

FREE CLASSES SPRING 2025 PROGRAMS



All Noncredit courses are free to enroll. Most classes are taught online, some are flex or on ground (in-person). Refer to “**Modality**” to determine if the course is On Ground, Online, Hybrid, or Flex. **Tentative Application deadline for the CNA and HHA Pre-Certification programs is January 12th, 2025.**

BUSINESS ESSENTIALS - LEVEL 1

Modality: Scheduled Online Class Times | Instructor: STAFF

| COURSE LISTINGS | BEGIN DATE - END DATE |
|---|--------------------------------------|
| 1) Introduction to Business-Basic - BUS 901 <i>Section #7003 F 9:00 am – 12:00 pm</i> | 1) FRIDAYS MAR 14 - APR 11 |
| 2) Introduction to Business Mindset - BUS 902 <i>Section #7004 F 9:00 am – 12:00 pm</i> | 2) FRIDAYS MAY 02 - JUN 06 |

CUSTOMER SERVICE

Modality: Scheduled Online Class Times | Instructor: STAFF

| COURSE LISTINGS | BEGIN DATE - END DATE |
|---|--|
| 1) Customer Service Level 1 - BUS 911 <i>Section #7005 Th 6:00 pm – 9:00 pm</i> | 1) THURSDAYS MAR 06 - APR 10 |
| 2) Customer Service Level 2 - BUS 912 <i>Section #7006 Th 6:00 pm – 9:00 pm</i> | 2) THURSDAYS MAY 01 - JUN 05 |

BICYCLE MAINTENANCE

Modality: On-Ground | Instructor: Colitre D A

| COURSE LISTINGS | BEGIN DATE - END DATE |
|---|--|
| 1) Bicycle Maintenance Level 1 - BCYCLE 901 <i>Section #7001 MW 6:00 pm – 8:30 pm</i> DRSCHR 122 | 1) MON / WED MAR 10 - MAY 07 |
| 2) Bicycle Maintenance Level 2 - BCYCLE 902 <i>Section #7002 MW 6:00 pm – 8:30 pm</i> DRSCHR 122 | 2) MON / WED MAY 12 - JUN 16 |

INTRODUCTION TO EARLY CARE & EDUCATION

Modality: On-Ground | Instructor: Perez L I

| COURSE LISTINGS | BEGIN DATE - END DATE |
|--|--|
| 1) Introduction to Early Care & Education - ECE 901 <i>Section #7015 S 9:30 am – 12:35 pm</i> BUNDY 339 | 1) SATURDAYS FEB 22 - MAR 15 |
| 2) Culturally Relevant Curriculum - ECE 902 <i>Section #7016 S 9:30 am – 12:35 pm</i> BUNDY 339 | 2) SATURDAYS MAR 22 - APR 12 |
| 3) Early Care Licensing & Workforce Readiness - ECE 903 <i>Section #7017 S 9:30 am – 12:35 pm</i> BUNDY 339 | 3) SATURDAYS APR 26 - MAY 17 |

REHABILITATION THERAPY AIDE

Modality: On-Ground | Instructor: STAFF

| COURSE LISTINGS | BEGIN DATE - END DATE |
|---|--|
| 1) Intro to the Career of a Rehabilitation Therapy Aide – HEALTH 900 <i>Section #7053 S 9:00 am – 2:15 pm</i> BUNDY 335 | 1) SATURDAYS FEB 22 - MAR 22 |
| 2) Clinical Practice for a Rehabilitation Therapy Aide – HEALTH 902 <i>Section #7054 S 9:00 am – 2:15 pm</i> BUNDY 335 | 2) SATURDAYS MAR 29 - APR 26 |
| 3) Kinesiology for a Rehabilitation Therapy Aide – HEALTH 904 <i>Section #7055 S 9:00 am – 2:15 pm</i> BUNDY 335 | 3) SATURDAYS MAY 03 - JUN 07 |

SUSTAINABILITY ASSISTANT

Modality: Flexible + Scheduled Online Class Times | Instructor: VARIOUS

| COURSE LISTINGS | BEGIN DATE - END DATE |
|--|--|
| 1) Fundamentals of Sustainability – SST 901 <i>Section #7073 F 11:00 am – 12:20 pm (+Arrange 1 Hour with Instructor)</i> | 1) FRIDAYS + ARRANGE FEB 21 - APR 11 |
| 2) Sustainability Outreach – SST 902 <i>Section #7074 (Arrange 4.5 Hours with Instructor)</i> | 2) ARRANGE APR 21 - JUN 13 |
| 3) Impacts of Policy on Sustainability - SST 908 <i>Section #7078 (Arrange 4.5 Hours with Instructor)</i> | 3) ARRANGE APR 21 - JUN 13 |

SUSTAINABILITY SERVICES TECHNICIAN

Modality: Flexible + Scheduled Online Class Times | Instructor: VARIOUS

| COURSE LISTINGS | BEGIN DATE - END DATE |
|--|--|
| 1) Fundamentals of Sustainability – SST 901 <i>Section #7073 F 11:00 am – 12:20 pm (+Arrange 1 Hour with Instructor)</i> | 1) FRIDAYS + ARRANGE FEB 21 - APR 11 |
| 2) Sustainability Assessment – SST 904 <i>Section #7075 (Arrange 4.5 Hours with Instructor)</i> | 2) ARRANGE FEB 18 - APR 11 |
| 3) Introduction to Clean Technologies - SST 906 <i>Section #7077 (Arrange 4.5 Hours with Instructor)</i> | 3) SATURDAYS FEB 18 - APR 11 |

TRANSITION TO COLLEGE & CAREER

Modality: Flexible + Scheduled On-Ground Class Times | Instructor: STAFF

| COURSE LISTINGS | BEGIN DATE - END DATE |
|---|---|
| 1) Transition to College - COUNS 901 BUNDY 235 <i>Section #7007 W 1:00 pm – 2:50 pm (+Arrange 1.5 Hours w/ Instructor)</i> | 1) WEDNESDAYS + ARRANGE FEB 19 - APR 30 |
| 2) Career & Workforce Readiness - COUNS 902 BUNDY 235 <i>Section #7008 W 1:00 pm – 2:50 pm (+Arrange 1.5 Hours w/ Instructor)</i> | 2) WEDNESDAYS + ARRANGE MAY 07 - JUN 11 |

ESL FOR COLLEGE AND CAREER PATHWAYS*

*These high intermediate/advanced ESL courses introduce speaking, writing, listening, reading, vocabulary, and study skills, producing written works, and giving oral presentations relevant to the field of EARLY CHILDHOOD EDUCATION.

Modality: On-Ground | Instructor: Stein J R

| COURSE LISTINGS | BEGIN DATE - END DATE |
|---|--------------------------------------|
| 1) ESL for College and Career Pathways-Introduction – ESL 994* <i>Section #7051 F 9:30 am – 12:30 pm</i> BUNDY 339 | 1) FRIDAYS FEB 21 - APR 11 |
| 2) ESL for College and Career Pathways-Effective Communication – ESL 995* <i>Section #7052 F 9:30 am – 12:30 pm</i> BUNDY 339 | 2) FRIDAYS APR 25 - JUN 13 |



CERTIFIED NURSE ASSISTANT PRE-CERTIFICATION



HOME HEALTH AID PRE-CERTIFICATION

ADMISSION REQUIREMENTS: Because you will be taking classes in a clinical setting you will be required to pay for a background check, drug screening and have a current CPR certification. Anticipated out of pocket expenses range from \$250-\$350. **To be considered for the SPRING 2025 cohort, all paperwork must be received by January 12th, 2025.** Applicants who submit their paperwork after that date will be placed on a waiting list to be considered for the next available cohort. For the full list of CNA and HHA admission requirements, email NoncreditRegistration@smc.edu or CertifiedNursingAssistant@smc.edu

Modality: On-Ground

CERTIFIED NURSE ASSISTANT PRE-CERTIFICATION

| COURSE LISTINGS | BEGIN DATE - END DATE |
|--|--|
| 1) Nurse Assistant Pre-Certification BUNDY 335 Foundational Training - Health 985 <i>Section #7056 W Th 8:00 am – 12:45 pm Instr: Morrison S</i> | 1) WED / THU FEB 19 - APR 10 |
| 2) Nurse Assistant Pre-Certification LOCAL HOSPITAL Clinical Training Lab - Health 986 <i>Section #7057 M T 7:00 am – 2:00 pm Instr: Morrison S</i> <i>Section #7058 M T 7:00 am – 2:00 pm Instr: STAFF</i> <i>Section #7059 M T 7:00 am – 2:00 pm Instr: STAFF</i> <i>Section #7060 M T 7:00 am – 2:00 pm Instr: STAFF</i> | 2) MON / TUE FEB 18 - APR 08 |

HOME HEALTH AIDE PRE-CERTIFICATION

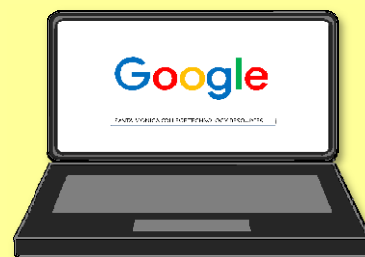
| COURSE LISTINGS | BEGIN DATE - END DATE |
|--|--|
| 1) Home Health Aide Pre-Certification BUNDY 321 Foundational Training - Health 987 <i>Section #7061 M T 9:00 am – 1:15 pm Instr: STAFF</i> | 1) MON / TUE APR 21 - MAY 06 |
| 2) Home Health Aide Pre-Certification LOCAL HOSPITAL Clinical Training Lab - Health 988 <i>Section #7062 F 7:00 am – 4:30 pm Instr: STAFF</i> <i>Section #7063 F 7:00 am – 4:30 pm Instr: STAFF</i> | 2) FRIDAYS APR 25 - MAY 09 |

STEPS TO ENROLL IN THESE FREE NONCREDIT CERTIFICATE PROGRAMS

- 1) New students to SMC may register via email by sending an email to noncreditregistration@smc.edu to obtain an application form or by visiting www.smc.edu/noncredit.
- 2) Students ONLY ENROLLED in Noncredit courses: Enroll in Noncredit Vocational Certificate courses by emailing noncreditregistration@smc.edu.
- 3) Current SMC students: Register through Corsair Connect or by emailing noncreditregistration@smc.edu.
- 4) If you are applying to the CNA or HHA programs, start the process by contacting the noncredit office noncreditregistration@smc.edu.



Students may take individual classes, however, all the program's classes must be taken in sequence, to be awarded certificate of completion.



No Computer? No Problem!

Enrolled SMC students can borrow free Chromebooks. Ask your SMC Noncredit Student Services team (supplies are limited).

YOUR NONCREDIT STUDENT SERVICES TEAM IS HERE TO HELP YOU ENROLL IN-PERSON, BY PHONE & EMAIL

- **Bundy Campus Office Hours, Suite 112:** Monday - Friday, 8:30am - 4:30pm
- **Phone:** (310) 434-3399
- **Email:** NoncreditRegistration@smc.edu
- **Web:** www.smc.edu/noncredit
- **Facebook:** SMC Noncredit Programs



ENROLL NOW FOR SPRING