10: $76
plus $15 materials fee at class
Jeffery Luhn – See bio

“Photography is the secret of a secret. The more it tells you the less you know.”
— Diane Arbus
Getting Great Travel Photos

Capture the excitement of your trip with great digital photos. You can shoot the scenes and the natives 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 shooting! Bring your camera, manual and questions!

A materials fee of $15 is payable to the instructor at class for a CD with the entire lecture, notes and presentation, assignments, examples and printable lesson material.

Sat., March 29
1 - 5 pm
Room 509
Register by Feb. 10: $65
Register after Feb. 10: $76
plus $15 materials fee at class

Jeffery Luhn is a full time working photographer who began his career at a small town newspaper, worked up to United Press International, eventually owning and operating studios in Hong Kong, New York, and San Francisco. He graduated from Brooks Institute of Photography and has a California College Lifetime Teaching Credential in Art and Photography.

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 8 & 15
9:30 am - 2:30 pm
Room 317
Register by Feb. 10: $85
Register after Feb. 10: $98

Deborah Cardillo – See bio

Intro to Digital Scrapbooking

Learn to use digital editing techniques to show off your photos and memorabilia with Digital Scrapbooking! Using Photoshop Elements 11 or 12, this course will teach you how to make the most of your scrapbooking talents and artistic ideas when you combine traditional and digital scrapbooking.

Starting with simple projects, you’ll quickly learn how to build pages, use artistic journaling, and produce sophisticated illusions. Build your own clip art, create frames, and develop multi-layer pages with an endless array of layouts and designs. You’ll see how to draw and create your own art, build collages and scrapbooks to share, and work with both color and black and white. If you need to restore or age images—the tools are all available to you.

Join us and take your scrapbooking to a new level!

This class is taught in an online format.
For more information or to register, visit us at: www.ed2go.com/cabrillo
Classes begin February 19th!

More Fun with Photoshop

The sequel to Photoshop for the Hobby Photographer, or for anyone comfortable with Photoshop, this class will cover advanced Photoshop techniques useful in enhancing your photos, such as curves, blending modes, masks, channels and the paste into command.

Prerequisite: It is recommended that you take Photoshop for the Hobby Photographer before taking the More Fun with Photoshop class.

Students should bring a brown bag lunch for the break.

2 Sat., April 5 & 12
9:30 am - 2:30 pm
Room 317
Register by Feb. 10: $85
Register after Feb. 10: $98

Deborah Cardillo is a member of the National Association of Photoshop Professionals and is a Photoshop enthusiast who loves to teach others.
From Bean to Bar: How to Make Your Own Chocolate

Have you ever wondered about the alchemical process of making chocolate from earthy cacao beans? Join Anne in the Cabrillo Bakeshop as she demonstrates the various machines used in creating luscious chocolate from cacao beans. From roasting, to winnowing and finally conching chocolate, you will learn what it takes to make your very own chocolate! Smell the heavenly perfume of chocolate mixing while you’re lead through a chocolate tasting. We will explore the many nuances of some of our favorite chocolates and perhaps discover some new favorites. Recipes and chocolate making supply resources will be provided.

Sat., Feb. 15
1 – 4 pm
Room 908
Register by Feb. 10: $60
Register after Feb. 10: $70
plus $9 materials payable at class

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 Zesty Crostini, Lemon Herb Pasta, Lemon Chicken, Citrus Biscuits, Citrus Gems, and Myer Lemon Ice Cream.

Sat., Feb. 22
10 am – 1:30 pm
Room 908
Register by Feb. 10: $60
Register after Feb. 10: $70
plus $15 materials payable at class

Anne’s Tasting Tour

Join Anne in a walking tour of some of her favorite culinary places in Downtown Santa Cruz. As we walk along we will stop into a few local businesses and taste their wares and learn a bit about their culinary passions. The tour includes a bakery, olive oil tasting, wine tasting, and concludes with a restaurant lunch.

Join us for this culinary adventure!

We will meet on the steps of the Post Office on Front Street. Please wear comfortable shoes and clothing. The tour happens rain or shine!

Participants must be 21 years or older.

Sat., Mar. 1
10 am – 1:30 pm
Meet at the steps of the Santa Cruz Post Office
Register by Feb. 10: $60
Register after Feb. 10: $70
plus $15 materials payable at class

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: Butternut Squash 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!

Sat., Mar. 15
10 am – 1 pm
Room 908
Register by Feb. 10: $60
Register after Feb. 10: $70
plus $15 materials payable at class

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 Easter morning.

Experience the magic of making a simple yeast activated dough into mouth-watering morning pastries. Learn how to punch, scale and shape rolls and buns from sweet dough.

Sat., Apr. 19
10 am – 1:30 pm
Room 908
Register by Feb. 10: $60
Register after Feb. 10: $70
plus $20 materials payable at class

Gluten Free Treats

Why buy gluten-free boxed mixes when you can make your own baked treats at a fraction of the cost? Come join Anne in the Cabrillo Bakeshop as she demystifies gluten-free baking. Everyone makes and takes home, Bountiful Jam Squares, Chocolate Scones, and a chocolate celebration cake. Plan on taking lots of treats home. We will be baking in a facility that uses wheat flour.

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

CULINARY
Glorious Fruit Tarts
Celebrate the sweet colorful fruits of the spring by learning how to bake a beautiful fresh fruit tart. Learn how to work with rich short dough and fruit glazes. Everyone takes their 9” fruit tart home all boxed up and ready for a party!
Sat., June 7
10 am – 1 pm
Room 908
Register by Feb. 10: $60
Register after Feb. 10: $70
plus $25 materials payable at class

Our baking classes are taught by Anne Baldzikowski, an award winning culinary instructor in the Cabrillo College Culinary Arts Department. She has owned two wholesale bakeries and brings a wealth of knowledge and enthusiasm to her classes.

Wonderful World of Wine & Cheese
Taste your way through cheese production methodology and wine fermentation. Explore a variety of cheese and wine styles that will give you a great starting point for mastering the art of pairings. Learn how to describe what you taste, and how certain soils, yeasts, cellaring styles and milk types make a difference in the world of cheese and wine. Learn about microclimates, terroir, cheese and wine production techniques and flavor profiles.
Please bring 2 wine glasses to class
Participants must be 21 or over
Mon., Mar. 24
7:00 – 9 pm
Room 5001
Register by Feb. 10: $60
Register after Feb. 10: $70
Plus $30 materials fee at class
Melissa Schilling has super palate powers and enjoys tasting wines from all over the world. She teaches corporate team building and does special events.
Rebecca King has spent the past 10 years studying and working in sustainable agriculture, cheese making, organic farming, culinary arts, and now runs her own ranch in Royal Oaks raising sheep and making cheeses from their milk.

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 15
10 am – 1 pm
Room 435
Register by Feb. 10: $50
Register after Feb. 10: $58
plus $20 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 Kitchen for the 21st Century
Whether you are considering a facelift or a complete overhaul for your kitchen, this two-Saturday workshop will ensure you have the information you need to avoid the ‘if I had only known’ syndrome. We will cover design trends, product innovations, top 10 remodeling mistakes, budgets, and schedules, along with 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.
2 Sat., April 5 & 12
9 am – 1 pm
Room 510
Register by Feb. 10: $85
Register after Feb. 10: $94
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 and installation for over 275 kitchens.
Graywater: Laundry to Landscape Irrigation System
This class gives participants information on repurposing water which was previously considered waste water and can now be redirected for landscape and garden irrigation. Participants will learn about current plumbing code standards, gray water compliant products, irrigation techniques, system design, installation, materials and tools required to complete their own residential system.
Sat., March 15
10 am – 3 pm
Room 406
Register by Feb. 10: $78
Register after Feb. 10: $85
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. He is also a volunteer consultant for the Central Coast Greywater Alliance.

The A to Z of Rainwater Harvesting Systems
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 1
10 am – 3 pm
Room 405
Register by Feb. 10: $78
Register after Feb. 10: $85
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, from his own organic garden and concern for the environment.

Water Wise Landscaping
This interactive workshop will provide an overview of how to transform your yard into a beautiful landscape that uses little to no water. Topics will include plants, alternative water sources such as graywater and rainwater, and local resources available to help you make your water wise landscape a reality. Participants are encouraged to bring photos, plans or drawings of their own yards, ask questions and participate in discussion. The class will visit several local water wise landscapes in the afternoon for inspiration.
Sat., May 17
9 am – 3 pm
Room 405
Register by Feb. 10: $78
Register after Feb. 10: $85
Golden Love is a horticulturalist, certified arborist, licensed landscape contractor and lifelong avid gardener who has worked in sustainable landscaping for nearly 30 years. He specializes in local landscapes that are "water neutral" and is an expert on rain harvesting and greywater systems.

A unique collaboration has been formed to assist homeowners and conservation minded residents.
Cabrillo Extension, the Soquel Creek Water District and the Scotts Valley Water District have partnered to offer a series of workshops about water conservation strategies for your home. A limited number of discounts for the classes listed above are available to customers of these water districts.
For more information, please contact:
Soquel Creek Water District: 831-475-8501 ext.142
Scotts Valley Water District: 831-600-1907
The Business of Art Seminar Series
From Passion to Profitability

An innovative collaboration has been formed to assist artists in Santa Cruz County. Cabrillo College’s Division of Visual and Performing Arts (VAPA), the Small Business Development Center and the Cabrillo Extension & Community Education Center have partnered with the Arts Council to offer a series of seminars to help artists start, manage, and grow their businesses. Artists will learn the basics of establishing an arts-based business, leveraging social media to increase sales and other unique marketing opportunities.

Business of Art 101
If you would like to establish a true business selling your art, this seminar is for you! Topics will cover the basics of business start-up: Required licenses, fictitious business name, legal structure, basic tax deadlines and reports, and the importance of a solid business plan. This seminar will bring your art from a hobby to a profitable business.
Led by Ray Kaupp
Friday, March 7
2 – 4 p.m.
Room 1001 (VAPA Lecture Hall)
Fee: $30

Get Your Art Out There! Solid Marketing Principles
If you want to attract more collectors, gallery dealers and museum curators, you must know how to market your art. You will learn how to get a simple definition of art marketing, the nine factors that create the formula “Exposure = Success”; and the seven stages of art marketing.
Led by Aletta de Wal, M.Ed, an equal parts artist, educator and entrepreneur.
Friday, April 11
2 – 4 p.m.
Room 1001 (VAPA Lecture Hall)
Fee: $30

E-mail Marketing for Your Art
Email marketing for your art is a low-cost, effective way to communicate with your customers and increase your sales. This seminar is presented by Constant Contact and will include proper set up, various templates available, and customer relationship management techniques to promote your business.
Led by a certified trainer for Constant Contact
Friday, May 2
2 – 4 p.m.
Room 1001 (VAPA Lecture Hall)
Fee: $30

Leveraging Social Media for Your Art
Harness the power of social media sites! This seminar will cover social media listening tools, best practices and case studies of artists who do it well, how they are transacting sales through social communities, and how you can effectively use Facebook, Twitter, Pinterest and other sites to share your message and artwork.
Led by Karen Kefauver, writer, photographer and social media consultant.
Friday, May 30
2 – 4 p.m.
Room 1001 (VAPA Lecture Hall)
Fee: $30
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, analyze financial statements, implement bookkeeping systems and develop expansion plans. Specialists are available for Retail, Restaurants, Childcare and Agricultural operations.

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

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

Build a Better Business Program Series

Writing the 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.

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

Sat., Feb. 8 OR Apr. 5
9:30 am -12 noon
Room 1606
OR
Tue., Mar. 11 OR May 13
2 – 4:30 pm
Room 1606
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.

Recordkeeping for Small Business
This class will solve the mysteries of accounting in plain language and give you everything a non-accountant needs to know to keep “the books”. Concepts and processes covered in this class will include: the bookkeeping cycle, accrual vs. cash vs. tax accounting, and the chart of accounts, journals and general ledger.

Double entry and single entry bookkeeping will be explained without the pain of “debit and credit” journal entries. Learn accounting concepts, to operate your small business more profitably.

This is an excellent prerequisite for those wishing to maintain their accounting records either manually or using computerized systems.

Sat., March 1 OR May 17
9 am – 1 pm
Room 432
Register by Feb. 10: $48
Register after Feb. 10: $56
Carol Jensen – See bio below

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, analyze financial statements, implement bookkeeping systems and develop expansion plans. Specialists are available for Retail, Restaurants, Childcare and Agricultural operations.

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

Please call 831-479-6136 or go to www.centralcoastsbdc.org for more information.
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 8 & 15
9 am - 1 pm
Room 432
Register by Feb. 10: $109
Register after Feb. 10: $125
Carol Jensen – See bio

Leveraging Social Media to Grow Your Business

Your business might not need to be on every social media site, but you do need to make an informed decision on whether or not to engage on a social media platform. If you do engage, this class will help you develop that strategy.

In this class we will examine Facebook, LinkedIn, Twitter and Pinterest from a business strategy perspective. You will learn how to evaluate these and future emerging social media sites to determine if it is appropriate for your business. We will review realistic expectations of ROI of social media and how to leverage social media to grow your business.

Participants are encouraged to take Your Business’ Online Presence – An Overview prior to this class.

Sat., April 12
9:30 am -12 noon
Room 1606
Fee: $35
Lydia Snider is a local specialist in helping non-profits, small businesses and individuals leverage the power of social media. A former educator, Lydia started a very successful business that was launched using social media to spread the word and increase sales. Lydia had one of the first Facebook pages and is dedicated to helping businesses use social media wisely and profitably.

“Drive thy business or it will drive thee.”
— Benjamin Franklin
Become a Real Estate Coordinator

Real Estate and all its close relatives are making a comeback, so this is your time to get ahead of the curve.

Start your own business or learn new skills for your existing job in a real estate office. No prior real estate experience necessary. Busy agents often don’t have the time for the detail work involved in coordinating an escrow, so if you have proven organizational skills and are detail minded, here’s a career opportunity to work in a R.E. office or right in your own home.

An Escrow Transaction Coordinator is a job for the person who enjoys excitement, deadlines and adrenaline rushes! Running an escrow file is often time intensive and can even be frustrating unless you’re highly trained and understand the process. You will function as a liaison between real estate agents, clients, escrow companies and mortgage brokers during the process of a real estate sale.

Topics include:

- Create a timeline of important dates to follow
- Create disclosure packages
- Order NHD reports and home warranties
- Work with your escrow officers
- The myriad of signature processes
- The best software to use or options for creating your own
- How to coordinate from your home office and recommended tools.

The average salary of a Real Estate Transaction Coordinate in 2012 was $49,000, about $240 per transaction.

Sat., May 10
9 am – 3 pm
Room 454
Register by Feb. 10: $95
Register after Feb. 10: $110
plus $60 for materials fee payable at class.

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

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’ll go over basic Fair Housing laws and legal requirements with tips and tricks to lead to an easier landlording experience.

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

Sat., March 1
9 am – 1 pm
Room 431
Register by Feb. 10: $60
Register after Feb. 10: $70
plus $5 material fee payable in class.

Kathleen Richards

Landlording Made Easy II

Learn the In’s and Out’s of a proper lease, the necessary addendums, and what you can and can’t put into a lease. Know the documentation needed to protect you, the property and the tenant.

Sat., March 1
1:30 - 3:30 pm
Room 431
Register by Feb. 10: $30
Register after Feb. 10: $36
plus $5 material fee payable in class.

Kathleen Richards, MBA, MPM, RMP, owner of Portola Property Management, has been a professional property manager for over 10 years. She is President of Monterey and California State Chapters of National Association of Residential Property Managers.

“Small opportunities are often the beginning of great enterprises.”
— Demosthenes
**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. Enroll to 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., April 19
9 am – 4 pm
Room 454
Register by Feb. 10: $95
Register after Feb. 10: $110
plus $60 for materials fee & certification payable at class

**Carrie Christensen** – See bio on opposite page

**Introduction to Interior Design**

Are you a creative person with an eye for design? If so, this course will show you how to transform plain living spaces into beautiful and functional rooms.

Interior design takes training as well as talent, and these lessons will give you the know-how you need to design a room from floor to ceiling. You’ll delve into color theory, industry trends, spatial arrangements, floor plans, traditional and modern interior design ideas, and other basics. In addition, you’ll explore a range of careers in interior design and get insider tips for entering this exciting field.

Because interior design is constantly evolving, you’ll also learn about some of the latest trends affecting the industry. You’ll investigate “green” sustainable design, and you’ll find out how to modify your designs for people with special needs.

As you master design skills step-by-step, you’ll complete your first project: a fully developed room design complete with spatial layout, lighting, and finish selections. Your new knowledge and hands-on practice will give you the confidence you need to start creating beautiful residential interiors for yourself and others.

This class is taught in an online format.

For more information or to register, visit us at: www.ed2go.com/cabrillo

**Become a Notary Public**

Start your own business, become a more valuable employee, provide customer service for your business or organization, earn additional income or get re-commissioned. This intensive one-day seminar is designed to equip you with everything you need to know to become a successful Notary. You will find out about new legislation, how to pass the test, identify document signers, keep a journal, fill out certificates and avoid lawsuits.

The class includes a practice Notary Public Exam in addition to the State Exam. Register for the exam from 4:15 – 5 pm. Exam is from 5 – 6 pm. For the exam, bring a $40 check payable to Secretary of State, current driver’s license or state-issued ID, a 2 x 2 color photo, and a few #2 pencils. 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, as no one will be admitted after the class begins. No refunds for late arrivals.

Sat., March 29
8 am – 6 pm
Room 454
Register by Feb. 10: $95
Register after Feb. 10: $110
plus $30 material fee payable at class

**Carrie Christensen** – See bio on opposite page

**Renew Your Notary Commission**

Renewing notaries are required to take a three hour approved notary refresher course and notary exam: this class will satisfy that requirement. Learn about all the new laws and regulations.

Register for the exam from 4:15 – 5 pm. Exam is from 5 – 6 pm. For the exam, bring a $40 check payable to Secretary of State, current driver’s license or state-issued ID, a 2 x 2 color photo, and a few #2 pencils. Fingerprints required after you pass the exam.

Please arrive early as no one will be admitted after the class begins. No refunds for late arrivals.

Note: Renewing Notary class is taken with the 6 hour Notary class in the same classroom. However, you will arrive later as the law only requires that renewing Notaries take 3 hours of instruction.

Sat., March 29
12:45 – 6 pm
Room 454
Register by Feb. 10: $95
Register after Feb. 10: $110
plus $60 for materials fee & certification payable at class

**Carrie Christensen** – See bio on opposite page

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

Sat., March 22
10 am – 1 pm
Room 431

Register by Feb. 10: $62
Register after Feb. 10: $74
Class fee includes workbook
Josh Wagner – see bio below

**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 22
9 am – 1 pm
Room 432

Register by Feb. 10: $65
Register after Feb. 10: $76
Carol Jensen – see bio

**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 on March 1st.

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., April 5 - 26
9 am - 1 pm
Room 513

Register by Feb. 10: $195
Register after Feb. 10: $214
Carol Jensen – see bio

**Starting Your Own Nonprofit—The Paperwork**

Expert help to complete your forms! The IRS exists to tax us. Therefore, convincing them to grant the coveted tax-exempt status can sometimes be a battle. In this class, we’ll show you in detail how to create a strong application to the IRS that will not only assure your success, but also minimize the time it takes the IRS to approve your application. Becoming a nonprofit organization requires a lot of paperwork. Both the state and federal government have multiple forms with multiple questions. In this workshop, Josh Wagner will take you step-by-step through these forms explaining what they are asking for and answering your questions.

Topics include:

- Generating and Filing Articles of Incorporation
- Creating a strong IRS tax-exemption application
- Obtaining California tax-exempt status
- Personal attention is given to individual questions.

Sat., April 19
10 am – 1 pm
Room 431

Register by Feb. 10: $62
Register after Feb. 10: $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.

**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 22
9 am – 1 pm
Room 432

Register by Feb. 10: $65
Register after Feb. 10: $76
Carol Jensen – see bio

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 on March 1st.

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., April 5 - 26
9 am - 1 pm
Room 513

Register by Feb. 10: $195
Register after Feb. 10: $214
Carol Jensen – see bio

**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 on March 1st.

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., April 5 - 26
9 am - 1 pm
Room 513

Register by Feb. 10: $195
Register after Feb. 10: $214
Carol Jensen – see bio
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., May 10
9 am – 1 pm
Room 513

Register by Feb. 10: $65
Register after Feb. 10: $76
Carol Jensen – See bio

Recordkeeping for Small Business

This class will reveal the mysteries of accounting in plain language and give you everything a non-accountant saddled with keeping “the books” needs to know. Concepts and processes covered in this class will include: the bookkeeping cycle, accrual vs. cash vs. tax accounting, and the chart of accounts, journals and general ledger.

Double entry and single entry bookkeeping will be explained without the pain of “debit and credit” journal entries. Learn accounting concepts to operate your small business more profitably.

This is an excellent prerequisite for those wishing to maintain their accounting records either manually or using computerized systems.

Sat., March 1 OR May 17
9 am – 1 pm
Room 432

Register by Feb. 10: $48
Register after Feb. 10: $56
Carol Jensen – See bio below

Motorcycle Safety Training

Our award-winning “Motorcycle Safety” class is the only CMSP-approved class in Santa Cruz County. This course fills the DMV requirement for under 21 riders. Riders over 21 also benefit from taking this course.

Class size is extremely limited, and classes fill early. Please call for 479-6331 for cost and next available classes.

Our program received CMSP (California Motorcycle Safety Program) Awards in 2008-2009 for Excellence of our Rider Coaches and in Range Safety.

Doug Green is the site manager.

Quicken for Consultants, Freelancers & Personal Financial Tracking

Students will explore the Quicken Starter Edition 2013 personal bookkeeping software. Bank Accounts will be created; new credit card accounts set up, switch between accounts, and create expense and income categories and subcategories. Students will also add transactions to checkbook and credit cards registers and transfer funds. Transactions will be split into separate categories, recurring transactions memorized, automatic payments scheduled, checkbook balanced, and create reports ready for personal tax preparation.

Students must provide their own laptop (PC or Mac) to class and must purchase or own their own software.

2 Sat., March 8 & 15
9 am - 1 pm
Room 432

Register by Feb. 10: $109
Register after Feb. 10: $125
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.
**Computers for Rookies**

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.

- Fri., Feb. 21    OR    Fri., Feb. 28
  9 am – 5 pm
  Room: 2502  Watsonville Campus A350
  Fee:  $95
  Mindi Cater – See bio

**Microsoft Word – Level 2**

This intermediate level class covers more complex skills than those presented in Level 1. Topics introduced include creating newsletters using 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 2010: Level 1 or equivalent skills.

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

Fri., April 25
9 am – 5 pm
Room: 2502
Fee:  $124

Mindi Cater – See bio

**Microsoft Excel– Level 1**

This introductory class is for the computer user who wants to become proficient in Excel 2010. 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 7    OR    Fri., March 14
  9 am – 5 pm
  Room: 2502  Watsonville Campus A350
  Fee:  $124
  Mindi Cater – See bio

**Microsoft Excel - Level 2**

This intermediate level class covers more complex skills than those presented in Microsoft Excel 2010: 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; tracing formulas: auditing formula errors, and more.

Required: Microsoft Excel 2010: Level 1 or equivalent skills.

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

Fri., April 11    OR    Fri., April 18
9 am – 5 pm
Room: 2502  Watsonville Campus A350
Fee:  $124

Mindi Cater – See bio

---

All computer classes are taught on Fri. and Sat. There are no campus food services these days, so bring a lunch. If you wish to save your class files, please bring a flash drive.
Microsoft Excel - Level 3
This advanced level class introduces highly complex Excel 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 skills.
A comprehensive manual/textbook is included in the course fee.
Fri., May 2
9 am – 5 pm
Room: 2502
Fee: $124
Mindi Cater – 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 skills.
A comprehensive manual/textbook is included in the course fee.
Fri., April 4
9 am – 5 pm
Room: 2502
Fee: $124
Mindi Cater – See bio

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 8 & 15
9:30 am - 2:30 pm
Room 317
Register by Feb. 10: $85
Register after Feb. 10: $98
Deborah Cardillo – See bio

More Fun with Photoshop
The sequel to Photoshop for the Hobby Photographer, or for anyone comfortable with Photoshop, this class will cover advanced Photoshop techniques useful in enhancing your photos, such as curves, blending modes, masks, channels and the paste into command.
Prerequisite: It is recommended that you take Photoshop for the Hobby Photographer before taking the More Fun with Photoshop class.
Students should bring a brown bag lunch for the break.
2 Sat., April 5 & 12
9:30 am - 2:30 pm
Room 317
Register by Feb. 10: $85
Register after Feb. 10: $98
Deborah Cardillo is a member of the National Association of Photoshop Professionals and is a Photoshop enthusiast who loves to teach others.

Mindi Cater has been teaching computer classes in Santa Cruz County since 1991. She has offered training at local organizations including SCCROP, the Sheriff’s Department, County Office of Education, and the Capitola EDD.

“Knowledge is power.” — Sir Francis Bacon
Blogging and Podcasting for Beginners

If you’re thinking of starting a blog or just beginning one, this course is for you. Perhaps you’d like to try out podcasting too. You can and it’s easy. In this course, you’ll learn how to create, manage, and promote your own blog and audio and video podcast using tools that you already have on your computer—no paid software or equipment is needed. You’ll begin by developing a plan for the content, setup, and long-term maintenance of a blog, and then you’ll use free blogging software to put that plan into action. After that, you’ll learn how to record a professional-sounding audio podcast with a very simple recording tool. Finally, you’ll find out how to record a video podcast. You’ll use pre-recorded video to learn the editing process, and then you’ll apply what you’ve learned to your own video file. Through hands-on exercises, you’ll discover the benefits of using free web tools like Blogger, WordPress, Audacity, and YouTube. Guided by an expert instructor, you’ll find that creating a blog and podcast is much easier than you ever imagined. And by the end of this course, you’ll be amazed how much you’ve accomplished.

Marketing Your Business on the Internet

Find out how to market your business on the Internet, even if you have little or no money to spend! In this practical, hands-on course, you’ll discover proven methods that will help you establish an Internet presence and build an online brand identity. You’ll learn how search engine optimization (SEO) works and how to track your site’s performance using Web analytics. You’ll understand how to use online advertising, email marketing, and social media (including blogs) to drive business to your Web site. Finally, you’ll learn how to keep your visitors coming back again and again! Throughout the course, you’ll learn to think strategically about marketing your website, products, and services using Internet technologies. Before you know it, you’ll have the skills and knowledge you need to develop a winning Internet marketing plan for your own business.

Designing Effective Websites

These days, creating a Web site is so easy almost anyone can do it. But with all the competition on the Web, creating a site that’s effective is more challenging than ever. To do that, you need to employ good design principles. Regardless of your current skills or level of knowledge, in this course you’ll master the basics of Web design and learn how to build sites that are better and more effective. Get ready to take your Web design skills to the next level! We’ll examine the tension between form and function, explore the six major states of the Web site development process, and learn the basics of user-centered design. This course is a must for Web designers, giving the tips and tools that will help them establish a solid career.

Introduction to InDesign

In this class, you’ll get hands-on desktop publishing training and come away knowing how to use this popular page layout software to design and create professional-quality letterhead, business cards, brochures, PDF files that play movies, and more. You’ll discover that you don’t need to be a designer or an artist to produce beautiful documents!

In each lesson, we’ll cover an important aspect of InDesign CS5 as you prepare a range of print and online products. You’ll get dozens of files to use in the lessons, as well as the graphics, images, fonts and other content required for the project.

By the time you finish your InDesign training, you’ll be comfortable with the tools and features that this program offers, and you’ll know the most efficient ways to use it to produce the materials you need for your own work or hobbies.

Introduction to Flash CS5

Take your graphics skills to a whole new level by adding Flash to your designer toolkit! In this course, you’ll learn how to create animated, interactive movies in Adobe Flash CS5. These days, Flash movies are everywhere—including the Internet, films, TV shows and commercials, and computer games. The skills you’ll learn in this course will get you started on your way to a lucrative career designing animated graphics and special effects for one of these fun and exciting fields.

During this course, you’ll create a full-blown Flash application, complete with animated text and graphics and interactive buttons. As you create your movie, you’ll find out how to design and animate 3-D objects, sync sounds with animations, and publish your Flash movies to the Internet. By the end of the course, you’ll know how to create and publish Flash movies and applications, and you’ll be well on your way to becoming a Flash designer.
Do you want a more productive and effective workforce?

Today’s fast-paced business environment demands a highly trained and effective workforce. If you want to stay in business, you need to focus on your business and help your workforce perform at their best.

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

Managers and supervisors need to define work, manage 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 your strengths.
• Develop standards and identify competencies that will guide and align all of your training efforts.
• Identify the performance you want 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 increased productivity 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!

• Leadership Development
• Management and Supervision
• Leading Change
• Project Management
• Time Management
• Team Building
• Making Meetings Work

• Presentational Speaking and Communicating with Impact
• Business Writing
• Compliance Training such as cultural competence training and sexual harassment prevention
• Customer Service
• And much more!

For more information call: 831-477-5649

Cabrillo Corporate Training is proud to announce a new partnership with DDI- Development Dimensions International!

Ask us how DDI content can meet your needs!
Supervisory Academy Training Series

Being a supervisor can be difficult! You have a lot of responsibility, and usually, very little training. This program is designed to change all of that. The Cabrillo College Supervisory Academy is a 12-week program designed to help you develop your skills and become a better supervisor. You can pick and choose which modules are best for you, or attend all 12.

Through this 12-week program, you will learn and practice the skills that will make your job easier. You will come to know yourself better as a supervisor and make effective choices about your leadership development. You will learn to manage time and priorities, communicate better with your staff, build a team, manage stress and conflict, and motivate your employees toward better performance.

Mondays, March 3 - May 19
6:00 - 9:00 pm
All classes are held in the 1500 Bldg., 2nd Floor, Room 1522
Take ALL TWELVE MODULES for just $545 or $54 per module

COURSE MODULES

Being a Great Supervisor
Mon., March 3 6 – 9 pm
Being a supervisor is a lot of responsibility. 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

Managing Time and Priorities
Mon., March 10 6 – 9 pm
Today’s work world moves quickly. As a leader, you move from one emergency to the next, and often, important tasks do not get done. In this course you will:
• Assess how you spend your time at work using the dimensions of urgency and importance
• Prioritize your tasks, and take control of your schedule
• Understand common barriers to effective time management and make a plan to overcome your barriers

Customer Service Essentials
Mon., March 17 6 – 9 pm
Customer Service is the lifeblood of business. In today’s competitive environment, serving our customers well can mean the difference between success and failure. Learn the hands-on skills that you need to deliver exceptional service and to grow in your career. In this class you will:
• Assess the needs and expectations of your primary customer groups using the RATER scale
• Practice critical skills such as stress management, positive speaking skills, and active listening.
• Use and practice open, positive nonverbal communication
• Learn and practice techniques for turning “walkers” into “talkers” and for handling tough customer situations and conflicts
• Learn to evaluate the needs of both external and internal customers

Essential Communication Skills
Mon., Mar. 24 6 – 9 pm
As a leader, your communication style and habits have a disproportionate impact on the “climate” of the organization. The way you communicate can heavily influence employee motivation, the quality of information shared, and employee engagement. Come to this course to:
• Practice essential skills for creating the organization you want, including listening and speaking clearly
• Understand the functions & channels of communication in an organization
• Understand communication barriers and practice overcoming those barriers

Presentational Speaking
Mon., March 31 6 – 9 pm
Many people report feeling more afraid of speaking in public than of death! For most of us, speaking in public creates mild but manageable anxiety. What we do with this anxiety is very important to our success, and learning a few key skills can help us be much better prepared for those planned and unplanned moments when we are called upon to speak.

In this course you will:
• Learn 5 ways to quickly organize your thoughts when you are asked to present
• Discern between 3 common speaking purposes
• Consider your audience and make a plan for meeting their needs
• Review important tips and tricks for creating great visual aids
Interviewing and Selecting Team Members  
Mon., April 7 6 – 9 pm
If you’ve ever had to supervise someone you suspect is in the wrong job, you know that the wrong person in the job can cost your business a lot of money and can produce a lot of stress. But often, traditional interviewing methods do not tell us what we need to know about potential job candidates. Behavioral interviewing can help us make better selections and find the right people for the right jobs. In this course you will:
- Discuss common obstacles to effective employee recruitment & development
- Learn the basics of behavioral interviewing
- Practice writing and asking behavioral interview questions
- Evaluate your open positions through the lens of competencies

Building a Team  
Mon., April 14 6 – 9 pm
Working with a team can be a challenge but in today’s workforce is a given. When we understand some basic principles of teamwork, we can transform our working relationships by harnessing the power of our differences and creating a powerful work team. Come to this course to:
- Understand team development and the 5 elements of effective teamwork
- Learn key steps for building collaboration and achieving consensus
- Identify barriers to decision making and problem solving

Performance Management  
Mon., April 21 6 – 9 pm
Employee performance problems can be frustrating. Often, we act as if simply telling or showing our employees how to perform should be enough. However, performance needs to evolve through coaching and support- and NOT be relegated to an annual performance appraisal. Come to this course to:
- Discern between performance management and performance evaluation
- Apply a 4-part performance management model to your most pressing performance issues
- Discuss common barriers to effective performance and make a plan for overcoming those barriers

Employee Motivation  
Mon., April 28 6 – 9 pm
Understanding how to motivate others is a key skill in our ability to effectively lead others. Many of us resort unconsciously to the old carrot-and-stick methods with very limited success. Come to this course to:
- Understand your role in creating the motivational climate at work
- Practice impacting employee motivation using the 4-D cycle, coaching, supporting and recognition skills
- Build a plan for motivating your team

Business Writing  
Mon., May 5 6 – 9 pm
In today’s world, we communicate constantly: email, 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 5 ways to quickly organize your thoughts and translate them into writing
- Learn essentials skills for effective e-mail communication
- Review common email 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

Managing Stress and Conflict  
Mon., May 12 6 – 9 pm
It’s now common knowledge that stress is a serious and dangerous health risk factor and can be linked to many of our most serious health challenges. But did you know that stress is also the cause of billions of dollars in lost productivity and revenue in our workplaces? Stress is also at the core of how we handle conflict. When we can reduce our stress, conflict cycle can become more productive. In this course you will:
- Define stress and understand its causes
- Identify your personal triggers and practice managing your stress reactions
- Understand and practice effective conflict management

Navigating Personal Change  
Mon., May 19 6 – 9 pm
Life is constantly changing and change inevitably creates stress. As a leader, it is imperative that you model appropriate and healthy responses to change. What changes are you facing at work? In your life? How do you react under stress? How do your habits keep you feeling stuck and resisting the changes you need to make? In this workshop, you will:
- Understand the impact of change and assess your “change-resilience”
- Learn the stages of change and how to manage your personal stress reactions
- Learn critical self-awareness tools that will help you embrace change and move from habit to choice

To register call 479-6331 or visit us online at www.cabrillo-extension.org
Making Meetings Work: The Facilitator Training Series

In today’s workplace, we use meetings to get work done. Unfortunately, many of those meetings are a waste of time, energy and money! In order to design and lead effective meetings, you need to be able to craft an effective agenda, get people engaged and committed from the start, and handle challenging people and group dynamics. In this series, you will learn and practice a set of essential skills that will prepare you to lead much more effective meetings!

Mondays, March 3 – 24      1 – 4:30 pm
All classes are held in the 1500 Bldg., 2nd Floor, Room 1522
Take ALL FOUR MODULES for just $245 or $68 per module

Making Meetings Work: The Essentials
Mon., March 3
1 – 4:30 pm
In this foundational course, you will answer questions and practice skills that can make every meeting better. In this session you will learn to:

• Understand the importance of a good meeting and your role in creating it.
• Understand the group effectiveness model and use it as a guide.
• Analyze the pitfalls of meetings and learn to avoid them.
• Practice using meeting roles to your advantage.
• Design an effective agenda using the 3P method.
• Do effective pre-work and follow-up so that your meetings are useful, and not a waste of time!

To make the most of your class time, please come prepared with a meeting that you would like to design!

Making Meetings Work: Intro to Facilitation Skills
Mon., March 17
1 – 4:30 pm
The facilitator plays critical role in the success or failure of a meeting. A skilled facilitator can keep the meeting on track, help minimize distractions and detours, and make sure that the real issues come to the surface. In this half-day class you will:

• Understand your role as a facilitator- what it is and what it is NOT
• Differentiate between content and process and learn why this differentiation is so important
• Be introduced to the Skilled Facilitator Model
• Learn and understand your internal process of making inferences, and how it impacts your ability to facilitate effectively.
• Put the skills from class 1 and class 2 into action as you design and facilitate a short interactive process.
• Learn about how to create a welcoming environment for different meeting participants.

Making Meetings Work: High Engagement
Mon., March 10
1 – 4:30 pm
How often do you go to meetings that are boring and off topic, or too long and repetitive, with outcomes that could have been just as easily accomplished by reading an e-mail or memo. Unfortunately, because many of us lack the skill to facilitate a dynamic group process, we fall into the trap of “presentation-style” or “report-out” meetings that leave us disengaged and unenthused. In this dynamic session, you will practice facilitating engaging activities that help your group:

• Ask the right questions
• Solve the right problem
• Make effective decisions
• Engage in effective conflict
• Use interaction to get and keep people engaged throughout your meeting

Making Meetings Work: Facilitating Difficult Participants and Situations
Mon., March 24
1 – 4:30 pm
To be a truly effective facilitator, you’ve got to be able to keep your cool in a wide variety of difficult situations. In this final class, you will:

• Identify some of your own “hot spots”- behaviors that trigger your emotions when you are facilitating.
• Practice keeping your cool while you address common issues such as overly talkative members, disengaged members, and participants who take the meeting off track.
• Practice intervening effectively when power issues, aggressive behavior and sabotage show up in your meeting.
Leading and Managing Change Series

To lead, is to lead change! With constant environmental, technological, regulatory and demographic changes, good leaders must be adept at inspiring others and enabling them to act. In this short series, we will dive into change dynamics, and you will learn how to drive and direct change efforts more effectively.

Mondays, April 28 – May 19  1 – 4:30 pm  
All classes are held in the 1500 Bldg., 2nd Floor, Room 1522  
Take ALL THREE MODULES for just $245

Understanding Change Dynamics  
Mon., April 28  
1 – 4:30 pm  
Fee:  $68

What is change? Why are some changes easy while others are difficult? In this class you will:
• Learn about the dynamics of change on a personal level  
• Build empathy for others who appear resistant to change  
• Understand and apply a neuroscience-based approach to change  
• Learn and apply a 5 step model that creates the conditions of change  
• Practice creating a shared vision that can guide a change effort.

Leading Organizational Change  
2 Mon., May 5 & 12  
1 – 4:30 pm  
Fee:  $125

Driving and supporting change efforts on an organizational level requires a different set of skills. In this 2-part class, you will:
• Identify and address common pitfalls of change leadership  
• Identify 3 essential roles of effective change leadership and learn about the competencies required for each.  
• Review a simple change acceptance formula that will help you stay focused on the right change leadership activities  
• Identify sponsors for your change efforts, and assess their sponsorship skills  
• Consider ways to measure the impact of your change efforts  
• Work through an 8-Stage method for driving change

Coaching Through Change  
Mon., May 19  
1 – 4:30 pm  
Fee:  $68

Let’s face it, your organizational change efforts are not effective unless individual people adopt new behaviors and make the change stick. As a leader, you will need to coach others through resistance. In this half-day class, you will:
• Review a neuroscience based approach that informs our reactions to change  
• Cultivate your curiosity as a coach.  
• Differentiate between situations that require coaching, and those that require performance management.  
• Learn and apply a 4-step coaching method that will help you guide others through resistance and toward change.

Claire Laughlin  
has nearly 20 years of teaching, training and consulting experience. Her passion is helping groups and organizations work together to build exceptional, high-energy and values-driven workplaces - even in the face of rapid change.

As the Director of Cabrillo College Corporate Training, Claire consults with a wide variety of organizations in Santa Cruz County including public, private and non-profits. Her training programs are highly interactive and are designed to transform behavior, systems and culture using powerful tools, concepts and skill building models.

To register call 479-6331 or visit us online at www.cabrillo-extension.org  29
For many of us providing care to another person is inevitable. This series of classes will better prepare community members for that role by providing an opportunity to learn, develop skills and gain confidence in regular and necessary caregiving practices. Each class will include instruction, discussion and practical application of essential caregiving skills.

The Caregiver Training Series is a great investment for those who are (or will be) caring for a loved one, considering a career change in the health or allied health fields, or providing personal assistance to a person with a disability. Students may choose to take the entire series or simply choose individual classes. Those who complete the entire program will receive a Certificate of Completion.

This program is the result of a collaborative effort involving multiple community agencies specializing in geriatric care or in-home caregiving. Our agency partners participate in the program as instructors and guest lecturers.

Cost: Register by Feb. 10: $250 for the series; Register after Feb. 10: $275
Space is limited so sign up early!
For more information, please email santacruzcaregiver@gmail.com or leave a message at 831-708-8576.

Caregiver Training Program
This program includes all seven classes listed below. You can register for the complete series, or individual classes.
March 15 – May 10
Register by Feb. 10: $250
Register after Feb. 10: $275

Essentials of Caregiving
What is a Caregiver? Learn about the principles of caregiving, how and why people become caregivers, the caregiving needs for common diseases related to the aging process, the continuum of care, and strategies for reducing caregiver stress.
Sat., March 15
9:00 am – 12:30 pm
Room HW2214
Register by Feb. 10: $25
Register after Feb. 10: $30

Community Resources and You
Get the help you need! This class introduces you to many local resources available for caregivers and seniors. We will provide resources for learning how to navigate the human service system to get the support you might need.
Sat., March 15
1 - 4 pm
Room HW2214
Register by Feb. 10: $25
Register after Feb. 10: $30

Managing Hygiene and Activities of Daily Living
This class will take place in the state-of-the-art hands-on Cabrillo Nursing Skills Lab where we will practice useful skills using realistic scenarios. Learn basic standard precautions, how to safely perform personal care, and bathing techniques.
Sat., March 29
9:30 am - 4 pm
Room HW2225
Register by Feb. 10: $50
Register after Feb. 10: $55
Keeping it Safe: Transfers and the Body Mechanics of Caregiving
This class will take place in the state-of-the-art hands-on Cabrillo Nursing Skills Lab where realistic scenarios can be practiced. This class will explain basic body mechanics and give students the opportunity to learn and practice different transfer techniques.
Sat., April 12
9:30 am - 4 pm
Room HW2225
Register by Feb. 10: $50
Register after Feb. 10: $55

Finding the Answers: The Challenges of Dementia Care
Learn about the concepts of dementia and Alzheimer’s; develop strategies for identifying behaviors and managing changing needs and how to access community resources for dementia care.
Sat., April 26
9:30 am - 4 pm
Room HW2214
Register by Feb. 10: $50
Register after Feb. 10: $55

Advanced Care Planning and End-of-Life Needs
Learn about Advance Healthcare Directives, the emotional, spiritual, and physical needs of those near the end of life; common symptoms, and comfort measures caregivers can provide.
Sat., May 10
9:30 am – 12:30 pm
Room HW2214
Register by Feb. 10: $25
Register after Feb. 10: $30

How to Make Caregiving a Successful Career
This class will engage students in learning about expected professional behaviors when caregiving, ethical and legal considerations, professional development and career advancement.
Sat., May 10
1 – 4 pm
Room HW2214
Register by Feb. 10: $25
Register after Feb. 10: $30

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”. You will learn to perform the specific Chi-Aura Integration hand positions learning specific acupoints, energy centers and parts of the body to release muscle tension and induce the relaxation response to promote healing.
Chi-Aura Integration is relevant 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., May 3 & 4
9 am – 5:30 pm
Room 406
Register by Feb. 10: $145
Register after Feb. 10: $158
includes comprehensive manual
Timothy Dunphy has taught Chi-Aura Integration for over 22 years in the US and Europe, enhancing participant’s personal growth and their therapeutic relationship to others.

Have you or a loved one had a stroke? Are you or a family member learning to live with functional losses?

THE CABRILLO STROKE AND DISABILITY LEARNING CENTER
Call 831-477-3300 for information about specialized classes and adapted activities offered for adults in this program on the Cabrillo College, Aptos campus.
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 parts of the Santa Cruz Hiking system, learn a little natural history, identify some flora and fauna, and at the same time get some great exercise. The main emphasis is on movement and fitness. Participants should have at least average fitness levels and be able to hike 5-8 miles on moderately steep terrain. We move at a fairly fast pace, about 3 miles per hour. This class is not for beginning hikers. Each week will feature a different hike on trails not commonly known. If you are new to hiking, contact Phil (phkaplan@cabrillo.edu) before enrolling in the class.

Many questions can be answered in our FAQs: http://www.cabrillo.edu/~pkaplan/hiking_faq.html

Students will receive upon registration information about basic dress and supplies to bring.

6 Sat. April 19 – May 31 (No class May 10)
9:30 am – 12:30 pm
First class meets at Tennis Courts in Parking Lot K
Register by Feb. 10: $98
Register after Feb. 10: $114
Phil Kaplan has taught in the Kinesiology Department at Cabrillo for over 25 years and has been leading hikes for the past 15 years.

Kickstart Your Health: The Power of Plant-Based Nutrition

Have you ever considered a plant-based diet to lose weight or improve your health, or because you’ve wanted to be kinder to our planet and the animals? Have you hesitated because you don’t know where to start or you wonder how you would get enough protein? Whether for health or environmental concerns, or just because you’d like to incorporate more whole foods and vegetables into your diet, you’ll want to join us for this 6-week class series. You’ll learn the latest in plant-based nutrition science, as well as how to select, prepare and cook tasty vegan foods while you concurrently “test-drive” this way of eating in a supportive class environment.

Family nurse practitioner, Susan Lavelle, will offer practical tips for getting started, provide updated information and discuss key nutrients and their impact on your health and longevity, as well as demonstrate how to cook a variety of delicious plant-based recipes at every class. You’ll see - it’s not as hard as you think! And, as a bonus, by the end of the class you’ll likely shed some unwanted pounds, reduce your cholesterol and blood pressure, stabilize your blood sugar, and boost your energy and mood. So come test-drive a plant-based diet and see how this approach can help you feel better and be more energetic than ever!

The book by best selling author, Neal D. Barnard, MD, “21-Day Weight Loss Kickstart: Boost Metabolism, Lower Cholesterol, and Dramatically Improve Your Health”, will be provided to class attendees.

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

6 Mon. Apr. 14 – May 19
6 – 8 pm
HW1119 (Inside the Stroke Center)
Register by Feb. 10: $165
Register after Feb. 10: $178
Materials fee of $35 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 Instructor. She passionately promotes healthy dietary and lifestyle choices to prevent disease and achieve optimal health.

“Big, sweeping life changes really boil down to small, everyday decisions.”
— Ali Vincent
Zumba Fitness 101
Get the steps, get the groove and get to the best layer of yourself: Get fit!

Come to these progressive sessions or simply commit to one or more than one of them to get in the best shape of your life by working out your body while lifting your spirit and freeing your mind.

Enjoy Latin and international, rhythm to your own pace, get the breakdown of the steps and essence behind each genre while gaining confidence to become an expert by experiencing the benefits of Zumba. Become inspired! 12 million of people in the world are doing Zumba and getting their fitness goals incorporating Zumba as a viable way to get results. Become one of them, you will feel more energized, younger and happier after each class!

Session 1: Zumba Regular
(Get the steps right and get to love them all)
4 Wed., Feb. 26 – Mar. 26 (no class March 12)

Session 2: Zumba Toning
(Get those arms and legs toned)
Bring a pair of weights 3 lb. or lighter.
4 Wed., April 2 - 30 (no class April 16)

Session 3: Zumba Sentao
Work out your core by using a chair to gain balance and get the best torso in you.
4 Wed., May 7 – May 28

Session 4: Zumba Hybrid
We will combine all of the above into one exhilarating class to get you in the best shape for the start of your summer.
4 Wed. June 4 - June 25

All session are:
6 pm – 7 pm
Room: Horticulture 5001
Register by Feb.10: $50 each session
Register after Feb. 10: $58 each session

Natalia Córdoba-Velásquez has been teaching Zumba in its different formats for 5 years but has been dancing to Zumba rhythms since her childhood. She loves to teach, deepen her understanding of the Zumba world, and help her students feel more confident.

Moving Well and Being Fit: Learn Exercise and Nutrition Basics for the Active Adult
Join us for an all new, 4-session, comprehensive fitness program with personal trainer Doug Barsanti and certified nutrition coach Teresa Barsanti. Utilize the Precision Wellness Center to learn the basics behind a complete workout, preventing injury while exercising, and incorporating personalized nutrition strategies. All lessons will emphasize how to move correctly and participants are encouraged to use the principles taught in class throughout their daily routine. This course is designed for active adults looking to improve current fitness routines or simply get back into shape. Not only will Doug and Teresa get you moving, they will give you the tools you need to meet your goals time and again. Each session is 90 minutes consisting of a warm-up, workout, and active cool-down followed by a nutrition recovery talk.

Register Early! Space is limited.
4 Sat., April 26 - May 17
10:11 30 am
Room: HW1138 (Precision Wellness Center)
Register by Feb. 10: $197
Register after Feb. 10: $210

Doug Barsanti is a fitness coach with an MA in Kinesiology. After failed attempts to rehab an old injury, Doug discovered that his everyday movement patterns were the main cause of his limitations. He is now committed to showing his clients how to strengthen their bodies while preventing injury.

Teresa Barsanti is a certified nutrition coach who doesn’t believe in telling clients what they should or shouldn’t eat. Teresa’s focus is on empowering clients by educating, so each can make their own choices.

Want to be Fit for Life?
• Ongoing assessment every 8 weeks with a person trainer
• Unlimited interval training classes
• Unlimited movement mechanics classes
• Bi-weekly nutrition coaching
• All access gym membership
• Guaranteed results
• Get started today!

Get started today!
Sign up now and receive 15% off first month when you mention the Cabrillo Extension catalog!
Printmaking with Natural Objects (grades 4-6)
Students will make a “Nature Print Book” from their own inked prints. We will use objects from Nature including fish, leaves, other plant parts, fruits and vegetables.
Learn fun facts about the natural objects while making prints that show their inherent beauty!
Thu., March 6
3 - 5 pm
Room: 1605
Register by Feb. 10: $28
Register after Feb. 10: $30
Plus $15 material fee payable in class

Patrice Keet is the co-founder of the emerging Santa Cruz Children’s Museum of Discovery. She is a retired Marriage Family Therapist with over 35 years of experience with children and families in educational as well as therapeutic settings. She holds Masters Degrees in Special Education and Family Therapy.

Lauren Bryant has worked with children for five years, teaching at nature camps, in teen programs, in museums and in a classroom setting. She has worked at the Children’s Museum of Baltimore and is now the Museum Intern for the Santa Cruz Children’s Museum of Discovery.

Nature Theme Silk Painting (grades 4-6)
Paint a butterfly, dolphin or sea turtle in brilliant silk paint! In this class students will use simple step-by-step instructions to turn a drawing into a beautiful silk painting to wear or frame.
Sat., March 8
10 am – 2 pm
Room: 1605
Register by Feb. 10: $60
Register after Feb. 10: $70
Plus $15 material fee payable in class

Terry Grove is a artist who uses many formats including silk painting, pique assiette and drawing to express her creativity. She is an experienced teacher and has taught her craft to people from age 3 to 73 in both large and small group classes. Terry is a speech therapist and teacher of the deaf and hard of hearing for the Early Start Program.

Rube Goldberg Machine for Kids! (grades 6-8)
Make a super machine! A Rube Goldberg device is a contraption that makes a simple task extremely complicated. In this class, we will inspire problem solving and creative thought by leading a series of engineering activities that we will combine into one super machine! The goal? Make a contraption with at least ten steps that turns on a CD player and plays the class’s favorite song!
Sat., April 12
10 am – 2 pm
Room: 1605
Register by Feb. 10: $60
Register after Feb. 10: $70
Plus $5 material fee payable in class
Lauren Bryant – see bio

Jigsaw Puzzle Making: Insects and Sea Creatures (grades 4-6)
Students will design and create their own jigsaw puzzle! We will start by creating sketches of insects or sea creatures then paint our images onto wood. Puzzles will be cut to the students’ design specifications after class and mailed to students.
Sat., April 26
10 am – 2 pm
Room: 1605
Register by Feb. 10: $60
Register after Feb. 10: $70
Plus $15 material fee payable in class
Terry Grove – see bio

Hands-On Science Sampler (grades 6-8)
Ever wonder what the science was behind your favorite boardwalk ride, what creates currents, or how gravity affects materials? This class will provide hands-on experiences with easy-to-understand and fun science projects in the fields of electricity, physics, and geology. Science will be demystified as students create science experiences that demonstrate the principles behind common everyday parts of their world.
Sat., May 3
10 am – 2 pm
Room: 1605
Register by Feb. 10: $60
Register after Feb. 10: $70
Lauren Bryant – see bio
Sunday Drive: The Voices of Big Sur

In the tradition of the Sunday Drive, we will travel by bus along the fabled Big Sur Coast, listening to the descriptions and tales of the explorers, historians, scientists, poets and novelists who tried to describe a landscape that is—by definition—in describable. Poet Robinson Jeffers is usually noted as the Sur’s most prominent author, but dozens more have tried to capture the place in words, including Juan Rodriguez Cabrillo, Josiah Whitney, John Steinbeck, Mary Austin and Ric Masten.

We will take numerous short off-the-bus hikes during the day.

Transportation: Modern, chartered motor coach with on-board restroom

This class is not appropriate in pacing or focus for those under 21 years of age.

Participants should bring a picnic lunch.

Meeting place: Cabrillo College Aptos Campus at 8:30 a.m. with a Secondary pick up in Carmel at 9:30 a.m. Registrants will receive a letter with specific locations and a suggested reading list.

Sun., March 30
8:30 am – 6 pm
Register by Feb. 10: $95
Register after Feb. 10: $110

Sandy Lydon has been exploring, researching and listening to the Big Sur landscape for over 50 years, and will recount some of his experiences during the day, including his encounters with wild trout, wild pigs and the Dark Watchers.

The Life & Career of Georgia O’Keeffe

Learn about the life and seven-decade career of Georgia O’Keeffe to coincide with the exhibition opening at the De Young Museum in San Francisco in mid-February entitled, Modern Nature: Georgia O’Keeffe and Lake George.

From 1918 until the early 1930s, Georgia O’Keeffe lived at Alfred Stieglitz’s 36-acre family property situated along the western shore of this 30-mile-long lake located in the Adirondack Mountains. The work created here was critical to the development of her signature style of modernism and abstraction. This exhibition will include 55 of these works, drawn from public and private collections.

On the shores of Lake George she found a place to concentrate on her work without the distractions of her life in New York City. Working in her humble studio, nicknamed the “shanty,” she reveled in the discovery of new subjects that included flowers, fruit, trees, leaves, and architecture, as well as, the panoramic landscape views of the lake and surrounding hills that would influence her subsequent work in New Mexico.

Fri. Feb. 28
6-7:30 pm
VAPA1001
Fee: $15

Rose Smith, M.A., has been an instructor at Cabrillo College for seven years teaching a variety of courses both online and in the classroom including: Modern Art; Survey of Western Art: Prehistoric through Medieval and Renaissance through Modern, Asian Art: China, Korea and Japan, and Art Appreciation.

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 or be rescheduled.

This class is appropriate for students aged 10 to adult.

2 Fri., April 25 & May 2
6:30 – 9:30 pm
Room: 707
Register by Feb. 10: $58
Register after Feb. 10: $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.
WINTER WILDLIFE OF THE CENTRAL VALLEY

Flocks of Snow and Ross’ Geese, Sandhill Cranes, ponds full of a dozen ducks, and several kinds of birds-of-prey overhead will be only a part of the assembly of over 10 bird species possible on our day-long trek to the wetlands of the Central Valley near Los Banos and Merced County. Add an opportunity of see magnificent tule elk and perhaps two owl species in the last hour of our program.

Bring a bag lunch, beverage and a binocular.

Students will receive a detailed map and information letter from the instructor upon registration.

Sat., Feb. 22
10 am – 4 pm
San Luis State Refuge and Merced National Wildlife Refuge near Los Banos
Register by Feb. 10: $64
Register after Feb. 10: $72
Bruce Elliott – See bio

OCEANSIDE OASIS: WADELL CREEK’S RANCHO DE LOS OSOS

Thank you for your interest in enjoying one of the most beautiful ocean-side canyons on our California Coast. This wonderfully preserved former private ranch is now part of the State Park System and features easy walking access to a glimpse into what central California coastal habitat existed prior to rampant coastal development.

Join in for a short day of easy walking into the western slope of the Santa Cruz Mountains forest as we examine wildlife and their habitat communities. Birds, wildflowers, butterflies and other critters will engage our focus.

Bring a bag lunch, beverage and a binocular.

Students will receive a detailed map and information letter from the instructor upon registration.

Sat., May 17
10 am – 4 pm
Wadell Creek
Register by Feb. 10: $64
Register after Feb. 10: $72
Bruce Elliott—See bio

OWLS OF SANTA CRUZ COUNTY

The coast and mountains of Western Santa Cruz County host as many as seven species of owls, often viewed during their pre-breeding courtship in late winter. Our two-part program will provide an opportunity to study these fascinating creatures.

Our initial on-campus illustrated lecture in the afternoon will review biology, species identification and distribution of habitat for these owls. You will learn species identification by silhouette and calls.

After a dinner break, the class will reassemble for an evening of searching True Waddell Creek State Park north of Davenport.

Information and maps are provided upon registration.

Sat., March 1 OR March 8 OR March 15
2:30 – 9 pm
Room 403 (lecture) and Wadell Creek
Register by Feb. 10: $68
Register after Feb. 10: $75
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.

In all things of nature there is something of the marvelous.
—Aristotle
A Prince’s Dilemma – Hamlet

“Every time you go back to it, there’s something else there.” — Mel Gibson on Hamlet

What would you do? You are in your early twenties, you thoroughly enjoy academic life at an out-of-town university, you receive a text that your father has died, and you return home to attend his funeral only to find that your mother has already re-married - his brother, your uncle. Then you learn that your uncle murdered your father, and you are mandated to avenge your father’s death without harming your mother - while being closely watched. This is Hamlet’s dilemma.

Happier times – The Merry Wives of Windsor

“Fat-kidneyed rascal”, “this bed – presser”, “this huge hill of flesh”, “knotty-pated fool”. Falstaff has been called all of these in various Shakespeare plays, but is he deserving of this? In this 16th century “I Love Lucy” comedy, The Merry Wives of Windsor, Falstaff tries to con the merry Mistresses Ford and Page out of money and into bed. This play celebrates the virtues of thrift and marital fidelity with wit and madcap humor.

Class will include informal lecture with comparative video highlights, discussion and special guest speakers. Please bring a copy of the plays to class (Folger’s paperback editions are preferred, but optional) and please read at least part of the plays before we discuss them. No papers to write, no tests.

2 Thu., April 3 & 10
6:30 – 9:30 pm
Room: 431
Register by Feb. 10: $85
Register after Feb. 10: $98

William Mowatt, Ed D., and M.A. in Elizabethan Literature, has taught Shakespeare, poetry, and literature at West Valley College and UCSC. He is also a former Shakespeare Santa Cruz Board Member.
**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 Tues., Mar. 11 – Apr. 1  
7 - 9 pm  
Room 432  
Register by Feb. 10: $64  
Register after Feb. 10: $75  
Galaham Zuanich – see bio below

**Retirement Planning – A Common Sense Approach**

Do you dream of retiring? Are you wondering if what you’ve saved is enough? Have you thought about how you will recreate your paycheck in retirement? This class will help you assess your retirement needs and develop a retirement income plan. We will explore the risks associated with retirement and discuss simple steps to get your retirement off to a strong start.

4 Tues., Apr. 22 – May 13  
7 - 9 pm  
Room 432  
Register by Feb. 10: $64  
Register after Feb. 10: $75  
Galaham Zuanich is an associate vice president with a major investment firm and has been a financial advisor for eight years. He has a BS in Commerce Finance.

**Where Does All My Money Go?**

Ever get frustrated that you never seem to get ahead? Are you and your family constantly arguing about money? Do you have trouble saving money? Want to work on paying down your debt but don’t know where to find the money?

Learn the basics of how to get control of your finances rather than letting them control you. It is the help you need before learning about investing, debt elimination, retirement or college planning. You can’t afford not to take this course and change your habits. This course is an investment in your future and you will save the cost of the course many times over by applying what you learn.

This class is taught in an online format. For more information or to register, visit us at: [www.ed2go.com/cabrillo](http://www.ed2go.com/cabrillo)

**College: How to Get In and How to Pay the Bill**

If you are a parent with a high school student looking to enter college, this class will help you learn what you need to know to help your child search for a good college, understand what admission people are looking for, write that dreaded essay and create an excellent resume. 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.

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

2 Mon., Mar. 17 & 24  
6:45 – 8:45 pm  
Room 432  
Register by Feb. 10: $54  
Register after Feb. 10: $62  
Stephen Shapiro, CPA, CFP, has advised individuals on financial matters for over 20 years and has led financial workshops since 1989.

**Protect Your Money, Credit, and Identity**

Do you worry about criminals stealing your identity or scammers cheating you out of your money? Are you feeling threatened by abusive debt collectors or predatory lenders? If so, this course can give you the help you need.

In these lessons, you’ll see how to spot the scams and rip-offs that can cost you money or ruin your credit. You’ll explore threats including identity fraud, Internet and credit card scams, and deceptive service contracts. If you’re planning to buy land or a home, you’ll learn to avoid real estate scams—and if you’re buying a car, you’ll get the inside story on car dealers’ tricks.

And that’s not all! If your mortgage is in trouble, you’ll find out how to slow down (or even stop) a foreclosure. And if you’re getting harassing calls from debt collectors, your course instructor—a former Assistant District Attorney—will bring you up to speed on the federal and state laws that can give you peace of mind. You’ll also see how to obtain your credit score and how to clean up your credit history.

By the time you finish this course, you’ll be prepared to protect your credit score, your identity, and your bank accounts. In addition, you’ll have the legal know-how you need to make mortgage holders, credit card companies, and debt collectors play by the rules.

This class is taught in an online format. For more information or to register, visit us at: [www.ed2go.com/cabrillo](http://www.ed2go.com/cabrillo)

38 Cabrillo College Extension
Beginning Ballroom Dance
Come join the fun in this introductory dance class where you will learn the basic skills for following and leading in selected ballroom dance styles which include: Fox Trot, Waltz, Tango, Two Step, Argentine Tango, Hustle and other popular ballroom dances.

Ballroom dance offers the unique opportunity to grow as a human being and dancer. You will learn to be confident dancing with one another in any social setting. It’s a whole new way to learn to be able to express yourselves with others. Dancing brings people together in a very wonderful community.

No previous dance experience necessary.
Couples may register at a discounted rate.

6 Sun., Mar. 2 - Apr. 6
5 – 7 pm
Room 1117
Per person: $98
Per couple: $182

Intermediate Ballroom Dance
Continue your fun, experienced dancers, by adding to your skill, perfecting the specifics of leading and following, and dramatically improving on your ballroom dancing techniques. We’ll practice the different dance styles which include: Fox Trot, Waltz, Tango, Two Step, Argentine Tango, Hustle and other popular ballroom dances.

This class is for any dancer interested in taking their ballroom dancing to the next level.

6 Sun., Mar. 2 - Apr. 6
7 - 9 pm
Room 1117
Per person: $98
Per couple: $182

Amy Farhood is a graduate of Mills College in dance and an award-winning ballroom dancer and choreographer. She has been teaching ballroom dance for 20 years.

Community Folk Dance
The line and partner dances of the Mideast and Balkan countries are featured at this popular Friday evening event. Dance steps will be taught from 7:30 - 9 pm and requests will be taken between 9 - 11pm. Partners aren't necessary, but children under 12 must be accompanied by an adult.

One Friday of each month will feature live music.

For dates go to: www.cabrillofolk.org

Friday nights
7:30 - 11 pm
Room 1117 (Gymnasium Building)
$5 at the door, $10 on “live music” nights.

Healthy Harmonica
Breathing is our foundation when playing the harmonica. We will take the simplest of pop, folk, and blues melodies and invigorate them with simple, but powerful, techniques to make any song deeply expressive.

No previous ability to read or play music--only a desire to have fun and feel more alive!

Students will need a “C” major diatonic harmonica. Instructor will have them available in class for $12 if you don’t have one.

Thurs., March 13
6 – 7:30 pm
Room 514
Register by Feb. 10: $30
Register after Feb. 10: $35
plus $15 for course materials payable to instructor at class
Dave Broida - See bio below

Beginning Blues Harmonica
Beginning Blues Harmonica will get you jammin’ the blues immediately! Emphasis in this class will be on playing and having fun as you are introduced to many of the tricks and techniques to make the harmonica cry, laugh, wail and scream. No previous harmonica training is required—only a love of the blues and the desire to play!

Students will need a “C” major diatonic harmonica. Instructor will have them available in class for $12 if you don’t have one.

Thurs., March 13
7:45 – 9:45 pm
Room 514
Register by Feb. 10: $45
Register after Feb. 10: $52
plus $15 for course materials payable to instructor at class
Dave Broida has been teaching and performing for 20 years. He plays professionally throughout northern California and teaches throughout the state.
Soul Collage®: Stretching Our Wings

A class for veteran collagers, beginners and everyone in between.

If you could stretch your wings, what would you do? Where would you go? How would you feel? Tap into your creativity and your inner wisdom to give more room and strength to your own wings and expand your sense of freedom, direction and purpose. This class supports, encourages and guides you to make a set of small collages to access the symbolic power of images and imagination in your own unique style. You can apply this method to many other aspects of your life, personally and professionally.

If you are already familiar with the method you know you are in for a treat. If you are new to it please visit SoulCollage.com for more details.

Flexible, accessible and playful, SoulCollage(R) allows you to work at your own pace and go as deep as you dare. No previous artistic experience is necessary.

Sat., March 29
10 am – 4 pm
Room: Horticulture 5005
Register by Feb. 10: $75
Register after Feb. 10: $88
Plus $20 materials fee

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.

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 12
9:30 am – 4 pm
Room: Horticulture 5005
Register by Feb. 10: $65
Register after Feb. 10: $76
Lauren Mari-Navarro is a Licensed Clinical Social Worker and has been working with people undergoing life transitions for over 18 years. Lauren has had training in the Progoff Journal Method, “Mining Your Life for Meaning” writing process.

Writerific: Creativity Training for Writers

Who doesn’t know the fear of the blank page? How can we transform our visions into the written word? Is it really possible to become a terrific writer? You’ll find the answer to these and more of your questions in Writerific. In this high-energy class you’ll learn lots of tricks from the published writer’s toolbox. Whether you’re at work now or hoping to write a novel, a nonfiction book, a memoir, short stories or articles, Writerific liberates the imaginative, inventive bolts of genius that are inside everyone. If you’ve ever dreamed of hearing your writer’s voice and writing what’s in your heart and head, this class will make it happen.

This class is taught in an online format.
For more information or to register, visit us at: www.ed2go.com/cabrillo
Classes begin February 19th!

“One doesn’t discover new lands without consenting to lose sight of the shore for a very long time.”
— Andre Gide
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 that 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 15
9 am - 4 pm
Room: 405

Register by Feb. 10: $78
Register after Feb. 10: $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.

Writing for Children
Join author and writing mentor Steve Alcorn and discover what you need to know to write for children. If you’re a beginning writer, this course will help you transform your book idea into a finished product. You'll explore the changing world of children's literature and understand the various formats, including picture books, chapter books, middle grade or young adult novels. You’ll get insights from publishing professionals to gain a better understanding of the needs of today’s market. You’ll receive valuable tips about creating your manuscript, and even practice writing a query letter to submit to a publisher.

By the time you finish this course, you’ll have all the tools and resources you’ll need to begin navigating the world of children’s publishing and to continue growing as a writer for children.

This class is taught in an online format.
For more information or to register, visit us at: www.ed2go.com/cabrillo
Classes begin February 19th!
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 there to help you study and learn at home. The 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 not-for-credit 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 Ed2Go class begins on the following dates: February 19, March 19, April 16, May 21 & June 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 300 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:

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

Instant Italian
This dynamic course will teach you how to express yourself comfortably in Italian. You’ll learn practical, everyday words and phrases that will make your stay in Italy more enjoyable. You’ll read, hear, and practice dialogues based on typical situations. The dialogues and follow-up exercises of each lesson will teach you to communicate in Italian in a wide variety of settings. You’ll be surprised by how quickly and easily you can learn many useful expressions in Italian! The course audio feature lets you hear the words and phrases spoken aloud with just a click of your mouse. You’ll also learn about the Italian language’s impact on the world, the Italian alphabet, phonetics, and pronunciation, proper forms of address, expressions of courtesy, and how to make introductions. You’ll be pleased at how quickly this course helps you build your skills, and prepares you for your next adventure.

A to Z Grantwriting
This is an invigorating and informative course that will equip you with the skills and tools you need to enter the exciting field of grant writing! You’ll learn how to raise needed funds by discovering how and where to look for potential funders who are a good match for your organization. You’ll also learn how to network and develop true partnerships with a variety of funders, how to organize a successful grant-writing campaign, and how to put together a complete proposal package.

No matter who you are or what level of experience you have, you’ll find the A to Z of writing and submitting successful proposals here!

For more information or to register, visit us at: www.ed2go.com/cabrillo

Classes begin February 19th
Medical Terminology: A Word Association Approach
This course teaches medical terminology from an anatomical approach. Root terms are divided by each body system. The origin, a combined form, and an example of non-medical everyday usage is provided for each root term. Word Associations are provided as a learning tool. Unusual and interesting information is provided in regards to each term. Root terms are combined with prefixes and suffixes as your learning will culminate in the interpretation of several paragraphs of medical notes.

Spanish for Medical Professionals
Are you struggling to communicate with your Spanish-speaking patients? If so, here’s the perfect solution. Whether you’re new to the Spanish language or just want a refresher, this fun and simple course will give you the basic tools you need to bridge the communication gap.

With increasing numbers of Spanish-speaking patients entering the healthcare system every year, it’s more crucial than ever for health professionals to learn medical Spanish. What’s more, adding Spanish skills to your résumé can broaden your career horizons. But you’re a busy person, and you don’t have time to waste—so this course skips the “touristy” topics and focuses on the survival Spanish medical personnel really need to know in a medical setting.

By the end of this course, you’ll have a strong foundation in basic medical Spanish that you can build on for years to come. ¡Vamos! (Let’s go!)

Writing Essentials
Master the essentials of writing, and become the stellar wordsmith you always wanted to be! In this course, you’ll develop the skills you need to excel at business communications, express yourself clearly online, and take your creative literary talents to a new level.

Whether you’re hoping to get a better job, write for a blog, or publish your short story, this course will give you the writing tools you need for success. It’s also a perfect choice for students who speak English as a second language. You’ll gain confidence right away as you practice free writing and discover how to create solid drafts. You’ll improve your writing skills by learning to select strong and persuasive words, spell correctly, and choose the right punctuation.

With the knowledge and hands-on practice you gain from this course, you’ll be able to express yourself clearly and persuasively in writing—both in your personal life and in the business world.

Learn to Buy and Sell on eBay
Online auctions match buyers with sellers in a global marketplace for almost any item. If you’ve ever dreamed of working from home or just earning extra income by buying and selling goods online, our experienced instructors will guide you every step of the way. You’ll learn how to create titles that get noticed, how to craft advertising copy that sells items quickly and for top dollar, and how to create and upload photos of the items you are selling. You’ll also learn how to safely conduct financial transactions, how to accept credit card payments, and how to pack and ship any item hassle-free. If you’re a buyer, you’ll learn how to value almost any item up for auction, how to get the best possible price, how to protect yourself against fraud, and how to compete effectively against other bidders.

Start and Operate your own Home-based Business
Starting a home-based business is the hottest trend in today’s challenging business environment! Learn how to be your own boss and eliminate the stress of having a job. The benefits of working from home are endless! Earn what you deserve, be independent, have tax deductions, do away with traffic, office politics and more! Learn how to develop the entrepreneurial qualities - motivation, discipline, creativity - that you will need to succeed! This class is a great way to start your own business or enhance the one you already have.

Enhancing Language Development in Childhood
Follow your child’s lead and have fun while enhancing language development! In this fun and user-friendly course for parents, teachers, and caregivers, you will discover how children learn to process language and how they become proficient speakers and thinkers. This course will help you enrich your child’s life by stimulating his or her continued speech, brain, and language development in an enjoyable, age-appropriate, and natural way.

For more information or to register, visit us at: www.ed2go.com/cabrillo
Classes begin February 19th

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

## How to Get Started:

Visit our Online Instruction Center: [www.ed2go.com/cabrillo](http://www.ed2go.com/cabrillo)

Select your class and follow the prompts.

**Start Dates:** A new section of each Ed2Go class begins on the following dates:
- February 19
- March 19
- April 16
- May 21
- June 18

*NEW CLASSES ARE MARKED WITH AN *

---

<table>
<thead>
<tr>
<th>The Internet ($95)</th>
<th>Database Management &amp; Programming ($95)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Navigating the Internet</td>
<td>Introduction to Database Development</td>
</tr>
<tr>
<td>Web 2.0 Blogs, Wikis &amp; Podcasts</td>
<td>*Introduction to MS Access 2010</td>
</tr>
<tr>
<td>Introduction to Creating WordPress Web Sites</td>
<td>Introduction to SQL</td>
</tr>
<tr>
<td></td>
<td>Introduction to Programming</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Web Page Design ($95)</th>
<th>Computer Certification Prep ($149)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Designing Effective Websites</td>
<td>CompTIA Security+ Certification Prep</td>
</tr>
<tr>
<td>Introduction to Dreamweaver CS5</td>
<td>Advanced A+ Certification Prep</td>
</tr>
<tr>
<td>Introduction to CSS and XHTML</td>
<td>Intermediate A+ Certification: Operating Systems</td>
</tr>
<tr>
<td>Achieving Top Search Engine Positions</td>
<td></td>
</tr>
<tr>
<td>*Advanced Web Pages</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Web Graphics and Multimedia ($95)</th>
<th>Digital Photography &amp; Digital Video ($95)</th>
</tr>
</thead>
<tbody>
<tr>
<td>*Intro &amp; Intermediate Flash CS5</td>
<td>*Photoshop Elements 10 for the Digital Photographer</td>
</tr>
<tr>
<td>*Intro &amp; Intermediate Photoshop CS5</td>
<td>Making Movies with Windows Vista</td>
</tr>
<tr>
<td>Adobe Acrobat 9</td>
<td>*Introduction to Digital Scrapbooking</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Web and Computer Programming ($95)</th>
<th>Languages ($95)</th>
</tr>
</thead>
<tbody>
<tr>
<td>VisualBasics 2008</td>
<td>Speed Spanish I, II, III</td>
</tr>
<tr>
<td>Introduction to PHP &amp; MySQL</td>
<td>Spanish for Medical Professionals</td>
</tr>
<tr>
<td>Introduction to Java Programming</td>
<td>Instant Italian</td>
</tr>
<tr>
<td>*Introduction to Ajax Programming</td>
<td>Conversational French</td>
</tr>
<tr>
<td>*Introduction to Python 3 Programming</td>
<td>*Conversational Japanese</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Basic Computer Literacy ($95)</th>
<th>Writing &amp; Publishing ($95)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Intro &amp; Int. Windows Vista</td>
<td>Beginning Writer’s Workshop</td>
</tr>
<tr>
<td>Computer Skills for the Workplace</td>
<td>Write &amp; Publish Your Nonfiction Book</td>
</tr>
<tr>
<td>*Introduction to Windows 7</td>
<td>Writerific: Creativity Training for Writers</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Computer Applications ($95)</th>
<th>Effective Business Writing</th>
</tr>
</thead>
<tbody>
<tr>
<td>*What’s New in Microsoft Office 2010</td>
<td>*Writing Young Adult Fiction</td>
</tr>
<tr>
<td>*Microsoft Excel 2010</td>
<td>*Keys to Effective Editing</td>
</tr>
<tr>
<td>*Word, Excel, Access, Publisher &amp; Outlook 2010</td>
<td></td>
</tr>
<tr>
<td>*Introduction to CorelDRAW X5</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Graphic and Multimedia Design ($95)</th>
<th>Entertainment Industry Careers ($95)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction to Illustrator CS5</td>
<td>Your Screenwriting Career</td>
</tr>
<tr>
<td>*Intro &amp; Intermediate InDesign, Photoshop, Flash CS5</td>
<td>Breaking into Sitcom Writing</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PC Troubleshooting, Networking, &amp; Security ($95)</th>
<th>Get Paid to Travel</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wireless Networking</td>
<td></td>
</tr>
<tr>
<td>Advanced PC Security</td>
<td></td>
</tr>
</tbody>
</table>
ONLINE CLASSES

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

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
- Writing and Selling Self-Help Books
- Small Business Marketing on a Shoestring

Sales & Marketing ($95)
- Principles of Sales Management
- Marketing Your Business on the Internet
- Managing Customer Service

Accounting ($95)
- Accounting Fundamentals I & II
- MS Accounting Professional 2008
- Introduction to Crystal Reports
- Intro to Peachtree Accounting 2012
- Introduction to QuickBooks 2012

Business Administration ($95)
- Distribution and Logistics Management
- High Speed Project Management
- Going Green at the Workplace

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
- Protect Your Money, Credit, and Identity

Personal Finance & Wealth Building ($95)
- Keys to Successful Money Management
- Real Estate Investing I & II
- Debt Elimination Techniques That Work
- Introduction to Stock Options
- The Analysis and Valuation of Stocks

Health Care, Nutrition, & Fitness ($95)
- Medical Coding & Transcription
- Handling Medical Emergencies
- Become a Physical Therapy Aide
- Become an Optical Assistant
- Explore a Career as an Administrative Medical Assistant
- Start Your Own Edible Garden
- Going Green at Home

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

Art, History, Psychology, & Literature ($95)
- Enjoying European Art Online
- Drawing for the Absolute Beginner

Children, Parents and Family ($95)
- Homeschool With Success
- Mastering Digital Photography: Photographing People
- Ready, Set, Read!
- Response to Intervention: Reading Strategies That Work
- Singapore Math Strategies
- Teaching Students With Learning Disabilities
- ReadyMATH

Law & Legal Careers ($95 - $160)
- Introduction to Criminal Law
- Employment Law Fundamentals
- Business Law for Small Business Owners

Health Care - Continuing Education ($95 - $210)
- Certificate in Spirituality, Health, and Healing
- Certificate in Complementary and Alternative Medicine
- Medical Math
- HIPAA Compliance
- Certificate in Holistic and Integrative Health
- Certificate in Integrative Mental Health
- Spanish for Medical Professionals
- Certificate in Gerontology

Please visit our online catalog for complete class descriptions, instructions & requirements.

www.ed2go.com/Cabrillo
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.

* Please see the posted days and times that parking fees are required.
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 or transfer 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 or transfers, 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.

Motorcycle Safety School has a different refund policy.

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: 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)

<table>
<thead>
<tr>
<th>Class Name</th>
<th>Start Date</th>
<th>Participant’s Name</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

To register call 479-6331 or visit us online at www.cabrillo-extension.org
Cabrillo Youth Summer Institute

Riding the Waves to College & Careers

The Cabrillo Youth Summer Institute (CYSI) is back in 2014 with some exciting changes and new programs! CYSI gives junior high and high school students the opportunity to begin their journey to college & careers. Students spend a week exploring a chosen “career path” through both classroom and hands-on activities. Programs on academic enrichment and college & career readiness will take place again this year.

Students will be guided to identify, discover, and explore specific career areas. A key contributor to future academic and career success is early exposure to career awareness. We will introduce students to the college and career opportunities that exist and prepare them to make decisions about high school and college coursework and, ultimately, their future.

Students in junior high (entering 7th & 8th grade) & high school are eligible to attend.

CYSI will take place in July and August. Camps will run Monday-Friday at the main Cabrillo College campus with possible programs offered at our Scotts Valley and Watsonville campuses.

If you would like to be notified about registration information or to tell us about programs of interest please fill out our brief survey at the website below:

www.sccommits.org/camp

For additional questions, call 831.477.5605

This camp is a project of the Santa Cruz County Career Technical Education Community Collaborative (CTE CC) and funded in part by the Chancellor’s Office, California Community Colleges, State CTE funds.

©2012 Chancellor’s Office, California Community Colleges
Zumba Fitness 101
Get the steps, get the groove and get to the best layer of yourself: Get fit!
See page 33.

Culinary Classes!
World of Wine & Cheese, Gluten-Free Treats, Cinnamon Rolls and Sticky Buns, How to Make Chocolate & Anne’s all new Tasting Tour!

Spring Arts!
Enjoy a line up of eight all new classes, including: Glass Assemblage, Painting the Figure, Metal Forming and Fabrication, Gizmos & Gadgets.
See pages 1-5.

Hands-on Computer Classes
Enhance your employment position by learning new computer skills in a hands-on classroom setting.
See pages 22 -24.

www.cabrillo-extension.org

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