

Santa Monica College Professional Development

SMC | Extension

FALL 2017



Career Development and Professional Training and Certification
Hands-On Workshops and Online Courses
Ongoing Registration at commed.smc.edu

A MESSAGE FROM THE PRESIDENT

Thank you for picking up the SMC Extension catalog!

At Santa Monica College, we are proud to offer scores of low-cost continuing education courses and classes for personal and professional enrichment. And we are making a renewed effort to reimagine how to best meet your career training needs in ways that take into account the challenges of time, cost, and competing priorities. To that end, we have developed **SMC Extension**.

Within the pages of this useful catalog, you will find an array of courses to prepare for a new career or help gain a new skill within a field where you are currently working. Among our offerings this semester are certification courses for **Alternative Dispute Resolution (ADR), Phlebotomy Technician, and Webmaster**.

At SMC, we feel privileged to be a part of this community, a place that attracts the best in so many fields. Whatever your aspiration, we want to support your quest for distinction and reinvention. At Santa Monica College, you will ignite a new passion and discover additional personal talents and skills to reach even higher.

Sincerely yours,

Dr. Kathryn E. Jeffery
SMC Superintendent/President



Santa Monica College Extension's "Preferred Partner" Program

Join more than 200 local employers who have partnered with Santa Monica College to promote lifelong learning throughout the community. SMC Extension courses are designed for working professionals and are offered in a variety of convenient formats—evenings, weekends, online, or on-campus—all designed to meet the needs of the community. We are now partnering with businesses, state agencies, and professional associations to develop and deliver a wide variety of employee learning and development programs—from one-day workshops to short-term certificate programs.

BENEFITS OF BECOMING A PREFERRED PARTNER

As a **Preferred Partner**, your employees will receive a minimum 10% discount on all SMC Extension courses and selected SMC Community Education courses. The courses being offered are in high-demand areas, including Art, Photography, Crafts, Dance, Fitness & Relaxation, Business & Finance, Career Enhancement, Certificate Programs, Professional & Career Development, Business Planning, QuickBooks, and Social Media.

CUSTOMIZED & CO-BRANDED COURSE OFFERINGS

Our team is available to assist your organization with structuring customized offerings. Based on your needs, we can create course offerings that are consistent with your organization's goals for employee development. These custom offerings can be made available for a set number of employees and/or available for a set range of time. The cost of these courses can be easily processed as one single transaction that is funded by your company, or offered at a discounted rate to your employees.

APPLY TODAY!

Interested in becoming a **Preferred Partner**? We would welcome the opportunity to learn more about your organization's employee development needs. Becoming a **Preferred Partner** is easy. Please contact Michelle King, Director of Community Education, at 310-434-3400.

Go to commed.smc.edu to browse the SMC Extension and Community Education offerings.



Santa Monica College Professional Development
SMC | Extension

ABOUT SMC EXTENSION

SMC Extension is a self-sustaining department within the Office of Workforce and Economic Development. As part of the Community Education Department, the SMC Extension program is not supported by the College's general fund, and operates on the revenues generated from course registration fees.

The mission of SMC Extension is to offer the broader community opportunities to participate in career-focused lifelong learning courses through a not-for-credit format. Many of the professional development training programs offer industry-recognized certificates of completion. The SMC Community Education Department maintains records of all certificates issued. However, not-for-credit courses do not earn college credit and transcripts or grades are not maintained.

Leveraging educational resources to deliver workforce training resources to the local community is the over-arching goal of the SMC Extension program.

OFFICE LOCATION

SMC Community Education
SMC Bundy Campus
3171 S. Bundy Dr., Room 112
Los Angeles, CA 90066

SMC ADMINISTRATION AND STAFF

Dr. Kathryn E. Jeffery, Superintendent/President
Dr. Patricia Ramos, Dean, Workforce & Economic Development
Michelle King, Director, Career & Contract Education

SMC COMMUNITY EDUCATION STAFF

Alice Meyering; Jocelyn Winn

Schedule prepared by
SMC Office of Marketing

SMC BOARD OF TRUSTEES

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HOW TO REGISTER FOR CLASSES:



ONLINE

commed.smc.edu



PHONE

310-434-3402



EMAIL

smcext@smc.edu



FAX

310-434-3409



IN PERSON

By appointment only.
SMC Bundy Campus
3171 S. Bundy Drive, Room 112
Los Angeles, CA 90066

Professional Development

Develop new skills—or expand your current ones—through SMC's Community Education courses. These classes are designed to help you develop the necessary workplace skills and career development plan to get a job, keep a job, or get promoted on the job!

BUSINESS AND FINANCE

Blogging for Fun & Profit

Find out what a blog is and where blogs are found, then learn how to create your own blog. Explore how to use blogs to share information, ideas, pictures, and videos with family, friends, organizations, and customers. Discover how to use your blog to make money through affiliate programs and other methods, and how to use your blog effectively on social media sites. Materials fee \$30 at class.

\$49 | Bob Cohen
SMC Bundy Campus, Room 228

Wed 6:30p – 9:30p Oct 18

Property Management 101

Do you have what it takes to manage rental property? If you are actively looking to purchase a piece of income property, or if you have suddenly become the owner of real estate, find out what you need to know about the most important aspect of rental housing management: keeping the unit occupied with paying tenants who don't destroy it or terrorize the neighbors! Learn how to prepare a property for rent, set rents and security deposits, develop a cost-effective marketing campaign, and show your rental unit to prospective tenants. Find out about techniques for good tenant selection, how to meet minimum standards required for a property to be habitable, proper insurance, how to work with contractors for maintenance, and how to deal with tenants who overstay (and don't pay). Please note: This class does not cover

management of commercial properties. Materials fee \$15 at class.

\$129 | Angela Young
SMC Bundy Campus, Room 335

Sat 10:00a – 3:00p Oct 21 – Oct 28

Make Extra Income: Auto Wholesale Business from Home

Supplement your income through buying and selling wholesale cars from home. In this DMV-approved course, find out what is required to become a licensed auto dealer and operate a profitable used car business from your computer. Discover how and where to buy cars at wholesale prices, and how to sell them at retail prices for good profits. Learn 6 techniques you can use to generate cashflow. You'll receive a list of more than 300 dealer-only auctions across the USA selling cars below wholesale. A DMV certificate of completion—which qualifies you to take the California Vehicle Dealer/Autobroker exam—will be awarded upon successfully completing the course. Materials fee \$25 at class.

\$99 | Wayne Williams
SMC Bundy Campus, Room 212

Wed-Thu 6:00p – 9:00p Nov 8 – Nov 9

CERTIFICATE PROGRAM

Certificate in Alternative Dispute Resolution (ADR): Mediation, Arbitration, and Negotiation

Learn the skill and art of conflict resolution. If you are a parent, teacher, paralegal, or just enjoy helping friends and family resolve their issues, this class is for you! In a seminar that brings real-life scenarios into the classroom through interaction and role playing, find out about the history of communication and art of language, how to diffuse arguments while being assertive, the importance of active listening, the ethics and strategies of proper conflict management, and more! Gain experience in workplace conflict scenarios, increase your confidence in handling issues with the goal of compromise, and learn to use everyday skills to enhance your own professional

development. A certificate of completion is awarded upon satisfactory completion of the course.

Week 1: Introduction – History and Ethics Learn the basics of law and alternative dispute resolution (ADR), and the different career options available in the field of ADR. Gain an overview of the art and the discipline of ADR, find out about the history and philosophy of ethics and conflict management, and learn conflict management techniques that can be used in and out of the classroom. Also, develop your skills in active listening and observation and behavior.

Week 2: Negotiation Find out about gender and culture and their role in communication conflict. Acquire and practice basic strategies of negotiation to develop your confidence in handling issues with the goal of compromise. Role play the various parts of negotiation: Be the negotiator!

Week 3: Mediation Acquire basic strategies of mediation, discover the power of conflict resolution, and learn how to be impartial and unbiased. Through specifically crafted scenarios, role play the various parts of mediation: Be the mediator!

Week 4: Arbitration Explore and acquire basic strategies of arbitration. Learn the ADR rules on ethics, and continue to role play the various parts of arbitration:

\$299 | Robert Klepa
SMC Bundy Campus, Room 216

Thu 6:30p – 9:30p Oct 26 – Nov 16

COMPUTER AND INTERNET COURSES

ADOBE PHOTOSHOP, ILLUSTRATOR, AND WEBSITE DESIGN SERIES

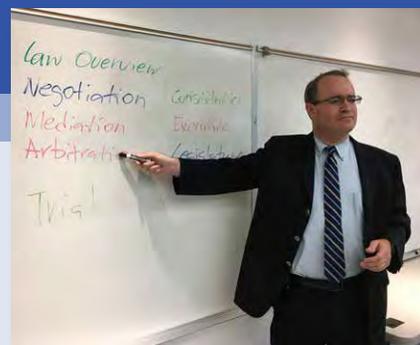
Sign up for workshops that show you how to use Photoshop and Illustrator to create and enhance your photographs and design ideas and/or to design and publish your own websites. These are hands-on classes, with each student working at an individual computer. You're welcome to attend one or more of these workshops. The discount rate

Mediation, Arbitration, and Negotiation with Robert Klepa

NEW CERTIFICATE IN ALTERNATIVE DISPUTE RESOLUTION, A HIGH-GROWTH FIELD

Employment of arbitrators, mediators, and conciliators is projected to grow 9 percent from 2014 to 2024, faster than the average for all occupations, according to the U.S. Bureau of Labor Statistics. The 2016 median national pay was \$59,770 per year or \$28.74 per hour, though Robert Klepa, the SMC Extension instructor, says he knows a mediator (who is not an attorney) who charges \$450 an hour, though it has taken him many years to get to that fee level.

Robert Klepa has been a California licensed attorney for the last 27 years. In that time he served multiple times as a Mediator, Arbitrator and Judge Pro Tem for the Los Angeles County Superior Court and decided or helped resolve many breach of contract, personal injury, and product liability cases. In addition, he has decided hundreds of disability, housing, and employment law cases as a Hearing Officer for Los Angeles and Ventura Counties.



When did the field of mediation and arbitration emerge and what brought it about?

Trial by jury, by government assigned judge or by party selected arbitrator (private judge) have been around since America began. Each of these dispute resolution systems were brought over from England. Mediation, in which someone guides the parties to a solution, has a long history in resolving religious disputes, but was not really accepted as a mainstream process for resolving civil disputes until the Federal Mediation and Conciliation Service was formed in 1947. Today, mediation is used to resolve disputes over elder care, business contracts, real estate deals, trademark disputes, and almost any kind of issue that divides people. The idea of mediation is simple: Why should a government judge decide our case when we can work it out ourselves with a little help from another? While trial by government judge or private judge remain the primary process for resolving civil issues, Mediation plays an ever larger role in our legal system, because people want to solve their issues themselves in a fast and relatively inexpensive mediation, rather than an expensive court battle.

What are the different career options?

Many arbitrators and mediators are lawyers, but anyone could, in theory, open an office and call themselves by either title. You don't need a license or certificate to become a mediator, but a training certificate is advisable if you want to make a career of it, as you will want to show the parties that you have the minimal training necessary to achieve a positive outcome in the arbitration or mediation you will oversee. In addition, a person seriously interested in this field should consider teaming up with an experienced practitioner to learn the practical aspects of the profession. Assuming the mediator/arbitrator-to-be has gained the training and experience necessary to proceed, there are many career options to consider: Counties may hire you to hear civil service, disability or Section 8 Housing disputes; families may hire you to mediate the costs to pay and decisions to make regarding infirm parents or special needs relatives; neighbors may hire you to resolve such disputes as barking dogs, overhanging tree limbs, and too-large houses; and parties to court cases may hire you to resolve breach of contract and personal injury cases. In most of these actions, you would be an independent contractor hired on a per-case basis to help decide the issues that in some cases have divided families, business partners, and business owners/customers for years.

What can one do with the certificate one earns at the end of your class?

My class at SMC Community Education, is **Certificate in Alternative Dispute Resolution (ADR): Mediation, Arbitration, and Negotiation**. The 12-hour course is an overview of the field that may be enough to get you started, especially if you obtain an internship and gain experience working for an established mediator or arbitrator. Many who wish to enter the field professionally and be placed on court lists of available mediators, will go on to take a 40-hour or greater mediation training course. Such courses provide more extensive and in-depth training, but are also far more expensive. One example is the Certificate in Mediation and Conflict Resolution from Cal State Northridge, which involved completing a 100-hour course at a cost of \$6,569 during the 2015/2016 academic year (see study.com). One of the advantages of my class, which costs \$299, is that by its end a student will have a good idea about whether he or she will want to make a career in this field without investing such a large amount of money. How? By not only gaining an overview of the law and an ability to participate in hands-on exercises in which they negotiate, mediate and arbitrate issues, but by directly interacting with additional mediators during class who help me facilitate the exercises (Brent Rosenbaum and Angela Shaw).

For more of this interview with Robert Klepa, please go to commed.smc.edu, Sound Bites Issue #47.

Google Docs and Slacks with Seth David

LEADING AT THE EDGE OF TECHNOLOGY

SMC Extension continues to expand its technology-related business course offerings—particularly in cutting-edge technologies—it has scheduled new classes in Google Docs and Slack, which fall into the age of Edge Computing and Blockchain. And the program has turned to an instructor with a combination of business acumen and teaching skill who is passionate about these new technologies.

“I take complex concepts and make them simple for those who don’t have a background in the subject,” says Seth David, who recently taught Excel to a group of SMC employees to excellent reviews. “That is my super power, plain and simple.”

David is, as he describes, the “chief nerd” and President of Nerd Enterprises, Inc. which provides consulting and training services in accounting and productivity based software. Consulting services range from basic bookkeeping to CFO level services such as financial modeling.

David graduated from Pace University in New York in 1996 with a bachelor’s degree in Accounting and has held a variety of positions in several companies, including Biggs & Co., a Santa Monica-based accounting firm specializing in bankruptcy. He has also been a speaker at conferences throughout the nation.



Can you talk about the growth in document sharing, both in terms of Google Docs and Slack?

We’re getting into the age of Edge Computing and Blockchain technology. This means information has multiple input and output channels. It has to.

There was a time, not long ago, when having the ability to e-mail a file to someone, so they could work on it, and e-mail it back to you, was really efficient. Now it’s archaic.

Document sharing has to happen, and it needs to happen in real time. This means co-authoring, and Google Docs offers that. No other application, not even Microsoft, offers the same kind of real time co-authoring and collaboration capabilities that Google Docs has.

Once we adopt this kind of technology, we start to see the advantages. Not only can I share and collaborate with people in real time, but also I can easily link a document in any other app that I am using with colleagues.

Enter Slack.

Slack is a communications app. Similar to what I described above about document sharing, e-mail used to be a highly efficient form of communication. Now it is incredibly inefficient.

Slack solves that problem. It is a private communications channel, accessible only to the people I’ve shared it with. Spammers can’t get in. Then Slack has the ability to organize things with Channels, Pins and Stars. This makes it very easy to organize, categorize, and easily reference information when I need it later.

So I can link a Google document in a channel in Slack. Five people from different parts of the country can access that document and discuss it in Slack. It’s incredibly efficient, especially when I am looking for information long after my independent recollection of what was discussed, and where, is gone.

Why are your classes important?

These classes are important because they speak to how we are beginning to communicate and what the future of business communication looks like. There is a paradigm shift, and the changes are happening fast. It will be challenging for some to keep up.

These classes will help with that. Using these products is not rocket science. Once people see how to use these applications, they will get it. There are people like me who love to dive in and learn these apps, and then there are people who don’t have the patience. People like me figure out the right solutions to the right problems, and then we can listen to people explain what they need to do, so we can recommend the right solutions.

For more of this interview with Seth David, please go to commed.smc.edu, Sound Bites Issue #46.

applies only if you pre-register to attend three workshops.

Series Pricing: \$699/three classes;
\$299/class

Adobe Photoshop (Level I)

Learn to harness your imagination and create your own dreamworlds with Adobe Photoshop. Discover how to turn ordinary photographs into works of art. Gain an understanding of the basic principles of photo management for professional use. This intensive six-week workshop on the world's most popular computer graphic application covers all general categories of digital imaging for use in both print and on the Web.

\$299 | Gregory Van Zuyen
SMC Bundy Campus, Room 127

Tue 6:30p – 9:30p Sep 12 – Oct 17

Adobe Illustrator (Level I)

Master the artist inside you. Adobe Illustrator puts all the tools in your hand to render professional graphics and exciting designs for greeting cards, posters, T-shirts, and more! Learn how to use Illustrator to create company logos and colorful artwork for a variety of uses, including printing and fashion design.

\$299 | Gregory Van Zuyen
SMC Bundy Campus, Room 127

Wed 6:30p – 9:30p Sep 13 – Oct 18

Design & Publish Your Own Websites

Prerequisite: Familiarity with Adobe Photoshop. Learn everything you need to create your own website using Adobe Dreamweaver and other programs. In a class that demystifies the Internet and provides a broad base of knowledge on how to begin publishing on the web, gain a basic understanding of HTML, CSS, and formats such as Wordpress, and how to use them to design interactive webpages. Develop the skills to create simple animations, rollovers, and behavior scripts to help you better manage and profit from existing sites.

\$299 | Gregory Van Zuyen
SMC Bundy Campus, Room 127

Thu 6:30p – 9:30p Sep 14 – Oct 19

Computer Literacy for Absolute Beginners

In today's job market, computer literacy is the key to workplace success. This course is designed to equip individuals with concrete and applicable knowledge on programs such as MS Word and MS Excel, as well as broad and basic knowledge on browsers, emails, file management and more. Course will start with introduction of everyday computer basics to cope in the rapidly evolving world of the Internet and find out about computer hardware, software, using MS Windows, various browsers for the Internet, email, and file management. Participants will gain an overview of networks, and learn how to bookmark web pages and save files. The second part of the course will then familiarize students with crucial skills in MS Word and MS Excel through exercises such as creating simple documents, spreadsheets, sample resumes and budget sheets, using various formatting such as bullets and numbering, set margins and make font changes as well as basics of math functions, copy and paste functions, margins, and linking. This is a hands-on class, with each student working at an individual PC computer.

\$129 | Carina Aguirre
SMC Bundy Campus, Room 127

Fri 9:00a – 12:00p Sep 8 – Sep 29

How to Use Google Docs

NEW! Find out how to work better, smarter, and faster using Google Docs—for your own work or to collaborate with others. In a hands-on class where you will have a computer to work with, learn how to get started with Google Docs, as well as how to share and collaborate in the cloud, how to convert files from Microsoft Excel to Google Sheets, how to format and use Google Sheets, how to create and use Google Forms, and more!

\$119 | Seth David
SMC Bundy Campus, Room 127

Sat 9:00a – 4:00p Sep 16

3D Printing Teacher Certification I

NEW! Prerequisites: For Certification I: Intro to 3D Printing. Prepare to be a 3D printing instructor for schools and community colleges. In a course limited to two (2) students per class. Learn how to be an expert in handling 3D modeling and slicing software, and develop the communication skills necessary to instruct others in their use. As part of the course, you will receive hands-on experience in how to properly conduct a class and operate 3D printing equipment by joining the Intro to 3D Printing and the Advanced 3D Printing courses as assistant instructors. To qualify for a certificate, you must complete both 3D Printing Teacher Certification Course I and II.

\$549 | Gregory Van Zuyen
SMC Bundy Campus, Room 127

Mon 6:30p – 9:30p Sep 11 – Oct 16

Introduction to 3D Printing

Learn all about 3D printing in a hands-on course that shows you how to create and print 3D files for both career and home-use applications. Find out about the machines, methods, and materials used in the 3D printing industry, learn to use software for rendering 3D shapes, and fashion your own creations using techniques that will unlock your creative and inventive potential in the exciting new field of additive manufacturing and rapid prototyping.

\$549 | Gregory Van Zuyen
SMC Bundy Campus, Room 127

Mon 6:30p – 9:30p Sep 11 – Oct 16

3D Printing Teacher Certification II

NEW! Prerequisites: For Certification II: completion of certificate I course. Prepare to be a 3D printing instructor for schools and community colleges. In a course limited to two (2) students per class. Learn how to be an expert in handling 3D modeling and slicing software, and develop the communication skills necessary to instruct others in their use. As part of the course, you will receive hands-on experience in how to properly conduct a class and operate 3D printing equipment by joining the Intro to 3D Printing and the Advanced

WEBMASTER PROGRAM

Job Outlook projected to grow 27%



According to the U.S. Bureau of Labor Statistics (BLS), Web designers may either work for a firm and develop material for various websites or build websites for clients as self-employed freelancers. In 2016, the mean annual salary in the U.S. was \$66,130 for Web developers, per the BLS data.

This program will help you gain the skills and knowledge necessary to develop websites for both Internet content and web applications. You will learn basic skills in HTML5 and CSS3 coding that allow you to build professional websites.

Course Information

Where:

Online - Distance Learning

Start Dates:

9/13, 10/18, 11/08, 12/13, 1/17, 2/14

Duration: 150 hours; 6 months access

Tuition: \$2,299

Objectives

- Build your own websites using HTML5 & CSS3
- Incorporate advanced styling in your web pages
- Create Web forms for handling data
- Embed video and audio clips using HTML5
- Design dynamic Web applications using JavaScript

Student Benefits

- This course provides a complete learning experience
- 150 Total online hours with 6 months access
- Each student will be paired with a student facilitator to answer questions and provide feedback
- All materials are included in tuition fee

Certification

A certificate is awarded upon successful completion of the course.

Register at
careertraining.ed2go.com/smc
or contact
SMC Extension
Phone: 310 434-3402
Email: smcext@smc.edu

Santa Monica College Professional Development

SMC | Extension

Questions? Contact
SMC Extension
(310) 434-3402
smcext@smc.edu

3D Printing courses as assistant instructors. To qualify for a certificate, you must complete both 3D Printing Teacher Certification Course I and II.

\$549 | Gregory Van Zuyen
SMC Bundy Campus, Room 127
Sat 12:30p – 5:30p Oct 7 – Oct 28

Advanced 3D Printing Workshop

This advance workshop is by instructor's consent only. This special workshop allows students who have completed the Introduction to 3D Printing to have in-depth focus on operations and more one-on-one assistance in the software for the students' individual projects.

\$549 | Gregory Van Zuyen
SMC Bundy Campus, Room 127
Sat 12:30p – 5:30p Oct 7 – Oct 28

Slack Communication Workshop

NEW! Slack is a cloud-based application that helps you get out of the inbox, but still stay connected to—and organize, categorize, and easily reference—all the conversations you have in your business world. Come find out how Slack can help you, as a business owner or manager, dramatically improve communication, both internally, and with clients. Learn how to set up Slack and use its many features and functions, including reminders, stars, pins, direct

messages, and the mobile app. Also will learn how to use Slack with other important cloud-based applications. Sign up now and start to communicate as a business of the future!

\$119 | Seth David
SMC Bundy Campus, Room 127
Fri 11:00a – 6:00p Oct 6

Fundamentals of Microsoft Excel 2013 for the PC – Creating Spreadsheets

Prerequisite: Familiarity with Windows and the mouse. In a one-day professional course on Microsoft Excel 2013, learn how to create a professional worksheet, build formulas on a worksheet, use automatic functions on a worksheet, create professional charts, and sort and filter databases lists. Class combines hands-on experience with lectures and in-class practice exercises. *You will have your own individual computer to use during class.* Bring a USB flash drive (or memory stick; no CDs), a notebook, and a pen to class. Course guide and files of practice exercises included in registration fee.

\$129 | Seth David
SMC Bundy Campus, Room 127
Sat 9:00a – 4:00p Nov 4

SOCIAL MEDIA

Social Networking for Beginners

Facebook, Twitter, LinkedIn, and blogs have changed how people use the Internet. Whether you want to stay in touch with family and friends or learn how to leverage social networking for your business, this workshop is designed to give you an understanding of these exciting tools, how each one differs, and how they can be used to maximize their effectiveness. Learn how to set up an account, manage privacy, conduct searches, and establish connections using the most popular social networking services. Materials fee \$30 at class.

\$49 | Bob Cohen
SMC Bundy Campus, Room 228
Wed 6:30p – 9:30p Sep 13

Social Media Certificate Training

Online Marketing Certified Practitioner (OMCP) Classes

Search Engine Optimization (SEO) and Web Analytics

Recommended prerequisite: Online Marketing Fundamentals: Find out how to use search engine optimization (SEO) to attract website traffic, and how to improve your ability to collect and make sense of data from multiple channels. Learn what you need to know to take on small, medium, or large SEO projects from start to finish—including on-page fundamentals, keyword research, SEO copywriting, site architecture, link building, and local search optimization strategies—and gain an in-depth understanding of KPIs, segmentation, reports, experimentation, and a lot more! OMCP® Exam Preparatory Certificate awarded upon successful completion of the course.

Open enrollment Fee \$1,699

Social Media Marketing and Web Analytics

Recommended prerequisite: Online Marketing Fundamentals Social media is evolving rapidly, and marketing on social media requires planning to make best use of your time and resources. Find out how to keep up with all the options, platforms, and trends in social media, and how to use web analytics to determine which ones are worth pursuing. Learn about the tools you need to run a successful social media campaign—including how to collect, analyze, and apply data coming at you from multiple channels—how to develop the most effective strategy to promote a particular business or marketing campaign, and much more! OMCP® Exam Preparatory Certificate awarded upon successful completion of the course.

Open enrollment Fee \$1,699

OMCP® Exam Preparatory Certificate (Additional Cost: \$395)
Exam can be purchased after you successfully complete the precertification.

Call 310-434-3402 for additional class listings and information.



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Facebook

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Get the Latest
News by Liking
Us on Facebook.

Marketing with Facebook & Social Media for Beginners

Market your business using Facebook and other social media sites. Find out about proven social-media marketing techniques and tools you can use to get leads, find prospective clients, and attract people to your Facebook page and other websites. Learn how to build a Facebook page for your business, how to create content and use promotions such as coupons and contests to attract fans and followers, how to connect your website to Facebook, and much more! Materials fee \$30 at class.

\$49 | Bob Cohen
SMC Bundy Campus, Room 228

Wed 6:30p – 9:30p Sep 27

ENTREPRENEURIAL TRAINING

BOOKKEEPING

Bookkeeping Essentials

Are you an entrepreneur, manager, or investor? Sign up for this intensive two-week workshop and gain a comprehensive overview of the essentials of bookkeeping. Through lectures and hands-on exercises, learn all the details you need to know about balance sheet preparation, general ledger posting, and income statement preparation. Bring your own pencil, eraser, highlighter, and calculator to class. Materials fee \$20 at class.

\$149 | Jennifer McIntosh
SMC Bundy Campus, Room 216

Sat 9:00a – 2:00p Sep 9 – Sep 16

QUICKBOOKS

QuickBooks: Reports & Bank Reconciliation

Prerequisite: QuickBooks Part I & II, or equivalent. Expand your QuickBooks skills as you learn how to generate reports in QuickBooks, as well as reconcile your accounts with bank statements. Also, find out how to customize forms, export data to Excel, and prepare reports for presentations. Materials fee \$5 at class.

\$50 | Jennifer McIntosh
SMC Bundy Campus, Room 127

Sat 9:00a – 12:00p Oct 7

QUICKBOOKS

Only students who sign up for the Certificate Series: QuickBooks I & II will receive a certificate of completion.

Series Pricing: \$219*/two classes; \$99/class

**Includes certificate fee.*

QuickBooks: The Basics, Part I

Small business owner who wants to improve productivity? Check out QuickBooks! In a hands-on class where you will have a computer to work with, find out how to use QuickBooks to manage your accounting and financial tasks easily. Learn basic functions—including how to navigate easily and add, edit, and delete customers, vendors accounts, and items—as well as how to issue invoices, prepare cash receipts and purchase orders, and write checks. Materials fee \$10 at class.

\$99 | Jennifer McIntosh
SMC Bundy Campus, Room 127

Sat 9:00a – 4:00p Sep 23

QuickBooks: The Next Step, Part II

If you have already taken the beginning QuickBooks class—or know how to use basic functions such as write checks and add, edit, and delete customers, vendors, employees, accounts, and items—prepare to go to The Next Step! Learn how to prepare estimates, use credit cards for purchases, reconcile credit card accounts, set up bank

accounts, and apply credits to invoices. Materials fee \$10 at class.

\$99 | Jennifer McIntosh
SMC Bundy Campus, Room 127

Sat 9:00a – 4:00p Sep 30

Certificate Series: QuickBooks I & II

Students who sign up for the series listing for both QuickBooks I & II will receive a certificate of completion. Materials fee \$20 at class.

\$219 | Jennifer McIntosh
SMC Bundy Campus, Room 127

Sat 9:00a – 4:00p Sep 23 – Sep 30

COUNSELING, SOCIAL WORK, & BEHAVIORAL THERAPY

Reiki – Level I

Reiki is an energy-based healing modality that helps eliminate stress from the body and promote balance and harmony in body/mind/spirit. In an intensive one-day training session, learn the first degree of Reiki healing for self-care and to help others. Find out how to help unblock stagnant energies and change negative thought patterns and bad habits that interfere with the healing process. Gain an overview of how to transmit Reiki energy into the body, and an understanding of the endocrine and glandular systems for overall body relaxation. Certificate of completion for Reiki Level I is awarded upon successful completion of the course. Required textbook (please purchase before class): “The Japanese Art of Reiki”, by Bronwen Stiene and Frans Stiene (ISBN-13: 978-1905047024).

\$119 | Laura Luna
SMC Bundy Campus, Room 123

Sat 9:30a – 5:30p Oct 14

PHLEBOTOMY TECHNICIAN

The Fastest Growing Field in Medicine



Phlebotomy Technicians are in demand as one of the fastest growing occupations in healthcare. Launch your career as a Phlebotomy Technician, collecting blood samples from patients in hospitals, clinical laboratories, and medical offices, or clinics.

Register at
commed.smc.edu

Through lectures and hands-on training, learn what you need to know about the circulatory system, venipuncture technique and specimen collection, risk factors and complications, and quality assurance.

Course Information

Where:

Santa Monica College - Bundy Campus
3171 S. Bundy Drive, Room 217
Los Angeles, CA 90066

Dates & Time (6 Sessions):

Starting 9/16/17
Ending 10/21/17
Saturdays 9:00 AM - 5:00 PM

Details:

The course combines 48 hours of classroom training and a 40 hour externship to provide you with a complete learning experience.

Registration fee includes books, supplies, study guides, all class materials, exam preparation, and externship.

You must be at least 18 years old and have a high school diploma or equivalent at the time of registration.

Tuition: \$2,415.00

**Customization of training classes is available.
Call 310-434-3323.**

Student Benefits

- This course provides a complete learning experience
- 48 hours of classroom instructions
- 40 hours of externship
- You have the potential to earn \$12-\$22/hr as a Phlebotomy Technician according to payscale.com

Certification

A certificate is awarded upon successful completion of the course. After completing the program you will be prepared for the following certification exam:

- National Center for Competency Testing (NCCT) Certified Phlebotomy Technician 1 (CPT1)

Please read: Registration fee does NOT include required State License fee of \$100 or National Certification exam fee of \$115. Registration fee due at the time of registration.

Santa Monica College Professional Development

SMC | Extension

Questions? Contact
SMC Extension
(310) 434-3402
smcext@smc.edu

New Certification Program

PHLEBOTOMY PROGRAM TRAINS FRONTLINE TECHNICIANS

SMC Extension/Community Education is excited to partner with AUMT Institute to sponsor a Phlebotomy Certification Program that will train technicians in a growth profession that is crucial to medical care throughout the nation.

Phlebotomists draw blood for tests, transfusions, research, or blood donations. Some explain their work to patients and provide assistance when patients have adverse reactions after their blood is drawn. Phlebotomists work mainly in hospitals, medical and diagnostic laboratories, blood donor centers, and doctors' offices.

"The job market for Phlebotomy is very positive," says Tania Sañudo, Business Development Liaison with AUMT, which stands for American University of Medical Technology.

In fact, the U.S. Bureau of Labor Statistics reports that the projected job growth in the field from 2014 to 2024 is 25 percent, much faster than average. The 2016 median pay nationally is \$32,710 per year or \$15.72 per hour.

"We are constantly looking for programs that can quickly train students, particularly those who are either unemployed or looking for career advancement, in well paying careers in a high demand job market," says SMC Career & Contract Education Director Michelle King. "AUMT has an excellent reputation with an 80-plus percent placement rate for students who complete the coursework, serve 40 hours in the field and pass the state certification exam."

The first training session will be held six Saturdays, Sept. 16 through Oct. 21, from 9 a.m. to 5 p.m., for a total of 48 hours of instruction, eight more hours than required by the state. Afterwards, students are placed in externships in hospitals, labs and doctors' offices for 40 hours of clinical practice.

Sañudo, who has been a phlebotomist for 15 years, says the work is rewarding at several levels.

"A lot of people don't realize the impact we have on the care of the patient," she says. "The majority of diagnoses and treatments patients receive are based on the blood test results that Phlebotomists are responsible for drawing. That's why it's extremely important we draw blood correctly. So many phlebotomists out there currently working are drawing blood incorrectly. We want to change that. AUMT prides itself on teaching students the most recent standard and technique for drawing blood according to CLSI (Clinical & Laboratory Standards Institute) standards."

In addition, she says, the work is never repetitive and always challenging.

"Every single patient is different, every arm, every vein," Sañudo says.

"Phlebotomists need good people skills because a lot of patients are afraid of needles or seeing their own blood. We even get patients who pass out."

She adds, "We're excited to partner with SMC. We hope the program takes off and we can train people and get them in the work field."



HEALTH PROFESSIONS

Phlebotomy Certification

Back by popular demand! Phlebotomy Technicians are in demand as one of the fastest growing occupations in healthcare. Launch your career as a Phlebotomy Technician, collecting blood samples from patients in a hospital, clinical laboratory, medical office, or clinic. Through lectures and hands-on training, learn what you need to know about the circulatory system, venipuncture technique and specimen collection, risk factors and complications, and quality assurance. This course provides a complete learning experience—with 48 hours of classroom instruction and a 40-hour hands-on externship, and prepares you to take the National Certification exam to become a Certified Phlebotomy Technician 1 (CPT1). A certificate of completion is awarded upon successful completion of the course. You must be at least 18 years old and have a high school diploma or equivalent at the time of registration. **Registration fee includes books, supplies, study guides, all class materials, exam preparation, and externship.**

\$2,415 | AUMT Staff

SMC Bundy Campus, Room 217

Sat 9:00a – 5:00p Sep 16 – Oct 21

MONEY MANAGEMENT

How to Maximize Your Social Security Benefits

Filing for Social Security benefits can be stressful. Failing to use the right strategy when choosing when and how to claim benefits can cost you a lot of money, and potentially put your surviving spouse at financial risk. Don't leave thousands of dollars "on the table" simply because you don't understand how to optimize your benefits. Join us for an informative and easy-to-understand seminar that explores how you can maximize your Social Security income. Gain the knowledge you need to make an educated and confident election decision. This seminar is designed to assist those who have not

yet, but will soon begin receiving their Social Security retirement benefits, and those who have begun their payments within the past year.

\$49 | Caroline Rakness
SMC Bundy Campus, Room 435

Thu 6:30p – 8:30p Sep 7

Women & Investing

Did you know that women often make the best investors? Whether you're single, widowed, married, employed, or retired, you need to know how to improve your current financial picture. Learn the importance of portfolio allocation, how to select an investment advisor, and how to select investments for growth, income, and safety. We'll also cover estate planning, college education planning for children and grandchildren, planning for a safe and secure financial future, and much more! Plus, we'll include a forecast of the economy, interest rates, real estate, and the stock market.

\$49 | Caroline Rakness
SMC Bundy Campus, Room 435

Thu 6:30p – 9:00p Sep 14

Passport to Retirement

Many adults feel that the most critical financial concern they face is whether they will be able to afford to retire some day. They fear they may outlive their money and they don't understand the basics of retirement planning and investment management. Learn about the most common roadblocks to retirement-planning success and how to avoid them. Explore how to use stocks, bonds, mutual funds, and other investments to pursue your retirement goals. Find out about proven strategies that will arm you with the information you need to make good retirement decisions. You may bring your spouse or a guest to class at no extra cost.

\$99 | Paul Heising
SMC Bundy Campus, Room 228

Tue 6:30p – 9:00p Sep 19 – Oct 10

Sat 9:30a – 12:00p Sep 23 – Oct 14

NOTARY PUBLIC/ RENEWAL

Become a Notary in One Day

Start your own business, become a more valuable employee, provide customer service for your business or organization, earn additional income, or get recommissioned as a Notary Public! Sign up for this intensive one-day seminar designed to equip you with everything you need to know to become an effective Notary. Find out about the laws that all California Notaries are required to know, as well as what you need to know to pass the State exam (required to be taken every 4 years), identify document signers, keep a journal, fill out certificates, and avoid lawsuits. Seminar includes a practice Notary Public Exam. No admittance to seminar after 8:30 a.m. and you must be on time when returning to the classroom from a break, due to State regulations. If you wish, you can register and take the State exam immediately after completing the seminar. This six-hour state-approved seminar give you the knowledge to pass the exam and practice as an effective Notary. Participants receive two practice tests and take the office Notary Exam directly following the seminar. To take the exam, you must be at least 18 years old, have NO felonies on your record, and present: (1) a check made payable to the Secretary of State in the amount of \$40 (for new applicants and renewals); (2) a current driver's license with photo, state-issued ID card, or other appropriate photo ID; (3) a 2"x2" color passport photo; and (4) two sharpened #2 pencils. PLEASE NOTE: Upon passing the exam, you are required to submit Live Scan fingerprints (details will be provided at the seminar). Cooperative Personal Services will begin exam registration takes at 4:00pm with the exam directly following. Materials fee \$35 at class.

\$99 | Carrie Christensen
SMC Bundy Campus, Room 212

Sat 8:00a – 6:00p Oct 21

Renew as a Notary in One Day!

Do you need to renew your status as a Notary? Do it the easy way! Sign up for this 3-hour, State-approved refresher course, and review all the laws, regulations, and other factors that apply to you as a Notary. If your commission has lapsed you must take a 6-hour approved course before taking the exam. Materials fee \$30 at class. PLEASE NOTE: You will be required to pass the State exam and to submit 'Live Scan' fingerprints (details will be provided at the seminar). If you wish, you can register and take the State exam immediately after completing the seminar. To take the exam, you must be at least 18 years old, have NO felonies on your record, and present: (1) a check made payable to the Secretary of State in the amount of \$40; (2) a current driver's license with photo, state-issued ID card, or other appropriate photo ID; (3) 2x2 passport color photo; and (4) two sharpened #2 pencils. Exam registration takes place from 4:15pm to 5pm. The exam will be from 5pm to 6pm. Exam seating limited—seats will be assigned to those registered first. Materials fee \$35 at class.

\$50 | Carrie Christensen
SMC Bundy Campus, Room 212

Sat 12:30p – 6:00p Oct 21

Become a Loan Signing Agent: Build Your Own Notary Signing Business

NEW! Prerequisite: Must have completed a Notary class before enrolling in this workshop (OK to enroll while waiting for your commission). A Loan Signing Agent notarizes loan packages for clients who are purchasing or refinancing real estate. In a seminar that provides hands-on, practical experience that is invaluable to new agents, find out what you need to know about document preparation and effective communication before, during, and after a loan signing. Learn how to usher clients through the process with awareness of which issues you are allowed to address as a notary, and which ones you must refer to the lender. You will not only learn how to recognize each document in a loan package, but also

Taking Courses on Your Terms



ONLINE  **ed2go**

Taking courses on your terms

- ✓ Convenient
- ✓ Affordable
- ✓ Effective

ed2go classes use an attractive, image-laden Web interface, and can be completed entirely from your home or office at any hour. Online Classes run for 6 weeks (with a 2-week grace period). Our Online Career Training is designed to prepare you for developing expertise in your desired career field and/or for career certification exams. Online Career Training classes usually run from 3 to 6 months. A certificate of completion is awarded upon successful completion of an Online Career Training class.

Online Classes

Online Classes are designed around a project-oriented curriculum, including lessons, quizzes, hands-on assignments, discussion areas, supplementary links, and more.

- Expert Instructors
- 24-Hour Access
- Online Discussion Areas
- 6 Weeks of Instruction
- Select from hundreds of courses
- New sessions begin each month

Browse ed2go.com/smce to find Online Classes that meet your personal needs.

Online Career Training

Our Online Career Training is designed by a team of professionals from each respective field. Instructors/mentors are actively involved in your online learning experience, responding to any questions or concerns, as well as encouraging and motivating you to succeed.

- Facilitators are available to answer questions and help you through your studies
- Most classes take 3–6 months to complete
- No additional charges – all class materials are included in the class fee
- Financial assistance available

Visit careertraining.ed2go.com/smce to learn more about our Online Career Training and certification.

Online Classes

Courses start: September 13, October 18, November 8, December 13

How to begin your class:

1. Go to ed2go.com/smce
2. Browse for a class you would like to take, then click the **Add to Cart** button
3. When you are ready, click on the **Continue to Checkout** button. You will be prompted to login or create a new student account

SELECTION OF POPULAR ONLINE CLASSES

Beginning Writer's Workshop	\$100
Effective Business Writing	\$100
The Keys to Effective Editing	\$100
A-to-Z Grant Writing	\$100
Grammar Refresher	\$100
Marketing Your Nonprofit	\$100
Learn to Buy and Sell on eBay	\$100
Secrets of the Caterer	\$100
Accounting Fundamentals	\$100
Real Estate Investing	\$100
Secrets of Better Photography	\$100
Music Made Easy	\$100
Intro to Java Programming	\$100
Prepare for the GED	\$100
Become a Veterinary Assistant	\$100
Using Social Media in Business	\$100
Microsoft Access 2016 Series*	\$174
Microsoft Excel 2016 Series*	\$324
Web Design Value Suite*	\$261
Speed Spanish Series*	\$261
SQL Series*	\$174
Accounting Fundamental*	\$174
Creating Wordpress Websites*	\$174
Writing and Editing Value Suite*	\$261

* Series & Suites are bundled courses offered at a discount

Broaden Your Horizons – Make It Happen Today!

ed2go.com/smce

Online Career Training

COURSES START ANYTIME
Begin at Your Convenience!

How to get started:

1. Browse the courses at: careertraining.ed2go.com/smce
2. Select a **Course** and then click on the **Enroll** button to fill-out the enrollment form, or contact us at (877) 221-5151

SELECTION OF POPULAR ONLINE CAREER TRAINING

Certified Bookkeeper	\$1,995
Certified Wedding Planner	\$1,595
Chartered Tax Professional	\$1,895
Event Management and Design	\$1,995
Forensic Computer Examiner	\$3,095
Freight Broker/Agent Training	\$1,895
Grant Writing	\$2,295
Human Resources Professional	\$1,795
Optician Certification Training	\$1,895
Microsoft Project 2010	\$795
Search Engine Optimization	\$1,495
Physical Therapy Aide	\$1,895
Principles of Green Buildings	\$795
Professional Interpreter	\$995
Search Engine Marketing	\$1,895
Start Your Own Business	\$1,895
Technical Writing	\$1,795
Webmaster	\$1,995
Travel Agent Training	\$1,795
Medical Billing and Coding	\$1,795
Medical Terminology	\$795
Legal Secretary	\$2,295
Adv. Personal Fitness Trainer	\$2,795
Fitness Business Management	\$2,595
Certified Personal Trainer	\$995
AutoCAD 2015	\$2,595
Mobile Web Developer	\$2,295

Payment plans and financial aid available.

careertraining.ed2go.com/smce

find out how to handle tricky situations when they arise, how to interact with clients and signers, and how to find business! Materials fee \$60 at class.

\$99 | Carrie Christensen
 SMC Bundy Campus, Room 212

Sat 9:00a – 4:00p Nov 4

REAL ESTATE

Real Estate Principles (1403-93)

This 45-hour course is required for the California Bureau of Real Estate Licensing Exam in order to work as a real estate salesperson in California; students are mandated by the California Bureau of Real Estate to have an attendance of 85% and pass the final exam with a score of 70% or better. Mandatory non-refundable textbook fee \$50 is not included in tuition and will be collected upon registration; textbooks will be distributed at first class meeting. For subsequent classes, you are expected to read each required chapter(s) PRIOR to the class meeting, to assist you in understanding the materials presented in class. Materials fee \$50 at class.

\$249 | John Anderson
 SMC Bundy Campus, Room 428

Mon 6:30p – 9:30p Aug 28 – Dec 11*

**No class on Sep 4.*

Real Estate Practice (1404-93)

This 45-hour course is a practical study of California real estate to assist licensees, property owners or managers, and others interested in the practice of real estate. This course is a requirement for a California Bureau of Real Estate Salesperson's License; students are mandated by the California Bureau of Real Estate to have an attendance of 85% and pass the final exam with a score of 70% or better. Mandatory non-refundable textbook fee of \$50 will be collected at the time of registration and textbooks will be distributed at first class meeting. For subsequent classes, you are expected to read each required chapter(s) PRIOR to the class meeting, to assist you in

understanding the materials presented in class. You will be responsible for presenting to the class a periodical article regarding a real estate event. You will also be responsible for completing and presenting a class project that will require basic research, solicitation of public information, preparation outside of class meetings, and maintaining a notebook of all documentation for your instructor's periodic review. Materials fee \$50 at class.

\$249 | John Anderson
 SMC Bundy Campus, Room 428

Wed 6:30p – 9:30p Aug 30 – Dec 6

Legal Aspects of Real Estate (1406-93)

Real estate is the most valuable asset most people will ever own, yet many real estate agents receive inadequate training in how to avoid potential legal problems related to its sale and/or purchase. Doing an honest job for clients and staying out of litigation is important! This 45-hour course is designed to provide a basic introduction to contract law and what makes a real estate contract valid. Class also provides an overview of disclosure laws and what real estate agents should and should not reveal; how to handle ethical problems and laws regarding racial discrimination and "steering"; potential problems to be on the watch for; and how to use negotiation as a means to avoid conflict. The course fulfills a basic real estate course requirement for a California Real Estate License, but is also suitable for anyone seeking insight before making a real estate purchase. Materials fee covers the cost of textbook that will be distributed at first class meeting. For subsequent classes, you are expected to read each required chapter(s) PRIOR to the class meeting, to assist you in understanding the materials presented in class. Materials fee \$50 at class.

\$249 | Ronald Vitale
 SMC Bundy Campus, Room 428

Thu 6:30p – 9:30p Aug 31 – Dec 14*

**No class on Nov 23.*

Eligible Training Provider List

STUDY ONLINE OR IN A CLASSROOM

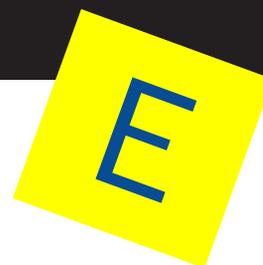
You could be eligible for State funding for career training!

Santa Monica College is a certified ETPL* provider.

Let us be your destination for your employment training needs. Make a commitment to make your dream job a reality.

How to get started:

1. **Determine Eligibility:** Meet with a case manager at your local branch of America's Job Center—a one-stop shop for employment and training services—to find out if you qualify for training funds.
2. **Referral Notice:** If you qualify, your case manager will send a referral notice to SMC Community Education to confirm your course costs and start date. SMC Community Education must complete, sign, and return the referral notice to your case manager in order to go to the next step.
3. **Training Agreement:** America's Job Center sends a training agreement to SMC Community Education. The agreement states that America's Job Center agrees to pay for your training, and the terms for how payment will be remitted. The training agreement must be signed by SMC's Director of Community Education and returned to your local branch of America's Job Center for final signature.
4. **Fully Executed Training Agreement:** After America's Job Center places its final signature on the agreement, a copy is sent to SMC. The agreement confirms that you can begin training as outlined in the agreement.
5. **Registration in Course:** SMC Community Education will register you in your course and send you a confirmation via email.



ETPL Training Courses offered through SMC Community Education

Social Media Marketing

Web Analytics

Online Marketing Certified Practitioner (OMCP) Certification

* The Eligible Training Provider List was established in compliance with the Workforce Investment Act (WIA) of 1998 and amended by the Workforce Innovation and Opportunity Act (WIOA) of 2014 to provide customer-focused employment training resources for qualifying adults and dislocated workers.



update your skills

COMMUNITY EDUCATION > SMC

updateURskills.com

310-434-3402

ON THE NET

SMC Community Education offers a wide variety of courses online. These classes are especially convenient for those with work, school, or childcare commitments, physical disabilities, limited access to transportation, or other circumstances that make it difficult to participate in a traditional classroom setting. Our online business and professional courses are designed to increase your success in the business world.

BARTENDING

Bartending the Easy Way – Online

Be the bartender managers want to hire! In a self-paced online course using the Master Code of Mixology™—a branded instruction method for the beverage industry—learn to see the business from three points of view: the bartender, the customer, and the manager. Find out how to practice making cocktails and what you need to know about glassware, tools, recipes, pouring a perfect shot using the “tail,” wine and champagne service, and more! Learn about high-volume sales techniques, laws, and responsible beverage service. Also, pick up tips on job interviews and resumes, as well as how to start your own bartending service, and alternative ways to make money in the beverage industry.

Open start date Fee: \$100

DRIVER EDUCATION

Driver's Ed Online!

Prerequisite: Must be age 15½ or older. Are you a teen or adult who wants to learn how to drive? Before you get behind the wheel, sign up for this online course—approved by the California Department of Motor Vehicles (DMV)—and find out about the rules of the road and how to stay safe under a wide range of driving situations. This comprehensive course is a 100% safe, secure, and convenient way to learn safe driving and accident prevention.

A certificate of completion is awarded upon successfully completing the course and passing the exam. Open to both Windows PC and Mac users. You may start this course whenever it's convenient for you to do so. Additional details and information will be provided at registration. Go to smc.driversedonline.com to register for this class.

Open start date Fee: \$29.50

Traffic School Online!

Got a ticket? Here's a way to help you get it dismissed, stay point-free, and reduce insurance costs! Sign up for online traffic school—approved by the California Department of Motor Vehicles (DMV)—and gain a comprehensive review of the rules of the road, safe driving techniques, and how to prevent accidents. A certificate of completion is awarded upon successfully completing the course and passing the exam. Open to both Windows PC and Mac users. You may start this course whenever it's convenient for you to do so. Additional details and information will be provided at registration. Go to trafficschoolonline.com to register for this class.

Open start date Fee: \$29.97

NOTARY

Become a Notary Public Online!

Learn everything you need to know—in an online course approved by the State of California—to take the State exam and be on your way to becoming a new or recommissioned Notary Public. All materials—including our Notary Public Sourcebook, which presents practice exams after each section, sample notary scenarios and certificates, marketing solutions, and the laws and regulations that apply to notaries—are included in the course fee. A certificate of completion is awarded upon receipt of an affidavit indicating the student has read all course materials. Open to both Windows PC and Mac users. You may start this course whenever it's convenient for you to do so. Additional details and information on when and where to take the State exam will be provided at registration.

Open start date Fee: \$75

HEALTH CAREERS

Medical Administrative Assistant Training & Certification

This program prepares students to function effectively in many of the administrative and clerical positions in the healthcare industry. The course covers key areas and topics such as history and background of the medical assisting profession; interpersonal skills, medical ethics, and basic medical law; telephone techniques and skills for scheduling appointments; medical terminology; basics of insurance billing and coding; medical records management and management of practice finances. Class is conducted entirely online, tuition includes textbooks. Students get 4-months online access to complete the course.

Medical administrative assistants should have or should be pursuing a high school diploma or GED.

Open enrollment Fee: \$1,299

Santa Monica College

CAREER COACH

**FIND THE CAREER
THAT'S RIGHT FOR YOU**

- Find Training Programs at Santa Monica College
- Compare Wages and Employment Trends
- Find “Live Jobs” in Your Field
- Build a Professional Resume in Minutes

**This service is open
to our community.**

smc.edu/careercoach

To Register

All major credit cards accepted. We will e-mail or send you confirmation within two days after receiving your request. If the course is full, we tell you immediately. If you don't hear from us, please call for confirmation.

 **ONLINE:** Go to commed.smc.edu
All major credit cards accepted.

 **BY PHONE:** (310) 434-3402
Telephone Registration Hours are 8:30 am to 4 pm Monday through Friday.
All major credit cards accepted.

 **BY EMAIL:** smcext@smc.edu

 **BY FAX:** (310) 434-3409
All major credit cards accepted.

 **IN PERSON:** By appointment only.
The SMC Community Education office is located at the SMC Bundy Campus, 3171 S. Bundy Dr. (at Airport Ave.), Room 112, Los Angeles, CA 90066.

OFFICE HOURS: 8:30 a.m. to 5 p.m.
Monday through Friday.

HOLIDAYS: Classes do not meet on September 3–4, November 10–11, and November 23–25.

ACADEMIC CREDIT: SMC Community Education classes are not equivalent to credit classes, and cannot be used to meet prerequisites in the SMC credit program.

CLASS LOCATIONS/PARKING:

SMC Main Campus – 1900 PICO BLVD.
PERMIT/PAID PARKING – Parking on SMC's main campus requires a decal or temporary parking pass at any hour Monday through Thursday, and until noon on Friday. Public parking on SMC's main campus during those times is ONLY available in Lot 6 and costs \$10 for the entire day/evening (no in-and-out privileges). Head-in parking ONLY.
FREE PARKING – On Fridays AFTER noon (12 pm) and on the weekends, parking on SMC's main campus is FREE and no decal is required. Head-in parking ONLY.

SMC Airport Arts Campus – 2800 AIRPORT AVE.
Parking is free, but requires a decal, available from the SMC Campus Police truck onsite. Head-in parking ONLY.

SMC Bundy Campus – 3171 S. BUNDY DR.
Parking is free, but requires a decal, available from the SMC Campus Police truck onsite. Decal is for Student Parking only – DO NOT PARK IN STAFF PARKING – YOU WILL BE TICKETED. Head-in parking ONLY.

SMC Performing Arts Center – 1310 ELEVENTH ST.
Parking is free (after 5:30 pm on weekdays), but requires a decal, available from the parking attendant onsite. Decal is for Student Parking only – DO NOT PARK IN STAFF PARKING – YOU WILL BE TICKETED. Head-in parking ONLY.

SMC Emeritus Campus – 1227 SECOND ST.
Parking is available in the City parking structure #2, located at the corner of Second St. and Wilshire Blvd. Parking is free for the first 90 minutes, \$1 for the next hour, and \$1.50 for each additional 30 minutes, up to a maximum of \$14. Evening rates after 6pm may vary. Head-in parking ONLY.

CANCELLATION AND REFUND POLICIES

NO CANCELLATIONS AFTER A CLASS HAS BEGUN, so choose courses carefully!

Requests for withdrawal from a class must be submitted in writing via email at least seven business days before the start date of the class; receipt of requests made via other methods, such as phone messages, cannot be guaranteed. You may receive a credit voucher applicable to future Community Education classes, which is valid for two years from the date of issue. A minimum service charge of \$10 per class cancellation will be withheld. Refunds are granted ONLY if a class is cancelled, discontinued, or rescheduled. In the instance of cancelled classes, the course fee is automatically refunded. Credit card refunds are processed within seven business days, check and cash refunds will be issued by check within 45 business days.

Transfers

To transfer to another class, requests must be submitted in writing via email at least **seven** (7) business days before the original class meets. A minimum service charge of \$10 per class transfer will be deducted.

Important Information: Refunds are NOT issued for absences nor prorated for late registrations. Missed class meetings may not be made up in another class. There is no auditing of classes. Students are highly encouraged to register before class begins. Returned checks will be subject to a \$25 handling charge.

DISABILITY ACCOMMODATION:

SMC Community Education provides support services to students with qualifying and documented disabilities in accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. If you require accommodations, please contact SMC Disabled Student Programs and Services (DSPS) at (310) 434-4265 or Video Phone (310) 238-1642 prior to the start of your class.

PROGRAM POLICIES

To ensure a quality and efficient program, the following policies have been adopted:

- Courses may be cancelled due to low enrollment;
- The program reserves the right to change the course schedule and/or instructors;
- Non-registered students, including spouse, parents, or child, are not permitted to audit/attend a class;
- The program has the right to remove students whose conduct is deemed disruptive.

PRIVACY POLICY: SMC Extension is committed to protecting student information and will not sell, trade, or rent student's personal information to other internal or external parties. The program may use information collected to contact students regarding course information, promotional updates, specials and/or new additions to the program offering.

Student credit card information is never stored in our registration system.

Sign up for our
Monthly Course Updates
commed.smc.edu



Santa Monica College Professional Development

SMC | Extension

Computer Literacy for Absolute Beginners

- Increase your market value exponentially
- Learn high-demand skills
- Improve credibility
- Increase competency & productivity
- Receive a Certificate of Completion by SMC Extension

Next Training:

September 8 thru September 29, 2017

Fridays, 3 hours per meeting, for a total of 4 weeks

WHERE

Santa Monica College
Bundy Campus
3171 S. Bundy Dr
Los Angeles, CA
90066

TUITION

\$129.00

In today's job market, computer literacy is the key to workplace success. This course is designed to equip you with concrete and applicable knowledge on programs such as

- MS Word
- MS Excel
- Power Point

Training will provide a broad and basic knowledge of browsers, emails, file management, and more.

The first part of this course will start with an introduction to everyday computer basics. The second part of the course will then familiarize you with crucial skills through exercises such as creating simple documents, spreadsheets, sample resumes, and budget sheets.

This is a hands-on class, with each student working at an individual PC computer.

**Questions? Contact SMC Extension
(310) 434-3402 or email smcext@smc.edu**

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*** CALL FOR CURRENT SCHEDULE ***

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SMC Extension – New This Fall

3D Printing Teacher Certification I & II

If you have already taken our 3D Printing class and would like to become an instructor, now you can! This certification course—which runs concurrently with **Introduction to 3D Printing** (page 7) and **Advanced 3D Printing Workshop** (page 9)—is a great way to gain hands-on experience in how to properly conduct a class and how to communicate effectively when teaching the subject. For more information, see listing on page 7.

How to Use Google Docs

Google Docs is fast becoming a popular filesharing program for collaborative work. Find out how to work better, smarter, and faster with Google Docs, and start sharing in the cloud. Learn how to convert files from Microsoft Excel to Google Sheets, how to create and use Google Forms, and more! For more information, see listing on page 7.

Certificate in Alternative Dispute Resolution: Mediation, Arbitration, and Negotiation

Sign up now for this course designed specifically for SMC Community Education. It's not available anywhere else! Bringing real-life scenarios into the classroom, this course uses interaction and role playing to help you gain experience in how to diffuse arguments while being assertive, the importance of active listening, the ethics and strategies of proper conflict management, and more! For more information, see listing on page 4.



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Classes fill up quickly, sign up today!