

## **Board of Trustees Agenda Item**

**Board Meeting Date:** December 6, 2010

**Title of Item:**

Foothill & De Anza Colleges Impact – Community Education Short Courses

**Background and Analysis:**

Board approval is requested for the following Foothill-De Anza College Short Courses for Winter/Spring 2011.

In this report, you will find three items:

- 1.) Short courses fact sheet
- 2.) Full list of Winter/Spring 2011 course offerings
- 3.) New courses with full descriptions

**Recommendation:** (specify if information only)

De Anza College recommends approval of the Winter/Spring 2011 Community Education Short Courses.

Submitted by:	Brian Murphy – President, De Anza College
Additional contact names:	Caron Blinick – Dean, Community Education (x8280)
Is backup provided?	Yes

Foothill-De Anza Colleges  
Office of Community & Continuing Education

# Community Education **Impact**

Short Courses for Board Approval  
Winter/Spring 2011

Prepared for  
The Foothill-De Anza College District  
Board of Trustees



FOOTHILL-DE ANZA

Community College District

## Community & Continuing Education

### IMPACT SHORT COURSES

*District-wide Program \*Fee-based \*Self-Supporting Program (Fund 15)*

- Foothill-De Anza Short Courses offers innovative short-term, not-for-credit, fee based enrichment classes and is an entirely self-supporting Fund 15 district-wide program. The generated program revenue supports **all** program operating costs including staff salaries, health benefits, catalog printing, distribution, advertising etc.
- Most short courses do not require exams, grades or out-of-class assignments; students do not matriculate.
- Short courses provide classes that are based on the specific needs and interests of our local community members.
- These classes are designed primarily for the adult learner who is: seeking courses to retrain, retool or upgrade specific skills; desiring specific skills/certification in order to begin an entrepreneurial enterprise; seeking educational enrichment classes to enhance his/her life; learning new skills or material which will help him/her further their educational/business goals; connecting with other students with similar interests.
- These classes range in length from one-day seminars to classes that run one or more evenings per week for two, four, six or eight weeks per quarter.
- Short courses are held in the evenings and on weekends. Most of our classes are located throughout the District on the Foothill, De Anza, and Middlefield campuses; in addition, some classes are held at other sites in the community, spanning from Redwood City, Palo Alto, Los Altos, San Jose, Sunnyvale, Los Gatos etc.
- Classes are advertised in the *Community Education - Impact* publication two quarters per year: Fall and Winter/Spring.
- We provide a wide variety of current classes in many different areas: Arts, History & Music; Business & Entrepreneurship; College for Kids & Teens; Communication; Computers & Technology; Cooking, Food, & Wine; Creative Retirement; Financial Planning; Health, Fitness & Safety; Home & Garden; Languages & Culture; Online Classes; Photography; Real Estate; Recreation; Special Interests; Trips & Travel; Writing etc.
- The full course catalog may also be viewed online at [www.communityeducation.fhda.edu](http://www.communityeducation.fhda.edu)

## Proposed Short Courses: Winter/Spring 2011

### Arts, History & Music

Backyard Astronomy  
Build It With Wood: A Wood-Making Workshop  
Healthy Harmonica  
Beginning Blues Harmonica  
An Evening with Leonardo da Vinci  
Introduction to Guitar: Beginning  
Professional Picture Matting  
Valentine's Day Card-Making  
The One-Minute Drawing Class  
Travel Sketching & Painting  
Spontaneous Watercolor

### Photography

Getting Started in Digital Photography  
Getting More from Your Digital Camera  
Getting to Know Your DSLR  
Photographing People: Capturing Great Digital Portraits  
Photographing Your Favorite Things  
Digital Event Photography

### Business & Entrepreneurship

How to Start a Small Business  
How to Market/Promote Your Business  
Build Your Import/Export Business  
All About Patents & Strategy  
Make Money From Your Inventions  
How to Complete a Patent Application  
Become a Copyeditor or Proofreader  
Beginning Medical Insurance Billing I  
Beginning Medical Insurance Billing II  
A Guide to Selling on eBay  
Shopping at Garage Sales and Thrift Stores For Fun & Profit  
Internet Marketing Made Simple  
Google Adwords  
Search Engine Optimization  
Blogging for Fun & Profit  
You're On the Air – Voiceovers!  
How to Become a Mystery Shopper  
Become a Cruise Ship Lecturer  
Job Searching Using Social Media

### Careers & Certifications

Personal Trainer National Certification  
Become a Certified Wedding Planner  
CA Real Estate License Preparation

### College for Kids & Teens

Natural A's  
Java Programming for Kids  
LEGO® Robotics RCX Workshop  
LEGO® Robotics NXT Workshop  
LEGO® Animation Studio  
SAT Reasoning Test Preparation  
Public Speaking: Persuasive Speech  
Debate/Critical Thinking: Public Forum  
Math Olympiad  
Singapore Math

### Communication & Psychology

Voice Dynamics  
The Winning Interview: Interview Success Secrets  
The Secret Meaning of Body Language  
The Power & Art of Confident Communication  
Being Effective with Challenging Behaviors and Situations  
Assertive Management  
The Art of Corporate Conversation  
Speed Reading for Teens & Adults  
How to Acquire an American Accent  
Perfecting Your American English: Acquiring Fluency for non-Native Speakers  
How to Talk to Just About Anyone  
Professional Public Speaking

### Computers & Technology

Microsoft Word  
Microsoft Excel  
Microsoft PowerPoint  
Everything You Wanted to Know About Your Mac

### Cooking, Food & Wine

Wine-Tasting for the Wine Challenged  
The Art of Sushi-Making  
The Coffee Class: An Evening of Great Coffee  
Enjoying European Wines  
Burgundy: Land of Pinot Noir & Chardonnay  
Homemade Pasta & Sauces  
Rainy Day Dinner Delights  
Chicago Steakhouse Favorites  
Amazing Shellfish  
Paris in the Spring  
Eat, Pray, Love: Italian Favorites  
California Spa Cuisine: Fish & Vegetables  
Grillin' & Chillin': Summer BBQ Favorites

### Financial Planning

Avoid Probate & Minimize Estate Taxes

Financial Strategies for Successful Retirement  
Six-Week Investment & Financial Planning  
Become the Complete Stock Market Investor

## Health, Fitness & Safety

Natural Strategies for Sluggish Thyroid  
Relaxing Shiatsu Massage for Couples  
The Ultimate Neck & Shoulder Massage  
Infant & Child CPR  
Basic First Aid & Adult CPR  
Medical Provider & Community CPR  
Breaking the Cycle of Stress

## Home

Clutterology  
Remodeling Your Home Successfully!  
Landscape Design & Gardening Skills for the Novice

## Languages & Culture

Basic Conversational Spanish I  
Italian for Travelers

## Lifelong Fitness

Supple Longevity  
Discovering Your Inner Fitness  
Sit-Fit-Fun!  
Standing Tall  
Total Body Workouts for Older Adults  
Strength & Balance Training for Older Adults  
Low Impact Aerobics  
Chair Aerobics  
Resistive Exercise for Baby Boomers & Beyond  
Keep Movin'!  
Weight Training & Spine Stabilization  
A Lifetime of Strength, Endurance, & Flexibility  
The Power of Aquacize  
Aquacize Your Body  
REACH Program for Post-Stroke  
De Anza College Fitness Center Memberships

## Real Estate

Buying & Selling Distressed Properties  
Buying Your First Home in the Silicon Valley Market  
Managing Real Estate Risk

## Recreation

Introductory Sailing  
Middle Eastern Belly Dance  
Horsemanship  
Introduction to Billiards (Pool)

Ballroom Dance  
Hiking the Parks & Trails of the Santa Cruz Mountains  
How to Hike Half Dome

## Special Interests

What Were You Born to Do?  
Secrets of a Super Memory  
Basic Dog Grooming  
Are YOU in the Driver's Seat of Your Life?

## Trips & Travel

Discovering Italy  
Santa Cruz Pinot Noir Wine Tour

## Writing & Publishing

Practical Strategies for New & Would-Be Writers  
How to Write a Children's Picture Book and Get It Published  
How to Sell 75% of Your Freelance Writing  
Publish Your Own Book in 30 Days or Less  
E-Publishing for the Clueless

## New Courses: Winter/Spring 2011

### Valentine's Day Card-Making

You've never seen Valentine's Day cards like these! Come learn how to make your own creative, one-of-a-kind cards for your loved ones. You'll learn how to make pop-ups, unusual cutouts, 3-D cards, accordion cards and cards in heart-shaped boxes. Some of the techniques will include stitching, paper weaving, origami, stamping, and using wire, ribbon, beads and lace. You'll have plenty of time to make enough cards for family and friends.

**Kit Davey** (*previously Board approved*)

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### How to Complete a Patent Application

This is your chance to be patenting pending fast...with broad scope potential. This seminar includes all types of patent from simple inventions to complex machines to software and processes.

#### **Morning – Identify and Write Summaries**

- Review patent laws and requirements
- Identify patentable subject matter
- Prepare a checklist for your application
- Review writing basics and styles
- Write a legal, descriptive title
- Write section 1: Field of the Invention
- Write section 2: Description of Prior Art
- Write section 3: Summary of the Invention

#### **Afternoon – Describe Invention in Detail**

- Review drawing types and syntax and identify the best way to describe your invention
- List the drawings best suited for your invention
- Write section 4: Brief Description of the Drawings
- Write section 5: Detailed Description of the Drawings
  - In section 5: Write the overview
  - In section 5: Describe a) methods of use, b) processes, and c) materials
  - Describe variations
  - How to file your patent application

**Bob DeMatteis** (*previously Board approved*)

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### Shopping at Garage Sales & Thrift Stores for Fun & Profit

Are you a savvy bargain hunter? It's estimated that every 15 seconds someone in American is putting up a garage sale sign. In this fun and practical workshop, you'll learn how to buy at garage sales and thrift stores for fun and profit. Learn how to find treasures to update your wardrobe, decorate your home, for resale, or for your personal collection. We'll also cover tips for buying and negotiating, planning your garage sale route, a garage sale and thrift store resource guide, and much more.

**Nancy Nelson** (*previously Board approved*)

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### Job Searching Using Social Media

Find more job opportunities, increase your chances for interviews, and stand out from the crowd with tips and tools you'll learn in this entertaining course. If you're looking for work, part-time or full-time, you NEED to know how to use social networking web sites like Facebook, Twitter, and LinkedIn to help you find more job opportunities that are ONLY available on these sites.

Learn how to build a profile that looks professional and increases your chances of being found by recruiters and company hiring managers for job openings. Social networking is used by private recruiters, company recruiters, and human resource departments for hiring AND background checks and shows that you are "up-to-date" on the latest Web technologies and skills needed in the workplace today.

**Bob Cohen** (*Bob Cohen is an expert in making technology understandable and practical. A former executive with a career at Hewlett-Packard, DEC, and Pinkerton Investigations, Bob has over 25 years of experience in high-technology companies. He serves on the Board of Directors of an Internet company and holds a California Community College credential in Business and Marketing. He currently speaks and teaches at over 70 seminars a year at various locations throughout California.*)

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## The Art of the Corporate Conversation

How can we be “team players” in our “corporate cultures” with gender, generation, language and personality differences? This unique seminar explores:

- Powerful words/questions/cues
- Managing interruptions or “yes, but” responses
- Quick rapport for long term trust
- Increasing credibility without stress
- Gender and generation “work speak”
- Teams enriched by differences
- 10 positive communication skills

**Danni Burton** (*previously Board approved*)

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## Perfecting Your American English: Acquiring Fluency for Non-Native Speakers

Have you lived in the US and spoken English for many years, yet you still find it difficult to communicate with confidence & clarity when it matters most? This course helps non-native speakers focus on their patterns and discover how to create behavioral change that is sustainable in real life situations:

- How to speak when you are under pressure to perform
- How to monitor your progress to ensure you enact change
- How to get to the next level in your speech and your career
- Discover strategies to improve your depth of expression and delivery
- Learn techniques you can implement to enact and sustain change
- Explore “best practices” that hundreds of non-native speakers have used to overcome obstacles similar to the ones you are facing
- Discuss your specific challenges and get suggestions from professionals encountering similar ones in the corporate world

**Rebecca Linquist** (*previously Board approved*)

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## Burgundy: Land of Pinot Noir & Chardonnay

In this two-week course, the student will learn about the rich winemaking region of Burgundy. From the crucial work of the monks to the high technology used to age the fragile Pinot Noir, this specialized class will turn a wine novice into a tasting pro. In addition, the class will explore the roots of Chardonnay, as it relates to the unique “terroir” found in Burgundy. By the end of the course, students will understand the complex nature and elegance of these timeless wines.

**Philippe Glaize** (*previously Board approved*)

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## Homemade Pasta & Sauces

By popular request, here is the long-awaited pasta class! Chef Nanci and staff will be teaching students how to make homemade pasta and turn it into wonderful Italian meals. Pasta is a classic dish and is easy & fun for the whole family.

**Menu:** *Classic Pasta Dough; Spinach Pasta Dough; Ravioli with Spinach & Cheese Filling; Tortellini with Mushroom Filling; Fettuccini Carbonara; Caesar Salad*

**Nanci Wokas** (*previously Board approved*)

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## Rainy Day Dinner Delights

Come in from the cold with some of chef Nanci's favorite rainy day dinners. Soups, stews and casseroles will be the focus of the class. We will focus on one-dish meals for ease of preparation with amazing results. These are the ultimate comfort foods that will leave your family feeling warm from the inside out!

**Menu:** *Sausage Bean and Escarole Soup; Whole Roasted Greek Chicken with Orzo; Cream of "Anything" Soup; Fondue Bread; Lamb Cacciatore over Butter Noodles*

**Nanci Wokas** (*previously Board approved*)

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## Paris in the Spring

### **The Wonders of French Cuisine**

Join Chef Nanci and staff as we spend the evening in Paris. You will enjoy beautiful French wines while Chef Nanci teaches you how to prepare some classic French dishes.

**Menu:** Warm Goat Cheese Salad over Mixed Field Greens; Two Tomatoes and Parmesan French Toast; Rack of Lamb Persillade; Vegetable Tian; Caramelized Shallots; Ile Flottante ("Floating Island" of Meringue with Creme Anglaise and Almond Praline)

**Nanci Wokas** (previously Board approved)

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## Singapore Math

Did you know that Singapore students ranked first in the world in math and U.S. students ranked last amongst industrialized countries? Singapore Math features a proven process of problem solving by following a concrete to pictorial to abstract approach. It utilizes extensive pictures to graphically decompose, represent and solve complicated multi-step math problems which U.S. students don't learn how to solve until two or more grades later.

This course covers topics in whole numbers, fractions, decimals, percentage, ratio, measurement, geometry, and data analysis. Many hands-on activities will demonstrate and present deeper understanding of math abstracts. Join us to discover a more effective and FUN approach to learn math and dramatically improve your child's math proficiency. Class size limited to 12 students.

**Communication Academy** (previously Board approved)

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## Are You in the Driver's Seat of Your Life?

### **Life-Changing Skills to Keep You on Course**

Do you sometimes feel:

- You don't know where you are headed?
- You are using the "where I should go" map

instead of the "where I want to go" map?

- It shouldn't be this hard to get there from here?
- Frustrated, stressed, overwhelmed?
- You are always travelling alone?
- Resigned to the journey?

What would it be like to learn that you have an internal GPS system that you can access anytime, anywhere that keeps you on course?

A GPS system that provides you with:

- A clear destination
- Easy directions so you know you are on the right journey
- A foolproof "recalculating" system to keep you on course

**Susan Brownwood** (Susan Brownwood has 30 years of entrepreneurial, management, consulting, training and coaching experience in start-up, mid-sized and Fortune 500 organizations. Susan is certified by the International Coach Federation, serves on the Faculty of the Academy for Coaching Excellence and is a Licensed Seminar Leader.)

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