

Board of Trustees Agenda Item

Board Meeting Date: August 8, 2011

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 Fall 2011.

In this report, you will find three items:

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

Recommendation: (specify if information only)

De Anza College recommends approval of the Fall 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



IMPACT SHORT COURSES

District-wide ♦ 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

Foothill-De Anza Colleges
Office of Community & Continuing Education

Community Education **Impact**

Short Courses for Board Approval
Fall 2011

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

Proposed Short Courses: Fall 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
The One-Minute Drawing Class
The Magic of Watercolor
Creative Watercolor Methods
Foothill Community Choir
Foothill Gospel Choir
Decorative Shadowbox Altars
How to Make Art/Greeting Cards

Photography

Getting Started in Digital Photography
Getting More from Your Digital Camera
Getting to Know Your DSLR
Cuban Photography & Exhibit Workshop

Business & Entrepreneurship

How to Start a Small Business
Importing as a Small Business
All About Patents & Strategy
Make Money From Your Inventions
Become a Copyeditor or Proofreader
Beginning Medical Insurance Billing I
Beginning Medical Insurance Billing II
A Guide to Selling on eBay
Internet Marketing Made Simple
Google Adwords
Search Engine Optimization
Blogging for Profit
LinkedIn for Your Career & Networking
How to Make Your Facebook Business Page
Start Your Own Smartphone App Business
How to Become a Mystery Shopper
Become a Cruise Ship Lecturer
Planning the One-Person Business

Careers & Certifications

Personal Trainer National Certification

College for Kids & Teens

Natural A's
LEGO® Robotics RCX Workshop
SAT Reasoning Test Preparation
Debate/Critical Thinking: Team Debate
Math Olympiad
Singapore Math
American Math Contest 8
Algebra 1

Communication

Voice Dynamics
Confident Communication Skills
Communication Success with Four Personality Types
Being Effective with Challenging Behaviors and Situations
Assertive Management
Speed Reading for Teens & Adults
How to Acquire an American Accent
Advanced American Accent Acquisition
Professional Public Speaking

Computers & Technology

Microsoft Word
Microsoft Excel
Microsoft PowerPoint
Everything You Wanted to Know About Your Mac
Adobe Photoshop 1
Adobe Photoshop 2
Adobe InDesign
Introduction to Google Docs
Google Tips & Tricks
Cartooning with Flash
Introduction to Video Production

Cooking, Food & Wine

Wine-Tasting for the Wine Challenged
The Art of Sushi-Making
The Coffee Class
Enjoying European Wines
Bordeaux: The Art of Wine Blending
Celebrating Champagne
Homemade Pasta Workshop
An Elegant Dinner Party – from Start to Finish
Smoking, Brining & Roasting
Greek Goddess: Mediterranean Cuisine
Holiday Pies, Tarts & Appetizers
Thanksgiving Dinner
Holiday Tamale Workshop

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
Pain Away – Hip & Back Intensive
Tai Qigong – Ten Minute Energy Break
Infant & Child CPR
Basic First Aid & Adult CPR
Medical Provider & Community CPR
Breaking the Cycle of Stress
Seven Pillars of Longevity

Home

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

Languages & Culture

Basic Conversational Spanish I
Spanish Immersion Event
Italian for Travelers
American Sign Language
Russian Conversation

Lifelong Fitness

Supple Longevity
Fit Again
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

Swimming Basics
Indoor Cycling
REACH Program for Post-Stroke
De Anza & Foothill College Fitness Center Membership Program

Real Estate

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

Recreation

Introductory Sailing
Middle Eastern Belly Dance
Horsemanship
Introduction to Billiards (Pool)
Hiking the Parks & Trails of the Santa Cruz Mountains

Special Interests

What Were You Born to Do?
Secrets of a Super Memory
Basic Dog Grooming
Personal Beauty Image

Trips & Travel

Santa Cruz Winemaking Tour

Writing & Publishing

Beyond Dear Diary: Writing for Personal Growth & Transformation
How to Write a Children's Picture Book and Get it Published
Writing & Speaking Your Way to the Top of Your Field
Publish Your Own Book in 30 Days or Less
Writing Your First (or Best) Screenplay
How to Write and Sell a Cookbook Proposal

New Courses: Fall 2011

Foothill Community Choir

Have a great time out singing in harmony current popular songs, jazz standards, Broadway tunes, spirituals, and creative musical settings of poetic texts. You will develop your voice, music reading and harmonizing skills as you enjoy singing with others. Solos and small group songs may be included in the Choral's performances at the end of the course in November and December. The choir is open to everyone in the community. Meeting on the Foothill Campus makes the Choir convenient for enrolled Foothill College students as well. Tuition fee helps to support the cost of the choir accompanist.

Karl Schmidt (*Karl Schmidt is a long-time instructor in the Fine Arts Department at Foothill College. He is also the Director of the Foothill Community Choir.*)

Foothill Gospel Choir

Gospel chorus focuses on the music of the African American from the Pre-Civil War period to the music which evolved during the great migration of the African American people from the Southern to Northern states after the Emancipation. We will discuss and perform various Gospel genres of selected music each quarter. The class is open to all interested students.

Dee Vance-Lee (*Dee Vance-Lee has been a fine arts instructor at Foothill College in Los Altos Hills for over thirty years. Performing Gospel since the 1960's, Dee has a wealth of experience and is also the choir director for her church in San Jose.*)

Adobe Photoshop 1

Have fun while learning to edit your photos. Photoshop is made simple, while giving you all the skills you need to explore creativity and special effects.

- Learn to enhance color
- Move and blend objects
- Touch up old photos
- Add text to create a layout

No matter what skill level or technology background, this class makes photo editing simple and effortless, in an easy non-threatening way. Relax and enjoy while you learn to be creative with your photos.

Janet Davis (*Following her career as a teacher, Janet built educational web sites for NASA. She then became a Technology Trainer at De Anza College and taught multimedia classes. She also was the manager of the Adobe Youth Voices program. She was recruited by Adobe to become an Adobe Education Leader, one of approximately 100 educators worldwide.*)

Adobe Photoshop 2

Learn a magical assortment of Photoshop tips and tricks. This class makes Photoshop simple with easy exercises that allow you to explore all the creative artistry that Photoshop provides.

- Learn more ways to enhance color and contrast
- Move and blend objects to create collages and special effects
- Process many images at the same time with recorded steps and automation
- Add special effects to type
- Work with paint and brushes
- Add filters and filter recipes

All skill levels welcome. Relax and enjoy while you play with many types of impressive photo effects.

Janet Davis (*See instructor biography above*)

Cartooning with Flash CS5

Impress everyone with your own e-greeting cards, stories and animations. Flash drawing tools make illustration easy and fun, even for the non-artist. Focus on simple but

professional illustration procedures and techniques. Design your own figures, cars, airplanes, or any character and bring it to life. Publish and share it with everyone. Class will be taught using Flash CS5.

Janet Davis (*See instructor biography above*)

Adobe InDesign

This introductory short course is designed for anyone interested in print or Web-based publishing. Adobe InDesign creates page layouts for multi-page brochures, tri-folds, flyers, newsletters, books, web sites, and web-based publications with a professional quality. In this hands-on course, students will work with images, use guides and grids and set up master sheets and styles.

- Use the Adobe InDesign interface, tools, and basic techniques to create a document
- Import text and images, manipulate text boxes, link text so that it flows from page to page, and create simple and functional layouts.
- Edit multiple pages, use styles to perform universal changes to text, paragraphs, and objects
- Understand the basics of page design and layout principles
- Create text effects using typography theory, font styles, special type effects

Leo Florendo (*Leo Florendo has been the Program Coordinator/Systems Admin and Instructor of Web Design and Audio Engineering at Freestyle Academy for the MVLA High School District since its inception in 2006. Prior to Freestyle Academy, Leo Florendo worked at Los Altos High School from 1997-2006 teaching Physics, AP Physics, Algebra II and Pre-Engineering. Leo is a UCSC Banana Slug alumni with a B.A. in Physics and Math and also an SJSU alumni with a M.A. in Instructional Technology.*)

Introduction to Google Docs

Why use products that tie you to one computer or require costly licensing when you can use cloud-based Google Docs for free? School districts, universities, and entire states are adopting Google Apps, the cornerstone of which is Google Docs. You will learn to:

- Create collaborative documents that you can allow others to view and/or edit
- Create collaborative spreadsheets with many of the familiar Excel functions you expect
- Create presentation slides that can be embedded or shared easily
- Create drawings that can be used in multiple document types
- Use forms to collect data

Diane Main (*In addition to teaching technology classes to grades one through eight at Milpitas Christian School, Diane Main presents at conferences and leads workshops throughout California and further afield. She earned her Masters degree in Educational Technology from San Diego State University, and she serves as adjunct faculty at SDSU, teaching graduate level coursework online. She also is a Google Certified Teacher and Google Apps Certified Trainer.*)

Google Tips & Tricks

You've probably used Google to perform any number of basic searches, but there is so much more to using Google than what you've probably experienced. Together, we will:

- Use advanced search features to narrow your searches by a number of different factors
- Find specific types of files or resources to use in your work (why reinvent the wheel?)
- Create indexed, organized search results using Google Squared
- Use a timeline feature to classify results by date

- Filter image search results to find graphics intended for reuse
- Limit image searches by size, predominant color, type of image and more

This is just a portion of what we will cover as we become expert users of Google's wide range of tools.

Diane Main (*See instructor biography above*)

Introduction to Video Production

Today, we communicate through video more than ever. In this class, Students will learn the basic techniques and aesthetics of video production. This includes the production process, the basics of camera operation, elements of composition, audio for video, computer editing, basic script writing, lighting concepts, and copyright issues.

Students will be introduced to the skills that will enable them to tell a story with a video camera, and have fun doing it! As a class, we will explore the various editing software and camcorders available as well as free editing capabilities through the Internet "cloud". Students are encouraged to bring their own video or still camera, and any ideas of videos or stories they wish to produce.

Jeff Schmidt (*Jeff Schmidt teaches for the Metropolitan Education District in San Jose. Mr. Schmidt and his students have won numerous awards and accolades for student videos in various local and Internet video contests and festivals. Mr. Schmidt has worked on feature Hollywood films, as well as written music for several popular television shows.*)

Smoking, Brining & Roasting: Meats & Vegetables

"Flavor", "tenderness" and "scrumptious" are

just a few of the words to describe the results from smoking and brining foods. In this class we will learn about using the indoor smoker to infuse foods with delicate smoke flavors. We will also learn how to brine meats to bring out their best flavors and make them fork tender.

Menu: *Cherry Wood Smoked Eggplant and Goat Cheese Pizza; Hickory Wood Smoked Prawns with Mango & Avocado Relish over mixed greens; Pork Tenderloin Brine with Red Pepper Jelly; Clove & Honey Brine for Poultry*

Nanci Wokas (*previously Board approved*)

Greek Goddess: Mediterranean Cuisine

Join Chef Nanci and staff as we travel to Greece to dine on its fabulous foods. We will visit the islands of Santorini, Mykonos and Crete, each with similar flavors, yet very different traditions. The flavors of Greece are big and bold and will leave you begging for more.

Menu: *Greek Salad; Saganaki (Flaming Cheese); Souvalki (Skewered Meats); Greek Rice Pilaf; Tzatziki & Grilled Pita Bread; Cretan Bread "Dakos"; Easy Baklava*

Nanci Wokas (*previously Board approved*)

Beginning American Sign Language

The objective of this American Sign Language (ASL) class is to teach students a basic knowledge of the fundamentals of ASL, including vocabulary building, receptive and expressive skills, finger spelling, and a general understanding of Deaf culture and history. Topics will include:

- Alphabet/numbers
- Basic vocabulary
- Non-manual expression
- ASL culture/history

- Sentence structure

Charlie McKellar (*Charlie McKellar is a graduate of Gallaudet University with an M.A. in ASL Linguistics. He has been teaching in the community education setting for seven years.*)

Spanish Immersion Event

This Spanish Immersion Event and group lesson is designed for students who are already comfortable and somewhat fluent in Spanish, but don't have enough opportunity to practice.

During our three-hour Saturday event, we will be practicing conversation through various games, and listening to Spanish stories and songs. The goal is to immerse ourselves in Spanish and enjoy practicing and learning speaking, comprehension, and vocabulary skills. This class is taught by an innovative, native Spanish teacher.

Who would also benefit: people who have studied and know plenty of Spanish vocabulary, but haven't had an opportunity to practice it. Also, people who have been exposed and are able to speak basic Spanish but wish to enrich their vocabulary. Advanced and fluent speakers are invited to participate as well.

Gabriela Zuniga (*Previously Board approved*)

Tai Qigong: Ten-Minute Energy Break

Learn to boost your "life force energy" in 10 minutes with this experiential Tai Chi/Qigong workshop. Practiced by millions worldwide, the health benefits of Tai Chi/Qigong are widely recognized. Benefits include reducing stress, improving balance, muscle /bone strengthening, increasing metabolism and immune function, and more. No experience is required. Learn the following:

- "Four Energies" micro sequence - foundation of all styles of Tai Chi that integrates mind/body/spirit by cultivating awareness, focus and intent
- Tai Chi Walking - develops balance and proper posture while strengthening the legs and core
- Qigong Flow - repetitive, flowing movements that loosen stiff/painful joints while opening energy channels

Jason Chan (*Previously Board approved*)

Pain Away: Low Back & Hip Intensive

Learn to relieve and heal chronic pain and tension in low back and hips such as sciatica. Developed from over the instructor's fifteen years experience as a therapist, these self-help techniques often result in instant relief with lasting, long-term results. They include:

- S.I. joint (sacral iliac) functionality assessment and restoration
- Trigger point/acupressure for nerve entrapments
- Hot/cold therapy
- Core strengthening exercises
- Ergonomic & anatomy essentials

Jason Chan (*Previously Board approved*)

Retirement Living Options

This is a rare opportunity to exam the various living options that are available for comparison by seniors and their families.

- Aging In Place:
 - Adult Day Care
 - In-home Care
 - Reverse Mortgage
- Age Restricted Apartment Rental Community
- Age Restricted Buy-In Community
- Continuing Care Retirement Community (CCRC)
- Assisted Living (Board and Care)
- Skilled Nursing Facility (SNF)

- Memory Care

Caregiver stress, down-sizing and financial decisions will also be covered.

Pat Kapowich *(Previously Board approved)*

How to Start Your Smartphone App Business

Smartphone apps are in big demand. Learn how to take your app idea from concept to the store/marketplace and turn it into income. This class will cover what goes into a successful app, how to find a market for your application, getting your app up for sale, as well as how to promote your app. Get information on how to develop your idea for an app and learn about new tools for making apps with little or no programming experience. Learn how you can create an app that gets great reviews, provide customer support, and price your app for the most revenue.

Bob Cohen *(Previously Board approved)*

How to Write & Sell a Cookbook Proposal

Are you a food blogger, chef or avid home cook and thinking about writing a cookbook? Bestselling award-winning cookbook author Linda J. Amendt will take you inside the world of cookbook writing, discuss each step on the road to publication and share her insider knowledge from an experienced author's perspective. Learn how to select a topic, write a great proposal, attract the attention of an agent or editor, and achieve your dream of publication.

Linda J. Amendt *(Linda J. Amendt is the bestselling author of three award-winning cookbooks, earning 14 national and international book awards for her food writing.)*

Writing Your First (or Best) Screenplay

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. Two 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.

John Leekley *(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.)*

