

Santa Monica College Professional Development

# SMC | Extension

FALL 2018



Career Development and Professional Training and Certification  
Hands-On Workshops and Online Courses  
Ongoing Registration at [commed.smc.edu](http://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 **Commercial Drone Pilot Training**, **Alternative Dispute Resolution (ADR)**, and **Phlebotomy Technician**.

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](http://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 Noncredit and External Programs. 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 opportunities for the community at large 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. Dione Carter, Dean, Noncredit and External Programs  
Michelle King, Director, Career & Contract Education

### SMC COMMUNITY EDUCATION STAFF

Alice Meyering

**Schedule prepared by**  
**SMC Office of Marketing**

### SMC BOARD OF TRUSTEES

Barry A. Snell, Chair; Dr. Margaret Quiñones-Perez, Vice Chair; Dr. Susan Aminoff; Dr. Nancy Greenstein; Dr. Louise Jaffe; Rob Rader; Dr. Andrew Walzer; Alexandria Boyd, Student Trustee; Dr. Kathryn E. Jeffery, Superintendent/President



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## HOW TO REGISTER FOR CLASSES:



#### ONLINE

[commed.smc.edu](http://commed.smc.edu)



#### PHONE

310-434-3402



#### EMAIL

[smcext@smc.edu](mailto:smcext@smc.edu)



#### 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!

## AVIATION

### Commercial Drone Pilot Training

Prerequisites: Must be 18 years or older with at least a high school diploma or equivalent.

**NEW!** Looking for a truly modern career? Become a commercial drone pilot! Prepare for the FAA exam to become a Remote Pilot in Command (RPIC), learn hands-on how to pilot small Unmanned Aerial Systems (sUAS), and train in an externship providing real-life situations with established Commercial sUAS operators. This program is designed to prepare you to perform the duties of a Commercial RPIC required in any commercial drone setting, such as public safety, cinematic, realty, construction, transportation, and surveying. This unique 3-part program consists of:

**Part I: FAA Part 107 RPIC Exam Course:** A 21-hour lecture preparation for the FAA Part 107 Remote Pilot in Command Exam;

**Part II: sUAS Pilot Training Course:** A 16-hour "hands-on" training course in piloting sUAS;

**Part III: Externship:** A 120-hour externship assisting established Commercial sUAS operators in real-life situations, to be scheduled and completed within 6 months after successful completion of Part I & II.

To pass this program, you must score a minimum of 70 percent on the final exam (FAA Part 107 Exam). A certificate of completion is awarded upon successful completion of the 3-part course. Course registration fee includes

all classroom lab materials and textbooks.

\$1,700 | Flying Lion, Inc. Staff

**Info Session:** SMC Bundy Campus, 216

Sat 11:00 a.m. – 12:00 p.m.

Sep 8

**Part I:** SMC Bundy Campus, 216

Sat 8:00 a.m. – 4:00 p.m.

Oct 13 – Oct 27

**Part II:**

SMC Main Campus, Gym 100

Sat 8:00 a.m. – 5:00 p.m.

Nov 3 – Nov 10

**Part III:** 120-hour Externship

## 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 \$25 at class.

\$99 | Wayne Williams

SMC Bundy Campus, 240

Mon – Tue 6:00 p.m. – 9:00 p.m.

Oct 8 – Oct 9

### 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, 216

Thu 6:30 p.m. – 9:30 p.m.

Oct 18

### Property Management – Residential, Commercial, Industrial

**NEW!** Are you interested in entering the property management business, or a current manager looking to update your skill set? In a class designed to give you an overview of the property management business, learn about the residential, commercial, and industrial business sectors. Also, gain a management perspective from a property owner managing a single property, an investor managing a portfolio, and a property manager representing an owner as a third-party manager. The course is aimed to educate beginners and mid-level professionals who are interested in entering the property management business or exiting managers looking to update their skill set. Materials fee \$20 at class.

\$199 | Donyea Adams

SMC Bundy Campus, 213

Sat 9:00 a.m. – 4:00 p.m.

Oct 20 – Oct 27

## CERTIFICATE PROGRAM

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

Learn the skill and art of conflict resolution in a class for anyone who needs or wants a practical understanding of how to resolve disputes. Explore the fundamentals of negotiation, mediation, and arbitration, also known as Alternative Dispute Resolution (ADR). Whether you need to manage disagreements among co-workers, gain confidence in your ability to negotiate with others, or smile at the thought of bringing peace to the family dinner table, this class is for you. You will learn the theory behind effectively negotiating, mediating, and/

## Debuts this Fall at SMC Extension/Community Education

### COMMERCIAL DRONE PILOTS: A BOOMING FIELD & TRAINING

Drones have entered the national consciousness in many ways over the past few years, but what most people probably don't know is that the future of careers in commercial drone piloting is booming.

The Federal Aviation Administration projects the commercial, small drone fleet is set to grow from 110,000-plus in 2017 to almost 452,000 in 2022. The number of commercial remote pilots is set to increase from 73,000-plus in 2017 to 301,000 in 2022.

And so, SMC Extension/Community Education – always on the lookout for training opportunities in careers with exceptional growth projections – will debut its Commercial Drone Training program this fall.

“I think the future in this is huge,” says Barry Brennen, owner of Redondo Beach-based Flying Lion, Inc., who will teach the courses for Extension/Community Ed. “The industry is growing because there are so many applications.”

Indeed.

The applications for drone use seem endless and grow every day – for law enforcement agencies, property developers, energy companies, nature preserves and environmentalists, cinema, agriculture and more.

Flying Lion, for example, has mostly law enforcement clients (including the Redondo Beach and Manhattan Beach Police Departments) that find drones helpful for many uses – including barricaded subject situations, serving search warrants (to detect anyone fleeing from the scene), beach crime monitoring, and crowd surveillance (such as medical emergencies or lost children).

But that's just one field. Developers can do aerial surveys. Energy and public utility companies can use drones equipped with infrared to detect overheating in cell towers, solar panels, refineries and more. Search and rescue teams can use them for their operations.

And that's not all. In Africa, where air traffic is much less congested than in most parts of the world and where there are fewer restrictions on drones, the unmanned aircraft are used to track poachers and deliver medication to rural areas, Brennen said.

Environmental and government agencies are using drones nicknamed “snot bots” to monitor whales' blowholes to determine the health of the large sea mammals.

And at the sprawling Tejon Ranch Conservancy just north of Los Angeles, biologists are examining the distribution of invasive plants, observing the changes in oak canopy cover responding to drought, tracking invasive wild pig damage in sensitive habitats, and monitoring conifer mortality on rugged high elevation slopes.

The Commercial Drone Certification program will have three parts: FAA Test Prep (three Saturdays), Flight Training (two Saturdays) and an Externship, in which students will work 120 hours with a company that uses drones.

Brennen, who was in the logistics field for 20 years before starting his company in 2014, said the birth of Flying Lions came about as a result of his Master's of Business Administration degree at USC. In his Entrepreneurship class, his team had to pitch an idea for a business start-up, and he came up with the idea of a commercial drone firm. His team won the class competition.

As a reserve police officer with the Redondo Beach Police Department, it was a natural for him to reach out to law enforcement when he founded his company.

Then, driven by a passion for his field, he approached El Camino College to start a program and began teaching the certification course. He also teaches at Pasadena City College.

“I just love the teaching aspect of it – particularly the ah-ha moment when the students get it,” he said.

Brennen sees another advantage to commercial drone pilot training.

“Drones are going to be the way to get people excited about aviation,” he said, noting that the industry is facing a shortage of trained commercial pilots. “It's a great gateway to get into flying.”



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*Barry Brennen will teach Commercial Drone Pilot Training beginning Oct. 13.*

## New Class this Fall at SMC Extension/Community Education

# PROPERTY MANAGEMENT COURSE OFFERS SOLID CAREER PROSPECTS

**S**MC Extension/Community Education will be offering a new class this fall, “Property Management – Residential, Commercial, Industrial,” a career in which employment prospects are solid. In fact, employment of property, real estate and community association managers is projected to grow 10 percent from 2016 to 2026, faster than the average for all occupations, according to the U.S. Bureau of Labor Statistics.

Although SMC Extension/Community Education has offered residential property management courses in the past, this class also covers the commercial and industrial areas as well. And the course will be taught by an instructor who brings more than 25 years of experience in real estate.

Donyea Adams has provided professional real estate advisory services for both the public and private sectors, and previous private sector assignments include commercial real estate advisory services, affordable housing resident manager and affordable housing rehabilitation development management.

Adams received a Bachelor of Science in Business Management from Pepperdine University in 2004 and a Master’s Degree in Real Estate Development from the University of Southern California School of Policy Planning and Development in 2008.

He has maintained an active California Real Estate Broker license since 1994. In 2009, he set up a consulting service to provide professional real estate advisory and investment services to corporations, private entities and local government authorities.

The reward is to provide a service to a property owner that will result in generating income, delivering well-qualified tenants, and increasing the market value of the property.

The challenges to property management are the legal issues that can disrupt the property operation such as evictions, as well as city and state compliance. Also, staying in front of the rental market by providing leasing comps and market analysis.

The differences between residential, commercial and industrial property management are numerous. Residential property management is focused on managing homes and apartment communities for the benefit of tenant possession and use. Tenants will reside on the property as a long-term residence or short-term residence. The lease agreement for residential property is typically 6 months to 1 year. The property conditions are regulated at the local, state, and federal level. The security deposit is based on the property being furnished or vacant and the maintenance of the property is generally the responsibility of the property management agent or property owner. The property manager will focus on selecting the best-qualified tenant, maintaining the property in good condition, and generating as much income as possible for the landlord/owner.

Commercial and industrial property management is very different than residential management. Commercial and industrial tenant communities are small and large businesses that need to occupy space to conduct their business. The lease terms can expand from 6 months to 30 years. The property use and condition can be controlled by the tenant. The lease type will fluctuate depending on what the landlord and tenant agree to pay.

So with these minimal differences in residential and commercial/industrial leasing the property manager focused on commercial and industrial property needs to have the skill set to provide both the landlord and the tenant with a service that will add value to the leasing experience. The commercial property manager needs to understand the environmental issues the property may have as well as the legal complexity of a lease agreement. The manager is associated with trade organizations that cater to commercial, industrial, and office rentals and development and typically the property manager will have an advanced college degree.

There are lots of opportunities in property management. A person can work as an asset manager, leasing agent, or property supervisor. The entry to the industry is not difficult but may require training, a degree and understanding of the commercial and industrial market. Commercial and industrial property management requires a dedication to managing commercial and industrial real estate and is typically exclusive to that real estate category. The salary is different as well and tends to offer a higher salary than residential property management. Commercial property management is typically tied to commercial real estate sales and in both cases requires a real estate broker or salesperson license.



*Donyea Adams will teach “Property Management – Residential, Commercial, Industrial” Oct. 20 – 27.*

or arbitrating disputes and spend a significant part of each class applying those theories through role-playing exercises. A certificate of completion is awarded upon satisfactorily completing the course.

**Week 1: Legal Systems and Basics of Dispute Resolution** Gain the foundation you need to understand how ADR processes work by learning about legal systems throughout history and the world, in-depth information about the U.S. federal and state legal systems, and the hierarchies of authority that guide how disputes are resolved in this country. Also, learn a process for organizing case facts and identifying issues that will probably have to be resolved to fix the problem being addressed.

**Week 2: Negotiation** Prepare yourself for all kinds of situations and personalities by learning the three different types of negotiations: hard bargaining, soft bargaining, and principled negotiation. Then practice what you learn through role-playing exercises where you will be the negotiator.

**Week 3: Mediation** Learn the three types of mediation — facilitative, evaluative, and transformative — and participate in a team exercise in which you will be the mediator.

**Week 4: Arbitration** Discover how the arbitration process works by learning how to spot case issues, make opening arguments, question witnesses, and make closing arguments. Then put that information into practice by being on a trial team that conducts an in-class arbitration.

**Week 5: Lawsuits and ADR Careers** Learn how Superior Court trials work and find out how non-lawyers can become professional mediators and/or arbitrators/hearing officers.

\$299 | Robert Klepa  
SMC Bundy Campus, 216

Thu 6:30 p.m. – 9:30 p.m. Sep 6 – Oct 4

## COMPUTER AND INTERNET COURSES

### Adobe Photoshop for Photography – Mac

**NEW!** Learn how to express your imagination and create your own dream-worlds with Adobe Photoshop. Explore digital imaging and the basic principles of photographic control and manipulation, and find out how to turn ordinary photographs into works of art. **Please note: This class is taught on Mac computers (not PCs) and focuses on applications for photography instead of graphic design. Student will have an individual Mac to work on during class.** Materials fee \$25 at class.

\$299 | Ford Lowcock  
SMC Main Campus, Business 131

Sat 10:00 a.m. – 2:00 p.m.  
Sep 8 – Oct 6

### Basics of MS Excel – Navigate and Simple Formula

In a truly introductory class, learn how to use Excel. Start with an overview of the menus and the “ribbon,” and find out how to navigate around a spreadsheet, enter simple data, write simple formulas, and work with lists. Then, learn how to format spreadsheets to make your data stand out and look great, and how to work with text, sort and filter lists, create tables, and more! Then put your new skills to work as you create a simple household budget. You will have an individual computer to work on during class, along with a template you can download and work in during class, and a cheat sheet with keyboard shortcuts.

\$129 | Seth David  
SMC Bundy Campus, 127

Sat 9:00 a.m. – 4:00 p.m. Sep 8

### Intermediate MS Excel – Formatting Data like a Pro!

In a follow-up class to Basics of MS Excel, get a quick review of basic formatting, and find out about conditional (if/then) and two-color formatting. Also, learn how to write a selection of

advanced formulas, and how to work with named ranges and using names in formulas. You will have an individual computer to work on during class. Materials fee \$20 at class.

\$129 | Seth David  
SMC Bundy Campus, 127

Sat 9:00 a.m. – 2:00 p.m. Sep 15

### Advanced MS Excel – Working with Databases, Pivot Tables and Pivot Charts

In a follow-up class to Intermediate MS Excel, continue building your skills as you learn how to use filters, how to work with subtotals, how to link data to a drop-down menu, how to create Sumif formulas, and how to make the most of pivot tables and pivot charts to take large volumes of data and summarize them in seconds, giving you valuable information efficiently. You will have an individual computer to work on during class.

\$129 | Seth David  
SMC Bundy Campus, 127

Sat 9:00 a.m. – 2:00 p.m. Oct 13

### 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

# Adobe Photoshop for Photography and Advanced Digital Photographic Printing

## FORD LOWCOCK BRINGS UNIQUE EXPERTISE TO COMMUNITY EDUCATION

**F**ord Lowcock has had a long and distinguished career as a photographer and photography instructor at Santa Monica College, and though he has retired from SMC as a full-time professor, he is bringing his many skills and talents to SMC Extension/Community Education.

Leaving behind a stellar 23-year career on the main campus during which, under his leadership, the Photography Department became widely recognized as one of the top commercial photography programs in the country, Lowcock will teach this fall two new classes: “Adobe Photoshop for Photography – MAC” and “Advanced Digital Photographic Printing Workshop - MAC.” Classes are taught in the Photo Department’s main campus labs and facilities.

“Community Ed students have a wonderful desire to learn, to gain new skills and have fun all at the same time,” Lowcock said. “In addition, the program encourages many students to also consider taking academic photography classes. And Community Ed students get access to the main campus’ dark rooms and other facilities, so it’s a great community builder.”

Lowcock brings with him an impressive list of achievements in photography—including a long list of highly technical and advanced skills—as well as in the academic realm.

Before his retirement on Jan. 1 from SMC, he was an unofficial co-chair of the department for more than 10 years and chair for the last four years. He supervised as many as 45 faculty members and participated in the creation of a large percentage of the current photography curriculum.

He was instrumental in building an industry support base providing the department and students networking opportunities.

In addition, he led more than 40 field study photographic weekend workshops for up to 137 students to Death Valley, the Eastern Sierras, Big Sur, Carmel, Joshua Tree National Park, the Salton Sea, Anza Borrego and Yosemite National Park, involving four to six faculty members to help.

In 1998, he designed the department’s first computer lab, and since 1999 he assisted in bringing in approximately \$750,000 in grant money. He has taught many courses from beginning to advanced, including studio lighting, film printing, Adobe Photoshop, Adobe Lightroom, time lapse, business photography and many more.

An ongoing, personal photographic project of his is on the environmentally endangered Coho salmon of the Klamath River in Northern California and Southern Oregon, where he has documented the many sides of the factors resulting in the decline of the salmon.

“I have photographed and told the story of Ron Reed, Cultural Biologist for the Karuk Tribe, Native Americans, who have lived in the mid-Klamath basin for thousands of years,” he said. “I photographed and told the stories of steep ground logging and privately owned lands with managed logging, and cattle ranchers who own land but also have cattle grazing on public land, as well as environmentalists in the area.”

In “Adobe Photoshop for Photography – MAC,” students will learn how to express their imaginations and create their own dream worlds with Adobe Photoshop. They will explore digital imaging and the basic principles of photographic control and manipulation, as well as finding out how to turn ordinary photographs into works of art.

In the “Advanced Digital Photographic Printing Workshop - MAC,” which is limited to a maximum of eight students, Lowcock will demonstrate how to bring printmaking to a higher level. He said students will “have to have a strong desire to make personal expressive photographic prints.”

“Ford’s workshop was an eye opener for me,” said student Sara Peterson. “I have a new understanding of how to create a print that begins with processing of the RAW image. The small group size gave us the ability to deconstruct our methods and rebuild where needed. I came away with a stronger workflow, a better understanding of color, and confidence in my technique.”

Lowcock is looking forward to his next chapter at SMC Community Ed. “It’s a great place,” he said, “for instructors to try things out outside the academic curriculum.”



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*Ford Lowcock will teach “Adobe Photoshop for Photography – MAC” Sept. 8 – Oct. 6 and “Advanced Digital Photographic Printing Workshop – MAC” Oct. 27 – Nov. 3.*

functions, copy and paste functions, margins, and linking. This is a hands-on class, with each student working at an individual PC computer.

\$139 | Paula McIntosh  
SMC Bundy Campus, 127

Sat 12:30 p.m. – 4:30 p.m.  
Sep 22 – Oct 6

## SOCIAL MEDIA

### 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 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, 216

Tue 6:30 p.m. – 9:30 p.m. Oct 16

### Secrets of Internet Marketing

Discover tips and techniques to promote your business effectively online. Learn how to use Google AdWords and search features to drive traffic to your website. Find out how to make the most of social media sites (Facebook, Twitter, etc.) to help generate business and increase sales. Learn how to use a landing page for special promotions and offers, what makes a successful email newsletter, and more! Materials fee \$30 at class.

\$49 | Bob Cohen  
SMC Bundy Campus, 216

Wed 6:30 p.m. – 9:30 p.m. Oct 17

## ENTREPRENEURIAL TRAINING

### BOOKKEEPING

#### Bookkeeping Essentials

Are you an entrepreneur, manager, or investor? Sign up for this intensive three-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, 216

Sat 9:00 a.m. – 12:00 p.m.  
Sep 22 – Oct 6

### 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. \$20 material fee due at registration for Gerald's comprehensive workbook. Receive link and access code upon registration. Print (recommended) or download on a personal device and bring to class. Materials fee \$20 at class.

\$59 | Gerald Anderson  
West Los Angeles College, TBA

Sat 9:00 a.m. – 12:00 p.m.  
Oct 6 – Oct 13

#### 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. \$20 material fee due at registration for Gerald's comprehensive workbook. Receive link and access code upon registration. Print (recommended) or download on a personal device and bring to class. Materials fee \$20 at class.

\$59 | Gerald Anderson  
West Los Angeles College, TBA

Sat 9:00 a.m. – 12:00 p.m.  
Nov 10 – Nov 17

## QUICKBOOKS

### QUICKBOOKS

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

Please note: This class is for QuickBooks Desktop version, and not for QuickBooks Online.

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

 Find us on  
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News by Liking  
Us on Facebook.

# Entrepreneurship &



*The Entrepreneur Series is designed to provide the tools and know-how for entrepreneurs to plan, develop, and implement their business idea, from conception through start-up.*

**This course will cover the following topics:**

- Business Plan Writing
- QuickBooks
- Marketing Tools & Techniques for Today
- Legal Aspects of Business

## Business Development Series

*In the Business Development Series, learn the foundational elements you need to start and grow your business.*

### Business Plan Writing

Turn your business ideas into a solid plan for financing and long-term success. Work through all of the major components of writing a business plan and emerge with your first draft in hand.

- Committing your idea to paper increases your chances of obtaining financing
- Keeps your business strategically focused
- Complete the first--and most difficult--step on the path to small business success

This class is offered in partnership with Westside Extension.

**Fee:** \$59.00 and Materials Fee \$20.00  
**Date:** Saturdays, Nov. 10 & Nov 17, 2018  
**Time:** 9:00 a.m. – Noon  
**Location:** West Los Angeles College  
9000 Overland Ave., Culver City  
**Instructor:** Gerald Anderson

### QuickBooks

Gain basic hands-on training in using QuickBooks for managing your business financials, including:

- How to invoice
- How to receive payments
- How to make deposits
- How to deal with cash sales
- How to create estimates

**Fee:** \$99.00 and Materials fee \$10.00  
**Date:** Saturday, October 20 , 2018  
**Time:** 9:00 a.m. – 4:00 p.m.  
**Location:** SMC Bundy Campus, Room 127  
**Instructor:** Jennifer McIntosh

**SMC** SANTA MONICA COLLEGE

Register online at  
[commed.smc.edu](http://commed.smc.edu)  
or call:  
310-434-3402

Santa Monica College Professional Development

**SMC|Extension**

**Be the Best  
in Business!**

# Business Development Series

## The best way to predict your future is to create it!

*Peter F. Drucker, Management Consultant and Self-described "Social Ecologist"*

### Marketing Tools & Techniques for Today

Since methods and techniques for building and executing effective marketing plans change over time, it's important to keep your approach up to date. In this course, you'll gain a high-level understanding of the tools and methods used today to create meaningful business growth.

Learn marketing strategies to:

- Attract attention
- Identify and woo your target audience
- Grow your customer base
- Increase profits

This interactive course includes:

#### **Week 1:** Target Audience

Identify your target audience and form a plan to attract them. Stop losing money by marketing to irrelevant people.

#### **Week 2:** Web Marketing and Creating a Buzz

Build an effective online presence utilizing SEM best practices, website/weblog and social media strategy, and paid search.

#### **Week 3:** DIY or Not, and Branding

DIY marketing, recognizing when to hire a professional, and understanding how to schedule marketing activities for consistency.

**Fee:** \$119.00

**Date:** Thursdays 11/1, 11/8, 11/15/2018

**Time:** 6:00 p.m. - 8:30 p.m.

**Location:** SMC Bundy Campus, Room 436

**Instructor:** Dyonne Woolen

### Legal Aspects of Business

Come learn from a legal professional about various ways to protect your business. This course will review legal concepts involving corporate formation, corporate maintenance, contracts, and small claims court.

Learn the good and bad about each type of business structure:

- C-Corporation, S-Corporation
- Limited Liability Corporation (LLC)
- Partnership
- Sole Proprietor

This interactive course includes:

#### **Week 1:** Corporate Formation

Learn how to structure and maintain your company, including its associated taxes and other costs, and why some companies incorporate in Nevada.

#### **Week 2:** Contracts

Learn about leases, client contracts, options, and more, and how to use them to protect and defend your company. Also, find out how to avoid or use small claims court.

#### **Week 3:** Small Claim Court

Small claims court can be a resource for small business owners. Learn tips for navigating the system and avoiding costly legal fees.

**Fee:** \$119.00

**Date:** Wednesdays 10/10, 10/17, 10/24/2018

**Time:** 6:30 p.m. - 9:30 p.m.

**Location:** SMC Bundy Campus, Room 236

**Instructor:** Robert Klepa

Santa Monica College Professional Development

**SMC|Extension**

#### Questions?

SMC Extension

310-434-3402

[smcext@smc.edu](mailto:smcext@smc.edu)

# 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](http://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** FALL 2018 (8 Sessions):

Starting 9/15/18  
Ending 11/3/18

Saturdays 9:00 a.m. - 3:30 p.m.

**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 [www.payscale.com](http://www.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](mailto:smcext@smc.edu)

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. **Please Note: This class is for QuickBooks Desktop version, and not for Quickbooks Online. Students interested in taking the class must possess basic computer skills.** Materials fee \$10 at class.

\$99 | Jennifer McIntosh  
SMC Bundy Campus, 127

Sat 9:00 a.m. – 4:00 p.m. Oct 20

### 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. **Please Note: This class is for QuickBooks Desktop version, and not for Quickbooks Online. Students interested in taking the class must possess basic computer skills.** Materials fee \$10 at class.

\$99 | Jennifer McIntosh  
SMC Bundy Campus, 127

Sat 9:00 a.m. – 4:00 p.m. Oct 27

### 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. **Please Note: This class is for QuickBooks Desktop version, and not for Quickbooks Online.** Materials fee \$10 at class.

\$99 | Jennifer McIntosh  
SMC Bundy Campus, 127

Sat 9:00 a.m. – 4:00 p.m. Nov 3

## HEALTH PROFESSIONS

### Certified Phlebotomy Technician 1

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. **To check if you are eligible for State Training Funds visit our ETPL web page at: [updateurskills.com/ETPL.html](http://updateurskills.com/ETPL.html). 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, 217

Sat 9:00 a.m. – 3:30 p.m.  
Sep 15 – Nov 3

### EXAMINATION

Sat 9:00 a.m. – 11:00 a.m. Nov 10

## SELF DEVELOPMENT

### 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, 123

Sat 9:30 a.m. – 5:30 p.m. Oct 6

### 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, 123

Sat 9:30 a.m. – 5:30 p.m. Oct 27

## 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 invest-

ments 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, 228

Thu 6:30 p.m. – 9:00 p.m.  
Sep 13 – Oct 4

### 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, 212

Thu 6:30 p.m. – 9:00 p.m. Sep 13

### 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.

## ACCELERATE YOUR CAREER. GET THE DIGITAL TRAINING THAT WILL GET YOU AHEAD.

**simplilearn**

SMC Extension has partnered with Simplilearn, one of the world's leading certification training providers, to offer the finest in digital training online!

- Digital Sales and Marketing Basics
- Project Management Specialist
- Big Data Specialist
- AWS Solution Architect

This partnership allows SMC Extension to offer you uniquely bundled courses with a special pricing. To learn more, visit us on the web at [commed.smc.edu](http://commed.smc.edu) or [updateurskills.com](http://updateurskills.com).

For program questions or to register,  
call our Program Manager at 310-434-3402

\$49 | Caroline Rakness  
SMC Bundy Campus, 216

Wed 6:30 p.m. – 8:30 p.m. Oct 10

## 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 p.m. with the exam directly following. Materials fee \$35 at class.

\$99 | Carrie Christensen  
SMC Bundy Campus, 212

Sat 8:00 a.m. – 6:00 p.m. Sep 29

### 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 4:15 p.m. to 5 p.m. The exam will be from 5 p.m. to 6 p.m. Exam seating limited — seats will be assigned to those registered first. Materials fee \$30 at class.

\$50 | Carrie Christensen  
SMC Bundy Campus, 212

Sat 12:45 p.m. – 6:00 p.m. Sep 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 chapter(s) PRIOR to the class meeting, to assist you in understanding the materials presented in class. Materials fee \$50 at class.

\$269 | John Anderson  
SMC Bundy Campus, 428

Mon 6:30 p.m. – 9:30 p.m.  
Aug 27 – Dec 17\*

\*No class on Sep 3, Nov 12.

### 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.

\$269 | John Anderson  
SMC Bundy Campus, 428

Wed 6:30 p.m. – 9:30 p.m.  
Aug 29 – Dec 5

### 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.

\$269 | Ronald Vitale  
SMC Bundy Campus, 428

Thu 6:30 p.m. – 9:30 p.m.  
Aug 30 – Dec 13\*

\*No class on Nov 22.

# Eligible Training Provider List

STUDY ONLINE OR IN A CLASSROOM

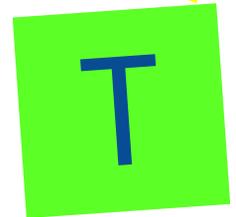
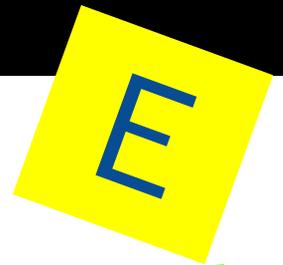
**You could be eligible for State funding for career training!**

**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](http://updateURskills.com)

310-434-3402

# ONLINE LEARNING

the solution for today's busy adult

Convenient – Affordable – Effective

Take a course on topics ranging from A-Z Grant Writing, Photography, to Web Design and more all from the comfort of your home or office at times that are convenient for you. Each course comes equipped with a knowledgeable and caring instructor, lively discussions with your fellow students, and practical information that you can put to immediate use.

For more information, visit [ed2go.com/smc](http://ed2go.com/smc)



## ON THE NET – ONLINE CLASSES

FALL 2018

### 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](http://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](http://trafficschoolonline.com) to register for this class.

Open start date      Fee: \$29.97

# 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](http://commed.smc.edu)  
All major credit cards accepted.

 **BY PHONE:** 310-434-3402  
Telephone Registration Hours are 8:30 a.m. to 4 p.m. Monday through Friday. All major credit cards accepted.

 **BY EMAIL:** [smcext@smc.edu](mailto:smcext@smc.edu)

 **IN PERSON:** By appointment only. The SMC Community Education office is located at the SMC Bundy Campus, 3171 S. Bundy Dr. (at College Dr.), 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 2–3, November 9–10, and November 22–24.

**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 p.m.) 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 p.m. 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 6 p.m. may vary. Head-in parking ONLY.

**SMC Center for Media and Design – 1660 STEWART ST.**  
PERMIT/PAID PARKING – Parking at SMC's Center for Media and Design requires a decal at any hour Monday through Friday. 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](http://westlac.augusoft.net) (click on the "Forms & FAQs" link). For room information and direction, call 310-287-4475.

## 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 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.

# COMMERCIAL DRONE PILOT TRAINING

*As many as 100,000 new jobs will be created in the first 10 years after unmanned aircraft are cleared for takeoff in U.S. airspace — the Association for Unmanned Vehicle Systems International*



## Looking for a truly modern career?

- Prepare for the FAA exam to become a Remote Pilot in Command (RPIC)
- Hands-on learning how to pilot small Unmanned Aerial Systems (sUAS)
- Training and Externship
- Trainers are established Commercial sUAS operators

This program is designed to prepare you to perform the duties of a Commercial RPIC required in any commercial drone setting, such as public safety, cinematic, realty, construction, transportation, and surveying.

### PART I

#### FAA Part 107 RPIC Exam Course

Preparation for the FAA Part 107 Remote Pilot in Command Exam.

Classroom Hours: 21

### PART II

#### sUAS Pilot Training Course

A 16-hour "hands-on" training course in piloting sUAS. (Prerequisite: Must complete Part 1 or have a RPIC Certificate).

Classroom Hours: 16

### PART III

#### RPIC Training Externship

A 120-hour externship assisting established Commercial sUAS operators in real-life situations, to be scheduled and completed within 6 months after successful completion of Part 1&2. Students will learn to assist established Commercial sUAS operators in "real-life" situations.

Classroom Hours: 120

**Free info session**

**September 8**

**11:00 a.m. to Noon**

**Bundy 216**

## Program Details

Registration fee for series includes Externship: \$1,700

**Schedule:** Part I: 10/13 - 10/27 (3 Saturdays)  
Part II: 11/3 - 11/10 (2 Saturdays)  
Part III: by arrangement with Instructor

**Location:** Santa Monica College  
Contact for Details

*Course includes all classroom materials and textbooks*

## Certification

To pass this program, you must score a minimum of 70 percent on the final exam (FAA Part 107 Exam). A certificate of completion is awarded upon successful completion of the 3-part course. Course includes all classroom materials and textbooks.

**For registration information visit**  
**[updateURskills.com/ETPL.html](http://updateURskills.com/ETPL.html)**  
**or contact**  
**SMC Extension**  
**Phone: 310 434-3402**  
**Email: [smcext@smc.edu](mailto:smcext@smc.edu)**

Santa Monica College Professional Development

**SMC | Extension**

**Questions? Contact**

SMC Extension

310-434-3402

[smcext@smc.edu](mailto:smcext@smc.edu)

Santa Monica College Professional Development

# SMC | Extension

Santa Monica Community College District  
1900 Pico Blvd., Santa Monica, CA 90405  
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## SMC Extension

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SMC Extension  
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[commed.smc.edu](https://commed.smc.edu)

Classes fill up quickly, sign up today!