



Southwestern College Schedule Continuing Education *Fall 2018*

FREE Noncredit classes inside!
Spread the word about Southwestern College
by sharing our schedule with others.

To request this schedule in alternate media,
please call 619-482-6512 or TTY 619-482-6470

Southwestern College Continuing Education

www.swccd.edu/continuingeducation

900 Otay Lakes Road, Building 660, Room 661, Chula Vista, CA 91910 | 619-482-6376

A Message from the Director

"Commit yourself to lifelong learning. The most valuable asset you'll ever have is your mind and what you put into it." ~ Brian Tracy



Welcome to the fall semester! At Southwestern College's (SWC) Continuing Education, we know that learning never stops and we look forward to helping you achieve the success that you desire.

With the diverse needs of our students and community in mind, we work diligently to provide accessible, affordable, and quality learning opportunities for new skills development, career enrichment, and personal growth. Continuing Education courses are designed to allow you to pursue quality education and achieve your goals in a short time. We have a wide variety of Noncredit courses to meet our community needs, some of which include: Art Therapy, Tax Preparation/Income Tax Courses I and II, and Using Your Foreign Degree in the United States. You may also be interested in some of our Fee-Based courses like California State Notary Public Seminar, Retirement Planning Today, and Build Your Own Website in Minutes for FREE! Please take a moment to browse the Schedule of Classes to see which option appeals to your professional or personal interests!

We have also improved our registration process to make registering for courses easy and convenient by offering an online option. Thanks to the SWC Information Technology Department, the registration process is simplified and user-friendly.

We love learning as well and continuous improvement is one of our goals, so your feedback is always welcome. Feel free to email me at mjackson3@swccd.edu with any suggestions and tell me about any new classes or certificates to you would like Continuing Education to add to our offerings.

Sincerely,
Myesha Jackson
Acting Director of Continuing Education & Special Projects
mjackson3@swccd.edu

Expand your career options!

Continuing Education offers Career and Professional Development courses in various subject areas including the courses shown below. These high-quality career based/skill building courses teach proficiency in many different areas. Our instructors have a vast amount of experience in these areas and will provide you with the knowledge you need to advance in your career or learn new job skills.

Fee-Based Courses

*Make Extra Income as a Wholesale Auto Dealer from Home
Voice-Overs...Now is Your Time!
California State Notary Public Seminar
Loan Signing—Notary Public Seminar
Design Principles and Techniques for Exceptional Floral Arrangements
Work at Home as a Medical Transcriptionist
Online Ed2Go Courses*

www.swccd.edu/continuingeducation

Noncredit Courses

Basic ESL | Customer Service Training | Diversity Management Training | Tax Preparation/Income Tax | Using Your Foreign Degree in the United States | Computer Skills Training | Family Childcare Business

Meet Rosa!

"Southwestern College Continuing Education Department is undeniably the best when it comes to teaching 'Customer Service Superior Service Series' courses. Instructor Rosas had amazing presentations. He was able to guide and give me the tools to enhance my knowledge in this field. It was a fantastic experience! I truly recommend to take these courses."

-Rosa A. Yzabal



Continuing Education

Continuing Education provides students with extended studies designed to support professional advancement and personal success. Day, evening, and weekend classes are conveniently held at the Chula Vista campus, as well as at off-campus locations throughout South County. Many are tuition-free, while others require a nominal fee. There are no transcripts or grades. New classes are always being added. For an up-to-date listing of classes, visit the Noncredit section of the Southwestern College website:

www.swccd.edu/continuinged

Mission Statement

Southwestern Community College District, the only public institution of higher education in southern San Diego County, provides services to a diverse community of students by providing a wide range of dynamic and high quality academic programs and comprehensive student services, including those offered through distance education. The College District also stimulates the development and growth of the region through its educational, economic and workforce opportunities, community partnerships and services.

Southwestern Community College District promotes student learning and success and prepares students to become engaged global citizens by committing to continuous improvement that includes planning, implementation and evaluation. The College District provides educational opportunities in the following areas: associate degree and certificate programs, transfer, professional, technical, and career advancement, basic skills, personal enrichment and continuing education.

Governing Board of the Southwestern Community College District

Griselda A. Delgado, *President*

Roberto Alcantar, *Vice President*

Norma L. Hernandez

Tim Nader

Nora E. Vargas

Rudolph Villegas, *Student Trustee*

June 2018-May 2019

Kindred Murillo, Ed. D., *Superintendent/President*

The Southwestern College Schedule (USPS #024423) is published six times a year in November, January, March, April, May, and July by offices of Publications and Continuing Education at Southwestern College, 900 Otay Lakes Road, Chula Vista, CA 91910-7299. Periodicals Postage Paid at Chula Vista, California. Volume 12, Issue Number 5, July 2018, Southwestern College Schedule. POSTMASTER: Send address changes to Southwestern College Schedule, 900 Otay Lakes Road, Chula Vista CA 91910-7299.

Table of Contents

Noncredit Classes

- Art, Music, and Crafts 9
- Career and Personal Development..... 4
- Computers..... 6
- Disability Support Services 6
- Family and Parenting..... 8
- Self-Improvement 7
- Wellness and Fitness 9

Fee-Based Classes

- Art, Music, and Crafts 14
- Career and Personal Development..... 13
- Financial Planning..... 14
- Self-Improvement 14

General

- Crown Cove Aquatic Center..... 11
- Ed2Go Online Classes/Career Training 18
- Fee-Based Class Registration Form 24
- Noncredit Class Registration Form 25–26
- Parking Information 3
- Refunds..... 3
- Registration Information 2
- Tennis Academy..... 17
- Traffic School 15

Diversity Initiative

Southwestern Community College District seeks to foster and engage diversity as integral to our learning community and in educational excellence. Diversity is valued as an essential cornerstone to civility, dignity, fairness, respect, and trust.

Non-Discrimination Statement

The Southwestern Community College District does not discriminate on the basis of race, color, religion, national origin, gender, sexual orientation, disability, age, or marital status in any of its policies, procedures, or practices. This nondiscrimination policy covers admission, employment, and access to all college programs and activities. Questions about the Rehabilitation Act of 1973, Section 504, and student grievances should be directed to the Dean of Student Services, at 619-482-6369. Title IX inquiries should be directed to the Title IX Administrator, at 619-482-6329. Inquiries regarding Equal Employment Opportunity and other nondiscrimination policies and procedures should be directed to the Vice President for Employee Services, 619-482-6329.

Graphic Design: Brenda Mora | Cover photo: Ernesto Rivera

Southwestern College Continuing Education

Continuing Education provides the opportunity for community residents to improve, upgrade, and learn new skills and knowledge. This effort responds to the need for a well-trained workforce, as well as the individual need for intellectual or cultural enrichment. Continuing Education presently includes the following three categories of instruction and services: noncredit curriculum, fee-based services, and contract education.

Noncredit Courses (NC)

Noncredit courses are courses that meet community needs in ten instructional areas: parenting, basic skills, English as a Second Language (ESL), citizenship for immigrants, courses for the disabled, vocational courses, courses for older adults, home economics, health and safety, and workforce preparation [California Education Code, Section 84757(a) and 84760.5, and Title 5, Section 58160.] Noncredit courses are open to the public, are tuition-free, and are not offered for college credit. The College receives apportionment for noncredit courses at approximately half the rate for credit courses.

Fee-Based Classes (Community Service)

Fee-based classes and programs are designated and authorized under Title 5. These programs may be offered in nearly any subject or field. These programs are supported by a fee paid by participants.

Contract Education

Contract services are available to businesses and organizations by a mutually established agreement. Class participation is limited to the contract designees. Contract Education and services are paid for by the contracting entity.

Course Description Legend

Course meeting days:

M – Monday | T – Tuesday | W – Wednesday | Th – Thursday
F – Friday | Sat – Saturday | Sun – Sunday

Example: Class meets Monday through Thursday – MTWTh
Class meets on Monday and Tuesday – MT

Continuing Education is a department of Workforce Development, AEBG, and Continuing Education. Your feedback, suggestions, and comments are welcomed.

Myesha Jackson, *Acting Director of Continuing Education and Special Projects*, 619-482-6376, mjackson3@swccd.edu

Registration Information

Steps to Register for a Noncredit Course

Noncredit courses are tuition-free and are subsidized by state funds. These courses require the completion of the Noncredit Application (page 25–26). Most noncredit classes will allow on-site registration on a space-available basis. Course numbers for noncredit classes start with “NC.”

By Mail

Mail a completed Noncredit Application form to:
Southwestern College, Continuing Education
900 Otay Lakes Road, Building 660, Room 661
Chula Vista, CA 91910-7299

By Fax

Complete the Noncredit Application and fax to 619-482-6402.

In Person

Bring your completed Noncredit Application to:
Southwestern College, Continuing Education
900 Otay Lakes Road, Building 660, Room 661
Chula Vista, CA 91910-7299
Telephone: 619-482-6376
Fax: 619-482-6402
Office Hours: M–F, 8 a.m.–4:30 p.m.

Steps to Register for a Fee-Based Class

To register for a fee-based class, please use the Fee Class Registration Form (page 24). Course numbers for fee-based classes start with “CS.”

By Mail (Only if paying by CHECK)

Mail a completed Fee Class Registration Form and Check to:
Southwestern College, Continuing Education
900 Otay Lakes Road, Building 660, Room 661
Chula Vista, CA 91910-7299
Please do not mail cash.

In Person

Bring your completed registration form and payment to:
Southwestern College, Continuing Education
900 Otay Lakes Road, Building 660, Room 661
Chula Vista, CA 91910-7299
Telephone: 619-482-6376
Fax: 619-482-6402
Office Hours: M–F, 8 a.m.–4:30 p.m.

Returned Check Service Charge

Checks returned for non-sufficient funds or “Stop Payments” must be paid by MasterCard, Visa, AMEX, Discover, cash, or Money order and a \$25 service charge will be added to the amount of the check. Your enrollment at Southwestern College, as well as your credit, may be affected.

Registration Information

Sign up early

Early sign up ensures that you will have a reserved place in a popular class. All registration is on a first-come, first-served basis. Your registration can make the difference as to whether a class is offered or cancelled. When space is available, on-site registration may be allowed with the permission of the instructor.

Southwestern College Continuing Education Drop Policy

Any student who is not present on the first day of class may be dropped from the course by the instructor. After the first class meeting, any student with 3 consecutive absences from a noncredit class without prior notice (or in the event of a short-term class, having missed 25% of courses to-date) may be officially dropped from the course. Nonattendance does not constitute an automatic withdrawal. Should a student register and be unable to attend or decide not to continue, the student must contact the instructor or the Continuing Education office immediately to be withdrawn from the course.

Class Confirmation

Please mark your personal calendar when registering for any class. You may call Continuing Education at 619-482-6376 to confirm your registration.

Certificate of Completion

Some multi-session courses and seminars offer a Certificate of Completion. When applicable, students must attend all classes and meet certificate requirements as established by the college.

Class Cancellation

Every attempt is made to avoid cancelling a class. However, sometimes it is necessary to cancel before the first meeting when enrollment is low. If the College has advance notice that a class will be cancelled, Continuing Education will attempt to reach you by phone. Please be sure to provide complete phone contact information on your application.

Refunds

A full refund will be made if Continuing Education cancels a class. If you have registered for a class and you cancel at least three (3) business days prior to the start of the class, you will receive a full refund of the class fee. You are not eligible for any refund beyond the three day period. There are no registration credits or rescheduling options available beyond the three (3) day refund period. No-shows are not eligible for a refund. A refund may take up to four to six weeks to process.

Materials Fee

A materials fee is required in a few noncredit and fee classes. Please be prepared to pay this fee at time of registration. Cash, check, or credit card payments are accepted.

Instructor, Class, or Location Change

In some cases, a qualified substitute instructor may replace the individual listed in the schedule. Class dates and locations are also subject to change. When feasible, students will be notified of any date or location change prior to the class either by mail or by phone.

Class Locations

Classes are held on campus and at various locations throughout South County. Please carefully review the location of the class for which you are registering.

Parking Information

All vehicles parked on campus must display a parking permit at all times. One-day parking permit dispensers are located throughout the campus (see campus map, inside front cover). The cost of the permit is \$3 and is ONLY valid on the day of purchase only. Please arrive at least 20–30 minutes early on the first day of class since there is often a line at the parking permit dispenser. One-day parking permits are ONLY valid in student parking lots. Do not park in staff or faculty designated parking lots/spaces.

Disclaimer

While every reasonable effort is made to ensure that statements in the schedule are accurate, the information contained herein is subject to change or elimination without notice by the administration of the Southwestern Community College District. Students should consult the appropriate campus, campus/district website or department for current information, as well as for any special rules or requirements imposed.

Career and Personal Development

Customer Service

Superior Service Series

Attend any three of the free classes below and receive a Certificate of Series Completion from Southwestern College.

Service is the keystone to all successful businesses.

Review and practice core principles to enhance your skills and increase awareness.

Customer Service: The Right Attitude

Examines how the right attitude has a positive impact on the workplace and our interactions with customers. Reviews how attitudes at work positively and negatively affect customer service, the company image, productivity, employee retention, and company growth. Explores techniques for maintaining a professional attitude.

Instructor: S. Rosas, 6 hours. **Room 1684**

NC 1073-50 Sat Aug. 25 & Sept.1 9–11:50 a.m. No Fee

Customer Service: Dealing With Difficult People

Introduces information and concepts about how conflict inhibits good business. Explores the causes and impact conflict can have on customer service. Reviews strategies and techniques for resolving tough issues and how to turn a difficult customer into a loyal one.

Instructor: S. Rosas, 6 hours.

NC 1006-50 Sat Sept. 8 & 15 9–11:50 a.m. No Fee

Location: SWC Chula Vista Campus, **Room 1687A**

NC 1006-E1 T Aug. 21 & 28 10 a.m.–12:50 p.m. No Fee

Location: Chula Vista Public Library
365 F Street, Chula Vista, 91910

NC 1006-E2 Th Aug. 23 & 30 8–10:50 a.m. No Fee

Location: City of Chula Vista Public Works
1880 Maxwell Road, Chula Vista, 91911

Customer Service: Managing Change

Explores our natural tendencies and the tendencies of our customers to resist change in the workplace. Introduces techniques for handling change and how to introduce change to our customers. Provides practice of change management techniques.

Instructor: S. Rosas, 6 hours.

NC 1069-50 Sat Sept. 22 & 29 9–11:50 a.m. No Fee

Location: SWC Chula Vista Main Campus,
Room 1601

NC 1069-E1 Th Sept. 6 & 13 8–10:50 a.m. No Fee

Location: City of Chula Vista Public Works
1880 Maxwell Road, Chula Vista, 91911



Customer Service: Decision Making and Problem Solving

Explores techniques for making business decisions and solving problems. Introduces decision-making styles and when each style might be applied. Reviews how to assess a situation, prioritize the urgency of tasks, and select the steps for successful completion.

Instructor: S. Rosas, 6 hours.

NC 1070-50 Sat Oct. 6 & 13 9–11:50 a.m. No Fee

Location: SWC Chula Vista Campus, **Room 1601**

NC 1070-E1 T Sept. 18 & 25 10 a.m.–12:50 p.m. No Fee

Location: Chula Vista Public Library
365 F Street, Chula Vista, 91910

Customer Service: Team Building

Explores how working as teams in business can increase productivity, enhance project management, reduce business conflicts, and create superior customer service. Identifies team opportunities that can be applied to your company. Examines the “roles” in a team and how to be both a leader and team player. Provides practice of new skills in typical business scenarios.

Instructor: S. Rosas, 6 hours. **Room 1684**

NC 1074-50 Sat Oct. 20 & 27 9–11:50 a.m. No Fee

Customer Service: Mastering Communication

Introduces effective and positive communication that is key to customer service success. Focuses on the communication process including common barriers to effective communication. Covers verbal and nonverbal communication, as well as listening skills. Explores and provides opportunity to practice the techniques of effective communication.

Instructor: S. Rosas, 6 hours.

NC 1003-50	Sat	Nov. 3 & 10	9–11:50 a.m.	No Fee
			Location: SWC Chula Vista Campus, Room 1684	
NC 1003-E1	T	Oct. 16 & 23	8–10:50 a.m.	No Fee
			Location: Chula Vista City Hall, HR Training Room 276 4 th Ave., Chula Vista, 91910	
NC 1003-E2	Th	Oct. 18 & 25	10 a.m.–12:50 p.m.	No Fee
			Location: Chula Vista Public Library 389 Orange Ave., Chula Vista, 91911	

Customer Service Time & Stress Management

Workplace demands efficiency and productivity. Managing our time and stress has an impact on our ability to perform above company standards. Juggle more work and changes with less time and still “keep your cool.” Explore time management techniques at work that will help you stay in balance. Be both more efficient and happier in the workplace.

Instructor: S. Rosas, 6 hours.

NC 1071-E1	T	Oct. 2 & 9	8–10:50 a.m.	No Fee
			Location: Chula Vista City Hall 276 4 th Ave., Chula Vista, 91910	
NC 1071-E2	Th	Oct. 4 & 11	8–10:50 a.m.	No Fee
			Location: City of Chula Vista Public Works 1800 Maxwell Rd., Chula Vista, 91911	

Tax Preparation/Income Tax Course I

Introduces Part I of a 60-hour program that teaches students how to prepare their own state and federal income tax returns and introduces them to the career field of a registered tax preparer in the State of California. Successful completion of Part I and Part II enables a student to receive a Certificate of Completion. **Required text:** *Liberty Tax Service 2017 Basic Income Tax Course, Volume I, Volume III: Forms/Schedules/Worksheets, and California Supplement.* To be purchased by the first day of class.

Instructor: R. Reyes, 30 hours.

NC 113-60	TTh	Sept. 27–Oct. 30	6–8:50 p.m.	No Fee
			Location: SWC Chula Vista Campus, Room 662	
NC 113-E1	MW	Sept. 26–Oct. 29	5–7:50 p.m.	No Fee
			Location: Chula Vista Public Library 389 Orange Ave. Chula Vista, 91911	

Tax Preparation/Income Tax Course II

Introduces Part II of a comprehensive 60-hour program that covers everything students need to know to prepare correct tax returns. Emphasizes how a student will learn a marketable skill that will enable him/her to prepare taxes for other people and earn extra income. Successful completion enables the student to receive a Certificate of Completion that will make them eligible to become a registered tax preparer in the State of California. **Required text:** *Liberty Tax Service 2017 Basic Income Tax Course, Volume II, Volume III Forms, California Supplement.* To be purchased by the first day of class.

Instructor: R. Reyes, 30 hours.

NC 114-60	TTh	Nov. 1–Dec. 6	6–8:50 p.m.	No Fee
			No class: 11/22 Location: SWC Chula Vista Campus, Room 662	
NC 114-E1	MW	Oct. 31–Dec. 5	5–7:50 p.m.	No Fee
			No class: 11/12 Location: Chula Vista Public Library 389 Orange Ave., Chula Vista, 91911	

Family Childcare Business I

Examines the process of setting up an in-home childcare business. Introduces analysis and implementation of a business plan including enrollment of children, contracts, bookkeeping, and legal considerations. Explores creative ways to use available space and materials for a developmentally appropriate environment.

Instructor: E. Marquez, 12 hours. **Room 555**

NC 1054-60	T	Aug. 21–Sept. 4	5–8:50 p.m.	No Fee
------------	---	-----------------	-------------	--------

Family Childcare Business II

Identifies caregivers' responsibilities regarding health, safety, and nutritional needs of children. Focuses on providing a safe environment for children and procedures for dealing with illness, medications, and reporting suspected child abuse or neglect.

Instructor: E. Marquez, 12 hours. **Room 555**

NC 1055-60	T	Sept. 11–25	5–8:50 p.m.	No Fee
------------	---	-------------	-------------	--------

Family Childcare Business III

Examines major theories in child development with an emphasis on practical application for the family child care provider. Explores guidance techniques using negotiation, problem solving techniques, and positive reinforcement.

Instructor: E. Marquez, 12 hours. **Room 555**

NC 1056-60	T	Oct. 2–16	5–8:50 p.m.	No Fee
------------	---	-----------	-------------	--------

Family Childcare Business IV

Provides information and practice in helping children express feelings of loss, separation, and anxiety. Examines community resources for families and children in crisis as specific resources for providers for program improvement (toy and material lending, provider support groups, field trips, and free/low cost materials).

Instructor: E. Marquez, 12 hours. **Room 555**

NC 1057-60	T	Oct. 23–Nov. 6	5–8:50 p.m.	No Fee
------------	---	----------------	-------------	--------

Family Childcare Business V

Examines concept of developmentally appropriate practices as applied to home learning environment. Analysis of basic “whole child” approach to developing a curriculum for young children. Explores role of caregiver in providing an inclusive, multicultural, environment rich in diversity and acceptance of the individual.

Instructor: E. Marquez, 12 hours. **Room 555**

NC 1058-60 T Nov. 13–27 5–8:50 p.m. No Fee

Using Your Foreign Degree in the United States

Designed to help graduates of foreign colleges and/or universities to explore their options for using their degrees in the U.S. Includes the U.S. educational system, how and when transcripts and/or diplomas need to be evaluated, state licensing and credentialing considerations, English language proficiency, professional networking, graduate study options, job search, and career planning services.

Instructor: D. Edwards, 3 hours.

NC 92-50 Sat Sept. 15 9–11:50 a.m. No Fee
Location: SWC Chula Vista Campus, Room 662

NC 92-70 W Nov. 7 4–6:50 p.m. No Fee
Location: SWC HEC-National City, Room 7216

Computers

Introduction to Computers

Covers basic computer skills such as proper start-up and shutdown procedures; use of mouse and keyboard commands; basic file management; creating, saving, and printing a document using word-processing software; e-mails; and basic Internet searches.

Instructor: N. Bartels, 6 hours. ****Students are required to bring a USB Flash drive to save and store class assignments.****

NC 1051-E1 TTh Oct. 16 & 23 Noon–1:40 p.m. No Fee
 If you have a laptop, please feel free to bring it.
Location: Chula Vista Public Library
 365 F Street, Chula Vista, 91910

Introduction to Microsoft Word

Provides students with the basic skills that are necessary to create, edit, enhance, and save standard documents using Microsoft Word.

Instructor: N. Bartels, 10–11 hours. ****Students are required to bring a USB Flash drive to save and store class assignments.****

NC 198-50 Sat Sept. 15–Oct. 13 8:30–10:20 a.m. No Fee
Location: SWC Chula Vista Campus, Room 205

NC 198-E1 TTh Oct. 25–Nov. 8 Noon–1:50 p.m. No Fee
 If you have a laptop, please feel free to bring it.
Location: Chula Vista Public Library
 365 F Street, Chula Vista, 91910



Developing High-Performance Charts in Microsoft Excel

Reviews the basics of spreadsheet use: structure data entry, formulas, and functions. Focus on how to convert data into meaningful and high-impact charts.

Instructor: N. Bartels, 12 hours. ****Students are required to bring a USB Flash drive to save and store class assignments.****

NC 24-50 Sat Oct. 20–Dec. 1 8:30–10:20 a.m. No Fee
No Class: 11/24
Location: SWC Chula Vista Campus, Room 205

NC 24-E1 TTh Nov. 15–Dec. 6 Noon–1:50 p.m. No Fee
 If you have a laptop, please feel free to bring it.
Location: Chula Vista Public Library
 365 F Street, Chula Vista, 91910

Disability Support Services

Occupational Opportunities

Provides students with disabilities an overview of how to develop and pursue various employment goals. Introduces the emerging occupations based on the current labor market. Exposes students to job readiness tools and approaches to meet the psychological, social, and intellectual demands of employment.

Instructor: K. Letendre, 45 hours. **Room 662**

NC 102-01 Th Aug. 23–Dec. 6 9–11:50 a.m. No Fee

Independence, Social, and Study Strategies

Addresses the needs of college students with autism. Assists students in developing skills and knowledge necessary to reach their educational objectives. Emphasizes time management strategies, information on campus resources, stress management techniques, study skills, and effective communication strategies.

Instructor: V. Corona, 30 hours. **Room 201A**

NC 105-01 Th Aug. 23–Dec. 6 9–10:50 a.m. No Fee
No Class: 11/22

Building Social Skills for College

Provides students with disabilities support in developing foundational social skills. Focuses on effective communication strategies and social cognition. Based on the PEERS school-based program, and modified for use with young adult learners, this course was designed for young adults with social and communication deficits.

Instructor: V. Corona, 45 hours. **Room 436**

NC 107-01 W Aug. 22–Dec. 5 1:30–4:20 p.m. No Fee

Self-Improvement

Basic ESL I

Exposes English language learners to the first of three instructional levels of ESL for academic and everyday purposes. Introduces activities at a novice-low level which encourage independent learning. Promotes control over students' ability to learn and engage in goal-directed behaviors. Increases English language grammar, reading, listening, conversation, and writing competence. 30-32 hours.

NC 108-E1 TTh Aug. 21–Oct. 11 Noon–1:50 p.m. No Fee
Instructor: N. Bartels
Location: Chula Vista Public Library
365 F Street, Chula Vista, 91910

NC 108-E2 MW Aug. 20–Oct. 22 10–11:50 a.m. No Fee
No Class: 9/3, 10/1, 10/3
Instructor: M. Alca
Location: Willow Elementary School
226 Willow Road, San Ysidro, 92173

NC 108-E3 TTh Aug. 21–Oct. 16 9:30–11:20 a.m. No Fee
No Class: 10/2, 10/4
Instructor: F. Piovesan
Location: San Ysidro Elementary School District—
Parent Resource Center
4350 Otay Mesa Road, San Ysidro, 92173

NC 108-01 MW Sept. 5–Oct. 10 Noon–2:20 p.m. No Fee
No Class: 9/3
Instructor: C. Stuardo
Location: SWC Chula Vista Campus, **Room 662**

NC 108-E5 MW Aug. 20–Oct. 10 9–11 a.m. No Fee
No Class: 9/3, 10/1, 10/3
Instructor: F. Piovesan
Location: Smythe Elementary School
1880 Smythe Ave., San Ysidro, 92173

Basic ESL II

Exposes English learners to the second of three instructional levels of ESL for academic and everyday purposes. Continues activities at a novice-mid level which encourage independent learning. Promotes control over students' ability to learn and engage in goal-directed behaviors. Increases English language grammar, reading, listening, conversation, and writing competences. 30-31 hours.

NC 109-E1 MW Aug. 20–Oct. 10 Noon–1:50 p.m. No Fee
No class: 9/3, 10/1, 10/3
Instructor: N. Bartels
Location: Chula Vista Public Library
389 Orange Ave., Chula Vista, 91911

NC 109-E2 TTh Aug. 21–Oct. 25 3:30–4:40 p.m. No Fee
Instructor: O. Rayos
Location: Otay Mesa—Nestor Branch Library
3003 Coronado Ave., San Diego, 92154

NC 109-E3 MW Oct. 15–Dec. 5 9–11 a.m. No Fee
No Class: 11/12, 11/19, 11/21
Instructor: F. Piovesan
Location: Smythe Elementary School
1880 Smythe Ave., San Ysidro, 92173

NC 109-70 MW Oct. 15–Dec. 5 Noon–1:50 p.m. No Fee
No Class: 11/12
Instructor: C. Stuardo
Location: SWC HEC—National City, **Room 7214**
880 National City Blvd.
National City, 91950

NC 109-E5 TTh Oct. 18–Dec. 6 9:30–11:30 a.m. No Fee
No Class: 11/20, 11/22
Instructor: F. Piovesan
Location: San Ysidro Elementary School District—
Parent Resource Center
4350 Otay Mesa Road, San Ysidro, 92173

NC 109-E7 MWF Oct. 24–Dec. 7 9:30–11:20 a.m. No Fee
No Class: 11/12, 11/19, 11/21, 11/23
Instructor: M. Alca
Location: Willow Elementary School
226 Willow Road, San Ysidro, 92173

Enroll Early!
Classes fill up quickly
www.swccd.edu
or 619-482-6376

Basic ESL III

Exposes English language learners to the third of three instructional levels of ESL for academic and everyday purposes. Continues activities at a novice-high level which encourage independent learning. Promotes control over students' ability to learn and engage in goal-directed behaviors. Increases English language grammar, reading, listening, conversation, and writing. 30–31 hours.

NC 110-E1 MW Oct. 15–Dec.5 Noon–1:50 p.m. No Fee
Instructor: N. Bartels
Location: Chula Vista Public Library
 389 Orange Ave., Chula Vista, 91911

NC 110-E2 TTh Oct. 18–Dec.6 10 a.m.–Noon No Fee
No Class: 11/20, 11/22
Instructor: TBA
Location: San Ysidro Middle School
 4345 Otay Mesa Road, San Diego, 92154

Transitioning to College ESL

Prepares ESL students for credit college courses. Provides ESL students with language needed to navigate college applications, registration, assessment, course selection, and college study. Recommended for students at a novice-high level of English or higher, according to California Pathways.

Instructor: C. Stuardo, 24 hours. Room 662

NC 220-01 MW Sept. 5–Oct. 15 8:30–10:20 a.m. No Fee
 NC 220-02 MW Oct. 22–Dec. 3 8:30–10:20 a.m. No Fee

Computers and Technology for ESL

Provides the linguistic and basic technology skills English as a Second Language (ESL) learners need in order to be able to succeed in ESL classes and in everyday life skills. Prepares students linguistically to take college classes that use basic technology.

Instructor: A. Moreno, 18 hours. Room 543

NC 221-01 F Sept. 7–Nov. 2 9–10:50 a.m. No Fee

Trigonometry Refresher

Provides a review to students who wish to refresh their trigonometry skills. Includes topics such as trigonometric functions; radian measure of angles; graphs of sine, cosine, and tangent; trigonometric equations and inverse trigonometric equations; and law of sines and cosines. Consists of personalized computer-assisted instruction to refresh those concepts identified as needed for each student.

Instructor: K. Cliffe, 9 hours. Room 426D

NC 1104-01 MTWTh Aug. 28–Sept. 12 3–3:50 p.m. No Fee
No Class: 9/3

Organize Your Life and Have More Time for Fun

Provides instruction on how to organize your life so you have time to do the things you really want to do. Increases quality time through techniques and strategies to organize paperwork, clutter, and finances. Emphasizes overcoming procrastination.

Instructor: J. Acosta, 12 hours.

NC 1015-E1 Sat Sept. 1–15 9 a.m.–12:50 p.m. No Fee
Location: Seniors on Broadway
 845 Broadway, Suite 105
 Chula Vista, 91911

Retirement Living

Explores a broad range of important topics for retirees and older adults, including: health maintenance, consumer awareness, physical illness, estate planning, community resources, leisure time activities, and adapting to a new lifestyle.

Instructor: J. Acosta, 12 hours.

NC 38-E1 Sat Oct. 6–20 9 a.m.–12:50 p.m. No Fee
Location: Seniors on Broadway
 845 Broadway, Suite 105
 Chula Vista, 91911

Family and Parenting

Childbirth Education for Expectant Parents (Lamaze)

Prepares expectant parents for a positive childbirth experience. Instructs students on diverse methods of prepared childbirth, as well as demonstration and practice of essential and helpful exercises. Encourages childbirth partners/coaches, who are an integral part of the process, to attend and participate.

Instructors: R. Joselevitz, 10–20 hours. Room 1680

NC 6-50 Sat Oct. 13–20 8 a.m.–12:50 p.m. No Fee
 NC 6-60 TTh Aug. 21–Sept. 13 7–9:05 p.m. No Fee
 NC 6-61 TTh Oct. 23–Nov. 15 7–9:05 p.m. No Fee
No class: 11/22

Learn about the signs of labor, hospital procedures, what to expect during labor, delivery, and post-delivery. Take out the worry and fear by knowing how to support the welcoming of your child. This class is for you if you plan to have your baby with or without medication, in a birthing suite or an operating room, with several days of hospital stay or if you plan to go home right away. Please be sure to bring a mat and two pillows to class. **You are encouraged to bring a partner—partners must also register for this class.**

Recommended for students who are close to their due date.

Enroll Early! Classes fill up quickly www.swccd.edu or 619-482-6376

Art, Music, and Crafts

Art Therapy

Focuses on the use of art as a creative expression and a therapeutic process. Utilizes a variety of art media to promote self-expression, to develop coping skills, and to mediate emotional and physical challenges and limitations. Designed for older adults, this course is also appropriate for anyone who wants to enhance the quality of their life. 12 hours.

NC 1053-E1 T Aug. 21–Oct. 2 1:30–3:20 p.m. No Fee
 NC 1053-E2 W Sept. 5–Oct. 24 1:30–3:20 p.m. No Fee

Instructor: D. Davis
Location: St. Paul's PACE
 630 L Street, Chula Vista, 91911

NC 1053-E3 F Aug. 31–Oct. 12 10–11:50 a.m. No Fee
 NC 1053-E4 F Oct. 19–Nov. 30 10–11:50 a.m. No Fee

No Class: 11/23

NC 1053-E5 T Aug. 21–Oct. 2 10–11:50 a.m. No Fee
Instructor: D. Davis

Location: George Glenner Alzheimer Family Center
 280 Saylor Dr., Chula Vista, 91910

NC 1053-E6 F Aug. 31–Oct. 12 1:30–3:20 p.m. No Fee
 NC 1053-E7 F Oct. 19–Nov. 30 1:30–3:20 p.m. No Fee

No class: 11/23

Instructor: D. Davis
Location: ActiveCare at Rolling Hills Ranch
 850 Duncan Ranch Rd., Chula Vista, 91914

NC 1053-E8 W Oct. 31–Dec. 5 1:30–3:20 p.m. No Fee

Instructor: D. Davis
Location: St. Paul's PACE
 630 L Street, Chula Vista, 91911

NC 1053-E9 Th Aug. 23–Sept. 27 10–11:50 a.m. No Fee
 NC 1053-E10 Th Oct. 25–Dec. 6 10–11:50 a.m. No Fee

No class: 11/22

NC 1053-E11 M Oct. 1–Nov. 5 10:30 a.m.–12:20 p.m. No Fee

No class: 11/12
Instructor: A. Bejarano
Location: Otay Mesa—Nestor Branch Library
 3003 Coronado Ave., San Diego, 92154

Gospel Choir I

Underlines and defines the Spirituals and Black Gospel with aural and historical analysis. Emphasizes and practices vocal and performing techniques, interpretive skills, and performance practice. Requires public performance.

Instructor: P. Lenud, 71 hours. **Room 801**

NC 3081-01 T Aug. 20–Dec. 7 1–3:35 p.m. No Fee

Wellness and Fitness

Tai Chi

Introduces the Chinese Tai Ji Quan (Tai Chi) traditional exercise for body and mind. Emphasizes muscle tone, flexibility, relaxation and stress reduction, especially for older adults. Consists of slow rhythmic movements and meditation techniques effective for relaxation, decreasing high blood pressure, and promoting overall wellness for all ages.

Instructor: S. Evans, 23–24 hours.

NC 32-E1 M Aug. 20–Dec. 3 1:30–2:55 p.m. No Fee
No Class: 9/3, 11/12

NC 32-E2 Th Aug. 23–Dec. 6 1:30–2:50 p.m. No Fee
No class: 11/22

Location: Casa de Servicios (Villa Merced)
 1188 Beyer Way, Bldg. 1168
 San Diego, 92154

NC 32 E3 T Aug. 21–Dec. 4 9–10:05 a.m. No Fee
 NC 32 E4 Sat Aug. 25–Dec. 1 9–10:15 a.m. No Fee

No Class: 11/24

NC 32-E5 T Aug. 21–Dec. 4 10:45–11:50 a.m. No Fee
 NC 32-E6 Sat Aug. 25–Dec. 1 10:45 a.m.–12:10 p.m. No Fee

No class: 11/24
Location: St. Paul's Plaza Senior Center
 1420 E. Palomar Street, Chula Vista, 91913

Body Dynamics and Aging Process

Provides instruction and conditioning for the maintenance of physical well-being, particularly for older adults. Focuses on deep breathing, circulation, flexibility, stamina, body awareness, and rhythmic movements. Incorporates adapted techniques suitable for individuals of varied fitness levels and physical ability.

Instructor: J. Acosta, 36 hours.

NC 34-E1 TTh Aug. 21–Oct. 18 8:30–10:20 a.m. No Fee
 NC 34-E2 TTh Oct. 23–Dec. 4 8–10:30 a.m. No Fee

No Class: 11/22

Location: Casa de Servicios (Villa Merced)
 1188 Beyer Way, Rec Room
 San Diego, 92154

NC 34-E3 TTh Aug. 21–Oct. 18 11 a.m.–12:50 p.m. No Fee
 NC 34-E4 TTh Oct. 23–Dec. 4 11 a.m.–1:30 p.m. No Fee

No class: 11/22

Location: Seniors on Broadway
 845 Broadway, Suite 105
 Chula Vista, 91911



Wellness for Older Adults

Provides instruction designed to help older adults remain healthy, safe, and independent. Emphasizes the physiological aspects of aging, disease prevention techniques, and how exercise and nutrition play important roles in enhancing physical and emotional health, reducing stress, and reducing the risk for falls and injuries. 42 hours.

NC 99-E1	MWF	Aug. 20–Dec. 5	7–7:50 a.m.	No Fee
			No Class: 9/3, 10/5, 11/9, 11/12, 11/23	
NC 99-E2	MWF	Aug. 20–Dec. 5	8:30–9:20 a.m.	No Fee
			No Class: 9/3, 10/5, 11/9, 11/12, 11/23	
NC 99-E3	MWF	Aug. 20–Dec. 5	10–10:50 a.m.	No Fee
			No Class: 9/3, 10/5, 11/9, 11/12, 11/23	
			Instructor: A. Solis	
			Location: St. Charles Church Parish Hall 990 Saturn Blvd., San Diego, 92154	

****Limited space—registration ends on the first day of class.****



It's Time to Explore Your **NEXT STEPS** and Discover the *Keys to Success*

Are you taking a noncredit course, or maybe enrolled in one of the certificate programs, and you're wondering what other educational opportunities you can take advantage of at Southwestern College?

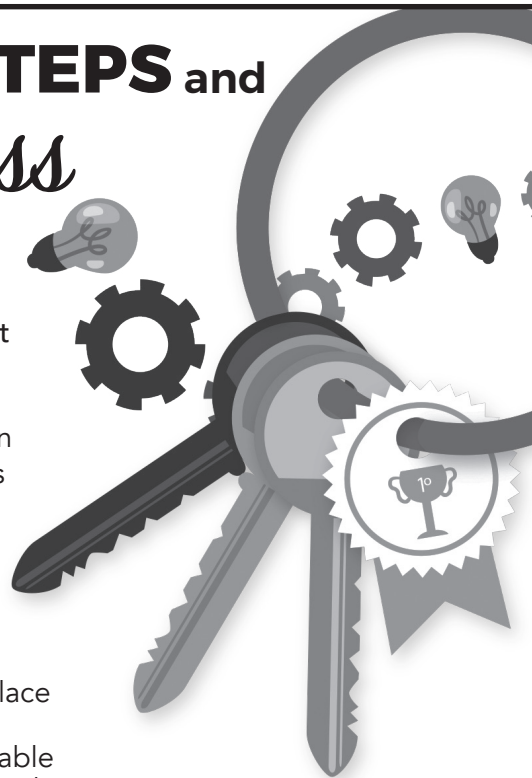
Eligible, enrolled Noncredit students can attend an orientation and meet with a counselor to explore education opportunities and services available through Southwestern College.

The type of information covered includes topics such as:

- Exploring career options and choosing life/career goals
- Identifying you current skill levels—know your starting place
- Making the transition to college
- Becoming aware of campus services and resources available
- How to pay for college—maybe you are eligible for financial assistance
- Developing an educational plan—your road map to success

For more information and to schedule your NEXT STEPS appointment, please contact the Continuing Education office at 619-482-6376

This service is made available through Noncredit Student Success



Crown Cove Aquatic Center

CCAC

5000 Highway 75
Coronado, CA 92118



Located at Silver Strand State Beach
Directions found at <http://www.swccd.edu/crowncove>
To register for classes listed below, please call CCAC at (619) 429-1669

Pediatric Basic Life Support and First Aid

Provides individuals with the knowledge and skills necessary to prevent, recognize, and provide basic care for respiratory, cardiac, and first aid emergencies in children and infants. Follows the American Heart Association Basic Life Support (BLS) and First Aid guidelines.

Instructor: J. Araiza, 8 hours.

NC 1022-E1	Sat	Sept. 8	8:30 a.m.–4:40 p.m.	No Fee
NC 1022-E2	Sat	Oct. 6	8:30 a.m.–4:40 p.m.	No Fee
NC 1022-E3	Sat	Dec. 1	8:30 a.m.–4:40 p.m.	No Fee

Required textbook must be brought to class: Heartsaver Pediatric First Aid CPR AED (2015) (available onsite at CCAC for \$5). Successful completion of a written and psychomotor test is required to receive course completion certificate. American Heart Association (AHA) course completion certificate is \$30. As per the new AHA guidelines all cards will be submitted in electronic format, students **must** provide an accurate email address to obtain course completion certifications.

Basic First Aid and Adult CPR

Designed to prepare individuals to recognize and treat injuries and sudden illnesses. Meets the requirements for basic first aid and adult CPR in the workplace. 8 hours.

NC 40-E1	Sat	Sept. 15	8:30 a.m.–4:40 p.m.	No Fee
			Instructor: M. Smith	
NC 40-E2	Sat	Sept. 29	8:30 a.m.–4:40 p.m.	No Fee
NC 40-E3	Sat	Oct. 20	8:30 a.m.–4:40 p.m.	No Fee
NC 40-E4	Sat	Nov. 3	8:30 a.m.–4:40 p.m.	No Fee

Instructor: D. Hawley

Location: Crown Cove Aquatic Center
5000 Hwy 75, Coronado, 92118

NC 40-E5	M	Aug. 13	8 a.m.–4:10 p.m.	No Fee
NC 40-E6	M	Sept. 10	8 a.m.–4:10 p.m.	No Fee
NC 40-E7	M	Oct. 8	8 a.m.–4:10 p.m.	No Fee
NC 40-E8	M	Nov. 5	8 a.m.–4:10 p.m.	No Fee
NC 40-E9	M	Dec. 3	8 a.m.–4:10 p.m.	No Fee

Instructor: W. Price

Location: HHSA—The Knowledge Center
5469 Kearny Villa Rd., Ste.1000
San Diego, 92123

NC 40-E10	Th	Aug. 16	8 a.m.–4:10 p.m.	No Fee
NC 40-E11	Th	Sept. 20	8 a.m.–4:10 p.m.	No Fee
NC 40-E12	Th	Oct. 18	8 a.m.–4:10 p.m.	No Fee
NC 40-E13	Th	Nov. 15	8 a.m.–4:10 p.m.	No Fee

Instructor: D. Hawley

Location: City of Chula Vista Public Works
1800 Maxwell Road, Chula Vista, 91910

Required textbook must be brought to class: Heartsaver First Aid CPR AED (2015) (available onsite at CCAC for \$5). American Heart Association (AHA) course completion certificate is \$30. As per the new AHA guidelines all cards will be submitted in electronic format, students **must** provide an accurate email address to obtain course completion certifications.





CPR for the Professional Rescuer

Provides the professional rescuer with the knowledge and skills to provide Basic Life Support (BLS) to a victim in an emergency. Necessary for anyone wishing to become a BLS instructor. Follows the guidelines of both the American Red Cross and the American Heart Association. 8–9 hours.

NC 1007-E1	Sat	Aug. 25	8:30 a.m.–5:40 p.m.	No Fee
NC 1007-E2	Sat	Sept. 22	8:30 a.m.–5:40 p.m.	No Fee
NC 1007-E3	Sat	Oct. 13	8:30 a.m.–5:40 p.m.	No Fee
NC 1007-E4	Sat	Oct. 27	8:30 a.m.–5:40 p.m.	No Fee
NC 1007-E5	Sat	Nov. 17	8:30 a.m.–5:40 p.m.	No Fee

Instructor: D. Hawley

Location: Crown Cove Aquatic Center
5000 Hwy 75, Coronado, 92118

NC 1007-E6	T	Aug. 14	8 a.m.–4:10 p.m.	No Fee
NC 1007-E7	T	Sept. 11	8 a.m.–4:10 p.m.	No Fee
NC 1007-E8	T	Oct. 9	8 a.m.–4:10 p.m.	No Fee
NC 1007-E9	T	Nov. 6	8 a.m.–4:10 p.m.	No Fee
NC 1007-E10	T	Dec. 4	8 a.m.–4:10 p.m.	No Fee

Instructor: W. Price

Location: HHSA—The Knowledge Center
5469 Kearny Villa Rd., Ste.1000
San Diego, 92123

Components include one-and two-rescuer CPR and foreign body airway obstruction (FBAO) in adults, children, and infants. Bag-valve-mask (BVM) and Automated External Defibrillation (AED) also included. Successful completion of a written test is required to receive course completion certificate. **Required book: BLS Provider Manual 2015 (available onsite at CCAC for \$5).** American Heart Association (AHA) course completion certificate is \$30. As per the new AHA guidelines all cards will be submitted in electronic format, students must provide an accurate email address to obtain course completion certifications.

Basic Life Support (BLS) Instructor

Designed to advance the Basic Life Support (BLS) provider to the position of instructor. Teaches the instructor candidate the components and delivery of cognitive and psychomotor skills training used for BLS training.

Instructor: D. Hawley, 16 hours.

NC 1039-E1	SatSun	Nov. 10–11	8:30 a.m.–4:40 p.m.	No Fee
------------	--------	------------	---------------------	--------

Fee-Based Classes

Career and Professional Development

Make Extra Income as a Wholesale Auto Dealer from Home

Come learn how to supplement your income by buying and selling wholesale cars as a home-based business. You will learn how and where to buy at wholesale price and eight selling techniques that create profit and cash flow. Learn how to get your auto dealer license in 15 days. Find out how and where to buy below wholesale prices and how to sell at retail prices. You will get a free list of 400+ dealer-only auctions in the USA where automobiles are sold below wholesale. This class is DMV approved. You will receive a DMV certificate of completion after you complete and pass the class exam. Benefits of a dealer license include dealer plates for vehicles that can be used for business and pleasure, auto parts and service at wholesale prices and sales tax exempt, ability to travel and do business in every state, import and export opportunities, and tax deductions.

Instructor: Wayne Williams, 7 hours. Room 1680

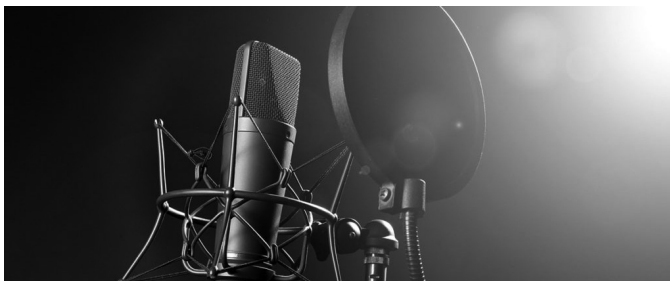
CS 257-60 WTh Sept. 19–20 6–9:30 p.m. Fee: \$85
\$25 materials fee paid at time of registration.

Voice-Overs...Now is Your Time!

In what could be one of the most enlightening 2 hours you've ever spent, this class will show you how YOU could actually begin using your speaking voice for commercials, films, and videos! Most people go about it the wrong way. In this class, you will learn about a unique, outside-of-the-box way to cash in on one of the most lucrative full or part-time careers out there! This is a business that you can handle on your own terms, on your own turf, in your own time, and with practically no overhead! And NOW is the best time to make this happen as new companies are looking for new voices like never before. This exciting and fun class could be the game changer you've been looking for!

Instructor: Lisa Foster, 2 hours. Room 1680. Lisa Foster's voice can be heard on commercials and narrations for such clients as: Crest Toothpaste, Olay, Café, Appassionato, LA Weight Loss, Advanced Laser Clinics and Sleep Train.

CS 148-60 Th Oct. 25 6:30–8:30 p.m. Fee: \$45



California State Notary Public Seminar

The demand for professional notaries in California is growing! Join this dynamic profession in high demand within the fields of finance, real estate, business, and law. Increase your employment skills and learn how to better protect your employer's business. This class will provide the new or previously commissioned notary public with the education and skills to pass the state examination, detect fraud, and become successful in a new career. If you are interested in taking the exam, please bring a check payable to the Secretary of State, together with required identification: either a California driver's license or California ID. You must not have had a felony conviction to take this exam.

Instructor: Thomas Peavyhouse, 7 hours. Room 1680

CS 14-50 Sat Sept. 29 8 a.m.–4 p.m. Fee: \$75
\$45 materials fee paid at time of registration.
Optional State exam scheduled 4–5 p.m. for an additional \$40 fee.

Loan Signing—Notary Public Seminar

The California real estate industry is in need of Notary Public Loan Signing Specialists. This course will provide students with information on the duties and responsibilities of both the Notary Public and the Loan Signing Specialist, which will enable students to acquire the essential knowledge and skills to be successful in this career field. After completing the course, students will be able to identify and understand the different types of loan documents with sufficient knowledge to explain them to the client, if requested. The course will conclude with an open book final exam, proctored by the instructor.

Instructor: Thomas Peavyhouse, 7 hours. Room 1680

CS 143-50 Sun Sept. 30 9 a.m.–5 p.m. Fee: \$75
\$70 materials fee at time of registration.

Work at Home as a Medical Transcriptionist

Demand for medical transcriptionists is soaring! Join a field that pays well and gives you the flexibility of working at home, in a medical office, or in a hospital. Learn proven strategies for where best to learn medical transcription, how to market your business, grow a client base, equipment, software, transcription machines and electronic transfers, working for a service and much more.

Instructor: Deborah Burns, 3 hours. Room 1680, Deborah Burns will share her many years of experience as a business owner in this exciting introduction to the field of medical transcription.

CS 51-60 Th Sept. 27 6–9 p.m. Fee: \$40
\$20 material fee at time of registration.

Booting Up for Big Bucks! Over 120 Work-From-Home Business Ideas!

The Internet has enabled people to run a business with low startup costs and high profitability. From information brokers, to freelancers, to eBay sellers, people have used their computers to build their fortunes. This class presents more than 120 high-demand businesses that can be completely run from your home computer. These computer-based businesses may utilize skills you already have, skills that are easily attained, or skills requiring formal training. This class will cover how to create different types of businesses using easy methods for bookkeeping and taxes, to make sense of the legal “mumbo-jumbo” (sales taxes, business licensure, and business structure), to make a profit-boosting website, and to find FREE resources that can give you a leg up!

Instructor: Nancy Miller, 3 hours. **Room 1685A**

CS 278-60 W Sept. 26 6:30–9:30 p.m. Fee: \$39
\$30 materials fee paid at time of registration.

Financial Planning

Living Trust—Family Inheritance

In this three-hour seminar you can learn how to protect your assets so they go directly to your family and not to costly attorney fees! Proper planning is essential for anyone who owns a home, has a spouse, children, or dependents. Learn how living trusts work and can help your family avoid probate. Find out how to preserve and monitor assets and how a trust can also serve as a tax shelter for large estates. Insight on the value of Durable Powers of Attorney will be explained.

Instructor: Sami Martinez, 3 hours. **Room 1685A.** Sami Martinez is an attorney and estate planner practicing exclusively in the areas of wills and trusts, trust administration, probate, and charitable giving.

CS 68-50 Sat Nov. 10 9 a.m.–Noon Fee: \$35

Retirement Planning Today

Educate retirees as to the multitude of decisions that must be made during retirement as well as the complexities of managing financial affairs to create their best retirement lifestyle today.

Instructor: Joe Anderson, 6 hours, **Room 1683**

CS 175-50 Sat Sept. 8–15 9 a.m.–Noon Fee: \$49
CS 175-60 W Sept. 12–19 6:30–9:30 p.m. Fee: \$49

You may bring a guest at no charge to any class listed above.

Arts, Music, and Crafts

Design Principles and Techniques for Exceptional Floral Arrangements

This fun and informative class will explore principles and techniques of floral design. The principles of design will be explained as they relate to floral arranging. Floral Master’s techniques will be explored for use in making your floral designs special. Most of the class time will be spent with hands-on designing of one special floral piece the student will keep. Unusual and exotic materials and flowers will be provided. Each arrangement will be uniquely different and all will be truly exceptional.

Instructor: Betty Patterson Del Sol, 4 hours. **Room 1801.**

Students will keep their own floral arrangement at the end of class.

CS 210-50 Sat Sept. 8 9 a.m.–1 p.m. Fee: \$40
\$25 materials fee paid at time of registration.

Mosaic Art

Students will learn basic techniques needed to construct mosaic art works including the selection of appropriate materials, cutting and breaking selected materials, aesthetic arrangement of materials through the study of basic elements and principles of design, adhering mosaic materials to flat and three-dimensional surfaces, grouting, and cleaning finished projects.

Instructor: Bernadette Mingus, 15 hours. **Room 754.** Students must purchase their own personal safety glasses and bring them to first class meeting. Students are required to obey all class safety rules.

CS 242-50 Sat Sept. 29–Oct. 27 9:30 a.m.–12:30 p.m. Fee: \$70
\$20 materials fee paid at time of registration.

Self-Improvement

Build Your Own Website in Minutes for FREE!

If you can use a word processor, you can create your own website in just minutes for free including text, graphics, a shopping cart, and the ability to customize it any way you want it. Forget about learning HTML code, buying expensive software programs, and spending days in classroom sessions. This class will show you how to have your site up and running in just minutes. You’ll understand the BEST parts and pieces to put on your site to make it work the way you want it to and how to link and list it with the major search engines. **Instructor:** Mike Rounds, 3 hours. **Room 1683,** Instructor only provides information and demonstration for building a website.

CS 279-60 T Sept. 26 6:30–9:30 p.m. Fee: \$39
\$30 materials fee paid at time of registration.

Enroll Early! Classes fill up quickly www.swccd.edu or 619-482-6376

Making the Most of Social Security

One of the most important decisions that you need to make before you retire is when to take Social Security. Whether you are single, married or divorced, there may be ways to maximize your Social Security. It is important to have good understanding of the inner workings of the Social Security to be able to maximize your benefits.

Instructor: Michael Dose, 2 hours. Room 510

CS 288-50 Sat Oct. 13 10 a.m.–Noon Fee: \$10
 CS 288-51 Sat Oct. 27 10 a.m.–Noon Fee: \$10
 \$5 materials fee paid at time of registration.

Traffic School

Southwestern College is certified as an official Traffic Violator School (TVS) available to individuals who have received a traffic citation. If you have been referred to a TVS by the court, you may void the citation from your driving record and protect your current insurance rate by attending a DMV-approved Traffic Violator School. You must check in by 7:45 a.m. and remain for the entire 8-hour program to meet the DMV requirement.

Instructors: Paulino Leon/Philip Ochoa, 8 hours. Room 662

English:

CS 17-50	Sat	Aug. 18	8 a.m.–4 p.m.	Fee: \$40
CS 17-52	Sat	Sept. 22	8 a.m.–4 p.m.	Fee: \$40
CS 17-53	Sat	Oct. 6	8 a.m.–4 p.m.	Fee: \$40
CS 17-54	Sat	Oct. 20	8 a.m.–4 p.m.	Fee: \$40
CS 17-56	Sat	Nov. 17	8 a.m.–4 p.m.	Fee: \$40
CS 17-57	Sat	Dec. 1	8 a.m.–4 p.m.	Fee: \$40

Spanish:

CS 17-51S	Sat	Sept. 8	8 a.m.–4 p.m.	Fee: \$40
CS 17-55S	Sat	Nov. 3	8 a.m.–4 p.m.	Fee: \$40



SOUTH BAY
ADULT EDUCATION

**YOU CAN ACHIEVE
YOUR GOALS
WE'RE HERE TO HELP**

Chula Vista Adult School
(619) 796-7000

National City Adult School
(619) 336-9400

Coronado Adult School
(619) 522-8911

San Ysidro Adult School
(619) 428-7200

Montgomery Adult School
(619) 600-3800

**Southwestern College
Continuing Education**
(619) 482-6376



**CONTACT
US NOW!**

www.southbayadulthood.org





Southwestern College Customized Training Program

LET US PARTNER WITH YOUR COMPANY
in improving your “greatest investment”
your employees & sustainable productivity.

SWC PROVIDES HIGH QUALITY INSTRUCTION VIA CUSTOMIZED TRAINING IN KEY ASPECTS OF WORKFORCE DEVELOPMENT THROUGH:

- Customer Service
- English for the Workplace
- Diversity Management

IN ADDITION TO THESE COMPETITIVELY PRICED SERVICES:

- Personally meet with leadership to discuss training needs
- Bring training to your location and at your convenience

Contact Continuing Education
at (619) 482-6376



The Tennis Academy at Southwestern College

900 Otay Lakes Road, Chula Vista, 91910
619-421-6622

Staff

The Tennis Academy offers various programs for Juniors and Adults through group clinics and also private instruction. On-site registration at the Tennis Academy Office only. Flyers for each program are available at the Tennis Academy Office.

Susan Reasons, Jaguar Tennis Academy Coach, SWC Head Women's Intercollegiate Tennis Coach, B.A. Physical Education, California Community College Teaching Credential, SWC Exercise Science Tennis Instructor, PTR Certified. Southwestern College Athletic Department Hall of Fame Coach.

Please call Coach Susan Reasons at **619-421-6622** or email: susanreasons@yahoo.com for registration information on specific dates and times of classes listed. Registration at Tennis Academy Office Only.

Beginning/Advanced Beginning Junior Training Program (Ages 8-17)

Basic skill introduction. To include ground strokes, positioning, footwork, and introduction to serving and ball tossing. Development of hand eye coordination. Physical conditioning included.

Instructors: Susan Reasons, 1 hour per week/4-week sessions.

M	4-5 p.m.	Fee: \$60
W	4:30-5:30 p.m.	Fee: \$60
T	5-6 p.m.	Fee: \$60

Intermediate Junior Training Program (Ages 8-17)

Focuses on more development of groundstrokes to include consistency and placement. Development of consistency and placement of serves from the baseline. Rallies from mini-tennis court areas and basic games, as well as introduction of volleys. Footwork and conditioning included.

Instructors: Susan Reasons, 2 hours per week/4-week sessions.

M	5-7 p.m.	Fee: \$85
Th	5:30-7:30 p.m.	Fee: \$85

Advanced Intermediate/Advanced Junior Training Program (Ages 9-17)

Further growth with rallying of full court with groundstrokes. Using serves to start games, addition of scoring, and net game improvement to include volleys, overheads and approach shots. Game playing of singles and doubles. Basic strategy, court positioning. Foot work and conditioning included.

Instructors: Susan Reasons, 2 hours per week/4-week sessions.

W	5:30-7:30 p.m.	Fee: \$85
---	----------------	-----------

Beginning-Intermediate Adult Level Class (Ages 18 and up)

Class will receive instruction on Forehand and Backhand Ground Strokes, Serving, Positioning, Court Knowledge, Basic Rules of Scoring. Plus Footwork Intro to Net Play with Volleys will also be included. Pre-Registration required. Class size limited to 15 students.

Instructor: Susan Reasons, 1.5 hours per week/4-week sessions.

T	6:30-8 p.m.	Fee: \$65
---	-------------	-----------

ed2go

Via the Internet

**ed2go Online Classes start:
August 15, September 12, October 17,
November 14, and December 12**

- For information about these online classes or to register, go to www.ed2go.com/swc
- For a demonstration of an actual course, go to www.ed2go.com/demo/

Requirements: All courses require Internet access, e-mail, Netscape Navigator, or Microsoft Internet Explorer. Some courses may have additional requirements. Please visit the Online Instruction Center for more information.

You will be able to download a letter of completion at the end of each course. These courses do not offer college credit.

Fees are nonrefundable two weeks after the class starts.

Internet and Web Design Fee: \$125 per course

Cse. No.	Title
ETG-101	Creating Web Pages
ETG-102	Introduction to ASP.NET
ETG-104	Introduction to CSS3 and HTML5
ETG-106	Introduction to PHP and MySQL
ETG-107	Introduction to Java Programming
ETG-108	Intermediate CSS3 and HTML5
ETG-109	Intermediate JAVA Programming
ETG-111	Achieving Top Search Engine Positions
ETG-112	Advanced Web Pages
ETG-114	Blogging and Podcasting for Beginners
ETG-116	Designing Effective Websites
ETG-117	Introduction to Microsoft Outlook 2010
ETG-120	Introduction to Crystal Reports
ETG-124	Creating Mobile Apps with HTML5
ETG-125	Creating WordPress Websites

Computers

Fee: \$120* per course
***Unless otherwise noted**

Cse. No.	Title
ETG-200	Introduction to PC Troubleshooting
ETG-204	Introduction to Microsoft Excel 2007
ETG-206	Advanced Microsoft Excel 2013
ETG-207	Introduction to Microsoft Access 2007
ETG-208	Intermediate Microsoft Access 2007
ETG-209	Introduction to Microsoft Word 2010
ETG-210	Intermediate Microsoft Word 2007
ETG-212	Introduction to Microsoft PowerPoint 2007
ETG-213	Basic CompTIA A+ Certification Prep *\$130
ETG-214	Intermediate CompTIA A+ Certification Prep *\$130
ETG-215	Advanced CompTIA A+ Certification Prep *\$130
ETG-216	Introduction to Microsoft Word 2007
ETG-217	Introduction to Dreamweaver CS6
ETG-218	Keyboarding
ETG-219	Introduction to Microsoft Excel 2010
ETG-220	Introduction to Microsoft Project 2007
ETG-221	Advanced Microsoft Excel 2007
ETG-222	Introduction to PC Security
ETG-223	Introduction to Microsoft Project 2010
ETG-224	Photoshop CC for the Digital Photographer
ETG-225	Intermediate Microsoft Excel 2010
ETG-226	Introduction to Microsoft PowerPoint 2010
ETG-228	Introduction to Microsoft Access 2010
ETG-229	Intermediate Microsoft Access 2010
ETG-231	Introduction to Illustrator CS6
ETG-232	Photoshop Elements 12 for the Digital Photographer
ETG-233	Photoshop Elements 13 for the Digital Photographer
ETG-234	Introduction to Photoshop CS5
ETG-235	Introduction to InDesign CS6
ETG-236	Photoshop CC for the Digital Photographer II
ETG-239	Intermediate Photoshop CS5
ETG-241	Introduction to Database Development
ETG-242	Introduction to Networking
ETG-243	Intermediate Networking
ETG-244	Computer Skills for the Workplace
ETG-245	Intermediate Microsoft Word 2010
ETG-246	Introduction to SQL
ETG-247	Intermediate SQL
ETG-248	Intermediate Oracle
ETG-249	Introduction to C++ Programming *\$130
ETG-250	Introduction to C# Programming *\$130
ETG-253	Wireless Networking

Tech Prep and Special Interest

Fee: \$120 per course

Cse. No.	Title
ETG-300	Write Fiction Like A Pro
ETG-301	The Craft of Magazine Writing
ETG-302	Beginning Writer's Workshop
ETG-303	Writing Effective Grant Proposals

ETG-304 A to Z Grant Writing
 ETG-305 Instant Italian
 ETG-306 GRE Preparation–Part 1 (Verbal and Analytical)
 ETG-307 GRE Preparation–Part 2 (Quantitative)
 ETG-308 LSAT Preparation–Part 1
 ETG-309 LSAT Preparation–Part 2
 ETG-310 Grammar Refresher
 ETG-311 Beginning Conversational French
 ETG-312 Writeriffic: Creativity Training for Writers
 ETG-314 Speed Spanish
 ETG-315 Grammar for ESL
 ETG-316 Medical Terminology: A Word Association Approach
 ETG-317 Introduction to Natural Health and Healing
 ETG-318 GMAT Preparation
 ETG-319 Discover Digital Photography
 ETG-321 Genealogy Basics
 ETG-322 Learn to Buy and Sell on eBay
 ETG-323 Secrets of Better Photography
 ETG-324 Conversational Japanese
 ETG-325 Photographing People with your Digital Camera
 ETG-326 Speed Spanish II
 ETG-327 Writing Essentials
 ETG-328 Twelve Steps to a Successful Job Search
 ETG-329 Where Does All My Money Go?
 ETG-330 Get Assertive!
 ETG-331 Explore a Career as an Administrative Medical Assistant
 ETG-332 Leadership
 ETG-333 Interpersonal Communication
 ETG-334 Personal Finance
 ETG-335 Explore a Career in Medical Coding
 ETG-336 Human Anatomy and Physiology
 ETG-337 Keys to Effective Communication
 ETG-338 Become a Veterinary Assistant
 ETG-339 Become a Veterinary Assistant II: Canine Reproduction
 ETG-340 Become a Veterinary Assistant III: Practical Skills
 ETG-341 Introduction to Digital Scrapbooking
 ETG-342 Achieving Success with Difficult People
 ETG-344 Solving Classroom Discipline Problems
 ETG-345 Stocks, Bonds, and Investing: Oh My!
 ETG-346 Introduction to Screenwriting
 ETG-348 Fundamentals of Technical Writing
 ETG-349 Keys to Effective Editing
 ETG-351 Handling Medical Emergencies
 ETG-352 Write Your Life Story
 ETG-353 Helping Elderly Parents
 ETG-354 Lose Weight and Keep It Off
 ETG-355 Become a Physical Therapy Aide
 ETG-356 Spanish for Medical Professionals
 ETG-357 Understanding Adolescents
 ETG-358 Spanish in the Classroom
 ETG-359 Creating a Classroom Web Site
 ETG-360 Teaching Preschool: A Year of Inspiring Lessons
 ETG-361 The Creative Classroom
 ETG-362 Teaching Smarter With SMART Boards
 ETG-363 Ready, Set, Read!
 ETG-364 Teaching Students with ADHD
 ETG-365 Guided Reading & Writing: Strategies for Maximum Student Achievement
 ETG-366 Differentiated Instruction in the Classroom
 ETG-367 Guided Reading: Strategies for the

Differentiated Classroom
 ETG-368 Teaching Students with Learning Disabilities
 ETG-369 Teaching Students with Autism: Strategies for Success
 ETG-370 Response to Intervention: Reading Strategies That Work
 ETG-371 Singapore Math Strategies: Model Drawing for Grades 1–6
 ETG-372 Singapore Math: Number Sense and Computational Strategies
 ETG-373 Writing for Children
 ETG-374 SAT/ACT Preparation–Part 1
 ETG-375 SAT/ACT Preparation–Part 2
 ETG-376 Introduction to Stock Options
 ETG-380 Introduction to Interior Design
 ETG-381 Start Your Own Edible Garden
 ETG-382 Resume Writing Workshop
 ETG-383 Enhancing Language Development in Childhood

Small Business

Fee: \$120 per course

Cse. No.	Title
ETG-400	Start and Operate Your Own Home-Based Business
ETG-401	Marketing Your Business on the Internet
ETG-402	Starting a Nonprofit
ETG-403	Marketing Your Nonprofit
ETG-404	Creating a Successful Business Plan
ETG-405	Starting a Consulting Practice
ETG-406	Start Your Own Small Business
ETG-407	Introduction to Internet Writing Markets

Management and Business

Fee: \$130 per course

Cse. No.	Title
ETG-625	Introduction to QuickBooks 2014
ETG-628	Purchasing Fundamentals
ETG-629	Project Management Fundamentals
ETG-630	Business Finance for Non-Finance Personnel
ETG-631	Administrative Assistant Fundamentals
ETG-632	Fundamentals of Supervision and Management
ETG-633	Effective Business Writing
ETG-634	Business and Marketing Writing
ETG-636	Accounting Fundamentals
ETG-637	Accounting Fundamentals II
ETG-639	Real Estate Investing
ETG-641	Building Teams That Work
ETG-643	Individual Excellence
ETG-646	Fundamentals of Supervision and Management II
ETG-647	Distribution and Logistics Management
ETG-649	Introduction to Nonprofit Management
ETG-651	Understanding the Human Resources Function
ETG-652	Administrative Assistant Applications
ETG-653	Total Quality Fundamentals
ETG-654	Project Management Applications

www.ed2go.com/swc

RN First Assistant - RNFA Program



PRESENTED BY: The National Institute of First Assisting, Inc. (NIFA®) in partnership with the Southwestern College in San Diego California.

NATIONAL STANDARDS: RN First Assistant (RNFA®) program meets all national AORN Standards for RN First Assistant Education Programs (December 2013 Association of periOperative Registered Nurses) and has been accepted by the Competency Credentialing Institute (CCI®) since 1998. RNFA curriculum is recognized by all 50 state nursing boards.

ELIGIBILITY

RNs: Registered Nurses who qualify for the program must be CNOR or CNOR-eligible and must:

- Have a current unrestricted RN license.
- Be currently working full-time or part-time in perioperative nursing in the area of nursing education, administration, research or clinical practice.
- Have completed a minimum of 2 years and 2,400 hours of experience in perioperative nursing, with a minimum of 50% (1,200 hours) in the intraoperative setting.
- RNs must submit proof of CNOR certification prior to graduating from the program.

APRNs: Board-certified or board-eligible Advance Practice Registered Nurses qualify for the program and the CNOR experience clause is waived. APRN's must submit proof of national certification prior to graduating from the program.

AREA OF STUDY Operating room nursing skills and knowledge and Registered Nurse First Assistant scope of practice, surgical skills and the perioperative care of patients to achieve optimal outcomes.

Contact NIFA at 1-800-922-7747

Mon.-Thurs. 7:30-5:00, Fri. 7:30-4:00 MST

Visit www.RNFA.org or email: info@NIFA.com

Jennifer Curran RN, CNOR, CRNFA Dean Parsons RN, CNOR, RNFA See NIFA on the front page of www.AORN.org



Online Career Training Programs

Prepare for employment in some of today's hottest careers with a comprehensive, affordable, and self-paced online Career Training Program. You can begin these Programs at any time and learn at your own pace. Upon successful completion of all required coursework, you will receive a Certificate of Completion.

Payment plans are available!

Features:

- Facilitators and mentors are available to answer questions and help you through your studies
- Career Counselors will help you prepare for the transition from the classroom to the workplace

Programs are available in the following areas:

- Business and Professional
- Healthcare and Fitness
- Management and Corporate
- Media and Design
- Hospitality and Gaming
- Skilled Trades and Industrial
- IT and Software Development
- Courses are all open-enrollment and self-paced
- All materials, workbooks, and software are included
- **PAYMENT PLANS ARE AVAILABLE**

Chartered Tax Professional for California Residents

The California Chartered Tax Professional Online Certificate Program will help you become qualified as a California Tax Preparer through the California Tax Education Council (CTEC). The California Chartered Tax Professional Certificate Program is composed of six modules in Federal income tax preparation, plus a California supplement. After successfully completing the first two Federal programs and the California lessons in the California CTP Certificate Program, you'll be qualified to prepare individual tax returns for almost all U.S. and California taxpayers. This online certificate program is offered in partnership with major colleges, universities, and other accredited education providers.

Payroll Practice and Management

If you want to become a payroll specialist or update your skills, take the Payroll Practice and Management Online Training Program. The program will provide the training you need, and it will also help prepare you for the Certified Payroll Professional (CPP) test given by the American Payroll Association. This online certificate program is offered in partnership with major colleges, universities, and other accredited education providers.

Digital Arts Certificate

The Digital Arts Online Training Program will help you develop technical skills and creative artistry in digital imaging, traditional drawing, and digital illustration. You'll learn professional applications for Adobe Photoshop and Illustrator alongside traditional materials like pencil and charcoal. Course projects include retouching, compositing, digital illustration, and still life drawing.

This online certificate program is offered in partnership with major colleges, universities, and offer accredited education providers.

THESE COURSES DO NOT OFFER COLLEGE CREDIT
MORE COURSES AVAILABLE AT OUR WEBSITE

<https://careertraining.ed2go.com/swc>

Online Career Training Programs

Online Education programs designed to provide the workforce skills necessary to enter a new field or advance your current career.

Payment plans are available!

Featuring such classes as:

Certified Global Business Professional

160 hours

\$2,495

The Certified Global Business Professional Online Training Program prepares you for the credential exam by educating you in four areas: global management, global marketing, supply chain management, and trade finance.

Certified Mediator and Arbitrator

200 hours

\$3,495

The Certified Mediator and Arbitrator Program provides students with the skills and knowledge needed to practice mediation and arbitration in their current careers or private practices.

Certified Mediator and Conflict

200 hours

\$3,495

Resolution Specialist

This comprehensive online training program will provide you with the core skills necessary for the practice of mediation and conflict resolution.

Non-Profit Management

300 hours

\$2,295

Examine the fundamental principles of nonprofit management, explore the roles and responsibilities of a nonprofit board of directors and the management team.

Search Engine Marketing

250 hours

1,895

Learn the essential components for understanding this unique and growing career field, including search engine optimization, pay-per-click marketing, and Web site copywriting.

Veterinary Assistant

170 hours

\$1,995

Prepare for a new career as a Veterinary Assistant as you learn how to care for animals and assist the veterinarian during examinations.

Casino Poker Dealer

100 hours

\$1,595

The Casino Poker Dealer Online Training Program prepares you to work as a dealer for casino table games, including seven card stud, Omaha, and Texas hold 'em.

Biofuel Production Operations

400 hours

\$2,595

The Biofuel Production Operations Online Training Program will give you the education as a biofuel production operator, inspecting and repairing equipment, operating computer systems, and handling lab equipment.



Certified Green Supply Chain Prof.

60 hours

\$1,595

Gain the skills you'll need to make a green impact on global sourcing, material management, procurement and buying, transportation and logistics, and new product development.

Certified Indoor Environmentalist Prep

32 hours

\$895

The Certified Indoor Environmentalist Program will help you take the next step in your career to become an indoor air quality or green building consultant. To better understand how to create a healthy home or building by preventing, diagnosing, and resolving indoor environmental problems.

Grant Writing

300 hours

\$2,295

Learn to write grant proposals that get funded in this nationally recognized Grant Writing online training program.

Pharmacy Technician

330 hours

\$1,995

Pharmacy technicians support licensed pharmacists in providing health care to patients. Train to enter this rapidly growing field with this respected online program.

Physical Therapy Aide

150 hours

\$1,895

You will learn what physical therapy entails, identify the responsibilities of a PT aide, and develop a working knowledge of anatomy and medical terminology.

Certified Indoor Air Quality Manager

16 hours

\$795

Are you a facility manager, building engineer, or health and safety officer who wants to improve the indoor air quality of your building? If so, the Certified Indoor Air Quality Manager Program is just for you.

Certified Wedding Planner

340 hours

\$1,595

This comprehensive program provides all the knowledge you need to work as a professional wedding planner or start your wedding planning business.

Carpentry

80 hours

\$1,595

Prepare for a career as a carpenter as you master basic residential construction skills, learn to read blueprints and do jobsite math, and get hands-on practice in three workshop projects.

Mastering Project Management w/ Microsoft Project 2010

130 hours

\$1,695

Translate your knowledge into skills by exploring key project management topics in depth and prepare for the Project Management Professional (PMP®) certification.

Mastering Project Management w/ PMP Prep

130 hours

\$1,695

In this intermediate/advanced level program, you'll translate your knowledge into skills by exploring key project management topics in depth.

Project Management Essentials w/ CAPM Prep

60 hours

\$1,195

This program is designed for those who are new to project management and will help you prepare for the Certified Associate In Project Management (CAPM)® certification exam.

The Complete Project Manager w/ CAPM and PMP Prep

130 hours

\$1,995

This is a comprehensive project management program is designed to create skills for today's project practitioners and prepare them for either the CAPM® or PMP® certifications.

Oil Refinery Operations

400 hours

\$2,595

Learn the skills you need to start work as an in-demand oil refinery operator.

Power Plant Operations

400 hours

\$2,595

Learn the skills you need to gain entry-level employment as a power plant operator.

Solar Power Professional

120 hours

\$1,895

Learn the fundamentals of photovoltaic solar powered energy systems and gain the knowledge you'll need for an entry level position with a dealer, installer, or other photovoltaic industry company.

Wind Energy Professional

240 hours

\$2,395

This entry-level Wind Energy Apprentice program prepares you for a career in the wind energy industry.

The Complete Project Manager w/ Microsoft Project 2010

190 hours

\$2,295

This comprehensive project management program is designed to create skills for today's project practitioners and prepare them for either the CAPM® or PMP® certifications

<http://careertraining.ed2go.com/swc>



**Continuing Education
FEE CLASS REGISTRATION FORM**

For Office Use Only

#

PLEASE PRINT or TYPE NAME BELOW

LAST _____ FIRST _____ M.I. _____

ADDRESS _____ CITY _____ ZIP _____

Phn # _____ Alt Phn # _____ email _____

NAME- 2ND REGISTRANT _____ AGE (if under 18) _____

CLASS	NAME OF CLASS	START DATE	NUMBER OF PEOPLE	REG FEE	MAT FEE

PAYMENT METHOD: Check Cash

TOTAL AMOUNT

--	--

SIGNATURE _____

DATE _____

SS # or SWC ID # required to expedite a refund:

FOR OFFICE USE ONLY (NOTES):

HOW TO REGISTER



PHONE (FEE CLASSES ONLY)

Call 619-482-6376 to register and pay for a class by phone with a credit card. Reservations are confirmed with payment on a first-come, first-served basis.



MAIL (if paying by Check only)

Mail completed registration form with a check, payable to **Southwestern College** (see address below).



IN PERSON

Bring your completed registration form and payment to:
Southwestern College Continuing Education
 900 Otay Lakes Road, Building 660 (across from parking Lot H)
 Chula Vista, CA 91910-7299
 Office hours: **SPRING & FALL:** M-F from 8 a.m.-4:30 p.m.
SUMMER: M-Th from 8 a.m.-5 p.m.

Refunds:

A full refund will be made if Continuing Education cancels a class. If you have registered for a class and you cancel at least three (3) business days prior to the start of the class, you will receive a full refund of the class fee. You are not eligible for any refund beyond the three day period. There are no registration credits or rescheduling options available beyond the three (3) day refund period. No-shows are not eligible for a refund. A refund may take up to four to six weeks to process.

**CLASS SEATING IS LIMITED. REGISTRATION IS ACCEPTED ON A FIRST-COME, FIRST-SERVED BASIS.
PLEASE CALL 619-482-6376 TO CONFIRM YOUR RESERVATION.**



NONCREDIT APPLICATION
 SOUTHWESTERN COLLEGE CONTINUING EDUCATION
 900 Otay Lakes Road, Chula Vista, CA 91910-7299
 619-482-6376 FAX 619-482-6402

CHECK THE TERM THAT APPLIES:
 FALL
 SPRING
 SUMMER

Noncredit courses are funded by local and state taxes. The information requested on this application **remains confidential and is required** Returning Student
 to establish your eligibility to register in this publicly funded class. Thank you for your assistance. **SWC ID #** _____

-PLEASE PRINT NEATLY AND DO NOT USE ANY NICKNAMES OR ABBREVIATIONS-

HOW DID YOU HEAR ABOUT US? (Please check all that apply)

- Continuing Education Schedule Continuing Education Facebook page Family or Friend Southwestern College Employee Southwestern College Website
 Other: (please explain) _____

LAST NAME _____ **FIRST NAME** _____ **MIDDLE NAME** _____

OTHER NAMES YOU HAVE USED SINCE BIRTH: _____
 (Include nicknames, aliases, and maiden name, if applicable)

HOME ADDRESS (P.O Box not acceptable) _____ **CITY** _____ **STATE** _____ **ZIP CODE** _____

MARITAL STATUS: (Please Check one) SINGLE DIVORCED OR WIDOWED MARRIED SEPARATED DECLINE TO STATE

HOME PH. () _____ **CELL PH.** () _____ **E-MAIL** _____

BIRTHDATE (Required): _____ / _____ / _____ MALE FEMALE DECLINE TO STATE

Mo. / Day / Year **SOCIAL SECURITY NUMBER** _____

ETHNIC BACKGROUND: (Please Check one) HIS Hispanic/Latino NHIS Non-Hispanic/Latino X Unknown

RACE: (Please check all that apply) This information required by the Department of Education in compliance with Title VI, Civil Rights Act, 1964

- | | | | | |
|---------------------------------------|---|--|--|--|
| <input type="checkbox"/> 01. Chinese | <input type="checkbox"/> 05. Cambodian | <input type="checkbox"/> 09. Guamanian | <input type="checkbox"/> 13. Mex, MexAmer, Chicano | <input type="checkbox"/> 17. Filipino |
| <input type="checkbox"/> 02. Japanese | <input type="checkbox"/> 06. Vietnamese | <input type="checkbox"/> 10. Hawaiian | <input type="checkbox"/> 14. South American | <input type="checkbox"/> 18. Amer. Ind, Alask Native |
| <input type="checkbox"/> 03. Korean | <input type="checkbox"/> 07. Asian Indian | <input type="checkbox"/> 11. Samoan | <input type="checkbox"/> 15. Central American | <input type="checkbox"/> 19. Black, Non-Hispanic |
| <input type="checkbox"/> 04. Laotian | <input type="checkbox"/> 08. Other Asian | <input type="checkbox"/> 12. Pacific Islander /Other | <input type="checkbox"/> 16. Other Hispanic | <input type="checkbox"/> 20. White |

CITIZENSHIP: (Required, please Check one)

- | | | |
|---|--|---|
| <input type="checkbox"/> 0. United States | <input type="checkbox"/> 2. Permanent Resident | <input type="checkbox"/> 4. Refugee/Asylee |
| <input type="checkbox"/> 1. Amnesty | <input type="checkbox"/> 3. Temporary Resident | <input type="checkbox"/> 7. List Other: _____ |

IF YOUR STATUS IS AMNESTY, PERMANENT RESIDENT, REFUGEE/ASYLEE, OR TEMPORARY RESIDENT, INDICATE CARD ISSUE DATE:

Mo. / Day / Year _____

IS ENGLISH THE LANGUAGE YOU SPEAK AND WRITE MOST FREQUENTLY? (Check YES or NO)

- YES NO, specify language: _____

HAVE YOU LIVED IN THE STATE OF CALIFORNIA FOR THE PAST 25 MONTHS? (Check YES or NO) YES NO If NO, since what date Mo / Day / Year

WITHIN THE PAST 25 MONTHS, HAVE YOU, OR IF UNDER 19, YOUR PARENTS: (Check YES or NO)

- | | | |
|--|--|---|
| Maintained voter registration and voted in another state? | <input type="checkbox"/> YES <input type="checkbox"/> NO | If YES, indicate date: <u>Mo / Day / Year</u> |
| Petitioned for a divorce in another state? | <input type="checkbox"/> YES <input type="checkbox"/> NO | If YES, indicate date: <u>Mo / Day / Year</u> |
| Filed state income taxes in another state? | <input type="checkbox"/> YES <input type="checkbox"/> NO | If YES, indicate date: <u>Mo / Day / Year</u> |
| Attended a college or university as a resident of another state? | <input type="checkbox"/> YES <input type="checkbox"/> NO | If YES, indicate date: <u>Mo / Day / Year</u> |

FAMILY INCOME: (Please check one)

- | | | | | |
|--|---|---|--|--|
| <input type="checkbox"/> 1. \$0-\$7,500 | <input type="checkbox"/> 4. \$15,001-\$16,000 | <input type="checkbox"/> 7. \$20,001-25,000 | <input type="checkbox"/> 10. \$35,001-\$40,000 | <input type="checkbox"/> 13. \$50,001 or above |
| <input type="checkbox"/> 2. \$7,501-\$10,000 | <input type="checkbox"/> 5. \$16,001-\$17,000 | <input type="checkbox"/> 8. \$25,001-30,000 | <input type="checkbox"/> 11. \$40,001-\$45,000 | <input type="checkbox"/> 14. Unknown |
| <input type="checkbox"/> 3. \$10,001-15,000 | <input type="checkbox"/> 6. \$17,001-\$20,000 | <input type="checkbox"/> 9. \$30,001-35,000 | <input type="checkbox"/> 12. \$45,001-\$50,000 | |

FAMILY SIZE: Number in your household including yourself (Check one)

- | | | | | | | | |
|----------------------------|----------------------------|----------------------------|----------------------------|-----------------------------|-----------------------------|-----------------------------|-----------------------------|
| <input type="checkbox"/> 1 | <input type="checkbox"/> 3 | <input type="checkbox"/> 5 | <input type="checkbox"/> 7 | <input type="checkbox"/> 9 | <input type="checkbox"/> 11 | <input type="checkbox"/> 13 | <input type="checkbox"/> 15 |
| <input type="checkbox"/> 2 | <input type="checkbox"/> 4 | <input type="checkbox"/> 6 | <input type="checkbox"/> 8 | <input type="checkbox"/> 10 | <input type="checkbox"/> 12 | <input type="checkbox"/> 14 | |

HIGH SCHOOL EDUCATION STATUS: (Please check all that apply)

- | | |
|---|---|
| <input type="checkbox"/> 1. Not a high school graduate and not enrolled in high school | Highest level completed: 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12 <input type="checkbox"/> |
| <input type="checkbox"/> 2. Not a high school graduate and currently enrolled in Adult School | Highest level completed: 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12 <input type="checkbox"/> |
| <input type="checkbox"/> 3. Currently in high school and 2+2 program | Current Grade: 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12 <input type="checkbox"/> |
| <input type="checkbox"/> 4. Currently enrolled in high school | Current Grade: 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12 <input type="checkbox"/> |
| <input type="checkbox"/> 5. U.S. High School diploma | Month & Year earned: <u>Mo / Year</u> |
| <input type="checkbox"/> 6. High School Equivalency Certificate (GED/HiSET) | Month & Year earned: <u>Mo / Year</u> |
| <input type="checkbox"/> 7. Certificate of California High School Proficiency (CHSPE) | Month & Year earned: <u>Mo / Year</u> |
| <input type="checkbox"/> 8. Foreign secondary/high school Diploma/Certificate | Month & Year earned: <u>Mo / Year</u> |

EDUCATION COMPLETED				
Technical/Certificate Yes <input type="checkbox"/> No <input type="checkbox"/>	Some College, No Degree (If yes, please check one) Yes <input type="checkbox"/> No <input type="checkbox"/> <input type="checkbox"/> Freshman <input type="checkbox"/> Junior <input type="checkbox"/> Sophomore <input type="checkbox"/> Senior	A.A. /A.S. Degree Yes <input type="checkbox"/> No <input type="checkbox"/>		
4-yr. College Graduate Yes <input type="checkbox"/> No <input type="checkbox"/>	Graduate Studies Yes <input type="checkbox"/> No <input type="checkbox"/>	Other Diploma/Degree Yes <input type="checkbox"/> No <input type="checkbox"/>		
I EARNED THE ABOVE OUTSIDE OF THE U.S. <input type="checkbox"/> YES <input type="checkbox"/> NO Please indicate what level of education, diploma or degree was earned outside the United States and where:				
ADULT SCHOOL SITE: (Please check all that apply and enter the date you last attended)				
<input type="checkbox"/> San Ysidro Adult School <small>Mo / Year</small>	<input type="checkbox"/> Chula Vista Adult School <small>Mo / Year</small>	<input type="checkbox"/> Coronado Adult School <small>Mo / Year</small>		
<input type="checkbox"/> Montgomery Adult School <small>Mo / Year</small>	<input type="checkbox"/> National City Adult School <small>Mo / Year</small>			
<small>Please indicate any Adult School you have attended in the State of California not on this list:</small>				
HAVE YOU OR DO YOU CURRENTLY RECEIVE THE FOLLOWING TYPES OF ASSISTANCE? (Please check all that apply):				
Public Assistance / Welfare Yes <input type="checkbox"/> No <input type="checkbox"/>	TANF Yes <input type="checkbox"/> No <input type="checkbox"/>	WIOA TITLE I Yes <input type="checkbox"/> No <input type="checkbox"/>	Rehabilitation Yes <input type="checkbox"/> No <input type="checkbox"/>	
Food Stamps / Calfresh / SNAP Yes <input type="checkbox"/> No <input type="checkbox"/>	CalWorks Yes <input type="checkbox"/> No <input type="checkbox"/>	Medi-Cal / MediCare Yes <input type="checkbox"/> No <input type="checkbox"/>	EDD Yes <input type="checkbox"/> No <input type="checkbox"/>	
Social Security Yes <input type="checkbox"/> No <input type="checkbox"/>	Supplemental Security Income (SSI) Yes <input type="checkbox"/> No <input type="checkbox"/>	General Assistance (GA) Yes <input type="checkbox"/> No <input type="checkbox"/>		
WHAT IS YOUR PRIMARY GOAL AND YOUR SECONDARY GOAL FOR ATTENDING CONTINUING EDUCATION COURSES? <small>(Select 1=Primary and 2=Secondary)</small>	Get a better Job <input type="checkbox"/> 1 <input type="checkbox"/> 2	Improve Basic Skills <input type="checkbox"/> 1 <input type="checkbox"/> 2	Improve English Skills <input type="checkbox"/> 1 <input type="checkbox"/> 2	Prepare to Earn High School Diploma / GED <input type="checkbox"/> 1 <input type="checkbox"/> 2
	Prepare for Employment <input type="checkbox"/> 1 <input type="checkbox"/> 2	Retain Current Job <input type="checkbox"/> 1 <input type="checkbox"/> 2	Prepare to Enter College or Training <input type="checkbox"/> 1 <input type="checkbox"/> 2	Personal Goal <input type="checkbox"/> 1 <input type="checkbox"/> 2
	Family Goal <input type="checkbox"/> 1 <input type="checkbox"/> 2	Prepare for U.S. Citizenship <input type="checkbox"/> 1 <input type="checkbox"/> 2	Prepare for Military Service <input type="checkbox"/> 1 <input type="checkbox"/> 2	None <input type="checkbox"/> 1 <input type="checkbox"/> 2
	Other Attainable Goal <input type="checkbox"/> 1 <input type="checkbox"/> 2 <small>(Please explain):</small>			
PLEASE CHECK ALL THAT APPLY TO YOU:	Cultural Barriers <input type="checkbox"/>	Dislocated Worker <input type="checkbox"/>	Displaced Homemaker <input type="checkbox"/>	Employed <input type="checkbox"/>
	Employed, With Termination Notice <input type="checkbox"/>	English Language Learner <input type="checkbox"/>	Ex-Offender <input type="checkbox"/>	Foster Care Youth <input type="checkbox"/>
	Homeless <input type="checkbox"/>	Learning Disabled <input type="checkbox"/>	Long-term Unemployed <input type="checkbox"/>	Low Levels of Literacy <input type="checkbox"/>
	Low Income <input type="checkbox"/>	Migrant Farmworker <input type="checkbox"/>	N/A <input type="checkbox"/>	No longer TANF eligible within 2 years <input type="checkbox"/>
	Not Employed/ Not Seeking Work <input type="checkbox"/>	Physically Disabled <input type="checkbox"/>	Retired <input type="checkbox"/>	Seasonal Farmworker <input type="checkbox"/>
	Single Parent <input type="checkbox"/>	Unemployed <input type="checkbox"/>	Veteran (U.S. Military) <input type="checkbox"/>	Active Duty (U.S. Military) <input type="checkbox"/>
SELECT ALL SPECIAL PROGRAMS YOU ARE CURRENTLY AFFILIATED WITH:	Corrections <input type="checkbox"/>	Family Literacy <input type="checkbox"/>	Non-traditional Training <input type="checkbox"/>	Perkins <input type="checkbox"/>
	Special Needs <input type="checkbox"/>	Tutoring <input type="checkbox"/>	Workplace Education <input type="checkbox"/>	Homeless Programs <input type="checkbox"/>
	Rehabilitation <input type="checkbox"/>	Other: (please explain)		
SIGNATURE:			DATE:	
PLEASE REGISTER ME IN THE FOLLOWING NONCREDIT COURSES:				
Course Section Number	Name of Course		Start Date	
NC				
NC				
NC				
NC				
NC				
FOR OFFICE USE ONLY				
Service(s) provided at time of application:				
(OR) <input type="checkbox"/> (Circle one) NC SSSP EX or NEX				
(AS) <input type="checkbox"/>				
(AD) <input type="checkbox"/> (Circle one) NC EL or NC NEL				
(SEP) <input type="checkbox"/>				

SOUTH COUNTY CAREER CENTER

Your Career Pathway Starts Here

South County Career Center

1111 Bay Boulevard, Suite E, Chula Vista, CA 91910
(619) 628-0300

Mon.–Fri. 8 a.m.–5 p.m.

Wed. 8 a.m.–7 p.m.

Bonita Sunnyside Library (satellite office)

4375 Bonita Rd., Bonita, CA 91902
(619) 472-6602

Mon.–Tues. 9:30 a.m.–5:30 p.m. | **Wed.** 9:30 a.m.–6:30 p.m. | **Thurs.–Fri.** 9:30 a.m.–6 p.m.

America's  JobCenter
of CaliforniaSM

One-Stop Services

Our focus is on preparing workers for high-growth, high-demand industries in order to enhance the productivity and competitiveness of the nation.

southsdcareercenter.com

Off-Campus Sites & Chula Vista Campus Map

Please do not contact these sites to register for classes. Off-campus information is provided in the event that you require directions to the facility. For information about classes, please refer to page 2 in this brochure entitled, "Registration Information" or call 619-482-6376.

Locations

ActivCare at Rolling Hills Ranch

850 Duncan Ranch Rd.
Chula Vista, CA 91914
619-482-8000

Casa de Servicios (Villa Merced)

1188 Beyer Way, Bldg. 1168
San Diego, CA 92154-4629
619-423-1901

Chula Vista City Hall

276 4th Ave.
Chula Vista, CA 91910
619-691-5044

Chula Vista Public Library

365 F Street
Chula Vista, CA 91910
619-691-5069

Chula Vista Public Library

389 Orange Ave.
Chula Vista, CA 91911
619-585-5786

City of Chula Vista Public Works

1800 Maxwell Rd.
Chula Vista, CA 91911
619-397-6000

Crown Cove Aquatic Center

5000 Highway 75
Coronado, CA 92118
619-429-1669

George Glenner Alzheimer Family Center

280 Saylor Dr.
Chula Vista, CA 91910-1849
619-420-1703

HHSA—The Knowledge Center

5469 Kearny Villa Road, Ste. 1000
San Diego, CA 92123
858-636-3516

Higher Education Center – National City

880 National City Blvd.
National City, CA 91950
619-216-6665

Otay Mesa—Nestor Branch Library

3003 Coronado Avenue
San Diego, CA 92154
619-424-0474

San Ysidro Elementary School District—Parent Resource Center

4350 Otay Mesa Road
San Ysidro, CA 92173
619-428-4476

San Ysidro Middle School

4345 Otay Mesa Road
San Diego, CA 92154
619-428-5551

Seniors on Broadway

845 Broadway, Ste. 105
Chula Vista, CA 91911-6821
619-591-0063

Smythe Elementary School

1880 Smythe Ave.
San Ysidro, CA 92173
619-428-4447

St. Paul's PACE

630 L Street
Chula Vista, CA 91911
619-271-7100

St. Charles Church Parish Hall

990 Saturn Blvd.
San Diego, CA 92154-2001
619-423-0242

St. Paul's Plaza Senior Center

1420 E. Palomar Street
Chula Vista, CA 91913
619-591-0600

Willow Elementary School

226 Willow Road
San Ysidro, CA 92173
619-428-2231

MAP LEGEND

- ATM Machine
- Bicycle Parking Racks
- Bus Stop
- Coffee Cart
- Defibrillator
- Disabled Person Parking
- Emergency Blue Light
- Information
- Nurse
- Parking Permit Dispenser (One-day permits)
- Pay Phone
- Restrooms
- All-Gender Restrooms
- TDD Payphone
- Time Out Café
- Tradewinds
- Health First Fitness Club Parking

PARKING PERMITS REQUIRED AT ALL TIMES IN ALL LOTS.



SCHOOLS AND DEPARTMENTS

<ul style="list-style-type: none"> • Academic Affairs 213 • Academic Success Center 420 • Admissions and Records 1400 • Adult Education Block Grant 650 • AmeriCorps/Service Learning 1400 • Art Gallery 710B • Articulation L103B • ASO 600 • Assessment 1400 • Athletics 1700 • Automotive Technology 590 • Bookstore 630 • Business and Operations 1650 • Cafeteria/Student Union 610 • CalWORKS 1400 • Career Center 1400 • Center for International Trade Development 660 • Central Plant 1280 • Child Development Center 2000 • College Police Department 105D 	<ul style="list-style-type: none"> • Communications, Community and Government Relations 100D-I • Continuing Education 660 • CTECS 1400 • Custodial 1200 • Dance Room (Temporary location) 615 • Disability Support Services 1400 • DSS High Tech. Center 420 • E.O.P.S. 1400 • Evaluations 1400 • Facilities, Operations and Planning 1625 • Financial Aid 1400 • Financial Services 1663 • Fitness Center 1005 • Foundation 101 • Grounds 1260 • Gymnasium 1500 • Health, Exercise Science Bldg. 1700 • Health First Fitness Club 1500 • Health Services/Campus Nurse 601F • Human Resources 1670 	<ul style="list-style-type: none"> • Information 1400 • Institutional Research, Planning and Grants 103A • Institutional Technology 211 • Instructional Support Services L103 • Jag Kitchen Food Pantry 554 • Landscape and Nursery Technology 1800 • Language Acquisition Center 440 • Learning Resource Center 620 • Library 620 • Lost and Found 105D • Maintenance 1200 • Math Lab 420 • Math/Science Center 390 • Meditation Space 610 • MESA Center 390 • Nurse 601F • Office Support Services 100 • Online Learning Center L344 • Outreach 1400 • Payroll Services 1660 	<ul style="list-style-type: none"> • Perkins Office 660 • Planetarium 382 • Prop R Trailer 1688 • Purchasing 1651 • Reading Lab 420 • South Bay Botanic Garden 1800 • Staff Development 620 • Student Accounts and Cashiering 1400 • Student Activities 600 • Student Affairs 1400 • Student Employment Services 1400 • Student Equity Programs and Services 651 • Superintendent/President 100 • Tech Prep/2+2 200A • Tennis Center 1030 • Theatre/Mayan Hall 900 • Time Out Café 480 • Title IX 101 • Tradewinds Café 1505 • Transfer Center 1400 	<ul style="list-style-type: none"> • Veterans Services 1400 • Veterans Resource Center 345 • Warehouse/Receiving 1100 • Wellness & Aquatics Complex 1500 • Women's Resource Center 1400 • Workability III 1400 • Writing Center 420
--	--	--	---	--

SCHOOL OF:

- Arts, Communication and Social Sciences 702B
- Business and Technology 470
- Counseling and Student Support Programs 1400
- Language, Literature, and Humanities 430
- Mathematics, Science, and Engineering 215
- Wellness, Exercise Science, and Athletics 1700



SOUTHWESTERN COLLEGE
900 Otay Lakes Road
Chula Vista, CA 91910-7299

PERIODICALS

ECRWSS
Postal Customer

ed2go Online Classes Via the Internet

Prepare for a new career from the comfort of your home.

REGISTER TODAY!

ed2go Online Classes start: August 15, September 12, October 17,
November 14, and December 12.

See page 18 for details.

Enroll Early! Spread the word about Southwestern College by sharing our schedule with family and friends.

www.swccd.edu/continuingeducation

To request this schedule in alternate media, please call 619-482-6512 or TTY 619-482-6470