Start Your New Year
With Extension!

New Workshops, Bring a Friend Discount, and Community Events

Register by January 29th for Discounted Fees
Real Food and Real Facts: Simple Food Science as the Basis for Health

Eating well and making good food choices is essential for our wellness, but how exactly do we make good food choices? With busy lives and so much information available, how do we build healthy eating into our day-to-day lives? Eating real food is the path to wellness, but where to start and what to do is not so clear!

In this class you will gain an understanding of the basic science behind GMO’s (genetically modified organisms) and how they affect us, the benefits of buying and eating organic foods (and how to do so affordably!), explore genetics and the area of quantum healing, and learn how to navigate the seemingly endless avalanche of health, diet and nutrition information.

With user-friendly science, you will learn how to make fact-based food and nutrition decisions for you and your family.

6 Wed. March 28 – May 2
6:30 – 8:00 pm
Room: 432
Register before Mar. 26: $128
Register after Mar. 26: $135
Plus a $5 materials fee paid at registration
Eileen Mackusick, MS, RD, teaches nutrition at Cabrillo College and San Jose State and has 25 years of experience as a registered dietitian and integrative nutritionist.

Real Food and Real Facts Series
Register for both classes before Mar. 26: $160
Register for both classes after Mar. 26: $170

Holistic Nutrition to Build Your Personal Health

Have you ever wondered about how to make “healthy” cooking choices, how many carbohydrates to eat, how much protein you need, or which supplements may be helpful for you? Have you ever wondered what “holistic nutrition” really means? This class will help answer your questions from the perspective of your biochemical individuality and learn what is best for you in the world of holistic nutrition.

We will discuss macronutrients and the role of carbohydrates, fats and proteins in our diet. We will explore the effects of blood sugar balance, and will provide the “how, when, and where” information about safe detox.

Leave with the tools needed to create a diet balanced for your particular needs to help thrive and keep your brain sharp in all phases of life.

5 Tue., Feb. 27 – March 27
6:30 – 8:00 pm
Room: 403
Register before Jan. 29: $98
Register after Jan. 29: $105
Plus a $5 materials fee paid at registration
Ramona Richard, M.S., in Health & Nutrition Education, and has over 20 years of experience in wellness and health care. She is a consultant with the Way of Life, and a nutritional therapy practitioner with a nutrition consulting company.

Shopping for Real Food with Real Facts

If you’ve ever gone to the grocery store or your local farmer’s market and found yourself wondering how to “shop healthy,” this two Saturday workshop will help. Using basic science about food and wellness, Eileen will take the class shopping at New Leaf Market in Capitola, and then to the Aptos Farmer’s Market at Cabrillo College. Learn tips and tricks as you shop!

Students are encouraged to bring $40 in cash to the Farmer’s Market – or more if you’d like! Please wear comfortable shoes and bring reusable grocery bags or baskets.

To register call 479-6331 or visit us online at www.cabrillo-extension.org
**Plant-Based Cooking For Busy People**

When life gets really busy, healthy eating seems to go by the wayside. The reason most health-conscious people eat poorly is lack of planning. But planning doesn’t have to be difficult. Learn ways to not only simplify your meal planning but also to cook delicious plant-based meals more efficiently.

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

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

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

**Kickstart Your Health: The Power of Plant-Based Nutrition**

Have you ever considered a plant-based diet to better your health, lose weight, or because you’ve wanted to be kinder to animals and our planet? Are you not sure where to start or wonder if you’d get enough protein? Perhaps you’d just like to incorporate more whole foods and vegetables into your diet? Whatever the reason - this class is for you! You’ll learn the latest in plant-based nutrition science, as well as how to select, prepare and cook tasty vegan dishes 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 nutrition information, discuss key nutrients and their impact on your health and longevity, and demonstrate how to cook a variety of delicious plant-based recipes in every class. You’ll see - it’s not as difficult 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 eating a plant-based diet and see how this approach can help you look better, feel better and be more energetic than ever!

This is a Food for Life class, a community-based nutrition education program of the Physicians Committee for Responsible Medicine (PCRM).

The book by bestselling 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 $40 is payable to the instructor at the first class to cover food, handouts and other materials and supplies.**

- 6 Mon., April 2 - May 7
  - 6:00 – 8:00 pm
  - Room: HW1119 (Inside the Stroke Center)
  - Register before Mar. 26: $180
  - Register after Mar. 26: $195
  - Plus materials fee of $40 payable in class.

**Susan Lavelle** is a Family Nurse Practitioner, a PCRM Food for Life Instructor and graduate from the Rouxbe Plant-based Culinary School. She has been passionately promoting, cooking, and eating healthy plant-based meals for more than a decade.

**Jan Shaw** has been a horticulturist for over 40 years and loves to cook. She was coaxed into plant-based nutrition for health reasons and along the way found the marriage of her two passions - plants and cooking - truly gratifying.

“I learned so much from this class. Susan is very knowledgeable and her enthusiasm is great.” - Kickstart Your Health student

**Fitness Nutrition – How to Increase Efficiency and Enhance Performance**

Your body has a different response to an apple than it does to a slice of pizza. When we exercise, the complexity of our systems is amplified. Basics about sports nutrition may seem obvious, but the conversation about diet and exercise often feels like an endless staircase – it just goes on and on with no clear conclusion. Happily, this class is driven by science you can understand, and strategies you can implement.

We will address the complex workings of the body during exercise, the chemical reactions within the body during physical exertion, and optimizing performance and recovery through dietary actions. We will do simple activities and exercises to help you understand how to use the tools and techniques in your fitness regimen.

If your New Year’s resolution is to increase fitness, get more exercise or lose weight, then we will give you concrete tools and knowledge to increase efficiency and enhance performance. Students take home pathway diagrams, a list of resources, and recipes for performance foods.

- 2 Sat., March 3 & 10
  - 9:00 am – 12:00 noon
  - Room: 1521
  - Register before Jan. 29: $78
  - Register after Jan. 29: $85

**Sean Woolery - see bio**

**Workplace Ergonomics**

In our increasingly screen-centered world, most of us are faced with sedentary work environments. The average person spends 8 to 14 hours sitting per day, yet we are unsure how to combat the detrimental effects of bad positions at work. The good news is that simple and creative solutions can reduce the amount of strain inflicted while perched in poor positions.

This interactive workshop will involve alternating instruction with hands-on activities. Learn and practice empowering strategies specifically for the workplace to prevent common aches and pains caused by prolonged sitting, or as a result of poor body mechanics at work. It will be a kinesthetic learning environment where you will move and practice how to engrain the principles into daily living and working. Learn how to prevent pain derived from poor posture at work, and learn core-bracing and movement patterns to avoid repetitive stress injuries.

This class will have an instant effect on your daily life, as you learn how to decrease pain and increase productivity!

Sat., Feb. 24
9:00 am - 12:30 pm
Room: 1521
Register before Jan. 29: $38
Register after Jan. 29: $45
Register 2 or more: $35 each

**Sean Woolery, B.S.** received his degree from San Diego State University in Pre-Physical Therapy and his doctorate in chiropractic at Palmer College of Chiropractic.

**Cabrillo College Wellness Education Center Open House**

Saturday January 20th, 2018
9:00am – 5:00pm

The Cabrillo College WEC (Wellness Education Center) will open its doors to the Santa Cruz Community! For the past 2 years the WEC has been Cabrillo College’s best kept secret, a 14,000 square foot, state-of-the-art workout facility equipped with a dance/yoga studio, locker rooms, free weights, Olympic platforms, squat racks, TRX suspension equipment, CYBEX, PRECOR treadmills, rows and elliptical machines. Our faculty, staff and personal training students will be on site to help provide information on how to enroll in the WEC, provide training workouts and workshops as well as give advice on how to help you achieve your fitness goals. We at the WEC would like to invite you to come and enjoy our incredible facility, learn about all the classes, open labs and workshops the WEC has to offer.

To register visit us at: [http://www.cabrillo-extension.org](http://www.cabrillo-extension.org)
Ignited Women Weekend Retreat
Awaken your senses and begin to live more fully as a midlife woman! Through movement, meditation, discussion, and writing, students will be guided through a re-awakening into our physical bodies. This workshop is designed to help women reclaim our significance and value in a safe environment.

“Midlife“ for women is a deep time of transition. As our bodies change we are challenged to understand what our role may be for this next phase of our lives. We may get a sense that it’s time to let go of old wounds and the notion that we are “not enough.” Instead, this is a great opportunity to step into our wisdom and power. In this workshop you will:

- Re-awaken the connection between self and body through gentle yoga and meditation.
- Uncover what’s most important to you through inspired and stimulating writing exercises.
- Discuss the myths and realities of midlife transitions for women.
- Identify core desired feelings in various areas of your life.

This workshop includes an Ignited Women Workbook Journal. It contains exercises from “The Desire Map,” an holistic approach to life planning that uses your core desired feelings as a guidance system for your goal setting. Also included in the workbook are recommended meditations, yoga practices and other resources to support you in your midlife transition.

Please see the Extension Class Resources web page for more important information about this class.

Sat & Sun, Feb. 3 & 4
9:00 am – 12:00 Noon
Room: Horticulture 5005
Register before Jan. 29: $78
Register after Jan. 29: $85
plus $10 materials fee paid at registration
Beth Nelson see bio

Ignited Women: Opening the Eight Gates of Wisdom
From age fifty onward, long held beliefs or ideas about identity, relationships, creativity and satisfaction, to name a few, are often seen through a whole new lens. This course will help you expand your life skills and provide a framework for enacting practice and rites of passage that will help with these new chapters.

Inspired by the book, The Second Half of Life: Opening the Eight Gates of Wisdom by Angeles Arrien, you will be guided through eight metaphorical gates that deepen your wisdom and help shift your perspective. You will develop a deeper knowledge and awareness of what challenges hold you back, and develop a plan of action to move forward. With tools to help master your lessons and gifts, become more deeply aligned with your purpose, discover untended creative talents, and feel more fulfilled in midlife and beyond.

One of the 8 metaphorical gates is presented in each class and followed with discussion, written reflections, art work or rituals that explore and reflect the meaning of each gate in our lives.

9 Wed, March 28 - May 23
6:30 – 8:30 pm
Room: 1520
Register before Mar. 26: $148
Register after Mar. 26: $158
Register 2 or more: $145 each
plus $25 materials fee paid at registration
Beth Nelson is a registered yoga instructor who is passionate about inspiring bold-souled midlife women to reclaim their own vitality in order to lead a deeply fulfilling life. She leads yoga classes, workshops and retreats throughout Santa Cruz County, and has worked at Cabrillo in the Academy for College Excellence.

“Beth has a wonderful presence and a beautiful message. I actually found myself wishing the classes were longer.”
- Ignited Women student

Meditation: the Art and Science of Mind Training
For thousands of years, human beings have responded to the challenges of their inner emotional life, and their outer material life, by developing ways to train their heart and mind. Known formally as “mind training,” these techniques reduce stress, increase awareness and concentration, and strengthen our ability to offer kindness and compassion. This class will help you to apply these “mind training” and meditation techniques to a variety of situations and life transitions.

Students will leave with tools for crafting their own personal meditation practice and meditative techniques to face the challenges, and increase their overall wellness.

People from all walks of life are welcome! Please bring a yoga blanket or mat and a sitting cushion if you plan to sit on the floor, and a shawl or light blanket to wear while meditating.

March 11 is Daylight Savings - remember to “Spring Forward”
4 Sun., Feb. 25 – March 18
9:00 – 10:30 am
Room: Horticulture 5001
Register before Jan. 29: $88
Register after Jan. 29: $95
Jordan Leahy holds an MA in Religious Studies, is an ordained spiritual teacher through Anam Thubten Dharma Foundation, has twenty years personal meditation experience.

Pain Relief Workshop: Tools and Techniques of Self-Massage
If you worry that your posture or repetitive movements affect your life, or you struggle with old injuries or chronic pain, this workshop will help! Learn how to utilize various acupressure points, postural awareness, self-massage tools, and stretching techniques to alleviate muscle tension and help with pain prevention. There will be demonstrations and plenty of time to practice in this primarily hands-on workshop.

You will leave with a myofascial ball, the knowledge to get the most out of various self-massage techniques, and specific ways to use them on common areas of tension. Learn massage and stretching techniques to use anywhere, and quick and easy exercises to incorporate into your daily life.

Sat, April 14
9:00 am - 12:30 pm
Room: 2100B
Register before Mar. 26: $148
Register after Mar. 26: $155
Register 2 or more: $145 each
plus a $10 materials fee paid at registration
Jay Negron and April Schneider are nationally certified massage therapists. They have a combined 20+ years of experience specializing in therapeutic, Thai, sports rehab and prenatal bodywork.

Thai Yoga Bodywork & Partner Stretching - Extended Workshop
If you would like to increase flexibility, reduce stress and tension, as well as increase the movement in your joints, this workshop will help! Thai-yoga massage and bodywork is meant to open up and clear out energetic pathways throughout your body using active and passive stretching, breath-work, rocking, and gentle compression. In this extended class we will include side lying, seated positions, flow sequences, percussion techniques, and other more in depth approaches, which we will have plenty of time to demonstrate and practice.

These techniques are perfect for those with an active lifestyle, or those looking for “easy to do anywhere” series of movements. The workshop is offered in a fun, safe and relaxing environment, where the techniques are performed on a comfortable mat on the floor with each partner fully clothed and without oils or lotions. Come on your own, or bring your friend, sister, roommate, or partner.

Students receive a packet with movement sequences to follow and large mats are provided. Please bring a clean bed sheet, a large towel, lunch and lots of water to class! Before class, please check the Extension Class Resources web page for a list of required supplies and materials.

2 Sat., May 19 & 26
10:00 am – 1:30 pm
Room: 2100B
Register before Mar. 26: $148
Register after Mar. 26: $155
Register 2 or more: $145 each
plus a $10 materials fee paid at registration
Jay Negron and April Schneider are nationally certified massage therapists. They have a combined 20+ years of experience specializing in therapeutic, Thai, sports rehab and prenatal bodywork.
Chi Aura Integration

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

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

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

A free downloadable manual will be made available to students before class.

Sat. & Sun., April 28 & 29
9:00 am – 5:30 pm
Room: 406

Register before Jan. 29: $195
Register after Jan. 29: $210
Register 2 or more: $190 each
plus $35 material fee payable at registration

Jackie Christensen, Ph.D., has a passion for herbology and education. She currently has a private practice in Santa Cruz and works as a master herbalist.

Fragrant, Healing

Body & SkinCare - Aromatherapy, Essential Oils and Apothecary

Fresh, pure scents have an immediate, positive effect on us all. They can induce restful sleep, boost energy, reduce anxiety and help with healing. The class lets you create something that fills your senses and soothes your body. We will combine aromatherapy with apothecary as you hand-craft small batches of aromatic lip balms, soothing body butters, and other wellness products designed by you, for you.

Students will take home lip balms, body butter, custom deodorant, sea salt body scrub, oil-based facial moisturizer (all in amber glass jars), as well as the knowledge and information to make more at home, either for you or those you love!

Please wear comfy clothes that can get messy. This class is full of hands-on making with oils, plants and other luscious ingredients.

4 Thu., April 5 - 26
7:00 - 9:00 pm
Room: 1520

Register before Mar. 26: $88
Register after Mar. 26: $95
Register 2 or more: $85 each
Plus a $30 materials fee payable at registration

Melody Overstreet, BA, is a Master Gardener and certified Naturalist through California Native Plant Society and UCSC’s Arboretum.

Handcrafted Herbalism: Infusions, Tinctures & More!

This course teaches you the necessary skills to become confident in basic herbal practices. Topics include: correct methods for drying; selecting and storing herbs; materia medica and properties of herbs; as well as a hands-on lab teaching how to make a wide variety of herbal remedies such as decoctions, infusions, tinctures, salves, lotions, oils, flower essence remedies, syrups, lozenges, throat sprays, liniments, poultices and much, much more. At the end of each class, you will have a variety of samples, formulas, instructions, and the necessary knowledge to expand on your own.

This class is geared towards all skill levels; no prior experience is needed.

6 Mon., Feb. 26 - April 2
6:30 – 8:30 pm
Room: 1520

Register before Jan. 29: $195
Register after Jan. 29: $210
Register 2 or more: $190 each
plus $35 material fee payable at registration

Jackie Christensen, Ph.D., has a passion for herbology and education. She currently has a private practice in Santa Cruz and works as a master herbalist.

Bee Sweet! Treats and Crafts with Beeswax and Honey

Come spend a cozy Saturday in the Cabrillo bakeshop with local beekeeper/educator Emily Bondor and Chef Anne to make beeswax food wrap, honey-lavender biscotti, and immunity tincture-all from locally sourced bee products!

Students will take home lip balms, body butter, custom deodorant, sea salt body scrub, oil-based facial moisturizer (all in amber glass jars), as well as the knowledge and information to make more at home, either for you or those you love!

Please wear comfy clothes that can get messy. This class is full of hands-on making with oils, plants and other luscious ingredients.

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7:00 - 9:00 pm
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Soups and Savory Scones

Learn the basics of soup making while working with a bounty of Santa Cruz grown vegetables! Join Chef Anne in the Cabrillo Bakeshop to prepare 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!

Sun., Feb. 11
12:00 Noon – 3:00 pm
Room: 908

Register before Jan. 29: $65
Register after Jan. 29: $75
plus $15 materials fee payable at class

Anne Baldzikowski – see bio

Make a Pie for Pi-Day!

Everyone bakes and takes home an entire Classic Apple Pie topped with buttery streusel for Pi Day as well as a handful of jam pies in this fruit-filled pie workshop.

Pi Day is celebrated on March 14th around the world. Pi is the symbol used in mathematics to represent a constant, like the never-ending circumference of a pie! Celebrate this never-ending number, and Einstein’s birthday, with Chef Anne in the Cabrillo bakeshop.

Sun., March 11
12:00 Noon – 3:00 pm
Room: 908

Register before Jan. 29: $65
Register after Jan. 29: $75
plus $25 materials fee payable in class

Anne Baldzikowski – see bio

Delightful Danish Pastries

Imagine the joy you will bring to others as you share an array of golden shimmering Danish pastries on your way home after taking this class. Learn how to make this soft buttery yeast dough as Chef Anne demonstrates the lamination process of wrapping layers of butter and dough together.

In the Cabrillo Bakeshop, you’ll be given a piece of Danish dough to create bear claws and jam & cheese filled figure-eight Danishes that you get to take home. Chef Anne will also demonstrate a few other delightful Danish pastries.

Sat., Feb. 24
12:00 Noon – 3:00 pm
Room: 908

Register before Jan. 29: $65
Register after Jan. 29: $75
plus $20 materials fee payable in class

Anne Baldzikowski – see bio

Emily Bondor is a Bay Area beekeeper and educator committed to raising locally-adapted, treatment-free bees. She is the owner of Santa Cruz Bee Company and the president of the Santa Cruz Bee Guild.

Melody Overstreet 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.

Register before Jan. 29: $145
Register after Jan. 29: $158
includes comprehensive manual

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Emily Bondor is a Bay Area beekeeper and educator committed to raising locally-adapted, treatment-free bees. She is the owner of Santa Cruz Bee Company and the president of the Santa Cruz Bee Guild.
Croissant Workshop
Here’s your chance to create an iconic pastry that the French, as well as Americans, adore! Learn to create flaky buttery croissants as we roll and fold layers of butter and dough. The best ingredients make the best croissants, so Chef Anne provides European organic butter (mmm, more flavor), King Arthur pastry dough, imported Belgian chocolate, and imported cheese for our savory croissants. Each student takes home 12 baked croissants and some dough to continue the creative process at home. Classic Croissants, Pain au Chocolat and savory croissants are on the menu!

Sun., April 8
12:00 Noon – 3:00 pm
Room: 908
Register before Jan. 29: $65
Register after Jan. 29: $75
plus $25 materials fee payable in class
Anne Baldzikowski – see bio

French Baguette
In this class you will make your very own batch of baguette dough. After Chef Anne demonstrates dough preparation and three ways of shaping the dough, you will make, shape and bake a baguette to take home. You will also take home enough dough to make two more baguettes.

We complete our bread baking journey with a sampling of European and American butters.

Sun., April 22
10:00 am – 1:00 pm
Room: 908
Register before Jan. 29: $65
Register after Jan. 29: $75
plus $20 materials fee payable in class
Anne Baldzikowski – see bio

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

Sun., May 6
12:00 Noon – 3:00 pm
Room: 908
Register before Jan. 29: $65
Register after Jan. 29: $75
plus $20 materials fee payable in class
Anne Baldzikowski – see bio

Glorious Fruit Tarts
Celebrate the sweet colorful fruits of 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! PS Mother’s Day is the next day!

Sat., May 12
10:00 am – 1:00 pm
Room: 908
Register before Jan. 29: $65
Register after Jan. 29: $75
plus $25 materials fee payable in class
Anne Baldzikowski – see bio

Festive Appetizers
Party season is gearing up with Mother’s Day, Father’s Day, graduations, and beach bonfires! Come to this class and learn some tasty appetizers that you can bring to your parties. We will make Pesto Cheese Torta, Lemon-Thyme Crackers, Asian Lettuce wraps, Asparagus Wrapped in Puff Pastry, Marinated Olives, Stuffed Dates wrapped in Prosciutto, and Strawberry Galettes.

Sat., May 19
12:00 Noon – 3:00 pm
Room: 908
Register before Jan. 29: $65
Register after Jan. 29: $75
Register 2 or more: $63 each
plus $15 materials fee payable at registration
Anne Baldzikowski – see bio

Springtime at Belle Farms
World class olive oil maker and award-winning farmer Marguerite Remde has invited us up to her Watsonville family farm for a tour and tasting. We start with a stroll through the flowering olive tree orchard, so be sure to wear sturdy shoes. We will finish the tour with an exclusive estate olive oil tasting and light snacks. Each participant receives a bottle of Marguerite’s extra virgin olive oil!

Sat., April 21
2:00 – 4:00 pm
Location: Belle Farms - 211 Smith Road, Watsonville
Register before Jan. 29: $65
Register after Jan. 29: $75
Register 2 or more: $63 each
plus $17 materials fee payable at registration
Anne Baldzikowski is an author and award winning chef instructor. She enjoys encouraging people to cook in her variety of classes at Cabrillo College, where she began her formal studies over 30 years ago. Currently she teaches in the Culinary Arts and Hospitality Department at Cabrillo College. She is the author of “Easy Artisan, Simple Elegant Recipes for the Everyday Cook.”

Classes are appropriate for students 16 years and up. You will be cooking in a working commercial kitchen, so please be advised to wear closed-toed shoes, long pants, and hair tied back or under a hat. Wearing an apron is optional, but encouraged!
So, You Want to Write a Novel?
Have you always wanted to write a novel, but don’t know where to start? Has your idea been running through your head for a while now, but you’re not sure how to develop it into a story? How do you turn your brilliant idea into a completed manuscript? Maybe you have started, and it’s not quite what you want it to be, or you’re not sure how to finish it. This workshop is designed to give participants the tools they need to plot out and complete the first draft of their novel.
We’ll cover character development, plot, the three-act structure, point-of-view, scene building, and dialog. We’ll discuss the point of view (POV) you choose for your novel, how to write characters readers will fall in love with, the “do’s and don’ts” of dialog, and the plot, pacing, and structure that will have your readers turning the pages.

2 Sat., May 5 & 12
9:00 am – 12:00 Noon
Room: 429
Register before Mar. 26: $78
Register after Mar. 26: $85
Shelly King - see bio

Memoir Writing: Exploring Memories and Meaning
In this workshop you explore 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 your understanding of who you are and offering a sense of clarity, meaning, and purpose for your life.
Sat., March 10
10:00 am – 4:00 pm
Room: Horticulture 5005
Register before Jan. 29: $78
Register after Jan. 29: $85
Plus $5 material fee payable to instructor in class
Lauren Mari-Navarro is a Licensed Clinical Social Worker and has been working with people undergoing life transitions for over 18 years.

Writing Motherhood
Every mother has a story to tell. Whether you are a new mother or a grandmother, someone who writes regularly or someone who has never written before, discover how to find your stories in everyday moments of motherhood: the extremes, routines, and in-betweens. Learn how to throw away the rules that stifle your creativity as you give yourself the gift of time and space to write. Join a community of other mothers who want to chronicle and clarify their experiences. This supportive writing workshop promises to renew your spirit, awaken your memories, and ignite your pen.
For inspiration, we will read published essays and poems by well-loved Writing Mothers. By the end of class, you will have in hand the beginnings of several chapters (not exercises). Lots of laughter included!

4 Wed., March 7 - 28
6:30 – 8:30 pm
Room: 429
Register before Jan. 29: $85
Register after Jan. 29: $90
Shelly King published many short stories in literary journals, and her novel, “The Moment of Everything”, was published by Grand Central Publishing (Hachette) and has been translated into 15 languages around the world.

Writing Womanhood: For Women of All Ages and Writers at All Stages
Women live their lives in chapters—from girlhood to grandparenting. Learn how to write from the text of your own life in this inspirational and experiential writing workshop for women of all ages and writers at all stages. As your guide and muse, Lisa will inspire you to get started and empower you to keep going. She will show you how to enrich your life by integrating the practice of writing into your daily rhythms.
Each week we will explore a different “chapter” in our lives. Our focus is not on product but rather on the practice of writing in a notebook every day - two pages or 15 minutes. As we mine our memories, and the moment, for material to write about, we will throw away the rules that bind our imagination, silence the critical inner voices that stifle our creativity, and discover how to carve out the time and space for writing. By the end you will have in hand the beginnings of several chapters from your own story of womanhood.

6 Thu., April 12 – May 17
10:00 am – 12:00 noon
Room: 21008
Register before Mar. 26: $138
Register after Mar. 26: $145
Lisa Garrigues - see bio

The Writer’s Journey
Many of us hold a deep dream of wanting to write so that we can be seen and understand ourselves more deeply. 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 beginning and experienced writers.

Students should bring a lunch.

Sun., March 25
9:00 am – 4:00 pm
Room: Horticulture 5001
Register before Jan. 29: $78
Register after Jan. 29: $90
Laura Davis is the author of 7 non-fiction books. She teaches weekly writing workshops and has been mentoring and supporting writers for the past 17 years.

Travel Writing
Much like taking, saving and sharing photos of our journeys, writing about travel is a great way to re-live, share or publish the stories of our travels. Turn your adventures into keepsakes to share with family and friends, essays, articles, blogs, or even novels. In an atmosphere of support and camaraderie, we will explore the art and soul of travel, share the fun of new (if not foreign) horizons, discover why the journey is often more exciting than the destination, and, by class end, have a finished travel story ready to either pitch for publication or tuck away with your family albums.
Just in time to prepare for your summer travel, come share with others your trips, treks and other adventures, past or planned, and let your wonder and wanderlust find voice. Classes will consist of discussion, readings, and writing “adventures” (not exercises). Lots of laughter included!

4 Tue., April 3 - 24
6:30 – 8:30 pm
Room: 429
Register before Mar. 26: $98
Register after Mar. 26: $110
Plus $5 material fee payable at registration.
Colette O’Connor holds an MFA in Creative Writing and is a professional travel writer. Her lifestyle features and travel essays have appeared in publications ranging from the Los Angeles Times to The Best Women’s Travel Writing.

“She gave a wonderful new way of journaling for me. I’m using it in some of my writing now!”
-Writer’s Journey student
**Natural Inspiration: Exploring Water Media in the Garden**

Using local flora and fauna as inspiration, we will explore the techniques and effects specific to water based paints including inks, watercolor, gouache, and acrylic paints. Daily exercises will be a marriage of formal design and experimentation. You’ll be encouraged to discover new processes and possibilities that will enable you to expand into a series of inspired new works.

We will begin in the studio classroom at Cabrillo’s Visual Arts Complex, then on the second day we will enjoy the beautiful grounds at Cabrillo’s Horticulture Center at the top of campus. There is plenty of inspiration in the gardens and greenhouses, as well as the breathtaking views of the Monterey Bay!

*Please see the Class Resources web page for important information about the required materials.*

Sat. & Sun., Feb. 3 & 4
10:00 am – 4:00 pm
Room: VAPA 2005 & Horticulture 5110 (Sun.)
Register before Jan. 29: $195
Register after Jan. 29: $210
plus a $20 materials fee paid to instructor in class

**Personal Histories: A Mixed Media Workshop**

We often celebrate our past by sifting through historical ephemera—old photos, letters, handkerchiefs and bits of string, but how can we put them together to make works of art? Creating with these beloved materials can be overwhelming, but it can also be fun and exploratory!

This weekend workshop will enable you to create meaningful mixed media works that allow you to embellish and organize materials in a personal way. We will use combinations of two dimensional mixed media materials, such as charcoal, ink, pastel, water-based paints, different grounds, transfer techniques and surface treatments, as well as collage. We will also discuss formatting, installation and presentation.

*Please see the Class Resources web page for important information about required materials.*

Sat. & Sun., Feb. 24 & 25
10:00 am – 4:00 pm
Room: VAPA 2005
Register before Jan. 29: $195
Register after Jan. 29: $210
plus a $25 materials fee paid to instructor in class

**Andrea Borsuk** is best known for her use of archetypes of beauty and femininity. She teaches Drawing, Painting and Mixed-Media at Cabrillo College. In 2010 she received a Santa Cruz County Rydell Fellowship.

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**SoulCollage® For the Love of Images and the Changes They Bring!**

Give expression to your life story in all its beauty and complexity! SoulCollage® is a flexible and profound expressive art method through which you make your own unique cards for personal reading. Anyone who has a love of images and is looking for an intuitive process for change and growth will find this process meaningful.

Come experience for yourself what has inspired thousands: a method deeply personal, incredibly fun, and perfect for the quiet individualist as well as the one who loves community. As simple as the ingredients of cut images, a pair of scissors, and some glue, this process is considered by many to be transformational and vitally expressive, even with zero art experience!

This is a course for beginners as well as those already familiar with SoulCollage® who will enjoy having time to review concepts and create several new cards in a relaxing and lovely environment.

Sat., March 24
10:00 am – 4:00 pm
Room: Horticulture 5005
Register before Jan. 29: $180
Register after Jan. 29: $88
plus a $20 materials fee paid in class

**Lauren Mari-Navarro** is a trained facilitator of the SoulCollage® Method encouraging creativity and self-discovery. Lauren owns a private counseling practice.

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**Printmaking Workshop**

This workshop will introduce you to the simple, elegant linocut printmaking process. Linocut prints tend to be more expressive and the linoleum block is softer and much easier to carve and cut than many other methods of printmaking. Learn to plan & draw images or patterns, carve your “relief” image into the linoleum block, and finally hand print your design using simple tools! This is a great way to start experimenting with the beautiful medium of printmaking.

You may bring images to use, create them in class, or there will be basic images and patterns to choose from. On the last day students will be part of a class print exchange. Leave this workshop with a collection of prints, an exchange portfolio, and the knowledge needed to continue making prints in the convenience of your own home!

Materials fee includes most materials needed as well as your own carving set. Please see the Class Resources web page for a list of required materials.

3 Sat., March 10 – 24
March 10 & 17, 1:00 – 4:00 pm
March 24, 1:00 – 5:00 pm
Room: VAPA 2005
Register before Jan. 29: $180
Register after Jan. 29: $88
plus a $40 materials fee paid in class

**Dana Peters**, MFA, is a mixed media artist, printmaker, and 2012 Resident Paper Costumer and Performance Artist. She exhibits her two and three-dimensional works across the U.S. and internationally.
Linear Perspective on the Artist’s Side of the Brain
This two-day workshop is a thorough, yet playful, approach to the age-old quest to add depth to drawings and paintings. Learn the basics of 1, 2 and 3-point perspective, simplified to their barest bones. Leave the class with finished studies that will make you proud! You’ll never shy away from linear perspective again!

The materials fee covers everything needed in class, so just come with an open mind!

Sat. & Sun., March 3 & 4
10:00 am – 4:00 pm
Room: VAPA 2015
Register before Jan. 29: $195
Register after Jan. 29: $210
plus a $25 materials fee paid in class

Bob Lamp, MFA, is an adjunct instructor at Cabrillo College and Monterey Peninsula College. He currently teaches courses in sculpture, small metals, drawing and water-color painting.

Handmade Paper Craft: Journals, Stationery and Paper Art
Layered in the fibers of handmade paper are color, texture and personality. You may find ribbon, thread, seeds, flower petals or fortunes from fortune cookies. The possibilities are almost endless! This class is designed to take handmade paper to the next level and transform each unique piece into beautiful, textured art and elegant, functional crafts.

You will bind a personalized journal by hand, create a small set of stationery, explore introductory printmaking techniques for stamps to be used with your stationery, and create an art piece ready for framing - all using colorful, textured handmade paper.

Each student should bring 10 individual sheets of handmade paper, roughly 8.5 X 11 inches, either purchased or handmade by the student. Please wear comfortable clothes, an apron, and bring snacks, lunch, and water. You are also welcome to bring any materials to utilize in your stationery or in the creation of an art piece.

This is a great follow-up class for those who have taken Handmade Paper Introduction, or if you want to learn how to make unique pieces utilizing handmade paper.

Sat., May 19, 6:30 - 9:00 pm
AND
Sun., May 20, 10:00 am – 4:00 pm
Room: 1520
Register before Mar. 26: $75
Register after Mar. 26: $88
plus a $25 materials fee paid at registration

Melody Overstreet – see bio

“Nocturnal Painting - Moonlight Mixed Media
Explore the magic of nocturnal painting in this class that revolves around the April moon cycle. We’ll start within the studio, playing with a variety of palettes that work with the sky and earth shades under the cast of rosy dusk to indigo night. Participants are invited to use pastels, acrylics, other water-based media, or combination of media. Preparing a canvas or pastel surface with a dark water-based wash will be demonstrated. For the 2nd and 3rd class meetings we will paint outdoors with views of the moonlight on the ocean, and at a local State Park with moonlit views of the forest. Locations and directions will be provided at the first class meeting. Our last class meeting will be back in the studio and we’ll put finishing touches on our en plein air studies, strengthening values, colors, and light effects. Drawing skills are recommended. This class involves walking on paths with uneven surfaces, and at night. Students should wear appropriate shoes, and be able to comfortably walk on paths and trails at night.

See the Extension Class Resources webpage for more information

Sat., April 28 from 2 - 5 pm, Room: VAPA 2015
Sun., April 29 from 9 am - 4 pm, Room: VAPA 2015
Register before Mar. 26: $195
Register after Mar. 26: $210

Ann Thiermann, MFA, is a college educator and fine artist. Her murals, landscapes and gardenscapes reflect her close attention to the details of the natural world.

Travel Sketching – Capturing Memories
Whether you are bound for exotic places, traveling to your backyard, or out and about in town, you will learn how to do quick, spontaneous ink sketches with a Pilot Parallel chisel edged pen. Using a water brush, learn how to draw out various values from the pen’s water-soluble ink. Lots of demos and lots of fun! Discover your own creative expression in this all-day class.

No experience necessary. All skill levels welcome.

Please go to our Class Resources web page for important information, including materials list.

Sat., March 31
10:00 am – 4:00 pm
Room: Horticulture 5010
Register before Mar. 26: $82
Register after Mar. 26: $90
Register 2 or more: $80 each
Carolyn Fitz – see bio

Sumi-e Japanese Ink Painting – The Four Seasons
Enjoy a day of learning the ancient and revered Asian ink wash brush painting technique of Sumi-e!
Sumi-e is also known as “Suibokuga”, which translates as “water, ink, painting.” With black ink (sumi), students learn to create values by mixing the sumi with water. Students in each one-day workshop learn to paint two of the revered subjects of the four honorable gentlemen, known as the four seasons. Take one or both of these day long workshops and enjoy lots of demos and lots of fun!

Beginners welcome! No experience is necessary.

Please go to our Class Resources web page for all other materials needed for class.

Part 1: Bamboo and Chrysanthemum
Sat., April 28
10:00 am - 4:00 pm
Room: Horticulture 5010
Register for both Sumi-e Workshops by March 26th for just $150!

Part 2: Plum Blossom and Orchid
Sun., April 29
10:00 am - 4:00 pm
Room: Horticulture 5010
Register before Mar. 26: $82 each session
Register after Mar. 26: $90 each session
plus $12 materials fee at each class for specialty paper.

Carolyn Fitz has been sharing her passion for ink painting for over 25 years. She has traveled to Japan and China on art study tours and has been an artist in residence at Yosemite National Park for the last 14 years.

Register for both Sumi-e Workshops by March 26th for just $150! Afterwards the fee is $165
Leatherwork: Handcrafted Leather Tote
Do you know exactly what kind of leather bag you want, but just can’t find it anywhere? Have you ever wanted to make a leather bag, but were afraid to try? This class is your answer! In this 2-day leatherwork class you will design, construct, and finish, totally by hand, your bag made from soft, supple leather.

No machines necessary! Learn the skills of leather dyeing using water-based dyes, as well as leatherworking cutting and construction.

Students are encouraged to bring their own simple design of bags no larger than 12” x 12”, or use the 8” x 11” design templates of totes provided in class. This class is a stand-alone workshop as well as a natural progression from the Image Transfer on Leather Workshop.

Students will go home with their custom designed and handmade leather tote perfect for daily use, and the ability to make other leather projects at home. A resource list of where to find leather, tools and equipment will also be provided. No prior leatherwork experience necessary, but some sewing, making or crafting experience is helpful.

Please be sure to wear comfortable clothing and closed-toe shoes.

Sat., Feb. 10
9:00 am - 1:00 pm
Room: 1520
Register before Jan. 29: $98
Register after Jan. 29: $105
Register 2 or more: $95 each
plus a $40 materials fee paid at registration
Terry McInerney - see bio

Leatherwork: Custom Leather Belt Workshop
How do you get the right belt, the right fit, and the right color? By making your own! Belts will be dyed, hole punched, measured, and decorated to fit your size and personal style, or as a gift to someone special. Students will learn basic leatherworking skills and leather dyeing using water-based dyes.

Each student will design and create a finished 1 3/4” tall belt, and leave with the knowledge and resources to create more at home! A resource list of where to find leather, tools and equipment will also be provided. No prior leatherwork experience necessary, but some sewing, making or crafting experience is helpful.

Please be sure to wear comfortable clothing and closed-toe shoes.

Sat., March 3
9:00 am - 1:00 pm
Room: 1520
Register before Jan. 29: $98
Register after Jan. 29: $105
plus a $40 materials fee paid at registration
Terry McInerney - see bio

Leatherwork: Image Transfer on Leather
Tell a story with leather by designing and creating your own leather clutch adorned with photos, images or patterns you choose. Students may use their own photos or images, or choose from a selection of images provided in class. Students will learn to transfer images onto leather using two methods, Blender pen and Citrasolv, along with basic leather working techniques. Your clutch will be finished with a sealant, burnished, and either stitched or riveted, and a closure will be added. Prior to class, students will have the opportunity to provide images or photos that can be prepared for use in class. Please see the Extension web page for info about dimensions, photo/image quality and deadlines for submitting photos.

Students will go home with image transfer and leather work knowledge, and the ability to make other leather projects at home. A resource list of where to find leather, tools and equipment will also be provided. No prior leatherwork experience necessary, but some sewing, making or crafting experience is helpful.

Please be sure to wear comfortable clothing and closed-toe shoes.

Sat., March 31
9:00 am - 1:00 pm
Room: 1520
Register before Jan. 29: $98
Register after Jan. 29: $105
plus a $40 materials fee paid at registration
Terry McInerney - see bio

Jewelry Magic 1 - Ring, Stone & Earring
Learn basic jewelry fabrication skills and complete a simple band ring, set a simple cabochon (non-faceted) stone, and create a pair of earrings pierced out of a sheet of sterling silver. Soldering with a gas torch, filing, polishing, tool skills, and studio safety practices will be covered.

Tue. - Fri., Jan. 9 - 12 OR Jan. 16 - 19
6:00 – 9:00 pm
Room: VAPA 3001
Fee: $140
Plus $40 materials fee paid at registration
Pablo Cubangbang - see bio

Jewelry Magic 2: Stone Setting
This workshop is a continuation of the jewelry fabrication skills covered in Jewelry Magic 1. In this workshop, students will complete a pendant with cabochon setting and add a tube setting with a faceted stone and create a simple prong for a found object. Soldering with a gas torch, filing, polishing, tool skills, and studio safety practices are covered.

Please see Extension’s Class Resources web page for important details about materials and supplies. Pre-requisite: Jewelry Magic 1 or equivalent skills

Mon. - Thu., Jan. 22 - 25
6:00 – 9:00 pm
Room: VAPA 3001
Fee: $140
Plus $45 materials fee paid at registration
Pablo Cubangbang was mentored by Dawn Nakanishi and has continued to hone his filigree art in his small studio. He has received multiple Visual Arts Scholarships for his jewelry and watercolor pieces. Pablo is a member of the Monterey Bay Metal Arts Guild and is the president of the Cabrillo Seahawk Metal Arts Club.
Forging and Toolmaking

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

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

This class is limited to 4 students - enroll early!

Class will be held at the instructor's forging studio. Please see Extension's Class Resources web page for a map to the class location. Please note that this class requires that students complete a liability waiver before class begins.

Sat. & Sun., Feb. 24 & 25 OR April 14 & 15
9:00 am - 5:30 pm
Location: Santa Cruz Studio
Register before Jan. 29: $395
Register after Jan. 29: $425
plus $20 materials fee payable to instructor

Vern Caron, MA, has taught forging & toolmaking through Cabrillo College and UC Extension for more than 20 years.

Decorative Tiles - Casting with Aluminum

Join us for a weekend of molten metal and fresh imagery as we explore the fascinating world of sand-cast aluminum. We will each produce a tile or two in freshly cast, recycled aluminum. We will begin with a soft clay pattern of your design. We will then create a two-part sand mold, ready for casting. When the temperature is just right, the instructor will pour the molten metal into each mold. After a few minutes of cooling and quenching, your tile will be ready for viewing!

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

Please wear durable cotton clothing. Long pants and long sleeves are recommended. Synthetic clothing not acceptable.

Please wear cotton socks and closed-toed shoes. We'll all look very sturdy and industrial! Pack a lunch. Bring bottled water.

Please see the Extension Class Resources web page for additional important information about this class!

Sat. & Sun., Jan. 20 & 21
10:00 am – 4:00 pm
Room: VAPA 3005
Fee: $195
Register 2 or more: $185 each
plus $45 materials fee paid to instructor in class

Bob Lamp, MFA, is an adjunct instructor at Cabrillo College and Monterey Peninsula College. He currently teaches courses in sculpture, small metals, drawing and water-color painting.

The ABC's of Drones - AP to FPV

New to the world of drones? Curious about what all the buzz is about? This workshop will get you familiar with all things flying machina! We'll cover aerial photography, laws regarding flying, “FPV” (first person view), and managing video frequencies in the fast-paced world of drone racing. There will be time for discussion about this extremely diverse field, real world examples, simulator practice, and fun hands-on demonstrations.

Register Early! Workshop is limited to 12 students.

Sun., Jan. 21 OR Feb. 25
11:00 am – 4:00 pm
Room: VAPA 3004
Fee: $75 - each session

Drone Field Days

Have a drone and need a little help learning to use it? Field Days are designed for pilots that have their own equipment and need further coaching to fly it. From aerial photography drones to toy grade machines, if it flies and has more than 2 propellers, then this is for you!

This is a supplemental day for all other Drone classes. While not needed - it's strongly encouraged that you take these field day workshops to get the most out of our other classes!

Sun., Feb. 11 OR Sat., March 3
1:00 – 4:00 pm
Location: Lawn in front of VAPA 3004
Fee: $25 - each session

Build, Fly, Crash, Repeat!

Ready to get into the exciting world of drone racing? New to the idea of flying and don't know where to begin? With this class you'll learn the basics of building a Micro First Person View Racing Drone. You'll learn how to fly your new copter, with a full crash course on flying and racing your machine. By the end, you'll know what it's like to experience flight and flying first person view!

The "Tiny Whoop" Drone Kit is a part of the materials fee that includes everything needed to fly. This is a standardized kit that will be used by everyone in the class. Includes goggles, transmitter, and drone with battery and charger. Please see Extension's Class Resources website for a list of other required items. This workshop will prepare you for the next step in Drone Racing and beyond!

Sat., March 3
9:00 am – 12:00 noon
Room: 2100B
Fee: $49

Aerial Photography 101

Aerial Photography is one of the largest growing sectors of the drone market. Never before have we had the power to get a photograph, anywhere, from any angle. With so much creative freedom, it's easy to get lost in the rabbit hole of aerial photography. This class teaches you the basic concepts that can be applied to any aerial shoot. Don't rely on the machine to get the shot for you, harness the power of the world's best camera platform and learn to capture stunning shots for yourself!

Requirement: You must own a DJI, GoPro, or Yuneec brand drone. We will have one or two machines on hand for students but you're strongly encouraged to bring your own. If you are completely new and unfamiliar with drones please take the ABC's of Drones class prior to this workshop!

Sat., March 3
9:00 am – 12:00 noon
Room: 2100B
Fee: $49

Zoe Stumbaugh is known in the drone world for her amazing flying abilities and for competing in high-level competitions. She is a contributing writer for Drone 360 Magazine, and is one of the few Professional Freestyle Pilots in the United States, flying on Team AirVuz, which is comprised of some of the best drone pilots in the world. To learn more about Zoe please visit: https://www.youtube.com/user/ZoeFullThrottle

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Sun., Feb. 11 OR Sat., March 3
1:00 – 4:00 pm
Location: Lawn in front of VAPA 3004
Fee: $25 - each session

Build, Fly, Crash, Repeat!

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MAKERSPACE

GRAND OPENING

Cabrillo College

MAKERSPACE

JANUARY 20 2:00 – 6:00 PM

FREE Sneak Peeks for the entire community! Save these dates:

Fri., Jan. 5 5:00 pm - 7:30 pm
Fri., Jan. 12 5:00 pm - 7:30 pm

Makerspace Membership

Makers, builders, innovators, welcome to the ultimate playground! Combine traditional tools and digital fabrication equipment to create something to display at a Maker Faire, a prototype for a product or an idea, make components for your artwork, customize parts for cars or machinery, or design and produce one-on-one with an expert or in groups.

Purchase a Monthly Membership, Full Semester Membership, or Master Memberships and receive:

- Trained Support Staff and Experienced Mentors
- Safety Primers & Equipment Demos
- Equipment Scheduling
- Discounts on Makerspace Workshops

Membership Days and Hours: Mon.- Fri. 6:00 – 9:00 pm and Sat. & Sun. 2:00 – 6:00 pm Room: 1302

The number of Makerspace Memberships are limited to assure that each member has ample access to equipment, mentors and Makerspace support staff. Membership allows you to utilize all of the equipment in the Makerspace. A full list of equipment can be found on the Makerspace web page.

Register for the Full Spring 2018 Makerspace Membership for just $325.
Or just $260 for the Master Membership.
Plus a $80 materials fee paid at registration

For more info, visit: www.cabrillomakerspace.com

Weekend Project Workshops

Makerspace Weekend Project Workshops are focused around a specific project. Whether you are a makerspace member or not, you will have the opportunity to use both traditional making tools and equipment, and digital fabrication, to create unique, custom designed projects.

Design and Make Your Own Wooden Sign
Would you like a custom wooden sign for your business, your garden, or an address sign to hang on your house? This workshop guides you through the steps to create a small wooden sign with traditional woodworking techniques, and digital fabrication, in our brand-new, state-of-the-art Makerspace. The instructor will demonstrate use of hand and power tools, as well as Makerspace equipment. Your finished, sealed sign will be made with your own hands, and the advanced fabrication equipment!
Sat. & Sun., April 21 & 22
9:00 am – 1:00 pm
Room: 1301
Fee: $150
Makerspace Member Price: $95 (call the Extension office to register)
Plus $25 materials fee paid at registration

Design and Make Your Own Solar Garden Lantern
Imagine a small solar powered pagoda glowing in your garden, with light shining through custom designed panels! Spend time working with woodworking tools and digital fabrication in the Makerspace, where we’ll introduce technology for customizing a removable panel and install a solar light unit. Creatively combine traditional making with advanced technology, and go home with a beautiful garden lantern.
2 Sun. & 1 Sat., March 18, 24 & 25
Sundays: 10:00 am – 4:00 pm
Saturday: 9:00 am – 1:00 pm
Room: VAPA 3003
Fee: $185
Makerspace Member Price: $95 (call the Extension office to register)
Plus $45 materials fee paid at registration

Members may receive discounted registration fee for Weekend Workshops by calling the Extension Office.

Weekend Equipment Training Workshops

All Makerspace Members may utilize equipment during membership hours with support from Makerspace staff and mentors. To take it a step further, beyond utilization and into operation, Equipment Training gives you the opportunity to independently operate the digital fabrication equipment and explore how it works.

All Equipment Training Workshops are scheduled 9:00 am - 1:00 pm, in room 1302.
No previous knowledge of this technology is required.

3D Printing Equipment
This workshop will offer an overview of the basics of 3D printing, 3D modeling and 3D scanning with entry level software. Students will get hands on experience printing small objects.
Sat. & Sun., Feb. 3 & 4 OR March 3 & 4
Sat. & Sun., April 7 & 8 OR April 28 & 29
Fee: $75
Makerspace Member Discounted Fee: $95
Plus $25 materials fee paid at registration

Laser Cutting
This workshop will introduce students to the basics of laser cutting and engraving with our Epilogue laser cutter. Adobe Illustrator, Corel Draw, Paint.net or any other digital drawing program can be used with the laser. Students will get hands on experience laser cutting small objects.
Sat. & Sun., Feb. 10 & 11
OR March 10 & 11 OR April 14 & 15
Fee: $150
Makerspace Member Discounted Fee: $95
Plus $25 materials fee paid at registration

Vinyl Cutting
Learn to produce vinyl decals for windows, vehicles, and other hard surfaces, design a heat transfer decal for a tee shirt, or flexible circuits for electronics. This workshop will cover vinyl cutting basics. Students will get hands on experience cutting small projects.
Sat., Feb. 24 OR March 17
Fee: $55
Makerspace Member Discounted Fee: $55
Plus $20 materials fee paid at registration

For more info, visit: www.cabrillomakerspace.com

MAKERSPACE
Learn to Sew Basics
If you've always wanted to learn to sew but didn't know where to start, this weekend workshop will take you through all the sewing basics of how to use a sewing machine, proper pinning and use of tools, as well as how to lay out a basic pattern. We will be making three simple projects: an herbal heating bag, an infinity scarf and a tote bag. All three projects are perfect for the newbie sewist, as well great creative gifts.

Please visit the Class Resources web page for important information, including specific fabric and a materials list.

- **Register before Jan. 29:** $148
- **Register after Jan. 29:** $160
- **Register 2 or more:** $145 each
- **plus a $15 materials fee at registration**

Learn to Sew: Simple Projects
Take your basic sewing skills to the next level! Knowing the basics, you will now learn to read, interpret, and successfully use a pattern, create a gathered waistband, put in a zipper (yes, you can!), complete box corners, and use interfacing and bias tape. Learn these important skills while completing two simple, guided projects. Students will complete one tote bag, and may then choose between PJ pants or shorts. The skills you'll learn will be part of many, many patterns and projects in your future, so this is a great opportunity to master the skills with expert guidance.

We provide sewing machines, basic sewing tools, ironing boards and irons, as well as some basic sewing supplies.

Students need to bring the sewing project of their choice, either in progress or to start in class.

Please go to our Class Resources web page for important information about this class, including materials list.

**Session 1:**
- **Sat. & Sun., Feb. 24 & 25**
- **10:00 am – 4:00 pm**
- **Room: 1520**
- **Register before Jan. 29:** $195
- **Register after Jan. 29:** $210

**OR**

**Session 2:**
- **Sat. & Sun., Mar. 10 & 11**
- **10:00 am – 4:00 pm**
- **Room: 1520**
- **Register before Jan. 29:** $148
- **Register after Jan. 29:** $160
- **Register 2 or more:** $145 each
- **plus a $15 materials fee at registration**

Sew Nerdy! Geek Crafts, Costumes, and Character Construction
Calling all cosplay, LARP, sci-fi, and Ren Faire costumers! Come join this one day workshop for costuming and creating just in time for Emerald City Comicon, or any spring event you may be planning for. Bring your costume supplies and ideas, and we will provide great space for cutting, constructing and building your costume, as well as a few basic supplies. Whether your costume is still a vision, or you have an in-progress concept or costume to work on, this is a great chance for you to make progress. We will provide sewing and garment construction advice, and basic sewing and project tools will be provided. Come join our creative group of like-minded folk full of fantasy and fun to bring your characters to life!

Please see the Class Resources web page for a list of materials and tools that are provided in class.

This class is open to students 16 years and up!

- **Sat., Feb. 3**
- **10:00 am – 4:00 pm**
- **Room: 1520**
- **Register before Jan. 29:** $78
- **Register after Jan. 29:** $85
- **Register 2 or more:** $75 each
- **plus a $15 materials fee at registration**

Pattern Making - Create a Custom Fitted Skirt
Create the right skirt, with the right fit, from the right fabric! In this 3-day workshop you will learn some of the basics of pattern making by creating a skirt sloper and custom fit skirt from your own measurements! A sloper is a basic pattern without seam allowances or ease, and made specifically to fit your body. In this class students create their own sloper, then use that to create a skirt pattern, then a muslin skirt, and finally a skirt made from the fabric of their choosing. Skills covered include: testing fit, basic construction, attaching a waistband and zipper installation.

Students need to bring 2-3 yards of woven fabric, thread and other important supplies. Please see the Class Resources web page for the Class Letter, which includes a list of materials and tools that are provided in class, and those that must be supplied by students. Please note there are some limitations regarding certain patterns and types of fabrics, which are detailed in the Class Letter.

- **Fri., Sat. & Sun., May 4, 5 & 6**
- **11:00 am – 4:00 pm**
- **Room: 1520**
- **Register before Mar. 26:** $195
- **Register after Mar. 26:** $225
- **plus a $40 materials fee at registration**

Kimono Workshop
In this one-day workshop you will create a simple, elegant kimono from the fabric of your choosing. The design for this kimono will show off the fabric you choose, and will be designed to fit your measurements. This is a great workshop for anyone who has 2 yards of beautiful fabric they have been hoping to use, or if you just want to create a beautiful kimono and sewn by you!

Required: Please bring 2 yards of fabric that is suitable for this type of pattern, and your own fabric scissors. Our classroom is a great space to create and sew, with Bernina sewing machines, large cutting tables, ironing boards and irons, as well as some basic sewing supplies.

Please see our Class Resources web page for other important details about materials and supplies required for this workshop.

- **Sat., May 19**
- **10:00 am – 4:00 pm**
- **Room: 1520**
- **Register before Mar. 26:** $98
- **Register after Mar. 26:** $110

Kiki Barrett is a local designer and sewing instructor with a passion for helping others get past the fear and frustration of sewing with a sewing machine. She has shown ready-to-wear collections locally since 2013 and looks forward to helping others continue to grow as a designer and/or seamstress.
Custom Fabric Printing
Have you ever wanted to create your own fabric, design your own print, or hand cut stencil and stamps for applying to fabric? In this weekend workshop students will design original motifs that become printed patterns on your own cotton yardage, or use existing stencils to start practicing the technique. Either way you can create your own custom hand-printed fabric, and mix your own colors! Students will hand cut stencils and stamps to use with textile ink and thickened dye. Learn about color harmonies and making dye mixtures on your own.

This is a great class to take before the Learn to Sew 2 workshop, or to make fabric to use for your own projects. All levels welcome.

Please go to our Class Resources web page for important information about this class, including materials list.

Sat. & Sun., Feb. 24 & 25
10:00 am – 4:00 pm
Room: VAPA 2005
Register before Jan. 29: $148
Register after Jan. 29: $155
plus $30 materials fee paid in class

Victoria May is an exhibiting artist who uses a wide variety of techniques and materials in her work. She has been an instructor at Cabrillo College since 2003. She has also taught workshops at Penland and the San Jose ICA. She received a Rydell Visual Arts fellowship in 2010.

Stained Glass Art-Strip
Are you looking to get your feet wet with stained glass? Are you an experienced crafter looking for new ideas for all those glass scraps? Join us for this 3-hour workshop where students will learn the basics, and a few little twists, while making a simple, yet gorgeous stained glass “art-strip” to hang or display! From a large selection of 3-inch wide pre-cut pieces of beautiful stained glass, as well as glass embellishments, student can select several pieces to include in their one-of-a-kind design. Finished pieces will be about 21-inches long/ tall. Students will also learn how to solder hangers at the top.

All tools and supplies are provided for this workshop! This is a great workshop for someone who wants to create a beautiful piece of stained glass in one day, learn the techniques, and also learn how they can do this at home with the purchase of a few simple tools and supplies!

Wed, March 7
6:30 - 9:00 pm
Room: Horticulture 5110
Register before Jan. 29: $65
Register after Jan. 29: $72
plus $45 materials fee paid in class
Jackie Marr – see bio

Stained Glass Wind Chimes
Have you ever wanted to create something with all those rich stained glass colors? Do you love the sound of wind chimes “singing” in the wind? This one day workshop gives you that chance to play with the bright hues and the creamy swirls to create a luminous singing wind chime! Combine any assortment of colors you like while you learn to cut the glass, drill holes in the glass, make jump rings and assemble this fun project.

You’ll leave with a beautiful, handmade piece full of light, color and sound to hang in your garden, on your patio, or give as a gift!

Wed. March 28
6:30 - 9:00 pm
Room: Horticulture 5110
Register before Jan. 29: $65
Register after Jan. 29: $72
Register 2 or more: $62 Each
plus $45 materials fee paid in class
Jackie Marr – see bio

“Tried everything thing that I needed, and the instruction and the materials were perfect”
- Stained Glass student

Pearl and Bead Stringing Made Simple
Are you looking at your well-loved broken strands of pearls and beads in your jewelry box, and wondering if you can learn to repair them yourself? The answer is YES! You will learn the “lost art of hand knotting” during the first class. There are three methods of stringing that we’ll cover with a great deal of patience and humor.

The kit provided in class includes all necessary tools, beads and findings you will need to learn the methods in class, plus extra findings to repair your own broken strands of pearls & beads from home.

Additional materials will be available for purchase during class.

4 Sat., April 28 - May 19
1:00 – 3:00 pm
Room: 429
Register before Mar. 26: $62
Register after Mar. 26: $72
plus $40 materials fee payable to instructor

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

Stained Glass in a Day
Come try your hand at stained glass while designing and creating your own piece! In this class, you will have all the tools, materials and expert instruction needed. Each student will choose a project, learn to cut glass, grind, foil, solder, and patina their custom designed piece. There will be dozens of colors and projects to choose from. Clear, sparkly bevels will be incorporated into each panel.

Instructor will help you choose a project that is approximately 8 x 10 inches, and that you can successfully complete in this one-day workshop.

Sun., Feb 25
10:00 am - 4:00 pm
Room: Horticulture 5110
Register before Jan 29: $118
Register after Jan 29: $125
Register 2 or more: $115 each
plus $55 materials fee paid in class

Jackie Marr, BA, has been a stained glass artist for over 20 years and is the owner of Kiss My Glass. She enjoys teaching stained glass techniques and glass bead making and can make it fun and easy.

Mosaic Basics
The brilliant colors, dimensional texture and playful quality of mosaic is like no other medium. If you’ve ever wondered where to start, what tools or materials you should or shouldn’t use for your projects, this informative and creative weekend is the answer.

Students will produce one 12” x 12” simple mosaic ready for framing, while learning about different tools, techniques and materials. Jenni will discuss and demonstrate how to use a variety of cutting tools, different types of glass, how to use different adhesives, and how to successfully complete a project with grouting and sealing.

This is a great workshop for beginners, or as preparation for larger, more complex projects you may take away from this class may be used for mosaic sculpture, stepping stones, pique assiette, and many other projects.

All tools and materials will be provided in class. All you need to bring is your imagination! Students will complete one ready-to-grout lightweight piece in class.

Mosaic Sculpture
Take the texture, color, and beauty of mosaic and learn to apply it to 3 dimensional shapes and forms. Whether you create a garden sculpture or an artistic piece for your home, this workshop helps you see mosaic in a whole new light!

Your instructor will guide you through the steps for creating a sculptural object using architectural cement with re-purposed materials. Learn to transform all manner of recycled bases into simple cement forms, ready to mosaic. Then you’ll apply mosaic surface treatment selected from a wide assortment of shared mosaic supplies. Choose from ceramic tiles, glass, and other objects that help you create color and personality for your piece.

All tools and materials will be provided in class. All you need to bring is your imagination! Students will complete one ready-to-grout lightweight piece in class.

No experience necessary! Class size is limited to 15 so register early!

Fri., Sat. & Sun., June 1 - 3
Fri., 6:00 – 9:00 pm
Sat., 10:00 am - 4:00 pm
Sun., 10:00 am – 1:00 pm
Room: Horticulture 5110
Register before Mar. 26: $180
Register after Mar. 26: $195
plus a $35 materials fee paid at registration

Jennifer Iams-McGuire is an award-winning mosaic artist whose work is exhibited in various galleries in the United States and abroad. She teaches at Sierra College, the Crocker Museum and from her home studio.
Landscape Photography  
Davenport and Coastal Shots at Sunset
Join other like-minded photographers who want to advance their landscape photography skills. We will sort out the challenges of composition, lens choice, exposure, camera handling, and some of the unique challenges of photography in outdoor settings. Topics will include depth-of-field control, HDR (high dynamic range) and polarizing filters.
With a professional photographer to guide you, you’ll capture images and make visual statements in an entirely new way!
We will meet at Davenport to discuss composition and reading light, then setup to capture beautiful landscapes while the sun sets over the ocean.
Some paths are uneven and steep, wear shoes for hiking. Moderately challenging walks are required to reach locations. A hat is advisable. Bring your camera, tripod, a polarizing filter and a headlamp!
Please visit our Class Resources web page for class letter and map info.
Sat., March 10  
3:30 – 7:30 pm  
Off-site in Davenport and along the coast North of Santa Cruz  
Register before Jan. 29: $78  
Register after Jan. 29: $85  
Nick Borelli - see bio

Night Photography
North Coast and Pigeon Point
This class is scheduled early in the season to be sure you have as much evening light and clear sky as possible. With only a sliver of a new moon in the sky you will have some of the best conditions to explore night photography.
We will meet early enough to begin shooting one hour before sundown, photographing the sunset, the blue hour, and finally star trails and the Milky Way. Meeting in Davenport across from the Whaler Bakery, we will carpool up, moving to the expansive views at the Pigeon Point Lighthouse. You’ll experiment with long exposures, Milky Way images, and light painting as well as bold colored images of the lighthouse! It doesn’t get better than this.
Please visit our Class Resources web page for class letter and map info.
Sat., April 14  
5:30 – 10:30 pm  
Davenport and Pigeon Point  
Register before Jan. 29: $78  
Register after Jan. 29: $85  
Nick Borelli’s work honors our ever-changing planet while incorporating subtle movement to enhance the amazing world we live in. He is the photographer for the award-winning book Art of Competition.

Digital Photography  
Basics and Beyond
Is your camera misbehaving? Do complicated menus confuse you? This class familiarizes you with the most important features of your camera so you can take 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 photos, formal portraits, architecture, small objects (eBay) and landscapes. If you’ve got a moderately priced camera and a desire to learn, your photos will be forever changed after this class.
Bring your camera, your manual, and questions.
Sat., Feb. 24  
1:00 – 5:00 pm  
Room: S09  
Register before Jan. 29: $78  
Register after Jan. 29: $85
Register 2 or more: $75 each  
plus $15 materials fee payable to instructor  
Jeffery Luhn - see bio

Travel Photography
When we travel we want to capture the excitement of our trip with great digital photos. You’ll learn how to capture the spirit of the locals, and the beauty and drama of your environment. Learn tricks about how to plan your trip to get the best images, get control of the lighting, use the right lens, know what to do in difficult situations, and much more. We will also discuss organizing photos and creating albums.
Your travel photos will look completely different after this class – and you’ll learn how to have more fun while you’re taking them too!
Bring your camera, manual and questions!
Sat., March 17  
1:00 – 5:00 pm  
Room: S09  
Register before Jan. 29: $78  
Register after Jan. 29: $85
plus $15 materials fee payable to instructor  
Jeffery Luhn - see bio

Great Shots from Cell Phone Cameras!
Join Jeffery Luhn, a professional photographer for 35 years, as he shares his excitement and knowledge about cell phone cameras with you. Learn about the limitations, work-arounds, unconventional uses, filters, editing, latest apps, and advantages over full size cameras. Most of all, learn to have fun with one of the most innovative and accessible technology toys of the modern age!
Please visit our Class Resources web page for class letter and map info.
Bring your cell phone and wear comfortable walking shoes.
Sun., Feb. 25  
1:00 – 4:00 pm  
Room: S09  
Register before Jan. 29: $58  
Register after Jan. 29: $65
plus $15 materials fee payable to instructor  
Jeffery Luhn - see bio

Photoshop for the Hobby Photographer
You can create amazing photos ever digitally, whether you use a digital camera or scan your photos. Photoshop is a robust application and this is your chance to get acquainted with some of the basic Photoshop tools and techniques most useful for hobby photographers. Find out how to repair damaged photographs, correct color, remove unwanted elements, and transform your photographs into sepia tones or hand-tinted looks, and more.
This class will be taught on a Mac, but is adaptable to Windows.
Students should bring a brown bag lunch.
2 Sat., March 10 & 17  
9:30 am - 2:30 pm  
Room: 317  
Register before Jan. 29: $85  
Register after Jan. 29: $98  
Deborah Cardillo - see bio

Advanced Photoshop Techniques
Already know the basics? Learn refined selection techniques using masks, channels, and vector tools. Create panoramas with layer masks and use textures and blending modes to make your images pop. Get the best balance of light and dark using High Dynamic Range. Reposition content to perfection with content-aware tools. Adjust exposure and contrast balance with Curves. With these techniques, you will never have a less than perfect photo again!
Prerequisite: It is recommended that you have solid knowledge of Photoshop, or have taken Photoshop for the Hobby Photographer before you take this class.
Students should bring a brown bag lunch.
4 Sat., April 7 - 28  
9:30 am - 2:30 pm  
Room: 317  
Register before Jan. 29: $165  
Register after Jan. 29: $185  
Deborah Cardillo is a member of the National Association of Photoshop Professionals and is a Photoshop enthusiast who loves to teach others.

“I thought Jeffrey was kind and helpful to all of us, helping with the individual camera quirks while teaching the modes that he came prepared to teach. He is very knowledgeable in his field and has a good sense of humor.”
- Digital Photography student
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.

Wed., March 21
6:00 – 7:30 pm
Room: S13
Register before Jan. 29: $30
Register after Jan. 29: $35
plus $15 materials fee payable to instructor

Megan O’Donoghue-Williams, BA, received her degree in Music, Voice and Composition from Cornish College of the Arts. She is a music instructor, vocalist, instrumentalist and songwriting/composer, and has studied and performed traditional Japanese music for 10 years.

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

Beginning Blues Harmonica
Beginning Blues Harmonica will get you jammin’ the blues immediately! Emphasis in this class is 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 musical experience or harmonica training is required—only a love of the blues and the desire to play the harmonica! Students will need a "C" major diatonic harmonica. Instructor will have them available in class for $12 if you don’t have one.

Wed., March 21
7:45 – 9:30 pm
Room: S13
Register before Jan. 29: $45
Register after Jan. 29: $52
plus $15 for course materials payable to instructor at class

Dave Broida has been teaching and performing for 20 years. He plays professionally across northern California and teaches throughout the state.

Singing, Wellness and Global Traditions of Song
Singing, and the simple act of practicing the ritual of song, is a way to express joy, foster healing and maintain wellness. Cultures from around the world have known this for centuries and study after study has found that singing reduces anxiety and contributes to quality of life. When you sing, musical vibrations literally move through you, altering your physical and emotional landscape. Group singing, for those who have done it, is the most exhilarating and transformative of all.

In this class you will enjoy all of the healing and wellness effects of singing, and learn about the beauty and power of the ancient tradition of song from around the globe. We’ll have fun discussing the different styles and meanings from each culture throughout the world, and then learn pieces to sing as a group.

This class is not about performing vocal music but enjoying it and participating! Absolutely no prior musical experience necessary, just “open ears” and a curious mind!

4 Thu., March 8 – 29
6:30 – 8:00 pm
Room: 2100B
Register before Jan. 29: $98
Register after Jan. 29: $112
Register 2 or more: $95 each

Gina Henry, MA, in International Management, is a travel expert, writer, professional speaker, and owner of Go Global, Inc., a company she founded to help people find affordable ways to support their travel habit.

Retire Early and Travel for Free!
If you’re near retirement, retired, retooling or changing careers, or if you like the idea of making additional income to support your travel dream, this class is for you. Learn over 200 ways to travel for free, including volunteering, fun work-vacations and paid travel opportunities. These tricks and tools will help you use your skills and hobbies to pay for your travel, create the time and money to travel as much as you want, and keep your retirement money in the bank! We’ll go over how to earn free airline tickets, hotel nights, cruises, tours, car rentals, meals, and more in the USA and worldwide!

Your materials fee will cover the 100-page book, Retire Early and Travel Free, which helps you plan a trip, make it free, and achieve your travel goals!

Thu., May 24
6:00 – 9:30 pm
Room: 1605
Register before Mar. 26: $58
Register after Mar. 26: $65
Plus a $15 materials fee paid in class

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 an artist in residence at Yosemite National Park for the last 14 years.

Travel Writing
Much like taking, saving and sharing photos of our journeys, writing about travel is a great way to relive, share or publish the stories of our travels. Turn your adventures into keepsakes to share with family and friends, essays, articles, blogs, or even novels. From story idea to final revision, you will transform your journeys-near and forays far into nifty narratives that celebrate the joys of travel. In an atmosphere of support and camaraderie, we will explore the art and soul of travel, share the fun of new (if not foreign) horizons, discover why the journey is often more exciting than the destination, and, by class end, have a finished travel story ready to either pitch for publication or tuck away with your family albums.

Just in time to prepare for your summer travel, come share with others your trips, treks and other adventures, past or planned, and let your wonder and wanderlust find voice. Classes will consist of discussion, readings, and writing “adventures” (not exercises). Lots of laughter included!

4 Tue., April 3 - 24
6:30 – 8:30 pm
Room: 429
Register before Mar. 26: $90
Register after Mar. 26: $82
Register 2 or more: $80 each

Travel Sketching
Capturing Memories
Whether you are bound for exotic places, traveling to your backyard, or out and about in town, you will learn how to do quick, spontaneous ink sketches with a Pilot Parallel chisel edged pen. Using a water brush, learn how to draw out various values from the pen’s water-soluble ink. Lots of demos and lots of fun! Discover your own creative expression in this all-day class.

No experience necessary. All skill levels welcome.

Please go to our Class Resources web page for important information about this class, including materials list.

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

Travel Photography
When we travel we want to capture the excitement of our trip with great digital photos. You’ll learn how to capture the spirit of the locals, and the beauty and drama of your environment. Learn tricks about how to plan your trip to get the best images, get control of the lighting, use the right lens, know what to do in difficult situations, and much more. We will also discuss organizing photos and creating albums.

Your travel photos will look completely different after this class – and you’ll learn how to have more fun while you’re taking them too! Bring your camera, manual and questions!

Sat., March 17
1:00 – 5:00 pm
Room: S09
Register before Jan. 29: $78
Register after Jan. 29: $85
plus $15 materials fee payable to instructor

Jeffery Luhn has been a professional photographer for more than 35 years. He has shot for many multinational corporations in over 30 countries. He has produced over 500 videos for companies and individuals, including Apple, Pixar, IBM and Hewlett Packard.

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4 Tue., April 3 - 24
6:30 – 8:30 pm
Room: 429
Register before Mar. 26: $98
Register after Mar. 26: $110
plus $5 material fee payable at registration

Colette O’Connor holds an MFA in Creative Writing and is a professional travel writer. Her lifestyle features and travel essays have appeared in publications ranging from the Los Angeles Times to The Best Women’s Travel Writing.
Tiny Houses, ADU’s, and Other Small Spaces

Have you considered building a tiny house, ADU, or “granny unit”, or wondered what exactly the difference is between those three? This workshop will help demystify and untangle some of the concepts and give you tools to move forward. If you have questions about design concepts for small spaces, or want to scale down your life and are thinking about a smaller, energy efficient living space that is “net-zero,” this workshop is for you! During this comprehensive workshop, learn from professionals in the fields of green building and energy efficiency, residential design and construction, Computer Aided Design (CAD) software, and Santa Cruz County building codes.

2 Sat., April 7 & 14
9:00 am - 4:00 pm
Sat., April 7 - Solarri Green Tech Center in Watsonville, Room C108
Sat., April 14 - Aptos campus STEM Center, room 801

Register by Mar. 26: $110  or Register after Mar. 26: $125

Jim Heaney, Cabrillo Construction Code Instructor and Plans Inspector for Santa Cruz County Planning Department
Chuck Mornard, Cabrillo’s Construction Energy Management Program Chair and licensed General Contractor
Bill Fisher, Cabrillo Architecture Instructor and owner of William Fisher Architecture, Inc.
Dennis Diego, is the principal architect & owner of a local architectural design firm.

First Day:
The morning will cover Santa Cruz County’s rules, regulations, and definitions for Tiny Homes, Accessory Dwelling Units (ADU’s) and Efficiency Units, and will cover:
- Construction constraints, dimensions and features, and land use rules
- H.E.R.S. and how it affects building design, permitting, and construction
- Depreciation and appreciation of property assets
- Review of the permit application process, including zoning

The afternoon will include a visual tour of a tiny home in progress and Cabrillo’s Solarri Green Technology Center, and will cover:
- The purpose and goal of Tiny Homes
- An introduction to passive, solar photovoltaic, solar thermal, and Environmental Indoor Quality
- An overview of how all of these concepts are integrated into the design and construction of safe, efficient, durable, and affordable small spaces

Second Day:
The morning will cover architecture and design concepts, and will include:
- Overview of building design strategies with special emphasis on small structures and small living spaces
- Discussion regarding how passive solar materials and energy efficient systems can be used as part of design
- Review of working drawings for buildings
- Slide presentation of completed structures as examples of the design concepts

Afternoon will focus on Computer Aided Design (CAD) and how it can be used for design of small spaces, and will include:
- A review of software used for Computer Aided Design (CAD), including an overview of free apps that are available, and the pros and cons of each.
- Typical CAD learning curve
- A comparison of the potential benefits of hiring an architect versus learning how to use an architectural CAD application

Laundry to Landscape: Hands-on Greywater Recycling Installation Workshop
With our warmest months approaching it’s a great time to plan for ways to water your landscape or spring garden as efficiently as possible. This class gives participants information about how to use, re-purpose and redirect your laundry wastewater for landscape and garden irrigation, and gets hands-on experience installing a system in a residential setting.

The first half of the day covers code requirements, greywater compatible products and plants, greywater parts and materials identification, how to calculate irrigation field size and plant water requirements, how to construct a mulch basin, how to create a design for your system, and ultimately how to maintain your greywater system. After a one-hour lunch break we will travel to the workshop installation site, a local resident/volunteer’s home, to complete an installation. Installation site address is provided in class.

Don’t forget to bring a lunch, sunscreen, and a water bottle! If you want to really be “hands on” at the installation, bring your favorite gloves and shovel.

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

Sat., March 10
9:00 am – 4:00 pm
Room: 711, and off-site installation site. Map provided in class!
Register before Jan. 29: $78
Register after Jan. 29: $85
Register 2 or more: $75 each

Jim Heaney, is a Cabrillo Construction Code Instructor and Plans Inspector for Santa Cruz County Planning Department. He is also a volunteer consultant for the Central Coast Greywater Alliance.

Residential Solar Options Basic Info for Homeowners
Are you wondering if you can utilize solar electricity for your home? We all want to lower our energy bill, improve the environment, and increase the value and marketability of our home, but how do you know if solar is feasible for you? This workshop will cover the fundamentals of solar power, installation, warranties, maintenance, the general economics, what incentives are available and what you need to know before you contact a solar installer. Learn how the government, utilities and other organizations offer solar tax breaks and financial incentives to make solar more accessible for today’s homeowners.

By the end of the workshop, you will have a better idea if solar is right for you, and what your next steps will be on your path to a more energy efficient home!

Sat., March 24
10:00 am – 4:00 pm
Room: 319
Register before Jan. 29: $68
Register after Jan. 29: $75
Register 2 or more: $65 each

Ben Valentine teaches Solar Photovoltaics at Cabrillo, is a Solar Project Engineer, and NABCEP Certified PV Installation Professional. He has been working in the solar industry for over 10 years.

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

Book with resources and thumb drive is included. Bring lunch & participate in one-on-one Q & A time.

Sat., March 3
9:00 am – 3:30 pm
Room: 425
Register before Jan. 29: $90
Register after Jan. 29: $98
plus $10 material fee payable to instructor.

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

Students may bring lunch and a drink. We will have approximately one hour for lunch each day.
Learn the in’s and out’s of planting and caring for succulents, and create something amazing. For these 3 all-new workshops you begin the day at Cabrillo for a presentation and discussion about succulent selection, care and the many planting and design possibilities. You’ll then have time to either grab lunch or bring along the one you packed, and take the short drive south to the beautiful three-acres at Succulents Gardens Nursery in Castroville, where you’ll find four hundred varieties of quality succulent plants, both popular and rare. You’ll have time to enjoy lunch on the grounds before you begin your afternoon of creating, planting and enjoying the hands on portion of your workshop, choosing from a wide array of plants selected from Succulent Garden’s four hundred varieties of succulents.

Please dress in clothes that you don’t mind getting a little dirty and prepare to enjoy a day of education and creativity!

### Living Picture - How to Create a Wall-Mounted Succulent Box

The goal of this workshop is to get you as excited about gardening with succulents as we are, and to see the entire world as one big planter waiting to happen! Each student goes home with a 6” by 6” "Living Picture", as well as a list of resources and the knowledge needed to make more!

**Register before Jan. 29: $68**
**Register after Jan. 29: $75**
**Register 2 or more: $65 each**
**Plus $50 materials fee paid at registration**

### Hanging Succulent Sphere

Garden spheres add definition, like a punctuation mark in the garden. When they are covered in the colorful shapes and textures of succulents, they can steal the show! You will leave class with a 6” to 8” succulent sphere, as well as a list of resources and the knowledge needed to make more succulent spheres at home!

**Register before Mar. 26: $68**
**Register after Mar. 26: $75**
**Register 2 or more: $65 each**
**Plus $50 materials fee paid at registration**

### Succulent Heart Planter

Just in time for Mother’s Day! Create your own beautiful wooden succulent heart planter to give as a gift, or bring Mom along for a memorable day of creating and planting together.

You will design your planting inside your 7” by 6” redwood heart, which has been hand-crafted by Living Creations just for this workshop. Each student will leave with a list of resources and the knowledge needed to make more succulent planters at home!

**Register before Mar. 26: $68**
**Register after Mar. 26: $75**
**Register 2 or more: $65 each**
**Plus $50 materials fee paid at registration**

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**Succulent Workshops at Cabrillo and Succulent Gardens Nursery**

**Beekeeping Basics and Honeybee Biology**

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

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

Those interested in obtaining their own hive will gain a good understanding of equipment, tools, management practices, bee biology, and how we can work together to support these vital pollinators.

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

**Register before Jan. 29: $68**
**Register after Jan. 29: $75**
**plus $5 material fee payable at registration**

Emily Bondor – see bio

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**Intermediate Beekeeping**

This class is designed for students with an existing knowledge of beekeeping, and those who have existing beehives. We will discuss keeping bees locally, the way to start a hive (package versus nucleus), and different options for foundation. The class will focus on IPM approaches, different options for tackling parasitic Varroa mites, and seasonal hive management techniques. We will review natural approaches to IPM in place of harsh chemicals. Students will be encouraged to compare notes and strategies, and to foster community engagement and mentorship. Students will leave with detailed knowledge about treating for Varroa mites, and a seasonal outline for hive management.

**Register before Jan. 29: $68**
**Register after Jan. 29: $75**
**plus $5 material fee payable at registration**

Emily Bondor – see bio

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**Bee-Friendly Garden: How to Create a Bee Sanctuary in Your Backyard**

Would you like to create a beautiful garden and also do your part to save the bees? A huge part of keeping honey bees healthy is to ensure they have the plants they need to survive. We’ll start with a discussion and presentation on native plants, drought tolerant plants, perennial and annual flowering plants and basic bee-friendly landscape design. We’ll then break for lunch and make our way to Native Revival Nursery, just a few minutes from campus, where we’ll see, smell and touch some recommended plants for your very own Bee Friendly Garden.

Students go home with a bee-friendly garden starter kit from Native Revival Nursery, a plant list of the best bee plants by size, annual blooming schedule, place of origin and water needs.

**Register before Jan. 29: $58**
**Register after Jan. 29: $65**
**Register 2 or more: $55 each**
**plus $25 material fee payable at registration**

Emily Bondor is a Bay Area beekeeper and educator committed to raising locally-adapted, treatment-free bees. She is the owner of Santa Cruz Bee Company and the president of the Santa Cruz Bee Guild.
**Sea Otters, the California Coast, and So Much More**

Otters are amazing and adorable, they are vitally important to our coastal ecosystems and their story is captivating! Join Kim Steinhardt, author, photographer, and dedicated coastal storyteller, to discover the sea otter survival story, and explore the beautiful otter habitat in Moss Landing with an expert guide. This updated version of our ever-popular annual Sea Otter Adventure begins with a presentation and photographic journey in class, including the latest sea otter conservation news, then a break for lunch before heading to Moss Landing to search for the otters. This annual adventure always yields rich photo opportunities and the chance to view the otters! Kim will also discuss some of the topics from *The Edge: The Pressured Past and Precarious Future of California’s Coast*, a new book he has co-authored with local marine expert Gary Griggs.

The afternoon includes about a mile of light hiking. Students should bring a lunch. Detailed directions to the field trip location are provided in the morning lecture portion of class.

**Sat., May 19**
8:00 am – 6:00 pm
Location: Big Creek Reserve, Big Sur
Register before Mar. 26: $58
Register after Mar. 26: $65
Register 2 or more: $55 each

**Big Creek Reserve: A Day Hike in Big Sur**

Big Creek Reserve is a protected natural reserve that is only available to researchers and educators. This day hike will consist of a ten-mile round-trip strenuous hike with an elevation gain of approximately 1000 ft. We will spend our day hiking through shady redwood forests, across forested mountain streams, along deep V-shaped canyons, and across high slopes of open grassland with spectacular views of the Pacific Ocean.

Don't miss this opportunity to witness the natural wonder this unique reserve offers!

Details about meeting place, suggested attire and other important information about the day is posted on the Extension Class Resources web page.

**Elkhorn Slough Safari Spring Wildlife**

Spend a day at Elkhorn Slough learning about and viewing wetland wildlife at close range aboard a comfortable, easily boardable boat, floating on calm inland slough water. This day trip will offer a unique springtime spectrum of wildlife, including various shore bird species. Join two experienced naturalists as we observe sea lions, harbor seals, and sea otters during the otter and seal pupping season. There will be a significant variety of aquatic birds, and close-in views of a thriving heron and cormorant rookery on the shore side. We rarely record fewer than 50 bird species on our trips, including many northbound migrants. This three-hour outing offers a view of the Elkhorn slough, and the wildlife that live there, only visible when you are moving through the slough on a boat!

Please bring $8 for parking meters, in $1 bills or change. These meters do not give change! Dress warm, wear comfortable clothes and shoes.

Please see our Class Resources web page for maps, directions and other important class information.

**Sat., March 17**
9:30 am – 4:00 pm
Room: 2501 and off-site in Moss Landing
Register before Jan 29: $68
Register after Jan 29: $72
Register 2 or more: $65 each

Kim Steinhardt is a retired professor from Santa Clara University who now writes about the coast and photographs marine wildlife. He is currently working with National Geographic Books on a collection of his sea otter images and coastal storytelling.

**Owls of Santa Cruz County**

Owls are some of the most magical, powerful creatures on earth. The sound of an owl can stop you in your tracks, and their gaze is mesmerizing. The coast and mountains of Western Santa Cruz County host as many as seven species of owls, often vocal during their pre-breeding courtship in late winter. This will provide an opportunity to learn about these fascinating creatures, then venture out into their habitat for an evening walk.

We begin on-campus with a lecture, full of "old-school" slides from photographs taken by the instructor during his decades of studying these beautiful birds of prey. We will review biology, species identification and habitat for our local owls. After a dinner break, the class will meet again for an evening of nocturnal searching in Rancho del Oso Nature and History Center.

Students should dress warm, wear comfortable walking shoes, and bring a flashlight!

**Pinnacles National Monument**

Pinnacles National Monument is one of our newest National Parks, and for good reason! They were once part of a huge volcano that migrated from southern California over 23 million years ago. The location presents a fascinating platform for tectonic plate geology, diverse and active wildlife, brilliant wildflowers, Native American history and the recent re-introduction of the majestic California Condor. Join us for a day in the East half of the park during the peak of the annual bird migration and the spring wildflower display.

**Davenport and Coastal Shots at Sunset**

Join other like-minded photographers who want to advance their landscape photography skills. We will sort out the challenges of composition, lens choice, exposure, camera handling, and some of the unique challenges of photography in outdoor settings. Additional topics will include depth-of-field control, HDR (high dynamic range) and the use of polarizing filters. With a professional photographer to guide you, you'll capture images and make visual statements in an entirely new way!

We will meet at Davenport to discuss composition and light, then set up to capture beautiful landscapes while the sun sets over the ocean. Some paths are uneven and steep, wear shoes for hiking. Moderately challenging walks are required to reach locations. A hat is advisable. Bring your camera, tripod, a polarizing filter and a headlamp!

Please see our Class Resources web page for maps, directions and other important class information.

**Sat., March 10**
3:30 – 7:30 pm
Off-site in Davenport and along the coast North of Santa Cruz
Register before Jan. 29: $78
Register after Jan. 29: $85

**Landscape Photography - Davenport and Coastal Shots at Sunset**

Register before Jan 29: $72
Register after Jan 29: $65 each

Kim Steinhardt is a retired senior Biologist Supervisor for the California Dept. of Fish and Game. He has conducted hundreds of natural history themed presentations at Cabrillo College over the last 30 years.
**Cabrillo Youth Strings Orchestra Program (ages 6-18)**
The Cabrillo Youth Strings Program is a highly acclaimed training group for students to explore the study of music. We offer a comprehensive string orchestra program that incorporates a wonderful ensemble experience, development of fluent note-reading skills and performance skills. Instruction is provided by highly trained and skilled professional instructors using new, outstanding literature. A special concert will be held at the conclusion of the program to share our accomplishments with friends and family.

**This program offers three string orchestra classes:**

### Beginning Strings 4th-6th Grades
Focus on developing ensemble playing for the entry-level student. Students must provide their own violin, viola or cello and purchase: “String Explorer Book 1”, “Primo Performance, Book 1”.

- **4:00 - 5:15 pm**
- **Room: VAPA 5137**
- **(No audition required)**

### Festival Strings
Suited to beginning and intermediate students who are able to read music, and have had some prior ensemble experience. (Minuet 1 and above)

- **4:15 - 5:45 pm**
- **Room: VAPA 5156**
- **Auditions required for new participants are held on Friday, January 26, 3:45-4:15**

### Cabrillo Strings
For more advanced students with strong reading and ensemble playing ability. (Books 3 Suzuki and above)

- **4:15 - 5:55 pm**
- **Room: VAPA 5141**
- **Auditions required for new participants are held on Friday, January 26, 4:00-5:00 pm**

Please call 479-6101 or email us at CabrilloYouthStrings@gmail.com for more information or to request audition materials.

**Campus Rehearsals**

- **Fridays, January 26 - April 6**
- **Dress Rehearsal: Friday, April 6, 5-6:30pm**
- **Concert at 7:00 pm**
- **Room: VAPA 5100**

**Fee: $225**

**Instructors:** Nancy Kvam, Caleb Murray, Renata Bratt and Don Adkins

**Cabrillo Youth Chorus (ages 8-18)**
Under the direction of Cheryl Anderson, the Cabrillo Youth Chorus provides children ages 8 to 18 with an exciting musical experience, which includes solo and choral singing, musicianship, sight reading, ear training, and lots of fun!

Music is chosen to fit each child's skill level and includes established classical works, art songs, songs from American heritage, and arrangements of folk songs from around the world in an astounding variety of different languages.

No previous musical experience is necessary, but any previous experience is valued and welcomed! Let your child explore the challenging, rewarding, passionate world of excellent music! Students are organized into four different choirs based on age and experience.

Younger beginning and beginning-intermediate singers rehearse on Tuesdays. Older intermediate and advanced singers rehearse on Wednesdays. All rehearsals are held weekly from 4 to 5:30 pm on the Cabrillo campus. If you aren’t sure which choir to register for, choose the one you think would be the most appropriate. We can decide after auditions which choir will be the best fit.

**Spring auditions: January 16 & 17 from 3:30-5:30pm**
**Classes begin January 23 & 24 and conclude May 9**
**Class cost: $225**

**Chamber Music Program (ages 7-18)**
This five-week class will take place following the Cabrillo Youth Strings Orchestra Program. To further enhance ensemble skills, students will meet in smaller groups (quartets). Music could include Classical, Fiddle or Jazz selections. A special recital will be held at the conclusion of the program to share our accomplishments with friends and family.

Students should be able to perform at Minuet 1 level with note-reading skills.

- **Fridays, April 13 - May 11**
- **4:15 - 5:30 pm**
- **Room: VAPA 5156**
- **Fee: $170**

Please call 479-6101 or email us at: CabrilloYouthStrings@gmail.com for more info

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

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

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

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

- **2 Tue., March 6 & 13**
- **6:45 – 8:45 pm**
- **Room: 432**

**Register before Jan. 29:** $54

**Register after Jan. 29:** $62

**Register 2 or more:** $50 each

**Register after Mar. 26:** $75

**Stephen Shapiro**, CPA, CFP, has advised individuals on financial matters for over 20 years and has led financial workshops since 1989.

**Maureen Casey**, MA, is a credentialed California Instructor and Administrator. She is a former college counselor at Bellarmine Preparatory and an Educational consultant specializing in middle school through college age students and families.

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

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

**4 Tue., April 10 - May 1**
**7:00 – 9:00 pm**
**Room: 406**

**Register before Mar. 26:** $64

**Register after Mar. 26:** $75

**Galaham Zuanich** – see bio below

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

**4 Tue., May 8 - 29**
**7:00 – 9:00 pm**
**Room: 406**

**Register before Mar. 26:** $64

**Register after Mar. 26:** $75

**Register 2 or more:** $60 each

**Galaham Zuanich** is an associate Vice President with a major investment firm and has been a financial advisor for nine years. He has a BS in Commerce Finance.

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**“I will use all aspects when guiding my children through college.”**
- College Planning student

**“Great information about different ways to successfully plan for retirement. Well presented.”**
- Retirement Planning student
**CUSTOMER SERVICE ACADEMY**

**Become a Customer Service PRO!**

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

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

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

**Tuesdays, May 1 & 8**
9:00 am - 4:00 pm
All classes are held in room 2100B (next door to the Extension Office)
Register by Mar. 26: $295
Register after Mar. 26: $320

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**Writing Your Best Business Plan**

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

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

**Sat., Feb. 3**
9:30 am - 12:30 pm
**OR**
**Sat., April 7**
9:30 am - 12:30 pm

Room: 1604
**OR**
Room: 318
9:00 am - 1:00 pm

**OR**
**Tues., March 6**
2:00 – 5:00 pm
Santa Cruz Civic Auditorium 307 Church Street, Santa Cruz

**Fee:** $33

**Keith Holtaway** is a small business consultant specializing in business planning for start-ups, turnaround strategies for struggling businesses, and obtaining financing for business growth.

**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, predict timely collection and 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 stick with at least 1 GB of memory to class. Mac and PC users are welcome to bring their own laptops with QuickBooks already installed.

**2 Sat., Feb. 10 & 24 (No class Feb. 17)**
9:00 am - 1:00 pm
Room: 318

**Register before Jan. 29:** $98
**Register after Jan. 29:** $109

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

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**Recordkeeping for Small Business**

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

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

**Sat., Feb. 24**
9:30 am – 12:30 pm
Room: 314

**Fee:** $35

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

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**Day 1 Morning Session:**

**Customer Service Essentials**

In this dynamic class, we will cover the fundamentals of great service. Whether you are a business owner, a manager, or a front-line service provider, YOU play a critical role in your customer’s experience. In this first class, we will:

- Learn 5 great reasons for giving exceptional service
- Understand your personal connection to each and every customer
- Review the most common pitfalls of service delivery and practice effective techniques for avoiding them
- Build empathy for your customers - even the most difficult ones
- Practice meeting the needs of both internal and external customers

**Day 2 Morning Session:**

**Handling Difficult Customers**

We’ve all had them - those legendary difficult customers who just can’t find their inner happiness! In this interactive course, you will learn and practice powerful skills that will help you:

- Stay calm when a customer lashes out
- De-escalate tense situations
- Build rapport and make amends
- Send your customers away feeling better

**Day 2 Afternoon Session:**

**Making a Service Difference**

In this final class of the series, we will take your customer service efforts one step further. You will:

- Define a set of meaningful customer service standards
- Make a plan to measure the impact of your service improvement efforts
- Practice suggesting meaningful changes to your company’s service standards - even if you are not the boss

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

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**Day 1 Afternoon Session:**

**“Invisible” Service: Ensuring a Top-Notch Service Environment**

Your customers are receiving your service before they ever walk in the door. In this class, we will take a look at some of the more “invisible to you” aspects of service. We will answer:

- How does my location say to my customers? (Or my website or my phone system?)
- What do my policies and procedures communicate?
- How does my nonverbal communication help or hinder my customer’s experience?
- Whose job is it to improve the invisible?
- What messages do my customers receive from their interactions with my business?

**Day 2 Afternoon Session:**

**“Invisible” Service: Ensuring a Top-Notch Service Environment**

**“By applying all the tools, tips and options I learned in class, I can use this format to teach other co-workers. I can refer to any handout if I need to reaffirm or if I forget. What was really enlightening is everyone provides customer service to everyone...children, bosses, teachers, et al and we all play a role in how we serve others.”**

- Customer Service Academy student

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**Top-Notch Service Environment**

We will answer:

- How do I communicate the value of my business?
- How do customers think about my business?
- How can my business create a customer-centric culture?
- How can I turn a challenging customer into a customer for life?
- How can I build empathy for my most difficult customers?
- How can I be a PRO (Professional)?
- How can I turn my customers into my best marketers?
- How can I improve the customer experience in my workplace?
- How can I practice meeting the needs of both internal and external customers?
- How can I think outside the box?
- How can I practice meeting the needs of both internal and external customers?
- How can I turn a challenging customer into a customer for life?
- How can I build empathy for my most difficult customers?
- How can I be a PRO (Professional)?
- How can I turn my customers into my best marketers?
- How can I improve the customer experience in my workplace?
- How can I practice meeting the needs of both internal and external customers?
- How can I think outside the box?
- How can I turn a challenging customer into a customer for life?
- How can I build empathy for my most difficult customers?
- How can I be a PRO (Professional)?
- How can I turn my customers into my best marketers?
- How can I improve the customer experience in my workplace?
- How can I practice meeting the needs of both internal and external customers?
- How can I think outside the box?

**Michelle Waters** is fondly known to all of us at Cabrillo as “the Customer Service Queen!” Having studied and taught the delivery of exceptional service for over 15 years, Michelle sees business through the eyes of a PRO and can help you do the same. Michelle has consulted with dozens of agencies on how to improve their customer service ratings by using powerful, simple techniques.
SUPERVISORY ACADEMY

Supervisory Academy Training Series

Being a successful supervisor can be a challenge: You have a lot of responsibility, and usually, very little supervisory training. Designed to deliver results, the Cabrillo College Supervisory Academy is a 12-week program to develop the necessary skills to become a better supervisor. Throughout this 12-week program, learn and practice the skills to make your job easier and your team more efficient. Come to know yourself better as a supervisor and make effective choices about your leadership development.

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

**Mon., February 26 – May 14 OR Tue., February 27 – May 15**
5 – 8 pm 9 am – 12 Noon
Classes are held on the Aptos Campus in the 1500 bldg., 2nd floor, room 1522
Take ALL TWELVE MODULES for just $595 or $58 per module

**Being a Great Supervisor**
Mon., Feb. 26 OR Tue., Feb. 27
5 – 8 pm 9 am – 12 Noon
Being a supervisor is a lot of responsibility, and it involves the fundamental ability to get things done through others. As a leader in your organization, you help set the tone, and you have the potential of making a very positive impact. In this course, you will:
- Understand the roles and responsibilities of effective supervisors
- Assess your own supervisory skills and strengths
- Learn key behaviors that set the best supervisors apart from the rest

**Understanding Employee Engagement**
Mon., Mar. 12 OR Tue., Mar. 13
5 – 8 pm 9 am – 12 Noon
Some estimate that as much as 75% of American employees are disengaged at work. Imagine how much easier your life as a supervisor would be if only your employees would show up at their best. Come to this class to:
- Learn about the key drivers of engagement and assess your team
- Assess your own degree of engagement at work
- Make a plan to sculpt your job to unleash your potential
- Practice conducting a “motivational” interview

**Building Trust**
Mon., Mar. 5 OR Tue., Mar. 6
5 – 8 pm 9 am – 12 Noon
As a supervisor, your ability to create and sustain a climate of trust is critical to your team’s satisfaction and success. But how can you demonstrate that you’re worthy of your direct reports’ trust? Come to this class to:
- Explore why trust matters, and the high cost of low-trust work groups
- Define trust, and identify specific behaviors that support it
- Practice communicating with both caring and candid to build trust, and never to diminish it
- Make a plan for improving trust that is tailored to your team

**Assessing Your Team’s Effectiveness**
Mon., Mar. 19 OR Tue., Mar. 20
5 – 8 pm 9 am – 12 Noon
Leading a team has its challenges but it’s an inescapable reality of today’s organizations. When we understand the principles of effective teamwork, we can harness the power of interdependence to create a powerful work team that achieves the right results. Come to this class to:
- Understand the stages of team development and how to navigate through each
- Assess your team’s effectiveness by applying six elements of successful teams
- Use the power of a team charter for getting, and keeping, the team on track

**Managing Performance Part 1**
Mon., Apr. 9 OR Tue., Apr. 10
5 – 8 pm 9 am – 12 Noon
Effective performance management starts with clear expectations, is reinforced through coaching and support — and is NOT deferred to an annual performance appraisal! In this workshop you will:
- Discern between performance management and performance appraisal
- Learn about the performance management cycle
- Understand and practice the critical process of setting clear performance expectations
- Evaluate performance through the lens of a 4-part performance management model

**Managing Performance Part 2**
Mon., Apr. 16 OR Tue., Apr. 17
5 – 8 pm 9 am – 12 Noon
Much of the struggle with poor performance can be alleviated when we provide a higher degree of clarity for our employees. Start with clear and actionable goals. In this class you will:
- Examine the goal setting process - what works and what doesn’t
- Learn common metrics that contribute to annual goal setting
- Review pitfalls in goal setting and learn to avoid them
- Practice writing cascading goals that are appropriate for a business unit, department and you
- Learn and practice the SMART Goal format

**Interviewing and Selecting Great Team Members**
Mon., Mar. 26 OR Tue., Mar. 27
5 – 8 pm 9 am – 12 Noon
Hiring the wrong person can impact the business results and office morale. Traditional interviewing methods do not tell us what we need to know about potential job candidates. Dynamic behavioral interview techniques can help us find the right people for the right jobs. Come to this course to:
- Discuss common obstacles to effective employee recruitment & development
- Learn the basics of behavioral interviewing
- Practice writing and asking interview questions
- Compare a candidate and a position for “fit”

**Managing Time and Priorities**
Mon., Mar. 19 OR Tue., Mar. 20
5 – 8 pm 9 am – 12 Noon
Today’s work world moves quickly. We are expected to be “on 24/7,” and there is always more to do than there is time to do it. Without effective time management strategies, you are likely to end the day feeling overwhelmed and unfulfilled. Come to this class to:
- Assess how you spend your time at work using the urgent/important matrix
- Make a plan to minimize your time wasters
- Prioritize your tasks, and take control of your schedule using the Chunk, Block and Tackle approach

**Giving and Receiving Feedback**
Mon., Apr. 23 OR Tue., Apr. 24
5 – 8 pm 9 am – 12 Noon
To truly improve performance, we need to create a culture of continuous feedback. In this class, you will:
- Learn and practice the 1-minute praise and 1-minute re-direct models of feedback
- Practice asking for feedback and building receptivity
- Learn and practice a simple and powerful way of giving feedback regularly
- Learn and practice a model for anticipating challenges, and diverting them before they become performance issues

**Coaching for Results**
Mon., Apr. 30 OR Tue., May 1
5 – 8 pm 9 am – 12 Noon
Coaching, a crucial leadership skill for successful supervisors, combines building relationships, providing support and monitoring progress. Coaching empowers your employees to develop the skills they need to succeed. Come to this course to:
- Learn and practice the precursors to coaching: being curious and asking good questions
- Review and practice a powerful 4-step model for coaching
- Develop a detailed a plan to coach a specific person on your team

**Advanced Supervisory Academy - see pg 42**
Completed the Supervisory Academy? Ready for the next step? Join our all-new Advanced Supervisory Academy. Learn more about transforming your work team, achieving goals together, and unleashing the creative power of your group. This new Academy is delivered in four modules of two classes each. Attend one or attend them all!

**Supervisory Academy Roundtable**
Mon., May 14 OR Tue., May 15
5 – 8 pm 9 am – 12 Noon
For all of those who have participated in the series, please plan to attend our final class where we will review the themes and concepts from the course, answer all outstanding questions, and use a case-study to apply all that we have learned. Of course, we will also celebrate! Don’t miss this capstone experience!
Advanced Supervisory Academy Training Series

In order to be an effective leader, you need to continuously grow and change. It’s not enough to be technically competent. You also need to embrace your role as a leader—creating clarity for your work team, facilitating involvement, leading team process, leading your team through change, and getting results with and through others.

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

This new Academy is delivered in four modules of two classes each. Attend one or attend them all! Claire Laughlin is an Organizational Communication Consultant and Trainer with over 20 years of experience. She designs training programs that help leaders bring out the best in others, creating engaged, high-energy workplaces.

Is this Academy for me?

This is for you if you supervise or manage others and have a desire to get better results with your team. This Academy will prepare you to tap into the energy of each group member, creating a higher degree of satisfaction and fulfillment for all—while getting great results!

COURSE MODULES

Becoming a Facilitative Leader

2 Mon., Feb. 26 & Mar. 5, 1:30 – 4:30 pm

If you want to be a powerful leader you must relinquish control, learn to create synergy with your team, and create the conditions that allow your team members to thrive. You will:

• Understand your role as a facilitative leader
• Learn to bring out the best in your team members
• Practice skills to build trust on your team and create psychological safety
• Create a team charter that will guide you toward powerful results

Planning and Aligning

2 Mon., Mar. 26 & Apr. 2, 1:30 – 4:30 pm

Now that you have stepped into your role as a facilitative leader and have mastered basic meeting design skills, it’s time to learn more advanced facilitation techniques. You will:

• Learn to create a medium or short term plan – with your team
• Craft a work plan that involves all of your team and gets a high degree of buy-in
• Prioritize the Critical Few— the most important actions that will get results
• Help your team members negotiate and hold each other accountable, so that you can lead, rather than spend your time doing hands-on work

Leading Change

2 Mon., Apr. 9 & 16, 1:30 – 4:30 pm

You know what they say, “the best laid plans...” Even with outstanding facilitation skills and an ironclad plan, your team will certainly get derailed from time to time. Come to this final module to:

• Learn about what people really resist
• Understand how to leverage the cycle of change, and the three core components of transformation to make change easier for your team
• Apply a 6-stage process of change leadership to your organizational change efforts, making any change easier to adopt and reducing organizational churn

Making Meetings Work

2 Mon., Mar. 12 & 19, 1:30 – 4:30 pm

Meetings should be lively forums where creative work gets done. Unfortunately, far too often, our meetings are unfocused, uninteresting, and end up being a colossal waste of time. But it doesn’t have to be like this! Now that you understand the role of a facilitative leader, you’ll be prepared to:

• Design a powerful group event using the RPR method
• Practice powerful group management techniques that will help you get the best from others, stay on task and on track, and engage even the most introverted members of your staff in a safe way.

What are you Paying Now?

We know it can be difficult to be out of the office for any reason— even to support your own development. But the cost of NOT leveraging the power of your team is also at stake. Low engagement, dissatisfaction, and wasted energy all act like invisible drains on your systems. Don’t let this happen to your work team! Take advantage of this flagship course. Join us today!

LEADERSHIP CHALLENGE

2-Day Workshop

Thursday & Friday, May 31 & June 1, 2018 8:30 am-5 pm

Program held at the Horticulture Center, Room 5005

Cost: $799 Register by March 26th for an early bird price of just $749

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

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

The core curriculum is structured around seven components, including five independent modules that focus specifically on each of The Five Practices of Exemplary Leadership®. Each module describes the practice, reviews the Leadership Practices Inventory (LPI) items related to that practice, and ends with techniques that ask participants to reflect on how to apply what they have learned to a current leadership challenge of their own. With a plan of action in-hand for taking the key concepts from the workshop back to the workplace, you will be prepared to implement your new leadership practices back on the job immediately.

What’s included:

• Two days of intensive training designed to help you put your LPI (Leadership Practices Inventory) feedback to use immediately in your development as a leader.
• The Leadership Practices Inventory Online 360 Assessment: includes LPI Self and up to 20 LPI Observers (direct reports, manager, co-workers, etc.).
• A personal coaching session after the 2-day training, provided by Claire Laughlin, designed to help you make progress on your personal action plan and get more out of your LPI results.
• Light continental breakfast each morning, and afternoon snacks.
• Camaraderie and connection with other local leaders.
• A truly memorable experience with lessons that stick.

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

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

“I’ve been a leader for so long, I wasn’t sure what I would get out of this class, but it was truly amazing! It helped me uncover areas of leadership I had been neglecting.”

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

“This course was not only enlightening, but it demystified the leadership process.”
Building Emotional Intelligence and Self-Awareness

To be Emotionally Intelligent means to have and demonstrate self-awareness and to be able to self-regulate, so that you can communicate with a higher degree of competence. Emotional Intelligence and self-awareness are critical skills in work and in everyday life. In this module you will:

• Understand the 4 components of Emotional Intelligence
• Practice 2 powerful techniques for developing greater self-awareness
• Learn 3 ways to “prime” yourself for greater success

Wed., April 18
9:00 am – 12:00 noon
Room: 1522
Register before Jan. 29: $52
Register after Jan. 29: $58
Rhiannon Surrenda - see bio

Be a Better Communicator

How many times during the last month have you delivered what you believed to be a stellar work product, but, surprisingly, it was rejected by your co-workers? You’re unsure why this happened? Unlock the mystery of communication styles - build relationships and communicate effectively with people with different behavior styles.

This course provides an effective and observable way to understand those around you and how best to work with them. In this course, you will:

• Diagnose your own behavior interaction style preference using the Bolton and Bolton Behavioral Styles Model
• Analyze the behavior styles of others
• Gain communication techniques for greater success with others.
• Practice “flexing” across styles to work well with others.
• Create an action plan for improving your communications with specific people.

Wed., March 14
9:00 am – 12:00 Noon
Room: 1522
Register before Jan. 29: $52
Register after Jan. 29: $58
Patricia Nelson - see bio

What Motivates Me? *

Employee engagement is a serious issue. Whether you are the employee working in a de-motivating environment, or you are the leader responsible for that environment, you have more power than you think to influence the culture and get people engaged when you understand motivation!

Research teams at The Culture Works have studied more than 850,000 people globally to learn what makes people the most engaged in their jobs. Bottom line? People are most engaged when their work aligns with their primary motivators. But most of us don’t even know what our primary motivators are!

Participants will need to purchase the book, “What Motivates Me” from Amazon.com or your local bookseller (approximately $16). Please use the code included in the book to take your online assessment and bring the printed report to class.

In this class, you will:

• Interpret the results of your online Motivator’s Assessment *
• Work through a set of thought provoking exercises to help you discover what you love best about your work
• Make a plan for sculpting your job for higher satisfaction

Wed., March 7
8:30 am – 12:00 Noon
Room: 1522
Register before Jan. 29: $64
Register after Jan. 29: $72
Rhiannon Surrenda - see bio

Understanding Employee Engagement

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

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

Mon., March 12 OR Tue., March 13
9:00 am – 12:00 Noon
Room: 1522
Fee: $58

Assessing Your Team’s Effectiveness

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

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

Mon., March 19 OR Tue., March 20
9:00 am – 12:00 Noon
Room: 1522
Fee: $58

Interviewing and Selecting Great Team Members

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

• Discuss common obstacles to effective employee recruitment & development
• Learn the basics of behavioral interviewing
• Practice writing and asking behavioral interview questions

Mon., March 26 OR Tue., March 27
5:00 – 8:00 pm
9:00 am – 12:00 Noon
Room: 1522
Fee: $58

Supplement with these additional online courses:

Understanding the Human Resources Function

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

Employment Law Fundamentals

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

Achieving Success with Difficult People

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

These online classes start once each month for ease and convenience. Classes this term begin January 17, February 14, March 14, and April 11.

For more information, or to register Visit us at: www.ed2go.com/cabrillo
**Become a Notary Public**

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

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

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

Register for the exam from 4:00 – 4:30 pm. Exam is from 4:45 – 6:00 pm. For the exam, bring current driver’s license or state-issued ID (you must be a legal resident of California), a 2 x 2 passport color photo, and a few #2 pencils. LiveScan fingerprints required after you pass the exam.

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

**Sat., March 10**

9:00 am – 1:00 pm

Room: 454

Register before Jan. 29: $50
Register after Jan. 29: $58

plus $35 materials fee payable to instructor

plus a $40 check payable to “Secretary of State”

Carrie Christensen – see bio

**Advanced QuickBooks**

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

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

**Sat., April 14**

9:00 am – 1:00 pm

Room: 318

Register before Mar. 26: $65
Register after Mar. 26: $76

Carol Jensen specializes in financial aspects of start-up businesses and is a Registered Tax Preparer (CTEC). Carol has taught QuickBooks and Real Estate at Cabrillo for 12 years.

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

**Landlord Made Easy**

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

Book with resources and thumb drive is included. Bring your lunch if you want to participate in one-on-one Q & A time.

**Sat., March 3**

9 am – 3:30 pm

Room: 425

Register before Jan. 29: $90
Register after Jan. 29: $98

plus $10 material fee payable to instructor

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

**Recordkeeping for Small Business**

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

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

**Sat., Feb. 24**

OR

**Sat., May 19**

9:30 am – 12:30 pm

Room: 314

Fee: $35

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

**How to Become a Loan Signing Agent**

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

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

**Sat., May 19**

9:00 am – 4:00 pm

Room: 454

Register before Mar. 26: $95
Register after Mar. 26: $110

plus $60 for materials fee & certification payable at class

Carrie Christensen – 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 leads you through the setup and use of the software for basic accounting functions including writing and printing checks, tracking income and expenses, generating financial statements, accounts payable and receivables, 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 the book “QuickBooks Pro for Dummies” is recommended for those who do not own the software.

Students without bookkeeping experience are recommended to take the Recordkeeping class.

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

4 Sat., Feb. 10 - Mar. 10 (no class Feb. 17)

9:00 am – 1:00 pm

Room: 318

Register before Jan. 29: $195
Register after Jan. 29: $210

Carol Jensen – see bio

**Renew Your Notary Commission**

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

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

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

Register for the exam from 4 – 4:30 pm. Exam is from 4:45 – 6:00 pm. For the exam, bring current driver’s license or state-issued ID (you must be a legal resident of California), a 2 x 2 passport color photo, and a few #2 pencils. LiveScan fingerprints required after you pass the exam.

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

**Sat., March 10**

12:45 – 6:00 pm

Room: 454

Register before Jan. 29: $50
Register after Jan. 29: $58

plus $35 materials fee payable to instructor

plus a $40 check payable to “Secretary of State”

Carrie Christensen – see bio

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

The class will take place in a computer lab and the instructor will be available for individual guidance as you access key government websites during the workshop.
A workbook with class resources, including web site links and contact information for agencies, is included in your materials fee.

Mon., March 12
9:00 – 11:00 am
Room: 515
Register before Jan. 29: $58
Register after Jan. 29: $65
Plus a $10 materials fee paid at registration
Josh Wagner runs the Santa Cruz consulting firm PlanRight, which provides a user-friendly approach to nonprofit start-up. PlanRight serves hundreds of client organizations around the country.

Fund Accounting for Nonprofit Organizations
This course introduces the basic concepts of governmental and reporting financial information for nongovernmental nonprofit organizations. Theatre companies, arts organizations, social service organizations, historical societies, and public benefit organization (501(c) 3) bookkeepers will all benefit from this workshop. Management reporting, tax reporting, grant reporting, and board reporting are also covered.
This is a particularly important class for nonprofit board treasurer who have been tasked with “keeping the books.”

Sat., April 7
9:00 am – 1:00 pm
Room: 432
Register before Mar. 26: $65
Register after Mar. 26: $76
Carol Jensen specializes in financial aspects of start-up businesses and is a Registered Tax Preparer (CTEC). Carol has taught QuickBooks and Real Estate at Cabrillo for many years.

The Basics of Selling on eBay
Learn strategies for selling on eBay in this class designed to enhance your sales success. Create and enhance listings with photo editing and attractive descriptions. Learn ways to use PayPal in conjunction with eBay and set pricing to maximize profits.
This class focuses on using multiple platforms for successful eBay sales, so students must have PayPal, eBay, and email accounts created prior to class, as well as a smart phone. These will be actively used in class to create eBay listings.

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

Sat., April 7
2:00 – 5:00 pm
Room: 432
Register before Mar. 26: $42
Register after Mar. 26: $48
Carol Jensen – see bio

Medical Assistant Continuing Education
Continuing education is a requirement for many healthcare professions, including medical assisting. There are many benefits to receiving continuing education including keeping up-to-date with industry standards, refreshing professional skills, and providing an opportunity for healthcare professionals to continue to learn and grow both personally and professionally. As a general rule, 1 hour of instruction time is equal to one continuing education unit (CEU). For a medical assistant who received their certification through the American Association of Medical Assistants (AAMA), the requirement for continued certification is to receive 60 CEU’s over a 5-year period.

Don’t miss out on this opportunity to receive up to 12 CEU’s in just two days! Register by January 29th in all four workshops for just $165! Pam Sanborn, CMA(AAMA) M.Ed, has worked in healthcare for over 25 years and has been teaching medical assisting courses at Cabrillo College since 2003. Students enjoy Pam’s sense of humor, enthusiasm, and her ability to make learning any subject fun.

Ethics in Healthcare
Ethics plays a very important role in every industry, especially in healthcare. The World Health Organization states, “Ethics is concerned with moral principles, values, and standards of conduct.” Healthcare professionals are faced with ethical dilemmas every day. To ensure proper decisions are made, it is important for all healthcare workers to be aware of their own ethical standards and the guiding principles of healthcare ethics.

Register by January 29th in both Ethics in Healthcare workshops for just $89!

Basic Principles of Healthcare Ethics
In this interactive session, participants will learn the basic principles of ethics and how to implement ethical guidelines in the healthcare setting. (3 CEUs)

Sat., Feb. 10
9:00 am - 12:00 Noon
Room: HW 2214
Register before Jan. 29: $49
Register after Jan 29: $55

Ethical Use of Social Media and Technology in the Healthcare Setting
In this interactive session, participants will learn how to uphold HIPAA standards while using social media in public and private settings to avoid patient privacy violations. (3 CEUs)

Sat., Feb. 10
1:00 - 4:00 pm
Room: HW 2214
Register before Jan. 29: $49
Register after Jan 29: $55

Healthcare Communication
It’s essential to have effective communication skills in every aspect of your life. For health care workers, the quality of patient care depends on it. Whether you are receiving instructions from the physician, gathering information from the patient or providing a warm hand off to a colleague, your ability to listen, speak clearly and read nonverbal cues is imperative. Take this opportunity to attend these two classes to learn new techniques, hone your skill and obtain necessary CEUs.

Register by January 29th in both Healthcare Communication workshops for just $89!

Interpersonal and Oral Communication Skills
In this interactive session, participants will learn techniques to develop effective interpersonal and oral communication skills. (3 CEUs)

Sat., Feb. 24
9:00 am - 12:00 Noon
Room: HW 2214
Register before Jan. 29: $49
Register after Jan 29: $55

Nonverbal Communication and Listening Skills
In this interactive session, participants will analyze patients’ and practitioners’ nonverbal communication and the effect it has on providing quality patient care. In addition, participants will learn techniques to develop effective listening skills. (3 CEUs)

Sat., Feb. 24
1:00 - 4:00 pm
Room: HW 2214
Register before Jan. 29: $49
Register after Jan 29: $55

The Basics of Selling on eBay
Learn strategies for selling on eBay in this class designed to enhance your sales success. Create and enhance listings with photo editing and attractive descriptions. Learn ways to use PayPal in conjunction with eBay and set pricing to maximize profits.
This class focuses on using multiple platforms for successful eBay sales, so students must have PayPal, eBay, and email accounts created prior to class, as well as a smart phone. These will be actively used in class to create eBay listings.

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

Sat., Feb. 3
10:00 am – 1:00 pm
Room: 432
Register before Jan. 29: $62
Register after Jan. 29: $74
Plus $15 material fee payable at registration
Josh Wagner – see bio

Fund Accounting for Nonprofit Organizations
This course introduces the basic concepts of governmental and reporting financial information for nongovernmental nonprofit organizations. Theatre companies, arts organizations, social service organizations, historical societies, and public benefit organization (501(c) 3) bookkeepers will all benefit from this workshop. Management reporting, tax reporting, grant reporting, and board reporting are also covered.
This is a particularly important class for nonprofit board treasurers who have been tasked with “keeping the books.”

Sat., April 7
9:00 am – 1:00 pm
Room: 432
Register before Mar. 26: $65
Register after Mar. 26: $76
Carol Jensen specializes in financial aspects of start-up businesses and is a Registered Tax Preparer (CTEC). Carol has taught QuickBooks and Real Estate at Cabrillo for many years.

The Basics of Selling on eBay
Learn strategies for selling on eBay in this class designed to enhance your sales success. Create and enhance listings with photo editing and attractive descriptions. Learn ways to use PayPal in conjunction with eBay and set pricing to maximize profits.
This class focuses on using multiple platforms for successful eBay sales, so students must have PayPal, eBay, and email accounts created prior to class, as well as a smart phone. These will be actively used in class to create eBay listings.

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

Sat., April 7
2:00 – 5:00 pm
Room: 432
Register before Mar. 26: $42
Register after Mar. 26: $48
Carol Jensen – see bio

Medical Assistant Continuing Education
Continuing education is a requirement for many healthcare professions, including medical assisting. There are many benefits to receiving continuing education including keeping up-to-date with industry standards, refreshing professional skills, and providing an opportunity for healthcare professionals to continue to learn and grow both personally and professionally. As a general rule, 1 hour of instruction time is equal to one continuing education unit (CEU). For a medical assistant who received their certification through the American Association of Medical Assistants (AAMA), the requirement for continued certification is to receive 60 CEU’s over a 5-year period.

Don’t miss out on this opportunity to receive up to 12 CEU’s in just two days! Register by January 29th in all four workshops for just $165! Pam Sanborn, CMA(AAMA) M.Ed, has worked in healthcare for over 25 years and has been teaching medical assisting courses at Cabrillo College since 2003. Students enjoy Pam’s sense of humor, enthusiasm, and her ability to make learning any subject fun.

Ethics in Healthcare
Ethics plays a very important role in every industry, especially in healthcare. The World Health Organization states, “Ethics is concerned with moral principles, values, and standards of conduct.” Healthcare professionals are faced with ethical dilemmas every day. To ensure proper decisions are made, it is important for all healthcare workers to be aware of their own ethical standards and the guiding principles of healthcare ethics.

Register by January 29th in both Ethics in Healthcare workshops for just $89!

Basic Principles of Healthcare Ethics
In this interactive session, participants will learn the basic principles of ethics and how to implement ethical guidelines in the healthcare setting. (3 CEUs)

Sat., Feb. 10
9:00 am - 12:00 Noon
Room: HW 2214
Register before Jan. 29: $49
Register after Jan 29: $55

Ethical Use of Social Media and Technology in the Healthcare Setting
In this interactive session, participants will learn how to uphold HIPAA standards while using social media in public and private settings to avoid patient privacy violations. (3 CEUs)

Sat., Feb. 10
1:00 - 4:00 pm
Room: HW 2214
Register before Jan. 29: $49
Register after Jan 29: $55

Healthcare Communication
It’s essential to have effective communication skills in every aspect of your life. For health care workers, the quality of patient care depends on it. Whether you are receiving instructions from the physician, gathering information from the patient or providing a warm hand off to a colleague, your ability to listen, speak clearly and read nonverbal cues is imperative. Take this opportunity to attend these two classes to learn new techniques, hone your skill and obtain necessary CEUs.

Register by January 29th in both Healthcare Communication workshops for just $89!

Interpersonal and Oral Communication Skills
In this interactive session, participants will learn techniques to develop effective interpersonal and oral communication skills. (3 CEUs)

Sat., Feb. 24
9:00 am - 12:00 Noon
Room: HW 2214
Register before Jan. 29: $49
Register after Jan 29: $55

Nonverbal Communication and Listening Skills
In this interactive session, participants will analyze patients’ and practitioners’ nonverbal communication and the effect it has on providing quality patient care. In addition, participants will learn techniques to develop effective listening skills. (3 CEUs)

Sat., Feb. 24
1:00 - 4:00 pm
Room: HW 2214
Register before Jan. 29: $49
Register after Jan 29: $55
Medical Insurance Billing Program

**CERTIFICATE PROGRAM**

Introduction to Medical Insurance Billing

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

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

Sat., April 21
9:00 am – 3:00 pm
Room: 1605
Fee: $125
plus $59 material fee payable to instructor in class

Medical Insurance Billing, Part II

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

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

Prerequisite: Experience as a medical biller or have taken Intro to Medical Insurance Billing

Mon. & Tue., April 23 & 24
6:30 – 8:45 pm
Room: 1605
Fee: $85
plus $39 material fee payable to instructor in class

CPT, ICD9, ICD10 & HCPCS Coding

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

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

Sun., April 22
9:00 am – 3:00 pm
Room: 515
Fee: $95
plus $49 material fee payable to instructor in class

Workers’ Compensation & Personal Injury

Learn how to bill California Workers’ Compensation and Personal Injury cases. Some of the areas this workshop will cover are:

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

Prerequisite: Experience as a medical biller or have taken Intro to Medical Insurance Billing Parts I & II.

Sat., April 28
8:30 am – 12:30 pm
Room: 1605
Fee: $85
plus $49 material fee payable to instructor in class

Computer Medical Insurance Billing Orientation (Home Study Course)

First, meet the instructor for a 15-minute lecture, part two will be a home-study component. Students are given one month to complete

Fee: $65
Plus $29 material fee payable to instructor

ELECTIVE COURSES

Start Your Own Medical Billing Service

Many medical practices receive most of their income from insurance companies. Thus, medical billing services are in demand. In this class you will learn:

- How to obtain clients & setting your fees
- What other services a billing service could offer
- Marketing your services
- Where to obtain HIPAA compliant software
- Sample HIPAA Business Associate Agreement & Independent Contractor Agreement
- How to obtain updates from insurance companies

Prerequisite: Experience as a medical Biller or have taken Intro to Medical Insurance Billing Parts I & II.

Sat., April 28
1:00 – 3:00 pm
Room: 1605
Fee: $105
Plus $79 material fee payable to instructor in class

Medical Front Office Certificate Program

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

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

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

Wed. & Thu., April 25 & 26
6:30 – 8:45 pm
Room: 1605
Fee: $105
Plus $79 material fee payable to instructor in class

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

Kris Patterson is the owner of a successful Medical Billing and Consulting firm and has taught Medical Insurance Billing classes for over twenty years.
**Personal Information Security Basics**
Given recent data breaches of companies that we all use, we are becoming increasingly aware of how important it is to secure our personal information. But most of us aren't sure exactly how to do that! This class is designed to help you understand the concepts of cyber security, as well as implement basic security functions on everyday equipment. We will cover the steps you can take on your home devices (computers, tablets, etc.), phones, and networks, as well as in the workplace. We will demonstrate the best practices and tools that are publicly available online.

We will discuss:
- Cyber security and cyber hygiene, including safe internet use, and desktop computer security
- Mobile Safety for Android and iOS security
- How to ensure the physical safety of your information and prevent dumpster diving and shoulder surfing
- How to implement basic network/wireless safety
- How to protect yourself from malware such as viruses, Trojan horses, and other threats

You will learn this class knowing how you can protect you and your family's personal information, and even your information at work. This is the class that everyone needs!

This class is taught in a PC lab, and students are encouraged to bring handheld devices and laptops to class in order to implement the skills and tools we cover. **Basic computer skills are necessary for success. If you do not have basic computer skills please take the Essential Computer Skills class on February 9th. See pg 54**

6 Thursdays
6:30 – 8:30 pm
Register before Mar. 26: $138
Register after Mar. 26: $150

*This class is taught in English*
March 1 – April 5
Room: $15, Aptos Campus

*OR*

*This class is taught in Spanish*
April 12 – May 17
Room: C105, Watsonville Center

**Essential WordPress Skills: Fundamentals to Site Launch**
Would you like to have a website, but have no idea where to start? Do you have a business that you want to promote online? Does paying a designer seem like too big of an expense? Are you organizing an event that needs a web page? Then this workshop is for you! A WordPress website is inexpensive and simpler to design and maintain than you might think.

In the first 3 weeks you will learn how to get a domain name, set up hosting, and review all the settings you need to know step-by-step. We will start at the very beginning and help you with the basics of how to setup and maintain a WordPress website, and you’ll be ready to build your website or blog.

In the last 3 weeks, you will learn how to plan out your new website and create a design that will be engaging for your users and give you a web presence you can be proud of. We will learn how to develop a site map, wireframes, write content, and prepare images. Once you’re ready, we’ll discuss how to pick a theme, and how to implement your design in WordPress.

This class is designed for people who need basic skills before building their first website. If you already have the skills covered in “Essential WordPress Skills” and have the required computer skills, please enroll in WordPress Website - Design to Launch.

This class is taught in a Mac lab.
6 Thu., Feb. 22 - Mar. 29
6:30 – 9:00 pm
Room: 1097
Register before Jan 29: $165
Register after Jan 29: $190

**WordPress Website: Site Design to Launch**
Okay, you have mastered the basics of how to setup and maintain a WordPress website, how to get a domain name, set up hosting, and all the settings you need to know. And you have an idea, a domain name, hosting...heck you’ve even installed WordPress! What now?

In this workshop you will learn how to plan out your new website and create a design that will be engaging for your users and give you a web presence you can be proud of. We will learn how to develop a site map, wireframes, write content, and prepare images. We’ll discuss how to pick a theme, and how to implement your design in WordPress.

This class is designed for people who have a basic concept already established to build a new site. How to acquire domain names, hosting, and setup are covered in the “Essential WordPress Skill” class listed above.

This class is taught in a Mac lab.
6 Thu., Mar 15 - 29
6:30 – 9:00 pm
Room: 1097
Register before Jan 29: $85
Register after Jan 29: $98

**Anthony Garcia**, BFA, is a certified editor from Apple in FCP7 and Adobe Premiere. He has taught photography, design and special effects classes and is currently making two feature films and one short film.

Both of these classes require strong computer skills. Please complete the online pre-registration skills assessment before registering for this class.

**Essential Computer Skills**
Before progressing to another technology-based class, this one-day class will give you a solid foundation and clear understanding of essential tools and basic functions. If you’ve ever saved a file but couldn’t find it later, or wanted to cry or curse because your computer was doing something you couldn’t understand, this class will help! If you’ve been using computers for quite some time, but find yourself frustrated when you try to learn new technology tools, this class will help!

A comprehensive manual/textbook is included.

See pg 54
QuickBooks Pro for the Small Business Owner

QuickBooks Pro is one of the most widely used accounting programs for small businesses. This class leads you through the setup and use of the software for basic accounting functions including printing checks, tracking income and expenses, generating financial statements, accounts payable and receivables, 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 the book “QuickBooks Pro for Dummies” is recommended for those who do not own the software.

Students without bookkeeping experience are recommended to take the Recordkeeping class.

Intro to Adobe Illustrator

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

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

Microsoft Excel – Level 1

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

Required: Completion of Essential Computer Skills (pg 54) or equivalent skills.

A comprehensive manual/textbook is included.

Fri., Feb. 23
9:00 am – 5:00 pm
Room: 515
Register before Jan. 29: $128
Register after Jan. 29: $142

Microsoft Word – Level 1

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

Required: Completion of Essential Computer Skills (pg 54) or equivalent.

A comprehensive manual/textbook is included.

Fri., Mar. 2
9:00 am – 5:00 pm
Room: 516
Register before Jan. 29: $128
Register after Jan. 29: $142

Microsoft Excel - Level 3

This advanced level class introduces highly complex Excel 2016 skills. Topics covered include: creating pivot tables, pivot charts, and macros; using financial functions; using data analysis and validation tools; advanced formatting techniques; sharing workbooks and tracking changes; merging multiple workbooks; integrating Excel with other programs, and more.

Required: Microsoft Excel Level 2 or equivalent.

A comprehensive manual/textbook is included.

Fri., Mar. 23
9:00 am – 5:00 pm
Room: 515
Register before Jan. 29: $128
Register after Jan. 29: $142

Microsoft Word – Level 2

This intermediate level class covers more complex skills than those presented in Level 1. Topics 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 Level 1 or equivalent.

A comprehensive manual/textbook is included.

Fri., May 4
9:00 am – 5:00 pm
Room: 516
Register before Mar. 26: $128
Register after Mar. 26: $142

Essential Computer Skills

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

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

A two-day class.

Microsoft Word – Level 2

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

Required: Microsoft Excel Level 1 or equivalent.

A comprehensive manual/textbook is included.

Fri., Mar. 2
9:00 am – 5:00 pm
Room: 516
Register before Jan. 29: $128
Register after Jan. 29: $142

Microsoft Excel - Level 2

This intermediate level class covers more complex skills than those presented in Excel Level 1. Topics introduced include Excel 2016 skills. Topics covered include: creating pivot tables, pivot charts, and macros; using financial functions; using data analysis and validation tools; advanced formatting techniques; sharing workbooks and tracking changes; merging multiple workbooks; integrating Excel with other programs, and more.

Required: Microsoft Excel Level 2 or equivalent.

A comprehensive manual/textbook is included.

Fri., Mar. 23
9:00 am – 5:00 pm
Room: 515
Register before Jan. 29: $128
Register after Jan. 29: $142

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Required: Microsoft Word Level 1 or equivalent.

A comprehensive manual/textbook is included.
Principles & Applications of Supply Chain Elements – 
Fostering Control, Change and Improved Performance

Attention Managers and Business Owners: Today’s competitive business environment requires a relentless pursuit of efficiencies in every area, and short-term fixes aren’t enough! In order to be successful, managers and business owners must consciously examine their practices related to purchasing, inventory, cost control and more.

If you are a director, manager or supervisor of Supply Chain, or if you work in materials planning, inventory, warehousing, logistics, procurement/purchasing, planning or production, you won’t want to miss this series on how to improve the most critical aspects of running your production related business.

In order to achieve a level of significant reduction (more than 20% improvement) throughout the supply chain, a deeper awareness of what creates inventory needs to be understood.

Register for both workshops at a discounted rate:
Register before Mar. 26:  $849
Register after Mar. 26:  $899

The New Age of Inventory Management & Control

This introductory class addresses issues related to fundamental inventory management. You will learn the basic principles driving inventory decisions. Instruction addresses premises and practices that help the enterprise balance and minimize the inventory level across the peaks and valleys of sales. In this one-day class you will:

- Learn what to consider when planning for inventory needs
- Compare enterprise policies to inventory management objectives
- Calculate costs involved in inventory management
- Consider lead time and its impact and also different replenishment alternatives
- Review tactical vs. strategic sourcing
- Apply several lean management techniques for reducing inventory overall
- And much more!

Don’t miss this opportunity!

Thu., April 26
9:00 am – 4:30 pm
Watsonville Center – Bldg. A, Room A140
Register before Mar. 26:  $450
Register after Mar. 26:  $495

Continuous Improvement for Supplier Performance

What are the biggest challenges you face in attempting to improve performance with a supplier? What do you do when the quality and/or timeliness of your suppliers are lacking and the impact transfers down to your clients? You cannot solve problems by just switching suppliers.

The key to providing a quality product/service is having suppliers who provide consistent quality along with timely delivery. Come to this class to learn how you can improve the performance you currently get from your suppliers and explore the proven strategies to develop workable and effective supplier relationships.

In this full-day class you will:

- Explore the latest strategies for improving the performance of suppliers
- Learn how to keep costs down
- Learn how to develop and use effective supplier capability surveys and performance rating systems
- Learn how to address and resolve cost and respective quality issues
- Develop an understanding of essential elements to attain a win-win relationship
- Learn how to employ the steps to attain a supplier certification relationship
- Learn how to employ the concept of “quick changeover” with the supplier to reduce “WIP” and the proverbial “minimum lot size”

Fri., May 18
9:00 am – 4:30 pm
Watsonville Center – Bldg. A, Room A140
Register before Mar. 26:  $450
Register after Mar. 26:  $495

Lean Business Practices

Are you struggling to meet customer demand? Do you need to figure out how to keep costs down and efficiencies up? Is the bottom-line pressure to cut costs leaving you unsure of what to do next?

There are many questions that surface when running a business. What is the best competitive strategy? What are our information technology needs? How good are the business processes to satisfy our customer needs? There is always a drive to know the best way to prepare the enterprise for continued success especially as customers are demanding more from their suppliers. Are you ready to take the necessary action?

In this full-day class you will:

- Review a 10 point assessment that will measure a company’s posture for addressing growth; including the practical methodology needed to enhance performance throughout an enterprise comprising of Lean Thinking principles
- Understand the structure of the supply chain
- Learn what a Lean Supply chain is
- Learn how to address Lean Thinking 7 wastes
- How to employ the process for Purchasing
- Obtain guidelines for implementing Lean Thinking
- Learn to converse with suppliers on how to achieve the desired results
- Identify your enterprises and purchasing posture
- Discover ten 10 tips for success

Fri., May 18
9:00 am – 4:30 pm
Watsonville Center – Bldg. A, Room A140
Register before Mar. 26:  $450
Register after Mar. 26:  $495

Registration fees includes a comprehensive participant guide.

Mike Gozzo -see bio

Mike Gozzo is a results oriented leader and trainer who has spent over 15 years providing training and consultation services to business clients throughout Silicon Valley in the areas of Supply Chain Management, Business Process Reengineering, Lean Business Practices, Production and Inventory Management, Cycle Time Reduction Practices, ISO Assessment Capability and Performance Measurement.
**True Colors® Personal Success Workshop**

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

True Colors®, developed by Don Lowry in 1978, is a communication tool rooted in temperament styles. It is a departure from other temperament models of the past that tend to place you in one box. The strength and power of True Colors® is that it takes the elaborate method of understanding personality theory and distills it into a user-friendly, practical tool that is fun to use and easy to apply.

This interactive, information-packed session will help you:

- Explore your own distinctive personality strengths and stressors
- Respect and appreciate differences in the ways people function
- Provide a better understanding of how to influence others

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

**Powerful Presentation Skills**

Wait…what? You want me to give a presentation? If the idea of giving a speech makes your face sweat and your heart race, then let’s see if we can ease your apprehension and turn you into a confident speaker! In this short series, you will:

- Practice techniques that reduce anxiety
- Figure out what your audience needs and wants
- Organize ideas in ways that are memorable and effective
- Create content that keeps attention
- Use vocal and physical delivery to drive your message home

Yes…you will be required to give an actual presentation in this class. Yes…it will be okay!

2 Tue., May 15 & 22
9:00 am – 12:00 pm
Room: 2100B
Register before Mar. 26: $65
Register after Mar. 26: $72
Register before Jan. 29: $62
Roxanne Harrison is a certified True Colors® trainer and a group facilitator focusing on corporate teambuilding and leadership programs. She spent over 15 years in senior and director level sales and marketing positions.

**Confident Decision Making**

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

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

When you take this course you’ll also receive: 4 Step Decision Making Process, Decision Planning Guide Template, Worksheet (Prioritization Matrix)Decision Summary Template (report to manage-ment) and the Top Ten Tips for Confident Decision Making.

Wed., April 25
9:00 am – 12:00 noon
Room: 1522
Register before Jan. 29: $52
Register after Jan. 29: $58
Patricia Nelson has over 20 years of experience in global leadership development, organizational development, and learning and training. At Seagate Technology, she was responsible for design and delivery of management and leadership programs and has worked with management and HR professionals around the globe in 12 countries.

**What Motivates Me?®**

Employee engagement is a serious issue. Whether you are the employee working in a de-motivating environment, or you are the leader responsible for that environment, you have more power than you think to influence the culture and get people engaged when you understand motivation! Research teams at The Culture Works have studied more than 850,000 people globally to learn what makes people the most engaged in their jobs. Bottom line? People are most engaged when their work aligns with their primary motivators. But most of us don’t even know what our primary motivators are!

Participants will need to purchase the book, “What Motivates Me?” from Amazon.com or your local bookseller (approximately $16). Please use the code included in the book to take your online assessment and bring the printed report to class.

In this class, you will:

- Interpret the results of your online assessment
- Work through thought provoking exercises to help discover what you love best
- Make a plan for sculpting your job for higher satisfaction

Wed., March 7
8:30 am – 12:00 Noon
Room: 1522
Register before Jan. 29: $64
Register after Jan. 29: $72
Rhiannon Surrenda, M.A., brings 15 years of expertise to all of her trainings. She works with executives, teams and entrepreneurs from a wide range of industries to help them succeed in their professional development and personal training goals.

**Building Emotional Intelligence and Self-Awareness**

To be Emotionally Intelligent means to have and demonstrate self-awareness and to be able to self-regulate, so that you can communicate with a higher degree of competence. Emotional Intelligence and self-awareness are critical skills in work and in everyday life. In this module you will:

- Understand the 4 components of E.I.
- Practice techniques for developing self-awareness
- Learn 3 ways to “prime” yourself for greater success

Wed., April 18
9:00 am – 12:00 noon
Room: 1522
Register before Mar. 26: $52
Register after Mar. 26: $58

**Working Across Generations**

This is the first time that we have four generations working side by side in the workplace. This course is designed to equip participants with knowledge and skills to work with and lead cross-generational teams. In this workshop, you will:

- Learn about the characteristics of each generation
- Explore how the events that shaped each generation influenced who they are and their expectations
- Learn what motivates each generation and the Top 5 Actions for working with each effectively

Wed., May 9
1:00 pm – 5:00 pm
Room: 1522
Register before Mar. 26: $65
Register after Mar. 26: $74

**Plan Your Time, Align on Priorities, and Take Action!**

Today’s workworld moves quickly. We are expected to be “on 24/7,” and there is always more to do than there is time to do it. Without effective prioritization and planning strategies, you are likely to spin your wheels and end the day feeling overwhelmed and unfulfilled. Instead, take control of your time and priorities, and get the RIGHT things done! In this module you will:

- Identify your top priorities
- Assess how you spend your time at work
- Learn about the most common
- Make a plan to overcome your barriers and take action towards an important goal

Wed., May 16
9:00 am – 12:00 noon
Room: 1522
Register before Mar. 26: $52
Register after Mar. 26: $58
ONLINE CLASSES

Welcome to www.ed2go.com/cabrillo
Experience Online Classes with Education to Go
If you can't take the time to go to school, our online classes are here to help you study and learn at home. Our instructor facilitated online courses are informative and highly interactive, and our instructors are famous for their ability to create warm and supportive communities of learners. These classes are available to anyone with a computer, internet access and e-mail.

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

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

How to Get Started:
Visit our Ed2Go 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:
January 17, February 14, March 14, and April 11.

Cabrillo Extension's Most Popular Ed2Go Courses:
- Microsoft Excel 2016
- Speed Spanish
- Introduction to SQL
- Grammar Refresher
- Medical Terminology
- A-Z Grantwriting
- Project Management
- Intro to QuickBooks Online
- Effective Business Writing
- Beg. Writer's Workshop
- Over 500 courses are available on our redesigned Ed2Go website!

The Internet
- Blogging and Podcasting for Beginners
- Creating Mobile Apps with HTML5

Web Page Design
- Designing Effective Websites
- Introduction & Intermediate Dreamweaver CS6
- Write Effective Web Content

Web Graphics and Multimedia
- Intro & Intermediate Flash CS6
- Intro & Intermediate Photoshop CS6

Web and Computer Programming
- Introduction to PHP & MySQL
- Intro to Java, Python 3 or Ajax Programming
- Mac, iPhone, and iPad Programming

Basic Computer Literacy
- Computer Skills for the Workplace
- Introduction to Windows 8

Computer Applications
- Intro & Intermediate Visual Basic
- Intro & Intermediate & Advanced Excel 2016
- Word, Access, Publisher & Outlook 2016

Graphic and Multimedia Design
- Introduction to Illustrator CS6
- InDesign, Photoshop and Flash CS6

PC Troubleshooting, Networking, & Security
- Wireless Networking
- Advanced PC Security

Database Management & Programming
- Introduction to MS Access 2016
- Introduction to SQL

Computer Certification Prep
- CompTIA Security+ Certification Prep
- Advanced A+ Certification Prep
- Intermediate A+ Certification: Operating Systems

Digital Photography & Digital Video
- Photoshop Elements 12
- Introduction to Photoshop CS6
- Introduction to Digital Scrapbooking

Languages
- Speed Spanish I, II, III
- Spanish for Medical Professionals I, II
- Italian, French or Japanese
- Grammar for ESL
- Discover Sign Language

Writing & Publishing
- Beginning Writer
- Write & Publish Your Nonfiction Book
- Publish and Sell Your E-Books
- A to Z Grantwriting
- How to Get Started in Game Development
- Introduction to Final Cut Pro X

Grant Writing & Nonprofit Management
- A to Z Grant Writing
- Writing Effective Grant Proposals
- Nonprofit Fundraising Essentials

Start Your Own Business
- Marketing Your Business on the Internet
- Start & Operate Your Own Home Business
- Start Your Own Arts and Crafts Business
- Using Social Media in Business

Sales & Marketing
- Professional Sales Skills
- Marketing Your Business on the Internet

Accounting
- Accounting Fundamentals I & II
- Introduction to Crystal Reports
- Intro & Intermediate Quickbooks 2014

Business Administration
- Distribution and Logistics Management
- Fundamentals of Supervision and Management

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

Personal Finance & Wealth Building
- Keys to Successful Money Management
- Real Estate Investing
- Introduction to Stock Options

Health Care, Nutrition, & Fitness
- Become a Physical Therapy Aide
- Administrative Medical Assistant
- Certificate in Food, Nutrition and Health

Personal Enrichment
- Merrill Ream Speed Reading
- Genealogy Basics
- Mastering Public Speaking

Art, History, Psychology, & Literature
- Romance & Fantasy Novel Writing
- Drawing for the Absolute Beginner

Children, Parents and Family
- Homeschool With Success
- Marriage and Relationships: Keys to Success
- Singapore Math Strategies
- Teaching Students With Learning Disabilities

Law & Legal Careers
- Introduction to Criminal Law
- Employment Law Fundamentals
- Real Estate Law

Health Care - Continuing Education
- Certificate in Spirituality, Health, and Healing
- Certificate in Stress Management
- HIPAA Compliance
- Certificate in Brain Health

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

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

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 permitted in spaces marked student only.

Registration is Easy!

- The fastest way is to use our online registration at: www.cabrillo-extension.org, which is available 24 hours a day, 7 days a week.
- Or, 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 Registration

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

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.

Refunds

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

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

Youth Programs and Motorcycle Safety School have different refund policies.

Office Location – 2100A, on lower campus
Office Hours – Monday-Friday 9 am – 5 pm
Contact – 831.479.6331

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

Mail this portion to: Cabrillo College Extension 6500 Soquel Drive Aptos, CA 95003

Name ____________________________

Address ____________________________

City ____________________________ State, Zip ____________________________

Work phone ______________________ Home phone ______________________ Cell phone ______________________

Email Address ______________________

☐ Check enclosed (Payable to Cabrillo College) ☐ Charge my credit card ☐ Visa ☐ MasterCard

Card #: ____________________________

Expiration Date ____________________________ Signature ____________________________

(Required) (Required)

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If you are mailing in a registration please choose the appropriate fee based on date of registration. Late registrants may find a class already filled, and delayed registration may result in canceled classes.
Looking for a convenient and affordable location to hold a meeting, event or conference?

Cabrillo College can help!

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

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

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

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

Historic Sesnon House located on the Aptos Campus
Phone: 831.479.6229
sesnonhouse.com
The New Year is here! Our first-ever “winter” catalog is full of new workshops and new community events that you asked us for. We listened to your input at Community Forums, read your feedback on our surveys, met with you at your local businesses, and talked with you in our office about your ideas and experience.

Welcome to 2018 and the new opportunities we’ve designed for you!

• Advanced Supervisory Academy, pg. 42
• State of the Art Makerspace, pg. 20
• Santa Cruz Mini-Maker Faire at Cabrillo, pg. 18
• Expanded Health and Wellness Program, pg. 1-6
• Personal Information Security Basics, in Spanish and English, pg. 52
• More Cabrillo Arts Workshops, pg. 16
• Novel, Short Story and Travel Writing, pg. 10

Look for these icons inside!

- New Community Events
- New Bring a Friend Discount
- New Workshops

Cabrillo Extension Staff  Scott Johnson, Jill Gallo, Ashley Carniglia, Marissa Woolery, Matt Busby, Maurice Anderson, Warren Galyen, Valeria Otazu

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