

COMMUNITY EDUCATION

& Professional Development



**CONSIDERING A CAREER
IN REAL ESTATE?
YOUR FUTURE STARTS HERE.**



Tools You Need for the Careers You Want



One-Day Workshops to Gain New Employment Skills

- > **Intro to QuickBooks** (page 22)
- > **Fundamentals of MSExcel – Creating Spreadsheets (PC only)** (page 25)
- > **MSWord and MSExcel for the Job Market** (page 25)
- > **Computer, Internet and Email Basics for the Everyday** (page 24)
- > **Become a Notary & Renew as a Notary in One Day** (page 29)



Phlebotomy Certification

Phlebotomy Certification (page 26) starts March 8, and will fast-track you to become a phlebotomy technician! Financial assistance available.



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Hands-On Computer Design Series

Pick up skills to create and enhance your photographs and design ideas with the **Adobe Photoshop, Illustrator, and Website Design Series** (page 24). These are hands-on workshops that can improve your job performance.



Social Media

Our new **Social Media for Job Seekers** (page 23) will teach you how to search for job opportunities in the 21st century, and create social media profiles that will give you the edge you need for the new job market.

SANTA MONICA COLLEGE

COMMUNITY EDUCATION

SPRING 2014



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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 comm.ed.smc.edu or call the SMC Community Education office at (310) 434-3400.

HOW TO REGISTER FOR CLASSES:



ONLINE

comm.ed.smc.edu



PHONE

310-434-3400



EMAIL

CommEd@smc.edu



FAX

310-434-3409



MAIL

SMC Community
Education
1900 Pico Boulevard
Santa Monica, CA
90405



VISIT

SMC Bundy Campus
3171 S. Bundy Drive,
Room 112
Los Angeles, CA 90066
8:30 am to 5 pm, M-F

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.

Arts

The Creativity Workshop – Healing & Transformation Through Creative Arts

Find out how to integrate visual art with writing and movement for personal growth and professional advancement. Reduce stress and increase work and personal satisfaction by exploring the arts in a supportive setting. Rejuvenate yourself and witness the profound creativity within each person participating in this workshop, including you! The expressive arts provide an active, in-depth, and vivid avenue for well-being and personal expression. The processes covered in this workshop are valuable in therapeutic settings. This workshop is designed for all levels of creative experience, and will be held at a local private studio (address will be provided at registration). Materials fee \$10 at class.

\$129 | Patrisha Thomson

Thomson Art Studio, Art Studio

Wed 6:30p – 9:30p Feb 19 – Mar 26

Wed 6:30p – 9:30p May 7 – Jun 11

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.

\$219 | Terri Bromberg

SMC Main Campus, Art 124

Fri 9:00a – 2:00p Feb 21 – Apr 4

*No class on Mar 7.

Fri 9:00a – 2:00p Apr 25 – May 30

Basic Inking for Comics & Cartoons

No comic or cartoon is truly finished until it's been inked. Inking adds that all-important layer of clarity, depth, and "believability" to penciled art. In a hands-on course that demystifies the process, learn the basic inking techniques most commonly used for cartoons and comic books. Students with all levels of drawing skills are welcome, but novices may wish to take Creating Comics & Graphic Novels first. Remember: It's not over until the ink is dry! Materials fee \$5 at class.

\$79 | Neal Yamamoto

SMC Bundy Campus, Room 435

Sat 10:00a – 12:00p Feb 22 – Mar 29

Cartooning for Fun (& Profit)

Would you like to be a cartoonist? Ever wonder how your favorite cartoons get into national publications? Introduce yourself to every facet of the cartoon art process, from concept to finished product. Through lectures, in-class demonstrations, and hands-on training, you'll learn the techniques of professional cartooning, including a variety of drawing and inking methods, character development, gag-writing, and marketing.

\$79 | Neal Yamamoto

SMC Bundy Campus, Room 435

Sat 1:00p – 3:00p Feb 22 – Mar 29

Introduction to Mosaic Art

Acquire the skills to create mosaic art. As you custom-decorate a small flowerpot with your choice of ceramic, glass, bead, stone, shell, and other materials, learn about the history, design, styles, and cutting techniques used in mosaics. Supply list provided at registration. Continuing students who would like to create a different kind of mosaic piece should contact the instructor prior to class start date. Materials fee \$40 for first time students/\$20 for returning students.

\$115 | Carmelo Fiannaca

SMC Main Campus, Art 124

Sat 9:00a – 1:00p Mar 1 – Mar 29

**INTERESTED IN
TEACHING A CLASS
FOR SMC COMMUNITY
EDUCATION?**

**For more information, visit our
website at commed.smc.edu
or call 310.434.3400**

Japanese Calligraphy in Multi-Art Forms

Discover the exciting field of Japanese calligraphy. Develop your artistic skills with traditional tools and the instructor's unique teaching methods. Explore the historical background of this beautiful art form through the incorporation of Japanese poetry, dance movements, and music. "It will center you and delight all your six senses!"

\$95 | Kazuko
SMC Main Campus, Art 118

Sat 2:30p – 5:30p Mar 8 – Apr 5

Practical Advice for Visual Artists

Being an artist is a wonderful gift, but it's also a business. With more than 150,000 artists in the Los Angeles area—and more on the horizon everyday—how do you stand out and become successful? Learn what it really takes to survive, compete, and thrive in today's highly competitive art market. If you're an artist interested in getting your art into exhibitions, building your resume, promoting your work, and finding gallery representation, don't miss this opportunity to get straightforward, no-nonsense, practical advice from an expert who—as an artist, former gallery director and Executive Director of Gallery 825/LAAA, and now head of McLean Fine Art (an arts advisory and artist career consultation firm)—has a full-spectrum understanding of the artist experience.

\$39 | Ashley Emenegger
SMC Bundy Campus, Room 240

Mon 6:30p – 9:30p Apr 21

DRAWING

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. Master the basics of color theory and composition as you experiment with a variety of colored pencils, paper choices, tools, and much, much more! Materials fee \$10 at class.

\$99 | Arlene Weinstock
SMC Emeritus College, Room 205

Tue 6:30p – 9:00p Feb 18 – Apr 1*

*No class on Mar 18.

Tue 6:30p – 9:00p Apr 22 – May 27

Colored Pencil for Continuing Students

Grow your skills in drawing, using colored pencil, composition, and color theory. Build on the basics and learn new techniques as you experiment with water-soluble media, optical mixing and frottage, and gluing, as well as working on a variety of papers and surfaces. Enjoy individual instruction as you

work on class projects or ones of your own choosing. Materials fee \$10 at class.

\$99 | Arlene Weinstock
SMC Emeritus College, Room 205

Tue 7:00p – 9:30p Feb 18 – Apr 1*

*No class on Mar 18.

Tue 7:00p – 9:30p Apr 22 – May 27

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!

\$99 | Freddie Manseau
SMC Emeritus College, Room 204

Wed 6:30p – 9:30p Feb 26 – Apr 2

Thu 6:30p – 9:30p Feb 27 – Apr 3

Basic Life Drawing

Learn to draw the human form in a class designed for creative individuals with little figure drawing experience. Work with charcoal, graphite, and Conte crayon as you explore the creative use of materials to portray and interpret the figure within the composition. You'll receive direction on proportion, volume blocking, and some anatomy in the first three weeks, then learn about special techniques for drawing knees, elbows, feet, hands, and the head. You will be working with live models. Recommended textbook (not required; available online): Complete Guide to Life Drawing, by Gottfried Bammes (ISBN-10: 1844486907).

\$195 | Jessica Minckley
SMC Emeritus College, Room 204

Tue 6:00p – 9:30p Mar 4 – Apr 22*

*No class on Mar 18, Apr 15.

Learning Observation, Concentration, and Patience Through Drawing

Learning to draw is a great way to develop and improve your skills in observation, concentration, and patience. In a hands-on workshop that incorporates techniques from Betty Edwards' *Drawing on the Right Side of the Brain*, learn simple, yet highly effective methods to help you draw your inner visions out of yourself, accurately and realistically draw what you see before your eyes, and enjoy the sense of peace and relaxation that comes from deep concentration.

\$89 | Doug Morgan
SMC Emeritus College, Room 204

Mon 6:30p – 9:30p Apr 21 – May 19

Intermediate Drawing

If you have some basic drawing experience, come develop the techniques necessary to hone your drawing skills and move you toward a more personal creative direction. We'll tailor projects to your interests, and suggest ideas and subject matter to inspire you.

\$99 | Freddie Manseau
SMC Emeritus College, Room 204
Wed 6:30p – 9:30p Apr 23 – May 28

Pastels & More

Explore abstraction and abstract (as well as representational) images from various sources—including yourself—in a hands-on workshop that focuses on the powder pastel palette. Learn about rich color harmonies, composition, and expression. We'll also touch on the use of oil pastel and the optional use of collage. Bring to first class meeting: India ink; a small, inexpensive 'multipurpose' soft brush; soft vine charcoal; powder pastels; scissors; typing paper; a 9x12-inch sheet of cardboard, and push pins. Textbook: "Matisse (Perfect Squares)" and bring to first class (Approx. \$12.)

\$89 | Jean Nunes
SMC Main Campus, Art 120
Sat 2:45p – 5:45p Apr 26 – May 24

PAINTING

Landscape Painting

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

\$99 | Beverly Bledsoe
SMC Main Campus, Art 100
Sat 9:30a – 12:30p Feb 22 – Mar 29

Contemporary Figure Painting

Using the nude figure—and a live model—as subject and inspiration, learn techniques for "alla prima" painting (working wet paint into wet paint to complete a painting in one session), direct figure painting, and head painting in oil or acrylic. Explore how to find poetic focus and the essence of the pose as you find out about shapes, edges, values, and color temperature. Learn about the fundamentals of figure composition, color mixing, and limited palette painting. Life drawing experience helpful, but not required.

\$195 | Beverly Bledsoe
SMC Main Campus, Art 100
Sat 1:00p – 4:00p Feb 22 – Mar 29

Exploring Oil Painting: Interpretations from the Masters & Other Sources

Explore various ways of interpreting color, paint, brushstrokes, and composition, and how to apply them to your own creations with the challenge of oils. All skill levels can benefit from this hands-on course, and no prior experience using oils is required. Bring to first class meeting: powder pastels, soft vine charcoal, single-edged razor blade, typing paper, a 9x12-inch sheet of cardboard, and push pins. If you have prior drawing or painting experience, bring along 2 photos of your work. Textbook: 'Matisse (Perfect Squares)' and bring to first class (Approx. \$12).

\$99 | Jean Nunes
SMC Main Campus, Art 102
Fri 6:30p – 9:30p Feb 28 – Apr 4

Painting in Watercolor – Level 1

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

\$99 | Freddie Manseau
SMC Main Campus, Art 102
Sun 10:00a – 1:00p Mar 2 – Apr 6
Sun 10:00a – 1:00p Apr 27 – Jun 8*
**No class on May 25.*

Painting in Watercolor – Level 2

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

\$99 | Freddie Manseau
SMC Main Campus, Art 102
Sun 2:00p – 5:00p Mar 2 – Apr 6
Sun 2:00p – 5:00p Apr 27 – Jun 8*
**No class on May 25.*

register for classes
ONLINE
at commed.smc.edu



Getty Villa

Photography

Photographing at a Museum: Spring at the Getty Villa

Join a commercial photographer for a glorious day at the beautiful Getty Villa in Pacific Palisades. Spring is particularly a great time to visit as some of the unique blooms are flowering in the gardens. Learn how to capture lovely and clear images at the art museum *without* using your flash or a tripod. As you experiment with various indoor and outdoor photographic techniques, you'll experience the Villa's unique essence and history, and enjoy a docent-led tour designed especially for this group. Ask a friend or loved one to sign up with you—it's a great way to have fun and make special memories together! Getty Villa admission is free and reservation will be made for you. You are responsible for the cost of parking (approx. \$15), as well as lunch and snacks. Wear comfortable walking shoes and casual clothes (a sweater or light jacket is also recommended). Bring along a couple of bottles of water and some snacks, and don't forget your camera! Please turn off camera flash before entering museum.

\$79 | Brian Leng
Meet at Getty Villa,
17985 Pacific Coast Hwy, Pacific Palisades
Sat 10:00a – 4:00p Mar 22

Watt's Towers & Heritage Square Museum

Spend a day with an experienced professional photographer photographing and exploring historic LA-area locations. Start at Philippe The Original—home of the French Dip Sandwich—then board the Metro Blue Line for a short ride to Watt's Towers. Take up-close photos of the towers and enjoy a docent tour of the towers and a short film about their builder, Simon Rodia. Lunch at the Grand Central Market (LA's first farmers market!), then peek into the everyday lives of Southern Californians at the close of the 19th century as you tour and photograph

the historic houses at the "living history" Heritage Square Museum, and more! You are responsible for the cost of the all-day Metro fare (approx. \$6), Watt's Towers admission (\$7/\$3), and Heritage Square Museum admission (\$10/\$8), as well as parking (\$15/\$8 all day at Union Station), lunch, and snacks. Wear comfortable walking shoes and casual clothes (a sweater or light jacket is also recommended, along with a hat). Bring along a couple of bottles of water and some snacks, and don't forget your camera, manual, and fully charged batteries!

\$79 | Brian Leng
Meet at Philippe The Original,
1001 N. Aladema St. Los Angeles
Sat 9:00a – 5:00p May 17

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!

Basic Photography

Make your digital camera work for you. Learn about using available light (natural or artificial), composition, exposure, and techniques that turn snapshots into professional-quality photographs. You'll shoot slides that will be shown and discussed in class. Bring your cameras and camera instruction manuals to the first class. Digital and film cameras are welcome. Bring your camera to the second class.

\$99 | Larry Jones
SMC Bundy Campus, Room 335
Wed 6:30p – 9:30p Feb 26 – Apr 2
Wed 6:30p – 9:30p Apr 23 – May 28

Beyond Basic Photography

If you take consistently good pictures and feel confident in your basic knowledge of your 35mm camera, f-stops, shutter speeds, focus, and exposure controls, this class will take you one step farther. Learn the details of color, contrast, lenses, lighting conditions, filters, and depth of field. Digital and film cameras are welcome.

\$99 | Ed Mangus
SMC Main Campus, Drescher Hall 115
Sat 9:00a – 12:00p Mar 1 – Apr 5

Outdoor Lighting for Portraits

In a hands-on workshop, find out how to master the control of natural light to create dynamic outdoor portraits. Explore the proper use of fill and light modeling equipment to gain greater lighting control. Learn how to select and control backdrops and backgrounds, how to set the right exposure by controlling the foreground and background, and how to use reflectors, flags, scrims, and diffusion to make your portraits perfect.

\$69 | Ed Mangus
SMC Main Campus, Drescher Hall 110
Sat 9:00a – 1:00p Apr 12

Flash Photography

Find out how to work with various flash lighting techniques to blend daylight, on-camera flash, reflector, and diffusion into your lighting procedures. Learn how to use off-camera flash techniques, including basic ambient-to-flash ratios, dragging the shutter, how to control the light quality of the flash, how to use flash as the main light source and as a fill light, and how to use remote triggers to sync multiflashes.

\$69 | Ed Mangus
SMC Main Campus, Drescher Hall 115
Sat 9:00a – 1:00p Apr 26

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.

\$99 | Ed Mangus
SMC Main Campus, Drescher Hall 115
Sat 10:00a – 2:00p May 3 – May 31

ON THE NET

Looking for online classes?

See our listings on page 31

Crafts

FLORAL DESIGN

Sogetsu – Ikebana Flower Arranging

Ikebana, the Japanese art of flower arranging, is more than simply putting flowers in a container. It is a disciplined artform that emphasizes the beauty of nature and its appreciation. In Japan, Ikebana is used as a decoration in the same way that paintings are used in Western cultures. Using fresh or dried branches, flowers, and leaves, you'll learn different arrangement styles and how to work with various types of plant materials. Materials fee \$25 for booklet at class. Flower materials fee \$10 each class.

\$125 | Camille Van Ast
SMC Main Campus, Art 102
Sat 9:00a – 11:00a May 3 – Jun 7*

*No class on May 10.

JEWELRY



Chains & Clasps

Creating Chains & Clasps from Wire

Learn how to bend silver, copper, and brass wire into chains and clasps for necklaces, bracelets, and other jewelry. Learn basic wire looping and wrapping techniques, then put your new knowledge to work as you make three types of decorative chain, coils, clasps, jump rings, chandelier earrings, decorative headpins, and caged beads. You'll have assorted beads to choose from, and complete at least one bracelet, necklace, and pair of earrings in class. You will also take home detailed, illustrated instructions that you can refer to for future projects. Bring to class any jewelry tools you already have. You can purchase any other tools you need from the instructor at reduced prices. Materials fee \$40 at class (does not include tools). Materials fee \$35 at class.

\$49 | Susan Ryza
SMC Emeritus College, Room 408
Tue 7:00p – 9:30p Feb 25 – Mar 11



Resin Jewelry

Resin Jewelry Part I: Bezels

NEW! Enhance your jewelry-making skills with a variety of fun techniques to make pendants and charms. In a hands-on class designed for beginning and intermediate skill levels, learn step by step how to create one-of-a-kind designs using epoxy resin, jewelry bezels, art papers, glitter, and mixed media. Master resin basics, including proper mixing, application, and curing of low-odor, crystal-clear resin. Also, find out how to make charms to link together to make a bracelet or use as pendants. You are welcome to bring materials from home to add to class materials. Tools provided for use in class. Materials fee \$25 at class.

\$49 | Laura Souder
SMC Bundy Campus, Room 339
Sat 8:30a – 11:30a Apr 5

Resin Jewelry Part II: Casting

NEW! Learn how to cast your own resin freestanding pendants and charms using crystal-clear casting resin. No bezels needed! In a hands-on class designed for beginning and intermediate skill levels, find out how to use silicone molds to give your pieces shape, and even learn how to make your own molds! Discover how to color your resin with special dyes and colored spices; how to add inclusions like art papers, words, glitter, and found objects; and how to drill and finish your pieces. Tools provided for use in class. Materials fee \$25 at class.

\$49 | Laura Souder
SMC Bundy Campus, Room 339
Sat 12:00p – 3:00p Apr 5

Bead & Jewelry Basics

Earrings! Bracelets! Necklaces! Learn to make them all—and do easy repairs—in this hands-on basic jewelry workshop. We'll cover stringing beads on various types of wire and cord, attaching clasps, wire-wrapping and looping, pearl knotting, bead weaving, and basic chain maille. You'll complete two pieces of jewelry each week, and take home detailed instructions for future projects. Be prepared to purchase some jewelry tools

in class at discounted prices (\$6 each). Do NOT buy any new tools until after class discussion. Bring to class a small towel and any jewelry tools you already own. Materials fee \$35 at class.

\$49 | Susan Ryza
SMC Emeritus College, Room 408

Tue 7:00p – 9:30p Apr 29 – May 13

TEXTILE ARTS

Beginning Knitting

In a hands-on workshop, learn all the basic knitting skills, including casting on and casting off, the knit stitch and purl stitch, and various finishing techniques. Find out how to work with plain and textured yarns, basic knitting patterns, and circular needles. You'll develop your knitting skills by creating a hand-knit scarf and a hat or small stuffed animal. Bring #10 knitting needles and 1 skein of worsted weight yarn.

\$119 | Sharon Omi
SMC Bundy Campus, Room 436
Mon 7:00p – 9:30p Feb 24 – Apr 7

Shibori – Japanese Tie Dyeing

Discover the ancient art of binding, stitching, and dyeing fabrics to give cloth a three-dimensional look. Come learn 4-6 simple techniques for binding and stitching, the basics you need to know about dyes and textiles, and how to set dyes into fabric. Learn how to create inexpensive but personal dyed shibori silk scarves to give to family and friends. This is a very hands-on class, so wear old clothes you won't mind getting messy. Bring to class 8-10 regular sewing needles, colored thread, scissors, a 6" ruler, pencil, paper and a sack lunch. Materials fee \$20 at class.

\$89 | Charlotte Chen
SMC Main Campus, Art 126
Sat 9:00a – 1:30p Mar 1 – Mar 8

Sewing Machine Basics

What's a seam allowance? Find out the answer when you join us in learning the basic stitches, seams, and operations of your sewing machine. In a fun, hands-on class, uncover the mystery of stitch length and width, backstitching, zigzag, winding a bobbin, and basic sewing tools. You'll leave class with a zippered case made by your own hands, and the bright glow of success on your face. Bring to class a full-sized sewing machine in good working order with a Zipper Foot, a pair of sharp scissors, and a sack lunch. Materials fee \$20 at class.

\$59 | Rebecca Prange
SMC Bundy Campus, Room 339
Sat 9:30a – 2:30p Mar 22
Sat 9:30a – 2:30p Jun 7

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, Room 339
 Sat 11:00a – 2:00p Mar 1

Intro to Healthy Eating

Join us for a class that focuses on the fundamentals of healthy eating through a whole-foods, plant-based diet. Learn which foods to cook and eat to help you improve health and digestion, increase energy, sleep better, reduce cravings, and lose weight. Discover the life-saving benefits of seasonal produce, plant-based proteins, healthful fats, superfoods, and probiotics, and find out where and how to shop for ingredients to create outstanding meals. Class culminates with a visit to a nearby natural foods store for a first hand look at the foods we've discussed. Materials fee \$30 at class.

\$149 | Christine Oppenheim
 SMC Bundy Campus, Room 216
 Sat 11:00a – 1:00p Mar 1 – Mar 29

Cookie Bouquets!

NEW! Cookie bouquets are absolutely delightful... and expensive to buy! Commercially available cookie bouquets can easily cost \$50-\$100. Yikes! In a fun, hands-on class, learn everything you need to know to make your own amazingly tasty decorated cookies, for a lot less. Pick up special tips as you discover the tricks and techniques that will give your cookie bouquet that professional touch. In just three hours, you'll make and take home your own three-cookie bouquet arrangement, including vase and chocolate roses. Bring a light snack or sack lunch. Kids age 13+ are welcome! Materials fee \$27 at class.

\$59 | Holly Dare
 SMC Bundy Campus, Room 339
 Sat 11:00a – 2:00p Mar 29



Sensational Sushi

Home & Garden

Basic Organic Gardening 101

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

\$79 | Christy Wilhelm
 SMC Main Campus, Art 126
 Sun 2:00p – 4:00p Mar 2 – Mar 23

Landscape Design & Construction

Find out from a featured landscaper on HGTV's "Landscapers' Challenge" how to analyze an existing house and yard to make the best landscaping decisions. Learn a step-by-step approach to begin a landscaping project that can be added to and enjoyed as it matures with age. Classes cover how, where, and when to start a project, and how to design for hillside, sunny, shady, small, and large lots. Bring to class your site photos and a site plan (a hand-drawn one is fine), a 5-gallon Rhipiolepis plant, and pruning shears.

\$59 | Charlotte Chen
 SMC Bundy Campus, Room 236
 Sat 9:00a – 2:00p Apr 5 – Apr 12

Drought Tolerant Landscaping

Come find out how wonderful and easy-care drought-tolerant landscaping can be. In a highly informative seminar, explore various options for removing lawns and replacing them with stylish and decorative drought-tolerant plantings and ground covers, gravel, decomposed granite, bark, and other materials. Includes a field trip to a Playa Vista park focusing on drought-tolerant plants.

\$49 | Charlotte Chen
SMC Bundy Campus, Room 236
Sat 9:00a – 1:00p May 10

Just for Fun

Beginning Bridge

Learn a fast and easy way to play bridge in a class designed for those who have never played this card game, have limited experience playing it, or who played it years ago and need a refresher course. Materials fee \$7 at class.

\$89 | Candace Scott
SMC Bundy Campus, Room 436
Tue 7:00p – 9:00p Feb 25 – Apr 8*
**No class on Mar 18.*
Tue 7:00p – 9:00p Apr 29 – Jun 3

Intermediate Bridge

In a fun and exciting class, continue developing and building on your skills and strategies for playing bridge. Materials fee \$7 at class.

\$89 | Candace Scott
SMC Bundy Campus, Room 436
Thu 7:00p – 9:00p Feb 27 – Apr 3
Thu 7:00p – 9:00p May 1 – Jun 5

Practical Tarot – The Minor Arcana

Learn about the Tarots 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 Rossons Tarot Profiling Game. If you have a Tarot deck, bring it along to class.

\$99 | Davida Rappaport
SMC Bundy Campus, Room 440
Tue 6:45p – 9:45p Feb 25 – Apr 8*
**No class on Mar 18.*

Practical Tarot – The Major Arcana

Learn how to read Tarot cards like a pro! Start with a brief introduction to the Major Arcana (archetype cards) and the Minor Arcana (four suits of 14 cards each), then take a journey through the powerful symbols of the 22 cards in the Major Arcana. Without memorizing the meaning of each card, discover how variations in the cards' artwork, combined with your own intuitive abilities, can enhance and enrich a Tarot reading. After

taking this class, you'll be able to perform a successful Tarot reading for yourself using just the Major Arcana—or even a single card! If you have a Tarot deck, bring it to class.

\$99 | Davida Rappaport
SMC Bundy Campus, Room 440
Tue 6:45p – 9:45p Apr 22 – May 27

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.

Spanish for Absolute Beginners

If you're an absolute beginner when it comes to studying or speaking Spanish, here's a chance to 'meet' the language and start getting acquainted with it. Learn how to say the alphabet, use numbers, tell time, and use the verb 'to be.' Pick up some basic vocabulary that will help you describe things and people, as well as express your wants and desires. Materials fee \$10 at class.

\$99 | Lilian Montepeque
SMC Bundy Campus, Room 435
Thu 6:00p – 8:45p Feb 27 – Apr 3

Beginning Spanish – Level 1

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

\$99 | Cecilia Dighero
SMC Bundy Campus, Room 236
Tue 6:30p – 9:30p Feb 18 – Apr 1*
**No class on Mar 18.*
Tue 6:30p – 9:30p Apr 22 – May 27

Beginning Spanish – Level 2

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

\$99 | Cecilia Dighero
SMC Bundy Campus, Room 236
Wed 6:30p – 9:30p Feb 19 – Apr 2*
**No class on Mar 19.*
Wed 6:30p – 9:30p Apr 23 – May 28

Beginning Conversational Chinese – Level 1

It's said that Chinese is a difficult language to learn, but this friendly class with a focus on speaking and listening will take you on a pleasant journey into the rich culture and language of China. Learn basic Chinese vocabulary and develop conversation skills that you can use to communicate with

neighbors, relatives, coworkers, and others, in both personal and business situations.

\$99 | Lucy Liao
SMC Bundy Campus, Room 216

Tue 7:00p – 9:30p Feb 18 – Apr 8*

*No class on Mar 18.

Tue 7:00p – 9:30p Apr 29 – Jun 10

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, 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 with Audio CDs* by Lisa Mojsin (ISBN-10: 0764195824). Please bring your textbook to our first class.

\$79 | Nicola McGee
SMC Bundy Campus, Room 435

Tue 6:30p – 8:30p Feb 25 – Apr 8*

*No class on Mar 18.

More Accent Reduction – American English

Created in response to popular demand, this class is designed to complement the original Accent Reduction course and give you the chance to further improve your skills in speaking American English. No prerequisite; continuing and new students are welcome to join the class. Required textbook (available online) : *Mastering the American Accent with Audio CDs* by Lisa Mojsin (ISBN-10: 0764195824). Please bring your textbook to our first class.

\$79 | Nicola McGee
SMC Bundy Campus, Room 435

Tue 6:30p – 8:30p Apr 22 – May 27

Practical Conversational English

Join this lively class and learn practical, useful English. Improve your ability to speak and understand everyday English and idioms as you explore American life and culture. Here is a unique chance to practice your English while conversing with people from all over the world. Students must have intermediate to advanced conversational skills; continuing and new students are welcome to join the class. You may enroll at any time, but there will be NO credit, refund, or proration of enrollment fees. Educational hours awarded based on attendance, NOT class length, and are NOT for transfer credit.

\$159 | Nicola McGee
SMC Bundy Campus, Room 217

Fri 9:30a – 1:30p Feb 28 – Apr 4

Fri 9:30a – 1:30p Apr 25 – May 30

Beginning Italian – Level 1

Prepare your spirit of adventure and get ready to embark on an engaging journey through the Italian language. Explore the basics of Italian grammar, pronunciation, numbers, and verbs through an introduction of the most beautiful cities in Italy. Your practical vocabulary and phrases will be enhanced as you learn about Italian culture, art, and lifestyle. Buon viaggio! Materials fee \$10 at class.

\$99 | Paola Barcaccia
SMC Bundy Campus, Room 228

Thu 6:30p – 9:30p Feb 27 – Apr 3

Thu 6:30p – 9:30p Apr 24 – May 29

Beginning Conversational French – Level 1

In a relaxed and supportive atmosphere, learn the basic French vocabulary you need—including useful phrases and idioms!—to carry on simple conversations in everyday situations. To help you develop a Parisian accent and a foundation for understanding fluent idiomatic speech, this course explores the characteristics of spoken French, and includes systematic practice in pronouncing French sounds. Find out about French customs and social etiquette, and get a glimpse of contemporary French life through French-language videos. Occasional singalongs with recordings of popular French songs add to the fun! Sign up for BOTH levels now and receive a discount! See Conversational French Combo listing for details. Materials fee \$15 at class.

\$99 | Margaret Drach
SMC Bundy Campus, Room 328

Sat 1:00p – 4:00p Mar 8 – Apr 12

Beginning Conversational French – Level 2

This course is a continuation of Beginning Conversational French – Level 1. To enroll in this course, you must have completed Level 1 or have some familiarity with basic French. Expand and strengthen your skills in conversational French as you pick up some of the basics of French grammar—including some of the most commonly used verbs—and practice carrying on simple conversations in small groups. We will also use excerpts from current French TV shows and movies to develop your ability to “hear” and understand idiomatic spoken French. Sign up for BOTH levels now and receive a discount! See Conversational French Combo listing for details. Materials fee \$15 at class.

\$99 | Margaret Drach
SMC Bundy Campus, Room 328

Sat 1:00p – 4:00p Apr 26 – Jun 7*

*No class on May 24.

AU PAIRS

Need to fulfill your educational hours requirements?

All our classes are eligible for educational hours.

**CALL 310-434-3400
FOR MORE DETAILS.**

Beginning Conversational French – Combo, Levels 1 & 2

In response to popular demand, we've added a second level of Beginning Conversational French plus a combination package. You may enroll in either level—note that Level 2 requires either Conversational French—Level 1 or some familiarity with basic French—but you'll enjoy a substantial DISCOUNT if you sign up for BOTH levels at the same time (the courses run consecutively). Materials fee \$15 per level at class.

\$159 | Margaret Drach
SMC Bundy Campus, Room 328

Sat 1:00p – 4:00p Mar 8 – Jun 7*

*No class on Apr 19, May 24.

Music

Singers Boot Camp

Do you want to know more about your singing voice, how to develop it, and how to work with new and traditional techniques to discover its potential? Whether you've had no voice training whatsoever or have extensive experience as a singer, this very active workshop is a great way for you to gain an understanding of how the voice works, and find out how to properly warm up before singing, manage and control breathing, choose the right songs for your vocal range, microphone techniques, and how to prepare and feel confident for auditions. Workshop culminates with a short performance. Materials fee \$50 at class.

\$325 | Veera Asher
SMC Performing Arts Center, Room 103

Wed 6:30p – 9:30p Feb 19 – Mar 26

Sight-Reading Secrets for the Piano

Do you wish you could read through a piece of piano music without struggling to figure out the notes, where your hand should be, and where it should be going? Come find out about the many "tricks" and reading

techniques for popular and classical music that can assist you and cut your reading time in half! Bring to class piano music on your reading level. Materials fee \$10 at class.

\$99 | Sarah Olim
SMC Bundy Campus, Room 212

Wed 6:30p – 9:30p Feb 26 – Apr 2

Beginning Piano – Playing for Fun

Have you always wanted to learn to play the piano? Here's your chance! Using a quick and easy modern method, develop basic piano skills as you learn about notes, rhythm, chords, and pedaling, and how to apply these basics to popular and classical music. No prior piano knowledge or experience required. Materials fee \$14 at class.

\$99 | Sarah Olim
SMC Performing Arts Center, Room 200

Sat 2:30p – 5:30p Mar 1 – Apr 5

Sat 2:30p – 5:30p Apr 26 – May 31

Healthy Harmonica

Breathing is our foundation when playing the harmonica. Take the simplest of pop, folk, and blues melodies and invigorate them with simple, but powerful, techniques to make any song deeply expressive. No previous ability to read or play music required—just a desire to have fun and feel more alive! You will need a C-major diatonic harmonica. If you don't already have a harmonica, you can purchase one in class for about \$12. Materials fee \$15 at class.

\$35 | Dave Broida
SMC Bundy Campus, Room 216

Thu 6:00p – 7:30p Mar 6

Beginning Blues Harmonica

Come have fun learning tricks and techniques to make the harmonica cry, laugh, wail, and scream! We'll get you jammin' the Blues immediately, and you don't need any prior musical or harmonica experience. Just bring along a love of the Blues and a C-major diatonic harmonica. If you don't already have a harmonica, you can purchase one in class for about \$12. Materials fee \$15 at class.

\$45 | Dave Broida
SMC Bundy Campus, Room 216

Thu 7:45p – 9:45p Mar 6

Learn to Play Guitar in a Day!

This unique one-day workshop, as seen on PBS, is for busy adults without the time for weekly music lessons. It's a crash course that will get you strumming and picking in just one day! You'll learn basic chords, simple strumming and picking patterns, tuning techniques, how to play familiar songs, guitar care, and much, much more! Bring to class your acoustic guitar. Materials fee includes book and electronic tuner. Materials fee \$30 at class.

\$79 | Marlene Hutchinson
 SMC Performing Arts Center, Room 103
 Sat 10:00a – 3:00p Apr 5

Contemporary Singing Techniques

Whether you want to audition for “The Voice” or just want to learn to sing in tune, here’s a chance to learn all the techniques you need to step onstage and start singing. Breathing, range, intonation, vocal power, blending with registers, gaining confidence, and overcoming performance anxiety are just some of the topics we’ll cover. Beginners welcome! Materials fee \$15 at class.

\$89 | Heather Lyle
 SMC Performing Arts Center, Room 103
 Thu 6:45p – 8:45p Apr 24 – May 29

Stage & Screen

Stand-Up Comedy Workshop with Comedy Store Graduation Show

Hone your skills as a stand-up comic in an exciting workshop directed by Letterman regular Jonathan Solomon. The workshop includes performing at showcase clubs and culminates with the Comedy Store Graduation Show. You’ll focus on writing techniques for adding jokes to your act, finding your comic persona, and making the best choices for connecting with an audience. You’ll also gain an understanding of the business side of comedy, and how stand-up intersects with the world of sit-com development.

\$99 | Jonathan Solomon
 SMC Bundy Campus, Room 235
 Thu 6:30p – 9:30p Feb 27 – Apr 3

Commercials, Improv, Acting and Filming

In a high-energy course that has it all, learn what you need to know about the TV commercial process. We’ll cover how to read copy and cue cards, how to get an agent, what kind of pictures you need, and how to build your resume. We’ll also develop your abilities at improv—a skill that’s become critically important in today’s auditions—and review the acting basics that can be used in all areas of the Industry. At our final class, we’ll FILM on camera, review footage, and critique.

\$69 | Priscilla Barnstable
 SMC Bundy Campus, Room 440
 Sat 3:00p – 5:00p Mar 1 – Mar 22
 Sat 3:00p – 5:00p May 10 – May 31

An Introduction to Voiceovers

Don’t miss this fun, empowering introductory workshop covering the different types of

voiceovers and what tools are needed to succeed in the voiceover arena. You’ll be coached on voiceover techniques and receive a professional voiceover evaluation. By the end of the workshop, you’ll have the necessary knowledge to help you decide if this is something you’d like to pursue.

\$45 | Voices for All Staff
 SMC Bundy Campus, Room 240
 Mon 6:00p – 8:00p Mar 10

Vocal Yoga

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

\$39 | Heather Lyle
 SMC Main Campus, Gym 100A
 Sat 12:30p – 3:30p May 17

Trips, Tours & Excursions

Downtown’s Hidden Art Treasures

Start the day with “MOCA’s First 30 Years”—the current exhibition at the Museum of Contemporary Art in California Plaza—then take a walking tour of the exciting public art in many of downtown’s architecturally distinct buildings, including the IM Pei and Oviot buildings. Tour both Wells Fargo buildings, which are filled with hidden treasures by Miro, Graham, Dubuffet, Stella, Rauschenberg, and many others. Ride the Metro to Union Station to tour the dynamic art of the Gateway Transit Center and Metro headquarters. If time permits, we will also visit the Citicorp Poetry Art Walk. Wear comfortable clothes and walking shoes, and be ready to walk! Museum private tour admission (\$5), Metro fare, and lunch are



Downtown’s Hidden Art Treasures

NOT included in the tour fee. Materials fee \$5 at class.

\$39 | Gayle Gale

Meet at MOCA, 250 South Grand Avenue

Sun 10:30a – 4:30p Feb 23

Sun 10:30a – 4:30p Jun 1

Much Ado About Pasadena

Nestled into the base of the San Gabriel Mountains and featuring tree-lined streets dotted with turn-of-the-century architecture, it doesn't get much more picturesque than Pasadena! Join a professional LA guide for a fascinating journey through this city's most beautiful and nostalgic landmarks, with a focus on their architecture and history. See the Craftsman-style homes of Bungalow Heaven, and marvel at the luxurious estates along "Millionaire's Row," as well as the varied architecture of City Hall, Pasadena City College, and Caltech. Travel sections of famed Route 66, see All Saint's Church, and drive past the Rose Bowl. Enjoy a docent-guided tour of the historic Wrigley Mansion, the Italian Renaissance-style home known as the "Tournament House." Once owned by chewing-gum pioneer, the grand house is a reminder of Pasadena's early years. View the home's exquisite early 1900s-era interiors, along with Rose Parade and Rose Bowl memorabilia and trophies. You'll also enjoy a delicious tea lunch at the Chado Tea Room, complete with sandwiches, scones, homemade cream, and dessert. Wear comfortable walking shoes and casual clothes. A hat and a sweater or light jacket are also recommended. Availability is limited, so make plans to book your day trip soon! ALL registrations are final, and NO REFUNDS, CREDITS, or TRANSFERS will be given. Prices are subject to change. Tours depart from SMC's Bundy Campus. Parking is free. For more information, please call (310) 434-3400.

\$89 | Good Times Travel Staff

SMC Bundy Campus, Front Parking Lot

Thu 10:00a – 5:45p Feb 27

The Los Angeles Underground Art Museum

May Sun, Frank Romero, Margaret Garcia, Jonathan Borofsky, Sheila Klein, Terry Schoonhoven. These are just some of the many artists whose work is featured in the Underground Art Museum. Come join an exciting day-long tour that takes you on a point-to-point excursion through this extensive museum and includes walking tours of many of its surrounding neighborhoods. The Underground Art Museum stretches from North Hollywood all the way to Downtown LA, and while most people call it by its other name—the Metro Red Line—you'll be one of the few who gets to explore the spectacular

art, distinctive architecture, special sights/sites, and other hidden treasures of LA with an informative guide. Wear comfortable walking shoes and casual clothes, and if you like, bring along a small, lightweight seat cushion to add to your comfort. Metro fare and lunch costs are NOT included in tour fee.

\$39 | Gayle Gale

Meet at the entrance of Hollywood and Vine Metro

Sun 10:30a – 4:30p Mar 16

Sun 10:30a – 4:30p May 18

Photographing at a Museum: Spring at the Getty Villa

Join a commercial photographer for a glorious day at the beautiful Getty Villa in Pacific Palisades. See the Photographing at a Museum: Spring at the Getty Villa listing in this schedule's Photography section for additional details.

\$79 | Brian Leng

Meet at Getty Villa, 17985 Pacific Coast Hwy, Pacific Palisades

Sat 10:00a – 4:00p Mar 22

Gems of Downtown: A Discovery of the Senses

Come explore Union Station and the delectable artistic and edible delights of its surrounding neighborhoods. Start the adventure at the historic Union Station—featured in numerous films and TV shows—and visit the MTA Gateway Plaza and Metro Headquarters building. Have lunch at Philippe's—one of LA's oldest restaurants (established in 1908) and home of the original French Dip Sandwich—then tour La Placita. Stroll along Olvera Street and enjoy its colorful market, visit the historic adobe and main square with music and dancing, and check out a local art gallery and as much nearby public art as time permits. Wear comfortable walking shoes and casual clothes, and be prepared to climb stairs. Metro fare, parking, and lunch costs are NOT included in tour fee.

\$39 | Gayle Gale

Meet inside Main Entrance to Union Station, 800 N. Alameda St., Los Angeles

Sun 10:30a – 4:30p Apr 6

Watt's Towers & Heritage Square Museum

Spend a day with an experienced professional photographer photographing and exploring historic LA-area locations. See the Watt's Towers & Heritage Square Museum listing in this schedule's Photography section for additional details.

\$79 | Brian Leng

Meet at Philippe The Original, 1001 N. Aladema St. Los Angeles

Sat 9:00a – 5:00p May 17

Writing

Poetry Writing & Reading Workshop

Improve your writing by reading exciting poets! If you're a beginning reader of poetry or an already practicing poet, come discover the secrets of poetic form, metaphor, imagery, rhythm, and much more by looking deeply into the works of a wide range of poets—from Shakespeare and the classics to the best international, American, and LA poets—such as Marilyn Nelson, Ted Roethke, Shi Zhi, Elizabeth bishop, and S.T. Coleridge. We'll also 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.

\$79 | Betzi Richardson
SMC Bundy Campus, Room 236
Sat 11:00a – 1:00p Feb 22 – Mar 29

Creative Writing Workshop

In a hands-on writer's workshop, learn how to revise and polish your stories to develop their full potential. Bring to class your fiction or creative nonfiction work-in-progress, and—in a positive and supportive environment—you'll receive meaningful feedback and helpful critiques from your instructor and fellow writers.

\$99 | Monona Wali
SMC Bundy Campus, Room 428
Wed 1:00p – 4:00p Feb 26 – Apr 2
Wed 1:00p – 4:00p Apr 23 – May 28

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.

\$99 | Aaron Henry
SMC Emeritus College, Room 407
Thu 6:30p – 9:30p Feb 27 – Apr 3

Memoir Writing Workshop

You know the situation: your life. Now how do you craft a meaningful story from it? Come find out how to create a focused narrative out of the many fascinating elements of your life. In a positive and supportive atmosphere, explore the different facets of memoir writing,

including setting and place, point of view, voice, character arcs, and engaging details.

\$99 | Monona Wali
SMC Bundy Campus, Room 212
Thu 6:30p – 9:30p Feb 27 – Apr 3

Writers Boot Camp

Explore ways to unlock your creative juices that allow you to write and complete a project. Find out how in-class writing prompts, tapping into memory, visualization, and sensory perception can help get you started and keep you going. Creative writing techniques will include character development, point of view, and story development. You'll also learn about the business side of writing, as well as time management and goalsetting techniques. Both new and seasoned writers are welcome. Materials fee \$5 at class.

\$99 | Stacey Collins
SMC Bundy Campus, Room 236
Thu 7:00p – 10:00p Mar 6 – Apr 10

How to Write Funny

Humor writing is not just a talent reserved for those who are “naturally funny.” It's a skill you can learn, hone, and then rely on every time you sit down to write. If you are a TV or screenwriter, essayist, storyteller, comedian, or even if you are in the corporate world, this is the workshop for you! Through lectures, innovative writing exercises, and “group write” sessions on scripts, prose, stand-up sets, and even business presentations, you'll be sure to find the funny!

\$99 | Jonathan Solomon
SMC Bundy Campus, Room 235
Thu 6:30p – 9:30p Apr 24 – May 29

Short Fiction Workshop

Do you have short stories sitting in a drawer, or have you always wanted to write one? Learn the fundamentals of what makes a short story effective. In this friendly, supportive workshop with a focus on themes, character, dialogue, point of view, story action, and writing compelling descriptions, you will also find out about the world of literary journals and how to submit your work to the short story marketplace.

\$99 | Monona Wali
SMC Bundy Campus, Room 212
Thu 6:30p – 9:30p Apr 24 – May 29

register for classes
ONLINE

at commed.smc.edu

HEALTH & FITNESS

Dance

Argentine Tango I & II

Explore the dance of passion, sensuality and let it move you from your soul out. Through an easy-to-follow method, learn how to lead and follow in this dance of fire! You'll gain a cultural experience you'll never forget, as well as a new lifestyle that will add joy and excitement to your life! This class is open to both Level I and Level II students.

\$89 | Isabelle Pampillo
SMC Emeritus College, Room 304

Tue 7:30p – 9:00p Feb 25 – Apr 8*
**No class on Mar 18.*

Tue 7:30p – 9:00p Apr 22 – May 27

Nightclub Salsa Dancing – Level 1

Dance with your heart and soul to Salsa's fiery African-Cuban beat. Learn the basic steps and turns of this upbeat, exotic, and sensual dance style, one of the most tantalizing since the birth of rhythm! Open to singles and couples. High heel dance shoes with wrap-around ankle straps and soft-soled shoes recommended.

\$89 | Isabelle Pampillo
SMC Emeritus College, Room 304

Wed 7:45p – 9:15p Feb 26 – Apr 2

Wed 7:45p – 9:15p Apr 23 – May 28

Ballroom Dance – Take a Chance!

Shall we Swing? Will we Waltz? Try a Tango? Chance a Cha Cha? Look forward with a Foxtrot? Move to that Mambo beat? Or get ready to Rumba? Two of these dances will be taught for each 6-week session. Come join us, because no matter what the dance of the moment is, you'll have fun, and delight in the amazing joy of dancing. Open to singles and couples. Please wear soft shoes to protect the floor.

\$89 | Kathy Levyn
SMC Emeritus College, Room 304

Thu 7:00p – 8:30p Feb 27 – Apr 3

Thu 7:00p – 8:30p May 1 – Jun 5

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.

\$119 | Charlotte Richards
SMC Performing Arts Center, Room 102

Sat 12:00p – 1:15p Apr 26 – Jun 14

Fitness & Relaxation

Pilates Exercise

Find out about Pilates, an exercise system that engages your mind, conditions your whole body, and helps reduce stress. In a class that covers the basic principles of Pilates and offers modifications to suit your individual needs, learn exercises that lengthen the spine, build muscle tone without bulking up, increase flexibility, and help your body move more efficiently in sport and daily activities. These exercises also increase body awareness, improve posture and balance, and help prevent back pain and other injuries. Wear comfortable clothing.

\$89 | Leslie Porter
SMC Main Campus, Gym 100A

Sat 12:30p – 1:30p Feb 22 – Mar 29*
**No class on Mar 15.*

Body Moves for Brain Power

If you think playing computer games and doing crossword puzzles is enough to keep your brain working at its peak as you age... think again! Come join a class with research-based activities (mostly in the chair) that incorporate rhythmic patterns and sequences designed to stimulate brain-cell activity, boost focus, enhance blood flow to the brain, and improve mental responses. Research is showing that you can significantly reduce the risk of developing symptoms of Alzheimer's disease by addressing the reversible risk factors. That all sounds brilliant, but the truth is this class is more fun than you can possibly stand! Space is very limited, so sign up right away, and get ready to feel better and think better! Materials fee \$5 at class.

\$59 | Debbi Harper
SMC Bundy Campus, Room 436

Sat 9:00a – 10:00a Feb 22 – Mar 15

Low Back Strength & Stretch

Do you have issues with your back, or simply want to get a really great stretch? In a program that combines selected Pilates techniques and physical therapy exercises, learn how to use medicine balls and tubing to strengthen your lower back, as well as enhance core strength and increase flexibility. Wear comfortable clothing and shoes you can easily remove. Bring a towel and yoga mat to class. Materials fee \$25 at class.

\$89 | Jackline Daneshrad
SMC Emeritus College, Room 308

Tue 6:00p – 7:30p Feb 25 – Apr 8*

*No class on Mar 18.

Tue 6:00p – 7:30p Apr 29 – Jun 3

The Alexander Technique

Discover how to help yourself look and feel better and more relaxed, using a technique developed by FM Alexander to free your body of the tension, stress, and pain brought on by daily activities and habits. Find out how to recognize your own particular habits and how they affect you. Learn how to apply the Alexander Technique in your daily life—standing, sitting, carrying groceries, or even brushing your teeth—to find an ease in both movement and rest. This introductory course is limited to 10 students. Due to the high demand for this course, students are limited to experiencing this course one time only. Wear comfortable clothing and bring a large towel to first class.

\$79 | Desmond Ondatje
SMC Emeritus College, Room 307

Wed 6:30p – 8:00p Feb 26 – Apr 2

Wed 6:30p – 8:00p Apr 30 – Jun 4

Yoga Therapy

Find out how to use yoga to help significantly reduce stress, pain, and discomfort due to injury and other chronic health challenges. This unique class incorporates mind, body, and breath awareness by combining modified yoga postures with ancient breathing and meditation techniques. You'll learn new breathing and meditation techniques each week, and one class session will specialize in "Gait," or "Conscious Walking." Class size is limited, so sign up right away! Bring to class a yoga mat or pillows/restoration blocks if you need them.

\$79 | Michelle Cole
SMC Bundy Campus, Room 436

Wed 6:30p – 8:00p Feb 26 – Apr 2

Introduction to Iyengar Yoga

Learn hatha yoga the Iyengar way, a systematic approach to yoga developed by BKS Iyengar that is appropriate for anyone interested in more energy, strength, relaxation, and well-being. Iyengar yoga focuses on alignment in poses to help you improve your posture, increase your physical strength and flexibility, expand your body awareness, and support your ability to relax. Wear comfortable clothing and bring a towel and yoga mat to class.

\$79 | Douglas Dee
SMC Emeritus College, Room 308

Wed 7:00p – 8:30p Feb 26 – Apr 9

*No class on Mar 5.

Wed 7:00p – 8:30p Apr 23 – Jun 4

*No class on May 14.

Zumba® Toning

Zumba Toning—combining targeted body-sculpting exercises and high-energy cardio work with Latin-infused Zumba moves—is a calorie-torching, strength-training dance/fitness party. Learn how to use lightweight, maraca-like toning sticks to enhance rhythm and tone all your target zones, including arms, abs, and thighs. It's a perfect way to sculpt your body naturally, while having a blast! No dance experience required!

\$59 | Valerie Lernihan
SMC Emeritus College, Room 304

Mon 6:30p – 7:30p Mar 3 – Apr 7

Yin Yoga

NEW! Learn the techniques of Yin (Taoist) yoga in a great class for all skill levels.

Find out how to blend breath, movement, postures, and meditation in a program that emphasizes the stretching and restorative qualities of yoga. Your instructor will take a practical approach to body postures, and provide individual attention without risk of injury. Wear comfortable clothing. Beginners welcome!

\$79 | Jane Zingale
SMC Emeritus College, Room 308

Mon 6:30p – 8:00p Mar 3 – Apr 7

Reiki Healing Night

New to the Reiki massage technique or already a Reiki practitioner? Join us for Reiki Healing Night! It's a great way for you to find out more about Reiki if you are a novice—and actually try out Reiki treatments—and an opportunity to practice your skills if you are a Reiki practitioner. If you would like to find out whether Reiki can help alleviate your pain or illness, here's your chance!

\$20 | Jessica Miller
SMC Bundy Campus, Room 123

Fri 6:30p – 10:00p Mar 14

Reiki 1 & 2

Magnify the natural healing energy in your hands. In an intensive workshop, find out how to perform Reiki sessions on yourself and others. Learn basic and advanced techniques for relieving migraines, reducing joint pain, lessening stress, improving concentration, and increasing vitality. Practice sending distance healing, empowering goals, and more. No supplements, special beliefs, equipment, or meditation ability required. A certificate of completion from the International Center for Reiki Training is awarded upon successful completion of the course. Course fee includes manual. THIS WORKSHOP IS OPEN TO THE GENERAL PUBLIC. *This workshop meets the qualifications for 17.4 hours of continuing education credit for Nurses (Cal. Board of*

Nursing Provider CEP13393) and Massage Therapists (NCBTMB Provider 051711-00 Category A).

\$349 | Jessica Miller

SMC Bundy Campus, Room 123

Sat, Sun 9:00a – 7:00p Mar 15 – Mar 16

Chair Yoga

If you have back problems, neurological challenges, limited mobility due to injury or age, or other physical challenges, this is the yoga program for you! Learn breathing techniques and how to incorporate visualization and meditation as you express the asana (poses) to your fullest capability. It's a great way to relieve stress, reduce anxiety and tension, improve flexibility and balance, and increase your strength, lung capacity, and overall sense of well-being.

\$79 | Michelle Cole

SMC Bundy Campus, Room 436

Mon 6:30p – 8:00p

Apr 21 – Jun 2*

*No class on May 26.

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. Materials fee \$15 at class.

\$49 | John Lynch

SMC Bundy Campus, Room 236

Thu 6:00p – 9:30p

Feb 20

Thu 6:00p – 9:30p

May 22



CO-REC Sunday Play

Badminton & Table Tennis

Beginning and Intermediate Levels

TABLE TENNIS: Classes at 12p & 2p (\$6/\$4),
open play 2p-9p (\$6/\$4)

BADMINTON: NO classes, open play 12p-8p (\$6/\$4)

BASKETBALL: NO classes, open play 8a-12p (\$3/\$2)

SMC Pavilion | Call (310) 434-4315 for details.

AHA Adult First Aid

Learn the skills to effectively assess and maintain life from the critical minutes immediately following an emergency until the arrival of emergency medical services personnel. This course meets OSHA requirements for an individual's employment, and also provides corporations with a complete health and safety training solution for First Aid. Materials fee \$15 at class includes American Heart Association First Aid course completion card and First Aid book. Materials fee \$15 at class.

\$59 | John Lynch

SMC Bundy Campus, Room 339

Sat 9:00a – 1:00p

Mar 15

PetSaver: First Aid, CPR & Care for Your Dog or Cat

In a program designed for pet owners and pet-care professionals, learn valuable first-aid skills and information to help keep your pets happy and healthy. Find out about proper restraining and muzzling; how to perform rescue breathing and CPR; how to deal with choking; how to care for senior petizens; what you need to know about your pet's dental health; and much more! You will receive a certificate valid for 2 years upon successful completion of the program. Materials fee \$20 at class.

\$89 | Jillian Myers

SMC Bundy Campus, Room 339

Sat 9:00a – 1:00p

Apr 26 – May 3

Sports

Fundamentals of Horsemanship

Learn the basics of horseback riding in a fun class that combines classroom instruction, groundwork, and riding instruction in the ring or on the trail. Get comfortable around horses, develop a secure seat, and find out how to communicate intelligently with the horse while you are in the saddle. Also,

learn and practice safety rules around the stable, on the horse, and when riding with others. You must be at least age 18 and have a maximum weight of 175 pounds to participate in this class. Prior to the first class, please call Lynn Carr at (310) 454-0343 for security gate code and directions.

\$259 | James Wyllie
James Wyllie's Equestrian Education Center,
Saddlerock Ranch

Sat 1:00p – 2:00p	Mar 1 – Apr 5
Sat 1:00p – 2:00p	Apr 26 – Jun 7*
<i>*No class on May 24.</i>	
Sun 1:00p – 2:00p	Mar 2 – Apr 6
Sun 1:00p – 2:00p	Apr 27 – Jun 8*
<i>*No class on May 25.</i>	

Basketball for the Rest of Us

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

\$79 | Joseph Bock
SMC Main Campus, Gym 100

Tue 7:15p – 8:15p Mar 4 – Jun 3*
**No class on Mar 18 and Apr 15.*

INTERNATIONAL STUDENTS

TOEFL Preparation

Preparing for the TOEFL

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

\$115 | Lisa Saperston
SMC Bundy Campus, Room 228

Wed 6:30p – 9:30p Feb 26 – Apr 2

KIDS & TEENS

Please note: Art supplies are NOT included in the course fee, unless otherwise noted. Children MUST BE PICKED UP ON TIME after class.

Enrichment

Piano Magic (Ages 5 – 8)

Are you a future Bach, Beethoven, or Chopin? Come to a fun and creative class and explore playing the piano through singing, musical games, and projects. Get familiar with the piano keyboard, learn the basics of note and rhythm reading, and develop your music listening skills. (Attention, parents! This class will provide you with insight into whether your child would enjoy the systematic study of piano.) It is NOT NECESSARY to have a piano at home. Materials fee \$10 at class.

\$69 | Sarah Olim
SMC Performing Arts Center, Room 104

Sat 1:30p – 2:30p Mar 1 – Apr 5

Introduction to Piano (Ages 8 – 11)

Find out how much fun it is to make music at the piano! Through musical games, projects, and written exercises, develop your music listening skills and finger coordination, and learn how to read musical and rhythmic notation. IT IS NOT NECESSARY TO HAVE A PIANO AT HOME. Materials fee \$10 at class. Materials fee \$10 at class.

\$69 | Sarah Olim
SMC Performing Arts Center, Room 104

Sat 1:30p – 2:30p Apr 26 – May 31

Learning Skills

Comprehensive SAT Prep

Familiarize yourself with the SAT in a comprehensive course that breaks down the test and teaches you valuable test-taking strategies for the Writing, Critical Reading, and Math sections to increase your confidence and maximize scores! To strengthen your test-taking skills and show how much you've progressed, two full-length practice tests will be administered under simulated SAT test conditions at the beginning and end of the course (note that class sessions 1 and 8 are four hours long to accommodate the full exam). You'll work individually with your instructor to target areas that need work, get test-performance feedback, learn anxiety-reducing techniques, and find out about additional resources. Class size is very limited to allow individual attention, so sign up right away! Required

textbook (please purchase before attending class): The Official SAT Study Guide, 2nd edition, by College Board (ISBN-10: 0874478529; ISBN-13: 978-0874478525).

\$325 | Angie Botoulas
SMC Bundy Campus, Room 228

Sat 10:00a – 1:00p Feb 22 – Apr 26*
*No class on Apr 19.

Game Design: Beginning to Advanced

Hone your skills in game design in a very hands-on workshop that's paced to match your aptitudes. If you're just beginning to explore game design, you'll be teamed up with a partner to share a computer and learn the basics of game design and game computer programming. If you're ready to move beyond the basics, you'll have your own computer to work on as you learn how to add character movement, work with multiple platforms, and more! Bring to class a blank memory stick/flash drive.

\$140 | FRESHi Staff
SMC Bundy Campus, Room 435

Fri 3:30p – 5:30p Apr 25 – May 30

Summer Camps

Chinese Boot Camp (Ages 12 & up)

Start speaking and reading Chinese, today's hottest language, in no time! This intensive language boot camp is actually fun, and covers basic conversation, numbers and colors, food and animals, and much more! You'll also be introduced to Chinese characters, and you'll be familiar with pinyin by the end of camp.

\$329 | Lucy Liao
SMC Bundy Campus, TBD

Mon, Tue, Wed, Thu 9:30a – 12:00p
Jun 23 – Jul 31

Spanish Boot Camp (Ages 12 & Up)

Spanish is one of the most spoken languages in the world, and its basics are pretty easy to master. Spend some time this summer immersed in a class taught in Spanish, where you'll learn everyday vocabulary, find out how to structure sentences in the present tense, and pick up reading and writing skills. By the end of this boot camp, you'll have a grasp of "survival Spanish" and feel comfortable using Spanish to have simple conversations, order food, ask for directions, and more! Access to additional outside Spanish-language media is required (e.g., Spanish TV/radio news, podcasts, etc.).

\$329 | Gary Summerville
SMC Bundy Campus, TBD

Mon, Tue, Wed, Thu 9:30a – 12:00p
Jun 23 – Jul 31



FRESHi Film Work

Tech Builder's App Design (Ages 12 – 17)

NEW! Don't miss this fun and exciting introduction to the different aspects of computer-based app design. Learn how to use Multimedia Fusion 2 software as you work closely with your instructors to create individual computer based apps. You will complete one app project that combines individual projects into one computer-based interactive app, and be able to combine and integrate fun game-based apps and practical utility apps into your final project.

\$140 | FRESHi Staff
SMC Bundy Campus, TBD

Mon, Tue, Wed, Thu, Fri 1:00p – 4:00p
Jul 14 – Jul 18

Filmmaking: From Script to Premiere (Ages 12– 17)

NEW! Learn the secrets of filmmaking in a fun, relaxed, and engaging atmosphere! Using handheld video cameras and editing software, find out how to produce an original film that includes simple special effects, sound effects, and a musical score. Learn about the entire filmmaking process, and develop your skills in production, directing, story development, acting, and more! Films can be uploaded to a flash drive, so you can share them with your friends and family.

\$140 | FRESHi Staff
SMC Bundy Campus, TBD

Mon, Tue, Wed, Thu, Fri 1:00p – 4:00p
Jul 21 – Jul 25

Animation Creators: Computer Animation (Ages 12 – 17)

NEW! Discover how to create digitally animated characters and stories. Develop the skills that help with computer drawing, character creation and movement, voiceover work, and character interaction and speech. You'll team up with one or two other students to create original characters and short animated stories using introductory computer animation techniques.

\$140 | FRESHi Staff
SMC Bundy Campus, TBD

Mon, Tue, Wed, Thu, Fri 1:00p – 4:00p
Aug 4 – Aug 8

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

Intro to QuickBooks (PC Only)

Prerequisite: Familiarity with Windows, the mouse, and basic accounting. Learn the basics of using QuickBooks. In a hands-on class, find out how to navigate through menus, as well as how to enter new vendors and customers, add lists, and create purchase orders, invoices, and sales receipts. Learn how to write checks and pay bills, record payments, and make bank deposits. Also, find out how to do bank reconciliations, how to create and print reports, and how to open, and save backup files, working files, and portable files. *You will have your own individual computer to use during class.* Bring a USB flash drive or memory stick (no CDs), a notebook, and a pen to class.

\$159 | Odemaris Valdivia
SMC Bundy Campus, Room 127
Fri 9:00a – 4:00p Feb 28

Tune Up Your Acting Skills by Becoming a Mystery Shopper

Become a spy for the day in your new role, and earn extra income. Would you like to get paid to go shopping, eat out, stay at nice hotels, play golf? Discover how to have fun, earn money, and help improve the quality of products and services consumers receive by becoming a mystery shopper. Mystery shoppers receive assignments from business-evaluation companies—and there are hundreds of them currently hiring—so come find out how to contact and work with them. Learn how mystery shopping works, how to get into the ‘shoppers network,’ how to complete the evaluations, and how to avoid the scams. We’ll also offer resources on how to earn money in focus groups, merchandising, online opinions, product recalls, and more. Materials fee \$20 at class.

\$59 | Elaine Moran
SMC Bundy Campus, Room 217
Sat 10:00a – 1:00p Mar 1

The Business of Bartending

Learn to bartend like a rock star! Sign up for an exceptional course that not only prepares you to work as a bartender in all types of establishments, but also teaches you the business side of the beverage industry. Professional bartending requires so much more than simply putting ice in a glass and adding ingredients. Find out the secrets to providing excellent customer service, and learn a common-sense approach to bartending that is crucial to being a successful bartender and a valued employee. Actual liquor cannot be used in class, but you’ll be taught in detail how to practice making cocktails on your own, including how to pour the perfect shot, what you need to know about wine and champagne service, and what glassware to use for what types of cocktails. You’ll also learn about high-volume sales techniques, laws that apply to the bar business, and dealing with job interviews and resumes. In addition to class lectures, test and activities, you will be given an online test and homework assignments. Upon completion of the course, you will receive a Professional Certificate for Bartending. Those who score 90% or above on the quizzes may also test for the Master’s Certificate of Excellence. This course also includes additional testing for “Serving Alcohol Responsibly” with certification for those who pass. Materials fee \$50 at class.

\$149 | Kellie Nicholson
SMC Bundy Campus, Room 240
Sat 2:00p – 6:00p Mar 1 – Mar 15

PROFITABLE CAREER IN IMPORTING/EXPORTING SERIES

You’re welcome to attend any or all sessions in the series. The discount rate applies only if you register to attend all four session.

Series Pricing: **\$119/all four classes; \$35/class**

Become a Successful Entrepreneur in the Import/Export Business

Introductory Seminar: If you dream of owning your own profitable and fascinating business venture, explore the wide range of opportunities available in the import/export business. In an information-packed introductory seminar, learn about: international trade shows and fairs; how to find a profitable product and sources of products in the US and abroad; negotiating with foreign and domestic suppliers; US Customs rules and procedures; international banking procedures; shipping and insurance; and the most profitable ways to sell your products.

\$35 | Sinclair Rimmon
SMC Main Campus, Math Complex 4
Sat 10:00a – 12:00p Mar 8

Importing/Exporting

An Intensive Seminar: If you're seeking a profitable and fascinating new career, attending this hands-on, in-depth seminar is a must! Gain specific information on importing and exporting as a business or career field. This seminar will include the following topics: how to find a profitable product; sources of products in the US and abroad; international trade shows and fairs; negotiating with foreign and domestic suppliers; how to obtain free samples; US Customs and its procedures; international banking; foreign exchange; terms of payment; shipping and insurance; fundamentals of marketing in the US and internationally; and exciting tools to increase sales and profits.

\$35 | Sinclair Rimmon
SMC Main Campus, Math Complex 4
Sat 1:00p – 3:00p Mar 8

Channels of Distribution in Importing/Exporting

Channels of Distribution in Importing/Exporting: If you're looking for specific information to expand your knowledge of the importing and exporting business, you'll find it at this seminar. Topics include the most profitable ways to sell your products; profile of a successful importer and exporter; sources of international marketing information; general international trade procedures; marketing research; channels of distribution; and more!

\$35 | Sinclair Rimmon
SMC Main Campus, Math Complex 4
Sun 10:00a – 12:00p Mar 9

Assertive Communication to Reach Your Goals & Life Fulfillment

This is a practical seminar for communicating powerfully and effectively to achieve win-win results. Learn the delight of communicating assertively with grace and without anxiety. Find out how to express yourself clearly, explain your ideas convincingly, and motivate others to believe in you. You'll learn how to deal effectively with day-to-day situations in your job, business, or profession; how to face difficult or 'ornery' people with confidence, ease, and success; how to realize your potential and develop a more rewarding life and fulfillment; and how to expand the quality of your interpersonal relationships and the magnitude of your achievements.

\$35 | Sinclair Rimmon
SMC Main Campus, Math Complex 4
Sun 1:00p – 3:00p Mar 9

How to be Published in a Week!

Recent developments in technology have made offering your eBooks and paper books to others a quick and easy process. If you

want to be published, but don't know where to start, this cutting-edge class for you! Find out how to fulfill your dream of creating your own books, booklets, and eBooks. Get the information you need about how to use fast, simple methods to get your work published, how to offer your eBooks as a pay-per-download product on your website, how to get your book or booklet printed inexpensively, and how to use copyright and/or trademarks to protect your work. Materials fee \$30 at class.

\$39 | Mike Rounds
SMC Bundy Campus, Room 236
Mon 6:30p – 9:30p Mar 10

Build Your Own Website for \$5 a Month

You can have your own website for as little as \$5 a month. You don't have to be a programmer to design your website—the latest software literally does it for you. In a program for website beginners, experts, managers, and web designers, learn what a website is and what you can put on it to improve your business; how to analyze your needs and select the best web-design criteria; how to make the site user-friendly; how to get a shopping cart that only costs if sales are made, and how to promote your website and link with search engines to make sure you can be found. No website-design experience necessary. Materials fee \$30 at class.

\$39 | Mike Rounds
SMC Bundy Campus, Room 236
Mon 6:30p – 9:30p Mar 17

Career Enhancement

Social Media for Job Seekers

NEW! In the new job market, the old ways of career search do not work. Answering ads online or going to job fairs is time consuming, frustrating, and often a waste of effort. We will dispel the myths of how to secure a job, and teach you how to build a career in today's economy. Find out how to use online tools to have employers approaching you. Learn how to set up a LinkedIn profile and how to clean up your online presence to be sure you are not overlooked for an ideal position. *You will have your own individual computer to use during class.* By the end of this course, you will have a social media presence, know how to position yourself to get interviews, and have a solid career plan to land a job or career that inspires you.

\$89 | Deborah Deras
SMC Bundy Campus, Room 127
Sat 10:00a – 12:00p Mar 1 – Mar 22

Organizational Skills for Nannies, Au Pairs, and Caregivers

If your client's clutter wastes your time searching for items in piles of chaos and stumbling over stuff strewn about, it impairs your ability to perform efficiently. Clutter also creates potential hazards when caring for others in their own environment. Discover how the innovative ideas of Clutterology® can help you stop stressing over mess and put an end to havoc. In a fun-filled, interactive program, find out how to assess what needs to be done, develop a noninvasive plan of action, determine "keep" items from "toss" ones, create an efficient environment that helps you get more done, and more! A certificate of completion is awarded upon successful completion of the course. Educational hours awarded based on attendance, NOT class length, and are NOT for transfer credit. Materials fee \$35 at class.

\$69 | Nancy Miller
 SMC Bundy Campus, Room 216
 Mon 6:30p – 9:30p Mar 10 – Mar 17

Computer and Internet Courses

ADOBE PHOTOSHOP, ILLUSTRATOR, AND WEBSITE DESIGN SERIES

Sign up for workshops that show you how to use Photoshop and Illustrator to create and enhance your photographs and design ideas and/or to design and publish your own websites. These are hands-on classes, with each student working at an individual computer. You're welcome to attend one or more of these workshops. The discount rate applies only if you pre-register to attend two or three workshops.

Series Pricing: \$569/three classes;
 \$399/two classes; \$229/class

Adobe Photoshop (Level I)

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

\$229 | Gregory Van Zuyen
 SMC Bundy Campus, Room 127
 Mon 6:30p – 9:30p Apr 21 – Jun 2*
 *No class on May 26.

Adobe Illustrator (Level I)

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

\$229 | Gregory Van Zuyen
 SMC Bundy Campus, Room 127
 Tue 6:30p – 9:30p Apr 22 – May 27

Design & Publish Your Own Websites

Prerequisite: Familiarity with Adobe Photoshop. Learn everything you need to create your own website using Adobe Dreamweaver and other programs. In a class that demystifies the Internet and provides a broad base of knowledge on how to begin publishing on the web, gain a basic understanding of HTML, CSS, and formats such as Wordpress, and how to use them to design interactive webpages. Develop the skills to create simple animations, rollovers, and behavior scripts to help you better manage and profit from existing sites.

\$229 | Gregory Van Zuyen
 SMC Bundy Campus, Room 127
 Thu 6:30p – 9:30p Apr 24 – May 29

Computer, Internet, and Email Basics for the Everyday

Attaching photos and documents to your email seems daunting? The Internet seems like an ocean of information you just can't conquer? This introductory computer workshop is ideal if you need everyday computer basics to cope in the rapidly evolving world of the Internet. Come find out about computer hardware, software, using MS Windows, various browsers for the Internet, email, and file management. Gain an overview of networks, and learn how to bookmark webpages and save files so you can find them later. You will leave the class feeling confident about performing Internet searches for jobs, information, and material items. *This is a hands-on class, with each student working at an individual computer.* Bring to class a USB flash drive, along with a notebook and pen.

\$69 | Richard Utas
 SMC Bundy Campus, Room 127
 Sat 9:00a – 1:00p May 3

MSWord and MExcel for the Job Market

Gain confidence to enter or return to the job market by developing your computer skills. Learn the basics for creating MS Word documents and MS Excel spreadsheets. As you create simple Word documents and a sample resume, you will find out how to use bullets and numbering, set margins, make font changes, and set styles. Working in Excel, you will learn the basics of math functions, copy and paste functions, margins, and linking as you create a sample budget sheet. *This is a hands-on class, with each student working at an individual computer.* Bring to class a USB flash drive, along with a notebook and pen.

\$69 | Richard Ulas
SMC Bundy Campus, Room 127

Sat 2:00p – 6:00p May 3

Fundamentals of Microsoft Excel for the PC – Creating Spreadsheets

Prerequisite: Familiarity with Windows and the mouse. In a one-day professional course on Microsoft Excel 2010, learn how to create a professional worksheet, build formulas on a worksheet, use automatic functions on a worksheet, create professional charts, and sort and filter databases lists. Class combines hands-on experience with lectures and in-class practice exercises. *You will have your own individual computer to use during class.* Bring a USB flash drive (or memory stick; no CDs), a notebook, and a pen to class. Course guide and files of practice exercises included in registration fee. Bring a sack lunch.

\$129 | Odemaris Valdivia
SMC Bundy Campus, Room 127

Fri 9:00a – 4:00p Jun 6

SOCIAL MEDIA

Facebook, Twitter, and Social Networking for Beginners

Facebook, Twitter, LinkedIn, and blogs have changed how people use the Internet. Whether you want to stay in touch with family and friends or learn how to leverage social networking for your business, this workshop is designed to give you an understanding of these exciting tools, how each one differs, and how they can be used to maximize their effectiveness. Learn how to set up an account, manage privacy, conduct searches, and establish connections using the most popular social networking services. Materials fee \$30 at class.

\$45 | Bob Cohen
SMC Bundy Campus, Room 240

Wed 6:30p – 9:30p Feb 26

iPhones, iPads, & I'm Lost!

Today's iPhone and iPad can do so much more than make calls and transmit text. Come explore what you really have at your fingertips! Find out how to make the most of your iPhone or iPad as you learn how to set up and use it for email, texting, Bluetooth, and WiFi networks. Pick up tips and techniques for installing apps, taking and sending terrific photos, and making your iPhone or iPad even smarter. iPhone or iPad not required for this class. Class does not cover use of Droids. Materials fee \$30 at class.

\$45 | Bob Cohen
SMC Bundy Campus, Room 240

Tue 6:30p – 9:30p Apr 1

Blogging for Fun & Profit

Find out what a blog is and where blogs are found, then learn how to create your own blog. Explore how to use blogs to share information, ideas, pictures, and videos with family, friends, organizations, and customers. Discover how to use your blog to make money through affiliate programs and other methods, and how to use your blog effectively on social media sites. Materials fee \$30 at class.

Construction

SECRETS OF PUBLIC WORKS PROJECTS SERIES

Thinking about bidding on public construction jobs? California has \$100 billion in approved public works projects that require Small Business Enterprise participation goals. If you are in the construction business, come find out what the rules and requirements are to bid on projects that mean money and growth for your company. This certificated series is designed to be your blueprint to succeed in public works construction, covering such topics as how to structure your business for the proper recordkeeping, the language of public works, prevailing wage, the laws that govern public works, and the difference between bidding private vs. public projects. You will also be connected to the Santa Monica Small Business Development Center (SBDC) for one-on-one assistance in putting what you learn to work for you!

And in Summer 2014, look for our next Public Works Projects class.

Prevailing Wage: Tips You Need Before You Bid

Have you seen "prevailing wage project" on bid requests? Prevailing wage is a predetermined rate that you must pay your

employees, but it's not as simple as it sounds. And what you don't know about prevailing wage could cost you enough in fines and hidden costs to derail the project. Find out what you need to know about prevailing wage in a course that demystifies public construction and explains laws and regulations in easy-to-understand language. Learn what determines which prevailing wage to use, the differences between public and private project job classifications, what a Project Labor Agreement (PLA) is, how to avoid the common mistakes that contractors make when bidding on prevailing wage projects, and more! One paid registration covers two employees from the same company. Materials fee \$20 at class.

\$395 | Marjorie Gayle
SMC Bundy Campus, Room 235
Sat 9:00a – 1:00p Mar 1 – Mar 29

Estimating for Greater Profit

NEW! Public Works Projects are opportunities to grow your business, but the way to success is fraught with perils that could blow your profit potentials. If you think you can bid low to get the job, and then rely on change orders to make a profit, you need this class! Learn the key components of estimating project costs to make successful bids, including how to read and understand the Request for Proposal (RP), the scheduling for the job, and specific stipulations and costs that must be included as part of the bid. One paid registration covers two employees from the same company. Materials fee \$20 at class.

\$395 | Marjorie Gayle
SMC Bundy Campus, Room 235
Sat 9:00a – 1:00p Apr 26 – May 24

Health Professions

Clinical Medical Assistant (CMA) Certification

NEW! Explore a new career as a Clinical Medical Assistant (CMA), working as a healthcare professional in a physician's office or clinical setting. Through lectures and hands-on training, learn what you need to know about basic CMA job duties, which include assisting physicians with exams and minor surgery, taking patient vital signs, caring for patients, performing lab tests, administering medications, electrocardiography, and much more. This course provides a complete learning experience—with 134 hours of classroom and online instruction, followed by a 160-hour hands-on externship in a medical setting—and prepares you to take a national medical

assistant certification exam. A certificate of completion is awarded upon successful completion of the course. You must be at least 18 years old and have a high school diploma or equivalent. Financial aid available. To register, go to www.bostonreed.com or call (800) 201-1141.

\$2,995 | Boston Reed Staff
SMC Bundy Campus, Room 239
Sat 9:00a – 2:00p Feb 22 – Jun 14*
**No class on Apr 19, May 24.*

Phlebotomy Certification

Phlebotomy Technicians are in demand as one of the fastest growing occupations in healthcare. Launch your career as a Phlebotomy Technician, collecting blood samples from patients in a hospital, clinical laboratory, medical office, or clinic. Through lectures and hands-on training, learn what you need to know about the circulatory system, venipuncture technique and specimen collection, risk factors and complications, and quality assurance. This course provides a complete learning experience—with 64 hours of classroom instruction and a 40-hour hands-on externship, and prepares you to take the national exam to become a Certified Phlebotomy Technician. A certificate of completion is awarded upon successful completion of the course. You must be at least 18 years old and have a high school diploma or equivalent. Financial aid available. To register, go to www.bostonreed.com or call (800) 201-1141.

\$2,995 | Boston Reed Staff
SMC Bundy Campus, Room 217
Sat 8:00a – 5:00p Mar 8 – May 3*
**No class on Apr 19.*

Counseling, Social Work, & Behavioral Therapy

The Creativity Workshop – Healing & Transformation Through Creative Arts (CE Credit)

Find out how to integrate visual art with writing and movement for personal growth and professional advancement. Reduce stress and increase work and personal satisfaction by exploring the arts in a supportive setting. Rejuvenate yourself and witness the profound creativity within each person participating in this workshop, including you! The expressive arts provide an active, in-depth, and vivid avenue for well-being and personal expression. The processes covered in this workshop are valuable in therapeutic settings. Learn

how you—as a healing professional—can incorporate these creative tools into a therapeutic and healing practice. This workshop is designed for all levels of creative experience, and will be held at a local private studio (address will be provided at registration). **THIS WORKSHOP IS OPEN TO THE GENERAL PUBLIC.** *This workshop meets the qualifications for 24 hours of continuing education credit for MFTs and/or LCSWs as required by the California Board of Behavioral Sciences—BBS Provider 3048. Additional cost for processing CE credits is \$35, paid directly to instructor. Materials fee \$10 at class.*

\$129 | Patrisha Thomson
Thomson Art Studio, Art Studio

Wed 6:30p – 9:30p Feb 19 – Mar 26

Wed 6:30p – 9:30p May 7 – Jun 11

Reiki 1 & 2

Magnify the natural healing energy in your hands. In an intensive workshop, find out how to perform Reiki sessions on yourself and others. Learn basic and advanced techniques for relieving migraines, reducing joint pain, lessening stress, improving concentration, and increasing vitality. Practice sending distance healing, empowering goals, and more. No supplements, special beliefs, equipment, or meditation ability required. A certificate of completion from the International Center for Reiki Training is awarded upon successful completion of the course. Course fee includes manual. **THIS WORKSHOP IS OPEN TO THE GENERAL PUBLIC.** *This workshop meets the qualifications for 17.4 hours of continuing education credit for Nurses (Cal. Board of Nursing Provider CEP13393) and Massage Therapists (NCBTMB Provider 051711-00 Category A).*

\$349 | Jessica Miller
SMC Bundy Campus, Room 123

Sat, Sun 9:00a – 7:00p Mar 15 – Mar 16

Entrepreneurship

For information and to register for the following seminars and workshops, please visit smcsbdc.org or call the SMC Small Business Development Center at (310) 434-3566. *Classes subject to change without notice.*

Mastering QuickBooks I: The Basics

Gain basic hands-on training in using QuickBooks for managing financial information. Learn invoicing, receiving payments, making deposits, cash memos, cash sales, and estimates. Please bring your own USB flash drive to save all your work. You do not need to own the software to take this workshop.

Mastering QuickBooks II: Beyond the Basics

Learn how to handle purchase orders, inventory, entering and paying bills, writing checks, sales tax, reports, memorizing transactions, and bank account reconciliations. Please bring your own USB flash drive to save all your work. You do not need to own the software to take this workshop.

Legal: INC, LLC, DBA...Which is Best?

Explore the basic benefits and risks of becoming a sole proprietor, corporation, LLC, or partnership in a course that examines equity, debt, and other strategies.

Keys to the SBA Loan Process

Find out about the hidden factors of getting an SBA-backed loan. Understand the 10 major benefits of getting an SBA-backed loan. Learn the five keys to getting your loan funded, what it takes for the lender to work on your first loan, and how to make your loan package stand out from others.

Social Media, and Marketing & Sales

Learn how to use new technology platforms and social media to reach customers, as well as create marketing and sales strategies to increase business.

How to Write a Business Plan

Find out about the theory behind planning for success in writing a business plan in a workshop that examines a plan's major elements and outlines completion strategies, including resources. NOTE: A business plan is required for SBA loans.

Increase Profits: Exports to Global Markets

Learn what you need to know about identifying potential global markets, global market entry, financing you export transactions, compliance and regulatory matters, getting your products delivered overseas, and creating your export roadmap for success.

Legal: Contracts – The Devil in the Details

Gain a detailed understanding of the agreements you use every day to buy, sell, and barter. Find out what a contract is, how it is created, the pluses and minuses of oral vs. written contracts, contract enforcement, and dealing with broken promises. Plus, bring your own leases to class to review the clauses and issues.

Start-up Basics: Staying on Track

Learn how to define your mission and vision statements. Create strategies to focus your business on its core mission. Develop a roadmap for your business success!

Start-up Basics: Strategic Planning

This workshop is a continuation of Start-up Basics: Staying on Track. Expand on what you learned in the Staying on Track workshop and begin the work of defining strategies to achieve your mission and vision for your business, and placing them into an action plan. Be sure to bring along the worksheets for Mission, Vision, and Position statements that you developed in Start-up Basics: Staying on Track.

Business Boot Camp

Learn the basics of starting a business the right way. Find out about permits and licensing, corporate formation basics, business planning, loan basics, social networking tips, and more!

Micro Lending Workshop

Discover a new way to find stimulus funds and business loans through micro lending. Micro loans—which are relatively easy to qualify for—typically range from \$1,000 to \$35,000, with 3-to-7-year terms. Come meet with micro lenders and find out what it takes to get a micro loan.

Networking Event & Resource Fair

EXCLUSIVELY FOR SMC SBDC CLIENTS! Join us for a networking event and resource fair that offers the opportunity to meet other SBDC business clients, and to reserve a table space to show off your products or marketing materials.

Financing through Crowdfunding

“Crowdfunding” is a new approach to funding projects and businesses made possible by the Internet. Learn how businesses can solicit contributions from a stakeholder where there is no expected return on investment, a lending agreement, or an investment exchanged for equity, profit, or revenue sharing.

Legal: Patents, Trademarks, and Copyrights

Learn how to protect your business and personal logos, pictures, stories, inventions, and other intellectual property.

Landscape Professional

Introduction to Sustainable Landscape Architecture

Learn the fundamental principles of sustainable landscaping and how to incorporate these ideas into your next design. See examples of local landscapes, and explore the blueprint for their success. Learn to integrate green roofs, rain harvesting, graywater and permeable paving into your next project. Find out more about local regulations and Santa Monica’s Sustainable Landscape Architecture Professionals Program. Network with experts like yourself. Class is intended for professional landscape architects and requires knowledge of AutoCAD and Sketchup.

FREE | Russell Ackerman
SMC Bundy Campus, Room 123

Tue 4:00p – 7:00p Feb 25

Sustainable Landscape Architecture: Developing a Hardscape Plan

NEW! Prerequisite: Familiarity with AutoCAD and Sketchup. In a FREE course designed for members of the professional landscape architecture field, learn how to develop a construction plan that incorporates permeable hardscape, rain harvesting devices, and green roofs. Discover where and when to use graywater systems. Find out how to examine topography, and learn to identify drainage issues.

FREE | Russell Ackerman
SMC Bundy Campus, Room 123

Tue 4:00p – 7:00p Apr 29

Money Management

Passport to Retirement

Many adults feel that the most critical financial concern they face is whether they will be able to afford to retire some day. They fear they may outlive their money and they don’t understand the basics of retirement planning and investment management. Learn about the most common roadblocks to retirement-planning success and how to avoid them. Explore how to use stocks, bonds, mutual funds, and other investments to pursue your retirement goals. Find out about proven strategies that will arm you with the information you need to make good retirement decisions. You may bring your spouse or a guest to class at no extra cost.

\$79 | Paul Heising
SMC Bundy Campus, Room 221

Sat 9:30a – 12:00p Feb 22 – Mar 15

\$79 | Paul Heising
SMC Bundy Campus, Room 235

Wed 6:30p – 9:00p Feb 26 – Mar 19

How to Maximize Your Social Security Benefits

NEW! 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 | Searchlight Financial Staff
SMC Bundy Campus, Room 213

Sat 9:00a – 12:00p Apr 5

Living Trusts

Find out what a living trust is and why almost every homeowner needs one. Learn about the advantages of having a living trust, how such a trust works, what decisions you need to make before creating a living trust, why Powers of Attorney are important, what assets to put into the trust and how to get them there, how to amend a living trust, and what the difference is between a will and a living trust.

\$39 | Joe DeCarlo
SMC Bundy Campus, Room 240

Wed 6:30p – 8:00p Apr 23

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 2014 will be included. You are invited to bring your spouse or a guest at no extra cost.

\$55 | Searchlight Financial Staff
SMC Bundy Campus, Room 228

Wed 6:30p – 8:30p May 28 – Jun 4

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. 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). Exam registration takes place from 4:15pm to 5pm. The exam will be from 5pm to 6pm. Exam seating limited—seats will be assigned to those registered first. Materials fee \$30 at class.

\$99 | Carrie Christensen
SMC Bundy Campus, Room 213

Sat 8:00a – 6:00p Mar 1

Sat 8:00a – 6:00p May 31

Renew as a Notary in One Day!

Do you need to renew your status as a Notary? Do it the easy way! Sign up for this 3-hour, State-approved refresher course, and review all the laws, regulations, and other factors that apply to you as a Notary. If your commission has lapsed you must take a 6-hour approved course before taking the exam. Materials fee \$30 at class. PLEASE NOTE: You will be required to pass the State exam and to submit 'Live Scan' fingerprints (details will be provided at the seminar).

If you wish, you can register and take the State exam immediately after completing the seminar. To take the exam, you must be at least 18 years old, have NO felonies on your record, and present: (1) a check made payable to the Secretary of State in the amount of \$40; (2) a current driver's license with photo, state-issued ID card, or other appropriate photo ID; (3) 2x2 passport color photo; and (4) two sharpened #2 pencils. Exam registration takes place from 4:15pm to 5pm. The exam will be from 5pm to 6pm. Exam seating limited—seats will be assigned to those registered first. Materials fee \$30 at class.

\$50 | Carrie Christensen
SMC Bundy Campus, Room 213

Sat 12:30p – 4:00p Mar 1
Sat 12:30p – 4:00p May 31

Real Estate

These courses meet the California Department of Real Estate (DRE) requirements for applicants for California Real Estate License examinations. To apply for and take the DRE examination, you are required to satisfactorily complete Real Estate Principles, Real Estate Practice, and one more class of your choice.

Each course consists of 45 hours of classroom instruction plus a final exam. You must complete the course AND take and pass the final exam to receive credit for the course. The final exam is given at the final class meeting, and there will be NO MAKE-UP EXAM. **To receive the DRE-sanctioned certificate of completion for the course, you must have at least 85% attendance—which means you may not miss more than 3 classes—and you must pass the final exam with a score of 70% or better.**

For all exams (including practice exams), you must bring to class two No. 2 pencils with eraser, a 100-question Scantron Form No. 882-E (available for purchase at the SMC Bookstore), and a basic 4-function calculator.

The cost of any books required for a course is included in the course registration fee unless otherwise noted.

Real Estate Principles (1403-93)

This 45-hour course prepares candidates to pass the California Department of Real Estate Licensing Exam to work as a real estate salesperson in California; students are mandated by the California Department of Real Estate to have an attendance of 85% and pass the final exam with a score of 70% or better. Course registration fee includes cost of textbook that will be distributed at first class meeting. For subsequent classes, you are expected to read each required chapter(s) PRIOR to the class meeting, to

assist you in understanding the materials presented in class.

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

Mon 6:30p – 9:30p Feb 24 – Jun 16*
**No class on Apr 14, May 26.*

Real Estate Practice (1404-93)

This 45-hour course is a practical study of California real estate law to assist licensees, property owners or managers, and others interested in the practice of real estate. The course fulfills a basic real estate course requirement for a California Real Estate License; students are mandated by the California Department of Real Estate to have an attendance of 85% and pass the final exam with a score of 70% or better. Course registration fee includes cost of textbook that will be distributed at first class meeting. For subsequent classes, you are expected to read each required chapter(s) PRIOR to the class meeting, to assist you in understanding the materials presented in class. You will be responsible for presenting to the class a periodical article regarding a real estate event. You will also be responsible for completing and presenting a class project that will require basic research, solicitation of public information, preparation outside of class meetings, and maintaining a notebook of all documentation for your instructor's periodic review.

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

Wed 6:30p – 9:30p Feb 26 – Jun 11*
**No class on Apr 16.*

\$45 | Bob Cohen
SMC Bundy Campus, Room 240

Wed 6:30p – 9:30p Apr 30

Real Estate Finance (1405-93)

This 45-hour course for brokers, salespeople, and college students majoring in real estate is a study of lending policies and the problems and risks involved in real estate financing. The course fulfills a basic real estate course requirement for a California Real Estate License. Course registration fee includes cost of textbook that will be distributed at first class meeting. For subsequent classes, you are expected to read each required chapter(s) PRIOR to the class meeting, to assist you in understanding the materials presented in class.

\$249 | Ronald Vitale
SMC Bundy Campus, Room 440

Thu 6:30p – 9:30p Feb 20 – Jun 5*
**No class on Apr 17.*

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.

ed2go

ABOUT THE COURSES: Online courses offered through ed2go use an attractive, image-laden Web interface. Courses run for 6 weeks (with a 2-week grace period at the end), and can be completed entirely from your home or office at any hour. Courses are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links, and more.

Unless otherwise noted, all courses are open to both Windows PC and Mac users. Class fee is \$95 unless otherwise noted. Fee may be higher if class provides professional certification.

REQUIREMENTS: You must have Internet access, e-mail, and Netscape Navigator, Firefox, or Microsoft Internet Explorer to participate in these classes. Some courses may have additional requirements. Lessons, lecture notes, assignments, additional course information, and instructor's comments are picked up—and student work is submitted—at the Online Instruction Center. If the class you choose requires a certain program you must have the required program on your computer, it is not provided with the course.

START DATES & REGISTRATION: Every online course we offer—including the specialty ones listed only online—has a new section starting on:

Wednesday, February 19

Wednesday, March 19

Wednesday, April 16

Wednesday, May 21

Wednesday, June 18

How to begin your class:

1. Log into your SMC Community Education account at <http://commed.smc.edu>
2. Click on "current registrations"
3. Locate the class and click its corresponding 'Go to Class' link.

ONLINE WRITING CLASSES

Grammar Refresher	\$95
Correcting Oral & Written Errors	\$95

Beginning Writer's Workshop	\$95
Effective Business Writing	\$95
The Craft of Magazine Writing	\$95
Travel Writing	\$95
Writing for Children	\$95
Writerrific: Creativity Training for Writers	\$95
Write Your Life Story	\$95
Your Screenwriting Career	\$95
Demystifying Forensic Science: A Writer's Guide	\$95
Fundamentals of Technical Writing	\$95
The Keys to Effective Editing	\$95
A-to-Z Grant Writing	\$95
Get Grants!	\$95

ONLINE BUSINESS CLASSES

Distribution & Logistics Management	\$95
Keyboarding (Windows Only)	\$95
Computer Skills for the Workplace (Windows Only)	\$95
Project Management Fundamentals	\$95
Introduction to Nonprofit Management	\$95
Marketing Your Nonprofit	\$95
Learn to Buy and Sell on eBay	\$95
Creating a Successful Business Plan	\$95
Start and Operate Your Own Home-Based Business	\$95
Start Your Own Consulting Practice	\$95
Becoming a Grant Writing Consultant	\$95
Wow, What a Great Event!	\$95
Secrets of the Caterer	\$95
Growing Plants for Fun and Profit	\$95
Accounting Fundamentals	\$95
Fundamentals of Supervision and Management	\$95
Administrative Assistant Fundamentals	\$95
Become a Veterinary Assistant	\$95
Six Sigma: Total Quality Fundamentals	\$95
Real Estate Investing	\$95
Stocks, Bonds, and Investing: Oh, My!	\$95

ONLINE PERSONAL ENRICHMENT CLASSES

Drawing for the Absolute Beginner	\$95
Secrets of Better Photography	\$95
Discover Digital Photography	\$95
Mastering Digital Photography: Photographing People	\$95
Making Movies with Windows XP	\$95
Photoshop 7 for the Absolute Beginner	\$95
Speed Spanish	\$95
Speed Spanish II	\$95
Beginning Conversational French	\$95
Music Made Easy	\$95
Ready, Set, Read	\$95
Understanding Adolescents	\$95
Medical Terminology: A Word Association Approach	\$95

ONLINE COMPUTER CLASSES

COMPUTER COURSES

Digital Photography Output	\$95
PC Troubleshooting	\$95
Introduction to Oracle (Windows Only) Δ	\$95
Photoshop 7 for the Absolute Beginner	\$95
Introduction to Photoshop 7 Δ	\$95
Introduction to Photoshop CS4	\$95
Making Movies with Windows XP	\$95
Introduction to Visual Basic .NET (Windows Only)	\$95
Introduction to Visual Basic 6.0 (Windows Only)	\$95
A+ Certification Prep (Windows Only)	\$105
C++ for the Absolute Beginner (Windows Only)	\$95
Network+ Certification Prep (Windows Only)	\$105
Introduction to SQL (Windows Only)	\$95
Introduction to Perl Programming (Windows Only)	\$95
Wireless Networking	\$95
Introduction to Networking (Windows Only) Δ	\$95

INTERNET COURSES

Introduction to the Internet	\$95
Creating Web Pages Δ	\$95
Designing Effective Websites	\$95
Introduction to Macromedia Director MX 2004	\$95
Introduction to Dreamweaver MX	\$95
Introduction to Flash MX	\$95
Introduction to Java Programming	\$95
Achieving Top Search Engine Positions	\$95

ONLINE TEST PREPARATION CLASSES

GED Preparation	\$95
GED Preparation - Language Arts, Writing Test	\$95
GRE Preparation - Part 1 (Verbal and Analytical)	\$95
GRE Preparation - Part 2 (Quantitative)	\$95
SAT/ACT Preparation - Part 1 (Verbal and Science Reasoning)	\$95
SAT/ACT Preparation - Part 2 (Quantitative)	\$95
GMAT Preparation	\$95
LSAT Preparation - Part 1	\$95
LSAT Preparation - Part 2	\$95

Δ Classes on how to use other versions of this software are available. To see listings, go to www.ed2go.com/smc and click on <Courses>.

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

Notary

Become a Notary Public Online!

Learn everything you need to know—in an online course approved by the State of California—to take the State exam and be on your way to becoming a new or recommissioned Notary Public. All materials—including our Notary Public Sourcebook, which presents practice exams after each section, sample notary scenarios and certificates, marketing solutions, and the laws and regulations that apply to notaries—are included in the course fee. A certificate of completion is awarded upon receipt of an affidavit indicating the student has read all course materials. Open to both Windows PC and Mac users. You may start this course

whenever it's convenient for you to do so. Additional details and information on when and where to take the State exam will be provided at registration.

Open start date

Fee: \$75

Personal Fitness Training Certificate

The Personal Fitness Training Professional Certificate program—**offered as an online series of interactive courses with an optional field internship**—is designed for individuals seeking an exciting new career in the emerging field of personal training, as well as established allied health and fitness professionals from all fields—including athletic trainers, wellness consultants, and registered dietitians—seeking continuing education.

The Web-based program makes it convenient for you—regardless of where you are or the time of day—to fit the program's courses into busy work and home schedules. You can earn your certificate in as little as five months or (if necessary) as long as two years.

To qualify for the program certificate, you must enroll in the Personal Fitness Training Professional Certificate program and complete all 5 core courses. There is also an optional field internship. A certificate of completion is awarded upon successful completion of each course.

Students who have completed the core Certificate may then register for the Advanced Professional Certificate program, which requires three additional courses. The Advanced Professional Certificate is designed for students interested in furthering their education in personal training by learning how to incorporate specialized resistance training, functional movements, and nutritional guidance into programs for their clients.

The cost of any books or other materials required for a course is NOT included in the course registration fee.

Information about textbooks and course materials will be provided when you register. For more information about the program and the jobs and careers it can lead to, please send email to the program coordinator, Ken Baldwin, M.Ed (kbpft@yahoo.com). Please visit www.efs.pageout.net for full course descriptions and an online demo. Classes are set up for open enrollment.

PROFESSIONAL CERTIFICATE PROGRAM

Introduction to Exercise Science – Level I

This **online** course helps students gain an understanding of musculoskeletal and functional anatomy and the effects of exercise placed on joint structure during exercise movements.

Open enrollment

Fee: \$249

Introduction to Exercise Science – Level II

This **online** course teaches the personal trainer how the muscular, skeletal, and cardiorespiratory systems function with and without exercise conditioning.

Open enrollment

Fee: \$249

Health Risk Profiles and Fitness Assessment Techniques

This **online** course teaches the personal trainer how to assess and evaluate cardio respiratory endurance, muscular testing techniques, flexibility, body-fat analysis, blood pressure, and body measurements based on ACSM guidelines.

Open enrollment

Fee: \$249

Business Administration and Management Aspects for Personal Trainers

This **online** course provides the personal trainer with a solid background in developing or starting a personal training business, and covers topics such as financial management, marketing strategies, and business plan development.

Open enrollment

Fee: \$249

Designing Exercise Prescriptions for Normal/Special Populations

This **online** course teaches the personal trainer how to develop an exercise prescription in relation to health implications for normal/special populations due to age, medical condition, and fitness level.

Open enrollment

Fee: \$249

Optional-Field Internship in Personal Fitness Training (60 hours)

Prerequisite: Completion of 5 core courses and CPR certification. This is an optional course, and is not required for the Professional Certificate program. Students will work with professionals in the fitness and health industry at fitness facilities and health centers.

Open enrollment

Fee: \$249

ADVANCED PROFESSIONAL CERTIFICATE COURSES

Nutritional Analysis and Management

This online course teaches basic nutrition principles and how to apply them when designing structured nutritional programs for clients in collaboration with registered dietitians and nutritionists.

Open enrollment Fee: \$249

Functional Flexibility, Core, and Balance Training

This online course examines principles and techniques for evaluating and implementing exercise prescriptions that include instruction in flexibility, core, and balance training.

Open enrollment Fee: \$249

The Science and Biomechanics of Resistance/Weight Training Techniques

This online course provides a systematic educational approach to teaching resistance/weight training movements.

Open enrollment Fee: \$249

Gatlin Career Certificate Programs

ABOUT THE PROGRAMS: Career training certificate programs offered online through Gatlin Education Services are designed to prepare students for developing expertise in their desired career field and/or for career certification exams. Programs are structured to meet specific learning requirements related to industry standards. Lessons, assignments, and other course elements are provided through the Gatlin website (www.gatlineducation.com). Each online course has a specific instructor assigned to help students with questions and problems. A certificate of completion is awarded upon successful completion of a course.

Unless otherwise noted, programs are open to both Windows PC and Mac users.

Brief program descriptions are presented here. Visit www.gatlineducation.com for detailed program descriptions and demos.

REQUIREMENTS: To participate in these programs, you must have Internet access, e-mail, Netscape Navigator or Microsoft Internet Explorer, and word processing software such as Microsoft Word. Some courses may have additional requirements.

START DATES & REGISTRATION: You may start any of the Gatlin courses listed here whenever it's convenient for you to do so. Signing up for a course is easy! Just go

to www.gatlineducation.com and follow the instructions. You may also call (310) 434-3400. (Send e-mail to support@gatlineducation.com if you have technical questions prior to enrolling.)

BUSINESS PROGRAMS

Certified Bookkeeper

Program for experienced bookkeeper's leads to national certification by the American Institute of Professional Bookkeepers (AIPB). Textbook included in course fee.

80 Hours Fee: \$1,795

Certified Mediator

Mediation and dispute resolution are rapidly growing fields of study and sought after skills in the workplace. This comprehensive course provides the core skill sets necessary for the practice of mediation. Textbook included in course fee.

60 Hours Fee: \$1,595

Technical Writing

This program is designed for anyone who wishes to develop their technical writing abilities to a professional level. Students will learn research methods, audience considerations, style, drafting and revision techniques, how to work in a collaborative environment, and more.

80 Hours Fee: \$1,595

CONSTRUCTION TECHNOLOGY PROGRAMS

Home Inspection Certificate

Program covers the principal components of home inspection procedures and processes.

200 Hours Fee: \$2,095

HVAC Technician Certificate

Detailed preparation for entry-level positions in the HVACR industry, continuing education for upgrading skills, or becoming certified or licensed (NATE, etc.).

320 Hours Fee: \$3,095

Freight Broker/Agent Training

Become a part of the exciting trucking, freight logistics, and transportation industries!

150 Hours Fee: \$1,695

Principles of Green Building

The Principles of Green Buildings (PGB) course explains the science that individuals in the building, remodeling, or trade

industries need to know to make buildings perform more efficiently.

30 Hours

Fee: \$595

HEALTHCARE PROGRAMS

Certified National Pharmaceutical Representative

Learn the skills necessary to become a certified Pharmaceutical Sales Representative including knowledge in pharmacology, medical terminology, physiology, and regulations for selling pharmaceuticals.

120 Hours

Fee: \$1,595

Emergency Management Training for First Responders

Emergency Management is one of the fastest growing professions. Learn the skills you need to break into this fast-growing profession.

300 Hours

Fee: \$1,995

Pharmacy Technician

Nationally recognized training program teaches the knowledge and skills to gain employment as a pharmacy technician in a hospital or retail pharmacy setting. All materials included in course fee.

240 Hours

Fee: \$1,795

Veterinary Assistant

Training program teaches the essential skills of a veterinary assistant to prepare students for an exciting new career in a veterinary office or hospital. Textbook included in course fee.

240 Hours

Fee: \$1,795

INTERNET, DESIGN, & TECHNICAL PROGRAMS

AutoCAD 2007

This nationally recognized AutoCAD online training program is an essential tool for those seeking AutoCAD training. AutoCAD 2007 is used by many industries including mechanical and civil engineering, architecture, and facilities planning and management. More employers are using AutoCAD, and need workers skilled in AutoCAD, than any other CAD system.

150 Hours

Fee: \$1,795

AutoCAD 2009

AutoCAD 2009 is the leading program for computer-aided design.

150 Hours

Fee: \$1,995

Consider giving a CONTINUING EDUCATION

*Gift
Certificate*

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

CALL (310) 434-3400
FOR MORE INFORMATION.

Forensic Computer Examiner

Students learn to retrieve evidence and prepare reports, based on that evidence, which will stand up in a court of law

150 Hours

Fee: \$2,995

Graphic Design Certificate

The new software available today makes many people think they are artists. But most employers know better. This class, designed and taught by professional designers, teaches the skills that truly make a professional designer

80 Hours

Fee: \$1,495

 **GATLIN**
Education Services
www.gatlineducation.com

SPANISH LEVEL 1 – Cecilla Dighero



Delightfully educational, entertaining and beautifully organized! Don't change a thing! Best language class I have ever taken (and I've taken a lot!)

—A. Cameron



MOSAIC ART – Carmelo Fianaca



Carmelo is a wonderful teacher. He knows his material and he is an inspiration! Our pots turned out beautifully! I can't wait to create a mosaic guitar!

—Susan B.



FIGURE DRAWING – Jessica Minckley



Jessica was always energetic and enthusiastic about helping everyone in the class to improve their drawing. She did a great job not only teaching the techniques but also making class interesting and fun. With what I learned, I find myself drawing more and enjoying it more than ever.

—Kyle M.



PILATES – Leslie Porter



Have taken Leslie's class for 3 years. She is an amazing instructor that is very conscious of the safety of her clients.

—Pamela G.



EXPLORING OIL PAINTING – Jean Barlow Nunez



Jean Barlow Nunez is an excellent teacher that knows how to bring out the best in every student. Very educational and fun. I've been taking her classes for 20 plus and I would take them for 20 years more!

—Student



TO REGISTER

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



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



BY PHONE: (310) 434-3400
Telephone Registration Hours are 8:30 am to 4 pm Monday through Friday. All major credit cards accepted.



BY EMAIL: commed@smc.edu



BY FAX: (310) 434-3409
All major credit cards accepted.



BY MAIL: Use the Registration Form in this schedule. Please write a separate check for each class, payable to Santa Monica College. Mail your registration form and check(s) to SMC Community Education, 1900 Pico Blvd., Santa Monica, CA 90405. We will send you maps, lists of materials, etc.



IN PERSON: The SMC Community Education office is located at the SMC Bundy Campus, 3171 S. Bundy Dr. (at Airport Ave.), Room 112, Los Angeles, CA 90066.

OFFICE HOURS: 8:30 am to 5 pm Monday through Friday.

HOLIDAYS: Classes do not meet March 18, April 14–20, and May 25–26.

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

CLASS LOCATIONS/PARKING:

SMC Main Campus – 1900 PICO BLVD.

PERMIT/PAID PARKING – Parking on SMC's main campus requires a decal or temporary parking pass at any hour Monday through Thursday, and until noon on Friday. Public parking on SMC's main campus during those times is ONLY available in Lot 6 and costs \$10 for the entire day/evening (no in-and-out privileges). Head-in parking ONLY.

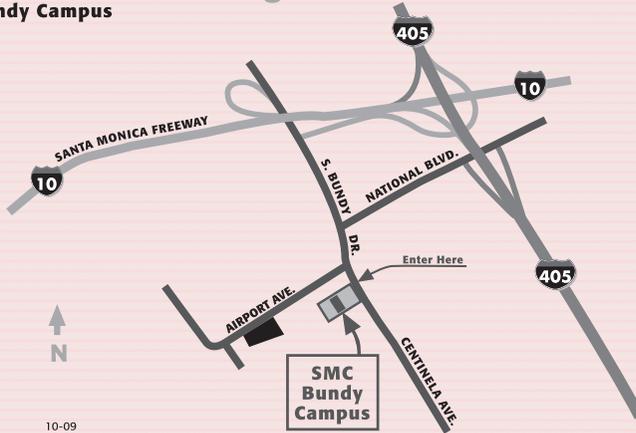
FREE PARKING – On Fridays AFTER noon (12 pm) and on the weekends, parking on SMC's main campus is FREE and no decal is required. Head-in parking ONLY.

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.

Santa Monica College

Bundy Campus



SMC Bundy Campus – 3171 S. BUNDY DR.
 Parking is free, but requires a decal, available from the SMC Campus Police truck onsite. Decal is for Student Parking only – DO NOT PARK IN STAFF PARKING – YOU WILL BE TICKETED. Head-in parking ONLY.

SMC Performing Arts Center – 1310 ELEVENTH ST.
 Parking is free, 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 College – 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 6pm may vary. Head-in parking ONLY.

CANCELLATION POLICY: Requests for withdrawal from a class must be submitted in writing at least five business days *before* the start date of the class. You will receive a credit voucher applicable to future classes. A minimum service charge of \$10 will be withheld. Full refunds are granted only if a class is cancelled, discontinued, or rescheduled. Please allow 4 to 5 weeks for processing.

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.

SMC ADMINISTRATION AND STAFF

Dr. Chui L. Tsang, Superintendent/President
 Dr. Patricia Ramos, Dean, Workforce & Economic Development
 Michelle King, Director, Career & Contract Education

COMMUNITY EDUCATION STAFF

Barbara Bickerton; Luis Jauregui;
 Alice Meyering, Jocelyn Winn

Schedule prepared by SMC Office of Marketing

SMC BOARD OF TRUSTEES

Dr. Susan Aminoff, Chair; Rob Rader, Vice Chair; Dr. Nancy Greenstein; Judge David Finkel (Ret.); Dr. Louise Jaffe; Dr. Margaret R. Quiñones-Perez; Dr. Andrew Walzer; Jesse Ramirez, Student Trustee; Dr. Chui L. Tsang, 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 may be cash, check, or credit card.

REGISTER online at commed.smc.edu or in person at our office at the SMC Bundy Campus, 3171 S. Bundy Dr., Rm 112. Telephone hours are 8:30am to 4pm, Mon.-Fri. **CALL (310) 434-3400** or **FAX to (310) 434-3409.**

MAIL registration form and payment to: SMC Community Education, 1900 Pico Boulevard, Santa Monica, CA 90405.

Name _____

Address _____

City & Zip _____

Day Phone _____

E-mail _____

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

If paying by credit card, fill out this box. (Most 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 \$ _____

I have a disability requiring accommodation.

VISIT OUR WEBSITE AT: commed.smc.edu

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VISIT OUR WEBSITE AT: commed.smc.edu

Secrets of Public Works Projects Series

Don't jeopardize your PROFITS.

Learn what you need to know to keep your projects on track!

We launched our new Secrets of Public Works Projects Series with "Prevailing Wage: Tips You Need Before You Bid" in Winter 2014.

In Spring 2014, we added our next Public Works Projects class: "Estimating for Greater Profit." See page 26 for class details.

Secrets of Public Works Projects Series:

- Prevailing Wage: Tips You Need Before You Bid
- Estimating for Greater Profit
- Developing Good Business Infrastructure
- Fundamentals of Policies and Procedures
- Contract Management from A - Z



Spring Classes for Healthy Living



Spring is a great time to start new healthy eating habits!

Our **Intro to Healthy Eating** (page 10) teaches you how to make healthy choices while shopping and cooking, combat sugar cravings, and understand gluten sensitivity.



© Tia Tuenge

Don't forget our popular **Basic Organic Gardening** (page 10) to complete your quest for a healthier you!

CALL (310) 434-3400 FOR DETAILS.

SANTA MONICA COLLEGE

COMMUNITY EDUCATION

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

REGISTER FOR SPRING 2014 CLASSES

Our Summer Camps for Kids are back! Register online now...

6-week intensive language camp will get your child speaking a foreign language this summer.

Mandarin Chinese (6/23 – 7/31)
Spanish (6/23 – 7/31)

Three Fun Week-Long Camps

Tech Builder's App Design (7/14 – 7/18)

Filmmaking: From Script to Premiere (7/21 – 7/25)

Animation Creators: Computer Animation (8/4 – 8/8)

Online registration available NOW for these camps, with more to come! Check our website for updates.

Choose from hundreds of courses that can enrich and change your life. Classes fill up quickly, so sign up for Spring 2014 now!

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

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COMMUNITY EDUCATION

Santa Monica Community College District
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