

# 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 26<sup>th</sup>, 2024 or until spots are filled.**



## BUSINESS ESSENTIALS-LEVEL 1

Scheduled online class times | Instructor: Mikolajczak M. [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 9:30 am – 12:30 pm	1. <b>FRIDAYS</b> SEP 06 – OCT 11
2. <b>Introduction to Business Mindset – BUS 902</b> <i>Section #7004</i> F 9:30 am – 12:30 pm	2. <b>FRIDAYS</b> OCT 25 – DEC 06



## CUSTOMER SERVICE

Scheduled online class times | Instructor: Mikolajczak M. [mikolajczak\\_melissa@smc.edu](mailto:mikolajczak_melissa@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> SEP 12 – OCT 17
2. <b>Customer Service Level 2– BUS 912</b> <i>Section #7006</i> Th 6:00 pm – 9:00 pm	2. <b>THURSDAYS</b> OCT 24 – DEC 12



## BICYCLE MAINTENANCE

Modality: On Ground | Instructor: Colitre D.A. [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> SEP 04 – OCT 16
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> OCT 21 – DEC 04



## INTRODUCTION TO WORKING WITH OLDER ADULTS

Modality: On Ground | Instructor: STAFF

COURSE LISTINGS	BEGIN DATE
1. <b>Providing Care to Older Adults – HEALTH 905</b> <i>Section #7060</i> S 9:00 am – 3:00 pm <b>BUNDY 321</b>	1. <b>SATURDAYS</b> SEP 28 – OCT 19
2. <b>Communication with Older Adults – HEALTH 906</b> <i>Section #7061</i> S 9:00 am – 3:00 pm <b>BUNDY 321</b>	2. <b>SATURDAYS</b> OCT 26 – NOV 16
3. <b>Wellness in Older Adults – HEALTH 907</b> <i>Section #7062</i> S 9:00 am – 3:00 pm <b>BUNDY 321</b>	3. <b>SATURDAYS</b> NOV 28 – DEC 14



## 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 901</b> <i>Section #7057</i> S 9:00 am – 2:15 pm Bundy 335	SATURDAYS AUG 05 – SEP 28
2. <b>Clinical Practice for Rehabilitation Therapy Aide – HEALTH 902</b> <i>Section #7058</i> S 9:30 am – 2:35 pm Bundy 335	5. SATURDAYS OCT 05 – NOV 02
3. <b>Kinesiology for a Rehabilitation Therapy Aide – HEALTH 904</b> <i>Section #7059</i> S 9:00 am – 2:15 pm Bundy 335	6. SATURDAYS NOV 09 – DEC 14

# CANCELLED



## INTRODUCTION TO EARLY CARE & EDUCATION

Modality: Hybrid | 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> (ARRANGE 2 HOURS WITH INSTRUCTOR) <i>Section #7012</i> S 11:10 am – 12:40 pm <b>BUNDY 339</b>	1. SATURDAYS SEP 28 – OCT 19
2. <b>Culturally Relevant Curriculum – ECE 902</b> (ARRANGE 2 HOURS) <i>Section #7013</i> S 11:10 am – 12:40 pm <b>BUNDY 339</b>	2. SATURDAYS OCT 26 – NOV 16
3. <b>Early Care Licensing and Workforce Readiness – ECE 903</b> (ARRANGE 2 HOURS) <i>Section #7014</i> S 11:10 am – 12:40 pm <b>BUNDY 339</b>	3. SATURDAYS NOV 23 – DEC 14



## SUSTAINABILITY SERVICES TECHNICIAN

Modality: Flexible and Scheduled Online Class Times

COURSE LISTINGS	BEGIN DATE - END DATE
1. <b>Fundamentals of Sustainability – SST 901</b> <i>Section #7079</i> F 11:00am – 12:20pm (+Arrange 3 Hours with Instructor) Instructor: Charles V H. <a href="mailto:charles.victoria@smc.edu">charles.victoria@smc.edu</a>	1. FRIDAYS + ARRANGE AUG 30 – OCT 18
2. <b>Sustainability Assessment – SST 904</b> <i>Section #7080</i> (Arrange 4.5 Hours with Instructor) Instructor: Grebler G. <a href="mailto:grebler.gillian@smc.edu">grebler.gillian@smc.edu</a>	2. ARRANGE AUG 26 – OCT 18
3. <b>Introduction to Clean Technologies – SST 906</b> <i>Section #7081</i> (Arrange 4.5 Hours with Instructor) Instructor: Joe L.S. <a href="mailto:joe.laurel@smc.edu">joe.laurel@smc.edu</a>	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](mailto:stein.joan@smc.edu)

COURSE LISTINGS	BEGIN DATE - END DATE
1. <b>ESL for College and Career Pathways: Introduction – ESL 994*</b> <i>Section #7053</i> S 9:30 am – 11:00 am (+Arrange 1.5 Hours w/ Instructor) Instructor: Stein J <a href="mailto:stein.joan@smc.edu">stein.joan@smc.edu</a> <b>BUNDY 339</b>	1. SATURDAYS + ARRANGE AUG 31 – OCT 19
2. <b>ESL for College &amp; Career: Effective Communication – ESL 995*</b> <i>Section #7055</i> S 9:30 am – 11:00 am (+Arrange 1.5 Hours with Instructor) Instructor: Stein J <a href="mailto:stein.joan@smc.edu">stein.joan@smc.edu</a> <b>BUNDY 339</b>	2. SATURDAYS + ARRANGE OCT 26 – 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: 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 #7054</i> F 9:30 am – 12:30 pm <b>BUNDY 339</b>	1. <b>FRIDAYS</b> AUG 30 – OCT 18
2. <b>ESL for College and Career Pathways-Effective Communication – ESL 995*</b> <i>Section #7056</i> F 9:30 am – 12:30 pm <b>BUNDY 339</b>	2. <b>FRIDAYS</b> OCT 25 – DEC 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. Financial assistance organizations are available to cover some expenses.

To be considered for the Fall 2024 cohort, all paperwork must be received by **July 26<sup>th</sup>, 2024 or until spots are filled**. Applicants who submit their paperwork after July 26<sup>th</sup> 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](mailto:NoncreditRegistration@smc.edu).

### CERTIFIED NURSE ASSISTANT PRE-CERTIFICATION (CNA)

COURSE LISTINGS	BEGIN DATE - END DATE
1. <b>Nurse Assistant Pre-Certification</b> <b>BUNDY 414</b> <b>Foundational Training - Health 985</b> <i>Section #7063</i> W Th 8:00 am – 12:45 pm INSTRUCTOR: <a href="#">MORRISON S.</a>	1. <b>WED / THU</b> AUG 28 – OCT 17
2. <b>Nurse Assistant Pre-Certification</b> <b>Clinical Training Lab - Health 986</b> <b>LOCAL HOSPITAL</b> <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: <a href="#">MORRISON S.</a> <i>Section #7066</i> M T 7:00 am – 2:00 pm INSTRUCTOR: STAFF	2. <b>MON / TUE</b> 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. <b>Home Health Aide Pre-Certification</b> <b>BUNDY 414</b> <b>Foundational Training - Health 987</b> <i>Section #7067</i> T Th 8:00 am – 2:35 pm INSTRUCTOR: STAFF	1. <b>TUE / THU</b> OCT 22 – OCT 31
2. <b>Home Health Aide Pre-Certification</b> <b>LOCAL HOSPITAL</b> <b>Clinical Training Lab - Health 988</b> <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 <i>Section #7068</i> F 7:00 am – 4:30 pm INSTRUCTOR: STAFF <i>Section #7069</i> F 7:00 am – 4:30 pm INSTRUCTOR: STAFF	2. <b>FRIDAYS</b> AUG 30 – SEP 13 AUG 30 – SEP 13 OCT 24 – NOV 07 OCT 24 – NOV 07

# 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 FALL**