

## **Board of Trustees Agenda Item**

**Board Meeting Date:** December 10, 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 Winter 2013.

In this report, you will find two items:

- 1.) Short Courses fact sheet
- 2.) Full list of Winter 2013 course offerings

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

De Anza College recommends approval of the Winter 2013 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 may also 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 & Languages; Computers, Devices & Software Applications; Cooking, Food, & Wine; Financial Planning; Health, Wellness & Safety; Home Design & Real Estate; Online Classes; Recreation; Special Interests etc.
- The full course catalog may also be viewed online at [www.communityeducation.fhda.edu](http://www.communityeducation.fhda.edu)

## Proposed Short Courses: Winter 2013

### **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  
Drawing Without Fear  
Spontaneous Watercolor  
Painting Flowers Simply & Beautifully  
Travel Sketching & Painting  
Valentine's Card Making Blast!  
Introduction to Letterpress  
iPhoneography  
Getting Started in Digital Photography  
Getting More from Your Digital Camera  
Getting to Know Your DSLR  
De Anza Daddios Rehearsal Band  
KFJC Radio Station Membership

### **Business & Entrepreneurship**

How to Start a Small Business  
How to Market a Small Business  
Importing as a Small Business  
Wedding & Event Business Planning  
Buy, Sell & Make Money on eBay  
Internet Marketing for Your Small Business  
Facebook & Social Media Marketing for Beginners  
Start Your Own Smartphone App Business  
Blogging for Profit  
How to Become a Mystery Shopper  
How to Sell 75% of Your Freelance Writing  
Personal Trainer National Certification

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

Natural A's  
LEGO® Robotics NXT Workshop  
LEGO® Animation Studio  
SAT Reasoning Test Preparation  
Math Olympiad & Enrichment  
Digital Art & Graphic Design  
Digital Art Camp  
Creating 'A+' Multimedia Projects for School  
Google Search Techniques for Research

Paper Writing  
Using Tech Tools to Support & Practice  
Public Speaking  
Design and Build Your Own Computer  
Design and Build Video Games with Flash  
Develop Your Own 3D Animated Game Characters  
Speed Reading

### **Communication & Languages**

Assertive Management  
Confident Communication Skills  
How to Get What You Want with Soft Power  
How to Talk with Just About Anyone!  
Relationship Communication  
Pronunciation Training through Singing  
Public Speaking for Business Professionals  
Find Your Inner Editor  
Beginning American Sign Language  
Italian for Travelers

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

Microsoft Word  
Microsoft Excel  
Microsoft PowerPoint  
Introduction to InDesign  
Photoshop Basics for Professionals & Hobbyists  
Customizing Your iPhone & iPad for New Users  
Facebook, Twitter, & Social Networking for Beginners

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

The Coffee Class  
Enjoying European Wines  
Wines of California  
Tasty Bubbles: Your Guide to Sparkling Wines  
Winter Pasta Workshop  
A Cheese-Making Workshop  
Braising, Frying & Roasting!  
Soups & Breads for the Soul  
A Beautiful Italian Feast  
Simple French Cooking  
The Greek Table: Mediterranean Delights  
Santa Cruz Wine-Making Tour

## **Financial Planning**

Avoid Probate & Minimize Estate Taxes  
Financial Strategies for Successful Retirement  
Six-Week Investment & Financial Planning  
Become the Complete Stock Market Investor

## **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  
De Anza College Fitness Center  
Membership  
Foothill College Fitness Center  
Membership

## **Home Design & Real Estate**

Buying & Selling Distressed Properties  
Buying Your First Home in the Silicon Valley Market  
Interior Design for Beginners  
Designing Your Kitchen for the 21<sup>st</sup> Century

## **Recreation**

Introductory Sailing  
Belly Dance Fitness  
Horsemanship  
Hiking the Parks & Trails of the Santa Cruz Mountains  
Introduction to Nordic Walking  
Ballroom Dancing

## **Special Interests**

Ask and You Shall Receive  
Heal Your Life, Achieve Your Dreams  
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