

## **Board of Trustees Agenda Item**

**Board Meeting Date:** August 6, 2012

**Title of Item:**

Foothill & De Anza Colleges – Community Education/Short Courses

**Background and Analysis:**

Board approval is requested for the following Foothill-De Anza College Short Courses for Fall 2012.

In this report, you will find three items:

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

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

De Anza College recommends approval of the Fall 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



## Community & Continuing Education

### 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 and De Anza 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 – Short Courses* publication 2-4 times per year: Fall, Winter/Spring and also may include special edition issues, as needed.
- We provide a wide variety of current classes in many different areas: Arts, Music & Photography; Business & Entrepreneurship; College for Kids & Teens; Communication; Computers, Devices & Software Applications; Cooking, Food, & Wine; Financial Planning; Health, Wellness & Safety; Home & Garden; Languages & Culture; Online Classes; Real Estate; Recreation; Special Interests; Trips & Travel; Writing & Publishing etc.
- The full course catalog may also be viewed online at [www.communityeducation.fhda.edu](http://www.communityeducation.fhda.edu)

## Proposed Short Courses: Fall 2012

### **Art, Music & Photography**

Backyard Astronomy  
Build It With Wood: A Wood-Making Workshop  
Healthy Harmonica  
Beginning Blues Harmonica  
Introduction to Acoustic Guitar  
Learn to Play Guitar in a Day  
Creative Watercolor Methods  
Drawing Portraits the Easy Way  
One-Minute Drawing Class  
The Magic of Watercolor  
How to Make Art/Greeting Cards  
Introduction to Letterpress  
An Evening with Leonardo da Vinci  
iPhoneography  
Getting Started in Digital Photography  
Getting More from Your Digital Camera  
Getting to Know Your DSLR  
Do-It-Yourself Memory Photo Books

### **Business & Entrepreneurship**

How to Start a Small Business  
Importing as a Small Business  
Wedding & Event Business Planning  
Become a Copyeditor or Proofreader  
Beginning Medical Insurance Billing I  
Beginning Medical Insurance Billing II  
Work at Home as a Medical Transcriptionist  
Buy, Sell & Make Money on eBay  
Internet Marketing for Small Businesses  
Facebook & Social Media Marketing for Beginners  
Start Your Own Smartphone App Business  
Blogging for Profit  
Multimedia Blogging  
How to Become a Mystery Shopper  
Personal Trainer National Certification

### **College for Kids & Teens**

Natural A's  
LEGO® Robotics RCX Workshop  
SAT Reasoning Test Preparation  
Math Olympiad & Enrichment  
Computer Art & Graphic Design  
Digital Photography & Design

Creating 'A+' Multimedia Projects for School  
Google Search Techniques for Research  
Paper Writing  
Create Your Own Music with Reason Software  
Create Your Own Video Production  
Design and Build Your Own Computer  
iPhoneography for Teens  
Design and Build Video Games with Flash

### **Communication**

American Business Communication  
Confident Communication Skills  
The Secret Meaning of Body Language  
How to Get What You Want with Soft Power  
Being Effective with Challenging Behaviors and Situations  
Speed Reading for Teens & Adults  
How to Acquire an American Accent  
Pronunciation Training through Singing  
Basic Public Speaking  
Public Speaking for Business Professionals

### **Computers, Mobile Devices & Software Applications**

Microsoft Word  
Microsoft Excel  
Microsoft PowerPoint  
Introduction to InDesign  
Photoshop Basics for Professionals & Hobbyists  
Introduction to Website Production  
Easy Websites with WordPress  
iPhones, iPads and I'm Lost!  
iPhones and iPads for Travel & Entertainment  
iPhones and iPads for Business & Productivity

### **Cooking, Food & Wine**

The Coffee Class  
Bordeaux: The Art of Blending Wine  
Burgundy: Land of Pinot Noir & Chardonnay  
Celebrating Champagne  
A Cheese-making Workshop  
Autumn Harvest & Wine-Pairing  
Simple Tuscan Flavors  
Southwestern Steakhouse Favorites  
Thanksgiving Feast  
Holiday Appetizers  
Homemade Tamale Workshop  
Santa Cruz Wine-making Tour

## **Financial Planning**

Avoid Probate & Minimize Estate Taxes  
Financial Strategies for Successful Retirement  
Six-Week Investment & Financial Planning

## **Writing & Publishing**

How to Write a Children's Picture Book and Get it Published  
Publish Your Own Book in 30 Days or Less

## **Health, Wellness & 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  
Basic First Aid & Adult CPR  
Breaking the Cycle of Stress  
The Five Ancient Tibetan Rites

## **Languages & Culture**

Basic Conversational Spanish I  
American Sign Language

## **Lifelong Fitness**

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  
Belly Dance Fitness  
Horsemanship  
Introduction to Billiards (Pool)  
Hiking the Parks & Trails of the Santa Cruz Mountains  
Introduction to Nordic Walking  
Beginning Salsa Dancing

## **Special Interests**

Ask and You Shall Receive  
Clutterology  
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

## New Courses: Fall 2012

### Learn to Play Guitar in a Day

"Learn to Play Guitar in a Day!" is a one-day workshop for busy adults who would like to play guitar but do not have time for weekly lessons. Students will learn basic chords, simple strumming and picking patterns, play familiar songs, tuning techniques, guitar care, music theory, music resources, performance skills and more. Students provide their own acoustic guitar.

**Marlene Hutchinson**

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### iPhoneography

#### The Art of Taking Pictures with Your Phone or Mobile Device!

The iPhone has had a profound impact on our culture. It's no wonder it has generated a new art form that has quickly become a popular means of creative expression. iPhoneography has made it easy for just about anyone to be a creator of photographic, visual storytelling, and artistic content. Subjects covered will include:

- Using your iPhone or mobile device as a camera--we will cover a variety of free and paid apps that help you get the images you want as well as provide you with a myriad of creative options
- Introduction to a variety of editing apps for your iPhone available in the app store
- An "in the field" excursion will involve specific creative tasks that will not only incorporate the use of your iPhone, but also the editing apps, project creation apps, and publication of your creation

*iPhones and iPod Touches work best, but you can also bring your iPad or other Android device as long as it has a built-in camera.*

**Nicole Dalesio**

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### Creating A+ Multimedia Projects for School

Creating great class projects no longer just means writing a great paper. With access to numerous multimedia tools, you can now infuse your class project with more innovation and creativity. Bring your favorite digital camera or device and you will learn how to edit photos and videos in a fun, creative way. On day one, we will learn how to use iMovie to put together short videos and slideshows. On day two, you will get the basics of Photoshop to make beautiful graphic art, edit video with special effects, and create simple animations. Learn how to incorporate these creations into your class projects. Students will also have time to review each other's work and give feedback.

**Nicole Dalesio**

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### Google Search Techniques for Research Paper Writing

Have you got an important research paper to write and feel bogged down with so much information on the web? Join us to learn fast and efficient ways Google can help your search by using free online tools. You will learn to:

- Organize Google Docs to efficiently collaborate and prepare research papers
- Navigate the Google Docs research tool
- Utilize Google's new Knowledge Graph for locating specific information
- Ways to search using images and your voice
- Advanced search techniques, which help filter and narrow the content available.
- Create organized bibliography resources that will complete the research project using APA or MLA style.

This class is perfect for middle, high school, and college students who write papers frequently for school.

### **Lisa Highfill**

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## **Create Your Own Music with Reason Software**

You will learn how to create music using Reason software, which is a virtual studio rack with all the tools and instruments anyone needs to turn their ideas into music. Walk into any professional recording studio and you will see racks filled to the brim with different tools used in music production from reverb to compressors, vocoders, synths, distortion units, and parametric EQs. The studio's rack is the heart of its creative factory. Reason is no different. You will learn the basics of how to use Reason to make your musical ideas sound like you hear it in your head. No musical knowledge is required. Just come with ideas of music you would like to create.

### **Leo Florendo**

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## **iPhones, iPads and I'm Lost!**

Today's iPhone and iPad do so much more than simply make a phone call or send a text message. Either of these new devices provides you with a computer, Web browser, e-book reader, personal organizer and more - all in your hand!

In this entertaining class, you will learn what your iPhone really can do and how to use your iPad for more than browsing the Web. Learn how to set up your iPhone or iPad for email, WiFi Internet, and other settings; and discover how to sync with your computer using iTunes. Learn how to take terrific pictures and send them to friends, and learn how to find and install apps for your iPhone or iPad to make it even smarter.

The instructor will also be teaching:

- iPhones and iPads for Travel & Entertainment
- iPhones and iPads for Business & Productivity

### **Bob Cohen**

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## **A Cheese-Making Workshop**

Chef Nanci will show you how easy it is to make fresh cheeses right in your own kitchen. You'll be surprised at the simplicity of preparing homemade cheeses that taste superior to store-bought varieties. Homemade butter in a snap, beautiful goat cheese and hand-pulled mozzarella are all cheeses that are easy to make and marvelous to eat!

### **Chef Nanci Wokas**

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## **Ask and You Shall Receive**

Ask and you shall receive is not a utopian concept. We often think of life as a struggle to have things (time, money, success etc.), so that we can do things (have fun with kids, buy a home, revive the relationship), so that we can be something (be happy, content, peaceful). Is it possible we've got this reversed? Is it possible we first need to be in a certain state, that will in turn inspire us to do things, and that in turn will attract the things we want. In this workshop, we will learn:

- The philosophy - it is the thoughts and feelings that count!
- How to ask - creating the state
- How to receive - becoming the magnet
- Common mistakes in manifesting
- The missing link - beyond thoughts, actions and feelings
- Powerful meditations to uplift your energy

By the end of the course you will have a renewed appreciation of your own power to create the life of your dreams. You will go home armed with practical spiritual tools to achieve your goals and to respond to situations in your life more positively.

### **Kishore Bubna**