

SANTA MONICA COLLEGE | SUMMER 2020

COMMUNITY EDUCATION

& Professional Development



Growing and Learning Are for All Seasons!

Summer 2020 classes are happening in "Remote Live" environments.

We Can Do It Together!



Total Body Workout

Regenerate!

In these tough times, we are fortunate to be able to offer **Introduction to Meditation** and its art of centering, as well as **Cardio Salsa** and **Total Body Workout** to help keep your blood moving. If you prefer a gentler approach to fitness, try our **Stretch & Release** class, which would pair up nicely with meditation. Looking for something to exercise your musical skills instead? Let your fingers do the dancing with **One-On-One Piano**.

Reveal the Mysterious

Learn to divine the future with **Practical Tarot – Interpreting the Court Cards**. Experience the soothing, yet powerful energy of **Reiki – Level I**, where the art of healing is just a touch away! It's said that music is a window to the soul. With our **Contemporary Singing Techniques** class, you'll get in touch with expressing your joy from deep within.



Front Cover: © Shutterstock, Inc.



Early American Architectural Styles and Interiors

Learn & Grow

Ever had the urge to paint? You can't go wrong with **Experimenting in Oil Paint**. Our highly esteemed, lecture series exploring the rich landscape of American art and architecture continues this summer with **Early American Architectural Styles and Interiors**. Or, consider preparing the groundwork for multiple streams of income with **Become a Notary in One Day, Make Extra Income: Auto Wholesale from Home**, or any of our **MS Excel** classes.



Experimenting in Oil Paint

To Our Community

Along with our instructors, we want to acknowledge, you, our community of students, for your commitment to lifelong learning...even when it is not easy! Be safe and stay well until we can gather together again.

SANTA MONICA COLLEGE

COMMUNITY EDUCATION

SUMMER 2020



CONTENTS

PERSONAL INTEREST 4

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



HEALTH & FITNESS 7

Dance | Fitness & Relaxation |
Self Development



TEST PREPARATION..... 9

TOEFL Preparation

PROFESSIONAL DEVELOPMENT 9

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



ON THE NET 12

Driver Education

TO REGISTER..... 13

REGISTRATION FORM 14



NOTE: All Community Education classes for the summer 2020 session are happening in “Remote Live” environments. Students are required to have internet access, necessary devices, and a valid email address in order to take these classes. The instructor will provide information on how the course will be presented and the online tools needed specifically for the class.

ABOUT SMC 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. For more information, please visit our website at commed.smc.edu.

OFFICE LOCATION

SMC Community Education
SMC Emeritus Campus
1227 2nd Street
Santa Monica, CA 90404

HOW TO REGISTER FOR CLASSES:



ONLINE 24/7

commed.smc.edu



EMAIL

CommEd@smc.edu

NOTE: All Community Education classes for the summer 2020 session are happening in “Remote Live” environments. Students are required to have internet access, necessary devices, and a valid email address in order to take these classes. The instructor will provide information on how the course will be presented and the online tools needed specifically for the class.

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.

Experimenting with Oil Paint (Remote Live)

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!

\$109 | Todd Carpenter
Remote Live

Sat 1:00 p.m. – 4:00 p.m. Jul 11 – Aug 15



Experimenting with Oil Paint with Todd Carpenter

Enrichment

Introduction to Mindfulness Meditation (Remote Live)

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
Remote Live

Wed 7:00 p.m. – 9:00 p.m. Jul 8 – Aug 12

Summer Featured Lecture: Early American Architectural Styles and Interiors (Remote Live)

NEW! The gracefulness and elegance of early American interior and furniture styles and the historical architecture in which they resided are a result of the influence of European styles from which they originated. Early American furniture styles from the Jacobean style of the early colonists through the graceful forms of Pre- and Post-Revolutionary America to the more elaborate forms of the Classical Revival period are explored, as well as the social and political influences upon the architecture and design of these eras. The course will also include discussion of the artistic backdrop of the era, including folk art, portraiture, and landscape painting.

\$69 | Eleanor Schrader
Remote Live

Sat 10:00 a.m. – 12:00 p.m. Jul 25 – Aug 1

Just for Fun

Practical Tarot – Interpreting the Court Cards (Remote Live)

Prerequisite: Students must possess good working knowledge of Tarot, or have taken BOTH the Major and Minor Arcana with the instructor. 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 4-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



Early American Architectural Styles and Interiors with Eleanor Schrader

Court Cards play in a reading. If you have a favorite Tarot deck, bring it to class.

\$79 | Davida Rappaport
Remote Live

Tue 6:45 p.m. – 9:45 p.m. Jun 30 – Jul 21

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.

Italian for Continuing Students (Remote Live)

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.

\$129 | Silvia Masera
Remote Live

Tue 6:30 p.m. – 9:30 p.m. Jun 23 – Jul 28

Accent Reduction – American English (Remote Live)

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
Remote Live

Tue 6:30 p.m. – 8:30 p.m. Jun 23 – Jul 28

Music

Contemporary Singing Techniques (Remote Live)

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

\$129 | Heather Lyle
Remote Live

Mon, Thu 6:45 p.m. – 8:45 p.m.
Jun 22 – Jul 20

One-On-One Piano (5 years – Adult) (Remote Live)

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.

\$199 | Sarah Olim
Remote Live

WEDNESDAY

Wed 6:00 p.m. – 6:30 p.m. Jul 8 – Aug 5

Wed 6:30 p.m. – 7:00 p.m. Jul 8 – Aug 5

Wed 7:00 p.m. – 7:30 p.m. Jul 8 – Aug 5

Wed 7:30 p.m. – 8:00 p.m. Jul 8 – Aug 5

Wed 8:00 p.m. – 8:30 p.m. Jul 8 – Aug 5



One-On-One Piano with Sarah Olim

SATURDAY

Sat 11:30 a.m. – 12:00 p.m. Jul 11 – Aug 8
 Sat 12:00 p.m. – 12:30 p.m. Jul 11 – Aug 8
 Sat 12:30 p.m. – 1:00 p.m. Jul 11 – Aug 8
 Sat 1:00 p.m. – 1:30 p.m. Jul 11 – Aug 8
 Sat 1:30 p.m. – 2:00 p.m. Jul 11 – Aug 8
 Sat 2:00 p.m. – 2:30 p.m. Jul 11 – Aug 8
 Sat 2:30 p.m. – 3:00 p.m. Jul 11 – Aug 8
 Sat 3:00 p.m. – 3:30 p.m. Jul 11 – Aug 8
 Sat 3:30 p.m. – 4:00 p.m. Jul 11 – Aug 8
 Sat 4:00 p.m. – 4:30 p.m. Jul 11 – Aug 8
 Sat 4:30 p.m. – 5:00 p.m. Jul 11 – Aug 8

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!

Photography Using Your iPhone (Remote Live)

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
Remote Live

Sat 9:30 a.m. – 1:00 p.m. Jul 11 – Jul 18

Night and Low Light Photography on a Smart Phone (Remote Live)

NEW! Phone photography at sunset, night, painting with light, and astrophotography of the stars and planets — how cool of a workshop this is! Learn about the two directions of sunset, blue light, total night scenes with all the lights, neon, and car lights, and then talk about astrophotography and the stars. Find out about several

different capture apps for cameras/phones, what to consider when photographing in low light situations, what accessories are required, and how to process and print the captured images. You will need to download specified apps that cost a small fee, and have a minimum amount of accessories, such as a tripod and an additional phone mount bracket. All requirements will be sent out prior to the first class meeting.

\$129 | Ford Lowcock
Remote Live

Sat 9:00 a.m. – 1:00 p.m. Jul 25 – Aug 1

Stage & Screen

Stand-Up Comedy Workshop with Graduation Show (Remote Live)

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
Remote Live

Wed 6:30 p.m. – 9:30 p.m. Jun 24 – Aug 5

Vocal Yoga (Remote Live)

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
Remote Live

Sat 12:30 p.m. – 3:30 p.m. Jul 11

An Introduction to Voiceovers (Remote Live)

Prerequisite: Must be age 18 or over. Explore the voiceover industry! Discover current trends, opportunities, and tools you need to find success in the business. Read a real script and receive coaching from a professional working voice actor from Voices For All to improve your delivery.

You will receive a professional voiceover evaluation later. This is a one-time, two-hour, introductory class.

\$49 | Voices for All Staff
Remote Live

Thu 6:00 p.m. – 7:30 p.m. Aug 6

Writing

How to Write Funny (Remote Live)

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 prose, screenplays, sitcoms, 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. The workshop is designed for the novice comedy writer, experienced comedy writers, and all points in between. And, last but not least, we'll have lots of fun and laughs along the way.

\$149 | Jonathan Solomon
Remote Live

Thu 6:30 p.m. – 9:30 p.m. Jun 25 – Aug 13

Writing a Short Story (Remote Live)

NEW! You will be given writing prompts in class and I will guide you through sensorial meditation/exercises which activate your creative world. We will look at and discuss the works of great short story writers. You will be given writing homework which I read, edit, and make suggestions on how to improve and deepen what is already there. This class creates a supportive, encouraging, and inspiring space in which the spark of each writer's potential will be expanded upon. Expect reading and writing homework. By the last week of class you may have a very first draft of a story.

\$129 | Nathalie Kramer
Remote Live

Mon 6:30 p.m. – 9:00 p.m. Jul 6 – Aug 10

Memoir Writing – Your Life is Your Legacy (Remote Live)

Your life is your legacy. Be remembered the way YOU would like to be remembered. Join us and learn to write an engaging record of your life to be handed down for generations to come. Whether writing for publication or for your family and friends, this class will help you structure and write a compelling story for all to enjoy.

HOW TO WRITE FUNNY – Jonathan Solomon



Jonathan was a very positive teacher always open to new views. The personal experience he shared was not only a big plus but motivating as well. He was very funny.

— William P.



\$109 | Jasmyne Boswell
Remote Live

Tue 2:00 p.m. – 4:30 p.m. Jul 7 – Aug 11

Poetry Writing & Reading Workshop (Remote Live)

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, Elizabeth Bishop, Lucille Clifton, Charles Bukowski, Wallace Stevens, Stevie Smith, John Ashbery and Pablo Neruda. 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
Remote Live

Sat 11:00 a.m. – 1:00 p.m. Jul 11 – Aug 15

HEALTH & FITNESS

Dance

Adult Ballet I (Remote Live)

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 \$15 at class.

\$159 | Cynthia Molnar
Remote Live

Mon 7:00 p.m. – 8:00 p.m. Jun 22 – Aug 10

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” on the left side-bar menu or use the QR code to the right.

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



Cardio Salsa (Remote Live)

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”!

\$179 | Jackline Daneshrad
Remote Live

Tue 6:00 p.m. – 7:00 p.m. Jun 23 – Aug 11

register for classes
ONLINE

at **commed.smc.edu**

Fitness & Relaxation

Stretch & Release (Remote Live)

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.

\$179 | Jackline Daneshrad
Remote Live

Wed 7:00 p.m. – 8:00 p.m. Jun 24 – Aug 12

Total Body Workout (Remote Live)

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.

\$179 | Jackline Daneshrad
Remote Live

Wed 6:00 p.m. – 7:00 p.m. Jun 24 – Aug 12

Self Development

Reiki – Level I (Remote Live)

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
Remote Live

Sat 10:00 a.m. – 5:00 p.m. Jul 25

TEST PREPARATION

TOEFL Preparation

Preparing for the TOEFL (Remote Live)

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
Remote Live

Tue 6:30 p.m. – 9:30 p.m. Jul 7 – Aug 11

PROFESSIONAL DEVELOPMENT

Business and Finance

Make Extra Income: Auto Wholesale Business from Home (Remote Live)

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
Remote Live

Wed-Thu 6:00 p.m. – 9:00 p.m.

Jul 8 – Jul 9

Computer and Internet Courses

Basics of MS Excel – Navigate and Simple Formula (Remote Live)

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
Remote Live

Sat 9:00 a.m. – 4:00 p.m. Jul 11

Intermediate MS Excel – Formatting Data like a Pro! (Remote Live)

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
Remote Live

Sat 9:00 a.m. – 2:00 p.m. Jul 18

Advanced MS Excel – Working with Databases, Pivot Tables and Pivot Charts (Remote Live)

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
Remote Live

Sat 9:00 a.m. – 2:00 p.m. Jul 25

Entrepreneurial Training

BOOKKEEPING

Intro to Bookkeeping with QuickBooks Online (Remote Live)

Work from home as a bookkeeper! In this course you will learn the fundamentals of bookkeeping so you understand what's going on behind the scenes when you record transactions. You'll master topics such as how to set up a chart of accounts; record sales invoices, sales receipts and customer payments; record expenses (all types, bill, bill patent, credit cards) and more! In addition, you will learn how to manage these functions in Quickbooks Online because bank feeds are the foundation of the bookkeeping process with today's technology. In QuickBooks Online, we'll look at employees and contractors, how they get paid, and what that looks like in QuickBooks Online. You will get a deep dive on reports in QuickBooks Online, so you can review and analyze your work and impress your boss or your clients. Don't miss this comprehensive course, sign up today!

\$297 | Seth David
Remote Live

Sat 9:00 a.m. – 4:00 p.m. Aug 1 – Aug 8

BUSINESS PLANNING

Creating A Successful Business (Remote Live)

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.

\$69 | Gerald Anderson
Remote Live

Sat 9:00 a.m. – 12:00 p.m. Jul 11 – Jul 18

Creating A Business Plan (Remote Live)

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.

\$69 | Gerald Anderson
Remote Live

Sat 9:00 a.m. – 12:00 p.m. Aug 8 – Aug 15

LEGAL ISSUES

Legal Aspects of Business (Remote Live)

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

1. How to make, defend or escape from a contract;
2. The good and the bad regarding each common type of business structure:
 - C-Corporation, S-Corporation
 - Limited Liability Corporation (LLC)
 - Partnership
 - Sole Proprietor
3. Things to consider in maintaining the business structure you choose;
4. The ins and outs of Small Claims Court, the most cost-effective way to solve business disputes including participating in a mock court case; and

5. The basics of intellectual property including Trademark, Copyright, Patent and Trade Secret. This interactive course includes:

Week 1: Contracts Learn how to make, dispute or enforce leases, service contracts, product contracts, options, and more. Apply these concepts to an in-class hypothetical.

Week 2: Corporate Formation and Maintenance Learn how to structure and maintain your company, including the taxes and other costs involved; whether to use insurance in addition to or in place of a corporate structure for liability protection; how to choose an insurance policy; and why some companies incorporate in Nevada or Delaware. Apply these concepts to an in-class hypothetical.

Week 3: Small Claim Court Small claims court can be a cost saving resource for small business owners caught in a dispute. Learn tips for winning your case, navigating the system and avoiding costly legal fees. Participate in a mock trial to see how best to apply various these tips in wining your case.

Week 4: Intellectual Property Do you have a logo, catchy phrase, invention/process/formula to protect? This class will teach you how Trademark, Copyright, Patent and Trade Secret rules can help you do so. Apply these concepts to an in-class hypothetical.

\$199 | Robert Klepa
Remote Live

Wed 6:30 p.m. – 9:30 p.m. Jul 22 – Aug 12

Money Management

Smart Money Fundamentals (Remote Live)

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
Remote Live

Wed 6:30 p.m. – 9:00 p.m. Jul 8

How to Maximize Your Social Security Benefits (Remote Live)

Filing for Social Security benefits can be stressful. Failing to use the right strategy

when choosing when and how to claim benefits can cost you a lot of money, and potentially put your surviving spouse at financial risk. Don't leave thousands of dollars "on the table" simply because you don't understand how to optimize your benefits. Join us for an informative and easy-to-understand seminar that explores how you can maximize your Social Security income. Gain the knowledge you need to make an educated and confident election decision. This seminar is designed to assist those who have not yet, but will soon begin receiving their Social Security retirement benefits, and those who have begun their payments within the past year.

\$49 | Caroline Rakness
Remote Live

Thu 6:30 p.m. – 9:00 p.m. Aug 13

Notary Public/ Renewal

Become a Notary in One Day Livestream

Establish yourself as a Notary Public, earn additional income and provide a service to your community. Successful notaries provide a valuable service to their company, friends and private clients. Notary skills are valuable in almost any industry: real estate, legal, medical and banking to name just a few. Livestream with a notary expert for three sessions and you will be ready to take the official notary exam and practice as a safe and effective notary. Students are eligible to access our private Facebook page to ask questions, watch webinars and receive updates. Materials fee \$35 at class.

\$99 | Carrie Christensen
Livestream

Mon, Tue, Thu 6:00 p.m. – 8:15 p.m.
Jul 6, Jul 7, and Jul 9

Renew as a Notary in One Day! Livestream

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. You are eligible to take a 3-hour class if your commission has not expired. Monday 6:00 p.m. to 8:15 p.m., July 6 or Tuesday 6:00 p.m. to 7:00 p.m., July 7. You must be at least 18 years of age. A serious conviction may disqualify an applicant. Materials fee \$35 at class.

\$50 | Carrie Christensen
Livestream

Mon 6:00 p.m. – 8:15 p.m. Jul 6

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

register for classes
ONLINE

at commed.smc.edu

TEACH A CLASS

Share your talents
with the community.

More information at
commed.smc.edu

COMMUNITY EDUCATION

*Gift
Certificates*

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

CALL 310-434-3400
FOR MORE
INFORMATION.

Sign up for our
Newsletters

SUBSCRIBERS RECEIVE:

Course Updates

Latest News

Online Registration Dates

commed.smc.edu

TO REGISTER

All summer classes require internet access and necessary devices.

All major credit cards accepted. A valid email address is required. We will email you confirmation and receipt after receiving your payment. If the course is full, you will need to be placed on the waitlist. If you do not receive your confirmation and receipt, please check your Spam folder before contacting us.



ONLINE: Go to commed.smc.edu
All major credit cards accepted.



BY EMAIL: commed@smc.edu

HOLIDAYS: Classes do not meet on July 3-4.

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

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

NOTE: All Community Education classes for the summer 2020 session are happening in “Remote Live” environments. Students are required to have internet access, necessary devices, and a valid email address in order to take these classes. The instructor will provide information on how the course will be presented and the online tools needed specifically for the class.

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.

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 Center for Student with Disabilities (DSPA) 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
Dr. Scott Silverman, Associate Dean, Emeritus
and Community Education

SMC COMMUNITY EDUCATION STAFF

Alice Meyering, Tymia Yancy

Schedule prepared by SMC Marketing

SMC BOARD OF TRUSTEES

Dr. Nancy Greenstein, Chair;
Dr. Susan Aminoff, Vice Chair;
Dr. Louise Jaffe; Dr. Margaret Quiñones-Perez;
Rob Rader; Dr. Sion Roy; Barry A. Snell;
Brooke Harrington, Student Trustee;
Kathryn E. Jeffery, Ph.D.,
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 email this form to commed@smc.edu

Name _____

Address _____

City & Zip _____

Day Phone _____

Email _____

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

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 email this form to commed@smc.edu

Name _____

Address _____

City & Zip _____

Day Phone _____

Email _____

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 \$ _____

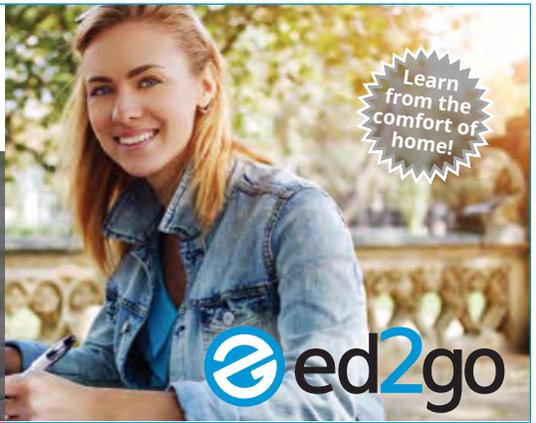
VISIT OUR WEBSITE AT: commed.smc.edu

COMMUNITY EDUCATION

SMC SANTA MONICA COLLEGE

Online Learning

anytime, anywhere...
just a click away!



ADVANCED CAREER TRAINING

6-18 Month Format
Prepare for Certification
All Materials Included
Student Advisors

FUNDAMENTALS COURSES

6 Week Format
Monthly Start Sessions*
Discussion Areas
Expert Instructor

Categories Include:

- Corporate Event Planner
- Certified Clinical Medical Assistant (CCMA)
- Certified Residential Interior Designer
- Professional Bookkeeping with QuickBooks 2018
- C++ Programmer
- AWS System Operations Certification Bundle
- Adobe Certified Associate (3 Vouchers included)
- Technical Writing
- CBCS Medical Billing and Coding

Visit our website for program details!

careertraining.ed2go.com/smce

Categories Include:

- Speed Spanish
- Introduction to SQL
- A to Z Grant Writing
- Writeriffic: Creativity Training for Writers
- Human Anatomy and Physiology
- Accounting Fundamentals Series
- Singapore Math: Number Sense and Computational Strategies
- Creating WordPress Websites
- Explore a Career in Medical Coding
- Grammar for ESL

Visit our website for program details!

* Summer Start Dates: Jun. 17, Jul. 15, Aug. 12, 2020

ed2go.com/smce

SANTA MONICA COLLEGE COMMUNITY EDUCATION

Questions? Email us at commed@smc.edu
Go to commed.smc.edu and sign up TODAY!

REGISTER FOR SUMMER 2020 CLASSES

What is Remote Live?

In the middle of our spring semester, as COVID-19 developed into a pandemic, the California Department of Education put out a “red alert” warning to all schools to prepare to offer instruction online. SMC Community Education staff and instructors mobilized our time and resources to make that happen. In a rather short amount of time, but with a lot of hard work and passion, our instructors did the impossible by migrating their classes to a live, but remote presentation, using streaming video platforms — hence “Remote Live.” It’s because of the dedication and commitment of our extraordinary team of instructors that SMC Community Education is able to continue to offer our students the opportunity to Learn & Grow!

In this unprecedented and extraordinary time, Community Education at Santa Monica College is here to continue offering learning opportunities in a variety of formats to promote personal and professional growth. Please take a look inside our summer class schedule and make us a part of your stay-safe summer!

Choose courses that can enrich and change your life. Classes fill quickly, so sign up for summer 2020 now! Complete the registration form on page 14 to get started today.

Go to [commed.smc.edu](https://www.commed.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 | commed.smc.edu](https://www.commed.smc.edu)

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