

*Cabrillo  
College*

# Extension

COMMUNITY EDUCATION • SPRING 2012



***This Spring***  
**Join Sandy Lydon**  
**Into the Heart**  
**of the Redwoods:**  
**An Adventure**  
**Through Time**  
**and Space!** *See page 21.*

***Plus More Than***  
***25 New Classes!***

Registration

February through June

**REGISTER EARLY FOR DISCOUNTED FEES!**

**Register by April 1 and get  
an early bird discounted fee!**

***Featured this Spring:***

***Supervisory  
Academy***



***Kitchen and  
Bathroom  
Design***



***NEW  
Photography  
Classes***



***Write A  
Mystery  
Novel***



**CLASSES &  
WORKSHOPS**

Creative Arts	1
Green Home and Garden	5
Culinary	7
Business and Career	10
Computers	13
Corporate Training	14
Business of Art	15
Supervisory Academy	16
Healthcare Careers	18
History and Nature	20
Health and Fitness	22
Money and Investment	23
Music and Dance	24
Online Ed2Go Classes	26
Personal Growth	28
Motorcycle Safety	28
Writing	29
Campus Map	30
Registration Form	31

For a complete index of classes  
see page 32.

***Registration is easy!***

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

Registration form is located on page 31.  
For information call 831-479-6331.

***Enroll Early!***

Popular classes fill up quickly and low enrollment classes may be cancelled.  
Classes are for adults ages 16 and up unless otherwise specified.

## Fearless Painting

Develop your painting technique as the groundwork to freeing the imagination. This class is designed to inspire and jumpstart the creative process. Students are encouraged to move beyond familiar territory and judgment into deeper levels of expression and experience, equipped with a full tool box of techniques and knowledge of materials. Class time will include demonstrations of techniques and processes, presentations of other artists' work, and lots of hands-on painting time. We will be using acrylic paints and mediums.

A materials list will be provided upon registration. Approximate cost of materials is \$100-\$150.

Sat. & Sun., April 21 & 22

10 am – 4 pm

Room V2020

**Register by Apr. 1: \$165**

**Register after Apr. 1: \$180**

**plus painting materials**

**Susan Dorf** – *See bio*

## Loosen Up! Painting with Acrylics

This is a fun, inspiring and invigorating class to help students loosen up and paint freely and expressively in acrylics. We will be working on small paintings to develop both skill and intuition in the painting process. Students will learn how to use paint and tools to work with dynamic color and composition, with lots of demos and hands on painting time.

**Open to all levels.** A materials list will be provided upon registration.

Sat. & Sun., May 19 & 20

10 am – 4 pm

Room V2020

**Register by Apr. 1: \$165**

**Register after Apr. 1: \$180**

**plus painting materials**

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

**NEW!**



## Expressive Botanical Illustration

This class will bridge scientific illustration with fine art. Inspiration from paintings by great botanical illustrators, the cross-cultural use of plant motifs in the decorative book art tradition, textile design, painting and architectural detail will fuel both our close-up botanical studies and patterned art-deco images. Black and white and color techniques will be demonstrated to attain both recognizable and expressive botanical illustrations. The four unifying design patterns found in all flora will be the basis for artistic exercises. We'll draw colorful produce and specimens from Cabrillo's Horticulture Center primarily in the classroom, with a session exploring the colors around Cabrillo's landscape.

This course is designed for both the horticulture and art student. Beginners are welcome. A supplies list will be provided upon registration.

4 Sat., May 5 - 26

1 – 4:30 pm

Room: Horticulture 5001

**Register by Apr. 1: \$195**

**Register after Apr. 1: \$214**

**Ann Thiermann, M.F.A.**, is a college educator and fine artist. Her murals, landscapes and gardenscapes reflect her close attention to and love for the details of the natural world.



See what's happening at the  
Visual and Performing Arts Complex  
**[www.cabrillovapa.com](http://www.cabrillovapa.com)**

**Online ticketing now available!**

### Chinese Brush Calligraphy

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

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

4 Sun., Apr. 29 – May 20

1 – 4:30 pm

Room 5010

**Register by Apr. 1: \$124**

**Register after Apr. 1: \$136**

**plus \$30 materials fee payable to instructor at class**

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

### Forging and Toolmaking

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

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

This class is limited to 6 students—enroll early! Class will be held at the instructor's forging studio. You will receive a map upon registration and you will be asked to sign a liability waiver before class begins.

Sat., Apr. 14 & Sun., Apr. 15

9 am – 5:30 pm

Location: Santa Cruz Studio

**Register by Apr. 1: \$365**

**Register after Apr. 1: \$395**

**Vern Caron, M.A.** has taught forging and toolmaking through Cabrillo College and UC Extension for more than 20 years



### Beginning Stained Glass

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

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

4 Wed., April 4 - 25

6:30 - 9 pm

Room 5110

**Register by Apr. 1: \$90**

**Register after Apr. 1: \$105**

**plus materials and tools**

**Jackie Marr** – See bio

### Beginning Hot Glass Bead Making

Learn how to safely fire up your hot head torch and make a variety of styles of beautiful glass beads with Italian glass moretti rods. You will learn shaping for round, disc, cylinder, square and others as well as use of frit, millefiore and raking.

Tools will be provided for use in class or you can purchase your own in advance. Materials fee covers tools and supplies used in class. Repeat students welcome!

**Students should wear closed-toed shoes and cotton clothing.**

**Beadmaking class is not recommended for pregnant women due to mapp gas usage.**

Fri., April 13

5:30 – 9:30 pm

Room 5110

**Register by Apr. 1: \$70**

**Register after Apr. 1: \$82**

**plus \$30 materials fee at class**

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

## Pearl and Bead Stringing Made Simple

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

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

4 Tues., May 1 - 22

7 - 9 pm

Room 718

**Register by Apr. 1: \$62**

**Register after Apr. 1: \$72**

**plus \$28 materials fee at class**

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



## Basic Bead Embroidery

This class is about the process of applying beads to a cloth surface to create texture and line, and of composing a beautiful piece. As you work on a patterned cloth "sampler" you will learn the four basic stitches, edging, and fringes. With these techniques you can then create a whole new world of surface adornment with beads as your paint, needle and thread as your brush.

**Materials will be supplied at class. Students should bring scissors and needle-nose pliers and magnifiers if needed.**

Sat., April 7

10 am - 5 pm

Room 435

**Register by Apr. 1: \$90**

**Register after Apr. 1: \$105**

**plus \$10 materials fee at class**

**Thom Atkins** is a local artist who has been working with beads for over 30 years. He has done bead embroidery on elaborate evening bags, hats, silk ties, vests and "Art Quilts".

## Sewing Workshop

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

**Sewing machines will be provided for the students.**

6 Fri., April 13 - May 18

10 am - 2 pm

Room 405

**Register by Apr. 1: \$195**

**Register after Apr. 1: \$210**

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



## The Business of Art Seminar Series

*From Passion to Profitability*

*A NEW series of seminars designed to help artists start, manage, and grow their businesses.*

### SPRING 2012 PROGRAM

**The Business of Art 101**

**Pricing Your Art**

**Get Your Art Out There!**

**Solid Marketing Principles**

**Leveraging Social Media for Your Art**

*See page 15 for further details.*

## Digital Photography – Basics and Beyond

Have you got a new digital camera and are confused by complicated menus? This class will familiarize you with the most important features of your camera so you can get better photos. Besides learning to control your camera, you'll learn how to avoid bad lighting situations and recognize when the lighting is right for general people photos, formal portraits, architecture, small objects (eBay) and landscapes.

It doesn't take a rocket scientist to get good photos! If you've got a moderately priced camera and a desire to learn, your photos will be forever changed after this class. And, the class is fun! Bring your camera, your manual, and your questions.

Sat., April 14  
1 – 5 pm

Room 410

**Register by Apr. 1: \$65**  
**Register after Apr. 1: \$76**  
**plus \$15 materials fee**

## Digital Photography II

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

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

Sat., May 12  
1 – 5 pm

Room 410

**Register by Apr. 1: \$65**  
**Register after Apr. 1: \$76**  
**plus \$15 materials fee**

**NEW!**

*Each of these classes has a \$15 materials fee payable to the instructor at class for a CD or DVD of the entire lecture with graphics and additional supporting documents.*

**Jeffery Luhn** has been a commercial photographer for more than 30 years. He has shot for many multinational corporations in over 30 countries.

## Great Portrait Photography

Learn the fundamentals of portrait photography with a hands-on approach to the classic lighting patterns and styles. Techniques include the use of artificial and natural lighting.

The majority of photographs taken are people pictures. Find out how to make the most of your subject, whether taken for personal or business use. You'll learn to make equipment, adapt to challenging shooting conditions inside and outdoors, and pose the subject for maximum effect. This class is for anyone with the desire to take their photography to the next level. The techniques are applicable to film, video and digital photography.

Sat., April 28

1 - 5 pm  
Room 410

**Register by Apr. 1: \$65**  
**Register after Apr. 1: \$76**  
**plus \$15 materials fee at class**

## Great Portrait Photography II

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

Sat., June 2

1 - 5 pm  
Room V2022

**Register by Apr. 1: \$65**  
**Register after Apr. 1: \$76**  
**plus \$15 materials fee at class**

**NEW!**

## Getting Great Travel Photos

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

Bring your camera, manual and questions!

Sat., May 19  
1 - 5 pm

Room 410

**Register by Apr. 1: \$65**  
**Register after Apr. 1: \$76**  
**plus \$15 materials fee at class**

**NEW!**

## Photoshop for the Hobby Photographer

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

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

Students should bring a brown bag lunch for the break.

2 Sat., Apr. 21 & 28

9:30 am - 2:30 pm

Room 1303

**Register by Apr. 1: \$85**

**Register after Apr. 1: \$98**

**Deborah Cardillo** – See bio

## More Fun with Photoshop

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

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

Students should bring a brown bag lunch for the break.

2 Sat., May 12 & 19

9:30 am - 2:30 pm

Room 1303

**Register by Apr. 1: \$85**

**Register after Apr. 1: \$98**

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

## The A to Z of Rainwater Harvesting Systems

Rainwater harvesting is a popular alternative for homeowners and gardeners who want to become more self-sufficient by collecting rainwater while reducing their water bills. Rainwater can be used to water gardens and for emergency water supply. In this class we will discuss the fundamentals of designing a domestic rainwater harvesting system, how to optimize capture and usage, filtration and distribution. Graywater systems will also be discussed.

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

Sat., May 12

10 am – 3 pm

Room 405

**Register by Apr. 1: \$72**

**Register after Apr. 1: \$85**

**Bobby Markowitz** is a licensed landscape architect specializing in rainwater harvesting design. His passion about rainwater harvesting has come out of his 30 years experience in landscaping, from his own organic garden and concern for the environment.

## Build Your Dream House

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

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

Sat., May 5

10 am - 1 pm

Room 435

**Register by Apr. 1: \$50**

**Register after Apr. 1: \$58**

**plus \$20 text payable at class**

**David Cook**, author of *Build Your Dream House for a Song*, is a former salesman and restaurant owner. He'd barely picked up a hammer before starting work on his dream house in Marin County.



## Designing Your Bathroom for the 21st Century

While your bathroom may be the smallest room in your home, it can be the most complicated to remodel. Will a face lift be sufficient or do you need to tear everything down to the 2 x 4's? Are you lacking storage? Is the lighting impossibly horrible? Are you interested in "greener" options that don't break the bank? This class will give you the tools you need to achieve the best possible outcome.

Attendees: Plan to email your floor plan and digital photos to instructor before the second session. More detail will be provided at first class.

2 Sat. May 5 & 12

9 – 11:30 am

Room 510

**Register by Apr. 1: \$65**

**Register after Apr. 1: \$75**

**Yvonne Ross**

**NEW!**

## Remodeling Your Kitchen in the 21st Century

In this economy, many are trying to make a dollar go further. There are many choices and options to decide upon. Any of which can push you outside your comfort zone. Are you wondering where to start? What options are available? What are the most common cost over runs and how to avoid them? Wondering whether or not it is wise for you to act as the general contractor? How to get a realistic estimate? Is a time and material contract better than a fix bid contract? How do liens work? Wondering how to keep costs and schedule on track? This class will outline the necessary steps to complete your project on budget and on time.

Recommendation: Bring a snack or bag lunch for the 30 minute break which will be used by instructor to answer specific questions you have for your project. You can use this time to review instructor's design folders, books, and portfolios.

Sat. Apr. 14

10:00am – 2:30pm

Room 510

**Register by Apr. 1: \$60**

**Register after Apr. 1: \$70**

**Yvonne Ross**

**NEW!**

## Designing Your Kitchen for the 21st Century

Be it a face lift or complete overhaul, the key elements for your remodel are: cabinets, appliances and finish materials. Are you wondering what the difference is between similar products? Are custom cabinets better than ready-made? Is engineered stone better than natural stone? Are there greener options? Are you concerned about your new kitchen seamlessly integrating into your home? Wondering how to incorporate the "latest" and not get a "dated" design? Want to avoid the common layout problems? This class will prepare you for defining and designing your "ideal" kitchen.

2 Sat. May 26 & June 2

9 – 11 am

Room 510

**Register by Apr. 1: \$60**

**Register after Apr. 1: \$70**

**Yvonne Ross** has received certification for kitchen design, green building and lighting design. Working as a field project manager she has managed all phases of construction from permits to material selection and installation for over 250 kitchens.

*Cabrillo College*  
**35th Annual Mother's Day Weekend**  
**Plant Sale**  
**May 11, 12 and 13**  
*All proceeds directly benefit the Horticulture Program*

**Pre-Sale**  
**Fri. 3-7**  
Friends of the Garden pre-sale, silent auction and refreshments. \$25 memberships available at the gate.

**Public Sale**  
**Sat. 9-5**  
**Sun. 10-2**

**"Top of Campus" Cabrillo College 6500 Soquel Dr. Aptos**  
Plant inventory:  
[www.cabrillo.edu/academics/horticulture/plant\\_sale/plantsale.html](http://www.cabrillo.edu/academics/horticulture/plant_sale/plantsale.html)



## Beer Tasting and Appreciation

Learn about the process of beer brewing and taste various styles of beer from around the world including ales, lagers, lambics and/ or other specialties. Gain an appreciation for styles of beer and basic techniques and etiquette for tasting beer. Perform sensory evaluations including the detection of various flavors, aromas, textures and colors. Learn the steps of identifying these components. Compare and contrast the different styles.

**Participants must be 21 or over.**

Sun., April 29

1 - 4 pm

Room 5001

**Register by Apr. 1: \$60**

**Register after Apr. 1: \$70**

**plus \$15 materials payable at class**

## Beer Tasting and Appreciation – Part 2

Students will evaluate a specific set of beers that are related by style, history and/or region. The focus of the class is to build on the knowledge that the student has gained from previously participating in the Beginner tasting class. Perform sensory evaluations including the detection of various flavors, aromas, textures and colors. Learn the steps of identifying these components. Compare and contrast the different beers within the chosen style. Learn about the history of the style and how it achieved status as a 'Classic Style' by understanding through historical and regional references.

**Participants must be 21 or over.**

Sun., May 13

1 - 4 pm

Room 5001

**Register by Apr. 1: \$60**

**Register after Apr. 1: \$70**

**plus \$15 materials payable at class**

**NEW!**

## Beer Brewing at Home

Learn the basic processes for easily making beer at home. Students will get the experience of brewing five gallons of beer using basic brewing equipment and tools, some that can be found around the home. Students will learn hands-on, beginner brewing techniques and become familiar with the necessary equipment, tools, materials and ingredients. Learn the fundamentals of brewing math and science working with dry malt extract as the source of fermentable sugars. This class is recommended for students that have little or no previous brewing experience.

Students should bring a lunch.

**Participants must be 21 or over.**

Sun., April 15

11 am – 4 pm

Room 5110

**Register by Apr. 1: \$95**

**Register after Apr. 1: \$110**

**plus \$15 materials payable at class**

## Beer Brewing at Home – Part 2

Learn the advanced processes for brewing ten gallons of beer at home. Students will get the experience of brewing beer similar to commercial breweries using the brewing equipment, tools, techniques and ingredients used in the all-grain process. Students will learn through hands-on experience the skills needed for brewing with malted grain and become familiar with the necessary equipment, ingredients and tools. Gain the knowledge of the brewing math and science to understand malt sugar extraction, grist/liquor ratios, malt bill formulations, hop bitterness utilization, yeast attenuation and more. This class is recommended for students that have previous brewing experience.

Students should bring a lunch.

**Participants must be 21 or over.**

Sun., May 6

11 am – 5 pm

Room 5110

**Register by Apr. 1: \$95**

**Register after Apr. 1: \$110**

**plus \$15 materials payable at class**

**NEW!**

**Mark Taylor** is an avid and award-winning home brewer. He is a member of the American Home Brewers Association and the Zymurgeeks Homebrew Club in Santa Cruz.

### Bagels & Soft Pretzels

Anne has designed a new class for all those who expressed their desire to learn the ancient craft of bagel and pretzel making! Learn to make, shape, boil and bake this hearty yeast dough following Anne's usual quick and easy steps.

Sat., Apr. 21 OR Sat., June 2

10 am - 1 pm

Room 908

**NEW!**

**Register by Apr. 1: \$60**

**Register after Apr. 1: \$70**

**plus \$25 materials payable at class**

### Sweet & Savory Scones and Soup

You may never buy a scone mix again after taking this class. Learn how easy it is to make these warm buttery teatime snacks. We'll make orange and currant scones followed by herb and cheese scones served with a hearty bowl of soup. No need to make lunch on this day!

Sat., Apr. 28

10 am - 1 pm

Room 908

**NEW!**

**Register by Apr. 1: \$60**

**Register after Apr. 1: \$70**

**plus \$25 materials payable at class**

### From Bean to Bar: How to Make Your Own Chocolate

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

Participants must be 16 or older.

Sun., Apr. 29

1 - 4 pm

Room 908

**Register by Apr. 1: \$60**

**Register after Apr. 1: \$70**

**plus \$7 materials payable at class**

**All participants must be 16 or older.**

**Students need to wear long pants, closed-toe shoes; bring an apron and hat or hair covering for all classes except Bean to Bar.**

### Cinnamon Rolls and Sticky Buns

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

Sat., May 19

10 am - 1:30 pm

Room 908

**Register by Apr. 1: \$60**

**Register after Apr. 1: \$70**

**plus \$25 materials payable at class**

### French Pastry Basics: Puff Pastry

Bring your rolling pin to this class and forget your workout at the gym. We'll be making a quick puff pastry rolling multiple layers of butter into our dough creating layers of delicate paper-thin pastry. You will take home a box of savory cheese straws and sweet and crunchy palmier cookies. Anne will also make you some of her special sweet and savory pastries made from this amazing dough.

Sun., May 20

10 am - 1 pm

Room 908

**Register by Apr. 1: \$60**

**Register after Apr. 1: \$70**

**plus \$25 materials payable at class**

### Italian Flat Breads

Have you ever wanted to bake bread, but you just thought it was too complicated? Well, here is the class for you! You'll learn to make topped focaccia and ladder shaped fougasse breads by mixing ingredients with just a bowl and a spoon. No fancy machines or kneading required to make these delicious breads.

Sat., June 9

10 am - 1 pm

Room 908

**Register by Apr. 1: \$60**

**Register after Apr. 1: \$70**

**plus \$25 materials payable at class**

### Creative Cupcakes

Join us for a fun morning of cupcake baking and decorating. We'll focus on baking delicious home-made cupcakes and explore the many decorative uses of the pastry bag and special decorating tips.

Sun., June 10

10 am - 1 pm

Room 908

**Register by Apr. 1: \$60**

**Register after Apr. 1: \$70**

**plus \$25 materials payable at class**

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

**NEW! Cooking with the Family**



Here's a real treat! Chef instructor **Anne Baldzikowski** invites you to bring your youngster into a professional kitchen setting and learn a few tricks of the trade.

Classes are appropriate for students aged 10 to adult. An adult must also register for the class and accompany each child registered.

**Parent and Me:  
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.

Students bake and decorate a 9" tart to take home to their families.

Sat., May 12  
10 am - 1 pm  
Room 908

**Register by Apr. 1: \$60**  
**Register after Apr. 1: \$70**  
**plus \$25 materials payable at class**

**Parent and Me:  
Creative Cupcakes**

Join us for a fun morning of cupcake baking and decorating. We'll focus on baking delicious homemade cupcakes and explore the many decorative uses of the pastry bag and special decorating tips.

Sun., June 3  
10 am - 1 pm  
Room 908

**Register by Apr. 1: \$60**  
**Register after Apr. 1: \$70**  
**plus \$25 materials payable at class**

**California Wine & Cheese**

A soft focus approach on the history, winemaking styles and viticultural significance of California. We will have local winemakers visit our class to expound on the current developments and practices at their own wineries. We'll taste wines and explore flavor profiles.

Each student will learn basic winemaking terms and become very comfortable drinking and choosing wines for their home entertaining and enjoyment. We will taste through several different rounds of fromage and wines throughout the class and pair each round with accoutrements to showcase certain flavors and motifs and themes of a specific region. We stress pleasure and leisure—and will teach everyone how to break the "rules".

Please bring 2 wine glasses to class.

**Participants must be 21 or over.**

Tue., May 8  
7:00 – 9:30 pm  
Room 5001

**NEW!**

**Register by Apr. 1: \$60**  
**Register after Apr. 1: \$70**  
**plus \$30 materials fee at class**  
**Melissa Schilling & Rebecca King – see bios below**

**Wine & Cheese of the Old World**

Learn the unique history, cheese & winemaking styles and agricultural significance of the Old World. We'll taste wines and explore flavor profiles. Expect a lively class discussion and round table.

Students will learn basic winemaking terms and become comfortable drinking and choosing fromage and wines for their home entertaining and enjoyment. We will taste through several different rounds of Old World wines and pair each round with accoutrements to showcase certain flavors and motifs and themes of a specific region. We stress pleasure and leisure—and will teach everyone how to break the "rules".

Please bring 2 wine glasses to class.

**Participants must be 21 or over.**

Tue., June 5  
7:00 – 9:30 pm  
Room 5001

**NEW!**

**Register by Apr. 1: \$60**  
**Register after Apr. 1: \$70**  
**plus \$30 materials fee at class**  
**Melissa Schilling** has super palate powers and enjoys tasting wines from all over the world. She teaches corporate team building and does special events.

**Rebecca King** has spent the past 10 years studying and working in sustainable agriculture, cheese making, organic farming, culinary arts, and now runs her own ranch in Royal Oaks raising sheep and making cheeses from their milk.

### Become a Notary Public

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

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

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

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

Sat., Apr. 21  
8 am – 6 pm  
Room 454

**Register by Apr. 1: \$95**  
**Register after Apr. 1: \$110**  
**plus \$30 text payable at class**

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

### Renew Your Notary Commission

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

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

Please arrive early as no one will be admitted after the class begins. No refunds for late arrivals. Note: Renewing Notary class is taken with the 6 hour Notary class in the same classroom. However, you will arrive later as the law only requires that renewing Notaries take 3 hours of instruction.

Sat., Apr. 21  
12:45 – 6 pm  
Room 454

**Register by Apr. 1: \$50**  
**Register after Apr. 1: \$58**  
**plus \$30 text payable at class**

### Landlording Made Easy

If you are a landlord, or are thinking about becoming one, this class will provide you with the basics of managing real estate. Learn how to legally advertise, screen applicants, develop procedures and build excellent tenant relationships. We'll go over basic Fair Housing laws and legal requirements with tips and tricks to lead to an easier landlording experience.

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

Sat., April 21  
9 am – 1 pm  
Room 514

**Register by Apr. 1: \$60**  
**Register after Apr. 1: \$70**

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

### Landlording Made Easy II

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

Sat., April 21  
1:30 - 3:30 pm  
Room 514

**Register by Apr. 1: \$30**  
**Register after Apr. 1: \$36**

**NEW!**

**Starting Your Own Nonprofit**

If you are thinking of starting a nonprofit business this class will demystify and explain the nonprofit start-up process for you. After learning the advantages and restrictions of running a nonprofit you will be able to decide if a nonprofit start-up is the best choice for you. You'll learn about the privileges and restrictions nonprofits face, how to deal with government agencies, alternatives to a nonprofit and an understanding of the application and approval process.

Sat., Apr. 21  
10 am – 1 pm  
Room 432

**Register by Apr. 1: \$55**  
**Register after Apr. 1: \$68**  
**plus \$7 materials fee at class**

*Josh Wagner runs the Santa Cruz consulting firm PlanRight, which provides a user-friendly approach to nonprofit start-up.*

**Starting a Nonprofit:  
The Paperwork**

*Expert help to complete your forms!*

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

Sat., May 19  
10 am – 1 pm  
Room 432

**NEW!**

**Register by Apr. 1: \$55**  
**Register after Apr. 1: \$68**  
**plus \$8 materials fee at class**

**Advanced QuickBooks**

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

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

Sat., June 2  
9 am - 1 pm  
Room 507

**Register by Apr. 1: \$65**  
**Register after Apr. 1: \$76**

**Accounting for Small Business**

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

Double entry and single entry bookkeeping will be explained without the pain of "debit and credit" journal entries. Learn accounting concepts, FASB and GAAP all in one class. This is an excellent prerequisite for those wishing to maintain their accounting records either manually or using computerized systems.

Sat., Mar. 17  
9 am – 1 pm  
Room 432

**Fee: \$65**

**QuickBooks Pro for the Small Business Owner**

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

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

Students 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., Mar. 24 – Apr. 21  
**No Class April 14**  
9 am - 1 pm  
Room 507

**Register by Apr. 1: \$195**  
**Register after Apr. 1: \$214**

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



## **Change Management**

**We all know change is inevitable. Currently, change is occurring at a faster pace than ever before often causing stress; which impacts our perceptions, actions and ability to move through the changes effectively.**

**These two courses will help you to identify and understand the changes you are experiencing and provide you with tools for navigating the challenges while leveraging the benefits of the change process.**

### **Navigating Change: A Personal Approach**

Life is constantly changing and change inevitably creates stress. Unfortunately, that can lead to feeling overwhelmed and at the “effect” of circumstances. What changes do you want to make in your life? How do you react under stress? How do your habits keep you feeling stuck, resisting the change you know you need?

In this workshop, you will...

- Understand the impact of change on your mind, body and emotions
- Assess your “change-resilience”
- Become aware of the stages of change, what to expect in each stage and how to manage your personal stress reactions
- Learn critical self-awareness tools that will help you embrace change and move from habit to choice
- Practice changing limiting beliefs into empowering beliefs
- Make a plan for self-care and self-empowerment in the face of change

Tue., Feb. 28  
8:30 am – 1 pm **OR**  
Room 5001  
**Fee: \$54**

Fri., May 4  
8:30 am – 1 pm  
Room 5001  
**Fee: \$54**

### **Leading Change**

As a leader, you are called upon to lead yourself and others through the change process. Do you have the tools you need? How do you maximize the gifts of our leadership style and minimize the limitations? Versatility is one of the keys to effective change leadership.

In these challenging and stressful times, it's even more important for us to deepen our capacity to act with presence, purpose and awareness as we discover the relationship between self-mastery, empowerment and leadership.

In this workshop you will:

- Identify your leadership style, the strengths and challenges.
- Develop a deeper understanding of your role as a change leader, and the characteristics of effective change leadership.
- Learn valuable communication (verbal and non-verbal) skills, which can be applied to individual and team interactions while navigating change.
- Develop your own personal leadership “tool kit.”
- Explore practical applications of what you are learning, working together in pairs and small groups.

Tue., Mar. 6  
9:00 am – 4 pm **OR**  
Room 5001  
**Fee: \$95**

Fri., May 11  
9:00 am – 4 pm  
Room 5001  
**Fee: \$95**

**Rhiannon Surrenda** has worked for the past 10 years with entrepreneurs, executives and teams from a wide range of industries to help them succeed in their change initiatives. Her passion for empowering others and her enthusiasm creates a powerful and exciting learning environment.

## Computers for Rookies

Have you ever saved a file, but couldn't find it later? Have you ever wanted to cry or curse because you couldn't understand what your computer was doing? This class will give you the foundation for a solid understanding of computer technology. We'll present an overview of computer components and their functions, explore the Windows interface, and work on critical file management skills. Topics covered include the roles of hardware and software; operating systems vs. applications; the Desktop; controlling Windows; working with files and folders; the Recycle Bin and more.

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

Fri., March 30  
9 am – 5 pm  
Room 1302  
**Fee: \$95**

**NEW!**

## Microsoft Word – Level 1

This introductory class is for the computer user who wants to become proficient in Word 2010. Topics include using the ribbon interface and toolbars; creating, editing and formatting text; text selection; the Clipboard; page layout and printing commands; using proofreading tools; custom line spacing and indents; creating custom tab stops; bulleted and numbered lists; working with tables and forms; adding borders and shading; using Find and Replace; and more.

Required: *Computers for Rookies* or equivalent skills.

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

Fri., Feb. 24	<b>OR</b>	Fri., May 4
9 am – 5 pm		9 am – 5 pm
Room 1302		Room 1302
<b>Fee: \$124</b>		<b>Fee: \$124</b>

## Microsoft Word – Level 2

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

Required: *Microsoft Word - Level 1* or equivalent skills.

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

Fri., March 16	<b>OR</b>	Fri., May 18
9 am – 5 pm		9 am – 5 pm
Room 1302		Room 1302
<b>Fee: \$124</b>		<b>Fee: \$124</b>

## Microsoft Excel– Level 1

This introductory class is for the computer user who wants to become proficient in Excel 2010. Topics introduced include the ribbon interface; entering and editing data; selecting cells and ranges; printing worksheets; creating formulas and functions; using absolute and relative cell references; formatting cell contents; inserting and deleting columns, rows, and cells; creating charts, and more.

Required: *Computers for Rookies* or equivalent skills.

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

Fri., March 2	<b>OR</b>	Fri., May 11
9 am – 5 pm		9 am – 5 pm
Room 1302		Room 1302
<b>Fee: \$124</b>		<b>Fee: \$124</b>

## Microsoft Excel - Level 2

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

Required: *Microsoft Excel - Level 1* or equivalent skills.

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

Fri., March 23	<b>OR</b>	Fri., May 25
9 am – 5 pm		9 am – 5 pm
Room 1302		Room 1302
<b>Fee: \$124</b>		<b>Fee: \$124</b>

## Effective Presentations Using PowerPoint

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

Required: *Computers for Rookies* or equivalent skills.

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

Fri., March 9	<b>OR</b>	Fri., June 1
9 am – 5 pm		9 am – 5 pm
Room 1302		Room 1302
<b>Fee: \$124</b>		<b>Fee: \$124</b>

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

# CABRILLO CORPORATE TRAINING



## *Do you want a more productive and effective workforce?*

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

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

**Managers and supervisors** need to define work, manage people and teams, create a positive and productive organizational culture and lead engaging meetings.

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

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

At Cabrillo Corporate Training, we can help you...

- Define your direction based on your values and your strengths.
- Develop standards and identify competencies that will guide and align all of your training efforts.
- Identify the performance you want from your workforce and the training gaps that need attention.
- Deliver targeted training programs *on site, based on your schedule*, to meet your needs.
- Evaluate the training to ensure a return on your investment.

## **Why invest in employee training & development?**

**It's simple.** Effective employee training means increased productivity and organizational effectiveness. It means you are better able to cope with the demands of today's competitive business environment.

### **And, well-designed training programs provide added benefits:**

Improved employee morale, greater job satisfaction, more motivated employees, and decreased turnover. Long-term employee development efforts help keep an organization vital and successful.

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

- Leadership Development
- Management and Supervision
- Leading Change
- Project Management
- Time Management
- Team Building
- Making Meetings Work
- Presentational Speaking and Communicating with Impact
- Business Writing
- Compliance Training such as cultural competence training and sexual harassment prevention
- Customer Service
- And much more!

## **Call our hotline today for a free consultation. 831-477-5649**

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

*Ask us how DDI content can meet your needs!*

NEW!

# The Business of Art Seminar Series

## From Passion to Profitability

An innovative collaboration has been formed to assist artists in Santa Cruz County. Cabrillo College's Division of Visual and Performing Arts (VAPA), Cabrillo Extension, the Small Business Development Center and the Business & Entrepreneurship Center have partnered with the Cultural Council to offer a series of seminars to help artists start, manage, and grow their businesses.

### The Business of Art 101

If you would like to establish a true business selling your art, this seminar will cover the basics business start-up: Required licenses, fictitious business name, legal structure, basic tax deadlines and reports, and the importance of a solid business plan. This seminar will bring your art from a hobby to a profitable business.

Led by SBDC Certified Business Advisor  
**Keith Holtaway.**

Sat., Feb. 25

10:00 a.m. to 12:00 p.m.

Room 1001 (VAPA Lecture Hall)

**Fee: \$25**

### Pricing Your Art

What is your art really worth? Discover the secrets of pricing your art from four professional artists. Should your art be priced differently depending on venue (i.e. Open Studios, gallery show, local restaurant)? Should you give discounts? Should you charge more for commissioned work? All this and much more, followed by an extensive Q & A session - so bring your specific questions for the panelists!

Led by **James Aschbacher**, a local muralist and art entrepreneur.

Sat., March 31

10:00 a.m. to 12:00 p.m.

Room 1001 (VAPA Lecture Hall)

**Fee: \$25**

### Get Your Art Out There!

#### Solid Marketing Principles

Getting your art out of the studio into a customer's hands is often a long road. This seminar will teach you the basics of good marketing and share best practices of successful Bay Area artists. Develop your value proposition, define your market and sell!

Led by **Aletta de Wal**, M.Ed, an equal parts artist, educator and entrepreneur.

Sat., April 28

10:00 a.m. to 12:00 p.m.

Room 1001 (VAPA Lecture Hall)

**Fee: \$25**

### Leveraging Social Media for Your Art

Harness the power of social media sites! This seminar will cover social media listening tools, best practices and case studies of Arts Nonprofits and artists who do it well, holding distributed events and campaigns across multiple channels, and effective sharing of your message and artwork.

Led by **Susan Tenby**, Online Community Manager for TechSoup, a San Francisco-based nonprofit.

Sat., May 19

10:00 a.m. to 12:00 p.m.

Room 1001 (VAPA Lecture Hall)

**Fee: \$25**



CALIFORNIA  
**SBDC**

Northern CA Regional Network

Providing free and confidential counseling in all aspects of small business management

Small Business  
Development Center  
At Cabrillo College

## 2012 SBDC Seminar Series

**Quickbooks Basics**  
**Writing a Successful Business Plan**  
**Social Media Marketing**

sponsored by



For information call (831) 479-6136 or visit our website at [www.centralcoastsbdc.org](http://www.centralcoastsbdc.org)

# Supervisory Academy Training Series

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

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

**Tuesdays, March 13 – May 29**    OR

**Wednesdays, March 14 – May 30**  
**6:00 - 9:00pm**

**All classes are held in the Horticulture Building, Room 5001**

**Take ALL TWELVE MODULES for just \$545 or \$54 per module**

## COURSE MODULES

### Being a Great Supervisor

Tues., March 13    OR    Wed., March 14  
1:30 – 4:30 pm                      6 – 9 pm

Being a supervisor is a lot of responsibility. As a leader in your organization, you help set the tone, and you have the potential of making a very positive impact. In this introductory course you will:

- Understand the roles and responsibilities of effective supervisors
- Assess your own supervisory skills and strengths
- Set goals for your supervisory development

### Managing Time and Priorities

Tues., March 20    OR    Wed., March 21  
1:30 – 4:30 pm                      6 – 9 pm

Today's work world moves quickly. As a leader, you move from one emergency to the next, and often, important tasks do not get done. In this course you will:

- Assess how you spend your time at work using the dimensions of urgency and importance
- Prioritize your tasks, and take control of your schedule
- Understand common barriers to effective time management and make a plan to overcome your barriers

### Legal Issues in Management

Tues., March 27    OR    Wed., March 28  
1:30 – 4:30 pm                      6 – 9 pm

Today's supervisor needs to have a solid knowledge of the laws and practices that apply to California businesses. This overview will help you identify potential risks and will give you resources for learning more. In this course you will:

- Discuss the ramifications of wrongful termination and how to avoid it
- Discuss privacy & confidentiality and how to ensure them for your customers
- Discuss ethical conduct and compare your training programs to ethical conduct standards

### Essential Communication Skills

Tues., April 3            OR            Wed., April 4  
1:30 – 4:30 pm                      6 – 9 pm

As a leader, the way you communicate can heavily influence employee motivation, the quality of information shared, and employee engagement. Come to this course to:

- Practice essential skills for creating the organization you want, including listening and speaking clearly
- Understand the functions & channels of communication
- Understand communication barriers

### Building a Team

Tues., April 10        OR            Wed., April 11  
1:30 – 4:30 pm                      6 – 9 pm

Working with a team can be a challenge. When we understand basic principles of teamwork, we can transform our working relationships and harness the power of our differences. Come to this course to:

- Understand team development and the 5 elements of effective teamwork
- Learn key steps for building collaboration and consensus
- Engage in a team decision making exercise and apply the decision making model to a work-related issue

### Managing Stress and Conflict

Tues., April 17        OR            Wed., April 18  
1:30 – 4:30 pm                      6 – 9 pm

Did you know that stress is also the cause of billions of dollars in lost productivity and revenue in our workplaces? Stress is also at the core of how we handle conflict. When we can reduce our stress, conflict cycle can become more productive. In this course you will:

- Define stress and understand its causes
- Identify your personal triggers and practice managing your stress reactions
- Understand 5 conflict responses and practice effective conflict management



**Quality Improvement Principles**

Tues., April 24 OR Wed., April 25  
1:30 – 4:30 pm 6 – 9 pm

The quality of our products and services is critical for business success. If we understand the key concept of continuous quality improvement and are able to apply that concept to key processes, we can become more effective, efficient and profitable. Come to this class to:

- Learn to evaluate the needs of your customers
- Learn and apply the PDSA model (Plan, Do Study, Act)
- Learn and practice useful process improvement and analysis tools

**Performance Management**

Tues., May 1 OR Wed., May 2  
1:30 – 4:30 pm 6 – 9 pm

Employee performance problems can be frustrating. Often, we act as if simply telling or showing our employees how to perform should be enough. However, performance needs to evolve through coaching and support- and NOT be relegated to an annual performance appraisal. Come to this course to:

- Discern between performance management and performance evaluation
- Apply a 4-part performance management model to your most pressing performance issues
- Discuss common barriers to effective performance

**Interviewing and Selecting Team Members**

Tues., May 8 OR Wed., May 9  
1:30 – 4:30 pm 6 – 9 pm

The wrong person in the job can cost your business a lot of money and can produce a lot of stress. But often, traditional interviewing methods do not tell us what we need to know about potential job candidates. In this course you will:

- Discuss common obstacles to effective employee recruitment & development
- Learn the basics of behavioral interviewing
- Practice writing and asking interview questions
- Evaluate your open positions

**Employee Motivation**

Tues., May 15 OR Wed., May 16  
1:30 – 4:30 pm 6 – 9 pm

Understanding how to motivate others is a key skill in our ability to effectively lead others. Many of us resort unconsciously to the old carrot-and-stick methods with very limited success. Come to this course to:

- Understand your role in creating the motivational climate at work
- Practice impacting employee motivation using the 4-D cycle, coaching, supporting and recognition skills
- Build a plan for motivating your team

**Business Writing**

Tues., May 22 OR Wed., May 23  
1:30 – 4:30 pm 6 – 9 pm

In this busy world, the quality of our communication makes a difference. For better or worse, people make judgments about our competence and credibility based on our written and oral communication. Come to this class to:

- Learn 5 ways to quickly organize your thoughts and translate them into writing
- Learn essentials skills for effective e-mail communication
- Learn common grammatical and word choice errors and receive a cheat sheet to improve your writing

**Presentational Speaking**

Tues., May 29 OR Wed., May 30  
1:30 – 4:30 pm 6 – 9 pm

Many people report feeling more afraid of speaking in public than of death! For most of us, speaking in public creates mild but manageable anxiety. What we do with this anxiety is very important to our success, and learning a few key skills can help us be much better prepared.

In this course you will:

- Learn 5 ways to quickly organize your thoughts when you are asked to present
- Discern between 3 common speaking purposes
- Make a plan for meeting your audience needs
- Review important tips and tricks for creating great visual aids

# Caregiver Training Series

This series of seven classes for family and entry-level professional caregivers is designed to increase knowledge, skills and confidence in providing hands-on care. Each class will include instruction, discussion and practical application of essential caregiving skills.

This project is a collaborative effort of agencies specializing in geriatric care or in-home caregiving, including the Seniors Council, Health Projects Center, Lifespan, Visiting Angels, Hospice of Santa Cruz County, Alzheimer's Association, Elderday, Meals on Wheels, Santa Cruz County Human Services Department, and Cabrillo College. Students completing all seven classes will receive a Certificate of Completion.

**Cost: \$250 for the series; \$25-\$50 for individual classes (see individual class descriptions). Space is limited to 30 students for the series and 10 additional students for individual classes.**

For more information, please email [caregiver@calcentral.com](mailto:caregiver@calcentral.com) or leave a message at 831-708-8576.



## Caregiver Training Program

This program includes all seven classes listed below. You can also register for individual classes.

**\$250 for the series**

## Essentials of Caregiving

What is a Caregiver? Learn about the principles of caregiving, how and why people become caregivers, the caregiving needs for common diseases related to the aging process, the continuum of care, and strategies for reducing caregiver stress.

Sat., March 17  
9:30 am – 12:30 pm  
Room HW2214

**Fee: \$25**

## Community Resources and You

Get the help you need! This class introduces you to many local resources available for caregivers and seniors. We will provide resources for learning how to navigate the human service system to get the support you might need.

Sat., March 17  
1 - 4 pm  
Room HW2214

**Fee: \$25**

## Managing Hygiene and Activities of Daily Living

This class will take place in the state-of-the-art hands-on Cabrillo Nursing Skills Lab where we will practice useful skills using realistic scenarios. Learn basic standard precautions, how to safely perform personal care, and bathing techniques.

Sat., March 31  
9:30 am - 4 pm  
Room HW2225

**Fee: \$50**

## Keeping it Safe: Transfers and the Body Mechanics of Caregiving

This class will take place in the state-of-the-art hands-on Cabrillo Nursing Skills Lab where realistic scenarios can be practiced. This class will explain basic body mechanics and give students the opportunity to learn and practice different transfer techniques.

Sat., April 14  
9:30 am - 4 pm  
Room HW2225

**Fee: \$50**

## Finding the Answers: The Challenges of Dementia Care

Learn about the concepts of dementia and Alzheimer's; develop strategies for identifying behaviors and managing changing needs and how to access community resources for dementia care.

Sat., April 28  
9:30 am - 4 pm  
Room HW2214  
Fee: \$50

## Advanced Care Planning and End-of-Life Needs

Learn about Advance Health Care Directives, the emotional, spiritual, and physical needs of those near the end of life; common symptoms, and comfort measures caregivers can provide.

Sat., May 12  
9:30 am - 12:30 pm  
Room HW2214  
Fee: \$25

## How to Make Caregiving a Successful Career

This class will engage students in learning about expected professional behaviors when caregiving, ethical and legal considerations, professional development and career advancement.

Sat., May 12  
1 - 4 pm  
Room HW2214  
Fee: \$25

**This course is being funded by a grant from the MetLife Foundation as a part of the Community College Caregiver Training Initiative. The project is a collaborative effort between many local organizations including: Seniors Council, Del Mar Caregiver Resource Center, Elderday, Meals on Wheels, Alzheimer's Association, County of Santa Cruz, Hospice, Imagine, and Lifespan.**

## Nutrition for Caregivers

This single nutrition class will introduce caregivers to basic nutritional considerations for aging patients, people with various health conditions, and other factors related to nutrition and disability.

Sat, May 19  
9:30 am - 12:30 pm  
Room HW2214  
**Register by Apr. 1: \$25**  
**Register after Apr. 1: \$32**  
**Michele Fournier**

## Chi Aura Integration

Chi-Aura is a set of skills used to read the health of the body and facilitate healing and balance. It can be used by individuals for self-healing or by the practitioner in relationship with their patients. By learning how to relax into a state of mind that is able to "read" the energy field of the body and to work hands-on with the out-of-balance conditions which lead to illness, the nurse to patient relationship can be greatly enhanced.

This 2-day workshop will teach techniques that will elicit the relaxation response and help develop the "Awakened Mind State". Learn to perform the specific hand positions, energy centers and parts of the body to release muscle tension and induce the relaxation response to promote healing.

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

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

Sat. Apr. 28 & Sun. Apr. 29  
9 am - 5:30 pm  
Room 432

**Register by Apr. 1: \$145**  
**Register after Apr. 1: \$158**  
**includes comprehensive manual**

**Timothy Dunphy** has taught *Chi-Aura Integration* for over 22 years in the US and Europe, enhancing participant's personal growth and their therapeutic relationship to others.



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

## **THE CABRILLO STROKE AND DISABILITY LEARNING CENTER**

*may be able to help!*

Call 831-477-3300 for information about specialized classes and adapted activities offered for adults in this program on the Cabrillo College, Aptos campus.

### Birds & Bird-Banding at Big Sur

The Big Sur Ornithology Lab of the Ventana Wilderness Society operates a migratory bird banding facility at Andrew Molera State Park in Big Sur, a World Heritage Site; the lab is located 30 minutes south of the Monterey Peninsula. Our program will spend a session afield with lab technicians capturing migrant song birds in mist nets and then process the captures through the scientific process of determining various biological data from each bird and affixing the uniquely numbered ID bands. You will then explore a variety of bird habitats within the park, review aspects of bird migration and navigation, discuss breeding behavior as well as the various physiological and behavioral adaptations the birds attain because of the many daunting environmental challenges.

Sat., May 12

9 am – 4 pm

Molera State Park, Big Sur

**Register by Apr. 1: \$54**

**Register after Apr. 1: \$62**

**Bruce Elliott**

**NEW!**

### Backyard Astronomer

Learn how to identify the stars and constellations seen in our local skies in this fun hands-on workshop. Using the Cabrillo planetarium and observatory you will see the wonders of the universe and learn about astronomy history, methods, equipment, and recent discoveries. We'll show some of the newest images from the Hubble of Mercury and talk about the 400+ newly discovered planets.

**Participants should dress warmly for outdoor observation on the hill. In case of rain or fog, class will assemble in the planetarium or be rescheduled.**

**This class is appropriate for students aged 10 to adult.**

2 Fri., May 4 & 11

6:30 – 9:30 pm

Room 707

**Register by Apr. 1: \$58**

**Register after Apr. 1: \$65**

**Karl von Ahnen** has been an amateur astronomer and telescope user since age 12. He has served as lab instructor-assistant in the Cabrillo Astronomy Department and is the Technical Director of the Minolta Planetarium.



### Owls of Central California

**Back by popular demand!**

Northern Monterey County hosts as many as eight species of owls that are often vocal during their breeding courtship period of late winter. In this class you will have an opportunity to study the biology of local California owl species in a two-part program.

In an afternoon classroom lecture, we will review the biology, species characteristics, and distribution of the several owl species that occur in habitats about the Monterey Bay. You will learn to identify the owls by silhouette and calls.

After a break for dinner, the class will reassemble for an evening of searching through one of the most productive owling areas in central California near Carmel Valley.

The lecture will take place at the Pacific Grove Natural History Museum. Plan to have dinner in the area.

Information and map given upon registration.

Sat., March 24

2:30 – 4:30 pm (lecture)

7 – 9 pm (field session)

Pacific Grove Natural History Museum

**Fee: \$64**

**Bruce Elliott**, is a retired senior Biologist Supervisor for the California Dept. of Fish and Game. He is a skilled field trip leader who conducts a variety of tours and explorations of the area's natural resources.

**Walking Among Hungry Ghosts:  
Santa Cruz and the Chinese**

The Chinese are on the far edges of Santa Cruz’s history and imagination. Their history reminds us of a time when the city was the epicenter of Central California’s anti-Chinese prejudice, racism and violence. Yet, it was Chinese blood and sweat that helped bring Santa Cruz into the industrial age. We will spend the day exploring those little-known Santa Cruz locations where we can still hear them—the songs of the railroad workers, the children playing beside the river, the voices of the bone-pickers at Evergreen Cemetery. Special guests will join us.

We will walk approximately 3 miles during the day. Pace will be leisurely with many stops and talk-stories. Participants will receive directions, a map, and a letter from Sandy on how best to come prepared. **Fee includes a Chinese banquet at day’s end.**

Due to the subject matter, no children under the age of 18 are permitted.

Sun., April 1

10 am to 7 pm

Santa Cruz County Governmental Center  
(701 Ocean St., Santa Cruz)

**Fee: \$65**

**NEW!**

**Sandy Lydon**, *Cabrillo College emeritus historian has been exploring the redwood forests and their history for over 50 years. He has led hundreds of groups into the redwoods and is co-author of the award-winning Coast Redwood: A Natural and Cultural History.*



**Into the Heart of the Redwoods:  
An Adventure Through Time  
and Space!**

Enjoy a total immersion in the coast redwoods, where we will see and experience the magical trees in all of their diversity. Santa Cruz County has all the redwood “firsts”: first named by the Spanish, first extensive logging, birthplace of the Save the Redwood movement, first redwood state park, and home of the first certified sustainable redwood lumber company. We will see old growth trees, second growth, “candelabra” trees, curlywood, and albinos. You will come to understand why seeing one redwood tree is not seeing them all.

The day will conclude with a chance to “fly” through the forest in Mount Hermon’s Redwood Canopy zip-line adventure where we will soar through the forest guided by experienced, certified guides. We will see the trees in a way once reserved only for tree climbers, birds and squirrels.

Participants will receive directions, a map, and a letter from Sandy on how best to come prepared. Please bring a lunch.

**Must be at least 18 years old to participate. Fees include park admission and the zip-line adventure.**

Sat., May 5

10 am to 6 pm

Henry Cowell State Park, Felton

Sat., May 12

10 am to 6 pm

Henry Cowell State Park, Felton

**Register by Apr. 1: \$95**

**Register after Apr. 1: \$110**

**NEW!**



### Hiking: The Path Less Traveled

Explore the greenbelts and State Parks of Santa Cruz County in this fun and challenging hiking class. You will become familiar with the Santa Cruz Hiking system, learn some natural history, flora and fauna, and at the same time get some great exercise. Participants should have at least average fitness levels and be able to hike five miles on moderately steep terrain. Each week will feature a different hike on trails not commonly known. This class is not for beginning hikers.

**A letter will be given upon registration with information about basic dress and supplies to bring.**

6 Sat. Apr. 21-June 2 (no class May 12)

9:30 am – 12:30 pm

Meet in Parking Lot K

**Register by Apr. 1: \$98**

**Register after Apr. 1: \$114**

**Phil Kaplan** has taught in the Kinesiology Department at Cabrillo for 25 years and has been teaching hiking classes for the past 12 years.

### Early & Fit: Wake Up and Smell the Coffee

Well, coffee isn't served, but a dynamic warm-up followed by cardio/metabolic work and strength training are on the menu! Building on a foundation (literally) of alignment and posture, we strengthen and stabilize our core, hips and shoulders (which includes balance, flexibility and awareness). Rather than thinking about training body parts, we train movements that involve linking up several body parts. This is how we move in our everyday lives, hence the workout becomes "functional".

All experience levels are welcome, as most exercises can be modified to your ability. Along the way other benefits may arise like weight & body fat loss, healthier eating habits, friendships and a more positive relationship with your body!

#### Session 1

Tue., Thu. & Fri., Apr. 3 – 27

6:30 – 7:30 am

Cabrillo Gymnasium

**Fee: \$140**

#### Session 2

Tue., Thu. & Fri., May 1 – June 1

6:30 – 7:30 am

Cabrillo Gymnasium

**Register by Apr. 1: \$140**

**Register after Apr. 1: \$152**

**Continuing Students: \$126**

### Not So Early Fit Camp

Similar to Early and Fit, but this class meets later in the morning and outdoors on the Cabrillo football field (there are accommodations for bad weather).

#### Session 1

Tue., Thu. & Fri., Apr. 3 – 27

9 - 10 am

Cabrillo Stadium

**Fee: \$140**

#### Session 2

Tue., Thu. & Fri., May 1 – June 1

9 - 10 am

Cabrillo Stadium

**Register by Apr. 1: \$140**

**Register after Apr. 1: \$152**

**Continuing Students: \$126**

**Paula Saraga** is a personal trainer, yoga instructor and massage practitioner with an M. A. in Body Oriented Psychotherapy She has taught Hatha Yoga in Cabrillo's Kinesiology Department for 5 years.

**Introduction to Smart Investments**

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

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

4 Tues., April 3 - 24

7 - 9 pm

Room 411

**Register by Apr. 1: \$64**

**Register after Apr. 1: \$75**

**Galaham Zuanich** – see bio below

**Retirement Planning – A Common Sense Approach**

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

4 Tues., May 8 - 29

7 - 9 pm

Room 411

**Register by Apr. 1: \$64**

**Register after Apr. 1: \$75**

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

**NEW!**

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

If you are a parent with a high school student looking to enter college, this class will help you learn what you need to know to help your child search for a good college, understand what admission people are looking for, write that dreaded essay and create an excellent resume. Paying for college is the one of the largest expenditures most parents will face in their lifetimes. In this class we will discuss strategies that can help you reduce college costs.

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

2 Thu., April 19 & 26

6:45 – 8:45 pm

Room 435

**Register by Apr. 1: \$54**

**Register after Apr. 1: \$62**

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



**Traffic School at Cabrillo College**

Complete the traffic school requirement in a day-it’s easy!

DMV approved 8-hr classroom

Saturdays 8:30am - 4:30pm

For information and to register call 479-6331.

Fee: \$30

**Ernie Winsor**, a retired Highway Patrol Officer, is coordinator of the program and the principal instructor. He developed this class for Cabrillo and has taught it for more than 20 years. He is a graduate of the Bob Bonduant Law Enforcement Instructor School.

## MUSIC AND DANCE

### Beginning Social Ballroom Dance

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

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

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

6 Sun. April 1 – May 6  
5 – 7 pm  
Room 1117  
**Per person: \$98**  
**Per couple: \$182**

### Intermediate Social Ballroom Dance

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

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

6 Sun. April 1 – May 6  
7 - 9 pm  
Room 1117  
**Per person: \$98**  
**Per couple: \$182**

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

### Community Folk Dance

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

The last Friday of each month will feature live music for dancing.

Friday nights  
7:30 - 11 pm  
Room 1117 (Gymnasium Building)  
**\$5 per evening at the door, \$10 on "live music" nights.**



### Beginning Acoustic Guitar: Part 1

Students will learn to play the Guitar in six weeks by practicing the basic open chords used in popular styles of music. In this beginning class, students will work on timing, ear training, and strumming. Students will be introduced to tablature and how chords work together. This teaching method does not require the reading of music notation or study.

Students must bring their own steel or nylon string acoustic guitar to class.

6 Thurs., April 5 – May 10  
7 – 8 pm  
Room 506

**Register by Apr. 1: \$85**  
**Register after Apr. 1: \$98**  
**plus \$10 materials fee payable to instructor at class**

**Doug Montgomery** – See bio below

### Beginning Acoustic Guitar: Part 2

Students that have taken a beginning guitar class, and have a basic understanding of the guitar will enjoy this class. Students should be able to play basic open chords with enough speed to play songs. We will work on the following:

- How to use a pick effectively
- How to read tablature
- How to transpose a song and use a capo
- Fills, intros, and endings
- Strumming techniques
- How to walk in and out of chords using bass notes
- Learn how to build a song using the Nashville number system

Students must bring their own steel or nylon string acoustic guitar to class.

6 Thurs., April 5 – May 10  
8:15 – 9:15 pm  
Room 506

**Register by Apr. 1: \$85**  
**Register after Apr. 1: \$98**  
**plus \$10 materials fee payable to instructor at class**

**Doug Montgomery** has played drums and guitar for most of his life, focusing on guitar for the past 20 years. He is a member of the California Bluegrass Association and specializes in crosspicking and flatpicking.

## Piano Your Teachers Never Taught You

Discover why students who have taken these workshops proclaim, "I've learned more in three hours than I did in three years of lessons." You will be shown 72 chords, 156 hand positions and how to read music from a lead sheet and fake books playing any popular song in any key with the tools of the trade that will make you sound like a pro. This class also prepares you for taking the other piano workshops.

If you can read the notes C, D, E, F, G, A, B you already know enough to enroll.

Fri., Apr. 13  
6:30 – 9:30 pm  
Room 506

## How to Play Blues and Boogie Woogie Piano

Take this workshop and get ready to jam! Jazz, rock and roll, gospel, and even country western music all have their roots planted in the blues. Learn the blues scale, the blues form, shuffle rhythms, bass lines, improvising techniques, blues and boogie-woogie patterns and how to give your pop tunes that "bluesy" feel.

Whether you're a trained pianist or a total beginner, this workshop will have you playing the blues in no time.

Sat., Apr. 14  
11 am – 2 pm  
Room 506

**Todd Walker** has been a professional musician and teacher for over 25 years. He has played in shows in New York and Los Angeles, as well as in various bands ranging from rock to jazz.

## Learn to Play Piano by Ear

You don't have to be born with a special gift in order to play music by ear. If you can figure out the melody to "Mary had a Little Lamb" you're ready to take this class. The secret to playing music by ear is knowing what chords go along with the melody.

Learn how to use bass lines, how to hear and know the correct chord changes, how to transpose, and how to use the Circle of Fourths and Fifths. You can forget about your sheet music, you'll be memorizing tunes as you learn them.

You should have a basic knowledge of chords for this class, or take the Piano Your Teachers Never Taught You class first if you don't.

Sat., Apr. 14  
3 – 6 pm  
Room 506

### Fees for piano classes:

#### Register by Apr. 1:

**\$40 if you register for any single class**

#### Register after Apr. 1:

**\$46 if you register for any single class**

### REGISTER FOR ALL THREE OF TODD WALKER'S PIANO CLASSES FOR JUST \$109!

**Each class has a materials fee of \$27 to be paid to instructor at class for his exclusive workbook and CD.**

## 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!

Thurs., Apr. 19  
6 – 7:30 pm  
Room 514

**Register by Apr. 1: \$30**

**Register after Apr. 1: \$35**

**plus \$15 for course materials payable to instructor at class**

**Students will need a "C" major diatonic harmonica. Instructor will have them available in class for \$12 if you don't have one.**

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

## Beginning Blues Harmonica

Beginning Blues Harmonica will get you jammin' the blues immediately! Emphasis in this class will be on playing and having fun as you are introduced to many of the tricks and techniques to make the harmonica cry, laugh, wail and scream.

No previous harmonica training is required--only a love of the blues and the desire to play!

Thu., Apr. 19  
8 – 10 pm  
Room 514

**Register by Apr. 1: \$45**

**Register after Apr. 1: \$52**

**plus \$15 for course materials payable to instructor at class**

**Welcome to  
[www.ed2go.com/cabrillo](http://www.ed2go.com/cabrillo)!**



### **Experience Education to Go Online Classes**

If you can't take the time to go to school, our online classes are there to help you study and learn at home. The instructor-facilitated online courses are informative and highly interactive, and our instructors are famous for their ability to create warm and supportive communities of learners. These not-for-credit classes are available to anyone with a computer, internet access and e-mail.

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

### **How to Get Started:**

Visit our Online Instruction Center:  
[www.ed2go.com/cabrillo](http://www.ed2go.com/cabrillo)  
Select your class and follow the prompts.

**Start Dates: A new section of each Ed-2Go class begins on the following dates beginning with March 21, 2012: 4/18, 5/16, and 6/20.**

### **Requirements:**

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

Over 300 courses are available on our ed2go redesigned web site to make it easier for students to find and enroll in the title(s) they are looking for. Here is just a sample.

### **The Internet (\$95)**

Navigating the Internet  
Web 2.0 Blogs, Wikis & Podcasts  
Introduction to Creating WordPress Web Sites

### **Web Page Design (\$95)**

Designing Effective Websites  
Introduction to Dreamweaver CS5  
Introduction to CSS and XHTML  
Achieving Top Search Engine Positions

### **Web Graphics and Multimedia (\$95)**

Introduction to Flash CS5  
Introduction to Photoshop CS5  
Adobe Acrobat 9

### **Web and Computer Programming (\$95)**

VisualBasics 2008  
Introduction to PHP & MySQL  
Introduction to Java Programming  
Introduction to Ajax Programming

### **Basic Computer Literacy (\$95)**

Introduction to Windows Vista  
Intermediate Windows Vista  
Computer Skills for the Workplace

### **Computer Applications (\$95)**

Microsoft Excel 2010  
Word, Excel, & Outlook 2007

### **Graphic and Multimedia Design (\$95)**

Introduction to Illustrator CS5  
Introduction to InDesign CS5

### **PC Troubleshooting, Networking, & Security (\$95)**

Introduction to PC Troubleshooting  
Wireless Networking  
Advanced PC Security

### **Database Management & Programming (\$95)**

Introduction to Database Development  
Introduction to MS Access 2007  
Introduction to SQL  
Introduction to Programming

### **Computer Certification Prep (\$149)**

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

### **Digital Photography & Digital Video (\$95)**

Photoshop Elements 9 for the Digital Photographer-  
Secrets of Better Photography  
Making Movies with Windows Vista

**Languages (\$95)**

Speed Spanish I, II, III  
 Spanish for Medical Professionals  
 Instant Italian  
 Conversational French

**Writing & Publishing (\$95)**

Beginning Writer's Workshop  
 Introduction to Technical Writing  
 Write & Publish Your Non-Fiction Book  
 Writerific: Creativity Training for Writers  
 Effective Business Writing  
 Writing Essentials  
 Research Methods for Writers  
 Keys to Effective Editing

**Entertainment Industry Careers (\$95)**

Your Screenwriting Career  
 Breaking into Sitcom Writing  
 Get Paid to Travel

**Grant Writing & Nonprofit Management (\$95)**

A to Z Grant Writing  
 Becoming a Grant Writing Consultant  
 Writing Effective Grant Proposals  
 Introduction to Nonprofit Management  
 Marketing Your Nonprofit

**Start Your Own Business (\$95)**

Marketing your Business on the Internet  
 Start & Operate your own Home Business  
 Publish it Yourself

**Sales & Marketing (\$95)**

Professional Sales Skills  
 Principles of Sales Management  
 Marketing Your Business on the Internet  
 Managing Customer Service

**Accounting (\$95)**

Accounting Fundamentals I & II  
 Introduction to QuickBooks 2010  
 MS Accounting Professional 2008  
 Introduction to Peachtree Accounting 2009

**Business Administration (\$95)**

Distribution and Logistics Management  
 High Speed Project Management  
 Managing Customer Service  
 Going Green at the Workplace

**Test Prep (\$95)**

GED, GRE & GMAT Preparation  
 LSAT Preparation: Part I & Part II  
 SAT/ACT Preparation: Part I & Part II

**Personal Development (\$95)**

12 Steps to a Successful Job Search  
 Making Age an Asset in Your Job Search  
 Resume Writing Workshop  
 Effective Business Writing  
 Keys to Effective Communication

**Personal Finance & Wealth Building (\$95)**

Keys to Successful Money Management  
 Real Estate Investing I & II  
 Debt Elimination Techniques That Work  
 Personal Finance  
 Introduction to Stock Options  
 The Analysis and Valuation of Stocks

**Health Care, Nutrition, & Fitness (\$95)**

Medical Coding & Transcription  
 Human Anatomy and Physiology  
 Legal Nurse Consulting  
 Handling Medical Emergencies

**Personal Enrichment (\$95)**

Merrill Ream Speed Reading  
 Genealogy Basics  
 Music Made Easy  
 Lose Weight & Keep It Off

**Art, History, Psychology, & Literature (\$95)**

Enjoying European Art Online  
 Drawing for the Absolute Beginner

**Children, Parents and Family (\$95)**

Home School With Success  
 Mastering Digital Photography: Photographing People

**Law & Legal Careers (\$95 - \$160)**

Introduction to Criminal Law  
 Employment Law Fundamentals  
 Real Estate Law  
 Business Law for Small Business Owners

**Health Care - Continuing Education (\$95 - \$210)**

Certificate in Spirituality, Health, and Healing  
 Certificate in Complementary and Alternative Medicine  
 Certificate in Gerontology  
 Certificate in Legal & Ethical Issues in Nursing

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

[www.ed2go.com/Cabrillo](http://www.ed2go.com/Cabrillo)

### **Adopting a Child: Joys and Challenges**

This workshop will address common fears about adoption; help you make informed decisions about whether adoption is right for you, and what path to follow. Basic information about all the complex choices will be provided to get you started making informed decisions.

Common questions being addressed include: What are the processes for domestic & international adoption? Will I qualify to adopt a child? How much does adoption cost? What about the availability of healthy children? And what are the risks in adopting a child today?

Tue., April 24

6:30 - 9 pm

Room 514

**\$42 per person**

**\$72 per couple**

**Sara Lively**, M.S. Ed., is the founder of *Adoption Paths* ([www.adoptionpaths.com](http://www.adoptionpaths.com)), an organization that provides education and support to prospective adoptive parents. She provides expert guidance about all types of adoption.

### **Soul Collage®: Invite the Poetry of Images into Your Life**

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

Sat., April 28

9:30 am – 4 pm

Room 403

**Register by Apr. 1: \$75**

**Register after Apr. 1: \$88**

**Lauren Mari-Navarro**, LCSW and **Mariabruna Sirabella**, MFT are trained facilitators of the *SoulCollage® Method* encouraging creativity and self-discovery. Both teachers have private practices in the Santa Cruz community.

### **Mothers and Daughters: Picking up the Pieces**

The mother daughter relationship is one of the most passionate that a woman will ever experience. It is a source of love and comfort; as well as angst and inadequacy. A daughter may spend her life trying to win her mother's approval or scorning it. This relationship is the foundation from which we define ourselves and sets the course for all of our subsequent relationships. The loss of our mother often leaves us feeling adrift, without direction.

This class will explore some of the dynamics of the mother daughter relationship. Through our shared experiences, the goal will be to identify and smooth out some of our own rough edges, as we continually work towards becoming our own kind mothers.

**Participants should bring a lunch.**

Sat., May 12

9 am - 4 pm

Room 435

**Register by Apr. 1: \$65**

**Register after Apr. 1: \$78**

**May Wolff** has over 30 years of experience as a clinical social worker and enjoys having a private practice in Capitola and Los Gatos. She co-produced the video documentary "Mother & Daughter...the Tie That Bonds."

### **Motorcycle Safety Training**

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

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

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

**Doug Green** is the site manager.



## Write and Publish a Mystery Novel

This is a “how to” for “whodunits”. Based on the experience of a successfully published author, the class will get you started on the path to writing your own mystery novel and help you evaluate the current options for publication.

In this hands-on class, participants will write, re-write, and critique each other—all in a friendly, supportive setting. Participants will complete a writing assignment between each class meeting. In addition to information about what’s happening in the industry, the class will help you focus on your idea, and move it from concept to outline to first chapter by the end of the class series. Laura will also share the twists and turns of her long career in the publishing world, as well as giving concrete help to get class participants started on their own journey.

3 Sat., April 14 - 28  
10 am – 1 pm

Room: Horticulture 5001

**Register by Apr. 1: \$95**

**Register after Apr. 1: \$108**

**Laura Crum** is a lifelong writer, an avid mystery reader, and an accomplished horsewoman. Twenty years ago she combined these interests to create a mystery series featuring equine veterinarian Gail McCarthy. Laura’s first novel was published in 1994. Her twelfth mystery novel, “Barnstorming,” will be released this spring.

**NEW!**

## Memoir Writing: Exploring Memories and Meaning

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

Sat., May 5  
9:30 am – 4 pm  
Room 403

**Register by Apr. 1: \$65**

**Register after Apr. 1: \$76**

**Lauren Mari-Navarro** is a Licensed Clinical Social Worker and has been working with people undergoing life transitions for over 18 years. Lauren has had training in the Progoff Journal Method, “Mining Your Life for Meaning” writing process.

## Screenwriting for Storytellers

Everyone has a story to tell but very few know how to tell it. In this workshop you will learn how to develop that story into a finished screenplay. These veteran filmmakers will share the skill set necessary to take pragmatic approaches to storytelling. We’ll look at how to choose subject matter, build structure, create characters and scenes, and write strong dialogue.

You’ll work on developing your own screenplay idea or a project in progress in class and walk away with the confidence to carry your work to completion.

Sat., Apr. 21  
9 am - 4 pm  
Room 514

**Register by Apr. 1: \$82**

**Register after Apr. 1: \$95**

**John Leekley** is a veteran filmmaker, an Emmy award winning writer and producer of movies, TV series and miniseries. He has worked for 30 years in Hollywood.

**Rebekah Leekley** (writing under the professional name Rebekah Bradford), is an Emmy Award Winning writer of TV series. She was also Director of Development for the new media company, Virtual Artists, and is currently the Development Executive for Rolling Thunder Productions.

**NEW!**

## The Writer’s Journey

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

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

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

**Students should bring a lunch.**

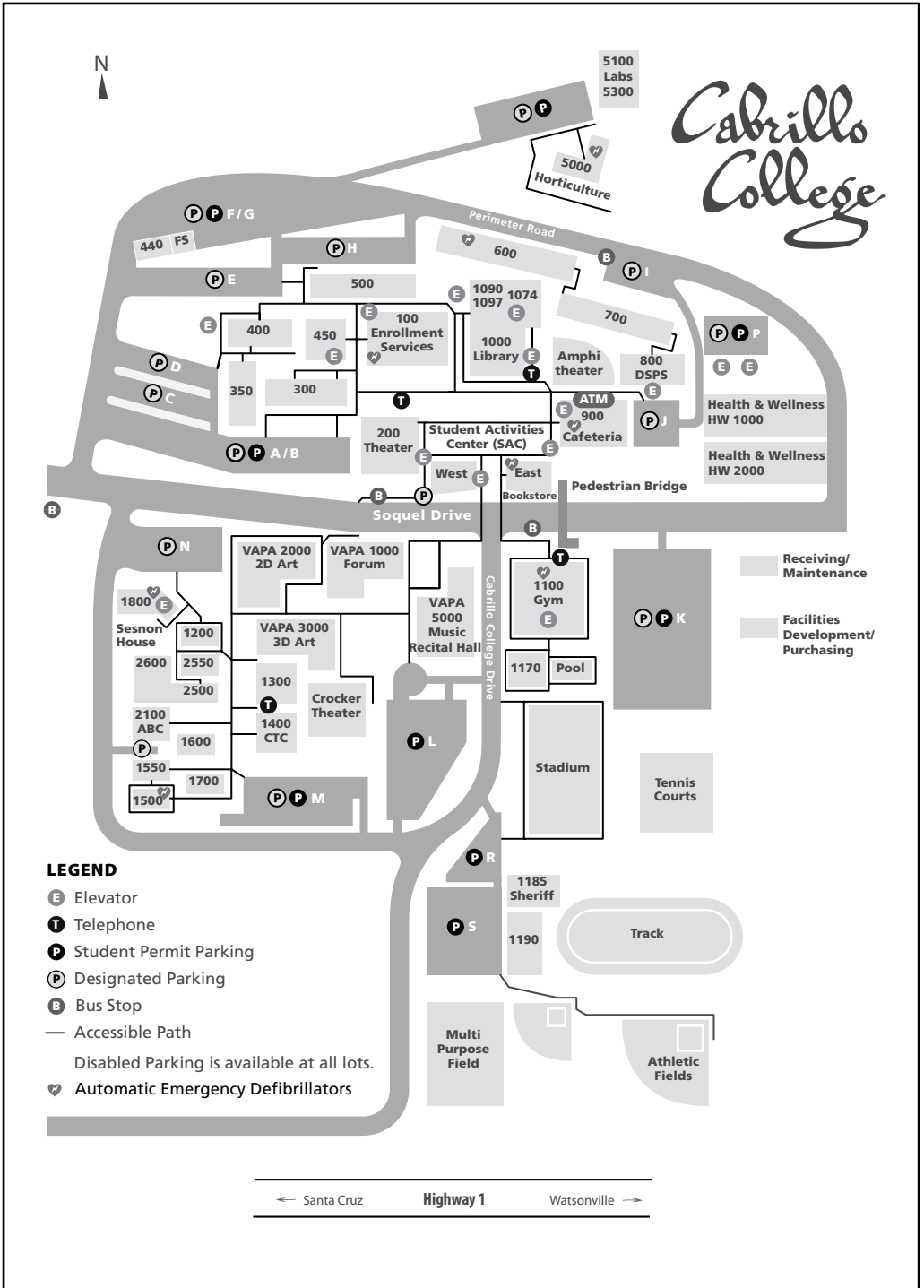
Sat., April 21  
9 am - 4 pm  
Room 410

**Register by Apr. 1: \$78**

**Register after Apr. 1: \$90**

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

# CAMPUS MAP



## Parking Fees

Everyone parking on the Cabrillo campus must have either a semester permit or day pass. Day passes cost \$4 and are available in vending machines located in student lots. These vending machines are well marked. Parking in student spaces only.

## REGISTRATION FOR EXTENSION CLASSES

### Registration is Easy!

- The fastest way is to use our online registration at: **www.cabrillo-extension.org**, which is available 24 hours a day, 7 days a week.
- Or, fill out the form below and fax it to: 831-477-5239.
- Or, charge by phone using Visa or MasterCard. Call 831-479-6331.
- Or, fill out the form below and mail it with your check or credit card information to: Cabrillo College Extension, 6500 Soquel Dr., Aptos, CA 95003

### Discount for Early Registration

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

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 or transfer if it is received in our office at least five (5) business days prior to the beginning of the class. There is a 10% service fee, subject to a \$5 minimum. **We cannot accept requests for refunds or transfers, regardless of the reason, if they are received less than five (5) business days prior to the class start date.**

If you find at the last minute that you are unable to attend a class, you may send someone in your place.

**Traffic School and Motorcycle Safety School have different refund policies.**

### Office Hours

Our office hours are: Monday: 9 am – 5 pm,  
Tuesday – Thursday: 9 am – 6 pm and  
Friday: 9 am – 4:30 pm

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

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State, Zip \_\_\_\_\_

Work phone \_\_\_\_\_ Home phone \_\_\_\_\_ Cell phone \_\_\_\_\_

Email Address \_\_\_\_\_

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

Card # \_\_\_\_\_

Expiration Date \_\_\_\_\_ Signature \_\_\_\_\_  
(Required) (Required)

Class Name	Start Date	Participant's Name	Fee

# INDEX

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## CREATIVE ARTS

Fearless Painting.....	1
Loosen Up! Paint with Acrylics .....	1
Expressive Botanical Illustration ....	1
Chinese Brush Calligraphy .....	2
Forging and Toolmaking.....	2
Beginning Stained Glass .....	2
Hot Glass Bead Making .....	2
Pearl and Bead Stringing .....	3
Sewing Workshop .....	3
Basic Bead Embroidery.....	3
Digital Photography .....	4
Great Portrait Photography .....	4
Getting Great Travel Photos.....	4
Photoshop for the Photographer ..	5
More Fun with Photoshop .....	5

## GREEN HOME & GARDEN

Rainwater Harvesting .....	5
Build Your Dream House.....	5
Remodeling Your Kitchen.....	6
Designing Your Kitchen.....	6
Designing Your Bathroom.....	6

## CULINARY

Beer Tasting and Appreciation .....	7
Beer Brewing at Home.....	7
Bagels & Soft Pretzels.....	8
Sweet & Savory Scones & Soup .....	8
Bean to Bar: Making Chocolate .....	8
Cinnamon Rolls and Sticky Buns....	8
French Pastry Basics: Puff Pastry ....	8
Italian Flat Breads .....	8
Creative Cupcakes .....	8
Parent & Me: Glorious Fruit Tarts....	9
Parent & Me: Creative Cupcakes ....	9
California Wine & Cheese .....	9
Wine & Cheese of the Old World....	9

## BUSINESS AND CAREER

Become a Notary Public.....	10
Renew Your Notary Commission	10
Landlording Made Easy.....	10
Starting Your Own Nonprofit .....	11
Nonprofit: The Paperwork .....	11
Accounting for Small Business ....	11
QuickBooks Pro .....	11
Advanced QuickBooks.....	11
Navigating Change.....	12
Leading Change.....	12

## COMPUTERS

Computers for Rookies.....	13
Microsoft Word – Level 1 .....	13
Microsoft Word – Level 2 .....	13
Microsoft Excel – Level 1.....	13
Microsoft Excel - Level 2 .....	13
Presentations Using PowerPoint	13

## BUSINESS ARTS

The Business of Art 101 .....	15
Pricing Your Art .....	15
Solid Marketing Principles .....	15
Social Media for your Art .....	15

## SUPERVISORY ACADEMY ..16-17

## HEALTHCARE CAREERS

Caregivers Workshops .....	18-19
Nutrition for Caregivers.....	19
Chi Aura Integration .....	19

## HISTORY & NATURE

Backyard Astronomer .....	20
Owls of Central California.....	20
Birds & Bird-Banding .....	20
Elkhorn Slough Wildlife Safari.....	20
Walking Among Hungry Ghosts .	21
Into the Heart of the Redwoods .	21

## HEALTH AND FITNESS

Hiking .....	22
Fit Camps.....	22

## MONEY & INVESTMENT

Intro to Smart Investments.....	23
Retirement Planning .....	23
College: How to Get In and Pay the Bill.....	23

## TRAFFIC SCHOOL .....

## MUSIC & DANCE

Ballroom Dancing.....	24
Community Folk Dance.....	24
Beginning Acoustic Guitar .....	24
Piano Your Teachers Never Taught You .....	25
Boogie Woogie Piano.....	25
Play Piano by Ear.....	25
Healthy Harmonica.....	25
Blues Harmonica.....	25

## ONLINE ED2GO CLASSES ....26-27

## PERSONAL GROWTH

Adoption: Joys and Challenges...	28
Soul Collage.....	28
Mothers and Daughters .....	28

## MOTORCYCLE SAFETY

TRAINING.....	28
---------------	----

## WRITING

Write & Publish a Mystery Novel.	29
Memoir Writing .....	29
Screenwriting for Storytellers .....	29
The Writer's Journey .....	29

## CABRILLO CAMPUS MAP .....

## REGISTRATION FORM .....

[www.cabrillo-extension.org](http://www.cabrillo-extension.org)



# Cabrillo Youth Summer Institute

## *Riding the Waves to College & Careers*

The Cabrillo Youth Summer Institute gives students entering 7th & 8th grade the opportunity to begin their journey to college & careers. Students spend a week exploring a chosen "career path" through both classroom and hands-on activities.

Camps will run Monday-Friday, 9:00 AM-3:00 PM at Cabrillo College.

Camp costs range from \$150 - \$200. Scholarships will be available.

Programs will be offered July 9-13, July 16-20 and July 23-27

For more information or to register visit our website:

[www.santacruzcte.org/camp](http://www.santacruzcte.org/camp)

*\*\*Continue to check the website as new programs may be added.*

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## Check out these Exciting Institutes!

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**Allied Health**

**Engineering: Design & Build**

**Engineering Technology**

**Entrepreneurship**

**Culinary Arts**

**Digital Media**

**Horticulture**

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

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**Cabrillo College Governing Board** Gary Reece, Alan J. Smith, Rachael Spencer, Katy Stonebloom, Susan True and Donna Ziel

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**Marketing and Communications Director** Kristin Fabos

**Design and Production** Evelyn Hirsch, Marketing and Communications Department

# SPRING EXTENSION 2012



## Owls

Enjoy Bruce Elliott's most popular class or experience one of his other excursions with wonderfully intimate views of animals "up close" in their natural habitats. *See page 20.*



## Culinary for Kids!

Kids aged 10 and up can join Anne Balazikowski for a fun filled morning of Creative Cupcakes or Glorious Fruit Tarts. *See page 9.*



## Social Ballroom Dancing

Become part of the social dance community, learning how much fun ballroom dancing can be, as Amy Farhood teaches you basic skills of the classic dances. *See page 24.*



## Hands-on Computer Classes

Enhance your employment position by learning new computer skills in a hands-on classroom setting.

*See page 13.*

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