

SANTA MONICA COLLEGE | FALL 2019

COMMUNITY EDUCATION

& Professional Development



“Cuban Cool” by Laurie McCormick
SMC Community Education Photo Contest Winner

See inside back cover for more details



Kirchner Berlin Street Scene 1913
(Fall Signature Lecture)

Fall Signature Lecture:

Our Signature Lecture this fall will take you on the journey of **Art Movements from the Roaring 20s through the Swinging 60s**. The 20th century was an age of dramatic social and political change, with artistic movements simultaneously echoing and influencing those changes. Through the Jazz Age, the Great Depression, two world wars, and the increasing influence of European art upon American sensibilities, artists have captured the ebb and flow of social changes within their respective movements. This two-part lecture presents **A Time of War and Surrealism** (November 2) and **A Time of War and Optimism** (November 9). Not to be missed by art lovers everywhere, so please register early!

See pages 6–7 for more details.

Updated Excel Series Now Includes Advanced Excel

Our Excel classes are gaining in popularity and demand. This fall, we offer an expanded, comprehensive, three-part series that will help increase your skills in using Excel. Check out our **Basics of MS Excel – Navigate and Simple Formula**, **Intermediate MS Excel – Formatting Data like a Pro!**, and finally, the much anticipated **Advanced MS Excel – Working with Databases, Pivot Tables, and Pivot Charts**.

See pages 14–15 for more details.

Entrepreneurial Training

QuickBooks I & II are conveniently scheduled on the same day, so you can make the most of your time. The newly added **Business Planning Series** will help the entrepreneur in you kickstart that business venture you've always dreamed about. Our VERY exclusive **Alternative Dispute Resolution (ADR) Certification** class has been expanded to five weeks, to give you more attention and practice. See pages 15–16 for more details.



© Tony Tran, Amalfi Coast, Italy (Plein Air Outdoor Watercolor Painting)

Arts and Crafts

Fall is the right time to explore the local scenery with **Plein Air Outdoor Watercolor Painting**, so pack your paintbrushes, and let's go! If you have taken our **Sewing Machine Bootcamp**, sign up for **Zipper Intensive and Collar Sewing Boot Camp** to round out your techniques. Channel your creative power in a different way by joining **Jewelry-Making Basics from A to Z** to pick up some new techniques and create interesting pieces just in time for the holidays!

See pages 5–6 for more details.



SANTA MONICA COLLEGE

COMMUNITY EDUCATION

FALL 2019



CONTENTS

PERSONAL INTEREST 4

Art | Crafts | Enrichment |
Food & Dining | Home & Garden |
Just for Fun | Languages | Music |
Photography | Stage & Screen | Writing



HEALTH & FITNESS 11

Dance | Fitness & Relaxation |
Self Development | Sports

TEST PREPARATION..... 13

TOEFL Preparation



PROFESSIONAL DEVELOPMENT 13

Business and Finance | Certificate
Program | Computer and Internet
Courses | Entrepreneurial Training |
Health Professions | Self Development |
Money Management |
Notary Public/Renewal



ON THE NET 19

Driver Education

TO REGISTER..... 20

REGISTRATION FORM 22



ABOUT COMMUNITY EDUCATION

To meet the lifelong learning needs of the community, SMC Community Education offers hundreds of classes to individuals who wish to explore their personal interests or enhance their careers. Our low-cost, not-for-credit Community Education courses are designed to enrich lives through hands-on workshops and lively classes in art, writing, dance, and many other areas, with special classes for children and teens. Our fee-based professional development and continuing education programs and seminars strive to promote career development and professional training and certification. Classes on a wide range of topics are also offered online. For more information, please visit our website at commed.smc.edu or call the SMC Community Education office at 310-434-3400.

OFFICE LOCATION

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

HOW TO REGISTER FOR CLASSES:



ONLINE 24/7

commed.smc.edu



PHONE

310-434-3400,
option 2



EMAIL

CommEd@smc.edu

PERSONAL INTEREST

Our Personal Interest courses are a great way to explore and develop new or longtime personal interests and hobbies, as well as prepare to take that next step in your personal and family projects.

Art

Please note: Most art classes require students to provide their own supplies. These are NOT included in the course fee, unless otherwise noted. Please check class supply list online.

Glass Fusing: Big Ideas for Small Projects

Discover how to use fused glass to create jewelry, holiday ornaments, suncatchers, and other small items. Learn about glass choices, preparation, cutting, and composition, and find out how to do basic wire wrapping, gluing, and jewelry assembly. Experiment with the materials, then apply your own distinctive style to the pieces you create. Materials fee \$50 at class covers basic tools and various types of glass and other materials. Advanced students with tools pay \$15 materials fee at class. As this class is in high demand with limited seating, all registrations are final, and NO REFUNDS, CREDITS, or TRANSFERS will be given.

\$249 | Terri Bromberg
SMC Main Campus, Art 124

Fri 9:00 a.m. – 3:00 p.m. Aug 30 – Sep 27

Fri 9:00 a.m. – 3:00 p.m. Oct 4 – Nov 1

Fri 9:00 a.m. – 3:00 p.m. Nov 8 – Dec 13*

*No class on Nov 29.

Creating Comics & Graphic Novels, Part II

Improve your penciling and inking techniques and expand your writing and visual storytelling skills to make your comic books and graphic novels spark! Explore how to create your own characters and stories—and complete a concept bible and/or an 8-page mini-comic/ashcan—in this very hands-on workshop, which mixes lectures, demonstrations, and technique development. All levels of art experience welcome, but novices are encouraged to first take “Creating Comics & Graphic Novels.”

\$99 | Neal Yamamoto
SMC Bundy Campus, 221

Sat 1:00 p.m. – 3:00 p.m. Sep 7 – Oct 12



Stone Carving

Stone Carving

Learn stone carving techniques using traditional hand tools: sculpture hammer, chisel, rasp and file. Finish your work by sanding, polishing and mounting on a wood base. Create three dimensional abstract or representational sculptures. Bring sketched ideas to the first meeting. Beginning students will purchase alabaster or soap stone at the first meeting. Stones will range approximately \$20-\$40, plus \$20 for finishing supplies. Basic tools provided for use in class. Advanced students may continue on existing projects. Materials fee \$60 at class.

\$219 | Terri Bromberg
SMC Main Campus, Art 124

Sun 1:00 p.m. – 5:00 p.m. Sep 8 – Oct 20*

*No class on Oct 6.

Integrative Art Workshop

Revisit your creative abilities and unlock the fountain of inspiration within you in a very specialized workshop integrating art, writing, and movement. Explore the arts and your own creativity organically through playing freely with art-making. Each meeting will focus on artists who explored painting and other media, and will include movement to give expression to what the artist in you wants to say. Materials fee \$10 at class.

\$139 | Patrisha Thomson
SMC Bundy Campus, 436

Wed 6:30 p.m. – 9:30 p.m. Sep 11 – Oct 16

PAINTING

Landscape Painting

If you've ever wanted to know how to paint landscapes from photos or computer images, this is the class for you! Using oil or acrylic, learn the processes for capturing an image or impression in paint as you work from photographic subject matter. Explore the basics of painting landscapes, including the role of seeing, using color as value, how to mix paint and match color, and the process of building the surface.

\$99 | Todd Carpenter
SMC Emeritus Campus, 204

Tue 6:30 p.m.–9:30 p.m. Sep 3 – Oct 8

Painting in Watercolor – Level 1

Come try your hand at a wonderful art form with subtle nuances and spontaneity, as well as brilliance and control. Learn traditional watercolor techniques through invaluable demonstrations that will give you a solid foundation. Watercolor is a medium that's not as unforgiving as you might think, so come find out about some surprising tricks that will wash away those fears!

\$109 | Freddie Manseau
SMC Main Campus, Art 220

Sun 10:00 a.m.–1:00 p.m. Sep 8 – Oct 13

Painting in Watercolor – Level 2

Join a class designed for those who wish to improve and guide their watercolor techniques toward a more personal and creative direction. In a supportive, constructive, and stress-free environment, learn how to achieve desired effects that will enhance previous painting attempts, and find out about effective methods for attaining more satisfying results with new projects.

\$109 | Freddie Manseau
SMC Main Campus, Art 220

Sun 2:00 p.m.–5:00 p.m. Sep 8 – Oct 13

Plein Air Outdoor Watercolor Painting

Outdoor painting and watercoloring known as "Plein Air" has been enjoyed and used through the centuries by people of all ages. Join us for 6 onsite visits to noteworthy places in the community—Water Gardens, Will Rogers State Beach, Palisades Park, Douglas Park, Lake Shrine Self-Realization Center, and Tongva Park—and enjoy the outdoors as you learn how to quickly sketch and render perspective views using simple pencil and watercolor techniques.

\$119 | Tony Tran
Offsite, Location TBA

Sat 9:00 a.m.–12:00 p.m. Sep 7 – Oct 12

Paint Anything!

Join us for a fast-paced, energetic course in the wonders of making paintings! If you are a beginning or intermediate painter, explore how to use multiple painting mediums—watercolor and gouache, or acrylic and oil paints—or focus on working with the medium of your choice. Learn about a new method of painting each week, and discover how to use new or non-art materials like liquid masking fluid, spraypaint, enamel, and collage, just to add some fun! We have a rapidly forming community of painters who are excited to get to know you.

\$109 | Bryan Ricci
SMC Main Campus, Art 100

Sat 10:00 a.m.–1:00 p.m. Oct 5 – Nov 9

DRAWING

Introduction to Basic Drawing

Learn how to compose with line, shape, tone, and color in a class designed to introduce you to the basics of drawing from life. Using still-life setups and our environment as sources of visual inspiration, you'll find out how to work with perspective, positive and negative shape, and texture as you explore the use of traditional drawing materials. A great class for beginners!

\$109 | Freddie Manseau
SMC Emeritus Campus, 204

Wed 6:30 p.m.–9:30 p.m. Sep 11 – Oct 16

Japanese Calligraphy in Multi-Art Forms

Prerequisite: First time student must complete Introduction of Japanese Calligraphy before enrolling in this class. Discover the exciting field of Japanese calligraphy. Develop your artistic skills with traditional tools and the instructor's unique teaching methods. Explore the historical background of this beautiful art form through the incorporation of Japanese poetry, dance movements, and music. "It will center you and delight all your six senses!" Each class is a new creation and divided into three levels based on technique and skills, so newer students are inspired by their more skilled counterparts, and advanced students see how far they have progressed.

\$99 | Kazuko
SMC Main Campus, Art 118

Sat 10:00 a.m.–1:00 p.m. Oct 12 – Nov 9

Colored Pencil Techniques

WOW! That's colored pencil? Yes, it is, and you can learn how to get those vibrant colors and complex textures. Experiment with a variety of techniques for using wax- and oil-based colored pencils, water soluble pencils, and various papers and mixing media as you explore color theory, composition, project design, and finding a personal style. Drawing experience helpful, continuing students welcome. Materials fee \$10 at class.

\$99 | Arlene Weinstock
SMC Emeritus Campus, 205

Tue 6:30 p.m.–9:00 p.m. Oct 15 – Nov 19

COLORED PENCIL TECHNIQUES AND DRAWING – Arlene Weinstock



The techniques I have learned have helped me expand and practice skills.

— Student



Crafts

Zipper Intensive

Prerequisite: Sewing Machine Boot Camp class or equivalent experience on the industrial sewing machine. Find out first-hand how to work with zippers by making a series of practice samples in boot camp fashion. Apply the zipper techniques you learn to a handbag project with three zippers, such as an outside patch pocket with a lapped zipper, an inside pocket with a railroad zipper, and a bag closure with an exposed zipper. Materials fee \$25 at class.

\$159 | Barbara Rain
SMC Main Campus, Business 107
Sat 2:30 p.m – 5:30 p.m Sep 7 – Sep 28

The Art of Bead Knotting on Silk Cord

NEW! Learn the ins and outs of knotting pearls and other beads. Find out how to string beads and attach clasps when working with silk cord, and how to use knots to create “floating” designs. You’ll have a choice of beads, and create a beautiful knotted necklace to take home. Bring to class a small towel, sharp scissors, and a ruler. Materials fee at class includes knotting tweezers. Materials fee \$25 at class.

\$39 | Susan Ryza
SMC Emeritus Campus, 409
Tue 6:30 p.m – 9:30 p.m Sep 10

Collar Sewing Boot Camp

Prerequisite: Sewing Machine Boot Camp class or equivalent experience on the industrial sewing machine. Have trouble sewing collars on your garments? Collars frame the face and add striking style to clothing, so it’s important to sew them perfectly. Learn how to use and sew various collar styles: the convertible collar, Mandarin collar, and classic two-piece shirt collar. Then construct an all-purpose sport shirt/Hawaiian-style shirt with the collar of your choice, and give your garment a polished, professional look. Materials fee \$25 at class.

\$159 | Barbara Rain
SMC Main Campus, Business 107
Sat 2:30 p.m – 5:30 p.m Oct 5 – Oct 26

Jewelry-Making Basics from A to Z

Earrings! Bracelets! Necklaces! Learn how to create your own custom jewelry, as well as repair old pieces. In a hands-on workshop that covers stringing beads, attaching clasps, wire-wrapping and looping, pearl knotting, bead weaving, and chain maille, you’ll make two pieces of jewelry each week, and take home instructions for future projects. Bring to class a small towel and any jewelry tools you

already own. Do NOT buy any new tools until after class discussion, as you may be able to purchase the ones you need in class at discounted prices (about \$6 each). Materials fee \$45 at class.

\$79 | Susan Ryza
SMC Emeritus Campus, 409
Tue 6:30 p.m – 9:30 p.m Nov 5 – Nov 19

Enrichment

More Mindfulness Meditation

A consistent practice of meditation will bring tremendous benefits to your life, including the ability to de-stress and relax at will, increase concentration and selective attention, and more. Whether you have had previous meditation experience and want to extend and deepen that experience, or you are a beginner exploring meditation to experience clarity and peacefulness, this class offers in-class guided meditations, Q&A, and discussions to clarify the underlying concepts that support the practice of meditation, to help you form and reinforce the mental habits conducive to a meditation practice.

\$99 | Betzi Richardson
SMC Bundy Campus, 440
Wed 7:00 p.m – 9:00 p.m Oct 16 – Nov 20

Fall Lecture: Art Movements from the Roaring 20’s through the Swinging 60’s

NEW! The 20th century was an age of dramatic social and political change, with artistic movements simultaneously echoing and influencing those changes. Through the Jazz Age, the Great Depression, two world wars, and the increasing influence of European art upon American sensibilities, artists have captured the ebb and flow of social changes within their respective movements. **Part I: A Time of War and Surrealism** – The social changes manifested in the time of World War I and its aftermath were felt in the cutting-edge art movements that questioned the existing world order. Through the broken planes of Cubism to the jazzy images of the Harlem Renaissance, artists found their voices through varying degrees of despair to hopefulness in an attempt to capture the awakening spirit of the 20th century. **Part II: A Time of War and Optimism** – In the aftermath of World War II, artists rallied to make sense of the changes brought about through post-war shifts in society to a new prosperity in consumerism. Through the confusing images of the Abstract Expressionists to the playfulness of Pop Art, artists challenged and knocked down the walls of not only traditional

art, but also the heretofore avant-garde art forms of the earlier 20th century.

\$59 | Eleanor Schrader
SMC Main Campus, HSS 165

Sat 10:00 a.m. – 12:00 p.m. Nov 2 – Nov 9

Food & Dining

Sensational Sushi – Level 1

Do you love sushi? Would you like to be able to impress your friends and family by preparing sushi that tastes like it was made in your favorite sushi bar? Then sign up for this sensational sushi course, and come learn how to make your own edible masterpieces. In just 3 hours, you'll learn all the basics, from slicing the fish and vegetables, to preparing the sushi rice and rolling incredible edibles... in short, nothing will be left out! Best of all, we'll eat as we go, so by the time the class is over, you'll not only be capable of making sushi in your own kitchen, but also be very full. Make sure you come to class hungry! Bring a sharp knife and a cutting board to class. Materials fee \$15 at class.

\$59 | Nikki Gilbert
SMC Bundy Campus, 436

Sat 11:00 a.m. – 2:00 p.m. Sep 28

Home & Garden

Basic Organic Gardening 101

Discover the basics of sensible organic gardening. Find out how to build good soil, what you need to know about amendments and fertilizers, and tricks and tips for beautiful gardens, even in containers and tiny spaces. Learn about water-saving irrigation, how to start seeds and nurse them into healthy seedlings, and how to pick the best transplants at the nursery. Also, find out how, when, and how much to prune, and how to choose and care for your garden tools to make them last. Materials fee \$10 at class.

\$109 | Christy Wilhelmi
SMC Main Campus, Art 118

Sun 3:00 p.m. – 5:00 p.m. Oct 6 – Oct 27

PRACTICAL TAROT – Davida
Rappaport

“

Davida taught me how to trust my intuition and use tarot in combination with my intuition. Excellent class!

—Malini I.

”

Just for Fun

Practical Tarot – The Major Arcana

Learn how to read Tarot cards like a pro! Start with a brief introduction to the Major Arcana (archetype cards) and the Minor Arcana (four suits of 14 cards each), then take a journey through the powerful symbols of the 22 cards in the Major Arcana. Without memorizing the meaning of each card, discover how variations in the cards' artwork, combined with your own intuitive abilities, can enhance and enrich a Tarot reading. After taking this class, you'll be able to perform a successful Tarot reading for yourself using just the Major Arcana—or even a single card! If you have a Tarot deck, bring it to class.

\$99 | Davida Rappaport
SMC Bundy Campus, 436

Tue 6:45 p.m. – 9:45 p.m. Sep 10 – Oct 22*

*No class on Oct 8.

Languages

Note: Some language classes may require a textbook, which is NOT included in course fee. Level 2 classes are a continuation of Level 1.

Accent Reduction – American English

Do people often ask you to repeat what you've said? Is a thick accent preventing you from advancing professionally? In an interactive, information-packed course which covers the second half of our textbook, learn the secrets to speaking clear, easily understood American English, and find out how to avoid—or fix—the most common errors made by foreign speakers of English, regardless of their native language. Required textbook (available online): *Mastering the American Accent Second Edition*, (black cover with downloadable audio) by Lisa Mojsin (ISBN: 978-1-4380-0810-3). Please bring your textbook to our first class.

\$99 | Nicola McGee
SMC Bundy Campus, 217

Tue 6:30 p.m. – 8:30 p.m. Aug 27 – Oct 1

More Accent Reduction – American English

Do people often ask you to repeat what you've said? Is a thick accent preventing you from advancing professionally? In an interactive, information-packed course which covers the *first* half of our textbook, learn the secrets to speaking clear, easily understood American English, and find out how to avoid—or fix—the most common errors made by foreign speakers of English,

regardless of their native language. Required textbook (available online) : *Mastering the American Accent Second Edition, (black cover with downloadable audio) by Lisa Mojsin (ISBN: 978-1-4380-0810-3)*. Please bring your textbook to our first class.

\$99 | Nicola McGee
SMC Bundy Campus, 217

Tue 6:30 p.m.–8:30 p.m. Oct 15 – Nov 19

Beginning Italian – Level 1

Prepare your spirit of adventure and get ready to embark on an engaging journey through the Italian language. Explore the basics of Italian grammar, pronunciation, numbers, and verbs through an introduction of the most beautiful cities in Italy. Your practical vocabulary and phrases will be enhanced as you learn about Italian culture, art, and lifestyle. Buon viaggio! Materials fee \$12 at class.

\$109 | Silvia Masera
SMC Bundy Campus, 435

Thu 6:30 p.m.–9:30 p.m. Aug 29 – Oct 17*
*No class on Sep 26, Oct 3.

Beginning Italian – Level 2

Prerequisite: Beginning Italian - Level 1 or equivalent class. Leave your luggage at home, but come take a “journey” to Italy that will improve your skills in understanding and communicating in Italian. Expand your knowledge of Italian culture, art, and literature as you build your vocabulary and learn useful expressions and idioms. Through the immersion in historical and cultural situations, learn the present and past tense of the most frequently used verbs, the basic structure of the Italian sentence, and what you need to know about adverbs and pronouns. Materials fee \$12 at class.

\$109 | Silvia Masera
SMC Bundy Campus, 435

Thu 6:30 p.m.–9:30 p.m. Oct 24 – Dec 5*
*No class on Nov 28.

Beginning Italian – Combo, Levels 1 & 2

In response to popular demand, we’ve added a second level of Beginning Italian and an attractive combination package. You may enroll in either level — note that Level 2 requires either Beginning Italian – Level 1 or some familiarity with basic Italian — but you’ll enjoy a substantial DISCOUNT if you sign up for BOTH levels at the same time (the courses run consecutively). Materials fee \$12 at class.

\$189 | Silvia Masera
SMC Bundy Campus, 435

Thu 6:30 p.m.–9:30 p.m. Aug 29 – Dec 5*
*No class on Sep 26, Oct 3, Nov 28, .

Beginning Spanish – Level 1

If you have very little knowledge of Spanish, here’s an opportunity to learn the basics for effective communication. Materials fee \$10 at class.

\$119 | Cecilia Dighero
SMC Bundy Campus, 239

Tue 6:30 p.m.–9:30 p.m. Sep 3 – Oct 8

Beginning Spanish – Level 2

Expand your vocabulary and knowledge of Spanish grammar in this continuation of Beginning Spanish – Level 1. Optional language CDs for \$10. Materials fee \$10 at class.

\$119 | Cecilia Dighero
SMC Bundy Campus, 239

Wed 6:30 p.m.–9:30 p.m. Sep 4 – Oct 9

Beginning Conversational French for Travelers – Level 1

If you’re planning a trip to a French-speaking location, or you just want to learn the language of love, come learn a great way to “parler le français.” Through role playing, creating scenarios, group discussions, and practice conversations, learn about French culture and become familiar with basic spoken French, including phrases useful for travel, greetings, shopping, eating, even emergencies. Our last class will be a local excursion where you can practice what you’ve learned. \$10 materials fee includes book and CD. Materials fee \$15 at class.

\$109 | Harriette McCauley
SMC Bundy Campus, 435

Sat 11:30 a.m.–1:30 p.m. Oct 5 – Nov 9

Music

One-On-One Piano (5 years – Adult)

Finally! One-on-one piano lessons that are truly affordable, and private instruction is the best way to learn to play the piano. These 30 minute sessions are open to adults or children and will progress at their own pace. Beginners will focus on note reading, rhythm reading and music theory while more advanced students will work on chord progressions, inversions, and piano technique. Materials used will depend on experience and music style. **Students should have a piano/keyboard at home for daily practice.**

\$199 | Sarah Olim
SMC Performing Arts Center, 103

WEDNESDAY

Wed 6:00 p.m.–6:30 p.m	Aug 28 – Sep 25
Wed 6:30 p.m.–7:00 p.m	Aug 28 – Sep 25
Wed 7:00 p.m.–7:30 p.m	Aug 28 – Sep 25
Wed 7:30 p.m.–8:00 p.m	Aug 28 – Sep 25
Wed 8:00 p.m.–8:30 p.m	Aug 28 – Sep 25
Wed 6:00 p.m.–6:30 p.m	Oct 2 – Oct 30
Wed 6:30 p.m.–7:00 p.m	Oct 2 – Oct 30
Wed 7:00 p.m.–7:30 p.m	Oct 2 – Oct 30
Wed 7:30 p.m.–8:00 p.m	Oct 2 – Oct 30
Wed 8:00 p.m.–8:30 p.m	Oct 2 – Oct 30
Wed 6:00 p.m.–6:30 p.m	Nov 6 – Dec 11*
Wed 6:30 p.m.–7:00 p.m	Nov 6 – Dec 11*
Wed 7:00 p.m.–7:30 p.m	Nov 6 – Dec 11*
Wed 7:30 p.m.–8:00 p.m	Nov 6 – Dec 11*
Wed 8:00 p.m.–8:30 p.m	Nov 6 – Dec 11*

*No class on Nov 27.

SATURDAY

Sat 11:30 a.m.–12:00 p.m	Aug 31 – Sep 28
Sat 12:00 p.m.–12:30 p.m	Aug 31 – Sep 28
Sat 12:30 p.m.–1:00 p.m	Aug 31 – Sep 28
Sat 1:00 p.m.–1:30 p.m	Aug 31 – Sep 28
Sat 1:30 p.m.–2:00 p.m	Aug 31 – Sep 28
Sat 2:00 p.m.–2:30 p.m	Aug 31 – Sep 28
Sat 2:30 p.m.–3:00 p.m	Aug 31 – Sep 28
Sat 3:00 p.m.–3:30 p.m	Aug 31 – Sep 28
Sat 3:30 p.m.–4:00 p.m	Aug 31 – Sep 28
Sat 4:00 p.m.–4:30 p.m	Aug 31 – Sep 28
Sat 4:30 p.m.–5:00 p.m	Aug 31 – Sep 28
Sat 11:30 a.m.–12:00 p.m	Oct 5 – Nov 2
Sat 12:00 p.m.–12:30 p.m	Oct 5 – Nov 2
Sat 12:30 p.m.–1:00 p.m	Oct 5 – Nov 2
Sat 1:00 p.m.–1:30 p.m	Oct 5 – Nov 2
Sat 1:30 p.m.–2:00 p.m	Oct 5 – Nov 2
Sat 2:00 p.m.–2:30 p.m	Oct 5 – Nov 2
Sat 2:30 p.m.–3:00 p.m	Oct 5 – Nov 2
Sat 3:00 p.m.–3:30 p.m	Oct 5 – Nov 2
Sat 3:30 p.m.–4:00 p.m	Oct 5 – Nov 2
Sat 4:00 p.m.–4:30 p.m	Oct 5 – Nov 2
Sat 4:30 p.m.–5:00 p.m	Oct 5 – Nov 2
Sat 11:30 a.m.–12:00 p.m	Nov 9 – Dec 14*
Sat 12:00 p.m.–12:30 p.m	Nov 9 – Dec 14*
Sat 12:30 p.m.–1:00 p.m	Nov 9 – Dec 14*
Sat 1:00 p.m.–1:30 p.m	Nov 9 – Dec 14*
Sat 1:30 p.m.–2:00 p.m	Nov 9 – Dec 14*
Sat 2:00 p.m.–2:30 p.m	Nov 9 – Dec 14*
Sat 2:30 p.m.–3:00 p.m	Nov 9 – Dec 14*
Sat 3:00 p.m.–3:30 p.m	Nov 9 – Dec 14*
Sat 3:30 p.m.–4:00 p.m	Nov 9 – Dec 14*
Sat 4:00 p.m.–4:30 p.m	Nov 9 – Dec 14*
Sat 4:30 p.m.–5:00 p.m	Nov 9 – Dec 14*

*No class on Nov 30.

Intro to Music Theory

Knowing the basics of music theory will help you make a better connection to composition, playing your instrument, and becoming a better musician. Whether you are a composer, play an instrument, or an avid music listener, this intro-level class will give you a clearer understanding of music, so it all starts to make real sense, and you can appreciate and enjoy music on a higher level. We'll cover music element basics, sight reading, key signatures, intervals, understanding scales, basic chord construction, chords in a key, improvisation, and more! Required textbook: "All About Music Theory," by Mark Harrison (Hal Leonard Publishing; softcover; ISBN-13: 9781423452089). Materials fee \$10 at class.

\$99 | Peter Risi
SMC Bundy Campus, 440

Wed 6:30 p.m.–8:00 p.m Sep 4 – Oct 9

Beginning Guitar

Have a guitar sitting somewhere, just waiting to be played? Ever wanted to strum the strings and make music, but think it's too hard for you? With a little practice, anyone can learn to play the guitar, so sign up for this class designed to transform your view of the guitar into the joyous, creative, and accessible musical instrument that it is. Learn how to read music, play the open chords that are widely used in guitar music, and gain an overview of basic music theory. You and your fellow students will help pick the pieces to be taught, so everyone will have a choice of music. Bring to class your guitar—acoustic, classical (nylon strings), or electric (no amp needed, but small amp OK). Required textbook (please purchase before attending class): Hal Leonard Guitar Method, Second Edition – Complete Edition, by Will Schmid and Greg Koch (ISBN-13: 9780881881394). *This book can also be used for those who will be attending the Guitar II class.*

\$99 | Peter Risi
SMC Performing Arts Center, 104

Sat 3:30 p.m.–5:00 p.m Sep 7 – Oct 12

Contemporary Singing Techniques

Whether you want to audition for "The Voice" or just want to learn to sing in tune, here's a chance to learn all the so-called "fundamentals of contemporary singing." Breathing, range, intonation, vocal power, blending with registers, gaining confidence, and overcoming performance anxiety are just some of the topics we'll cover in a safe, fun atmosphere. This unique "Vocal Yoga" method uses techniques ranging from Alexander Technique, Yoga, and Chi Gong, to The Bel Canto School of Singing, Fitzmaurice

Voiceover, and more to free the voice. Beginners welcome! Materials fee \$17 at class.

\$129 | Heather Lyle

SMC Performing Arts Center, 103

Thu 6:45 p.m.–8:45 p.m. Sep 26 – Oct 24

Photography

PHOTO WORKSHOPS

Our Photo Workshops — led by professional photographers who teach in the Santa Monica College Photography Department — will take your passion for photography to new levels!

Workshops range from basic camera skills all the way up to studio lighting and portfolio development. You'll gain hands-on experience at every stage, with instructors who share their years of knowledge as they work beside you to show you how to get the shots you want.

So sign up now, and start creating better photographs!

Adobe Lightroom – The Essentials on Mac

NEW! In a class that combines hands-on training with instructor assistance, learn how to create a catalog, import images, and organize and enhance your digital images using Lightroom, and compare Lightroom Classic to Lightroom CC. Find out how to make the most of Lightroom's strength to set up a filing system to find your files easily, create global and localized color adjustments, and make an image that you will be proud to share and to print. **Please note: This class is taught on Mac computers (not PCs), and you will have an individual iMac to work on during class. Bring to class a USB flash drive/memory stick with 10-15 images from a camera (raw files preferred).** Materials fee \$45 at class.

\$269 | Ford Lowcock

SMC Main Campus, Business 131

Sat 9:00 a.m.–12:00 p.m. Sep 7 – Sep 28

Beginning Digital Photography

In a hands-on beginning photography workshop, gain an understanding of the basic camera operations of f/stops, shutter speeds, ISO, and white balance while using natural light. Using the HDSLR format, learn the controls and functions of your DSLR camera from in-class demonstrations on exposure, depth-of-field, composition, focusing, metering, motion, and image quality. Weekly assignments—critiqued in class—will focus on specific technical

information, then progress into more creative personal projects. A Digital Single Lens Reflex camera (DSLR) or Mirrorless camera with manual focus and exposure capabilities is required. Bring your camera and instruction manual to the first class.

\$109 | Ed Mangus

SMC Main Campus, Business 133

Sat 2:00 p.m.–5:00 p.m. Sep 7 – Oct 12

Black & White Printing Refresher

Do you have files and files of black and white negatives - or even rolls of film - from the era of true printing? Here's the perfect opportunity for you to refresh and improve your darkroom skills while printing images from your own negatives. Learn how to use the enlarger and the procedures for developing prints, toning prints, and the presentation of images. Also, learn how to process your own black and white film. Beginners welcome. Materials fee \$25 at class.

\$139 | Ed Mangus

SMC Main Campus, Drescher Hall 127

Sun 1:00 p.m.–6:00 p.m. Sep 8 – Oct 13

Intermediate Photography

Take your basic digital photo skills to the next level! Sign up for this class that takes you outside the classroom for a series of hands-on demonstrations that emphasize camera techniques, working with natural light and other lighting conditions, and artistic considerations, with a focus on creativity, storytelling, portraits, and personal projects.

\$109 | Ed Mangus

SMC Main Campus, Business 133

Sat 2:00 p.m.–5:00 p.m. Oct 19 – Nov 23

Stage & Screen

Stand-Up Comedy Workshop with Graduation Show

Hone your skills as a stand-up comic in an exciting hands-on workshop designed for both the absolute beginner as well as those already showcasing around town. The class culminates with a graduation show at the Comedy Store, the World Famous Improv Comedy Club or another venue. Learn all the techniques the pros use for joke writing, finding your comic personae and POV, and making the best choices for connecting with an audience. Also, gain an understanding of the business side of comedy, including the world of sitcom development.

\$129 | Jonathan Solomon

SMC Bundy Campus, 217

Wed 6:30 p.m.–9:30 p.m. Sep 11 – Oct 23

Vocal Yoga

Explore the leading technique in voice work for actors today! Fitzmaurice Voicework uses modified yoga postures to unblock the breath and open the voice. Learn a series of exercises that promote vocal freedom, resonance, and power, and that can help you uncover deep layers of tension that might be hindering your voice and creative expression. These techniques can be used as a highly effective vocal/physical warm-up to incorporate into any training routine you use. Bring to class a yoga mat and small pillow.

\$59 | Heather Lyle

SMC Performing Arts Center, 102

Sat 12:30 p.m.–3:30 p.m Sep 28

An Introduction to Voiceovers

Prerequisite: Must be age 18 or over. Sign up for a fun, empowering introductory course that covers the different types of voiceovers and the tools you need to find success. You will be coached and later receive a professional voiceover evaluation. By the end of the course, you will have the knowledge necessary to help you decide if the voiceover is something you would like to pursue.

\$49 | Voices for All Staff

SMC Bundy Campus, 236

Wed 6:00 p.m.–8:00 p.m Oct 16

Writing

Creative Writing Workshop

In a hands-on writer's workshop, learn how to write, revise, and polish your stories to develop their full potential. Bring your fiction or creative nonfiction work-in-progress and, in a positive and supportive environment, you'll receive meaningful and helpful feedback each week from your instructor, as well as fellow students. Class is limited to a small size for attention, so be sure to register early.

\$139 | Monona Wali

SMC Bundy Campus, 228

Tue 1:00 p.m.–4:00 p.m Sep 3 – Oct 8

Tue 1:00 p.m.–4:00 p.m Oct 15 – Nov 19

How to Write Funny

In a hands-on workshop featuring lectures, in-class writing exercises, and supportive feedback, discover how to write a comedic piece that is part story, part essay, part dialogue, and entirely, uniquely "you". Learn all about the tools, techniques, and tricks that comedy writers use to get laughs in sitcoms, screenplays, blogs, stories for live performance, and even business presentations. You'll also make an exciting

discovery: There are no limits to what can be written "funny"! Anything on your mind and in your heart can be expressed through humor. And last, but not least, we'll have lots of fun and laughs along the way.

\$149 | Jonathan Solomon

SMC Bundy Campus, 235

Thu 6:30 p.m.–9:30 p.m Sep 26 – Nov 14

Poetry Writing & Reading Workshop

Improve your writing by reading exciting poets! If you're a beginning reader of poetry or an already practicing poet, come discover the secrets of poetic form, metaphor, imagery, rhythm, and much more by looking deeply into the works of a wide range of poets — from Shakespeare and the classics to the best international, American, and LA poets — such as Kaveh Akbar, Nick Laird, Marianne Moore, Lucille Clifton, Charles Bukowski, Wallace Stevens, Stevie Smith, and John Ashbery. We'll discuss formal, free verse, and/or experimental poems, depending on the interests of class members. In a supportive setting, take part in reading and writing exercises that will deepen your appreciation of poetry and further your own work. Materials fee \$5 at class.

\$99 | Betzi Richardson

SMC Bundy Campus, 235

Sat 11:00 a.m.–1:00 p.m Oct 19 – Nov 23

HEALTH & FITNESS

Dance

Adult Ballet I

Learn ballet technique in an active workshop that introduces you to the basics of ballet barre and center exercises and emphasizes the development of correct body alignment and basic core strength. Workshop covers fundamental movement concepts, ballet terminology, and body and foot positions. Materials fee \$20 at class.

\$229 | Cynthia Molnar

SMC Performing Arts Center, 102

Mon 7:00 p.m.–8:15 p.m Sep 9 – Nov 18*

*No class on Nov 11.

Cardio Salsa

Want to take Zumba to the next level? Here's a dynamic, energetic Latin dance workout that incorporates authentic Salsa, Cha-Cha, Merengue, Ballroom, Bachatta, Rhumba, Argentine Tango, and Ballet for the cool



CO-REC Sunday Play at SMC Corsair Gym

Badminton & Table Tennis

Beginning and Intermediate Levels

TABLE TENNIS: Coaching workshops at 12p.m. & 2p.m. (\$6/\$4),
open play 12p.m. - 7p.m. (\$6/\$4)

BADMINTON: open play 12p.m. - 9p.m. (\$6/\$4)

BASKETBALL: open play 8a.m. - 12p.m. (\$4/\$2)

Go to smctabletennis.com for details or email us at smctabletennis@gmail.com

down. Learn how to move like a pro to the infectious rhythms of the latest music releases, and shed the calories while having fun. No partner required, and no dance experience necessary! Caution: This class is highly addictive. We have a large group of "Salsaholics"!

\$159 | Jackline Daneshrad
SMC Emeritus Campus, 304

Tue 6:00 p.m. - 7:00 p.m. Oct 1 - Nov 26*

*No class on Oct 8.

Fitness & Relaxation

Stretch & Release

NEW! Recent studies have shown that stretching the muscles can be as important as strengthening them. Come learn about myofascial release, an alternative hands-on therapy that uses gentle pressure on connective tissue to relax muscles, release tight knots, and help improve your overall feeling of wellbeing. Find out how to identify common trouble spots, and learn several techniques you can use for a relaxing feeling and better body performance. Materials fee \$14 at class.

\$159 | Jackline Daneshrad
SMC Emeritus Campus, 304

Wed 7:00 p.m. - 8:00 p.m. Oct 2 - Nov 27*

*No class on Oct 9.

Total Body Workout

Wishing you had a toned and sculpted body? This is the right class for you! All major muscle groups will be addressed in a workout that starts with a fun low-impact warm-up, followed by a sculpt session using hand weights, resistance tubing, medicine balls, and Thera bands. Comprehensive stretching of the upper and lower body for a strong, long, lean, and toned physique are included, along with special balance and posture exercises. Materials fee \$24 at class.

\$159 | Jackline Daneshrad
SMC Emeritus Campus, 304

Wed 6:00 p.m. - 7:00 p.m. Oct 2 - Nov 27*

*No class on Oct 9.

Self Development

Reiki - Level I

Reiki is a 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. Experience the soothing, powerful energy of Reiki and a deep rejuvenating relaxation. Find out how to use Reiki to help change negative thought patterns or bad habits that interfere with the healing process. Certificate of completion 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 10:00 a.m. - 6:00 p.m. Sep 7

Sports

Basketball for the Rest of Us

If you're an adult who enjoys playing basketball, but aren't very good at it, this is the workshop for you! In a friendly environment, join others with similar skill levels, and enjoy the chance to play more meaningfully and to increase your skill through increased participation in the game. You'll be playing actual games, including full court, half court, 2-on-2, and 1-on-1. There are programs for the high and low end of athletic ability; this class is designed for the rest of us who are in between these two

extremes. Please wear appropriate athletic shoes and clothing.

\$129 | Richard Hoffman
SMC Main Campus, Gym 100

Mon 7:15 p.m.–8:15 p.m Sep 9 – Nov 25*
*No class on Nov 11.

TEST PREPARATION

TOEFL Preparation

Preparing for the TOEFL

Do you need a high TOEFL score to get accepted to your dream college? Do you lack confidence in your ability to earn that score? If so, this is the TOEFL preparation course for you! The course - designed to deliver the skills, strategies, and confidence you need to succeed on the TOEFL - will expand your English vocabulary, strengthen your grammar skills, improve your reading comprehension, and help you understand and apply test-taking strategies for success.

\$159 | Lisa Saperston
SMC Bundy Campus, 216

Wed 6:30 p.m.–9:30 p.m Sep 4 – Oct 9

Attention, Au Pairs!

EARN EDUCATIONAL HOURS



© Carlos Hernandez/cultura/Corbis

You can earn educational hours on a per-hour-attended basis by taking ANY of our Community Education classes.

* Educational hours are awarded based on attendance, NOT class length, and are NOT for transfer credit.

Go to commed.smc.edu and click on “Au Pairs” for details and instructions.

Letter of Certification Processing Fees:
\$20 for same day
\$7.50 for standard 5 business days

PROFESSIONAL DEVELOPMENT

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

Business and Finance

Make Extra Income: Auto Wholesale Business from Home

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

\$99 | Wayne Williams
SMC Bundy Campus, 216

Mon-Tue 6:00 p.m.–9:00 p.m Sep 9 – Sep 10

Property Management – Residential, Commercial, Industrial

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 | Doneya Adams
SMC Bundy Campus, 213

Sat 9:00 a.m.–4:00 p.m Sep 14 – Sep 21

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/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, 435

Wed 6:30 p.m.–9:30 p.m. Oct 2 – Oct 30

Computer and Internet Courses

Computer Literacy for Absolute Beginners

In today's job market, computer literacy is the key to workplace success. As you learn how to create, format, and work with simple documents, spreadsheets, and budget sheets. find out about computer hardware, the basics of using Windows and programs such as MS Word and MS Excel, the rapidly evolving world of the Internet, what you need to know about browsers and file management, and more. This is a hands-on class, and you will have an individual computer to work on during class.

\$159 | Paula McIntosh
SMC Bundy Campus, 127

Sat 12:30 p.m.–4:30 p.m. Sep 14 – Sep 28

Adobe Photoshop for Photography – Mac

Learn how to express your imagination and create your own dreamworlds 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 \$45 at class.

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

Sat 9:00 a.m.–1:00 p.m. Oct 5 – Nov 2

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. Nov 9

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.

\$129 | Seth David
SMC Bundy Campus, 127

Sat 9:00 a.m. – 2:00 p.m. Nov 16

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. Nov 23

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 14 – Sep 28

BUSINESS PLANNING

Creating A Successful Business

Do you have an idea that you want to turn into a profitable business venture? Learn how to scrub your idea properly BEFORE you invest time and money in a full-on business

plan. Lay the groundwork by identifying the “problem” your idea solves and who’s buying. Learn about small business management principles, pricing of goods and services, impacts on time, money, and quality of life, and more. You’ll get an electronic workbook and spreadsheets, follow-on email assistance, and will leave with a working template to create a successful business. Materials fee \$20 at class.

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

Sat 9:00 a.m. – 12:00 p.m. Oct 12 – Oct 19

Creating a Business Plan

Whether just getting started or already in business, developing a sound business plan is essential for obtaining many types of financing and helps evaluate opportunities. Find out how to go about creating one. Learn about revenue, direct costs, margins and overhead. Other topics include defining market opportunities, unique selling advantages, marketing strategies, management structure, and financial projections. You’ll get an electronic workbook and spreadsheets, follow-on email assistance, and will leave with a working template to create a successful business plan. Materials fee \$20 at class.

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

Sat 9:00 a.m. – 12:00 p.m. Nov 9 – Nov 16

Business Financial Management for Non-Accountants

This course is developed and presented by SBDC Business Advisors and Small Business Bankers. Topics of discussion include: small business financing opportunities; key components of current and successful Small Business loan applications. You will learn specific actions you can take immediately to shore up your bottom line, enhance backability, and improve overall performance and cash flow. Materials fee \$20 at class.

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

Sat 9:00 a.m. – 12:00 p.m. Nov 30 – Dec 7

QUICKBOOKS

QUICKBOOKS I & II

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. Does not include materials fees.

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. **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. Students will have individual PC computer to work on, please do not bring laptops to the class.** Materials fee \$10 at class.

\$99 | Jennifer McIntosh
 SMC Bundy Campus, 127
 Sat 9:00 a.m.–4:00 p.m Oct 12

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. Students will have individual PC computer to work on, please do not bring laptops to the class.** Materials fee \$10 at class.

\$99 | Jennifer McIntosh
 SMC Bundy Campus, 127
 Sat 9:00 a.m.–4:00 p.m Oct 19

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. Students will have individual PC computer to work on, please do not bring laptops to the class.** Materials fee \$10 at class.

\$99 | Jennifer McIntosh
 SMC Bundy Campus, 127
 Sat 9:00 a.m.–4:00 p.m Oct 26

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 find out if you are eligible for State Training Funds visit our ETPL webpage at: 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.**

Payment plans now available. Here is how it works: (1) go to aumtonline.com/ **online-payment**, and make the initial payment of minimum \$315.00, and make sure you type “Santa Monica” under class location; (2) email your receipt (screenshot is fine) to smcext@smc.edu and call us at 310-434-3400, option 2 to complete registration; (3) second payment of \$700.00 is due on the first day of class; (4) third payment of \$700.00 is due on the day of 4th class meeting; (5) final payment of \$700.00 is due on the last day of class. Please note that if a payment is missed, the student will not be allowed in class the following week.

\$2,415 | AUMT Staff
 SMC Bundy Campus, 217
 Sat 9:00 a.m.–3:30 p.m Sep 7 – Oct 26

EXAMINATION
 Sat 9:00 a.m.–12:00 p.m Nov 2

Self Development

Reiki – Level I

Reiki is a 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. Experience the soothing, powerful energy of Reiki and a deep rejuvenating relaxation. Find out how to use Reiki to help change negative thought patterns or bad habits that interfere with the healing process. Certificate of completion 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 10:00 a.m. – 6:00 p.m Sep 7

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, 228

Wed 6:30 p.m – 9:00 p.m Sep 11 – Oct 2

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, 123

Wed 6:30 p.m – 9:00 p.m Oct 2

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, 216

Thu 6:30 p.m – 9:00 p.m Oct 17

Notary Public/ Renewal

Become a Notary in One Day

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

\$99 | Carrie Christensen
SMC Bundy Campus, 212

Sat 8:00 a.m. – 6:00 p.m Oct 5

Eligible Training Provider List

STUDY ONLINE OR IN A CLASSROOM

E

T

P

L

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.

ETPL Process

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

ETPL Training Courses offered through SMC Community Education

Social Media Marketing
Web Analytics

Online Marketing Certified Practitioner (OMCP) Certification

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



update your skills

COMMUNITY EDUCATION • SMC

updateURskills.com

310-434-3402

ONLINE LEARNING

the solution for today's busy adult

Convenient – Affordable – Effective

COURSES START: Aug 14, Sep 11, Oct 16, Nov 13, and Dec 11

Take a course on topics ranging from A-Z Grant Writing to Photography to Web Design and more, all from the comfort of your home or office at times that are convenient for you. Each course features 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/smcce



Renew as a Notary in One Day!

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

\$50 | Carrie Christensen
SMC Bundy Campus, 212

Sat 12:30 p.m.–6:00 p.m. Oct 5

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.

Driver Education

Driver's Ed Online!

Prerequisite: Must be age 15½ or older. Are you a teen or adult who wants to learn how to drive? Before you get behind the wheel, sign up for this online course—approved by the California Department of Motor Vehicles (DMV)—and find out about the rules of the road and how to stay safe under a wide range of driving situations. This comprehensive course is a 100% safe, secure, and convenient way to learn safe driving and accident prevention. A certificate of completion is awarded upon successfully completing the course and passing the exam. Open to both Windows PC and Mac users. You may start this course whenever it's convenient for you to do so. Additional details and information will be provided at registration. Go to smc.driversedonline.com to register for this class.

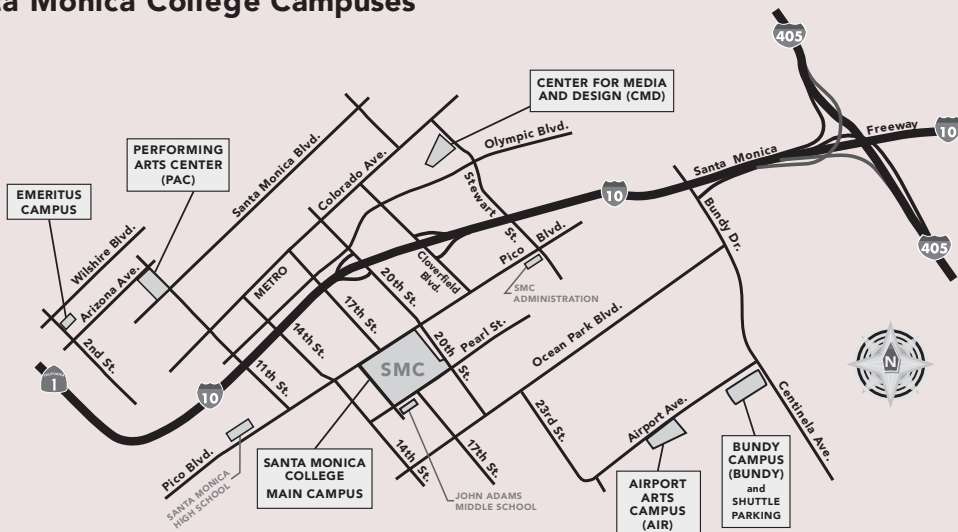
Open start date Fee: \$29.50

Traffic School Online!

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

Open start date Fee: \$29.97

Santa Monica College Campuses



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 email for confirmation.



ONLINE: Go to commed.smc.edu

All major credit cards accepted.



BY PHONE: 310-434-3400, option 2

Telephone Registration Hours are 8:30 a.m. to 4:00 p.m. Monday through Friday. All major credit cards accepted.



BY EMAIL: commed@smc.edu

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

HOLIDAYS: Classes do not meet on September 1–2, November 10–11, and November 28–30.

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

Financial aid is not available and transcripts are not offered for not-for-credit classes.

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 (click on the “Forms & FAQs” link). For room information and direction, call 310-287-4475.

Disclaimer: While we strive to maintain accurate and up-to-date information on parking at the college, please understand that the parking policies for Santa Monica College can change without notice. All parking regulations are created and enforced by the Santa Monica College Campus Police and anyone parking on the college’s property is advised to read and adhere to all posted signs. Ultimately, it is the responsibility of the individual to read, fully understand, and abide by the regulations set by our parking enforcement.

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, will not be accepted. 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.

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.

Some high-demand classes, such as glass fusing and Good Times Travel day trips, have separate and different refund policies stating that all registrations are final, and no refunds, credits, or transfers will be given. Please bear that in mind when registering for those classes.

TRANSPORTATION, FIELD TRIPS, &

EXCURSIONS: SMC Community Education does not provide transportation for any voluntary field trips or excursions to any off-campus locations. Although staff may assist in coordinating this transportation or may recommend travel routes, etc., Santa Monica College is in no way responsible and assumes no liability for any losses or injuries resulting from any non-District-sponsored transportation. If you ride with another SMC student, that student is not an agent of, or driving on behalf of, Santa Monica College. According to California Code of Regulations §55450, if you participate in a voluntary field trip or excursion, you are deemed to have held harmless the District and its officers, agents, and employees from all liability or claims which may arise out of or in connection with your participation in this activity.

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 accommodation, please contact SMC Disabled Student Programs and Services (DSPS) at 310-434-4265 prior to the start of your class.

SMC ADMINISTRATION AND STAFF

Dr. Kathryn E. Jeffery,
Superintendent/President
Dr. Jennifer Merlic, Vice President of
Academic Affairs
Michelle King, Director, Career &
Contract Education

SMC COMMUNITY EDUCATION STAFF

Alice Meyering, Tymia Yancy

Schedule prepared by SMC Office of Marketing

SMC BOARD OF TRUSTEES

Dr. Margaret Quiñones-Perez, Chair;
Dr. Nancy Greenstein, Vice Chair;
Dr. Susan Aminoff; Dr. Louise Jaffe;
Rob Rader; Dr. Sion Roy; Barry A. Snell;
Brooke Harrington, Student Trustee;
Dr. Kathryn E. Jeffery, Superintendent/President

SMC COMMUNITY EDUCATION | FALL 2019 REGISTRATION FORM

PLEASE REGISTER EARLY. Many classes fill quickly. We cancel classes with low enrollment, so your early registration may assure that the class you choose will remain available.

Payment by credit or debit card only. REGISTER online at commed.smc.edu. Telephone hours are 8:30 a.m. to 4 p.m., Mon.–Fri. **CALL 310-434-3400, option 2.**

Name _____

Address _____

City & Zip _____

Day Phone _____

E-mail _____

Your age range: 0-11 11-31 32-46 47-67 68+

Credit or Debit Card Information (All major credit cards accepted.)

Credit Card No.	CVV No.	Exp. Date
Name of Card Holder	Signature	

SIGN ME UP FOR THESE CLASSES:

Class _____ Fee \$ _____

Class _____ Fee \$ _____

Class _____ Fee \$ _____

Total amount to be charged _____ Fee \$ _____

VISIT OUR WEBSITE AT: commed.smc.edu

PLEASE REGISTER EARLY. Many classes fill quickly. We cancel classes with low enrollment, so your early registration may assure that the class you choose will remain available.

Payment by credit or debit card only. REGISTER online at commed.smc.edu. Telephone hours are 8:30 a.m. to 4 p.m., Mon.–Fri. **CALL 310-434-3400, option 2.**

SMC COMMUNITY EDUCATION | FALL 2019 REGISTRATION FORM

Name _____

Address _____

City & Zip _____

Day Phone _____

E-mail _____

Your age range: 0-11 11-31 32-46 47-67 68+

Credit or Debit Card Information (All major credit cards accepted.)

Credit Card No.	CVV No.	Exp. Date
Name of Card Holder	Signature	

SIGN ME UP FOR THESE CLASSES:

Class _____ Fee \$ _____

Class _____ Fee \$ _____

Class _____ Fee \$ _____

Total amount to be charged _____ Fee \$ _____

VISIT OUR WEBSITE AT: commed.smc.edu



Laurie McCormick Wins Photo Contest

Congratulations to SMC Community Education student Laurie McCormick, an award winning and frequently exhibited photographer, for capturing first place in our 2019 Student Photo Contest with her wonderful image “Cuba Cool.”

Altogether, 207 photos were submitted for the contest from 50 students and/or alumni. The submissions were judged at two levels to boil the contest down to three finalists for public voting, which tallied a record 1,050 votes.

Laurie took the photo January 19, 2013 when she was visiting Cuba, and one afternoon she and her friends were sitting at a table outside a hotel in Havana having coffee.

“We all saw this man walking down the street so we jumped into action and starting taking pictures of him,” she said. “I ran ahead because I noticed a wall that would make a great background and I stood across the street waiting for him. As he strolled by looking so damn cool, I took about ten to 12 images, and this one, I felt was perfect.

“I am proud to say my image appears on the last page of the October/November 2017 *National Geographic Traveler Magazine*, accompanied by an article about Cuban music. And just think, my photography all started at Santa Monica College Community Ed in their awesome photography courses.”

Laurie captured the image with a Canon EOS 5D Mark II, F 4, IOS 400, 1/1600 sec, 47mm focal length.

The Coronado resident, a financial advisor since 1977, has taken seven classes at SMC Community Ed since 1998, and believes the classes have been “top notch excellent.”

Laurie has traveled worldwide on photography expeditions, but she is also known for her miniature series. Meanwhile, she is enjoying life in Coronado, near San Diego. “I just joined the Coronado Cays Yacht Club, and my condo is right on a canal with a gorgeous view and my own boat slip,” she said. “So I bought a kayak and an electric boat which I use to travel the canals and the Bay so I think I am living my future and BEST life ever.”

Congratulations also to the first- and second-runners up in the contest: Frank Damon for “I Dare You To Touch Me!” and Mara Zaslove for “Sand Painting.”

QUESTIONS? EMAIL US AT COMMED@SMC.EDU OR CALL 310-434-3400

**SANTA MONICA COLLEGE
COMMUNITY EDUCATION**

Go to commed.smc.edu and sign up TODAY!

REGISTER FOR FALL 2019 CLASSES

Considering a Career in Real Estate?

Our rigorous, on-ground **Real Estate Principles** and **Real Estate Practice** courses are back this fall. These sought-after courses are offered only twice a year, so don't miss them this semester if you want to take the State exam to be a real estate salesperson. Sign up early and go to our online listing for more course details.



Real Estate Principles (S0224)

Mon 6:30 p.m. – 9:30 p.m. Aug 26 – Dec 16*

**No class on Sep 2, Nov 11.*

SMC Bundy Campus, 212

Real Estate Practice (S0224)

Wed 6:30 p.m. – 9:30 p.m. Aug 28 – Dec 4

SMC Bundy Campus, 212

Choose from hundreds of courses that can enrich and change your life. Classes fill quickly, so sign up for fall 2019 now! Complete the registration form on page 22 to get started today.

Go to commmed.smc.edu and sign up TODAY!

SANTA MONICA COLLEGE

COMMUNITY EDUCATION

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

Non-Profit
Organization
U.S. Postage
P A I D
Santa Monica
College