

Board of Trustees Agenda Item

Board Meeting Date: December 5, 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 Winter 2012.

In this report, you will find three items:

- 1.) Short Courses fact sheet
- 2.) Full list of Winter 2012 course offerings
- 3.) New courses with full descriptions

Recommendation: (specify if information only)

De Anza College recommends approval of the Winter 2012 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
Winter/Spring 2012

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

Proposed Short Courses: Winter 2012

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
Drawing Without Fear
Spontaneous Watercolor
Travel Sketching & Painting
Learn to Read & Sight Sing Music
Foothill Community Choir
Foothill Gospel Choir
Valentine's Day Card Making Blast!
How to Make Art/Greeting Cards
Introduction to Letterpress

Photography

Getting Started in Digital Photography
Getting More from Your Digital Camera
Getting to Know Your DSLR

Business &

Entrepreneurship

How to Start a Small Business
How to Market Your Small Business
Start Your Own Import/Export 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
Basics of Selling on eBay
Internet Marketing for Local Business
Facebook & Social Media Marketing
Start Your Own Smartphone App
Business
Blogging for Profit
How to Become a Mystery Shopper
Become a Cruise Ship Lecturer
Planning the One-Person Business
Advantages of an 'Office in the Home'
It's All About Relationships
The Art of Selling Art

Careers & Certifications

Personal Trainer National Certification
Become a Certified Wedding & Special Event Planner

College for Kids & Teens

Natural A's
LEGO® Robotics NXT Workshop
LEGO® Animation Studio
SAT Reasoning Test Preparation
Debate/Critical Thinking: Public Forum
Math Olympiad & Enrichment
American Math Contest 8
Pre-Algebra
Algebra 1

Communication

Voice Dynamics
Confident Communication Skills
Successful Office Networking
Being Effective with Challenging Behaviors and Situations
Speed Reading for Teens & Adults
How to Acquire an American Accent
Advanced American Accent Acquisition
How to Talk to Just About Anyone!
Pronunciation Training through Singing

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 Applications
Cartooning with Flash
Introduction to Video Production

Cooking, Food & Wine

The Art of Sushi-Making
The Coffee Class
Introduction to Tea Enjoyment
Enjoying European Wines
Burgundy: Land of Pinot Noir & Chardonnay
Comfort Foods to Feed Your Soul
Tasty Tapas from Spain
Delicious Dumplings
The Heart of Tuscany

Cooking Fundamentals: A Three-Part Series
More Steakhouse Favorites
Fresh From the Farmer's Market

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
Natural Strategies to Prevent/Control Type II Diabetes
Relaxing Shiatsu Massage for Couples
The Ultimate Neck & Shoulder Massage
Pain Away – Hip & Back Intensive
Tai Qigong – Ten Minute Energy Break
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
Italian for Travelers
American Sign Language

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
Resistive Exercise for Baby Boomers & Beyond
A Lifetime of Strength, Endurance & Flexibility
Aquacize Your Body
Holiday Fitness Bootcamp
REACH Program for Post-Stroke

De Anza & Foothill College Fitness Center

Real Estate

Buying & Selling Distressed Properties
Buying Your First Home in the Silicon Valley Market
Later-Life Living Options

Recreation

Introductory Sailing
Egyptian Belly Dance
Horsemanship
Introduction to Billiards (Pool)
Hiking the Parks & Trails of the Santa Cruz Mountains
Introduction to Nordic Walking
Ballroom Dancing

Special Interests

What Were You Born to Do?
Secrets of a Super Memory
You're on the Air: How to Make it in Voiceovers
Personal Beauty Image

Trips & Travel

Santa Cruz Winemaking Tour
Discovering Italy

Writing & Publishing

Practical Strategies for New & Beginning Writers
How to Write a Children's Picture Book and Get it Published
Publish Your Own Book in 30 Days or Less
Screenwriting for Storytellers

New Courses: Winter 2012

Learn to Read and Sight Sing Music

Sight singing is the learned skill of picking up a piece of music you have never seen or heard before and performing it. What a great ability for learning new songs to perform, playing an instrument, singing in a choir, being a skilled band singer or just having fun with music. Fun exercises of making music with rhythm instruments and singing songs will quickly develop your music reading skills. Helpful singing tips will make your sight singing enjoyable as well as accurate and in tune.

Karl Schmidt (*Previously Board approved*)

Introduction to Letterpress

In this six-week course, students will explore basic letterpress typesetting and printing on both cylinder and platen presses. Utilize Foothill's large collection of antique type and get an introduction to the history of handset type and related terminology. Students will learn to set type, lock-up a press, mix inks, operate and print their projects on a press. Students are encouraged to have a project idea in mind, such as a wedding invitation or greeting cards prior to attending class.

Michael Day (*Mike Day has been teaching at Foothill College since 1996 in the areas of print production and graphic design application programs.*)

Pronunciation Training through Singing

Are you finding it hard to reduce your accent? Are you tired of rote practicing of English pronunciation? Then let's sing together! This pronunciation training lesson was created by an ESL instructor and jazz singer who knows "sing-like-talking" activities are effective in helping nonnative

English speakers get native-like pronunciation patterns in American English. In this stimulating-motor-memory training, you will learn physical exercises to produce native-like pronunciation in American English through singing! This class is most appropriate for intermediate ESL students.

Miki Melton (*Miki Melton has been teaching listening, speaking, reading, writing, vocabulary, idioms and grammar for ESL and EFL students for nine years at De Anza College. She is a former ESL student at De Anza College and graduated from San Jose State University with a Master of Arts in TESOL.*)

Secrets of Successful Office Networking

In every organization, there's a formal and an informal organizational chart. The formal chart is visible to all. It shows the hierarchy of employees based on titles and positions. The informal chart is invisible. It reflects the relative strength of each employee's network. This professional development seminar is packed with practical tips on how to work smart, and move up both the formal and informal organizational charts. You will learn:

- Strategies to stand out & move up
- Ways to communicate effectively with your manager
- How to create a winning professional impression
- Keys to being at ease in conversation
- 6 of the most dangerous networking pitfalls
- 10 networking essentials

Preston Ni (*Previously Board approved*)

Introduction to Tea Enjoyment

In this class taught at Tea Time in Downtown Palo Alto, we will introduce students into the rich world of tea. Topics included are:

- Where does tea come from? The big-

- five countries
- Tea Types: White, Green, Oolong and Black tea – what are the differences and how are they processed?
- What is the amount of caffeine in each type?
- Tea and polyphenols and their health benefits
- Preparing the perfect pot of tea, every time
- Tea Tasting: students will taste some of the finest teas offered in the world and evaluate them in terms of appearance, taste and aroma and discuss the findings with other participants

Tim Pham (*Tim Pham is the owner of Tea Time located in Palo Alto, CA. He holds a Master of Science in Food Science & Technology. He has been teaching a Tea Enjoyment course for the past five years.*)

Natural Strategies to Prevent/Control Type II Diabetes

Whether you have Type II Diabetes, Pre-diabetes, or Metabolic Syndrome, this workshop is for you. You may be at an increased risk for heart disease, stroke, kidney, eye and circulation problems. Join Dr. Allen Dubner, D.C. and Dr. Sharon Dubner, D.C. to learn natural self-help strategies you can implement to prevent, control or eliminate these dangerous conditions. Learn how you can naturally improve the functioning of the three glands that govern diabetes, what foods help, what household products harm, how to rid yourself of sugar cravings, lose weight and more.

Alan Dubner D.C. (*Previously Board approved*)

Introduction to Nordic Walking

In this fitness session, students will be shown how walking with lightweight poles can help burn up to 40% more calories with no perceived additional effort and raise your

heart rate by about ten points. By transferring some of the effort to your upper body, you can get your daily exercise while actually having fun and not stressing your joints. Two specially designed poles work the upper body while walking. No experience necessary.

Rick Deutsch (*Previously Board approved*)