

FREE CAREER CERTIFICATES FALL 2024 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 Pre-Certification program is July 28th, 2024.**



BUSINESS ESSENTIALS-LEVEL 1

Scheduled online class times | Instructor: Mikolajczak M. mikolajczak_melissa@smc.edu

COURSE LISTINGS		BEGIN DATE - END DATE
1. Introduction to Business-Basic – BUS 901 <i>Section #7003</i> F 9:30 am – 12:30 pm	ONLINE	1. FRIDAYS SEP 06 – OCT 11
2. Introduction to Business Mindset – BUS 902 <i>Section #7004</i> F 9:30 am – 12:30 pm	ONLINE	2. FRIDAYS OCT 25 – DEC 06



CUSTOMER SERVICE

Scheduled online class time | Instructor: Mikolajczak M. mikolajczak_melissa@smc.edu

COURSE LISTINGS		BEGIN DATE - END DATE
1. Customer Service Level 1 – BUS 911 <i>Section #7005</i> Th 6:00 pm – 9:00 pm	ONLINE	1. THURSDAYS SEP 12 – OCT 18
2. Customer Service Level 2– BUS 912 <i>Section #7006</i> Th 6:00 pm – 9:00 pm	ONLINE	2. THURSDAYS OCT 24 – DEC 13



BICYCLE MAINTENANCE

Modality: On Ground | Instructor: Colitre D.A. colitre_david@smc.edu

COURSE LISTINGS		BEGIN DATE - END DATE
1. Bicycle Maintenance Level 1 – BCYCLE 901 <i>Section #7001</i> M W 6:00 pm – 8:30 pm	DRSCHR 122	1. MON / WED SEP 04 – OCT 16
2. Bicycle Maintenance Level 2 – BCYCLE 902 <i>Section #7002</i> M W 6:00 pm – 8:30 pm	DRSCHR 122	2. MON / WED OCT 21 – DEC 04



INTRODUCTION TO WORKING WITH OLDER ADULTS

Modality: Flex w/ optional scheduled meetings | Instructor: STAFF

COURSE LISTINGS		BEGIN DATE
1. Providing Care to Older Adults – HEALTH 905 <i>Section #7060</i> (Arrange 6 Hours with Instructor)	ONLINE	1. ARRANGE SEP 23
2. Communication with Older Adults – HEALTH 906 <i>Section #7061</i> (Arrange 3.5 Hours with Instructor)	ONLINE	2. ARRANGE OCT 21
3. Wellness in Older Adults – HEALTH 907 <i>Section #7062</i> (Arrange 4.5 Hours with Instructor)	ONLINE	3. ARRANGE NOV 18



REHABILITATION THERAPY AIDE

Modality: Online TBD | Instructor: STAFF

COURSE LISTINGS	BEGIN DATE - END DATE
1. Intro to the Career of a Rehabilitation Therapy Aide – HEALTH 900 <i>Section #7057</i> S 9:00 am – 2:15 pm ONLINE	1. SATURDAYS AUG 31 – SEP 28
2. Clinical Practice for a Rehabilitation Therapy Aide – HEALTH 902 <i>Section #7058</i> S 9:30 am – 2:35 pm ONLINE	2. SATURDAYS OCT 05 – NOV 02
3. Kinesiology for a Rehabilitation Therapy Aide – HEALTH 904 <i>Section #7059</i> S 9:00 am – 2:15 pm ONLINE	3. SATURDAYS NOV 09 – DEC 14



INTRODUCTION TO EARLY CARE & EDUCATION

Modality: Hybrid | Instructor: Perez L. perez.liliana@smc.edu

COURSE LISTINGS	BEGIN DATE - END DATE
1. Introduction to Early Care and Education – ECE 901 BUNDY 339 <i>Section #7012</i> S 11:10 am – 12:40 pm (+ARRANGE 2 HOURS W/ INSTRUCTOR)	1. SATURDAYS + ARRANGE SEP 23 – OCT 19
2. Culturally Relevant Curriculum – ECE 902 BUNDY 339 <i>Section #7013</i> S 11:10 am – 12:40 pm (+ARRANGE 2 HOURS W/ INSTRUCTOR)	2. SATURDAYS + ARRANGE OCT 21 – NOV 16
3. Early Care Licensing & Workforce Readiness – ECE 903 BUNDY 339 <i>Section #7014</i> S 11:10 am – 12:40 pm (+ARRANGE 2 HOURS W/ INSTRUCTOR)	3. SATURDAYS + ARRANGE NOV 18 – DEC 14



SUSTAINABILITY SERVICES TECHNICIAN

Modality: Flexible and Scheduled Online Class Times

COURSE LISTINGS	BEGIN DATE - END DATE
1. Fundamentals of Sustainability – SST 901 <i>Section #7079</i> F 11:00am – 12:20pm (+Arrange 3 Hours with Instructor) Instructor: Charles V H. charles.victoria@smc.edu	1. FRIDAYS + ARRANGE AUG 26 – OCT 18
2. Sustainability Assessment – SST 904 <i>Section #7080</i> (Arrange 4.5 Hours with Instructor) Instructor: Grebler G. grebler.gillian@smc.edu	2. ARRANGE AUG 26 – OCT 18
3. Introduction to Clean Technologies – SST 906 <i>Section #7081</i> (Arrange 4.5 Hours with Instructor) Instructor: STAFF	3. ARRANGE AUG 26 – OCT 18

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: Hybrid | Instructor: Stein J stein.joan@smc.edu

COURSE LISTINGS	BEGIN DATE - END DATE
1. ESL for College and Career Pathways: Introduction – ESL 994* <i>Section #7053</i> S 9:30 am – 11:00 am (+Arrange 1.5 Hours w/ Instructor) Instructor: Stein J stein.joan@smc.edu BUNDY 339	1. SATURDAYS + ARRANGE AUG 26 – OCT 19
2. ESL for College & Career: Effective Communication – ESL 995* <i>Section #7055</i> S 9:30 am – 11:00 am (+Arrange 1.5 Hours with Instructor) Instructor: Stein J stein.joan@smc.edu BUNDY 339	2. SATURDAYS + ARRANGE OCT 21 – DEC 14

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: **Scheduled online class times** | Instructor: **Poreba J.** poreba_janine@smc.edu

COURSE LISTINGS	BEGIN DATE - END DATE
1. ESL for College and Career Pathways-Introduction – ESL 994* <i>Section #7054</i> F 9:30 am – 12:30 pm BUNDY 339	1. FRIDAYS AUG 30 – OCT 18
2. ESL for College and Career Pathways-Effective Communication – ESL 995* <i>Section #7056</i> F 9:30 am – 12:30 pm BUNDY 339	2. FRIDAYS OCT 25 – DEC 13

CERTIFIED NURSE ASSISTANT PRE-CERTIFICATION HOME HEALTH AID PRE-CERTIFICATION



MISSION 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. Financial assistance organizations are available to cover some expenses.

To be considered for the Fall 2024 cohort, all paperwork must be received by **July 28, 2024**. Applicants who submit their paperwork after May 19th will be placed on a waiting list to be considered for the next available cohort. For full list of CNA and HHA admission requirements, email NoncreditRegistration@smc.edu.

CERTIFIED NURSE ASSISTANT PRE-CERTIFICATION (CNA)

COURSE LISTINGS	BEGIN DATE - END DATE
1. Nurse Assistant Pre-Certification ONLINE Foundational Training - Health 985 <i>Section #7063</i> W Th 8:00 am – 12:45 pm INSTRUCTOR: MORRISON S.	1. WED / THU AUG 28 – OCT 17
2. Nurse Assistant Pre-Certification BUNDY 414 Clinical Training Lab - Health 986 LOCAL HOSPITAL <i>Section #7064</i> M T 7:00 am – 2:00 pm INSTRUCTOR: STAFF <i>Section #7065</i> M T 7:00 am – 2:00 pm INSTRUCTOR: MORRISON S. <i>Section #7066</i> M T 7:00 am – 2:00 pm INSTRUCTOR: STAFF	2. MON / TUE AUG 26 – OCT 15 AUG 26 – OCT 15 AUG 26 – OCT 15

HOME HEALTH AIDE PRE-CERTIFICATION (HHA)

COURSE LISTINGS	BEGIN DATE - END DATE
1. Home Health Aide Pre-Certification ONLINE Foundational Training - Health 987 <i>Section #7067</i> T Th 8:00 am – 2:35 pm INSTRUCTOR: MORRISON S.	1. TUE / THU OCT 22 – OCT 31
2. Home Health Aide Pre-Certification ONLINE Clinical Training Lab - Health 988 <i>Section #7068</i> F 7:00 am – 4:45 pm INSTRUCTOR: MARGOLES A <i>Section #7069</i> F 7:00 am – 4:45 pm INSTRUCTOR: UDEOZOR VA <i>Section #7082</i> F 7:00 am – 4:30 pm INSTRUCTOR: STAFF <i>Section #7083</i> F 7:00 am – 4:30 pm INSTRUCTOR: STAFF	2. FRIDAYS OCT 25 – NOV 01 OCT 25 – NOV 01 NOV 01 – NOV 15 NOV 01 – NOV 15

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

1. New students to SMC may register via email by writing to noncreditregistration@smc.edu to obtain an [application](#) form or by visiting www.smc.edu/noncredit.
2. Students *ONLY ENROLLED* in Noncredit courses may enroll in Noncredit Vocational Certificate courses by emailing noncreditregistration@smc.edu.
3. Current SMC students may register by email (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.



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
- **Web:** <http://www.smc.edu/noncredit> • **Facebook:** SMC Noncredit Programs



ENROLL NOW FOR FALL