

# FREE CLASSES SPRING 2025 PROGRAMS



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

## BUSINESS ESSENTIALS - LEVEL 1

Modality: Scheduled Online Class Times ♦ Instructor: STAFF

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

## CUSTOMER SERVICE

Modality: Scheduled Online Class Times ♦ Instructor: STAFF

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

## BICYCLE MAINTENANCE

Modality: On-Ground ♦ Instructor: Colitre D A

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

## INTRODUCTION TO EARLY CARE & EDUCATION

Modality: On-Ground ♦ Instructor: Perez L I

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

# INTRODUCTION TO WORKING WITH OLDER ADULTS

Modality: On-Ground ♦ Instructor: Emel C D

COURSE LISTINGS	BEGIN DATE - END DATE
1) <b>Providing Care to Older Adults – HEALTH 905</b> <i>Section #7079 S 9:00 am – 1:15 pm</i> <b>BUNDY 321</b>	1) <b>SATURDAYS</b> MAR 22 - APR 12
2) <b>Communication with Older Adults – HEALTH 906</b> <i>Section #7080 S 9:00 am – 1:15 pm</i> <b>BUNDY 321</b>	2) <b>SATURDAYS</b> APR 19 - MAY 10
3) <b>Wellness in Older Adults – HEALTH 907</b> <i>Section #7081 S 9:00 am – 1:15 pm</i> <b>BUNDY 321</b>	3) <b>SATURDAYS</b> MAY 17 - JUN 07

# REHABILITATION THERAPY AIDE

Modality: On-Ground ♦ Instructor: STAFF

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

# SUSTAINABILITY ASSISTANT

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

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

# SUSTAINABILITY SERVICES TECHNICIAN

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

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

# TRANSITION TO COLLEGE & CAREER

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

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

## ESL FOR COLLEGE AND CAREER PATHWAYS\*

\*Students in these high intermediate/advanced ESL courses practice speaking, listening, reading, vocabulary, and study skills, produce written work, and give oral presentations relevant to the field of **HEALTHCARE**. Students are strongly encouraged to co-enroll in the **Noncredit Rehabilitation Therapy Aide program** or the **CNA Pre-Certification program**.

**Modality: On-Ground** ♦ **Instructor: Stein J R**

COURSE LISTINGS	BEGIN DATE - END DATE
<b>1) ESL for College and Career Pathways-Introduction – ESL 994*</b> <u>Section #7051</u> F 9:30 am – 12:30 pm <span style="float: right;"><b>BUNDY 339</b></span>	<b>1) FRIDAYS</b> FEB 21 - APR 11
<b>2) ESL for College and Career Pathways-Effective Communication – ESL 995*</b> <u>Section #7052</u> F 9:30 am – 12:30 pm <span style="float: right;"><b>BUNDY 339</b></span>	<b>2) FRIDAYS</b> 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](mailto:NoncreditRegistration@smc.edu) or [CertifiedNursingAssistant@smc.edu](mailto:CertifiedNursingAssistant@smc.edu)

**Modality: On-Ground**

### CERTIFIED NURSE ASSISTANT PRE-CERTIFICATION

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

### HOME HEALTH AIDE PRE-CERTIFICATION

COURSE LISTINGS	BEGIN DATE - END DATE
<b>1) Home Health Aide Pre-Certification</b> <span style="float: right;"><b>BUNDY 321</b></span> <b>Foundational Training - Health 987</b> <u>Section #7061</u> M T 9:00 am – 1:15 pm <i>Instr: STAFF</i>	<b>1) MON / TUE</b> APR 21 - MAY 06
<b>2) Home Health Aide Pre-Certification</b> <span style="float: right;"><b>LOCAL HOSPITAL</b></span> <b>Clinical Training Lab - Health 988</b> <u>Section #7062</u> F 7:00 am – 4:30 pm <i>Instr: STAFF</i> <u>Section #7063</u> F 7:00 am – 4:30 pm <i>Instr: STAFF</i>	<b>2) FRIDAYS</b> 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](mailto:noncreditregistration@smc.edu) to obtain an application form or by visiting [www.smc.edu/noncredit](http://www.smc.edu/noncredit).
- 2) Students ONLY ENROLLED in Noncredit courses: Enroll in Noncredit Vocational Certificate courses by emailing [noncreditregistration@smc.edu](mailto:noncreditregistration@smc.edu).
- 3) Current SMC students: Register through Corsair Connect or by emailing [noncreditregistration@smc.edu](mailto: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](mailto: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](mailto:NoncreditRegistration@smc.edu)
- **Web:** [www.smc.edu/noncredit](http://www.smc.edu/noncredit)
- **Facebook:** SMC Noncredit Programs



# ENROLL NOW FOR SPRING