

# FREE ONLINE SPRING 2024 PROGRAMS



All Noncredit courses are free to enroll. Most classes are taught online, some are flex, Hybrid, 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 Pre-Certification program is January 12<sup>th</sup>, 2024.**



## BUSINESS ESSENTIALS LEVEL 1

Modality: **Scheduled online class times** Instructor: [Mikolajczak Melissa@smc.edu](mailto:Mikolajczak.Melissa@smc.edu)

COURSE LISTINGS	BEGIN DATE - END DATE
1. <b>Introduction to Business-Basic – BUS 901</b> <i>Section #7003</i> F 9:00 am – 12:00 pm	1. <b>FRIDAYS</b> Mar 08 – Apr 05
2. <b>Introduction to Business Mindset – BUS 902</b> <i>Section #7004</i> F 9:00 am – 12:00 pm	2. <b>FRIDAYS</b> Apr 26 – May 31



## CUSTOMER SERVICE

Modality: **Scheduled online class times** Instructor: [Northington Alicia@smc.edu](mailto:Northington.Alicia@smc.edu)

COURSE LISTINGS	BEGIN DATE - END DATE
1. <b>Customer Service Level 1 – BUS 911</b> <i>Section #7005</i> Th 6:00 pm – 9:00 pm	1. <b>THURSDAYS</b> Feb 29 – Apr 05
2. <b>Customer Service Level 2– BUS 912</b> <i>Section #7006</i> Th 6:00 pm – 9:00 pm	2. <b>THURSDAYS</b> Apr 25 – May 31



## BICYCLE MAINTENANCE

Modality: **On Ground** Instructor: [Colitre David@smc.edu](mailto:Colitre.David@smc.edu)

COURSE LISTINGS	BEGIN DATE - END DATE
1. <b>Bicycle Maintenance Level 1 – BCYCLE 901</b> <i>Section #7001</i> M W 6:00 pm – 8:30 pm <b>DRSCHR 122</b>	1. <b>MON / WED</b> Mar 04 – Apr 24
2. <b>Bicycle Maintenance Level 2 – BCYCLE 902</b> <i>Section #7002</i> M W 6:00 pm – 8:30 pm <b>DRSCHR 122</b>	2. <b>MON / WED</b> Apr 29 – Jun 10



## TRANSITION TO COLLEGE AND CAREER

Modality: **Hybrid** Instructor: [Torres Norma@smc.edu](mailto:Torres.Norma@smc.edu)

COURSE LISTINGS	BEGIN DATE - END DATE
1. <b>Transition to College – Couns 901</b> <i>Section #7007</i> W 1:00 pm – 2:50 pm <b>BUN 217 + Canvas</b>	1. <b>WEDNESDAYS</b> Feb 14 – Apr 24
2. <b>Career and Workforce Readiness – Couns 902</b> <i>Section #7075</i> W 1:00 pm – 2:50 pm	2. <b>WEDNESDAYS</b> May 1 – Jun 05



# INTRODUCTION TO EARLY CARE AND EDUCATION

Modality: On Ground Instructor: Perez L. [perez\\_liliana@smc.edu](mailto:perez_liliana@smc.edu)

COURSE LISTINGS	BEGIN DATE - END DATE
1. <b>Introduction to Early Care and Education – ECE 901</b> <i>Section #7014</i> W 6:30 pm – 9:35 pm <b>BUN 339</b>	1. <b>WEDNESDAYS</b> FEB 14 – MAR 06
2. <b>Culturally Relevant Curriculum – ECE 902</b> <i>Section #7015</i> W 6:30 pm – 9:35 pm <b>BUN 339</b>	2. <b>WEDNESDAYS</b> MAR 13 – APR 03
3. <b>Early Care Licensing and Workforce Readiness – ECE 903</b> <i>Section #7016</i> W 6:30 pm – 9:35 pm <b>BUN 339</b>	3. <b>WEDNESDAYS</b> APR 17 – MAY 08



# SUSTAINABILITY SERVICES TECHNICIAN

Modality: HYBRID

COURSE LISTINGS	BEGIN DATE - END DATE
1. <b>Fundamentals of Sustainability – SST 901</b> <i>Section #7064</i> (Arrange 1 Hour with Instructor) <b>MALIBU 119</b> Instructor: Charles V H. <b>11:00 am - 12:20pm</b> <a href="mailto:charles_victoria@smc.edu">charles_victoria@smc.edu</a>	1. <b>On Ground; Friday</b> Feb 16 – Apr 05
2. <b>Sustainability Assessment – SST 904</b> <i>Section #7065</i> (Arrange 4.5 Hours with Instructor) Instructor: <a href="mailto:ocain_kimberly@smc.edu">ocain_kimberly@smc.edu</a>	2. <b>ARRANGE</b> APR 15 – JUN 07
3. <b>Introduction to Clean Technologies – SST 906</b> <i>Section #7067</i> (Arrange 4.5 Hours with Instructor) Instructor: <a href="mailto:ocain_kimberly@smc.edu">ocain_kimberly@smc.edu</a>	3. <b>ARRANGE</b> APR 15 – JUN 07



# 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 **HEALTHCARE**.

Modality: ON GROUND Instructor: Poreba J. [poreba\\_janine@smc.edu](mailto:poreba_janine@smc.edu)

COURSE LISTINGS	BEGIN DATE - END DATE
1. <b>ESL for College and Career Pathways-Introduction – ESL 994*</b> <i>Section #7050</i> F 9:30 am – 12:30 Pm <b>BUN 339</b>	1. <b>FRIDAYS</b> FEB 16 – APR 05
2. <b>ESL for College and Career Pathways-Effective Communication – ESL 995*</b> <i>Section #7051</i> F 9:30 am – 12:30 Pm <b>BUN 339</b>	2. <b>FRIDAYS</b> APR 19 – JUN 07



# SUSTAINABILITY IN ORGANICS AIDE

Modality: Hybrid

COURSE LISTINGS	BEGIN DATE - END DATE
<b>1. Fundamentals of Sustainability – SST 901</b> Section #7064 (Arrange 1 Hour with Instructor) <b>MALIBU 119</b> Instructor: Charles V H. <b>11:00 am - 12:20 pm</b> <a href="mailto:charles_victoria@smc.edu">charles_victoria@smc.edu</a>	<b>1. On Ground; Friday</b> Feb 16 – Apr 05
<b>2. Organics Recycling – SST 905</b> Section #7066 (Arrange 4.5 Hours with Instructor) Instructor: Grebler G. <a href="mailto:grebler_gillian@smc.edu">grebler_gillian@smc.edu</a>	<b>2. ARRANGE</b> Feb 12 – Apr 05
<b>3. Sustainable Food Systems – SST 909</b> Section #7068 (Arrange 4.5 Hours with Instructor) Instructor: Grebler G. <a href="mailto:grebler_gillian@smc.edu">grebler_gillian@smc.edu</a>	<b>3. ARRANGE</b> Feb 12 – Apr 05



## CERTIFIED NURSE ASSISTANT PRE-CERTIFICATION (CNA)

## HOME HEALTH AIDE PRE-CERTIFICATION (HHA)

**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 2024** cohort, all paperwork must be received by **JANUARY 12TH**. 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).

Modality: On-Ground

### CERTIFIED NURSE ASSISTANT PRE-CERTIFICATION

COURSE LISTINGS	BEGIN DATE - END DATE
<b>1. Nurse Assistant Pre-Certification</b> <b>Foundational Training - Health 985</b> Section #7069 W Th 8:00 am – 12:45 pm	<b>1. WED / THU</b> FEB 14 – APR 4
<b>2. Nurse Assistant Pre-Certification</b> <b>Clinical Training Lab - Health 986</b> Section #7070 M T 7:00 am – 2:00 pm Section #7071 M T 7:00 am – 2:00 pm Section #7072 M T 7:00 am – 2:00 pm Section #7073 M T 7:00 am – 2:00 pm	<b>2. MON / TUE</b> FEB 12 – APR 2 FEB 12 – APR 2 FEB 12 – APR 2 FEB 12 – APR 2

LOCAL HOSPITAL

### HOME HEALTH AIDE PRE-CERTIFICATION

COURSE LISTINGS	BEGIN DATE - END DATE
<b>1. Home Health Aide Pre-Certification</b> <b>Foundational Training - Health 987</b> Section #7052 T Th 9:00am – 12:15pm	<b>1. TUE / THU</b> APR 16 – APR 25
<b>2. Home Health Aide Pre-Certification</b> <b>Clinical Training Lab - Health 988</b> Section #7053 F 7:00 am – 3:00 pm	<b>2. FRIDAYS</b> APR 19 – APR 26

LOCAL HOSPITAL



# INTRODUCTION TO WORKING WITH OLDER ADULTS

Modality: Flex w/ optional scheduled meetings    Instructor: Emel, C.

COURSE LISTINGS	BEGIN DATE - END DATE
<b>1. Providing Care to Older Adults – HEALTH 905</b> <i>Section #7079</i> S 9:00 am – 3:00 pm On-Ground: BUN 321	<b>1. SATURDAYS</b> MAR 16 – APR 06
<b>2. Communication with Older Adults – HEALTH 906</b> <i>Section #7080</i> S 9:00 am – 3:00 pm On-Ground: BUN 321	<b>2. SATURDAYS</b> APR 13 – MAY 04
<b>3. Wellness in Older Adults – HEALTH 907</b> <i>Section #7081</i> S 9:00 am – 3:00 pm On-Ground: BUN 321	<b>3. SATURDAYS</b> MAY 11 – JUN 01



# REHABILITATION THERAPY AIDE

Instructor: Jabbari-Kohnehs N.

COURSE LISTINGS	BEGIN DATE - END DATE
<b>1. Intro to the Career of a Rehabilitation Therapy Aide – HEALTH 900</b> <i>Section #7076</i> S 9:00 am – 2:15 pm On-Ground: BUNDY 335	<b>1. SATURDAYS</b> FEB 17 – MAR 16
<b>2. Clinical Practice for a Rehabilitation Therapy Aide – HEALTH 902</b> <i>Section #7077</i> S 9:00 am – 2:15 pm On-Ground: BUNDY 335	<b>2. SATURDAYS</b> MAR 23 – APR 20
<b>3. Kinesiology for a Rehabilitation Therapy Aide – HEALTH 904</b> <i>Section #7078</i> S 9:00 am – 2:15 pm On-Ground: BUNDY 335	<b>3. SATURDAYS</b> APR 27 – JUN 01

# STEPS TO ENROLL IN THESE **FREE** NONCREDIT CERTIFICATE PROGRAMS

1. New students to SMC may register via email by writing 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 may enroll in Noncredit Vocational Certificate courses by emailing [noncreditregistration@smc.edu](mailto:noncreditregistration@smc.edu).
3. Current SMC students may register by email ([noncreditregistration@smc.edu](mailto:noncreditregistration@smc.edu)), or through [Corsair Connect](#).
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 the certificate of completion.

## No Computer? No Problem!

Enrolled SMC students can borrow free Chromebooks. Ask your SMC Noncredit Student Services team.



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

- **Office Hours:** Mon - Thu, 8:30am - 4:30pm (Fridays Remote Services Only)
- **Phone:** (310) 434 - 3399 • **Email:** [NoncreditRegistration@smc.edu](mailto:NoncreditRegistration@smc.edu)
- **Web:** <http://www.smc.edu/noncredit> • **Facebook:** SMC Noncredit Programs



# ENROLL NOW FOR SPRING