

SANTA MONICA COLLEGE | WINTER 2019

COMMUNITY EDUCATION

& Professional Development

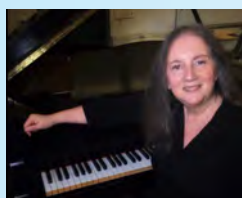


Navigate the Waves of Life with Us in the New Year

Back to Basics and Start the New Year Right

What's New

Start the new year with a new one-day workshop — **Song Circle – Singing Heart** — to explore techniques to open yourself to the joy of improvisational singing. For the fortune-minded, **Practical Tarot** now includes a course in **Interpreting the Court Cards** to deepen your practice. For you iPhone believers and photo enthusiasts, we now offer **Photography Using Your iPhone** — a perfect way to pursue your passion. Finally, our popular and rapidly sold out **One-On-One Piano** is now offered Thursday nights, so sign up NOW!



Sarah Olim,
One-On-One Piano

See pages 5, 7, 8 for more details.

For the Artistically Inclined



Enjoy the outdoors while you paint and sharpen your skills at a different offsite location each week in **Plein Air Outdoor Watercolor Painting**.

See page 4 for more details.



Try **Colored Pencil Techniques and Drawing** if you fancy something new; you'll be surprised what you can do!

See page 4 for more details.



Explore **Sumi-e Painting** and appreciate the beauty and simplicity of brush strokes that will take you to a different realm of aestheticism.

See pages 5 for more details.

Writers Wanted

Blog Writing for Beginners — our popular class last summer — is back this winter, but you need to sign up quickly, as seating is limited! If you're interested in writing for film, **Introduction to Screenwriting** will help you gain the perspectives and skills you need, and with a proven film director no less! Want to be more mindful in your creative writing? **Creative Writing & Meditation** will guide you to connect with your writing in different and surprising ways.

See page 8 for more details.

“The limits of my language are the limits of my world.” – Ludwig Wittgenstein

Start the new year with a new language, or spruce up a familiar one. Our **Intensive French Pronunciation Workshop** is a must for Francophiles who wish to conquer those pesky ‘r’s. **Italian for Travelers** is a compact little course that will get you speaking survival Italian in 5 weeks! Just in time for your spring visit!

See page 6 for more details.

Front Cover: “Surfer Riding Large Blue Ocean Wave” © Shutterstock

SANTA MONICA COLLEGE

COMMUNITY EDUCATION

WINTER 2019



CONTENTS

PERSONAL INTEREST 4

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

HEALTH & FITNESS 8

Dance | Fitness & Relaxation |
Health & Safety | TOEFL Preparation

PROFESSIONAL DEVELOPMENT 10

Business and Finance | Certificate
Program | Computer and Internet
Courses | Entrepreneurial Training |
Fashion | Money Management |
Notary Public/Renewal

ON THE NET 15

Bartending | Driver Education

TO REGISTER..... 16

REGISTRATION FORM 18



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

commed.smc.edu



PHONE

310-434-3400,
option 2



EMAIL

CommEd@smc.edu



IN PERSON

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

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.

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. Jan 2 – Feb 6

The Art of Glass Fusing

Explore the art of using a kiln to fuse together pieces of glass. Find out about glass choices, preparation, cutting, and composition. Then experiment with the materials and apply your own style and creative ideas as you learn how to use a variety of fusing and slumping techniques, how to use a kiln, and what you need to know about firing programs, annealing times, and recordkeeping. Materials fee \$100 for new students and \$30 for returning students at class covers first few projects. Plan to spend an additional \$100 (or more, depending on the size and complexity of the work you wish to design) during a class field trip (to be arranged) to learn about, choose, and purchase additional materials for the remainder of the course. As this class is in high demand with limited seating, all registrations are final, and NO REFUNDS, CREDITS, or TRANSFERS will be given.

\$239 | Terri Bromberg
SMC Main Campus, Art 124

Fri 9:00 a.m. – 3:00 p.m. Jan 4 – Feb 1

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. Jan 5 – Feb 9

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.

\$99 | Bryan Ricci
SMC Main Campus, Art 100

Sat 10:00 a.m. – 1:00 p.m. Jan 5 – Feb 2

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

Sat 12:00 p.m. – 5:00 p.m. Jan 5 – Feb 2

Colored Pencil Techniques & Drawing

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. Jan 8 – Feb 5

Experimenting with Oil Paint

Learn to paint more creatively. In this class, find out how to use oil paint alla prima (working quickly using layers of wet paint) to explore techniques for painting gesturally, emphasizing depth and realism, improving composition, increasing visual impact, and painting inventively. Open to students at all levels, including experienced painters looking to make their work more original, as well as beginners who wish to learn simple, but effective painting techniques. All levels welcome!

\$89 | Todd Carpenter
SMC Emeritus Campus, 204

Tue 6:30 p.m. – 9:30 p.m. Jan 8 – Feb 5

Sumi-e Painting

Explore the fundamentals of the ancient art of Sumi-e (“ink painting”) painting, and discover how just a few simple strokes of the brush can express an idea. Enrich your knowledge of a different art technique with ancient and Eastern roots, and learn about the traditional art and culture of Japan. Painting kit is available to purchase in class, or a list of supplies can be found on class confirmation.

\$89 | Sherry Davis
SMC Bundy Campus, 339

Sat 10:00 a.m. – 12:00 p.m. Jan 12 – Feb 2

Crafts

Sewing Machine Boot Camp

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.

\$169 | Barbara Rain
SMC Main Campus, Business 107

Sat 10:00 a.m. – 2:00 p.m. Jan 5 – Feb 2

Chain Maille Jewelry

Chain Maille jewelry is hot this season! Find out how to make beautiful and complex woven jewelry using preformed jump rings.

You and your classmates will choose 3 different weaves — such as 3-in-3, Byzantine Chain, Box Chain, and Flower Chain — and take home a beautiful bracelet or pair of earrings each week. You’ll also learn how to make jump rings by hand from wire, pick up tips for incorporating decorative accents into your designs, and take home instructions for future projects. Bring to class 2 pairs of chain-nose pliers (or purchase in class for \$6 each) and any jewelry-making tools you already own. Materials fee \$45 at class.

\$79 | Susan Ryza
SMC Emeritus Campus, 409

Tue 7:00 p.m. – 9:30 p.m. Jan 15 – Jan 29

Enrichment

Introduction to Mindfulness Meditation

Ever wanted to learn how to meditate? Want to improve your ability to concentrate, or to de-stress from the pressures of everyday life? Basic Mindfulness is a clear, easy way to begin. In a supportive class that includes simple instructions and brief in-class guided meditation sessions, learn how to enhance your clarity of sense perception, build your concentration power, and develop equanimity and restfulness in ways that can be applied directly to daily life.

\$99 | Betzi Richardson
SMC Bundy Campus, 440

Wed 7:00 p.m. – 9:00 p.m. Jan 2 – Feb 6

Song Circle – Singing Heart

NEW! When your heart needs to sing, you have the power to release your voice. In a special 1-day workshop for all levels of experience, explore your singing voice in a group setting, and open yourself to the joy of improvising on the spot with others. This workshop features exercises based on the teachings of master improvisers, including cellist David Darling and singer Bobby McFerrin. These techniques can be useful for experienced and novice singers and in the therapeutic setting.

\$99 | Patrisha Thomson
SMC Bundy Campus, 436

Sat 9:00 a.m. – 4:00 p.m. Jan 12

COLORED PENCIL TECHNIQUES AND DRAWING – Arlene Weinstock



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

— Student



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. Jan 26

Just for Fun

Practical Tarot – Interpreting the Court Cards

NEW! The 'Court Cards' (Kings, Queens, Knights, and Pages) can be the most frustrating of all the cards in a Tarot deck to interpret. In a hands-on 3-session class, learn more about these cards and their relationship to the Emperor, Empress, and the Aces. Using specially designed Tarot spreads as examples, find out about the different ways you can interpret what role the Court Cards play in a reading. If you have a favorite Tarot deck, bring it to class.

\$59 | Davida Rappaport
SMC Bundy Campus, 436

Tue 6:45 p.m. – 9:45 p.m. Jan 8 – Jan 29*

*No class on Jan 22.

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, 239

Thu 6:30 p.m. – 8:30 p.m. Jan 3 – Feb 7

Italian for Continuing Students

Do you have a basic knowledge of Italian? Come practice and improve your understanding of Italian, and develop your confidence speaking it. Expand your language skills and vocabulary as you use Italian to converse about family, friends, traveling, and interests, as well as to describe present and past events. Materials fee \$12 at class.

\$99 | Silvia Masera
SMC Bundy Campus, 435

Tue 6:30 p.m. – 9:30 p.m. Jan 8 – Feb 5

Italian for Travelers

In a short course specifically designed for travelers, immerse yourself in a fun, relaxed atmosphere as you learn practical Italian used in common travel situations, such as asking for directions, finding accommodations, ordering at restaurants, and more! Emphasis will be on developing your conversational and listening skills, with a splash of the colorful cultural that is uniquely Italian. Materials fee \$12 at class.

\$99 | Silvia Masera
SMC Bundy Campus, 435

Thu 6:30 p.m. – 9:30 p.m. Jan 10 – Jan 31

Intensive French Pronunciation Workshop

Do you wish you could speak French with a French accent, as well as understand it? Learn how French sounds are the way they are in an intensive workshop that explains their combinations and alphabets. Improve your listening skills in French, and practice pronouncing French words correctly, so you can "navigate" your way through your trip to France or a French-speaking country. No prior knowledge of French necessary. Materials fee includes CD plus text. Materials fee \$15 at class.

\$79 | Harriette McCauley
SMC Bundy Campus, 435

Sat 11:30 a.m. – 1:30 p.m. Jan 26 – Feb 2

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. Jan 2 – Jan 30
Wed 6:30 p.m. – 7:00 p.m. Jan 2 – Jan 30
Wed 7:00 p.m. – 7:30 p.m. Jan 2 – Jan 30
Wed 7:30 p.m. – 8:00 p.m. Jan 2 – Jan 30

THURSDAY

Thu 6:00 p.m. – 6:30 p.m. Jan 3 – Jan 31
Thu 6:30 p.m. – 7:00 p.m. Jan 3 – Jan 31
Thu 7:00 p.m. – 7:30 p.m. Jan 3 – Jan 31
Thu 7:30 p.m. – 8:00 p.m. Jan 3 – Jan 31

SATURDAY

Sat 12:30 p.m. – 1:00 p.m. Jan 5 – Feb 2
Sat 1:00 p.m. – 1:30 p.m. Jan 5 – Feb 2
Sat 1:30 p.m. – 2:00 p.m. Jan 5 – Feb 2
Sat 2:00 p.m. – 2:30 p.m. Jan 5 – Feb 2
Sat 2:30 p.m. – 3:00 p.m. Jan 5 – Feb 2
Sat 3:00 p.m. – 3:30 p.m. Jan 5 – Feb 2
Sat 3:30 p.m. – 4:00 p.m. Jan 5 – Feb 2
Sat 4:00 p.m. – 4:30 p.m. Jan 5 – Feb 2
Sat 4:30 p.m. – 5:00 p.m. Jan 5 – Feb 2

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

BEGINNING GUITAR – Peter Risi

“
Love Peter! Great class and informative.”
— Jenna-Rose Hannah

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
Wed 6:30 p.m. – 8:00 p.m. Jan 2 – Feb 6

Guitar II

Suggested prerequisite: Beginning Guitar or skills in basic note reading, ability to play a few open position chords, and a general basic feel for the guitar. If you want to move ahead in your guitar playing and build on the introductory elements you've previously learned, here's the right class to get you to the next level. Students must purchase required textbook prior to first day of class: Required textbook (please purchase before attending class): *Hal Leonard Guitar Method, Second Edition – Complete Edition*, by Will Schmid and Greg Koch (ISBN-13: 9780881881394).

\$99 | Peter Risi
SMC Performing Arts Center, 104
Thu 6:30 p.m. – 8:00 p.m. Jan 3 – Feb 7

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!

On the Street with Your Camera

Learn how to capture images the way documentary photographers do. If you are an intermediate/advanced photographer, find out how to use imagery to make statements without words. This hands-on workshop covers composition, visual direction, lighting (natural and flash), proper lens selection, and

controlling depth of field. With an emphasis on the styles of Henri Cartier-Bresson, Keith Carter, Gordon Parks, Mary Ellen Mark, W. Eugene Smith, and Garry Winogrand, photo assignments feature the significance of conveying a story (photo essay or photo story), an environmental portrait, and ‘the decisive moment’ with your images.

\$119 | Ed Mangus
SMC Main Campus, Business 133
Sat 1:00 p.m. – 5:00 p.m. Jan 5 – Feb 2

Black & White Printing – Advanced

Prerequisite: Beginning and/or Intermediate Black and White Printing, or instructor’s consent. Refine your skills in creating high-quality, fiber-based black-and-white prints. Learn advanced printing techniques from an experienced instructor as you explore special toning techniques that can make your images stand out. The photo lab features high-quality chemicals and an individual enlarger for each student. Bring printing supplies and negatives to first class meeting. Attending the first class meeting is mandatory. Materials fee \$25 at class.

\$139 | Ed Mangus
SMC Main Campus, Drescher Hall 127
Sun 1:00 p.m. – 6:00 p.m. Jan 6 – Feb 3*
*No class on Jan 20.

Photography Using Your iPhone

NEW! Discover how to use your iPhone’s camera to capture and express the ‘feel’ of your life. In a hands-on 2-day workshop that combines classroom instruction with an outdoor field trip, start developing a pair of discerning eyes by learning what to look for and how to create more artistic imagery. Workshop includes discussions and demonstrations of the iPhone camera app and other useful apps, as well as accessories you can use in your photography. Location of the field trip will be given at first class.

\$129 | Ford Lowcock
SMC Main Campus, Business 133
Sat 9:00 a.m. – 1:00 p.m. Jan 26 – Feb 2

Stage & Screen

Introduction to Screenwriting

In an intensive course that introduces you to the fundamentals of dramatic screenwriting, find out about the tools that screenwriters have at their disposal to communicate their ideas. See listing in this schedule’s Writing section for additional details.

\$149 | Simone Bartesaghi
SMC Bundy Campus, 212
Thu 7:00 p.m. – 10:00 p.m. Jan 3 – Feb 7

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, 428
Wed 6:00 p.m. – 8:00 p.m. Jan 23

Writing

Introduction to Screenwriting

In an intensive course that introduces you to the fundamentals of dramatic screenwriting, find out about the tools that screenwriters have at their disposal to communicate their ideas. Gain hands-on experience through weekly writing exercises that develop specific screenwriting skills, then read your work aloud in class and take part in friendly discussions and critiques to understand your writing and what about it works, what doesn’t, and why.

\$149 | Simone Bartesaghi
SMC Bundy Campus, 212
Thu 7:00 p.m. – 10:00 p.m. Jan 3 – Feb 7

Blog Writing for Beginners

Explore the world of blogging, and how you can determine your own blog-writing path. See listing in this schedule’s Computer and Internet Courses section for additional details.

\$99 | Anita Gill
SMC Bundy Campus, 436
Wed 7:00 p.m. – 9:00 p.m. Jan 9 – Jan 30

Creative Writing & Meditation

Meditation and writing bring awareness and help us remember who we are and where we come from. Explore how to connect meditation to writing and how to approach your writing with awareness of the senses, memory, and the imagination. Develop your ability to “pay attention” to the worlds you are creating in your writing, and discover how meditation and writing complement and help each other. Bring your work to class and discuss the writing that is before you, what is on the page, and how its potential might expand and fully come to life.

\$79 | Nathalie Kramer
SMC Bundy Campus, 436
Thu 6:30 p.m. – 9:30 p.m. Jan 17 – Feb 7



CO-REC Sunday Play at SMC Pavilion

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

HEALTH & FITNESS

Dance

Beginning Modern Dance

Come and dance! Learn about body awareness, movement in space, and modern dance terminology through center work, across-the-floor combinations, short studies, and more! We'll focus on technique, placement, and creative experiences — along with correct body alignment — and include stretching exercises that enhance strength, limberness, and flexibility.

\$99 | Roberta Wolin-Tupas
SMC Emeritus Campus, 304

Wed 7:15 p.m. - 8:15 p.m. Jan 2 - Feb 6

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. Optional materials fee of \$20 for classical ballet flash cards. Materials fee \$20 at class.

\$119 | Cynthia Molnar
SMC Performing Arts Center, 102

Tue 7:00 p.m. - 8:15 p.m. Jan 8 - Feb 5

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 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"!

\$95 | Jackline Daneshrad
SMC Emeritus Campus, 304

Tue 6:00 p.m. - 7:00 p.m. Jan 8 - Feb 5

Fitness & Relaxation

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.

\$95 | Jackline Daneshrad
SMC Emeritus Campus, 304

Wed 6:00 p.m. - 7:00 p.m. Jan 9 - Feb 6

Health & Safety

AHA Heartsaver CPR with AED (Adult, Child, & Infant)

Learn the basic techniques of Cardiopulmonary Resuscitation (CPR) and how to use an automated external defibrillator (AED). Find out how to recognize and respond to major life-threatening injuries like heart attack, stroke, choking, and breathing problems. This course is designed for all lay rescuers, such as family members or caregivers of elderly or dependent adults, parents or guardians of children and infants, airline personnel, and/or security guards.

\$49 | John Lynch
SMC Bundy Campus, 236

Thu 6:00 p.m. - 9:30 p.m. Jan 24

Test Preparation

TOEFL Strategy Toolbox for Success – Writing

NEW! Learn step-by-step strategies to develop well-organized and well-written essays under time pressure! Strengthen your ability to incorporate effective sentence variety, include more descriptive and appropriate word choices, and make fewer grammatical mistakes. You will definitely feel more confident after a quick review of English grammar to strengthen your proofreading ability.

\$89 | Lisa Saperston
SMC Bundy Campus, 235

Wed 6:30 p.m. – 9:30 p.m. Jan 9 – Jan 16

TOEFL Strategy Toolbox for Success – Speaking

NEW! Gain the confidence you need to speak your mind under time pressure in 45-second and 60-second intervals. Also, practice a variety of speaking scenarios and drills designed to raise your confidence and reduce testing anxiety. Your best speaking performance is yet to come!

\$89 | Lisa Saperston
SMC Bundy Campus, 235

Wed 6:30 p.m. – 9:30 p.m. Jan 23 – Jan 30

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 comm.ed.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

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 | Donyea Adams
SMC Bundy Campus, 213

Sat 9:00 a.m. – 4:00 p.m. Jan 12 – Jan 19

Make Extra Income: Auto Wholesale Business from Home

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

\$99 | Wayne Williams
SMC Bundy Campus, 240

Mon – Tue 6:00 p.m. – 9:00 p.m.
Jan 14 – Jan 15

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, 216

Thu 6:30 p.m. – 9:30 p.m. Jan 10 – Feb 7

Computer and Internet Courses

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. Jan 26

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. Feb 2

SOCIAL MEDIA

Blog Writing for Beginners

Explore the world of blogging, and how you can determine your own blog-writing path. Through blog examples and short writing prompts, learn the different factors to consider when starting a blog. Find out how to use tone, structure, and voice to write for a specific audience. Friendly in-class critiques will help you explore personal writing topics and produce a few sample posts, and you will leave class with a project outline for a blog and helpful strategies for garnering followers.

\$99 | Anita Gill
SMC Bundy Campus, 436

Wed 7:00 p.m. – 9:00 p.m. Jan 9 – Jan 30

Entrepreneurial Training

QUICKBOOKS

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

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

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

**Includes certificate fee. 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. Jan 5

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. Jan 12

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. Jan 19

Fashion

Fashion Tech Pack I

Ever dream about producing your own clothing line? Then you need to know about the Tech Pack, 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. Learn the fundamental elements necessary to complete a tech pack for an apparel manufacturing company from a digital platform. This course is ideal for anyone interested in a job with a clothing company in the areas of fashion design or product development, for designers who need to update their knowledge and skills to re-enter the fashion industry, and for small-scale designers starting a clothing line that requires mass production. Skills in sewing and patternmaking are helpful, but not required. Bring to class a 4GB or larger USB flash drive.

\$139 | La Tanya Louis
SMC Bundy Campus, 127

Thu 6:30 p.m. – 9:30 p.m. Jan 3 – Feb 7

Money Management

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, 216

Tue 6:30 p.m. – 9:00 p.m. Jan 29

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 4:00 p.m. with the exam directly following. Materials fee \$35 at class.

\$99 | Carrie Christensen
SMC Bundy Campus, 212

Sat 8:00 a.m. – 6:00 p.m. Jan 26

Renew as a Notary in One Day!

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

\$50 | Carrie Christensen
SMC Bundy Campus, 212

Sat 12:45 p.m. – 6:00 p.m. Jan 26

ONLINE LEARNING

the solution for today's busy adult

Convenient – Affordable – Effective

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 comes equipped with a knowledgeable and caring instructor, lively discussions with your fellow students, and practical information that you can put to immediate use.

COURSES START: Nov 14, Dec 12, Jan 16, Feb 13, and Mar 13

For more information, visit ed2go.com/smcce



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

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

COMMUNITY EDUCATION

OPEN HOUSE

Saturday, Feb. 2, 10 a.m. – 2 p.m., Bundy 123

- ▶ Come meet our staff and instructors
- ▶ Enjoy mini presentations and demonstrations
- ▶ Receive a special 15% discount* when registering for classes during your visit
- ▶ Receive a free SMC Community Education promotional item (while supplies last)

**Discount applies only to the classes you register for on the day of the Open House and cannot be transferred to any other class, including the same class in another semester. Cannot be combined with other discounts or promotions.*

commed.smc.edu 310-434-3400

Sign up for our Newsletters

SUBSCRIBERS RECEIVE:

Course Updates

Latest News

Online Registration Dates

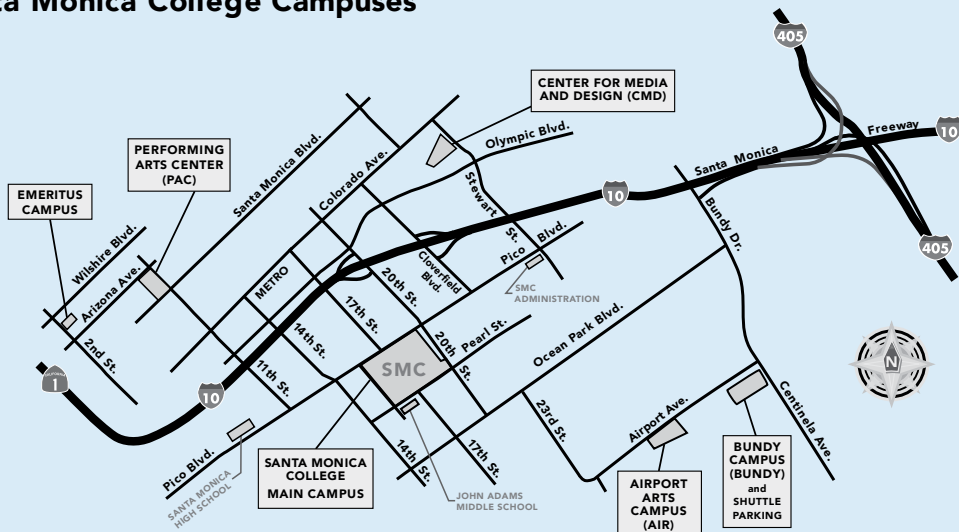
commed.smc.edu

COMMUNITY
EDUCATION

*Gift
Certificates*


CALL 310-434-3400
FOR MORE INFORMATION.


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

 **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 January 20–21.

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. BUNDE 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 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, 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.

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. Dione M. Carter, Dean, Noncredit & External Programs
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

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

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 or in person by appointment only at our office at the SMC Bundy Campus, 3171 S. Bundy Dr., Rm 112. Telephone hours are 8:30 a.m. to 4 p.m., Mon.–Fri. **CALL 310-434-3400.**

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.	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

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 or in person by appointment only at our office at the SMC Bundy Campus, 3171 S. Bundy Dr., Rm 112. Telephone hours are 8:30 a.m. to 4 p.m., Mon.–Fri. **CALL 310-434-3400.**

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.	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

TAKE TIME TO INVEST IN YOURSELF.... TRY OUR PROFESSIONAL DEVELOPMENT CLASSES!



Our **Property Management** class now covers **Residential, Commercial, and Industrial** properties, and is meant to educate beginners and mid-level professionals who are interested in entering the business, as well those who want to update their skills!

QuickBooks: The Basics, Part I and **QuickBooks: The Next Step, Part II** return this semester. Register and complete this pair of courses, and you'll be awarded a certificate of completion! Then add to your basic skills with **QuickBooks: Reports & Bank Reconciliation**, which will take you to another level of competency in the popular software. *You will work on an individual computer during class; this class is for QuickBooks Desktop version only.*

See pages 10–13 for more details.

TOEFL Strategy Toolbox for Success is Here!!

We have two special intensive workshops to prepare you for the TOEFL test: **Writing** and **Speaking**. Whether or not you have taken a TOEFL Preparation course before, these two-week workshops will give you the confidence and added edge you need!

See page 10 for more details.

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 WINTER 2019 CLASSES

SANTA MONICA COLLEGE COMMUNITY EDUCATION

OPEN HOUSE 2019

Saturday, February 2, 10 a.m. – 2 p.m.
Bundy Campus, Room 123

- ▶ Come meet our staff and instructors
- ▶ Enjoy mini presentations and demonstrations
- ▶ Receive a special 15% discount* when registering for classes during your visit
- ▶ Receive a free SMC Community Education promotional item (while supplies last)

**Discount applies only to the classes enrolled in on the day of the Open House and cannot be transferred to any other class, including the same class in another semester. Cannot be combined with other discounts or promotions.*

Choose from hundreds of courses that can enrich and change your life. Classes fill quickly, so sign up for winter 2019 now! Complete the registration form on page 18 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