



SMC Noncredit Workshops Fall 2024

**ALL WORKSHOPS WILL BE IN-PERSON
BUNDY, ROOM 221
12:45 PM - 1:45 PM**

RESUME WRITING - Get tips for writing a basic resume. Learn to recognize 2 general types of resumes, identify the proper format and content to include in a resume.

Wednesday 9/11/24

Monday 10/07/24

INTERVIEW PREP - Learn how to prepare for a job interview, be successful during the interview and appropriately follow-up after an interview.

Tuesday 9/24/24

TRANSITION TO CREDIT - Learn how to transition to credit courses and prepare for the credit ESL assess

Wednesday 9/30/24

CERTIFICATE PETITION - Get a walkthrough of the steps to submit a petition to receive a Certificate of Completion and/or Competency from SMC.

Wednesday 10/23/24

Tuesday 11/19/24

***PERSONAL FINANCE - TAXES**

Hosted on Zoom by the SMC Business Dept.

Tuesday 10/22/24 at 11:15am

[Zoom Link Coming Soon](#)