

Santa Monica College Professional Development

# SMC | Extension

SPRING 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 **Alternative Dispute Resolution (ADR), Phlebotomy Technician, and Webmaster**.

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

Sincerely yours,

Dr. Kathryn E. Jeffery  
SMC Superintendent/President



## Santa Monica College Extension's “Preferred Partner” Program

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

### **BENEFITS OF BECOMING A PREFERRED PARTNER**

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

### **CUSTOMIZED & CO-BRANDED COURSE OFFERINGS**

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

### **APPLY TODAY!**

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

Go to [commed.smc.edu](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 Office of Workforce and Economic Development. As part of the Community Education Department, the SMC Extension program is not supported by the College's general fund, and operates on the revenues generated from course registration fees.

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

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

### OFFICE LOCATION

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

### SMC ADMINISTRATION AND STAFF

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

### SMC COMMUNITY EDUCATION STAFF

Alice Meyering

**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; Chase Matthews, 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!

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## BUSINESS AND FINANCE

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### 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 6:30 p.m. – 9:30 p.m. Mar 21

### 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 10:00 a.m. – 3:00 p.m.

Mar 24 – Mar 31

### Make Extra Income: Auto Wholesale Business from Home

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

\$99 | Wayne Williams

SMC Bundy Campus, Room 240

Wed – Thu 6:00 p.m. – 9:00 p.m.

Apr 18 – Apr 19

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## CERTIFICATE PROGRAM

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### 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 216

Thu 6:30 p.m. – 9:30 p.m.

Apr 19 – May 10

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## COMPUTER AND INTERNET COURSES

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### 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

## New Fashion Program with La Tanya Louis

### TECH PACK REQUIRED SKILL IN BOOMING FASHION INDUSTRY

SMC Extension/Community Education's exciting new fashion program taps into a vibrant national industry that contributes billions of dollars to the economy each year in both the nation and in Los Angeles, the second largest fashion center in the U.S.

And one aspect of this important economic sector is that U.S.-based fashion manufacturing benefits from new trends in the retail industry, which often demand small-batch, fast-turnaround products to meet fast changing consumer tastes. U.S. production allows for a product to be conceived of and produced in weeks.

But to ensure the quick turnaround, it's important to have an efficient Fashion Tech Pack – one of the courses being offered by SMC Extension/Community Education – set in place for ease of production and accuracy of the products being made.

“In 2015 alone, consumers spent nearly \$380 billion on apparel and footwear,” according to a report by the U.S. Congress Joint Economic Committee. “The industry, which encompasses everything from textile and apparel brands to wholesalers, importers and retailers, employs more than 1.8 million people in the United States. It relies on workers in a wide range of occupations, including fashion designers, market research analysts, computer systems developers, patternmakers, sewing machine operators and wholesale buyers.”

The fashion industry is particularly important in Los Angeles. The Congressional report notes that the “Los Angeles area employs more than 99,000 people within the apparel, textile and wholesale industries, and the textile, and apparel industries pay almost \$7 billion in wages to workers in the region.

“The Los Angeles area employs about one-quarter of all of the fashion designers in the United States,” the report continues. “Local apparel companies earn almost \$18 billion in revenue in Los Angeles. As a sign of how far Los Angeles has come, in 2012 Saint Laurent moved its main design studios from Paris to Los Angeles. Recently Saint Laurent even presented its fall 2016 men's and pre-fall 2016 women's collections in Los Angeles.”

For students of fashion design, learning how to create a Tech Pack is a must, says La Tanya Louis, who teaches the class and is also the producer to SMC's widely praised LA Mode, the annual student fashion show. It is a vital tool used in today's apparel manufacturing industry to provide the critical blueprint necessary to mass-produce a garment according to modern standards and technology, she says.

Louis notes that the class is also useful for those already in the industry who want to upgrade their skills and for those who are re-entering the field after taking a break. It's also a needed skill for entrepreneurs who want to start their own clothing line, which requires the understanding of how to communicate the production process with manufacturers.

And the advantage of being a designer and entrepreneur in the City of Angels? Says Louis, “It's easier to enter the industry in L.A. than New York. New York has more hierarchy or has a more well established pecking order, because it's the fashion capital of the U.S. And there's more freedom to let your creativity blossom in L.A.”



# WEBMASTER PROGRAM

Job outlook projected to grow 27%



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

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

## Course Information

### Where:

Online - Distance Learning

### Start Dates:

2/14, 3/14, 4/11, 5/16, 6/13, 7/18, 8/15

**Duration:** 150 hours; 6 months access

**Tuition:** \$2,299

## Objectives

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

## Student Benefits

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

## Certification

A certificate is awarded upon successful completion of the course.

**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)

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 all three workshops in the same semester.

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

### **Adobe Photoshop (Level I)**

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

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

Tue 6:30 p.m. – 9:30 p.m.  
 Feb 20 – Apr 3\*

\*No class on Mar 13.

### **Adobe Illustrator (Level I)**

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

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

Wed 6:30 p.m. – 9:30 p.m.  
 Feb 21 – Mar 28

### **Design & Publish Your Own Websites**

Prerequisite: Familiarity with Adobe Photoshop. Learn everything you need to create your own website using Adobe Dreamweaver and other programs. In a class that demystifies the Internet and provides a broad base of knowledge

on how to begin publishing on the web, gain a basic understanding of HTML, CSS, and formats such as Wordpress, and how to use them to design interactive webpages. Develop the skills to create simple animations, rollovers, and behavior scripts to help you better manage and profit from existing sites.

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

Thu 6:30 p.m. – 9:30 p.m.  
 Feb 22 – Mar 29

### **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.

\$139 | Jennifer McIntosh  
 SMC Bundy Campus, Room 127

Sat 12:30 p.m. – 4:30 p.m.  
 Feb 24 – Mar 10

### **Introduction to 3D Printing**

Learn all about 3D printing in a hands-on course that shows you how to create and print 3D files for both career

and home-use applications. Find out about the machines, methods, and materials used in the 3D printing industry, learn to use software for rendering 3D shapes, and fashion your own creations using techniques that will unlock your creative and inventive potential in the exciting new field of additive manufacturing and rapid prototyping.

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

Mon 6:30 p.m. – 9:30 p.m.  
 Feb 26 – Apr 2

### **Advanced 3D Printing Workshop**

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

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

Fri 12:00 p.m. – 4:00 p.m. Mar 9 – Apr 6

### **3D Printing Teacher Certification I**

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

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

Mon 6:30 p.m. – 9:30 p.m.  
 Feb 26 – Apr 2

### **3D Printing Teacher Certification II**

Prerequisites: For Certification II: completion of certificate I course. Prepare to be a 3D printing instructor for

Barbara Rain

## NEW SEWING MACHINE BOOTCAMP A PERFECT FIT

**B**arbara Rain has sewn virtually her whole life, and she was shocked when she first met fashion designers who did not know how to sew.

It is for these designers – and for many other people – that SMC Extension/Community Education has just launched the Sewing Machine Boot Camp, one of a trio of courses that make up a new Fashion Program.

“I think this is a class for people at many different skill levels,” Rain says. “Wouldn’t you like to have that feeling of comfort and confidence when it comes to using the machine?”

Specifically, students in the class learn how to use the Juki power industrial single needle and overlock machines, the most commonly used precision sewing machines for industrial apparel construction. By the end of the four-week Bootcamp, students will create and keep a drawstring tote bag and drawstring shorts.

Aside from designers, Rain says the class is tailored to students in SMC’s academic Fashion Design program, as well as community members who already sew on home machines.

“Fashion Design students never have enough time to get really good with the machines,” Rain says. “Students are expected to go from zero to professional in two years. But working on a sewing machine is kind of like playing a sport or a musical instrument – you have to practice a lot and really get it in your body.”

The class would also be good for those who sew on home machines, making clothes for themselves, family members and friends. She says those people might want to start a home business and can “step up their game and leap into the industrial world” by learning how to sew on the bigger and faster Juki machines – what she calls “the Maseratis” of sewing machines.

As to designers who don’t know how to sew, who come from an artistic standpoint and believe others can make what they envision, Rain has words of caution. Designers who can’t sew run the risk of having their designs stolen by pattern makers or sewers or being charged more for materials or labor than is fair.

Extension/Community Ed is hopeful that the Sewing Machine Bootcamp will provide a good basic building block for further specialty workshops that can concentrate on special areas of sewing, such as zippers and collars.



*The next Sewing Machine Bootcamp begins March 10.*

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

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

Fri 12:00 p.m. – 4:00 p.m. Mar 9 – Apr 6

### Fundamentals of Microsoft Excel 2013 for the PC – Creating Spreadsheets

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

\$129 | Seth David  
SMC Bundy Campus, Room 127

Sat 9:00 a.m. – 4:00 p.m. Apr 21

### 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, subto-

tals, and basic conditional formatting.  
Optional materials fee \$20 at class.

\$129 | Seth David

SMC Bundy Campus, Room 127

Sat 9:00 a.m. – 2:00 p.m. Apr 28

## 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 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 6:30 p.m. – 9:30 p.m. Feb 28

### 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, Room 240

Wed 6:30 p.m. – 9:30 p.m. Mar 7

## FASHION

### Sewing Machine Boot Camp

**NEW!** Through a series of project-based, step-by-step exercises, learn how to use the Juki power industrial single needle and overlock machines, the most commonly used precision sewing machines for industrial apparel construction. Master winding the bobbin, threading, changing the needle, and balancing tension—as well as stitching and clean finishing various types of seams—as you create a drawstring tote bag and drawstring shorts. Special emphasis will be placed on best practices for safety and preventing common machine problems. No prior experience necessary. Course provides extra practice and enrichment for superior results in Apparel Construction (Fashion 3) for fashion majors. Materials fee \$15 at class.

\$139 | Barbara Rain

SMC Main Campus, Business 107

Sat 2:30 p.m. – 6:30 p.m.

Mar 10 – Mar 31

# Social Media Certificate Training

## Online Marketing Certified Practitioner (OMCP) Classes

### Search Engine Optimization (SEO) and Web Analytics

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

Open enrollment Fee \$1,699

### Social Media Marketing and Web Analytics

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

Open enrollment Fee \$1,699

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

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

 Find us on  
**Facebook**

**STAY CONNECTED!**



Get the Latest  
News by Liking  
Us on Facebook.

## ENTREPRENEURIAL TRAINING

### BOOKKEEPING

#### Bookkeeping Essentials

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

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

Sat 9:00 a.m. – 12:00 p.m.  
Feb 24 – Mar 10

### QUICKBOOKS

#### QUICKBOOKS

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

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

*\*Includes certificate fee.*

#### QuickBooks: The Basics, Part I

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

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

Sat 9:00 a.m. – 4:00 p.m. Mar 24

#### QuickBooks: The Next Step, Part II

If you have already taken the beginning QuickBooks class—or know how to use basic functions such as write checks and add, edit, and delete customers, vendors, employees, accounts, and items—prepare to go to The Next Step! Learn how to prepare estimates, use credit cards for purchases, reconcile credit card accounts, set up bank accounts, and apply credits to invoices. Materials fee \$10 at class.

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

Sat 9:00 a.m. – 4:00 p.m. Mar 31

#### Certificate Series: QuickBooks I & II

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

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

Sat 9:00 a.m. – 4:00 p.m.  
Mar 24 – Mar 31

#### QuickBooks: Reports & Bank Reconciliation

Prerequisite: QuickBooks Part I & II, or equivalent. Expand your QuickBooks skills as you learn how to generate reports in QuickBooks, as well as reconcile your accounts with bank statements. Also, find out how to customize forms, export data to Excel, and prepare reports for presentations. Materials fee \$10 at class.

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

Sat 9:00 a.m. – 4:00 p.m. Apr 7

### 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.

*This class is offered in partnership with Westside Extension.*

\$59 | Gerald Anderson  
West Los Angeles College  
9000 Overland Ave., Culver City

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

#### 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.

*This class is offered in partnership with Westside Extension.*

\$59 | Gerald Anderson  
West Los Angeles College  
9000 Overland Ave., Culver City

Sat 9:00 a.m. – 12:00 p.m.  
Apr 7 – Apr 14

## 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

# CBCS MEDICAL BILLING AND CODING (Voucher Included for CBCS Exam)



CBCS Medical Billing and Coding is an ideal program for students new to a medical career. If you're seeking entry into the healthcare industry, this comprehensive program will provide you with all of the information you need to earn a certification in medical billing and coding.

You will build a foundation of medical vocabulary to help you better understand the contents of a patient's medical record. In addition, you'll learn current medical coding standards, so you can be successful within the industry. Upon completion of this program, you will be prepared to sit for the Certified Billing and Coding Specialist (CBCS) exam, offered by the National Healthcareer Association (NHA). The registration fee for this exam is included.

## Course Information

### Where:

Online - Distance Learning

### Start Dates:

2/14, 3/14, 4/11, 5/16, 6/13, 7/18, 8/15

**Tuition:** \$2,195

## Details

- This program offers valuable training in legal, ethical, and regulatory concepts that are central to the field, including HIPAA compliance and third-party guidelines for filing insurance claims.
- You will gain hands-on, practical experience in medical billing and coding, and work with the main coding manuals
- You will study word terminology and the structures and functions of the human body. You will also learn about the disorders and medical procedures common to each body system.

## Student Benefits

- This course provides a complete learning experience
- 340 total online hours with 12 months access
- Each student will be paired with a student facilitator to answer questions and provide feedback
- All materials, a voucher for the CBCS Exam, and one-year access are included in the registration fee

## Certification

A certificate is awarded upon successful completion of the course. You will receive a voucher to take the Certified Billing and Coding Specialist (CBCS) exam.

**For registration information visit  
[CAREERTRAINING.ED2GO.COM/SMCE](https://CAREERTRAINING.ED2GO.COM/SMCE)**

**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)

## PET COUTURE: ENTREPRENEURIAL OPPORTUNITIES ABUNDANT IN \$14 BILLION MARKET

**W**e love our pets in this country. And arguably, Angelenos love their pets more than residents of any city in the U.S.

So perhaps it comes as no surprise that Americans spent more than \$14 billion in 2016 on pet wearables, including collars, leashes and apparel. And the entrepreneurial opportunities in this growing field are plentiful, according to SMC Extension/Community Education’s Pet Couture instructor Jan Ardell.

“There is a huge market out there for pet wearables, and not many people are fulfilling the demand,” says Ardell, parent of a dog named Ester. “And it’s fun – who doesn’t want to be around pets all the time?”

In Ardell’s class, “Pet Couture, from Rags to Riches,” launched in January, students are learning to create their own sustainable pet clothes and accessories. They learn how to measure their pets correctly and use basic sewing techniques with gluing and pinning to create original designs, using fabric scraps, dead stock fabrics and deconstructed clothing.

Ardell herself has a fledgling pet couture business called CAMILLION Collars. She is selling her high-end “attitude” collars – like mood rings, they change colors – on Etsy and Facebook and in a couple of boutiques. She hopes to expand by getting investors and has even auditioned twice for the popular “Shark Tank” television series with an eye on winning funding for her enterprise.

Pets are not only the beloved targets of this new pet couture surge. They are showing up on fashion runways more and more, even during New York Fashion Week. And Ardell says dogs are likely to be included in LA Mode 2018, the highly regarded student fashion show scheduled in June.



about the circulatory system, venipuncture technique and specimen collection, risk factors and complications, and quality assurance. This course provides a complete learning experience—with 48 hours of classroom instruction and a 40-hour hands-on externship, and prepares you to take the National Certification exam to become a Certified Phlebotomy Technician 1 (CPT1). A certificate of completion is awarded upon successful completion of the course. You must be at least 18 years old and have a high school diploma or equivalent at the time of registration. **Registration fee includes books, supplies, study guides, all class materials, exam preparation, and externship.**

\$2,415 | AUMT Staff  
SMC Bundy Campus, Room 217

Sat 8:00 a.m. – 2:30 p.m.  
Mar 24 – May 19\*

\*No class on Apr 14.

### EXAMINATION

Sat 9:00 a.m. – 11:00 a.m. Jun 2

### Reiki – Level I

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

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

Sat 10:00 a.m. – 6:00 p.m. May 12

**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 10:00 a.m. – 6:00 p.m. May 19

**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.

\$99 | Paul Heising

SMC Bundy Campus, Room 228

Wed 6:30 p.m. – 9:00 p.m.

Feb 21 – Mar 14

Sat 9:30 a.m. – 12:00 p.m.

Feb 24 – Mar 17

**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 212

Wed 6:30 p.m. – 8:30 p.m. Mar 21

**Smart Money Fundamentals**

Learn how to invest intelligently and profitably to secure your financial future. Find out how to select a financial advisor, and what you need to know about annuities, bonds, gold, mutual funds, stocks, real estate, and Social Security. Pick up tax-savings ideas, and find out how to manage credit and debt, and increase FICO scores. Discover time-tested strategies to help you make informed investment decisions, including how to figure out how much you need to put away to retire. As a bonus, an Economic Forecast will be included. You are invited to bring your spouse or a guest at no extra cost.

\$49 | Caroline Rakness

SMC Bundy Campus, Room 212

Wed 6:30 p.m. – 9:00 p.m. Apr 18

**NOTARY PUBLIC/  
RENEWAL****Become a Notary in One Day**

Start your own business, become a more valuable employee, provide cus-

tomers 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 8:00 a.m. – 6:00 p.m. Apr 28

**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 4:15p.m. to 5p.m. The exam will be from 5p.m. to 6p.m.. Exam seating limited—seats will be assigned to those registered first.

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

Sat 12:30 p.m. – 6:00 p.m. Apr 28

## 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.

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

Mon 6:30 p.m. – 9:30 p.m.  
Feb 12 – Jun 11\*

\*No class on Feb 19, Apr 9, May 28.

### 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 6:30 p.m. – 9:30 p.m.  
Feb 14 – May 30\*

\*No class on Apr 11.

### 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 6:30 p.m. – 9:30 p.m.  
Feb 15 – May 31\*

\*No class on Apr 12.

## COMMUNITY EDUCATION

### Gift Certificates

We can issue a gift certificate  
for a specific class or provide  
certificates in specific  
dollar amounts.

CALL (310) 434-3400  
FOR MORE  
INFORMATION.

Broaden Your Horizons – Make It Happen Today!



Online Learning  
anytime, anywhere...  
just a click away

Learn  
from the  
comfort of  
home!

## ONLINE CAREER TRAINING PROGRAMS

Prepare for employment in some of today's hottest careers with a comprehensive, affordable, and self-paced online Career Training Program. You can begin these programs at your own pace. Upon successful completion of all required coursework, you will receive a Certificate of Completion.

- 6-18 month format
- All materials included
- Prepare for certification
- Student advisors

Some of our most popular courses include:

### Medical Transcription

Learn to transcribe medical reports in hospitals, offices, or from home with the most popular transcription program in the country for entry-level training.

### Certified Electronic Health Records Specialist

Learn how to implement and utilize electronic health records and become a Certified Electronic Health Records Specialist.

### Physical Therapy Aide

Master the skills needed to begin a career as a physical therapy aide.

### CompTIA Healthcare IT Technician (Voucher Included)

The CompTIA Healthcare IT Technician course teaches the fundamentals of healthcare IT (HIT) by using the CompTIA Healthcare IT Technician (HIT-001) exam objectives as the framework.

### Certified Health Unit Coordinator

This program is designed to prepare you to facilitate the activities of people in a health unit to work together smoothly and harmoniously.

### Administrative Dental Assistant

Learn how to perform the administrative tasks essential for managing the business aspects of a dental practice.

### Optician Certification Training

Master the skills you need for a successful career as an optician and prepare yourself to take the ABO certification exam.

### Administrative Medical Specialist with Certified Electronic Health Records Specialist + Medical Terminology

This program combines the Administrative Medical Specialist program with training in electronic health records and medical terminology to give you a competitive edge in the healthcare field.

### Certified Electronic Health Specialist with Medical Terminology

Learn how to implement and utilize electronic health records and become a Certified Electronic Health Records Specialist with 60 hours of medical terminology training to give you a competitive edge in the healthcare field.

## ONLINE SHORT COURSES

Our instructor-led online courses are informative, fun, convenient, and highly interactive. We focus on creating warm, supportive communities for our learners. New course sessions begin monthly, are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links, and more.

- 6-week format
- 24-hour access
- Discussion areas
- Monthly start sessions
- Expert instructors

Some of our most popular courses include:

### Accounting Fundamentals

Gain a marketable new skill by learning the basics of double-entry bookkeeping, financial reporting, and more.

### Administrative Assistant Applications

Gain the skills and knowledge you'll need to prepare for the Certified Administrative Professional exam and begin a career in this field.

### Computer Skills for the Workplace

Gain a working knowledge of the computer skills you'll need to succeed in today's job market.

### Explore a Career as a Paralegal

Find out if a paralegal career is the perfect choice for you, as you explore the fundamentals of U.S. law and legal terminology.

### Introduction to Google Analytics

Learn how to track and generate traffic to your website, create reports, and analyze data with Google's free, state-of-the-art Web analytics tools.

### Introduction to PHP and MySQL

Learn how to create dynamic, interactive Web sites using PHP and a MySQL database server.

### Introduction to QuickBooks 2013

Learn how to quickly and efficiently gain control of the financial aspects of your business with this powerful accounting software program.

### Introduction to SQL

Gain a solid working knowledge of the most powerful and widely used database programming language.

### Java Programming

Deepen your understanding of the Java programming language, and start writing programs that are more sophisticated and professional.

### Medical Coding

Learn how to use the CPT manual and the ICD-10-CM to find medical codes for any disease, condition, treatment, or surgical procedure.

### Start Your Own Small Business

Stop dreaming and learn how to start your own successful small business.

# Eligible Training Provider List

STUDY ONLINE OR IN A CLASSROOM

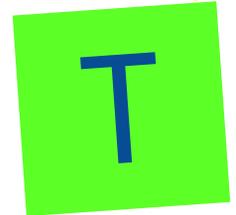
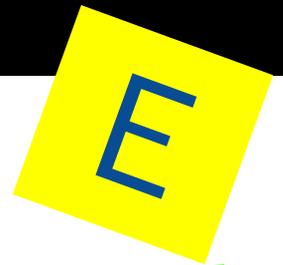
**You could be eligible for State funding for career training!**

**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

## 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

### 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

Santa Monica College

# CAREER COACH

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

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

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

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

Sign up for our  
**Monthly Course  
Updates**  
[commed.smc.edu](http://commed.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](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 March 2, 13, April 9–15, and May 27–28.

**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.

**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, dis-

continued, 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.



Santa Monica College Professional Development

# SMC | Extension

## Computer Literacy for Absolute Beginners

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

### Next Training:

February 24 thru March 10, 2018

Saturdays, 4 hours per meeting, for a total of 3 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

As well as 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.*

**Question? Contact SMC Extension**  
**(310) 434-3402 or email [smcext@smc.edu](mailto:smcext@smc.edu)**

**Be the Best  
in the Business!**

\*\*\* CALL FOR CURRENT SCHEDULE \*\*\*

SMC Extension Santa Monica College  
310-434-3400 | [smcext@smc.edu](mailto:smcext@smc.edu)  
<http://commed.smc.edu>  
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## SMC Extension – Classes This Spring

### 3D Printing Teacher Certification I & II

If you have already taken our 3D Printing class and would like to become an instructor, now you can! This certification course—which runs concurrently with **Introduction to 3D Printing** and **Advanced 3D Printing Workshop**—is a great way to gain hands-on experience in how to properly conduct a class and how to communicate effectively when teaching the subject. For more information, see listing on pages 7–8.

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

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

### QuickBooks I & II

Our **QuickBooks I & II** classes are designed to teach you more of this popular software in the most time-efficient manner in just two full-day workshops. Sign up and complete the special combo of both classes and receive a certificate of completion that speak of your accomplishment! See listing on page 10.



SMC Extension  
Online Registration

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

Classes fill up quickly, sign up today!