

SANTA MONICA COLLEGE | WINTER 2020

COMMUNITY EDUCATION

& Professional Development



Shake Things Up in 2020!

A New Direction?

Thinking of charting a new course for the new year? Try our **Introduction to Mindfulness Meditation** and delve into a deeper level of self-awareness. If you're looking for some tips on the direction to go, we offer **Practical Tarot – Minor Arcana** to help you divine what actions to take now to influence your life. Sometimes doing something “outside the box” may open new insights. For example, if you're into business, try a class in Stone Carving, or if you're into art, taking our **Investment Bootcamp** may open a door into a new way of seeing a current issue.

See pages 5–6, 11 for more details.

Start or Grow a Business!

Maybe it's time to dust off a business idea — something you've been putting off. SMC Community Education offers courses to bring you closer to those goals. Along with our series in business software like **Excel** and **Quickbooks**, our **Legal Aspects of Business** class is offered to help you navigate the legal end of running a business. If you would rather quickly jump into a business that would not take much resources, try **Make Extra Income: Auto Wholesale Business from Home**, or if you have some property and aren't sure how to maximize its income, **Property Management – Residential, Commercial, Industrial** might be your solution!

See pages 9–11 for more details.



Follow Your Muse

Whichever your muse, we have a class that will inspire your creative energies. We have brought back many favorites, from **Introduction to Drawing** to **One-on-One Piano** to **Plein Air Outdoor Watercolor Painting**. Some art classes like the **Art of Glass Fusing** or **Sumi-e Painting** are so popular that they may fill in no time, so just be forewarned!

See pages 4–5 for more details.



© Photo by Michael Zittel from Pexels

Dance to a New Beat

To fulfill those New Year's resolutions for better health, we offer several dance and fitness classes, from **Adult Ballet** and **Beginning Modern Dance** to **Stretch & Release** and **Cardio Salsa**, so don't delay and put off going for your goals — act today and register in an SMC Community Education class today!

See page 8 for more details.

Front Cover:

“I Dare You to Touch Me”

by Frank Damon

I took this image at Joshua Tree National Park in March 2019 at the Cholla Nature Trail. It was a little past sunrise and there was still some color in the sky in addition to reflections in the cactus spines. It is a bit intimidating, as one bad move, or fall, can truly ruin your day.

SANTA MONICA COLLEGE

COMMUNITY EDUCATION

WINTER 2020



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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 Emeritus Campus
1227 2nd Street
Santa Monica, CA 90404

HOW TO REGISTER FOR CLASSES:



ONLINE 24/7

commed.smc.edu



PHONE

310-434-3400,
option 2



EMAIL

CommEd@smc.edu

PERSONAL INTEREST

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

Art

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

Colored Pencil Techniques

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

\$99 | Arlene Weinstock
SMC Emeritus Campus, 205

Tue 6:30 p.m. – 9:00 p.m. Jan 7 – Feb 11

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!

\$109 | Todd Carpenter
SMC Emeritus Campus, 204

Tue 6:30 p.m. – 9:30 p.m. Jan 7 – Feb 11

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!



Sumi-e Painting

\$109 | Freddie Manseau
SMC Emeritus Campus, 204

Wed 6:30 p.m. – 9:30 p.m. Jan 8 – Feb 12

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.

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

Fri 9:00 a.m. – 3:00 p.m. Jan 10 – Feb 7

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.

\$89 | Bryan Ricci
SMC Main Campus, Art 100

Sat 10:00 a.m. – 1:00 p.m. Jan 11 – Feb 1

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 Main Campus, Art 118

Sat 10:00 a.m. – 12:00 p.m. Jan 11 – Feb 1

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 11 – Feb 8

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 11 – Feb 15

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 11 – Feb 8

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, 428

Wed 7:00 p.m. – 9:00 p.m. Jan 8 – Feb 12

Song Circle – Singing Heart

Singing is your birthright. 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. With melody, rhythm, and words, this workshop features exercises based on the teachings of master improvisers, including cellist David Darling and singer Bobby McFerrin. We incorporate other Integrative Arts exercises to anchor your experience. These techniques can be useful for both experienced and novice singers. It is also beneficial in the therapeutic setting.

\$99 | Patrisha Thomson
SMC Bundy Campus, 436

Sat 9:00 a.m. – 4:00 p.m. Jan 25

Just for Fun

Practical Tarot – The Minor Arcana

Learn about the Tarot’s Minor Arcana and the various meanings and ways to interpret its 56 cards (four suits of 14 cards each). Without memorizing the meanings of each

card, discover how variations in the cards' artwork, combined with your own intuitive abilities, can enhance and enrich a Tarot reading. After taking this class, you'll have a better understanding of how the cards of the Minor Arcana can add layers and clarify a Tarot reading. You'll practice what you learn in each class by playing Peter Rosson's "Tarot Profiling Game." If you have a Tarot deck, bring it along to class.

\$99 | Davida Rappaport
SMC Bundy Campus, 436

Tue 6:45 p.m. – 9:45 p.m. Jan 7 – Feb 11

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 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.

\$109 | Silvia Masera
SMC Bundy Campus, 435

Wed 6:30 p.m. – 9:30 p.m. Jan 15 – Feb 5

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.

BEGINNING GUITAR – Peter Risi



Love Peter! Great class and informative.

— Jenna-Rose H.



\$99 | Nicola McGee
SMC Bundy Campus, 239

Tue 6:30 p.m. – 8:30 p.m. Jan 7 – Feb 11

Music

Beginning Guitar

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

\$109 | Peter Risi
SMC Performing Arts Center, 104

Tue 6:30 p.m. – 8:00 p.m. Jan 7 – Feb 11

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).

\$109 | Peter Risi
SMC Performing Arts Center, 104

Wed 6:30 p.m. – 8:00 p.m. Jan 8 – Feb 12



Guitar Class

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

SATURDAY

Sat 12:30 p.m. – 1:00 p.m. Jan 11 – Feb 8

Sat 1:00 p.m. – 1:30 p.m. Jan 11 – Feb 8

Sat 1:30 p.m. – 2:00 p.m. Jan 11 – Feb 8

Sat 2:00 p.m. – 2:30 p.m. Jan 11 – Feb 8

Sat 2:30 p.m. – 3:00 p.m. Jan 11 – Feb 8

Sat 3:00 p.m. – 3:30 p.m. Jan 11 – Feb 8

Sat 3:30 p.m. – 4:00 p.m. Jan 11 – Feb 8

Sat 4:00 p.m. – 4:30 p.m. Jan 11 – Feb 8

Sat 4:30 p.m. – 5:00 p.m. Jan 11 – Feb 8

WEDNESDAY

Wed 6:00 p.m. – 6:30 p.m. Jan 15 – Feb 12

Wed 6:30 p.m. – 7:00 p.m. Jan 15 – Feb 12

Wed 7:00 p.m. – 7:30 p.m. Jan 15 – Feb 12

Wed 7:30 p.m. – 8:00 p.m. Jan 15 – Feb 12

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.

\$129 | Ed Mangus

SMC Main Campus, Business 133

Sat 1:00 p.m. – 5:00 p.m. Jan 11 – Feb 8

Black & White Printing Refresher

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

\$139 | Ed Mangus

SMC Main Campus, Drescher Hall 127

Sun 1:00 p.m. – 6:00 p.m. Jan 12 – Feb 9*

*No class on Jan 19.

Photography Using Your iPhone

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 9:30 a.m. – 1:30 p.m. Jan 18 – Jan 25

Stage & Screen

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

Thu 6:00 p.m. – 8:00 p.m. Jan 30



CO-REC Sunday Play at SMC Corsair Gym

Badminton & Table Tennis

Beginning and Intermediate Levels

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

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

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

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

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.

\$189 | Simone Bartesaghi
SMC Bundy Campus, 212

Thu 6:30 p.m. - 9:30 p.m. Jan 9 - Feb 13

HEALTH & FITNESS

Dance

Adult Ballet I

Learn ballet technique in an active workshop that introduces you to the basics of ballet barre and center exercises and emphasizes the development of correct body alignment and basic core strength. Workshop covers fundamental movement concepts, ballet terminology, and body and foot positions. Optional materials fee of \$15 for Classical Ballet Fundamentals - A Visual Guide.

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

Tue 7:00 p.m. - 8:15 p.m. Jan 7 - Feb 11

Cardio Salsa

Want to take Zumba to the next level? Here's a dynamic, energetic Latin dance workout that incorporates authentic Salsa, Cha-Cha,

Merengue, Ballroom, Bachatta, Rhumba, Argentine Tango, and Ballet for the cool 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"!

\$139 | Jackline Daneshrad
SMC Emeritus Campus, 304

Tue 6:00 p.m. - 7:00 p.m. Jan 7 - Feb 11

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 8 - Feb 12

Fitness & Relaxation

Stretch & Release

Recent studies have shown that stretching the muscles can be as important as strengthening them. Come learn about myofascial release, an alternative hands-on therapy that uses gentle pressure on connective tissue to relax muscles, release tight knots, and help improve your overall feeling of wellbeing. Find out how to identify common trouble spots, and learn several techniques you can use for a relaxing feeling and better body performance. Materials fee \$20 at class.

\$139 | Jackline Daneshrad
SMC Emeritus Campus, 304

Wed 6:00 p.m. - 7:00 p.m. Jan 8 - Feb 12

PROFESSIONAL DEVELOPMENT

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

Business and Finance

Make Extra Income:

Auto Wholesale Business from Home

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

\$99 | Wayne Williams
SMC Bundy Campus, 240

Wed-Thu 6:00 p.m. – 9:00 p.m.
Jan 15 – Jan 16

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. Feb 1 – Feb 8

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 11

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. Jan 18

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

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

\$129 | Seth David
SMC Bundy Campus, 127

Sat 9:00 a.m. – 2:00 p.m. Jan 25

Entrepreneurial Training

LEGAL ISSUES

Legal Aspects of Business

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 winning 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
SMC Bundy Campus, 216

Wed 6:30 p.m. – 9:30 p.m. Jan 22 – Feb 12

QUICKBOOKS

QUICKBOOKS

Students who sign up for the series listing for both 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. Feb 1

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. Feb 8

Money Management

Investment Bootcamp

Retirement Plans – Mutual Fund – Annuities: Whether you're a beginning or an experienced investor, here's a practical way to evaluate and judge investment choices. Find out

about the mechanics and potential return on mutual funds, annuities, stocks, bonds, and real estates. Discover tax strategies that allow you to keep more of what you earn. Learn the secrets of the money-management principles used by successful investors such as Warren Buffet, Benjamin Graham, and Peter Drucker. If you have any sort of retirement account—a 401(k), 403(b), or IRA, for example—this class is a must!

\$49 | Caroline Rakness
SMC Bundy Campus, 216

Tue 6:30 p.m. – 9:00 p.m. Feb 4

Test Preparation

Avid Media Composer Exam Prep Workshop

Prerequisite: This course is NOT an introductory or basic course and requires completion of SMC academic courses ET31B or ET60. While having a strong portfolio and demo reel is important, Avid Media Composer Certification offers you the added advantage of industry recognition and acknowledgment. Avid Media Composer is the industry standard for professional editing of feature films, documentaries, and content for broadcast and streaming digital media. If you've already taken the Avid Media Composer training class from Santa Monica College, this hands-on workshop is your chance to brush up on the details before taking Avid's User Certification exam. An Avid Certified credential allows you to:

- Differentiate yourself from competitors,
- Prove your credentials with a Certificate of Achievement, and
- Gain recognition from your employer and peers with Avid's online Certified Professional listing.

The workshop will review all the pertinent points and operational techniques you need to fully master this extensive software. Topics covered include the interface, editing techniques, workflow management, multicam, audio mixing, use of effects and filters, title treatment, color correction, use of layering, output, and exporting. During the workshop, you will work on an individual, high-end computer workstation using the latest software from Avid. Digital high definition media will be supplied. The Avid Media Composer 100/110 level certificate is awarded upon successful completion of the course. During the workshop, you will take two 60-minute online exams given by Avid, and you will have the opportunity to retake the exam if you do not pass on the first try (a third attempt will require an additional \$29 charge not included in the course fee). Materials fee \$125 at class.

\$199 | Walt Louie
SMC Center for Media and Design, 280

Mon, Wed 1:00 p.m. – 5:00 p.m.
Jan 6 – Feb 10*

*No class on Jan 20.

Notary Public/ Renewal

Become a Notary in One Day

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

\$99 | Carrie Christensen
SMC Bundy Campus, 212

Sat 8:00 a.m. – 6:00 p.m. Feb 1

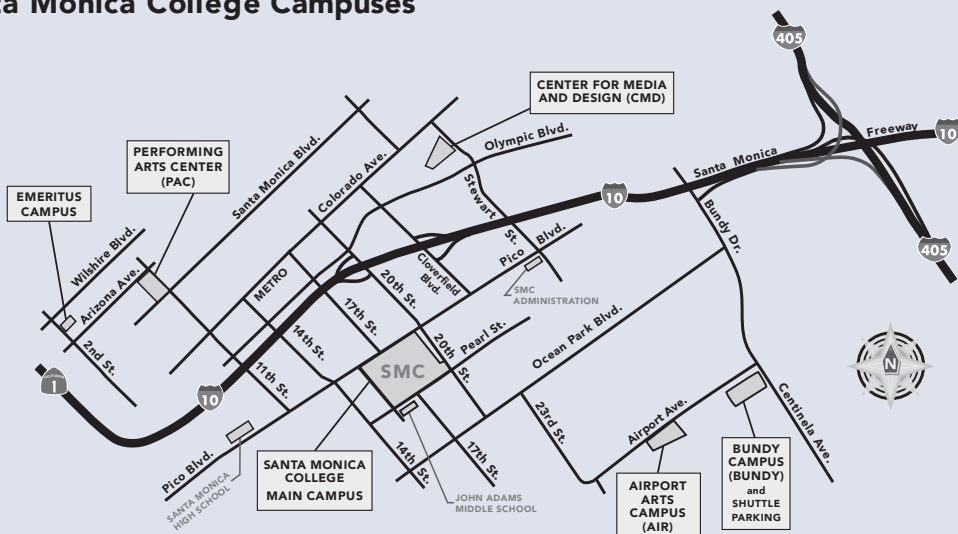
Renew as a Notary in One Day!

Visit commed.smc.edu for details.

\$50 | Carrie Christensen
SMC Bundy Campus, 212


Sat 12:45 p.m. – 6:00 p.m. Feb 1


Santa Monica College Campuses




TO REGISTER

All major credit cards accepted. We will e-mail or send you confirmation within two days after receiving your request. If the course is full, we tell you immediately. If you don't hear from us, please email for confirmation.

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

 **BY PHONE:** 310-434-3400, option 2
Telephone Registration Hours are 8:30 a.m. to 4:00 p.m. Monday through Friday. All major credit cards accepted.

 **BY EMAIL:** commed@smc.edu

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

HOLIDAYS: Classes do not meet on January 19-20.

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 virtual permit at any hour Monday through Thursday, and until noon on Friday. Permits are available at smc.edu/parking. 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 permit is required. Head-in parking ONLY.

SMC Airport Arts Campus – 2800 AIRPORT AVE.
PERMIT PARKING – Parking is free, but requires a virtual permit, available at smc.edu/parking.

SMC Bundy Campus – 3171 S. BUNDY DR.
PERMIT PARKING – Parking is free, but requires a virtual permit, available at smc.edu/parking. Permit is for Student Parking only – DO NOT PARK IN STAFF PARKING – YOU WILL BE TICKETED.

SMC Performing Arts Center – 1310 ELEVENTH ST.
PERMIT PARKING – Parking is free after 5:30 p.m. on weekdays, but requires a virtual permit, available at smc.edu/parking. Permit 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 virtual permit at any hour Monday through Friday. Head-in parking ONLY. Permits are available at smc.edu/parking.

West Los Angeles College –
9000 OVERLAND AVE., CULVER CITY
Parking is available in Parking Structure and Overflow Lot 8, Lot 5 (off Freshman Dr.), and Lots A, 1, 2, and 4A near the PE Complex (PEC). Students may purchase a daily parking permit for \$2 from permit dispensing machines (use one dollar bills or quarters only) located in each parking lot. For your convenience, you may buy a semester-long WLAC parking permit for \$20 (strictly cash only, in person) from the Westside Extension Office, or \$23 online at westlac.augusoft.net (click on the “Forms & FAQs” link). For room information and direction, call 310-287-4475.

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

CANCELLATION AND REFUND POLICIES

NO CANCELLATIONS AFTER A CLASS HAS BEGUN, so choose courses carefully! Requests for withdrawal from a class must be submitted in writing via email at least seven business days before the start date of the class; receipt of requests made via other methods, such as phone messages, will not be accepted. You may receive a credit voucher applicable to future Community Education classes, which is valid for two years from the date of issue. A minimum service charge of \$10 per class cancellation will be withheld. Refunds are granted ONLY if a class is cancelled, discontinued, or rescheduled. In the instance of cancelled classes, the course fee is automatically refunded. Credit card refunds are processed within seven business days.

Transfers

To transfer to another class, requests must be submitted in writing via email at least **seven** (7) business days before the original class meets. A minimum service charge of \$10 per class transfer will be deducted.

Important Information: Refunds are NOT issued for absences nor prorated for late registrations. Missed class meetings may not be made up in another class. There is no auditing of classes. Students are highly encouraged to register before class begins.

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

TRANSPORTATION, FIELD TRIPS, &

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

DISABILITY ACCOMMODATION:

SMC Community Education provides support services to students with qualifying and documented disabilities in accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. If you require accommodation, please contact SMC 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

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REGISTRATION FORM

PLEASE REGISTER EARLY. Many classes fill quickly. We cancel classes with low enrollment, so your early registration may assure that the class you choose will remain available. Payment by credit or debit card only. **REGISTER** online at commed.smc.edu. Telephone hours are 8:30 a.m. to 4 p.m., Mon.–Fri. **CALL 310-434-3400, option 2.**

Name _____

Address _____

City & Zip _____

Day Phone _____

E-mail _____

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

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

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

SIGN ME UP FOR THESE CLASSES:

Class _____ Fee \$ _____

Class _____ Fee \$ _____

Class _____ Fee \$ _____

Total amount to be charged _____ Fee \$ _____

VISIT OUR WEBSITE AT: commed.smc.edu

REGISTRATION FORM

PLEASE REGISTER EARLY. Many classes fill quickly. We cancel classes with low enrollment, so your early registration may assure that the class you choose will remain available. Payment by credit or debit card only. **REGISTER** online at commed.smc.edu. Telephone hours are 8:30 a.m. to 4 p.m., Mon.–Fri. **CALL 310-434-3400, option 2.**

Name _____

Address _____

City & Zip _____

Day Phone _____

E-mail _____

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

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Class _____ Fee \$ _____

Class _____ Fee \$ _____

Class _____ Fee \$ _____

Total amount to be charged _____ Fee \$ _____

VISIT OUR WEBSITE AT: commed.smc.edu



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- Grammar Refresher
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- Creating WordPress Websites
- Medical Terminology: A Word Association Approach
- Introduction to SQL
- Secrets to Better Photography
- Microsoft Office 2019/365 Value Suite

Visit our website for program details!

* Winter Start Dates: 1/15/2020 and 2/12/2020

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

SANTA MONICA COLLEGE
COMMUNITY EDUCATION

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

REGISTER FOR WINTER 2020 CLASSES

ATTENTION, AU PAIRS! Earn Educational Hours

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

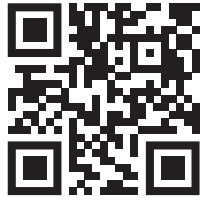
Educational hours are awarded based on attendance, NOT class length, and are NOT for transfer credit.

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



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

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

SANTA MONICA COLLEGE COMMUNITY EDUCATION

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