

Santa Monica College Professional Development

SMC | Extension

SPRING 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 vocations such as **Medical Administrative Assistant, Computer Literacy for Absolute Beginners, and Adobe Photoshop**.

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.



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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.



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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

 **MAIL**
 SMC Community Education
 1900 Pico Boulevard
 Santa Monica, CA 90405

 **VISIT**
 SMC Bundy Campus
 3171 S. Bundy Drive,
 Room 112
 Los Angeles, CA 90066
 8:30 am to 5 pm, M-F

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

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 \$20 at class.

\$99 | Wayne Williams
SMC Bundy Campus, Room 236

Mon-Tue 6:00p – 9:00p
Mar 13 – Mar 14

Bookkeeping Essentials

NEW! 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 \$10 at class.

\$99 | Jennifer McIntosh
SMC Bundy Campus, Room 217
Sat 9:00a – 2:00p Mar 18 – Mar 25

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 Mar 18 – Mar 25

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 240

Wed 6:30p – 9:30p May 3

CAREER ENHANCEMENT

Self-Esteem: Boosting Your Emotional and Physical Health

Low self-esteem can negatively affect virtually every part of your life, including your relationships, your job, and your health. Find out how you can raise your self-esteem to a healthy level, even if you've harbored a negative self-image since childhood. The techniques you'll learn can help you boost your self-esteem by changing unhealthy thinking and behavior patterns, as well as help you recognize, challenge, and ultimately replace negative thoughts or inaccurate beliefs with more positive, realistic ones.

\$99 | Inner Fitness
SMC Bundy Campus, Room 240

Thu 6:00p – 8:00p Mar 23 – Mar 30

Dealing with Difficult and Demanding People

Never again fall victim to those who love to make life miserable for the rest of us. Learn concrete techniques for dealing with difficult people in the workplace and at home. Discover specific strategies to get adversaries to cooperate, bullies to back off, wallflowers to open up, and chronic complainers to quiet down. Find out how you can approach your job with more enjoyment, deal with coworkers and family members with greater confidence, and improve cooperation, collaboration, and compromise to create a more productive and satisfying workplace and home life.

\$99 | Inner Fitness
SMC Bundy Campus, Room 240

Tue 6:00p – 8:00p Apr 18 – Apr 25

Assertive Communication Skills for Women

Find out how to stand up for yourself and your ideas, and how to persuade others to see things your way—a must for every woman of today's world. Learn the techniques and strategies you need to get your point across confidently

and effectively, and get the results you want. Discover how to project a credible, self-assured image, express your opinion with authority and tact, and handle conflicts and confrontation with dignity and control.

\$99 | Inner Fitness

SMC Bundy Campus, Room 240

Thu 6:00p – 8:00p May 11 – May 18

CERTIFICATE PROGRAM

Home Healthcare Aide

Home Healthcare Aides provide assistance to patients in their homes or in a residential care facilities and is projected by the Bureau of Labor to be the fastest growing occupations in the foreseeable future. If you are interested in a career in healthcare, becoming a Home Healthcare Aide will afford you job opportunities in hospitals, clinics, rehabilitation centers, long term care facilities, hospice and assist living facilities. This 80-hour comprehensive program is a National Association for Home Care & Hospice (NAHC) program, composed of three competency-based elements: training, skills demonstration, and a written examination, and prepares students for a position as a Home Healthcare Aide. Course topics will include, but not limited to: role of the home healthcare aide; client care plan; professional relationship with client; communication & cultural diversity; patient rights, confidentiality and HIPAA, personal care and core healthcare skills, infection control & emergency care, rehabilitation & restorative care.

Educational Requirements: People who are interested in becoming a certified Home Healthcare Aide must possess a high school diploma or GED equivalent.

\$1,499 | CCI Staff

SMC Bundy Campus, Room 436

Mon, Wed, and Sat Apr 19 – Jun 10

Mon 6:00p – 9:30p

Wed 6:00p – 9:30p

Sat 9:00a – 3:00p

Students must attend all sessions.

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: Be the arbitrator!

\$299 | Robert Klepa

SMC Bundy Campus, Room 239

Thu 6:30p – 9:30p Mar 2 – Mar 30*

*No class on Mar 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 applies only if you pre-register to attend two or three workshops.

Series Pricing: \$599/three classes; \$429/two classes; \$249/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.

\$249 | Gregory Van Zuyen

SMC Bundy Campus, Room 127

Tue 6:30p – 9:30p Feb 21 – Mar 28

Tue 6:30p – 9:30p Apr 25 – May 30

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.

\$249 | Gregory Van Zuyen
SMC Bundy Campus, Room 127

Wed 6:30p – 9:30p Feb 22 – Mar 29
Wed 6:30p – 9:30p Apr 26 – May 31

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.

\$249 | Gregory Van Zuyen
SMC Bundy Campus, Room 127

Thu 6:30p – 9:30p Feb 23 – Apr 6*

*No class on Mar 16.

Thu 6:30p – 9:30p Apr 27 – Jun 1

Introduction to 3D Printing

NEW! 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 Feb 27 – Apr 3
Thu 2:00p – 5:00p Apr 27 – Jun 1

COMPUTER BASICS FOR THE EVERYDAY & MS WORD AND EXCEL FOR THE JOB MARKET

Sign up for Computer, Internet and E-mail Basics for the Everyday and MS

Word and MS Excel for Entering the Job Market and enjoy a discount! Please look under individual class listings for course details.

Series Pricing: **\$119/two classes; \$69/class**

Computer, Internet, and Email Basics for the Everyday

Attaching photos and documents to your email seems daunting? The Internet seems like an ocean of information you just can't conquer? This introductory computer workshop is ideal if you need everyday computer basics to

cope in the rapidly evolving world of the Internet. Come find out about computer hardware, software, using MS Windows, various browsers for the Internet, email, and file management. Gain an overview of networks, and learn how to bookmark webpages and save files so you can find them later. You will leave the class feeling confident about performing Internet searches for jobs, information, and material items. *This is a hands-on class, with each student working at an individual computer.* Bring to class a USB flash drive, along with a notebook and pen.

\$69 | Richard Utas
SMC Bundy Campus, Room 127

Sat 9:00a – 1:00p Mar 11

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 310-434-3410 for additional class listings and information.

NEW LEARNING OPPORTUNITIES

Join the 3D Printing Revolution



Already heralded as the next industrial revolution, 3D printing gives homes and businesses the ability to produce three-dimensional objects from computer files.

Register at
commed.smc.edu

SMC Extension offers you the opportunity to explore this cutting-edge technology

Join the 3D printing revolution, gain a greater understanding of how 3D printing works and how to get started in profiting from this exciting technology.

Introduction to the World of 3D Printing - \$549

NEW! 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.

This course will examine 3D printing components including:

- Machines
- Materials
- Methods
- Software

6 sessions, starting February 27, 2017 ending April 3, 2017 | Mondays, 6:30 pm- 9:30 pm

6 sessions, starting April 27, 2017 ending June 1, 2017 | Thursdays, 6:30 pm- 9:30 pm

Advanced 3D Printing Workshop - \$549

This advanced 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.

4 sessions, starting May 13, 2017 ending June 3, 2017 | Saturday, 11:00 am- 4:00 pm

Santa Monica College Professional Development

SMC | Extension

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



Santa Monica College Professional Development

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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:

May 14 thru June 9, 2017

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

WHERE

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

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
- MS Excel
- Power Point

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

The course will start with an introduction to everyday computer basics. The second part of the course will then familiarize students 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

**Be the Best
in the Business!**

*** CALL FOR CURRENT SCHEDULE ***

SMC Extension Santa Monica College
310-434-3400 | smcext@smc.edu
<http://commmed.smc.edu>
1900 Pico Blvd
Santa Monica, CA 90405

MSWord and MExcel for the Job Market

Gain confidence to enter or return to the job market by developing your computer skills. Learn the basics for creating MS Word documents and MS Excel spreadsheets. As you create simple Word documents and a sample resume, you will find out how to use bullets and numbering, set margins, make font changes, and set styles. Working in Excel, you will learn the basics of math functions, copy and paste functions, margins, and linking as you create a sample budget sheet. *This is a hands-on class, with each student working at an individual computer.* Bring to class a USB flash drive, along with a notebook and pen.

\$69 | Richard Utas
SMC Bundy Campus, Room 127

Sat 2:00p – 6:00p Mar 11

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 | Elcira Sanchez
SMC Bundy Campus, Room 127

Sat 9:00a – 4:00p Apr 1

Intermediate Excel

In class that is a continuation of “Fundamentals of Microsoft Excel for the PC,” learn how to apply quick formatting options to make worksheets look professional. Find out how to create and apply cell names and cell ranges, as well as how to create links between

worksheets, create templates, and create basic PivotTables, PivotCharts, and Sparkline. Also, learn how to work with a database to create outlines, subtotals, and basic conditional formatting. Materials fee \$20 at class.

\$119 | Odemaris Valdivia
SMC Bundy Campus, Room 127

Fri 9:00a – 2:00p May 12

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.

\$249 | SMC Staff
SMC Bundy Campus, Room 127

Fri 10:00a – 2:00p May 19 – Jun 9

SOCIAL MEDIA

Facebook, Twitter, and 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 240

Wed 6:30p – 9:30p Mar 1

Facebook & Social Media Marketing

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 240

Wed 6:30p – 9:30p Mar 29

ENTREPRENEURIAL TRAINING

BUSINESS PLANNING

Creating A Successful Business

Every month 543,000 new businesses get started, with only half of them surviving at least five years. Be a survivor! This essential seminar will help you lay the groundwork for a thriving business, exploring such topics as: identifying opportunity and market size, market analysis, measuring the risk/reward ratio, protecting your ideas, and pricing your goods and services. You'll also learn about financial projections and be introduced to a variety of funding options. **You'll leave this class with a working template for creating a successful business.**

This class is offered in partnership with Westside Extension.

\$59 | Gerald Anderson
West Los Angeles College
9000 Overland Ave., Culver City
Sat 9:00a – 12:00p Mar 11 – Mar 18

Creating A Business Plan

Whether just getting started or already in business, developing a sound business plan is essential. It's necessary for obtaining many types of financing and helps evaluate opportunities. Discover the elements necessary to a business plan and how to go about creating one. Learn about defining market opportunities, unique selling advantages, marketing strategies, management structure, corporate culture and financial projections. **You'll leave class with a working template and the knowledge needed to create your own business plan.**

This class is offered in partnership with Westside Extension.

\$59 | Gerald Anderson
West Los Angeles College
9000 Overland Ave., Culver City
Sat 9:00a – 12:00p Apr 8 – Apr 15

Be Your Own CFO

This hands-on training is a must for any business owner. Gain financial empowerment and awareness—if not prowess—in understanding business finances and how to run a business “by the numbers.” Find out how to collect and record financial data and assess operational performance to make sound business decisions. Explore the balance sheet, profit and loss statement, statement of cash flows and cash management report. Other topics include labor estimating, pricing and job costing, variance analysis, key indicator reporting, and much more. **Attendees will complete an overhead budget during class.**

This class is offered in partnership with Westside Extension.

\$59 | Gerald Anderson
West Los Angeles College
9000 Overland Ave., Culver City
Sat 9:00a – 12:00p May 6 – May 13

QUICKBOOKS

Students who sign up for the series listing for both QuickBooks I & II will receive a certificate of completion after completing both classes.

**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.

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

Sat 9:00a – 4:00p Apr 22

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.

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

Sat 9:00a – 4:00p Apr 29

QuickBooks: Reports & Bank Reconciliation

NEW! 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.

\$50 | Jennifer McIntosh
SMC Bundy Campus, Room 127
Sat 9:00a – 12:00p May 6

COUNSELING, SOCIAL WORK, & BEHAVIORAL THERAPY

Reiki – Level II

Prerequisite: Reiki Level I (or Level II if wanting to refresh past learning). Continue your exploration of Reiki, a Japanese relaxation technique that helps eliminate stress from the body and increase the body's natural ability to heal. Learn advanced methods in a class that emphasizes integrating the Reiki precepts into your personal life, and working toward processing and releasing addictive/unhealthy emotional and mental habits. You'll also learn additional self-care techniques, how to administer individual sessions, and how to start a private Reiki practice. Certificate of completion for Reiki Level II is awarded upon successful completion of the course. Materials fee \$20 at class.

\$149 | Laura Luna
SMC Bundy Campus, Room 123

Sat 9:30a – 5:30p Mar 11

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).

Planning for Retirement with Paul Heising

IT'S NEVER TOO EARLY TO START PLANNING FOR RETIREMENT



Paul Heising has been teaching Passport to Retirement at SMC Community Education since 2009. He is a Registered Representative offering securities and advisory services through Cetera Advisor Networks LLC. He has served as both a director and advisor for corporate boards and frequently speaks to groups about investing and retirement planning. In addition, he has taught business courses to graduate and undergraduate students on a part-time basis at Chapman University for the last 15 years.

First thing first, what is it you enjoy about teaching your retirement course at SMC Community Education?

The most enjoyable part is the interaction with all the wonderful people I meet. They represent all ages and all walks of life. The common element is that they are interested in planning for their retirement and committed to taking steps to achieve their goals. My commitment to them is that the class is 100% focused on helping them understand the things that can help them retire successfully and help them navigate through the myriad of choices they have.

Is there anything you'd like to add about the retirement course you teach?

My class is an educational class that covers a broad number of important retirement planning issues. My specialty is in Investment Management and Retirement Planning. My focus in class is an academic focus rather than a Wall Street focus. There is no sales pitch or sales focus in the class. It is purely educational.

What is the average age of your clients when they first come to see you?

I have clients spanning all age groups. Some are in their 20's and 30's, some in their 40's, 50's and 60's or older, and I even have a client who will be 103 this year. Each client has different goals and needs and it is my job to help them pursue their goals of retiring successfully.

What are some of their most common issues?

The most common issues for 20- and 30-year-olds are to pay down student loan debt, save for a down payment on a home, and to begin saving and investing. The most common issues for older clients who are working and saving for eventual retirement is to understand at what age they can plan to retire so they won't run out of money and to invest with the least amount of risk in order to pursue their retirement goals successfully.

The last thing on young people's minds is retirement and many of them are struggling with college loan debt and the high cost of living in places such as Los Angeles. How can they put aside money for retirement?

There are always good reasons to procrastinate since there never is a 'right time' to save and invest. Many reasons are very real and understandable. This is especially true given the more immediate need for younger adults to pay off student loans, save for a down payment on a home or spend necessary funds to raise a family. Still, the key is to live below your means and begin to save something, even a small amount while they are paying down their student loans or saving for a home. One great way is to invest in the company retirement plan (like a 401-k or 403-b), where you defer a portion of your salary into investments that can grow significantly over time*. Sometimes employers provide a match to an employee's salary deferral that can help the retirement plan grow even more significantly.

Is there a fear among all age groups, but particularly young people, that they will lose Social Security? If so, how does that tie into retirement planning?

While no one really knows how the Social Security system might change in future years, it has changed a number of times since it started in 1935 and will likely will change in future years, too. The best way to factor the possibility of a reduced or even the elimination of future Social Security benefits is to plan as if it may not be a benefit in the first place. Unfortunately, this may mean that someone may have to plan to delay their retirement or save even more.

* All investments involve risk, including loss of principal. The hypothetical investment results are for illustrative purposes only and should not be deemed a representation of past or future results. Actual investment results may be more or less than those shown. This does not represent any specific product or service. Past performance is not indicative of future results.

\$119 | Laura Luna
SMC Bundy Campus, Room 123
Sat 9:30a – 5:30p May 13

MONEY MANAGEMENT

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.

\$79 | Paul Heising
SMC Bundy Campus, Room 228
Tue 6:30p – 9:00p Mar 7 – Mar 28
Sat 9:30a – 12:00p Mar 11 – Apr 1

Estate Planning

Did you know that your "Estate" consists of everything of value—cash, clothes, cars, real estate, investment and retirement accounts, pensions, etc.—accumulated throughout your lifetime? Join us for this informative, interactive class to learn how to preserve and manage your assets while you still can, and then transfer it to your loved ones after you pass away. This process involves weighing various personal and financial decisions and creating legal arrangements to carry out those decisions. We will discuss how to properly receive an inheritance as well as how to give one, strategies to avoid expensive delays and legal challenges and intelligent distribution of assets, charitable giving. Wills, trusts, asset protection, probate and family businesses will also be discussed. **Couples should attend together, if possible, for just \$10 more.**

This class is offered in partnership with Westside Extension.

\$25 | Samuel Rad
West Los Angeles College
9000 Overland Ave., Culver City
Sat 10:00a – 1:00p Mar 18

Investment Bootcamp

Retirement Plans – Mutual Fund – Annuities: Whether you're a beginning or an experienced investor, here's a practical way to evaluate and judge investment choices. Find out about the mechanics and potential return on mutual funds, annuities, stocks, bonds, and real estates. Discover tax strategies that allow you to keep more of what you earn. Learn the secrets of the money-management principles used by successful investors such as Warren Buffet, Benjamin Graham, and Peter Drucker. If you have any sort of retirement account—a 401(k), 403(b), or IRA, for example—this class is a must!

\$49 | Caroline Rakness
SMC Bundy Campus, Room 228
Wed 6:30p – 9:00p Apr 26

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 228
Wed 6:30p – 8:30p May 3

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 Apr 8

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. 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 \$30 at class.

\$50 | Carrie Christensen
SMC Bundy Campus, Room 212
Sat 12:30p – 6:00p Apr 8

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 find out how to handle tricky situations

Q-A with Carrie Christensen:

ENHANCE YOUR CAREER, EARNINGS AS A NOTARY PUBLIC

Carrie Christensen teaches several Notary Public classes at SMC Community Education. She is director of Los Angeles-based Notary Public Seminars, Inc., which has been a leading public course provider for well over 15 years.



Carrie Christensen

What are the advantages of being a notary public?

Being a notary is a relatively easy job and it's great to have an additional stream of income.

If you're working in a bank, or as an administrative assistant, for example, does being a notary usually increase your salary?

It should, but it's not automatic. A Notary might have to negotiate with their boss when appropriate. A notary may be able to charge fees when they notarize for their company but the arrangement must be agreed upon first. It's a great resume builder when job hunting.

Notaries who worked full time earned average annual salaries of \$36,000 as of 2013, according to the job website indeed.com. Is that accurate? Is that salary a little low compared to other professions?

That number does seem low, although it's probably an average taken from notary earnings throughout the nation. In certain areas like southern California, notaries earn more on average than notaries in northern California.

It also depends on real estate trends. When there are a lot of houses on the market, notaries are making more money. Also, since notaries in California receive a pay raise this year from \$10 a signature to \$15 per signature, that number will increase. It may not seem like much, but notaries are also allowed to charge for travel. There is no set cap for travel fees.

Mortgage signing agents earned average annual salaries of \$45,000 as of 2013, according to the jobsite indeed.com. Is that accurate? That's more lucrative and so your new class would be a real benefit, right?

We call them Loan Signing Agents and yes, this is the only way to make a serious living as a notary. We do offer a one-day class on how to notarize loan documents. It does take a bit of extra knowledge to be efficient.

Tell us briefly about yourself. Why did you become a notary public? Why did you start Notary Public Seminars?

Directly out of college, I started working for National Notary Association. It was a perfect fit, as I love public speaking and the law. I decided to start my own company because I felt I could create a better seminar and make more money on my own. This has been a great niche for me.

Is there anything you would like to add?

I'm very grateful to partner with Santa Monica College. I feel they truly care about their students and educational vendors.

Carrie Christensen will teach three classes this spring: *Become a Notary in One Day*, *Renew as a Notary in One Day!*, and *Become a Loan Signing Agent: Build Your Own Notary Signing Business*.

SMC EXTENSION

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 Apr 29

REAL ESTATE

These courses meet the California Bureau of Real Estate (BRE) requirements for applicants for California Real Estate License examinations. To apply for and take the BRE examination, you are required to satisfactorily complete Real Estate Principles, Real Estate Practice, and one more class of your choice.

Each course consists of 45 hours of classroom instruction plus a final exam. You must complete the course AND take and pass the final exam to receive credit for the course. The final exam is given at the final class meeting, and there will be NO MAKE-UP EXAM. **To receive the BRE-sanctioned certificate of completion for the course, you must have at least 85% attendance—which means you may not miss more than 3 classes—and you must pass the final exam with a score of 70% or better.**

For all exams (including practice exams), you must bring to class two No. 2 pencils with eraser, a 100-question Scantron Form No. 882-E (available for purchase at the SMC Bookstore), and a basic 4-function calculator.

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

Raul B. Subia

ALUMNUS: RAUL SUBIA FINDS HIS REAL SELF IN REAL ESTATE

Raul B. Subia came to Los Angeles in 1988 like so many before him—to seek a career as an actor-dancer-singer. Driving from San Antonio, Texas with few possessions and about \$1,500 to his name, he spent the first night in L.A. in his car.

Although he landed a few gigs in Hollywood—including co-star roles on a couple of television series and a spot on the Spanish-language version of “Star Search”—he has had an eclectic career in interior design, retail, cosmetology, event planning, nonprofit management and—mostly—real estate and property management.

And it was at SMC Community Education that he took classes to prepare for his real estate license exam. He now is a licensed real estate agent and property manager with a firm in L.A.

Subia got his initial taste for real estate assisting a celebrity interior designer making high profile homes beautiful. His interest in real estate and property management grew as he moved into facilities-related positions, including overseeing prestigious high-rise buildings from a facility and operations management position and serving as a Corporate Concierge at the landmark “1888 Building” in Century City, whose tenants included major corporations such as Turner Broadcasting.

He says his real estate training at SMC Community Ed was valuable, and he has particular praise for instructor John Anderson.

“John is really knowledgeable and his passion for real estate is admirable and I’ve learned so much from him,” Subia said.

SMC also gave him the opportunity to pursue his passion for sustainable living by getting his LEED Green Associate certificate from the college’s Resource and Recycling Management Program.

“As a real estate professional, my commitment is driven by my troubleshooting skills and keen focus on VIP-level service,” he said. “As a true people person, my inspiration is to help clients with the best in commercial development and leasing, sales transactions—or just securing that perfect place called home.”

Subia says real estate is challenging and that he is learning a lot about the field.

“I used to be under the real estate umbrella, but now that I have my license,” he said, “I understand the profession and all its complexities better.”



Raul B. Subia

John Anderson will teach Real Estate Principles this spring. Raul Subia can be reached at raul@jfarealestate.com.

TRAINING & CERTIFICATION

Home Healthcare Aide



Course topics will include the following:

- Role of the home healthcare aide
- Client Care plan
- Professional Relationship with client
- Communication & cultural diversity
- Patient rights, confidentiality and HIPAA
- Personal care and core healthcare skills
- Infection control & Emergency Care
- Rehabilitation & restorative care
- and more...

Start a New Career in the Healthcare Profession!

The Home Healthcare Aide Profession

Home Healthcare Aides provide assistance to elderly, disabled, ill, and mentally disabled persons who live in their own homes or in a residential care facility.

The Bureau of Labor states that the Home Healthcare Aide is projected to be the fastest growing occupation through 2014.

Job opportunities will be prevalent in hospitals, clinics, rehabilitation centers, home care, long term care facilities, hospice and assisted living facilities.

Home Healthcare Aides assist patients in their homes by focusing on their specific health and personal needs including:

- Personal Care and Homemaking
- Coordination with patients' occupational therapists, physical therapists, etc.
- Ensuring the patient is reaching optimal physical, mental and social well-being

Education & Certification

This 80-hour comprehensive program prepares students for a position as a Home Healthcare Aide.

This program will prepare students to sit for the National Association for Home Care & Hospice (or the "NAHC").

This NAHC program is composed of three competency-based elements: training, skills demonstration, and a written examination.

Educational Requirements: People who are interested in becoming a certified Home Healthcare Aide must possess a high school diploma or GED equivalent.

2017 SPRING SESSION

April 19 - June 10, 2017

Student Tuition: \$1,499*

**includes textbooks*

Course Contact Hours: 80 hrs.

Times:

Mondays & Wednesdays
6:00 pm - 9:30 pm

*Saturdays
9:00 am - 3:00 pm

**including Saturdays*

**Register at
commed.smc.edu
or email us
smcext@smc.edu**

Santa Monica College Professional Development

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

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Browse www.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: January 18, February 15, March 15, April 12, May 17

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

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| 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!

www.ed2go.com/smce

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1. Browse the courses at: careertraining.ed2go.com/smcce
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

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|---------------------------------|---------|
| 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/smcce

chapter(s) PRIOR to the class meeting, to assist you in understanding the materials presented in class.

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

Mon 6:30p – 9:30p Feb 13 – Jun 12*

**No class on Feb 20, Apr 10, May 29.*

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.

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

Wed 6:30p – 9:30p Feb 15 – May 31*

**No class on Apr 12.*

Real Estate Finance (1405-93)

This 45-hour course for brokers, salespeople, and college students majoring in real estate is a study of lending policies and the problems and risks involved in real estate financing. The course fulfills a basic real estate course requirement for a California Real Estate License. Mandatory textbook fee of \$50 will be collected upon 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.

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

Thu 6:30p – 9:30p Feb 16 – Jun 8*

**No class on Mar 16, Apr 13.*

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!**

See class listing section on page 5 for more information.

Week 1: Introduction – History and Ethics

Week 2: Negotiation

Week 3: Mediation

Week 4: Arbitration

Fee: \$299

Robert Klepa
 SMC Bundy Campus,
 Room 239

Four Sessions:

Thursdays
6:30pm – 9:30pm
March 2 – March 30*

**No class on March 16.*

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

PERSONAL FITNESS TRAINING CERTIFICATE

The Personal Fitness Training Professional Certificate program—**offered as an online series of interactive courses with an optional field internship**—is designed for individuals seeking an exciting new career in the emerging field of personal training, as well as established allied health and fitness professionals from all fields—including athletic trainers, wellness consultants, and registered dietitians—seeking continuing education.

The Web-based program makes it convenient for you—regardless of where you are or the time of day—to fit the program’s courses into busy work and home schedules. You can earn your certificate in as little as five months or (if necessary) as long as two years.

To qualify for the program certificate, you must enroll in the Personal Fitness

Training Professional Certificate program and complete all 5 core courses. There is also an optional field internship. A certificate of completion is awarded upon successful completion of each course.

Students who have completed the core Certificate may then register for the Advanced Professional Certificate program, which requires three additional courses. The Advanced Professional Certificate is designed for students interested in furthering their education in personal training by learning how to incorporate specialized resistance training, functional movements, and nutritional guidance into programs for their clients.

The cost of any books or other materials required for a course is NOT included in the course registration fee.

Information about textbooks and course materials will be provided when you register. For more information about the program and the jobs and careers it can lead to, please send email to the program coordinator, Ken Baldwin, M.Ed (kbpft@yahoo.com). Please visit www.efs.pageout.net for full course descriptions and an online demo. Classes are set up for open enrollment.

PROFESSIONAL CERTIFICATE PROGRAM

Introduction to Exercise Science – Level I

This **online** course helps students gain an understanding of musculoskeletal and functional anatomy and the effects of exercise placed on joint structure during exercise movements.
Open enrollment Fee: \$249

Introduction to Exercise Science – Level II

This **online** course teaches the personal trainer how the muscular, skeletal, and cardiorespiratory systems function with and without exercise conditioning.
Open enrollment Fee: \$249

Health Risk Profiles and Fitness Assessment Techniques

This **online** course teaches the personal trainer how to assess and evaluate

cardio respiratory endurance, muscular testing techniques, flexibility, body-fat analysis, blood pressure, and body measurements based on ACSM guidelines.

Open enrollment Fee: \$249

Business Administration and Management Aspects for Personal Trainers

This **online** course provides the personal trainer with a solid background in developing or starting a personal training business, and covers topics such as financial management, marketing strategies, and business plan development.

Open enrollment Fee: \$249

Designing Exercise Prescriptions for Normal/Special Populations

This **online** course teaches the personal trainer how to develop an exercise prescription in relation to health implications for normal/special populations due to age, medical condition, and fitness level.

Open enrollment Fee: \$249

Optional-Field Internship in Personal Fitness Training (60 hours)

Prerequisite: Completion of 5 core courses and CPR certification. This is an optional course, and is not required for the Professional Certificate program. Students will work with professionals in the fitness and health

industry at fitness facilities and health centers.

Open enrollment Fee: \$249

ADVANCED PROFESSIONAL CERTIFICATE COURSES

Nutritional Analysis and Management

This **online** course teaches basic nutrition principles and how to apply them when designing structured nutritional programs for clients in collaboration with registered dietitians and nutritionists.

Open enrollment Fee: \$249

Functional Flexibility, Core, and Balance Training

This **online** course examines principles and techniques for evaluating and implementing exercise prescriptions that include instruction in flexibility, core, and balance training.

Open enrollment Fee: \$249

The Science and Biomechanics of Resistance/Weight Training Techniques

This **online** course provides a systematic educational approach to teaching resistance/weight training movements.

Open enrollment Fee: \$249

Santa Monica College

CAREER COACH

THIS SERVICE IS OPEN TO OUR COMMUNITY.

www.smc.edu/careercoach

FIND THE CAREER THAT'S RIGHT FOR YOU

- Find Training Programs at SMC
- Compare Wages and Employment Trends
- Find "Live Jobs" in Your Field
- Build a Professional Resume in Minutes

TRAINING & CERTIFICATION

Medical Administrative Assistant



Course topics will include the following:

- Role of the medical administrative assistant
- History of medicine and the law, medical malpractice, medical ethics, fraud abuse, and compliance
- Office and patient communication techniques, appointment scheduling and general office duties
- Patient rights, confidentiality and HIPAA
- and more...

Healthcare Career. Self-Paced, Online Training!

The Medical Administrative Assistant Profession

Medical administrative assistants, medical secretaries, and medical records clerks are all positions in great demand.

Employment of a medical assistant is expected to grow an impressive 34% by 2018.

The Medical Administrative Assistant Program

This program prepares students to function effectively in many of the administrative and clerical positions in the healthcare industry.

This course covers the following key areas and topics:

- 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

Education & Certification

Several national certification options are available to students who complete this course.

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

New Price

2017 SPRING SESSION

ONLINE - SELF PACED

Student Tuition: \$1,100*

**includes textbooks*

Duration: 4 Months Access

**Register at
commed.smc.edu
or email us
smcext@smc.edu**

Santa Monica College Professional Development

SMC | Extension

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

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.

 **BY MAIL:** Use the Registration Form in this schedule. Please write check payable to Santa Monica College. Mail your registration form and check(s) to SMC Community Education, 1900 Pico Blvd., Santa Monica, CA 90405. We will send you maps, lists of materials, etc.

 **IN PERSON:** 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 am to 5 pm
Monday through Friday.

HOLIDAYS: Classes do not meet on March 3, 16, April 10–16, and May 28–29.

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, 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 College – 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.

West Los Angeles College –
9000 OVERLAND AVE., CULVER CITY
Parking is available in Parking Structure and Overflow Lot 8, Lot 5 (off Freshman Dr.), and Lots A, 1, 2, and 4A near the PE Complex (PEC). Students may purchase a daily parking permit for \$2 from permit dispensing machines (use one dollar bills or quarters only) located in each parking lot. For your convenience, you may buy a semester-long WLAC parking permit for \$20 (strictly cash only, in person) from the Westside Extension Office, or \$23 online at westlac.augusoft.net (click on the "Forms & FAQs" link).

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.

Eligible Training Provider List

STUDY ONLINE OR IN A CLASSROOM

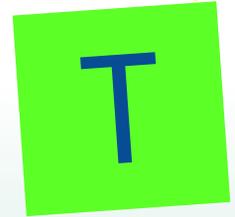
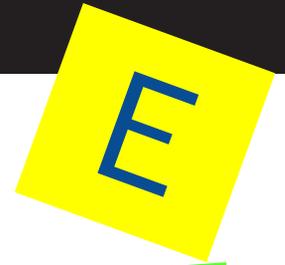
You could be eligible for State funding for career training!

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

www.updateURskills.com

310.434.3400

Contact Jocelyn Winn at 310.434.3410 or winn_jocelyn@smc.edu

Customer Service with Computer Skills Certified Guest Service Professional (CGSP)

Santa Monica College with funding provided by the Los Angeles County Department of Community and Senior Services is offering career training for ETPL eligible individuals.

Certified Guest Service Professional (CGSP)

Each student will become a Certified Guest Service Professional (CGSP) The Guest Service Gold certification is a nationally recognized hospitality industry certification. Training will include 80 hours of Customer Service training in the areas of:

- Communication
- Customer Service
- Team Building
- Attitude
- Values and Ethics
- Stress Management
- Time Management
- Conflict Management
- Decision Making & Problem Solving
- Managing Change



Computer Skills from A to Z

Training will provide a broad and basic knowledge of browsers, emails, file management and more. This course will equip individuals with concrete and applicable knowledge on programs such as:

- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint

WHERE

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

To determine your eligibility,
see Eligible Training Provider
List Ad on page 22.

Session I Program Schedule

March 6, thru April 6, 2017
Mon thru Thursday 10:00 am to 3:30 pm
Location: Bundy Campus Room 436

Session II Program Schedule

April 17, thru May 25, 2017
Mon thru Thursday 10:00 am to 3:30 pm
Location: Bundy Campus Room 436

Santa Monica College Professional Development

SMC | Extension

Santa Monica Community College District
1900 Pico Blvd., Santa Monica, CA 90405
www.smc.edu | commed.smc.edu

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College



SMC Extension – Spring Career Training

Eligible Training Provider List

You can 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. See page 22 for more details.

Coming Summer 2017

World Class Manufacturing through SMC Extension

Gain the skills to enhance asset utilization and learn the tools and methodologies needed to achieve manufacturing excellence.

Get employees involved in the pursuit of

- Improved Manufacturing Performance
- Improved Business Performance
- Achieving Global Market Resilience

Training topics will include: Lean Thinking, Six Sigma, Theory of Constraints, Total Quality Management, Quality Function Deployment, and Seven Basic Quality Tools



SMC Extension
Online Registration

commed.smc.edu

Classes fill up quickly, sign up today!