

Santa Monica College Professional Development

# SMC | Extension

SPRING 2019



Career Development and Professional Training and Certification  
Hands-On Workshops and Online Courses  
Ongoing Registration at [commed.smc.edu](http://commed.smc.edu)

## A MESSAGE FROM THE DIRECTOR

As the former Director of the SMC Small Business Development Center (SBDC), I've had the opportunity to gain a well-rounded understanding of the challenges of growing and maintaining a small business. The challenges facing small businesses are numerous. And although there are many resources available for aspiring and current small business owners, sorting through the various online portals can be daunting and time consuming.

Fortunately, SMC Extension offers several courses that target the needs of both aspiring entrepreneurs and small businesses. Our **Business Planning, Bookkeeping, Quick-Books Series**, and **Internet Marketing** classes are ideal for anyone considering starting a business or current businesses whose strategic plans for success includes developing employees' skills.

Yes — developing employees' skills can greatly benefit the bottom line for any organization. Investing in your organization by building employees' skills can result in a return on investment that's immeasurable. And taking advantage of SMC Extension's "Preferred Partner Program" can often help reduce the training cost for the business and employee.

Offering quality learning opportunities across all segments of our programming is a top priority, since our ability to offer innovative programming at a fair price is what makes SMC Extension and Community Education relevant.

With our priorities clear, we've been busy seeking opportunities to collaborate with SMC's academic faculty to uncover new ways to leverage the College's resources fully. We've also sought out ways to expand our online training through our trusted partners **Ed2go** and **Simplilearn**. And we will continue to give extra attention to opportunities to expand our professional development courses as we strive to serve a wide cross-section of the local community.

We will be adding more professional development and entrepreneur-focused courses in the future, but for now, please check out our various programs in this catalog, including our new unique offering, training in "Digital Sales and Marketing Basic Certification."

Michelle King  
Director of Career & Contract Education



## Santa Monica College Extension's "Preferred Partner" Program

Join more than 200 local employers who have partnered with Santa Monica College to promote lifelong learning throughout the community. SMC Extension courses are designed for working professionals and are offered in a variety of convenient formats — evenings, weekends, online, or on-campus — all designed to meet the needs of the community. We are now partnering with businesses, state agencies, and professional associations to develop and deliver a wide variety of employee learning and development programs — from one-day workshops to short-term certificate programs.

### BENEFITS OF BECOMING A PREFERRED PARTNER

As a **Preferred Partner**, your employees will receive a minimum 10% discount on all SMC Extension courses and selected SMC Community Education courses. The courses being offered are in high-demand areas, including Art, Photography, Crafts, Dance, Fitness & Relaxation, Business & Finance, Career Enhancement, Certificate Programs, Professional & Career Development, Business Planning, QuickBooks, and Social Media.

### CUSTOMIZED & CO-BRANDED COURSE OFFERINGS

Our team is available to assist your organization with structuring customized offerings. Based on your needs, we can create course offerings that are consistent with your organization's goals for employee development. These custom offerings can be made available for a set number of employees and/or available for a set range of time. The cost of these courses can be easily processed as one single transaction that is funded by your company, or offered at a discounted rate to your employees.

### APPLY TODAY!

Interested in becoming a **Preferred Partner**? We would welcome the opportunity to learn more about your organization's employee development needs. Becoming a **Preferred Partner** is easy. Please contact Michelle King, Director of Career and Contract Education, at 310-434-3400.

Go to [commed.smc.edu](http://commed.smc.edu) to browse the SMC Extension and Community Education offerings.



Santa Monica College Professional Development  
**SMC | Extension**

## ABOUT SMC EXTENSION

SMC Extension is a self-sustaining department within the Department of Academic Affairs. As part of the Community Education, the SMC Extension program is not supported by the College's general fund, and operates on the revenues generated from course registration fees.

The mission of SMC Extension is to offer opportunities for the community at large to participate in career-focused lifelong learning courses through a not-for-credit format. Many of the professional development training programs offer industry-recognized certificates of completion. The SMC Community Education Department maintains records of all certificates issued. However, not-for-credit courses do not earn college credit, and transcripts or grades are not maintained.

Leveraging educational resources to deliver workforce training resources to the local community is the over-arching goal of the SMC Extension program.

### OFFICE LOCATION

SMC Community Education  
SMC Bundy Campus  
3171 S. Bundy Dr., Room 112  
Los Angeles, CA 90066

### SMC ADMINISTRATION AND STAFF

Dr. Kathryn E. Jeffery, Superintendent/President  
Dr. Jennifer Merlic, Vice President of Academic Affairs  
Michelle King, Director, Career & Contract Education

### SMC COMMUNITY EDUCATION STAFF

Alice Meyering, Tymia Yancy

### Schedule prepared by

SMC Marketing and Communications

### SMC BOARD OF TRUSTEES

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



## Table of Contents

<b>PROFESSIONAL DEVELOPMENT</b>	<b>4</b>
Aviation	4
Business and Finance	4
Certificate Program	4
Computer and Internet Courses	7
Entrepreneurial Training	9
Health Professions	10
Self Development	10
Money Management	11
Notary Public/Renewal	11
Real Estate	17
<b>REGISTRATION INFORMATION</b>	<b>18</b>

## HOW TO REGISTER FOR CLASSES:



### ONLINE

[commed.smc.edu](http://commed.smc.edu)



### PHONE

310-434-3402



### EMAIL

[smcext@smc.edu](mailto:smcext@smc.edu)



### IN PERSON

By appointment only.

SMC Bundy Campus

3171 S. Bundy Drive, Room 112

Los Angeles, CA 90066

# 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!

## AVIATION

### Commercial Drone Pilot Training

*Prerequisites: Must be 18 years or older with at least a high school diploma or equivalent.*

Looking for a truly modern career? Become a commercial drone pilot! Prepare for the FAA exam to become a Remote Pilot in Command (RPIC), learn hands-on how to pilot small Unmanned Aerial Systems (sUAS), and train in an externship providing real-life situations with established Commercial sUAS operators. This program is designed to prepare you to perform the duties of a Commercial RPIC required in any commercial drone setting, such as public safety, cinematic, realty, construction, transportation, and surveying. This unique 3-part program consists of:

#### Part I: FAA Part 107 RPIC Exam

**Course:** A 21-hour lecture preparation for the FAA Part 107 Remote Pilot in Command Exam;

**Part II: sUAS Pilot Training Course:** A 16-hour "hands-on" training course in piloting sUAS;

**Part III: Externship:** A 120-hour externship assisting established Commercial sUAS operators in real-life situations, to be scheduled and completed within 6 months after successful completion of Part 1&2.

To pass this program, you must score a minimum of 70 percent on the final exam (FAA Part 107 Exam). A certificate of completion is awarded upon successful completion of the 3-part course. Course includes all classroom lab materials and textbooks.

\$1,700 | Flying Lion, Inc. Staff

**Info Session:** SMC Bundy Campus, 123  
Sat 10:00 a.m. – 2:00 p.m. Feb 2

**Part I:** SMC Bundy Campus, 216  
Sat 8:00 a.m. – 4:00 p.m.  
Feb 16 – Mar 2

**Part II:** SMC Main Campus, Gym 100  
Sat 8:00 a.m. – 5:00 p.m.  
Mar 9 – Mar 16

**Part III:** 120-hour Externship

## BUSINESS AND FINANCE

### Property Management-Residential, Commercial, Industrial

Are you interested in entering the property management business, or a current manager looking to update your skill set? In a class designed to give you an overview of the property management business, learn about the residential, commercial, and industrial business sectors. Also, gain a management perspective from a property owner managing a single property, an investor managing a portfolio, and a property manager representing an owner as a third-party manager. The course is aimed to educate beginners and mid-level professionals who are interested in entering the property management business or exiting managers looking to update their skill set. Materials fee \$20 at class.

\$199 | Donyea Adams  
SMC Bundy Campus, 213

Sat 9:00 a.m. – 4:00 p.m.  
Apr 20 – Apr 27

### Make Extra Income: Auto Wholesale Business from Home

Supplement your income through buying and selling wholesale cars from home. In this DMV-approved course, find out what is required to become a licensed auto dealer and operate a profitable used car business from your computer. Discover how and where to buy cars at wholesale prices, and how to sell them at retail prices for good profits. Learn 6 techniques you can use to generate

cashflow. You'll receive a list of more than 300 dealer-only auctions across the USA selling cars below wholesale. A DMV certificate of completion—which qualifies you to take the California Vehicle Dealer/Autobroker exam—will be awarded upon successfully completing the course. Materials fee \$25 at class.

\$99 | Wayne Williams  
SMC Bundy Campus, 216

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

## CERTIFICATE PROGRAM

### Certificate in Alternative Dispute Resolution (ADR): Mediation, Arbitration, and Negotiation

Learn the skill and art of conflict resolution in a class for anyone who needs or wants a practical understanding of how to resolve disputes. Explore the fundamentals of negotiation, mediation, and arbitration, also known as Alternative Dispute Resolution (ADR). Whether you need to manage disagreements among co-workers, gain confidence in your ability to negotiate with others, or smile at the thought of bringing peace to the family dinner table, this class is for you. You will learn the theory behind effectively negotiating, mediating, and/or arbitrating disputes and spend a significant part of each class applying those theories through role-playing exercises. A certificate of completion is awarded upon satisfactorily completing the course.

**Week 1: Legal Systems and Basics of Dispute Resolution** Gain the foundation you need to understand how ADR processes work by learning about legal systems throughout history and the world, in-depth information about the U.S. federal and state legal systems, and the hierarchies of authority that guide how disputes are resolved in this country. Also, learn a process for organizing case facts and identifying issues that will probably have to be resolved to fix the problem being addressed.

*continue on page 7...*

## Become a Commercial Drone Pilot

# DRONE PILOT STUDENTS IN FIELD GETTING EXPERIENCE

**A**drian Harewood has been in the finance field ever since receiving his bachelor's degree in economics from UCLA. But now he is working toward a dramatic career shift into the nascent but growing commercial drone pilot industry.

Harewood is among the 15 students in SMC Extension/Community Ed's first Commercial Drone Pilot Training program, which was launched last fall. The program is taught in three modules: Preparation for the Federal Aviation Administration's Remote Pilot in Command Exam; hands-on flight training; and a 120-hour externship at a commercial drone company. All 15 students passed the FAA exam and all are currently serving their externships.

"I've always had an interest in aeronautical engineering and I wanted to take a look at an infant but burgeoning field for a career change," Harewood said. "I don't want to be stuck behind a desk, and there's a fun element to piloting drones."

Harewood is right to say the opportunities for drone pilot careers are growing. The Federal Aviation Administration projects the commercial, small drone fleet is set to grow from 110,000-plus in 2017 to almost 452,000 in 2022. The number of commercial remote pilots is set to increase from 73,000-plus in 2017 to 301,000 in 2022.

Typical of a job opportunity was a recent listing on indeed.com for a drone pilot with 0 to 3 years experience paying \$30 to \$40 an hour as a contract worker. Barry Brennan, instructor of the course at SMC, said most drone pilot jobs work on a contract basis.

Brennan, owner of Redondo Beach-based Flying Lion, Inc., said his first class at SMC was diverse, ranging in age from 18 to 64, with one-third women and several couples.

"Students are motivated before they get to us," Brennan said. "There's a high level of interest so the class has worked out really well."

Brennan believes one of the reasons the field is growing so fast is that the applications for drone use are increasing rapidly. Among those who use drones are law enforcement agencies, property developers, energy companies, nature preserves and environmentalists, cinema, agriculture and more. In Los Angeles, he said the demand for drones "has gone up dramatically in the past few months" related to the recent, devastating wildfires, particularly in the insurance industry.

Student Harewood has been doing his externship with Sky Ladder Drones in Torrance. Recently a group of externs went out with company owner Steven Katz on a building inspection job of a downtown Los Angeles building. Harewood was also part of a team that mapped the 100-acre Point Dume Club community of Malibu, which lost homes in the recent Woolsey Fire.

But Harewood, who runs his own financial consulting practice and who says he is not "quitting his day job yet," hopes to turn his piloting skills into work with a nonprofit. He's still not sure in which direction, but noted that environmental organizations and governments are using drones for biological research and preservation, anti-poaching activities in Africa, and more.

Brennan, meanwhile, has enjoyed not only running his business but also teaching drone piloting.

"I just love the teaching aspect of it—particularly the ah-ha moment when the students get it," he said.

Katz, Sky Ladder owners, says the SMC externs working with him "are well trained, professional and excited to be learn in the field."

Brennan sees another advantage to commercial drone pilot training.

"Drones are going to be the way to get people excited about aviation," he said, noting that the industry is facing a shortage of trained commercial pilots. "It's a great gateway to get into flying."



*Barry Brennan will teach Commercial Drone Pilot Training beginning Feb. 16 and again March 9. He will also have an informational table at SMC Community Ed's Open House on Feb. 2. For more information, email [commed@smc.edu](mailto:commed@smc.edu).*



Santa Monica College Professional Development

# SMC | Extension

## Computer Literacy for Absolute Beginners

- Increase your market value exponentially
- Learn high-demand skills
- Improve credibility
- Increase competency & productivity
- Receive a Certificate of Completion from SMC Extension

### Next Training:

February 23 thru March 9, 2019

**3 Fridays, 4 hours per meeting, for a total of 3 weeks**

### WHERE

Santa Monica College  
Bundy Campus  
3171 S. Bundy Dr  
Los Angeles, CA  
90066

### COST

\$139.00

In today's job market, computer literacy is the key to workplace success. This course is designed to equip you with concrete and applicable knowledge on programs such as

- MS Word
- MS Excel
- MS Power Point

Training will provide a broad and basic knowledge of browsers, emails, file management, and more.

The first part of this course will start with an introduction to everyday computer basics. The second part of the course will familiarize you with crucial skills through exercises such as creating simple documents, spreadsheets, sample resumes, and budget sheets.

*This is a hands-on class, with each student working at an individual PC computer.*

**Questions? Contact SMC Extension**  
**310-434-3402 or email [smcext@smc.edu](mailto:smcext@smc.edu)**

**Be the Best  
in the Business!**

\*\*\* CALL FOR CURRENT SCHEDULE \*\*\*

**SMC Extension Santa Monica College**  
310-434-3402 | [smcext@smc.edu](mailto:smcext@smc.edu)  
[commed.smc.edu](http://commed.smc.edu)  
1900 Pico Blvd  
Santa Monica, CA 90405

**Week 2: Negotiation** Prepare yourself for all kinds of situations and personalities by learning the three different types of negotiations: hard bargaining, soft bargaining, and principled negotiation. Then practice what you learn through role-playing exercises where you will be the negotiator.

**Week 3: Mediation** Learn the three types of mediation — facilitative, evaluative, and transformative — and participate in a team exercise in which you will be the mediator.

**Week 4: Arbitration** Discover how the arbitration process works by learning how to spot case issues, make opening arguments, question witnesses, and make closing arguments. Then put that information into practice by being on a trial team that conducts an in-class arbitration.

**Week 5: Lawsuits and ADR Careers** Learn how Superior Court trials work and find out how non-lawyers can become professional mediators and/or arbitrators/hearing officers.

\$299 | Robert Klepa  
SMC Bundy Campus, 217

Thu 6:30 p.m. – 9:30 p.m.  
Apr 18 – May 16

## COMPUTER AND INTERNET COURSES

### Computer Literacy for Absolute Beginners

In today's job market, computer literacy is the key to workplace success. This course is designed to equip individuals with concrete and applicable knowledge on programs such as MS Word and MS Excel, as well as broad and basic knowledge on browsers, emails, file management and more. Course will start with introduction of everyday computer basics to cope in the rapidly evolving world of the Internet and find out about computer hardware, software, using MS Windows, various browsers for the Internet, email, and file management. Participants will gain an overview of networks, and learn how to bookmark web pages and save files.

The second part of the course will then familiarize students with crucial skills in MS Word and MS Excel through exercises such as creating simple documents, spreadsheets, sample resumes and budget sheets, using various formatting such as bullets and numbering, set margins and make font changes as well as basics of math functions, copy and paste functions, margins, and linking. This is a hands-on class, with each student working at an individual PC computer.

\$139 | Paula McIntosh  
SMC Bundy Campus, 127

Sat 12:30 p.m. – 4:30 p.m.  
Feb 23 – Mar 9

### Adobe Photoshop for Photography – Mac

Learn how to express your imagination and create your own dreamworlds with Adobe Photoshop. Explore digital imaging and the basic principles of photographic control and manipulation, and find out how to turn ordinary photographs into works of art. **Please note: This class is taught on Mac computers (not PCs) and focuses on applications for photography instead of graphic design. Student will have an individual Mac to work on during class.** Materials fee \$25 at class.

\$299 | Ford Lowcock  
SMC Main Campus, Business 131

Sat 9:00 a.m. – 1:00 p.m. Mar 9 – Apr 6

### Basics of MS Excel – Navigate and Simple Formula

In a truly introductory class, learn how to use Excel. Start with an overview of the menus and the “ribbon,” and find out how to navigate around a spreadsheet, enter simple data, write simple formulas, and work with lists. Then, learn how to format spreadsheets to make your data stand out and look great, and how to work with text, sort and filter lists, create tables, and more! Then put your new skills to work as you create a simple household budget. You will have an individual computer to work on during class, along with a template you can download and work in during

class, and a cheat sheet with keyboard shortcuts.

\$129 | Seth David  
SMC Bundy Campus, 127

Sat 9:00 a.m. – 4:00 p.m. May 4

### Intermediate MS Excel – Formatting Data like a Pro!

In a follow-up class to Basics of MS Excel, get a quick review of basic formatting, and find out about conditional (if/then) and two-color formatting. Also, learn how to write a selection of advanced formulas, and how to work with named ranges and using names in formulas. You will have an individual computer to work on during class.

\$129 | Seth David  
SMC Bundy Campus, 127

Sat 9:00 a.m. – 2:00 p.m. May 11

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

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

\$129 | Seth David  
SMC Bundy Campus, 127

Sat 9:00 a.m. – 2:00 p.m. May 18

## SOCIAL MEDIA

### Marketing with Facebook & Social Media for Beginners

Market your business using Facebook and other social media sites. Find out about proven social-media marketing techniques and tools you can use to get leads, find prospective clients, and attract people to your Facebook page and other websites. Learn how to build a Facebook page for your business, how to create content and use promotions to attract fans and followers, how

Join Us with Our Online Partner Ed2go

## SMC EXTENSION'S ONLINE COURSE REGISTRATIONS GROWING RAPIDLY

**F**rom Santa Monica to Singapore and from San Francisco to Switzerland, SMC Extension's online courses are growing increasingly popular.

Offered through a partnership with Ed2Go, SMC Extension's classes fall into two categories: creative/personal enrichment (called Fundamentals) and career training. In the former category, registrations grew from 186 in 2016 to 602 in 2018, a more than 200 percent increase over two years. Career training registrations went up from four in 2016 to 26 in 2018, a six-fold increase.

"As people get busier and as traffic, not just in Los Angeles but in areas throughout the world, becomes more congested, online courses offer people an efficient and flexible way of upgrading their skills or taking classes for enrichment," said Michelle King, SMC's Director of Career & Contract Education.

In the Fundamentals, or enrichment, category, each class can be completed in six weeks and usually contain 12 lessons representing 24 hours of instruction, King noted. The Career Training Program is open enrollment and self-paced, lasting three to six months. A number of the topics or programs are bundled to create a more comprehensive training program.

"Basically," King said, "you can design your own curriculum."

Students from all over the world take the online courses through SMC Extension. A hefty percentage is from the Los Angeles area, but include many other portions of the state, from San Diego to San Francisco.

"What gets interesting is we get 10 percent of our online students outside of California in places like New Jersey, Wyoming, Puerto Rico and Texas, and then further out we have students in such areas British Columbia, Canada; New Zealand; Switzerland; and the United Kingdom," King noted.

The most popular courses represent a range of interests from creative to technical, from writing fiction to writing code. And there are some surprises on the popular class list, including A to Z Grant Writing, Accounting Fundamentals, Speed Spanish, Introduction to SQL (Structured Query Language, which is used in programming and designed for managing data), Medical Terminology Series, Human Anatomy and Physiology, Introduction to Interior Design, Introduction to Photoshop, and Beginning Writer's Workshop.

Another surprise for its popularity is a class called "Singapore Math Strategies." However, when looking at the data it became clearer why it was so popular — it seems a private California school had all their instructors sign up for the class.

King said that SMC Extension will continue to beef up its marketing efforts, which have already proven to increase online course registrations.

"We are always looking for the best ways to deliver career training and lifelong learning to our community, both in Santa Monica and the world," she said. "Our successful partnership with Ed2Go is one of those ways and we will work hard to expand our reach."



**Don't Have Time for a Group Class?  
Try Online Any Time, Anywhere!**

*For information and registration for Fundamentals (enrichment) online courses, go to [ed2go.com/smce](https://ed2go.com/smce). For Career Training, the link is [careertraining.ed2go.com/smce](https://careertraining.ed2go.com/smce).*

to connect your website to Facebook, and much more! Materials fee \$30 at class.

\$49 | Bob Cohen

SMC Bundy Campus, 216

Tue 6:30 p.m. – 9:30 p.m. Mar 12

### Secrets of 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.

\$49 | Bob Cohen

SMC Bundy Campus, 216

Wed 6:30 p.m. – 9:30 p.m. Mar 13

## ENTREPRENEURIAL TRAINING

### BOOKKEEPING

#### Bookkeeping Essentials

Are you an entrepreneur, manager, or investor? Sign up for this intensive three-week workshop and gain a comprehensive overview of the essentials of bookkeeping. Through lectures and hands-on exercises, learn all the details you need to know about balance sheet preparation, general ledger posting, and income statement preparation. Bring your own pencil, eraser, highlighter, and calculator to class. Materials fee \$20 at class.

\$149 | Jennifer McIntosh  
SMC Bundy Campus, 213

Sat 9:00 a.m. – 12:00 p.m.  
Feb 23 – Mar 9

### BUSINESS PLANNING

#### Creating A Successful Business

Do you have an idea that you want to turn into a profitable business venture? Learn how to scrub your idea properly

BEFORE you invest time and money in a full-on business plan. Lay the groundwork by identifying the “problem” your idea solves and who’s buying. Learn about small business management principles, pricing of goods and services, impacts on time, money, and quality of life, and more. You’ll get an electronic workbook and spreadsheets, follow-on email assistance, and will leave with a working template to create a successful business. Materials fee \$20 at class.

\$59 | Gerald Anderson  
West Los Angeles College, TBA

Sat 9:00 a.m. – 12:00 p.m.  
Mar 9 – Mar 16

#### Creating A Business Plan

Whether just getting started or already in business, developing a sound business plan is essential for obtaining many types of financing and helps evaluate opportunities. Find out how to go about creating one. Learn about revenue, direct costs, margins and overhead. Other topics include defining market opportunities, unique selling advantages, marketing strategies, management structure, and financial projections. You’ll get an electronic workbook and spreadsheets, follow-on email assistance, and will leave with a working template to create a successful business plan. Materials fee \$20 at class.

\$59 | Gerald Anderson  
West Los Angeles College, TBA

Sat 9:00 a.m. – 12:00 p.m.  
Apr 6 – Apr 13

#### Business Financial Management for Non-Accountants

This course is developed and presented by SBDC Business Advisors and Small Business Bankers. Topics of discussion include: small business financing opportunities; key components of current and successful Small Business loan applications. You will learn specific actions you can take immediately to shore up your bottom line, enhance backability, and improve overall performance and cash flow. Materials fee \$20 at class.

\$59 | Gerald Anderson  
West Los Angeles College, TBA

Sat 9:00 a.m. – 12:00 p.m.  
May 4 – May 11

### QUICKBOOKS

#### QUICKBOOKS I & II

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

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

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

*\*Includes certificate fee. Does not include materials fees.*

#### QuickBooks: The Basics, Part I

Small business owner who wants to improve productivity? Check out QuickBooks! In a hands-on class where you will have a computer to work with, find out how to use QuickBooks to manage your accounting and financial tasks easily. Learn basic functions—including how to navigate easily and add, edit, and delete customers, vendors accounts, and items—as well as how to issue invoices, prepare cash receipts and purchase orders, and write checks.

**Please Note: This class is for QuickBooks Desktop version, and not for Quickbooks Online. Students interested in taking the class must possess basic computer skills. Students will have individual PC computer to work on, please do not bring laptops to the class.** Materials fee \$10 at class.

\$99 | Jennifer McIntosh  
SMC Bundy Campus, 127

Sat 9:00 a.m. – 4:00 p.m. Mar 23

#### QuickBooks: The Next Step, Part II

If you have already taken the beginning QuickBooks class—or know how to use basic functions such as write checks and add, edit, and delete customers, vendors, employees, accounts, and items—prepare to go to The Next Step! Learn how to prepare estimates, use credit cards for purchases, reconcile credit card accounts, set up bank

accounts, and apply credits to invoices. **Please Note: This class is for QuickBooks Desktop version, and not for QuickBooks Online. Students interested in taking the class must possess basic computer skills. Students will have individual PC computer to work on, please do not bring laptops to the class.** Materials fee \$10 at class.

\$99 | Jennifer McIntosh  
SMC Bundy Campus, 127

Sat 9:00 a.m. – 4:00 p.m. Mar 30

### QuickBooks:

#### Reports & Bank Reconciliation

*Prerequisite: QuickBooks Part I & II, or equivalent.* Expand your QuickBooks skills as you learn how to generate reports in QuickBooks, as well as reconcile your accounts with bank statements. Also, find out how to customize forms, export data to Excel, and prepare reports for presentations. **Please Note: This class is for QuickBooks Desktop version, and not for QuickBooks Online. Students will have individual PC computer to work on, please do not bring laptops to the class.** Materials fee \$10 at class.

\$99 | Jennifer McIntosh  
SMC Bundy Campus, 127

Sat 9:00 a.m. – 4:00 p.m. Apr 6

## HEALTH PROFESSIONS

### Medical Administrative Assistant Program with Clinical Externship

This 50-hour course prepares students to function effectively in many of the administrative and clerical positions in the health care industry. Medical Administrative Assistants, Medical Secretary, and Medical Records Clerks are all positions in great demand. This program covers important background information on the medical assisting profession and interpersonal skills, medical ethics and law, medical terminology, basics of insurance billing and coding, telephone techniques, scheduling appointments, medical records management and management of prac-

tice finances. This program is intended to provide students with a well-rounded introduction to medical administration so that a student can gain the necessary skills required to obtain a medical administrative assistant position in the health care field.

**National Certification:** This program meets the necessary requirements to take the National Healthcareer Association (NHA) – Certified Medical Administrative Assistant (CMAA) exam.

**Clinical Externship:** As part of this Medical Administrative Assistant program, you will be eligible to participate in a 40-hour clinical externship.

**Student Tuition:** \$1,516 (Textbooks included and NHA certification test fee)

**Course Contact Hours:** 50 hours

**Clinical Externship Hours:** 40 hours

Mon, Wed, Thu 1:00 p.m. – 4:30 p.m.  
Apr 15 – May 16

### Certified Phlebotomy Technician 1

Back by popular demand! 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. **To check if you are eligible for State Training Funds visit our ETPL web page at: [updateurskills.com/ETPL.html](http://updateurskills.com/ETPL.html).** This course provides a complete learning experience — with 48 hours of classroom instruction and a 40-hour hands-on externship, and prepares you to take the National Certification exam to become a Certified Phlebotomy Technician 1 (CPT1). 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 at the time of registration. **Registration fee includes books, supplies, study guides, all class materials, exam preparation, and externship.**

\$2,415 | AUMT Staff  
SMC Bundy Campus, 217

Sat 9:00 a.m. – 3:30 p.m.  
Feb 23 – Apr 20\*

\*No class on Apr 13.

### EXAMINATION

Sat 9:00 a.m. – 12:00 p.m. Apr 27  
SMC Bundy Campus, 127

## SELF DEVELOPMENT

### Reiki – Level I

Reiki is an energy-based healing modality that helps eliminate stress from the body and promote balance and harmony in body/mind/spirit. In an intensive one-day training session, learn the first degree of Reiki healing for self-care and to help others. Find out how to help unblock stagnant energies and change negative thought patterns and bad habits that interfere with the healing process. Gain an overview of how to transmit Reiki energy into the body, and an understanding of the endocrine and glandular systems for overall body relaxation. Certificate of completion for Reiki Level I is awarded upon successful completion of the course. Required textbook (please purchase before class): “The Japanese Art of Reiki”, by Bronwen Stiene and Frans Stiene (ISBN-13: 978-1905047024).

\$119 | Laura Luna  
SMC Bundy Campus, 123

Sat 9:30 a.m. – 5:30 p.m. Apr 6

### Reiki – Level II

*Prerequisite: Reiki Level I (or Level II if wanting to refresh past learning).* Continue your exploration of Reiki, a Japanese relaxation technique that helps eliminate stress from the body and increase the body’s natural ability to heal. Learn advanced methods in a class that emphasizes integrating the Reiki precepts into your personal life, and working toward processing and releasing addictive/unhealthy emotional and mental habits. You’ll also learn additional self-care techniques, how to administer individual sessions, and how to start a private Reiki practice. Certif-

icate of completion for Reiki Level II is awarded upon successful completion of the course. Materials fee \$20 at class.

\$149 | Laura Luna

SMC Bundy Campus, 123

Sat 9:30 a.m. – 5:30 p.m.

Apr 27

## 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.

\$99 | Paul Heising

SMC Bundy Campus, 228

Wed 6:30 p.m. – 9:00 p.m.

Feb 27 – Mar 20

### Investment Bootcamp

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

\$49 | Caroline Rakness

SMC Bundy Campus, 216

Wed 6:30 p.m. – 9:00 p.m.

Mar 20

### Women & Investing

Did you know that women often make the best investors? Whether you're single, widowed, married, employed, or retired, you need to know how to improve your current financial picture. Learn the importance of portfolio allocation, how to select an investment advisor, and how to select investments for growth, income, and safety. We'll also cover estate planning, college education planning for children and grandchildren, planning for a safe and secure financial future, and much more! Plus, we'll include a forecast of the economy, interest rates, real estate, and the stock market.

\$49 | Caroline Rakness

SMC Bundy Campus, 216

Thu 6:30 p.m. – 9:00 p.m.

Apr 18

## NOTARY PUBLIC/ RENEWAL

### Become a Notary in One Day

Start your own business, become a more valuable employee, provide customer service for your business or organization, earn additional income, or get recommissioned as a Notary Public! Sign up for this intensive one-day seminar designed to equip you with everything you need to know to become an effective Notary. Find out about the laws that all California Notaries are required to know, as well as what you need to know to pass the State exam (required to be taken every 4 years), identify document signers, keep a journal, fill out certificates, and avoid lawsuits. Seminar includes a practice Notary Public Exam. No admittance to seminar after 8:30 a.m. and you must be on time when returning to the classroom from a break, due to State regulations. If you wish, you can register and take the State exam immediately after completing the seminar. This six-hour state-approved seminar give you the knowledge to pass the exam and practice as an effective Notary. Participants receive two practice tests and take the office Notary Exam directly following the seminar. To take the exam, you must

be at least 18 years old, have NO felonies on your record, and present: (1) a check made payable to the Secretary of State in the amount of \$40 (for new applicants and renewals); (2) a current driver's license with photo, state-issued ID card, or other appropriate photo ID; (3) a 2"x2" color passport photo; and (4) two sharpened #2 pencils. PLEASE NOTE: Upon passing the exam, you are required to submit Live Scan fingerprints (details will be provided at the seminar). Cooperative Personal Services will begin exam registration takes at 4:00 p.m. with the exam directly following. Materials fee \$35 at class.

\$99 | Carrie Christensen

SMC Bundy Campus, 212

Sat 8:00 a.m. – 6:00 p.m.

Apr 20

### Renew as a Notary in One Day!

Do you need to renew your status as a Notary? Do it the easy way! Sign up for this 3-hour, State-approved refresher course, and review all the laws, regulations, and other factors that apply to you as a Notary. If your commission has lapsed you must take a 6-hour approved course before taking the exam. Materials fee \$30 at class. PLEASE NOTE: You will be required to pass the State exam and to submit 'Live Scan' fingerprints (details will be provided at the seminar). If you wish, you can register and take the State exam immediately after completing the seminar. To take the exam, you must be at least 18 years old, have NO felonies on your record, and present: (1) a check made payable to the Secretary of State in the amount of \$40; (2) a current driver's license with photo, state-issued ID card, or other appropriate photo ID; (3) 2x2 passport color photo; and (4) two sharpened #2 pencils. Exam registration takes place from 4:15 p.m. to 5 p.m. The exam will be from 5 p.m. to 6 p.m. Exam seating limited—seats will be assigned to those registered first. Materials fee \$35 at class.

\$50 | Carrie Christensen

SMC Bundy Campus, 212

Sat 12:45 p.m. – 6:00 p.m.

Apr 20

# Digital Sales & Marketing Basics



## Looking for a career in digital marketing or just want to improve your marketability to employers?

More companies than ever are turning to digital marketing, so it's a good idea to bring yourself up to speed! This course is designed to help you master the essential disciplines in digital marketing, including:

- Search Engine Optimization (SEO)
- Social Media
- Pay-Per-Click (PPC)
- Conversion Optimization, Web Analytics
- Content Marketing
- E-mail and Mobile Marketing.

Digital marketing is one of the world's fastest growing disciplines, and this certification will raise your value in the marketplace and prepare you for a career in the field.

This program prepares you to master the most sought-after certification exams such as OMCA (OMCP), Facebook Marketing, YouTube Marketing, Google AdWords, Google Analytics, and Twitter Marketing.

Online self-paced period of instruction on digital marketing foundations and digital and social selling techniques.

Ideal for any business professional, marketing consultant, or student interested in a career in digital marketing or developing a deeper understanding of digital sales methodologies.

## Key Features



Interactive Training



Hands-on Projects  
with Real-world  
Applications



Exam Preparation  
Alignment

Based on proven methods, this course is designed to help sales and marketing professionals sharpen their digital and social selling skills and gain a competitive edge in the marketplace.

2-course training includes:

### Digital and Social Selling

#### Course 1 — Outline

- Attract Your Customers
- Introduction to Digital Selling – Beyond Social Selling
- Developing Digital Selling Credibility
- Connect with Your Customers
- Digital Research and Developing Buyer Personas
- Turning Digital Connections into Sales Conversions
- Engage with Your Customers
- Building Sales Engagement Through Content Marketing
- Convert and Grow Your Base of Customers

#### Course Advisor

Paul Lewis is a 20+ year marketing veteran who has been overseeing the management, creation, and execution of digital marketing and sales enablement programs at Pitney Bowes. He has built and scaled a highly effective global digital selling program that has generated over \$10M in revenue.



### Course Information

Cost: \$799.00

To Register Contact:

Phone: 310-434-3402

Email: [smcext@smc.edu](mailto:smcext@smc.edu)

For more information visit  
[commed.smc.edu](http://commed.smc.edu)

### Introduction to Digital Marketing

#### Course 2 — Outline

- Introduction to Digital Marketing
- Search Engine Optimization (SEO)
- Social Media
- Content Marketing
- Email Marketing
- Mobile Marketing
- Pay-Per-Click (PPC)
- Website Conversion Rate Optimization
- Digital Analytics
- Marketing Automation
- Programmatic Buying
- Tools – Google Analytics:  
Specific Techniques and Reports
- Google AdWords Fundamentals
- Facebook
- YouTube and Video Marketing
- Twitter
- Digital Marketing Strategy

#### Course Advisor

Brad Geddes is the author of *Advanced Google AdWords*, and the founder of Certified Knowledge. He frequently writes columns for Search Engine Land, co-moderates the AdWords forum on Webmaster World, has spoken at more than 35 conferences, and has led more than 60 seminars.



# PHLEBOTOMY TECHNICIAN

## The Fastest Growing Field in Medicine



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 hospitals, clinical laboratories, and medical offices, or clinics.

Register at  
[commed.smc.edu](http://commed.smc.edu)

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.

### Course Information

**Where:**

Santa Monica College — Bundy Campus  
3171 S. Bundy Drive, Room 217  
Los Angeles, CA 90066

**Dates & Time** SPRING 2019 (8 Sessions):

Starting 2/23/19  
Ending 4/20/19

Saturdays 9:00 a.m. - 3:30 p.m.

**Details:**

The course combines 48 hours of classroom training and a 40-hour externship to provide you with a complete learning experience.

Registration fee includes books, supplies, study guides, all class materials, exam preparation, and externship.

*You must be at least 18 years old and have a high school diploma or equivalent at the time of registration.*

**Cost: \$2,415.00**

**Customization of training classes is available.**

**Call 310-434-3323.**

### Student Benefits

- This course provides a complete learning experience
- 48 hours of classroom instructions
- 40 hours of externship
- You have the potential to earn \$12-\$22/hr as a Phlebotomy Technician according to [www.payscale.com](http://www.payscale.com)

### Certification

A certificate is awarded upon successful completion of the course. After completing the program, you will be prepared for the following certification exam:

- National Center for Competency Testing (NCCT) Certified Phlebotomy Technician 1 (CPT1)

**Please read:** Registration fee does NOT include required State License fee of \$100 or National Certification exam fee of \$115. Registration fee due at the time of registration.

Santa Monica College Professional Development

# SMC | Extension

Questions? Contact  
SMC Extension  
310-434-3402  
[smcext@smc.edu](mailto:smcext@smc.edu)

# Medical Administrative Assistant with Clinical Externship



## Course topics will include the following:

- Role of the medical administrative assistant
- History of medicine and the law, medical malpractice, medical ethics, fraud abuse, and compliance
- Office and patient communication techniques, appointment scheduling, and general office duties
- Patient rights, confidentiality, and HIPAA
- and more...

**NHA Certification test included**

## 50 Hours Classroom Training + 40 Hours Externship

Prepares students to function effectively in administrative and clerical positions in the health care industry as:

- Medical Administrative Assistant
- Medical Secretary
- Medical Records Clerk

### The Medical Administrative Assistant Program

The course covers the important background information on the medical assisting profession and interpersonal skills, including:

- Medical ethics and law
- Medical terminology
- Basics of insurance billing and coding
- Medical records management
- Management of medical practice finances

### Certification & Externship

*National Certification: This program meets the necessary requirements to take the National Healthcareer Association (NHA) — Certified Medical Administrative Assistant (CMAA) exam.*

*Clinical Externship: As part of this Medical Administrative Assistant program, you will be eligible to participate in a 40-hour clinical externship.*

## 2019 SPRING SESSION

### Classroom Based

**Student Tuition:**  
**\$1,516\***

*\*includes textbooks*

### Training Dates:

**April 15 thru May 16, 2019**  
Mon., Wed., Thur.

1:00 pm - 4:30 pm

**Course Contact Hours:**  
50 hours

**Clinical Externship Hours:**  
40 hours

**Register at**  
**commed.smc.edu**  
**or email us**  
**smcext@smc.edu**

Santa Monica College Professional Development

**SMC** | Extension

**Questions? Contact**  
SMC Extension  
310-434-3402  
smcext@smc.edu

# Eligible Training Provider List

STUDY ONLINE OR IN A CLASSROOM

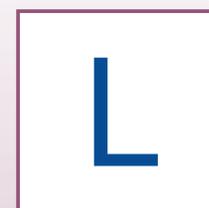
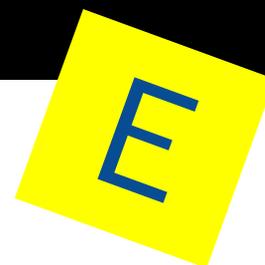
**You could be eligible for State funding for career training!**

**Santa Monica College is a certified ETPL\* provider.**

Let us be your destination for your employment training needs. Make a commitment to make your dream job a reality.

## How to get started:

1. **Determine Eligibility:** Meet with a case manager at your local branch of America's Job Center—a one-stop shop for employment and training services—to find out if you qualify for training funds.
2. **Referral Notice:** If you qualify, your case manager will send a referral notice to SMC Community Education to confirm your course costs and start date. SMC Community Education must complete, sign, and return the referral notice to your case manager in order to go to the next step.
3. **Training Agreement:** America's Job Center sends a training agreement to SMC Community Education. The agreement states that America's Job Center agrees to pay for your training, and the terms for how payment will be remitted. The training agreement must be signed by SMC's Director of Community Education and returned to your local branch of America's Job Center for final signature.
4. **Fully Executed Training Agreement:** After America's Job Center places its final signature on the agreement, a copy is sent to SMC. The agreement confirms that you can begin training as outlined in the agreement.
5. **Registration in Course:** SMC Community Education will register you in your course and send you a confirmation via email.



### ETPL Training Courses offered through SMC Community Education

Social Media Marketing

Web Analytics

Online Marketing Certified Practitioner (OMCP) Certification

\* The Eligible Training Provider List was established in compliance with the Workforce Investment Act (WIA) of 1998 and amended by the Workforce Innovation and Opportunity Act (WIOA) of 2014 to provide customer-focused employment training resources for qualifying adults and dislocated workers.



## update your skills

COMMUNITY EDUCATION > SMC

[updateURskills.com](http://updateURskills.com)

310-434-3402

## REAL ESTATE

These courses meet the California Bureau of Real Estate (BRE) requirements for applicants for California Real Estate License examinations. To apply for and take the BRE 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 BRE-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.

### Real Estate Principles (1403-93)

This 45-hour course is required for the California Bureau of Real Estate Licensing Exam in order to work as a real estate salesperson in California; students are mandated by the California Bureau of Real Estate to have an attendance of 85% and pass the final exam with a score of 70% or better. Mandatory non-refundable textbook fee \$50 is not included in tuition and will be collected upon registration; textbooks 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.

\$269 | John Anderson  
SMC Bundy Campus, 428

Mon 6:30 p.m. – 9:30 p.m.  
Feb 11 – Jun 10\*

\*No class on Feb 18, Apr 8, May 27.

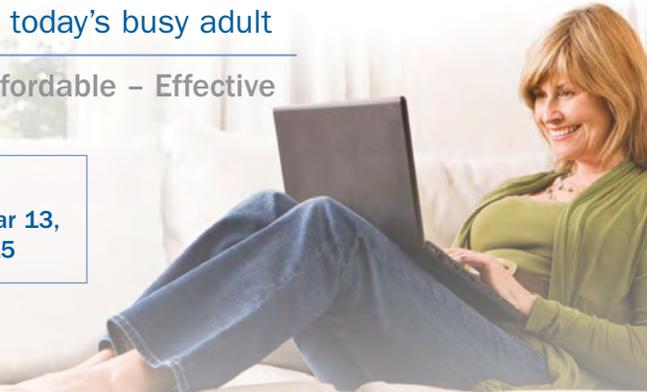
## ONLINE LEARNING

the solution for today's busy adult

Convenient – Affordable – Effective

### COURSES START:

Jan 16, Feb 13, Mar 13,  
Apr 17, and May 15



Take a course on topics ranging from A-Z Grant Writing to Photography to Web Design and more, all from the comfort of your home or office, at times that are convenient for you. Each course features a knowledgeable and caring instructor, lively discussions with your fellow students, and practical information that you can put to immediate use.

For more information, visit [ed2go.com/smce](http://ed2go.com/smce)



### Real Estate Practice (1404-93)

This 45-hour course is a practical study of California real estate to assist licensees, property owners or managers, and others interested in the practice of real estate. This course is a requirement for a California Bureau of Real Estate Salesperson's License; students are mandated by the California Bureau of Real Estate to have an attendance of 85% and pass the final exam with a score of 70% or better. Mandatory non-refundable textbook fee of \$50 will be collected at the time of registration and textbooks 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.

\$269 | John Anderson  
SMC Bundy Campus, 428

Wed 6:30 p.m. – 9:30 p.m.  
Feb 13 – May 29\*

\*No class on Apr 10.

### 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. Mandatory non-refundable textbook fee of \$50 will be collected at the time of registration and textbooks 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.

\$269 | Ronald Vitale  
SMC Bundy Campus, 428

Thu 6:30 p.m. – 9:30 p.m.  
Feb 14 – Jun 6\*

\*No class on Mar 14, Apr 11.

# 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](http://commed.smc.edu)  
All major credit cards accepted.

 **BY PHONE:** 310-434-3402  
Telephone Registration Hours are 8:30 a.m. to 4 p.m. Monday through Friday. All major credit cards accepted.

 **BY EMAIL:** [smcext@smc.edu](mailto:smcext@smc.edu)

 **IN PERSON:** By appointment only. The SMC Community Education office is located at the SMC Bundy Campus, 3171 S. Bundy Dr. (at College Dr.), Room 112, Los Angeles, CA 90066.

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

**HOLIDAYS:** Classes do not meet on February 17–18, March 1, 14, April 8–14, and May 26–27.

**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 p.m.) and on the weekends, parking on SMC's main campus is FREE and no decal is required. Head-in parking ONLY.

**SMC Airport Arts Campus** – 2800 AIRPORT AVE. Parking is free, but requires a decal, available from the SMC Campus Police truck onsite. Head-in parking ONLY.

**SMC Bundy Campus** – 3171 S. 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 (after 5:30 p.m. on weekdays), but requires a decal, available from the parking attendant onsite. Decal is for Student Parking only – DO NOT PARK IN STAFF PARKING – YOU WILL BE TICKETED. Head-in parking ONLY.

**SMC Emeritus Campus** – 1227 SECOND ST. Parking is available in the City parking structure #2, located at the corner of Second St. and Wilshire Blvd. Parking is free for the first 90 minutes, \$1 for the next hour, and \$1.50 for each additional 30 minutes, up to a maximum of \$14. Evening rates after 6 p.m. may vary. Head-in parking ONLY.

**SMC Center for Media and Design** – 1660 STEWART ST. PERMIT/PAID PARKING – Parking at SMC's Center for Media and Design requires a decal at any hour Monday through Friday. Head-in parking ONLY.

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

## CANCELLATION AND REFUND POLICIES

**NO CANCELLATIONS AFTER A CLASS HAS BEGUN, so choose courses carefully!** Requests for withdrawal from a class must be submitted in writing via email at least seven business days before the start date of the class; receipt of requests made via other methods, such as phone messages, cannot be guaranteed. You may receive a credit voucher applicable to future Community Education classes, which is valid for two years from the date of issue. A minimum service charge of \$10 per class

cancellation will be withheld. Refunds are granted ONLY if a class is cancelled, discontinued, or rescheduled. In the instance of cancelled classes, the course fee is automatically refunded. Credit card refunds are processed within seven business days, check and cash refunds will be issued by check within 45 business days.

## Transfers

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

**Important Information:** Refunds are NOT issued for absences nor prorated for late registrations. Missed class meetings may not be made up in another class. There is no auditing of classes. Students are highly encouraged to register before class begins. Returned checks will be subject to a \$25 handling charge.

## DISABILITY ACCOMMODATION:

SMC Community Education provides support services to students with qualifying and documented disabilities in accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. If you require accommodations, please contact SMC Disabled Student Programs and Services (DSPS) at 310-434-4265 prior to the start of your class.

## PROGRAM POLICIES

To ensure a quality and efficient program, the following policies have been adopted:

- Courses may be cancelled due to low enrollment;
- The program reserves the right to change the course schedule and/or instructors;
- Non-registered students, including spouse, parents, or child, are not permitted to audit/attend a class;
- The program has the right to remove students whose conduct is deemed disruptive.

**PRIVACY POLICY:** SMC Extension is committed to protecting student information and will not sell, trade, or rent student's personal information to other internal or external parties. The program may use information collected to contact students regarding course information, promotional updates, specials and/or new additions to the program offering.

Student credit card information is never stored in our registration system.

# COMMERCIAL DRONE PILOT TRAINING

As many as 100,000 new jobs will be created in the first 10 years after unmanned aircraft are cleared for takeoff in U.S. airspace – The Association for Unmanned Vehicle Systems International



## Looking for a truly modern career?

- Prepare for the FAA exam to become a Remote Pilot in Command (RPIC)
- Hands-on learning how to pilot small Unmanned Aerial Systems (sUAS)
- Training and Externship
- Trainers are established Commercial sUAS operators

This program is designed to prepare you to perform the duties of a Commercial RPIC required in any commercial drone setting, such as public safety, cinematic, realty, construction, transportation, and surveying.

### PART I

#### FAA Part 107 RPIC Exam Course

Preparation for the FAA Part 107 Remote Pilot in Command Exam.

Classroom Hours: 21

### PART II

#### sUAS Pilot Training Course

A 16-hour *hands-on* training course in piloting sUAS. (Prerequisite: Must complete Part 1 or have a RPIC Certificate).

Classroom Hours: 16

### PART III

#### RPIC Training Externship

A 120-hour externship assisting established Commercial sUAS operators in real-life situations, to be scheduled and completed within 6 months after successful completion of Part 1&2. Students will learn to assist established Commercial sUAS operators in "real-life" situations.

Classroom Hours: 120

Free info session  
at Open House  
February 2, 2019

10:00 a.m. to 2:00 p.m.  
Bundy Room 123

## Program Details

Registration fee for series includes Externship: \$1,700

**Schedule:** Part I: 2/16 - 3/2 (3 Saturdays)  
Part II: 3/9 - 3/16 (2 Saturdays)  
Part III: by arrangement with Instructor

**Location:** Santa Monica College  
Contact for Details

*Course includes all classroom materials and textbooks*

## Certification

To pass this program, you must score a minimum of 70 percent on the final exam (FAA Part 107 Exam). A certificate of completion is awarded upon successful completion of the 3-part course. Course includes all classroom materials and textbooks.

**For registration information visit**  
[updateURskills.com/ETPL.html](http://updateURskills.com/ETPL.html)  
or contact  
SMC Extension  
Phone: 310 434-3402  
Email: [smcext@smc.edu](mailto:smcext@smc.edu)

Santa Monica College Professional Development

**SMC | Extension**

**Questions? Contact**  
SMC Extension  
310-434-3402  
[smcext@smc.edu](mailto:smcext@smc.edu)

Santa Monica College Professional Development

# SMC | Extension

Santa Monica Community College District  
1900 Pico Blvd., Santa Monica, CA 90405  
smc.edu | commed.smc.edu

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



## SMC Extension – Spring 2019

ACCELERATE YOUR CAREER: GET THE DIGITAL TRAINING THAT WILL GET YOU AHEAD.

simplilearn

SMC Extension has partnered with Simplilearn, one of the world's leading certification training providers, to offer the finest in digital training online!

- Digital Sales and Marketing Basics
- Project Management Specialist
- Big Data Specialist

This partnership allows SMC Extension to offer you uniquely bundled courses with a special pricing. To learn more, visit us on the web at [commed.smc.edu](http://commed.smc.edu) or [updateurskills.com](http://updateurskills.com)



SANTA  
MONICA  
COLLEGE



SMC Extension  
Online Registration

[commed.smc.edu](http://commed.smc.edu)

Classes fill up quickly, sign up today!