Hands-on Computer and Internet Workshops
Pick up new skills with MS Word and MS Excel and the Adobe Photoshop, Illustrator, and Website Design series. Our hands-on workshops will give you the edge you need to improve your job performance.

Real Estate Will Be Back in Spring 2014
Get back in the housing market with our Real Estate courses in the spring and be on your way to getting your license.

Choose from hundreds of courses that can enrich and change your life. Classes fill up quickly, sign up for Winter 2014 now.
Spring classes will be available online January 6, 2014.

Go to commed.smc.edu and sign up TODAY!
Welcome the New Year by Being Well

Focus on Your Mind & Body

> **Introduction to Basic Mindfulness** (page 7) will increase your ability to concentrate and de-stress.

> **Iyengar Yoga** (page 12) expands your body awareness, improves your posture, and increases physical strength.

> **The Brain Class** (page 7) is full of exciting brain-power exercises that will boost your mental focus and create healthier brain cells!

> **The Laughing Warrior** (page 7) will help you laugh your way to self-discovery and stay on track with the life you want to lead!

Start the New Year by Being Smart with Your Finances

Our **Smart Money Fundamentals** (page 16) will help you secure your financial future, and learning all about **Living Trusts** (page 17) will help you plan for the future of your loved ones!

Learn Basic Auto Care for Women

The damsel in distress is a thing of the past! Kick off the new year by learning how to take care of your vehicle with **Women’s Auto Workshop** (page 8). You’ll be glad you did!

Let Us Take Care of Your Weekend!

Cachuma Lake Eagle Cruise with Nature Center & Picnic (page 10)
Saturday, January 18, 2014
Depart from SMC’s Bundy Campus on a luxury motorcoach and spend the day exploring wildlife at Lake Cachuma, nestled amid the picturesque Santa Ynez and San Rafael Mountains. Picnic lunch is included!

SANTA MONICA COLLEGE
COMMUNITY EDUCATION
WINTER 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 commed.smc.edu or call the SMC Community Education office at (310) 434-3400.

HOW TO REGISTER FOR CLASSES:

ONLINE
commed.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
Winter 2014

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 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 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 third class field trip to learn about, choose, and purchase additional materials for the remainder of the course.
$199 | Terri Bromberg
SMC Main Campus, Art 124
Fri 9:00a – 2:00p Jan 10 – Feb 7

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 Jan 11 – Feb 8

Art Experiences for Non-Artists
Experience how it feels to be an artist. Let a gentle specialist in healing creators’ block guide you through step-by-step drawing, painting, and creativity exercises in a relaxing, supportive, fun atmosphere. Feel the incredible high of finding the secrets that unlock the artist in you. If you’re an absolute beginner—or someone who’s become separated from your art—here’s the class to begin your art journey! If you’re an ‘Art Experiences’ grad, come reconnect or step up to your next level! Bring a 6B drawing pencil and a sketchbook of any size to class.
$85 | Marey Barthoff
SMC Main Campus, Art 126
Sat 1:00p – 4:00p Jan 11 – Feb 8

Creating Comics & Graphic Novels
Want to create your own comic book or graphic novel? In a hands-on workshop, combining lectures, demonstrations, and lots of hands-on training, learn the basics of the entire creative process, including concept and script development, page layout, various pencil and ink techniques, printing, publishing, and marketing. Whether you're putting together a 10-page autobiographical ashcan or a 200-page superhero manifesto, this workshop shows you how to do it! Materials fee $5 at class.
$89 | Neal Yamamoto
SMC Bundy Campus, Room 440
Sat 10:00a – 12:30p Jan 11 – Feb 8

Creating Comics & Graphic Novels, Part II
Improve your penciling and inking techniques and expand your writing and visual storytelling skills to make your comic books and graphic novels spark! Explore how to create your own characters and stories—and complete a concept bible and/or an 8-page mini-comic/ashcan—in this very hands-on workshop, which mixes lectures, demonstrations, and technique development. All levels of art experience welcome, but novices are encouraged to first take “Creating Comics & Graphic Novels.”
$89 | Neal Yamamoto
SMC Bundy Campus, Room 440
Sat 1:00p – 3:30p Jan 11 – Feb 8

DRAwing

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 – 9:00p Jan 7 – Feb 11

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 Jan 7 – Feb 11

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 $5 at class.
$99 | Arlene Weinstock
SMC Emeritus College, Room 205
Tue 7:00p – 9:30p Jan 7 – Feb 11

Photography

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 “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. Alameda St. Los Angeles
Sat 9:00a – 4:00p Jan 18

Night Lights @ Santa Monica Pier
Ever wondered how to capture the gorgeous nightscape without the use of flash? Learn how to take photographs at the iconic Santa Monica Pier at night using just the available light! Using a time exposure, see how it affects the colorfully-lit moving Ferris Wheel! This hands-on workshop begins at SMC’s main campus with a review of technical procedures for nighttime photography, then puts what you’ve learned to work at Santa Monica Pier. You’ll receive one-on-one guidance from your instructor, giving you the chance to expand your knowledge and produce awesome works of art. Please bring your camera, tripod, jacket/ sweater, water, snack, cell phone, small flashlight or camping headlamp.
$79 | Brian Leng
SMC Bundy Campus, Room 235
Sat 3:00p – 8:00p Feb 1

ON THE NET
Looking for online classes?
See our listings on page 19
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 217
Wed 6:30p – 9:30p Jan 8 – Feb 12

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 | Larry Jones
SMC Bundy Campus, Room 217
Thu 6:30p – 9:30p Jan 9 – Feb 13

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 Jan 11 – Feb 8

Black & White Printing – Advanced

Prerequisite: Basic Black and White Printing – Beginning, or instructor’s consent. Refine your skills in creating high-quality black and white prints. You will have a chance to tap the know-how of an experienced photographer and learn special techniques that can make your images stand out. A trained lab technician will be on hand the entire class meeting to answer questions while you work in the lab. The lab features high-quality chemicals and an individual enlarger for each student. Bring your supplies along to the first class meeting. Attending the first class meeting is mandatory. Materials fee of $25 included in registration fee.

$119 | Sean McDonald
SMC Main Campus, Drescher Hall 127
Sun 2:00p – 6:00p Jan 12 – Feb 9*
*No class on Jan 19.

Crafts

DIY Valentine Cards – Stamp & Print Making

In these times of texting, email, and cell phones, it’s wonderful to actually send and receive handmade greeting cards! In a fun hands-on workshop, learn how to make your own printing stamp and use it to create and communicate. These small pieces of art are also great to frame and display at home or give as gifts for those special Valentines. Leave with finished pieces and know how to make more on your own. Materials fee $10 at class.

$49 | Louise Marler
SMC Main Campus, Art 126
Sat 10:00a – 1:00p Feb 8

FLORAL ARTS

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 Jan 11 – Feb 8

JEWELRY

Jewelry Design – Pearl Knotting

Learn the traditional technique for knotting pearls and gems. Floating? necklace designs are timeless like the ones you’ve seen in Style magazine. Create your own unique design that will harmonize any look! Bring to class flat nose pliers, scissors, egg carton, ice tray or container to separate your beads and a small towel to work on. Reading glasses helpful. Materials fee $30 at class.

$39 | Doria Ragland
SMC Bundy Campus, Room 440
Wed 6:30p – 9:30p Jan 22

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.

$39 | Doria Ragland
SMC Bundy Campus, Room 440
Wed 6:30p – 9:30p Jan 22

Introduction to Basic Mindfulness

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

$89 | Betzi Richardson
SMC Bundy Campus, Room 216
Wed 7:00p – 9:00p Jan 8 – Feb 12

The Brain Class – A Blueprint for Brain Fitness

Learn exciting new “brain power” exercises to boost your mental focus, create healthier brain cells, and even be less forgetful. Gain knowledge of specific actions that threaten but your brain will be invigorated! Come to this popular seminar and discover secrets to energizing your brain cells so they can last your lifetime. This class will be a combination of lecture and seated activity. Materials fee $40 at class.

$39 | Trish Lay
SMC Bundy Campus, Room 236
Tue 6:30p – 8:30p Jan 7 – Feb 11

Enrichment

The Laughing Warrior

Self awareness meets comic relief as you explore—through laughter and fun—how to break down your fears and open your mind to taking risks. Help those negative thought patterns disappear and let your authentic self emerge. Various improvisational exercises will lead individuals to learn to forgive, find love for yourself, examine your values, and create the life you truly want. Emerge as the warrior you were meant to be: laughing! Materials fee $10 at class.

$99 | Trish Lay
SMC Bundy Campus, Room 236
Tue 6:30p – 8:30p Jan 7 – Feb 11

Enrichment

Bead & Jewelry Basics

JEWELRY

Jewelry Design – Pearl Knotting

Learn the traditional technique for knotting pearls and gems. ‘Floating?’ necklace designs are timeless like the ones you’ve seen in Style magazine. Create your own unique design that will harmonize any look! Bring to class flat nose pliers, scissors, egg carton, ice tray or container to separate your beads and a small towel to work on. Reading glasses helpful. Materials fee $30 at class.

$39 | Doria Ragland
SMC Bundy Campus, Room 440
Wed 6:30p – 9:30p Jan 22

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.

$39 | Doria Ragland
SMC Bundy Campus, Room 440
Wed 6:30p – 9:30p Jan 22
Family

The Lifelong Impact of Adoption
Gain valuable insight into the many emotional and psychological factors that affect everyone involved in an adoption, whether you are adopted, an adoptive parent, a birth parent who placed a child for adoption, or an individual considering an adoption. In a sensitive and supportive environment, find out about the myths surrounding adoption and how to counter them, the history of adoption practices, the changes in the adoption field, the future of adoption, and the dynamics of reunion relationships. Your questions and comments will be welcomed and addressed.

$35 | Marlou Russell
SMC Bundy Campus, Room 213
Sat 1:00p – 4:00p Jan 25

Home & Garden

Women’s Auto Workshop
Ever had a dead car battery, but didn’t know how to jump it? Find out from another woman how NOT to be a damsel in distress when it comes to your car. In a nonjudgmental atmosphere, learn the basics of how a car works, simple maintenance procedures—like checking fluid levels and tire pressures—that can help save you money on car repairs, and how to speak and understand basic auto repair lingo. And, of course, learn how to deal with a dead battery. By knowing what to do, you could be on your way in less time than it takes to call and wait for roadside assistance! This is a very hands-on workshop, so wear clothes you won’t mind getting dirty, and closed-toe shoes for safety. Class size is very limited, so sign up early! Bring your car and car owner manual (if available) to class, along with your coffee mug. Morning coffee and donuts and midday lunch included in class fee. Materials fee $15 at class.

$59 | Xandria Slater
SMC Bundy Campus, Room 123
Sat 9:00a – 4:30p Jan 25

Landscaping Design & Construction
Find out from a featured landscaper on HGTV’s “Interactive Landscape’s 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 Rhaphiolepis plant, and pruning shears.

$59 | Charlotte Chen
SMC Bundy Campus, Room 236
Sat 9:00a – 2:00p Feb 1 – Feb 8

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
Wed 7:00p – 9:00p Jan 8 – Feb 12

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 Jan 9 – Feb 13

Languages

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 Jan 7 – Feb 11

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 Jan 7 – Feb 11

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 Montepuepe
SMC Bundy Campus, Room 235
Tue 6:00p – 8:45p Jan 7 – Feb 11

Music

Popular Keyboard for Beginners
Want to play popular music on your electronic keyboard? Find out what you need to know to get started, from how to simplify sheet music to reading the treble clef, basic rhythms, and key signatures. You’ll even learn how to add chords for harmony. Even if you’ve never played before—no previous piano experience is necessary—you’ll soon be having fun! Bring your keyboard with fresh batteries to class. Materials fee $10 at class.

$89 | Sarah Olim
SMC Bundy Campus, Room 236
Mon 6:30p – 9:30p Jan 6 – Feb 10*
*No class on Jan 20.

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.

$79 | Heather Lyle
SMC Bundy Campus, Room 435
Thu 6:45p – 8:45p Jan 16 – Feb 13

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...
**Health & Fitness**

**Trips, Tours & Excursions**

**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. At the Universal Studio’s stop we will attend the Annual Re-Enactment of the Treaty of Cahuenga Signing and celebrate the 166th anniversary of the historic signing. 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 | Jan 12

**Cachuma Lake Eagle Cruise, with Nature Center & Picnic**
Discover glistening Lake Cachuma, set amid acres of wilderness, and flanked by the picturesque Santa Ynez and San Rafael Mountains north of Santa Barbara. It’s an area teeming with wildlife, so you may get the chance to see deer, bald eagles, hawks, and possibly even a fox! During an especially beautiful time of year at the lake, enjoy a relaxing, 90-minute cruise led by an expert naturalist. Stop by the Nature Center, set in a picturesque ranch house, and view exhibits featuring the area’s trees, wildflowers, mammals, and birds. Learn about the Chumash tribe, from its origins to its presence today. You’ll also enjoy a picnic lunch in a scenic country setting as part of the day’s excursion. Wear comfortable walking shoes and casual clothes. The boat has both shady and sunny areas to choose from, but a hat and a sweater or light jacket are recommended, as it can feel cool on the water. And remember to bring your camera! 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.

$85 | Good Times Travel
Sat 9:00a – 7:00p | Jan 18

**Watt’s Towers & Heritage Square Museum**
Spend a day with a commercial photographer exploring Watt’s Towers, Heritage Square Museum, and other 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. Alameda St. Los Angeles
Sat 9:00a – 4:00p | Jan 18

**Night Lights @ Santa Monica Pier NEW!**
Ever wondered how to capture the gorgeous nightscape without the use of flash? Learn how to take photographs at the iconic Santa Monica Pier at night using just the available light! Using a time exposure, see how it affects the colorfully-lit moving Farris Wheel! See the Night Lights @ Santa Monica Pier listing in this schedule’s Photography section for additional details.

$79 | Brian Leng
SMC Bundy Campus, Room 235
Sat 3:00p – 8:00p | Feb 1

**Pasadena City Tour & Wrigley Mansion with L.A. Guide & Tea Lunch**
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 | Kathy Levyn
SMC Emeritus College, Room 304
Thu 7:00p – 8:30p | Jan 9 – Feb 13

**Writing**

**How to Write Funny**
Humor writing is not just talent; it’s a skill you can learn, hone, and then rely on every time you sit down to write. If you write screenplays, essays, stories, or reports, this is the workshop for you! Through lectures, innovative writing exercises, and “group write” sessions, find out how to give scripts, prose, stand-up acts and even business presentations—a comedic flair that works!

$99 | Jonathan Solomon
SMC Bundy Campus, Room 239
Thu 6:30p – 9:30p | Jan 9 – Feb 13
energy, strength, and focus. You will also receive individual attention from the instructor. With a practical approach to teaching body postures, this class is friendly to beginners and experienced students alike, as well as those who do not consider themselves flexible enough to attempt yoga. Wear comfortable clothing and bring a towel and a yoga mat to class.

$69 | Jane Zingale
SMC Emeritus College, Room 308
Mon 6:30p – 8:00p Jan 6 – Feb 10*
*No class on Jan 20.

**LOW BACK STRENGTH AND STRETCH – Jackline Daneshrad**

I loved it! There is such an interesting combo of ballet, yoga, physical therapy and more that she clearly has expertise in all of it!
—April S.

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 6:30p – 8:00p Jan 7 – Feb 11
Thu 6:30p – 8:00p Jan 9 – Feb 13

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 Jan 8 – Feb 12

### 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 heat 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 Jan 16

### Sports & Self-Defense

**Hoop Fitness**

Come laugh and play as you learn how to use a hoop to strengthen your core and tone your whole body. Find out how you can burn off 400-600 calories an hour, and develop your creativity and self-expression through easy hoop-dance movements. Sign up right away! This class is so much fun, you’ll forget it’s exercise! No prior experience is necessary. Bring to class your own adult-size hoop, or rent a hoop ($10 for ‘in class’ use only) from your instructor.

$69 | Joy Axeford
SMC Main Campus, Gym 100A
Sat 11:00a – 12:00p Jan 11 – Feb 8

**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 Jan 8 – Feb 12

### Enrichment

**Drawing with Pencils & Pastels**

Do you love to draw? Develop your basic drawing skills using colored pencils and chalk pastels. Learn about color, shape, and composition as you work from a variety of subjects, including fun and interesting still lifes. It’s a great way to develop and express your unique and creative imagination and artistic vision.

AGES 5 – 8

$59 | Anne Newbery
SMC Bundy Campus, Room 329
Sat 1:00p – 2:00p Jan 11 – Feb 8

**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 heat 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 Jan 16

**Fundamentals of Horsemanship**

Learn the basics of horsemanship 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 Jan 11 – Feb 15
Sun 1:00p – 2:00p Jan 12 – Feb 16

**STRETCH – Jackline Daneshrad**

Bring to class your own adult-size hoop, or hoop-dance movements. Sign up right away! This class is so much fun, you’ll forget it’s exercise! No prior experience is necessary. Bring to class your own adult-size hoop, or rent a hoop ($10 for ‘in class’ use only) from your instructor.

$69 | Joy Axeford
SMC Main Campus, Gym 100A
Sat 11:00a – 12:00p Jan 11 – Feb 8

**Self-Defense**

Introduce yourself to the movements, self-defense techniques, and acrobatics of the Afro-Brazilian martial art Capoeira. Train in movements such as the Gingga (swing), and practice fundamental Capoeira kicks, escapes, and attacks with partners in a safe, supervised environment. With a focus on proper alignment when striking, injury prevention, and strengthening core muscles, this Capoeira course is also a great cardiovascular and toning workout! Wear comfortable, loose-fitting clothes you can move in easily.

$59 | Philip Hernandez
SMC Main Campus, Gym 4
Sat 2:30p – 4:00p Jan 11 – Feb 8

**Animation Creators: Stop Motion (Ages 5 – 8)**

NEW! Work with your favorite toys to create fun and original animations! Learn how to bring objects and backgrounds to life to create imaginative stories. As you create a short animated film with your fellow classmates, you’ll find out about camera angles, storyboards, scripting elements, and theme.

Bring to class any toys or other objects you want to animate and include in your movie. Bring a blank memory stick/flash drive to the last class for your finished project.

$140 | FRESHi Staff
SMC Bundy Campus, Room 435
Tue 3:30p – 5:30p Jan 7 – Feb 11

**Plan Ahead!**

**SAT Test-Prep Course starts FEBRUARY 22**

Class will include two mock SAT exams.
Professional Development

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 228
Sat 10:00a – 12:30p Jan 25

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-downloads 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 228
Mon 6:30p – 9:30p Feb 3

Make Extra Income: Auto Wholesale Business from Home

Supplement your income through buying and selling wholesale cars from home. In this DMV-approved course, find out what is required to become a licensed auto dealer and operate a profitable used car business from your computer. Discover how and where to buy cars at wholesale prices, and how to sell them at retail prices for good profits. Learn 6 techniques you can use to generate cashflow. You’ll receive a list of more than 300 dealer-only auctions across the USA selling cars below wholesale. A DMV certificate of completion—which qualifies you to take the California Vehicle Dealer/Autobroker exam—will be awarded upon successfully completing the course. Materials fee $20 at class.

$89 | Wayne Williams
SMC Bundy Campus, Room 440
Wed, Thu 6:00p – 9:00p Jan 15 – Jan 16

Career Enhancement

What Were You Born to Do?

Find out which of 33 natural talents is the subtle, yet powerful source of your highest potential. Expressing your natural talent ignites passion—relentlessly pursuing it evolves into your destiny. Oprah and Einstein are just two examples of people just ‘doin’ what comes naturally,’ so come discover YOUR natural talent, how to develop it, how to apply it to all aspects of life, and why it is the source of everything you desire. Materials fee $40 at class.

$55 | Curtis Adney
SMC Bundy Campus, Room 213
Fri 1:00p – 5:00p Jan 24

Organizational Skills for Nannies, Au Pairs, and Caregivers

NEW! 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 are 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 240
Mon 6:30p – 9:30p Feb 3 – Feb 10

Computer and Internet Courses

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
Tue 6:30p – 9:30p Jan 7 – Feb 11

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
Wed 6:30p – 9:30p Jan 8 – Feb 12

Design & Publish Your Own Websites

Prerequisite: Familiarity with Adobe Photoshop. Take the mystery out of website design. Find out what you need to know about the operations and file requirements for creating and publishing your own webpages. Learn the process and the procedures to follow to successfully post web content.

$229 | Gregory Van Zuyen
SMC Bundy Campus, Room 127
Thu 6:30p – 9:30p Jan 9 – Feb 13

Adobe Photoshop, Illustrator, and Websites 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.
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 how to use computer hardware, software, and search 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 Feb 1

### 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 formulas, 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 Utas**  
SMC Bundy Campus, Room 127  
Sat 2:00p – 6:00p Feb 1

### 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 CD’s), a notebook, and a pen to class. Course guide and files of practice exercises included in registration fee. Bring a sack lunch.

**$119 | Odeimar Valdivia**  
SMC Bundy Campus, Room 127  
Fri 9:00a – 4:00p Feb 7

### 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 certified 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 Spring 2014, look for our next Public Works Projects class.

### Prevailing Wage: Tips You Need Before You Bid

**NEW!** 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. Part of the Secrets of Public Works Projects Series. Materials fee $20 at class.

**$395 | Marjorie Gayle**  
SMC Bundy Campus, Room 235  
Sat 9:00a – 1:00p Jan 11 – Feb 8

### Money Management

#### Smart Money Fundamentals

Learn how to invest intelligently and profitably to secure your financial future. Find out how to select a financial advisor, and what you need to know about annuities, bonds, gold, mutual funds, stocks, real estate, and Social Security. Pick up tax-saving 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 Jan 22 – Jan 29

#### 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 236  
Wed 6:30p – 8:00p Jan 29

### Investment Bootcamp

**Retirement Plans – Mutual Fund – Annuities:** Whether you’re a beginner or an experienced investor, here’s a practical way to evaluate and judge investment choices. Find out about the mechanics and potential return on mutual funds, annuities, stocks, bonds, and real estates. Discover tax strategies that allow you to keep more of what you earn. Learn the secrets of the money-management principles used by successful investors such as Warren Buffet, Benjamin Graham, and Peter Drucker. If you have any sort of retirement account—a 401(k), 403(b), or IRA, for example—this class is a must!

**$49 | Searchlight Financial Staff**  
SMC Bundy Campus, Room 228  
Tue 6:30p – 9:00p Feb 11

### Social Media

#### 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 236  
Wed 6:30p – 9:30p Jan 22

### Secrets of Social Media & Internet Marketing

Discover tips and techniques to promote your business effectively online. Learn how to use Google AdWords and search features to drive traffic to your website. Find out how to make the most of social media sites (Facebook, Twitter, etc.) to help generate business and increase sales. Learn how to use a landing page for special promotions and offers, what makes a successful email newsletter, and more! Materials fee $30 at class.

**$45 | Bob Cohen**  
SMC Bundy Campus, Room 236  
Thu 6:30p – 9:30p Feb 6

### Internet Marketing for Writers and Authors

**NEW!** Marketing your own work is the new normal for freelance writers and self-published authors. Whether you write fiction or nonfiction, come learn 8 steps for marketing your writing on the Internet. Find out how to use social media to develop audience relationships, and how building an audience can attract the interest of a print publisher. You’ll also receive a list of websites looking for writers to hire now for freelance assignments. Materials fee $30 at class.

**$45 | Bob Cohen**  
SMC Bundy Campus, Room 236  
Wed 6:30p – 9:30p Feb 12

### 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.
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, January 15

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

SMC Community Education | commed.smc.edu | 310-434-3400
ONLINE COMPUTER CLASSES

COMPUTER COURSES

Digital Photography Output $95
PC Troubleshooting $95
Introduction to Oracle (Windows Only) $95
Photoshop 7 for the Absolute Beginner (Windows Only) $95
Introduction to Photoshop 7 $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) $95

INTERNET COURSES

Introduction to the Internet $95
Creating Web Pages $95
Designing Effective Websites $95
Introduction to Adobe Premiere 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

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

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 smedriversedonline.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

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 jobs and careers it can lead to, please send email to the program coordinator, Ken Baldwin, M.Ed (kbfp@yahoo.com). Please visit www.ufs.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

SMC Community Education | commed.smc.edu | 310-434-3400
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

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 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

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

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.)
ORGANIC GARDENING – Christy Wilhelmi

I learned so much in a 4 session class, I was amazed. Christy’s knowledge is vast and she willingly shares it all. Her enthusiasm motivates you to get planting, even if you have never grown anything.
—Patricia W.

CREATIVE WRITING – Monona Wali

Monona Wali is a gift to be able to have as a teacher—extremely insightful and caring to each individual on their own level.
—Deborah C.

COMMERCIALS, IMPROV, ACTING AND FILM – Priscilla Barnstable

Love this class! Very helpful and supportive.
—Laura S.

ADOBE PHOTOSHOP – Gregory Van Zuyen

Great instructor. Steve Jobs #2. Genius.
—L. Katz

PASSPORT TO RETIREMENT – Paul Heising

Everyone contemplating retirement should absolutely take this class!
—Ann G.

INTRO TO DRAWING – Freddie Manseau

This is a very nice class. The teacher is not overstructured but presents very specific problems with good instruction and feedback.
—Peter D.

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 January 19 and 20.

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

CLASS LOCATIONS/PARKING:

SMC Main Campus – 1900 PICO BLVD.
PERMIT/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.

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 6 pm may vary. Head-in parking only.

West Los Angeles College – 9000 OVERLAND AVE., CULVER CITY
Parking is enforced 7 days a week. Students may purchase a daily parking permit for $2 from permit dispensing machines (use one dollar bills or quarters only) located in each parking lot. For your convenience, you may buy a semester-long WLAC parking permit for $20 (strictly cash only, in person) from the Westside Extension Office.

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

Schedule prepared by SMC Office of Marketing

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SMC COMMUNITY EDUCATION | WINTER 2014
REGISTRATION FORM

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

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.

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