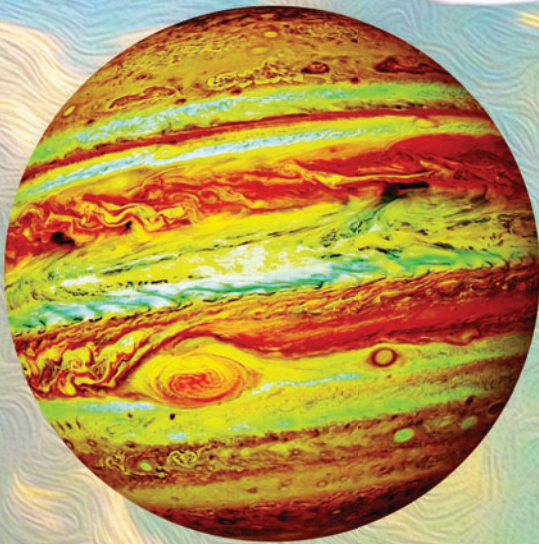


# SOUTHWESTERN COLLEGE



LIFELONG  
LEARNING



SPRING  
**2016**  
SCHEDULE OF CLASSES

# CONTINUING EDUCATION

## A Message from the Dean



Spring is the ideal time for New Beginnings, learn a new skill or trade for a new career, or simply take a class just for fun. In Southwestern College's spring 2016 Continuing Education Class Schedule, you will find lots of interesting and high-quality courses that will enhance your career, and expand your horizons.

As the economy soars, many are looking for ways to rebuild their savings and improve their financial situations. This Spring, we're offering California State Notary Public Seminar and Loan Signing Notary Public Seminar as well as Making the most of Social Security. Find new ways to maximize your Social Security. In addition to our course offerings, we continue to provide high-quality workforce training, basic skills education, and special interest courses.

We encourage you to review our spring class schedule. If you are unable to attend courses on our Chula Vista campus, please take a look at our online course offerings. Southwestern College looks forward to partnering with you as your life-long learning center and primary choice for higher education.

Sincerely,

Mink H. Stavenga, DBA  
Dean, School of Continuing Education,  
Economic & Workforce Development

## 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

Forklift Operator/Powered Industrial Truck, OSHA Compliance  
Earn 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  
Work at Home as a Medical Transcriptionist  
Booting Up for Big Bucks! Over 120 Work-From-Home Business Ideas!  
Interviewing and Compensation Negotiations  
Resume, LinkedIn Profile and Cover Letter Writing  
Design Principles and Techniques for Exceptional Floral Arrangements  
Build Your Own Website in Minutes for FREE!

## Noncredit Courses

Academic Skills ESL  
Customer Service  
Tax Preparation/Income  
Computer Skills Training

**For more information on these courses,  
please see the Table of Contents.**

## CE Off-Campus Sites

### ActiveCare at Rolling Hills Ranch

850 Duncan Ranch Rd.,  
Chula Vista, 91914

### ARC of San Diego/Chula Vista

1280 Nolan Ave.  
Chula Vista, CA 91911-3738  
619-427-7524

### Casa de Servicios (Villa Merced)

1188 Beyer Way, Rec. Room  
San Diego, CA 92154-4629  
619-423-1901

### 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

### County of San Diego/ The Knowledge Center

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

### 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

### Highlander Adult Day Health Care Center

540 National City Blvd.  
National City, CA 91950-7004  
619-474-0015

### Las Palmas Pool

1800 E. 22nd St.,  
National City, CA 91950

### Norman Park Senior Center

270 F St.  
Chula Vista, CA 91910-2815  
619-691-5086

### San Diego County Library, Bonita Branch

4375 Bonita Road  
Bonita, CA 91902  
619-475-4642

### Seniors on Broadway

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

### South County Career Center

1111 Bay Blvd., Suite E  
Chula Vista, CA 91911  
619-628-0300

### St. Charles Church Parish Hall

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

### Veterans Home

700 E. Naples Ct., Bldg. F  
Chula Vista, CA 91911-6821  
619-482-6010

**Please do not contact these  
sites to register for classes.**

*Off-campus information is provided  
in the event that you require direc-  
tions to the facility. For information  
about classes, please refer to page 3  
in this brochure entitled,*

*Registration Information or  
call 619-482-6376.*

# Continuing Education

## Southwestern College 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 classes 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 web site at [www.swccd.edu](http://www.swccd.edu).

## Governing Board

Norma Hernandez, President  
Nora E. Vargas, Vice-President  
Griselda A. Delgado  
Tim Nader  
Humberto Peraza Jr.  
Melinda Nish, Ed.D., Superintendent/President  
Melissa Rodriguez, Student Trustee  
June 2015M ay 2016

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# Continuing Education

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

## Noncredit Curriculum (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 (CS)

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 specific businesses and organizations by a mutually established agreement. Class participation is limited to the contract designees. Contract Education is not usually designated for credit. Contract Education and services are paid for by the contracting entity.

## Continuing Education

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

## 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.

## 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.

## Course Description Legend

Course meeting days:

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

Example:

Class meets Monday through Thursday = M-Th  
 Class meets on Monday and Tuesday = MT



# Registration Information

## Steps to Register for a Fee Class

To register for a fee class, please use the Fee Class Registration Form (page 23). Course numbers for fee classes start with CS.

### **By Phone**

Call **619-482-6376**. Please have your MasterCard, Discover, AMEX or VISA ready to register and pay for fee classes. Phone-in registration must be completed at least 24 hours prior to the first class meeting.

### **By Mail (Only if paying by CHECK)**

Mail a completed Fee Class Form and Check to:

**Southwestern College, Continuing Education**

900 Otay Lakes Road, Building 660

Chula Vista, CA 91910-7299

### **In Person**

Bring your completed registration form and payment to:

**Southwestern College, Continuing Education**

900 Otay Lakes Road, Building 660

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 Noncredit Course

Noncredit courses are tuition-free and are subsidized by state funds. These courses require the completion of a Noncredit Application (page 24). 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

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

Chula Vista, CA 91910-7299

**Telephone: 619-482-6376**

**Fax: 619-482-6402**

**Office Hours: M–F, 8 a.m.–4:30 p.m.**



# General 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.

## Class Confirmation

Please mark your personal calendar when registering for any class. Every attempt is made to provide a notification letter of your registration; however, this courtesy is not guaranteed. If you have not received a confirmation 3 days prior to class, please call Continuing Education to confirm your registration at 619-482-6376.

## 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 instructor.

## 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 mail or 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 some noncredit and fee classes. Please be prepared to pay this fee on the first day of class. Cash, check, or credit card payments are accepted. The instructor cannot issue change.



For college credit courses  
call 619-482-6550 or go to  
[www.swccd.edu](http://www.swccd.edu)

## 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 at various locations throughout South County. Please carefully review the location of the class for which you are registering.

## Parking

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 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.**

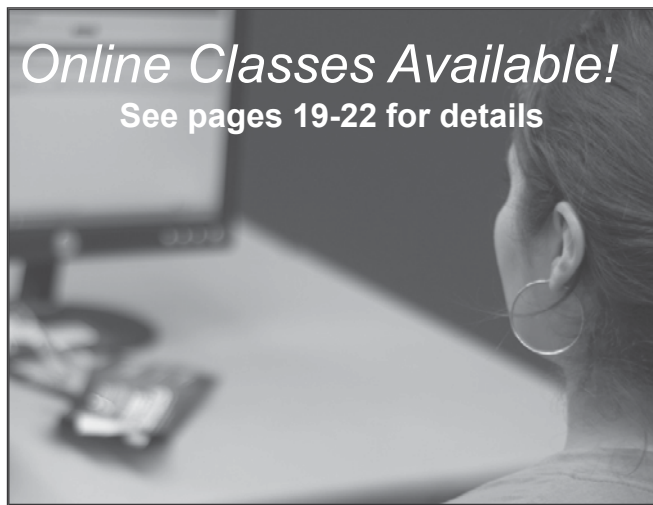
## Returned Check Service Charge

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

## 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 web site or department for current information, as well as for any special rules or requirements imposed.

*Online Classes Available!*  
See pages 19-22 for details



## Superior Customer Service Series

*Attend any three free classes below and receive a Certificate of 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: Customer Appreciation

Explores key skills and attitudes necessary to effectively meet the needs of customers. Introduction to concepts and appropriate techniques for dealing with internal and external customers, enhancing customer satisfaction, increasing customer retention, and ensuring positive communication.

**Instructor: S. Rosas**, 3 hours. Room 1680

NC 1002-01 F Feb. 19 1–4 p.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**, 3 hours. Room 1680

NC 1006-01 F Feb. 26 1–4 p.m. No Fee

### Customer Service: Decision Making and Problem Solving

Explore techniques for making business decisions and solving problems. Learn decision making styles and when each might be applied. Review how to assess a situation. Prioritize the urgency of tasks and select the steps for successful completion.

**Instructor: S. Rosas**, 3 hours. Room 1680

NC 1070-01 F March 4 1–4 p.m. No Fee

### Customer Service: The Right Attitude

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

**Instructor: S. Rosas**, 3 hours. Room 1680

NC 1073-01 F March 18 1–4 p.m. No Fee

### Customer Service: Managing Change

In the workplace we face constant change. Explore our natural tendencies and the tendencies of our customers to resist change. Learn the techniques for handling workplace change and how to introduce change to our customers. Practice change management techniques.

**Instructor: S. Rosas**, 3 hours. Room 1680

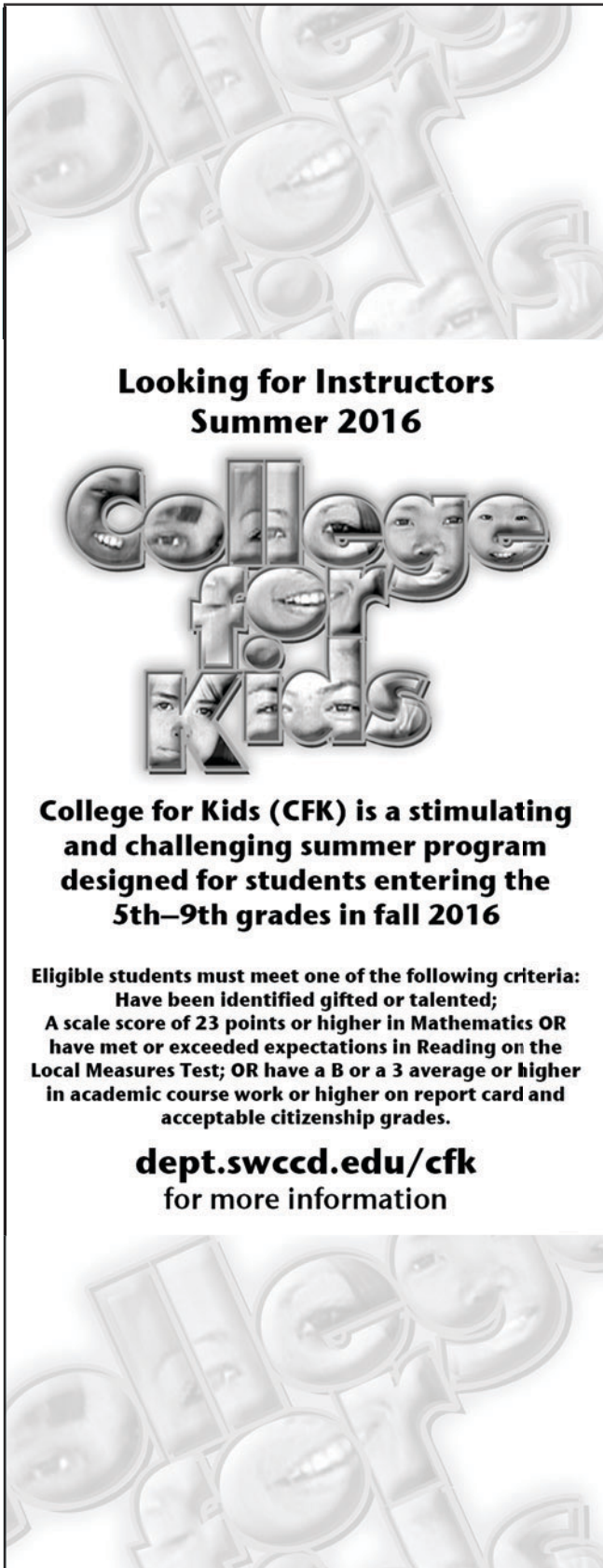
NC 1069-01 F March 25 1–4 p.m. No Fee

### Customer Service: Team Building

Working as teams in business can increase productivity, enhance project management, reduce business conflicts and create superior customer service. Identify team opportunities in your company. Learn the “roles” in a team and how to be both a leader and a team player. Practice new skills in typical business scenarios.

**Instructor: S. Rosas**, 3 hours. Room 1680

NC 1074-01 F April 15 1–4 p.m. No Fee



## Looking for Instructors Summer 2016

# College for Kids

**College for Kids (CFK) is a stimulating and challenging summer program designed for students entering the 5th–9th grades in fall 2016**

**Eligible students must meet one of the following criteria:**  
**Have been identified gifted or talented;**  
**A scale score of 23 points or higher in Mathematics OR have met or exceeded expectations in Reading on the Local Measures Test; OR have a B or a 3 average or higher in academic course work or higher on report card and acceptable citizenship grades.**

**dept.swccd.edu/cfk**  
for more information

## Career/Personal Development

### 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: **Basic Income Tax Course, Volume 1 Ed., Liberty Tax Service 2005 Instructor Manual CD, 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 March 10–April 19 6–9 p.m. No Fee  
**No class:** 3/29, 3/31  
**Location:** SWC Main Campus, Room 662

NC 113-E1 MW March 9–April 18 5–8 p.m. No Fee  
**No class:** 3/28, 3/30  
**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: **Basic Income Tax Course, Volume II Ed., Volume III Forms, California Supplement.** To be purchased by the first day of class. Instructor: R. Reyes, 30 hours.

NC 114-60 TTh April 21–May 24 6–9 p.m. No Fee  
**Location:** SWC Main Campus, Room 662

NC 114-E1 MW April 20–May 23 5–8 p.m. No Fee  
**Location:** Chula Vista Public Library  
 389 Orange Ave., Chula Vista, 91911

### Customer Service—Mastering Communication

Effective and positive communication is key to good customer service success. Understand the communication process including common barriers to effective communication. Covers verbal and nonverbal communication, as well as listening skills. Explore and practice the techniques of effective communication.

**Instructor:** S. Rosas, 6 hours. Room 2001

NC 1003-01 MW April 13–18 9 a.m.–Noon No Fee



### Customer Service—Time & Stress Management

Workplace demands efficiency and productivity. Manage 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. Room 2001

NC 1071-01 MW April 20–25 9 a.m.–Noon No Fee

### Family Childcare Business I

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

**Instructor: E. Marquez**, 12 hours. Room 2001

NC 1054-01 MW Feb. 8–17 9 a.m.–1 p.m. No Fee  
**No class: 2/15**

### Family Childcare Business II

Identifies caregiver’s 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 2001

NC 1055-01 MW Feb. 22–29 9 a.m.–1 p.m. No Fee

### Family Childcare Business III

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

**Instructor: E. Marquez**, 12 hours. Room 2001

NC 1056-01 MW March 2–9 9 a.m.–1 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, free/low cost materials).

**Instructor: E. Marquez**, 12 hours. Room 2001

NC 1057-01 MW March 14–21 9 a.m.–1 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 2001

NC 1058-01 MW April 4–11 9 a.m.–1 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. Room 662

NC 92-60 W Feb 10 5:30–8:30 p.m. No Fee

## Family and Parenting

### Childbirth Education for Expectant Parents (Lamaze)

Childbirth education is designed to prepare parents for a positive childbirth experience. Includes instruction in the Lamaze method of prepared childbirth as well as demonstration and practice of essential and helpful exercises. Partners are an integral part of the program and are encouraged to attend.

**Instructor: R. Joselevitz**, 10–20 hours. Room 1680

NC 6-50	Sat	April 9–16	8 a.m.–1 p.m.	No Fee
NC 6-60	TTh	Feb. 2–25	7–9:30 p.m.	No Fee
NC 6-61	TTh	May 3–26	7–9:30 p.m.	No Fee

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.

**To register contact: Reyna “Malke” Joselevitz, via email at [lamaze@cox.net](mailto:lamaze@cox.net). You will be sent a confirmation letter. Bring this letter with you to the first class meeting.**

For college credit courses  
 call 619-482-6550 or go to  
**[www.swccd.edu](http://www.swccd.edu)**

## Computers

### Introduction to Computers

Covers computer start-up; the graphic user interface; use of mouse and keyboard commands; basic file management; formatting and using a floppy disk; creating, saving, and printing a document using word processing software; and proper computer shutdown. 3 hours.

NC 1051-E1 TTh April 5–12 11 a.m.–1 p.m. No Fee  
If you have a laptop, please feel free to bring it.

**Instructor:** N. Bartels

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

NC 1051-E2 W Feb. 10–24 4–7 p.m. No Fee  
**No class:** 2/17

NC 1051-E3 W April 6–13 4–7 p.m. No Fee

NC 1051-E4 W May 4–11 4–7 p.m. No Fee  
**Instructor:** B. Muñoz

**Location:** South County Career Center  
1111 Bay Blvd. Suite E, Chula Vista, 91911

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

NC 24-50 Sat April 16–May 21 1–3 p.m. No Fee  
**Location:** SWC Main Campus, Room 205

NC 24-E1 TTh April 19–May 5 11 a.m.–1 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. 12 hours.

NC 198-50 Sat April 16–May 21 9–11 a.m. No Fee  
**Location:** SWC Main Campus, Room 205

NC 198-E1 TTh May 10–26 11 a.m.–1 p.m. No Fee  
If you have a laptop, please feel free to bring it.  
**Instructor:** N. Bartels  
**Location:** Chula Vista Public Library  
365 F Street, Chula Vista, 91910

NC 198-E2 W March 2–23 4–7 p.m. No Fee  
**Instructor:** B. Muñoz  
**Location:** South County Career Center  
1111 Bay Blvd. Suite E, Chula Vista, 91911

### Introduction to Microsoft Outlook

Introduces the basic concepts of Microsoft Outlook by utilizing various functions and features of email, attachments, online calendar, messaging, and contacts.

**Instructor:** N. Bartels, 3 hours.

NC 199-E1 Th April 14 11 a.m.–2 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:** C. Key, 48 hours. Room 662

NC 102-01 T Feb. 2–May 24 9 a.m.–Noon No Fee  
**No class:** 3/29

Seating is limited to 25 students

### Stepping Stones to Success in the Workplace

Provides students with disabilities an overview of how to develop necessary soft skills for workplace purposes. Introduces communication, attitude, problem solving skills, and critical thinking techniques to prepare individuals for general workplace expectations. Exposes students to workplace ethics necessary for business interactions **Instructor:** K. Taylor, 48 hours. Room 662

NC 103-01 Th Feb. 4–May 26 9–11 a.m. No Fee  
**No class:** 3/31

Seating is limited to 25 students

### How to Spread the Word of the Professional You

Provides students with disabilities an overview of how to develop an appropriate marketing presence for employment purposes. Introduces the many online websites utilized for marketing oneself for employment. Exposes students to methods for developing professional business communication, online presence, and networking within the business community.

**Instructor:** J. Guerrero-Reyes, 48 hours. Room 662

NC 104-01 F Feb. 5–May 27 9 a.m.–Noon No Fee  
**No class:** 2/12, 4/1

Seating is limited to 25 students

## Self-Improvement

### Introduction to Academic ESL I

Introduces the first in a series of three courses designed to prepare non-native English speakers for the ESL certificate program. Utilizes the corpus of 500–600 words. Focuses on fluency in conversation, reading and writing, and vocabulary development. **Instructor:** N. Bartels, 24 hours.

NC 108-E1 TTh Feb. 2–March 24 11 a.m.–12:30 p.m. No Fee  
**Location:** Chula Vista Public Library  
365 F Street, Chula Vista, 91910



### Introduction to Academic ESL II

Second in a series of three courses designed to prepare non-native English speakers for ESL certificate program. Utilizes the corpus of 600–1000 words. Focuses on fluency in conversation, reading and writing and vocabulary development.

**Instructor:** N. Bartels, 22.5–24 hours.

NC 109-50	Sat	Feb. 6–April 9	8:30–11:30 a.m.	No Fee
		<b>No class:</b> 2/13, 4/2		
		<b>Location:</b> SWC Main Campus, Room 221		
NC 109-E2	MW	Feb. 1–March 23	11 a.m.–12:30 p.m.	No Fee
		<b>No Class:</b> 2/15		
		<b>Location:</b> Chula Vista Public Library 389 Orange Ave., Chula Vista, 91911		

### Introduction to Academic ESL III

Third in a series of three courses designed to prepare non-native English speakers for ESL certificate program. Utilizes the corpus of 1000–1500 words. Focuses on fluency in conversation, reading and writing, and vocabulary development. A Certificate of Completion will be awarded to students after completion of all three ESL courses.

**Instructor:** N. Bartels, 24 hours.

NC 110-E1	MW	April 4–May 25	11 a.m.–12:30 p.m.	No Fee
		<b>Location:</b> Chula Vista Public Library 389 Orange Ave., Chula Vista, 91911		

### Preparation for Academic Student Success (PASS)

Provides a preparatory course for academic skills testing programs such as TEAS (Test of Essential Academic Skills). Emphasizes reading, English comprehension, mathematics, basic science, and technical reasoning. Intended to improve the student's ability to be successful with standardized testing of basic academic skills. **Instructors:** B. Pescar, S. Griffith-Jackson, K. Puen, 24 hours. Room 1601

NC 118-01	F	Feb. 19–March 25	2–6 p.m.	No Fee
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### Organize Your Life and Have More Time for Fun

Learn to organize your life so you have time to do the things you really want to do. Discover how to have more quality time by learning how to organize paperwork, clutter, and finances. Covers techniques for overcoming procrastination.

**Instructor:** J. Acosta, 12 hours.

NC 1015-E1	F	May 6–20	9 a.m.–1 p.m.	No Fee
		<b>Location:</b> Casa de Servicios (Villa Merced) 1188 Beyer Way, Rec. Room, San Diego, 92154		
NC 1015-E2	Sat	May 7–21	9 a.m.–1 p.m.	No Fee
		<b>Location:</b> Seniors on Broadway 845 Broadway, Suite 105, Chula Vista, 91911		

### Home Safety for Older Adults

Most accidents occur in the home. Learn ways to make all areas of the home safer and more secure. Class includes safety factors and recommendations, most common home injuries and problems, fall prevention tips, disaster kits, and security measures. **Instructor:** J. Acosta, 6 hours.

NC 1-E1	F	March 18–25	9 a.m.–Noon	No Fee
		<b>Location:</b> Casa de Servicios (Villa Merced) 1188 Beyer Way, Rec. Room, San Diego, 92154		
NC 1-E2	Sat	March 19–26	9 a.m.–Noon	No Fee
		<b>Location:</b> Seniors on Broadway 845 Broadway, Ste. 105, Chula Vista, 91911		

### Community Resources for Older Adults

Designed to make the older adult aware of the many resources and opportunities available in the community. Resources covered include: housing, employment, health and wellness, recreation, educational, cultural, transportation, legal services, social, and volunteer opportunities. **Instructor:** J. Acosta, 8 hours.

NC 1050-E1	F	Feb. 19–26	9 a.m.–1 p.m.	No Fee
		<b>Location:</b> Casa de Servicios (Villa Merced) 1188 Beyer Way, Rec. Room, San Diego, 92154		
NC 1050-E2	Sat	Feb. 20–27	9 a.m.–1 p.m.	No Fee
		<b>Location:</b> Seniors on Broadway 845 Broadway, Ste. 105, Chula Vista, 91911		

### Arithmetic Refresher I

Provides students the opportunity to improve their arithmetic skills that will be necessary to succeed in Prealgebra. Includes operations on whole numbers through multiplying and dividing fractions. Uses personalized computer-assisted instruction to refresh those concepts identified as needed for each student.

**Instructor:** S. Nadalet, 18 hours. Room 426D


NC 1025-02	MW	Feb. 22–April 27	2:30–3:30 p.m.	No Fee
		<b>No Class:</b> 3/28, 3/30		

### 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	Feb. 8–Feb 17	1–2:30 p.m.	No Fee
		<b>No Class:</b> 2/15		



## Enroll Early!

**Classes fill up quickly**  
**swccd.edu or 619-482-6376**

## Art, Music and Crafts

### Art Therapy

Focuses on the use of art as a therapeutic process for older persons in an institutional setting. A variety of art media to promote self-expression, develop coping skills, combat depression, improve mental and emotional status, and improve overall quality of life will be used. **Instructor: D. Davis**, 12 hours.

NC 1053-E1	MF	Feb. 1–26	10:15 a.m.–12:15 p.m.	No Fee
		<b>No Class:</b> 2/12, 2/15		
NC 1053-E2	MF	Feb. 29–March 25	10:15 a.m.–12:15 p.m.	No Fee
		<b>No class:</b> 3/14, 3/18		
NC 1053-E3	MF	April 4–22	10:15 a.m.–12:15 p.m.	No Fee
NC 1053-E4	MF	April 25–May 13	10:15 a.m.–12:15 p.m.	No Fee
		<b>Location:</b> George Glenner Alzheimer Family Center 280 Saylor Dr., Chula Vista, 91910		
NC 1053-E5	T	Feb. 2–23	1–4 p.m.	No Fee
		<b>Location:</b> Chula Vista Public Library 365 F Street, Chula Vista, 91910		
NC 1053-E6	W	Feb. 3–March 9	9:15–11:15 a.m.	No Fee
		<b>Location:</b> ARC of San Diego/Chula Vista 1280 Nolan Ave., Chula Vista, 91911		
NC 1053-E7	F	Feb. 5–March 18	1:15–3:15 p.m.	No Fee
		<b>No Class:</b> 2/12 <b>Location:</b> ActiveCare at Rolling Hills Ranch 850 Duncan Ranch Rd., Chula Vista, 91914		
NC 1053-E8	T	March 1–April 12	8:45–10:45 a.m.	No Fee
		<b>No Class:</b> 3/29 <b>Location:</b> Highlander Adult Day Health Care Center 540 National City Blvd., National City, 91950		

## Wellness and Fitness

### Tai Chi

Tai Chi (or taiji) is a slow, non-contact exercise stressing balance, coordination, and flexibility. Taught all over the world and practiced as a health exercise, it is very popular with people of all ages. **Instructor: S. Evans**, 21-24 hours.

NC 32-E1	T	Feb 2–March 22	1:30–4:30 p.m.	No Fee
NC 32-E2	Th	Feb 4–March 24	1:30–4:30 p.m.	No Fee
NC 32-E3	Sat	Feb 6–March 26	9 a.m.–Noon	No Fee
		<b>No class:</b> 2/13		
NC 32-E4	T	April 5–May 24	1:30–4:30 p.m.	No Fee
NC 32-E5	Th	April 7–May 26	1:30–4:30 p.m.	No Fee
NC 32-E6	Sat	April 9–May 21	9 a.m.–Noon	No Fee
		<b>Location:</b> Veterans Home 700 E. Naples Ct., Bldg. F, Chula Vista, 91911		

NC 32-E7	M	Feb 1–April 4	9:30 a.m.–12:30 p.m.	No Fee
		<b>No class:</b> 2/15, 3/28		
NC 32-E8	M	April 11–May 23	9:30 a.m.–12:30 p.m.	No Fee
		<b>Location:</b> San Diego County Library, Bonita Branch 4375 Bonita Road, Bonita, 91902		

### Body Dynamics and Aging Process

Instruction and conditioning for the maintenance of physical well-being. The course will focus on deep breathing, circulation, flexibility, stamina, body awareness and rhythmic movements. Techniques are adapted for older adults.

**Instructor: J. Acosta**, 28-36 hours.

NC 34-E1	TTh	Feb. 2–April 7	8:30–10:30 a.m.	No Fee
		<b>No class:</b> 3/29, 3/31		
NC 34-E2	TTh	April 12–May 26	8:30–10:30 a.m.	No Fee
		<b>Location:</b> Casa de Servicios (Villa Merced) 1188 Beyer Way, Rec. Room, San Diego, 92154		
NC 34-E3	TTh	Feb. 2–April 7	11 a.m.–1 p.m.	No Fee
		<b>No class:</b> 3/29, 3/31		
NC 34-E4	TTh	April 12–May 26	11 a.m.–1 p.m.	No Fee
		<b>Location:</b> Seniors on Broadway 845 Broadway, Suite 105, Chula Vista, 91911		

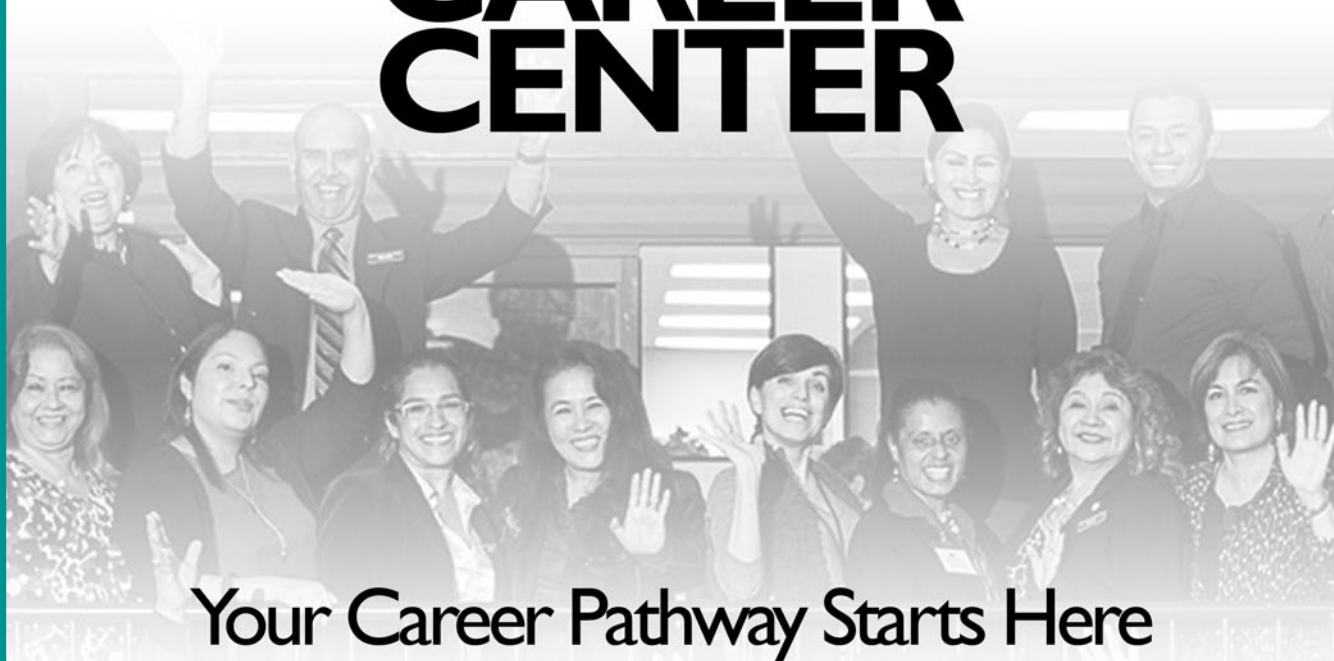
### Wellness for Older Adults

This training is specifically designed for older adults. Students can stand or sit while exercising. Strength training exercises will enhance and promote strength and balance skills, trunk, abdominal, back strength, mobility and agility skills, and awareness of proper body alignment and mechanics. 32-37 hours.

NC 99-E1	MWF	Feb 1–May 6	8–9 a.m.	No Fee
		<b>No class:</b> 2/12, 2/15, 3/28, 3/30, 4/1		
NC 99-E2	MWF	Feb 1–May 6	9:30–10:30 a.m.	No Fee
		<b>No class:</b> 2/12, 2/15, 3/28, 3/30, 4/1 <b>Instructor:</b> A. Solis <b>Location:</b> St. Charles Church Parish Hall 990 Saturn Blvd., San Diego, 92154 Limited space–registration ends on the first day of class.		
NC 99-E3	TTh	Feb 2–May 26	8–9 a.m.	No Fee
		<b>No class:</b> 3/29, 3/31 <b>Instructor:</b> K. Ferrar <b>Location:</b> Norman Park Senior Center 270 F Street, Chula Vista, 91910		



# 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 am – 5 pm  
Wed · 8 am – 7pm

Bonita Sunnyside Library (satellite office)  
4375 Bonita Rd.  
Bonita, CA 91902  
(619) 472-6602  
Mon – Tues · 9:30 am – 5:30 pm  
Wed · 9:30 am – 6:30 pm  
Thurs – Fri · 9:30 am – 6 pm

### One-Stop Services

ResCare is the leading provider of One-Stop services in the United States, offering all services outlined under the Workforce Investment Act (WIA). Our focus is on preparing workers for high-growth, high-demand industries in order to enhance the productivity and competitiveness of the nation. Our impact is far-reaching, as we operate in over 100 One-Stop Career Centers throughout the country.

[southsdcareercenter.com](http://southsdcareercenter.com)



# Crown Cove Aquatic Center *Safety Afloat*

5000 Highway 75 • Coronado, CA 92118

All classes held at the Crown Cove Aquatic Center on the Silver Strand State Beach.  
 To register for classes listed below, please call (619) 429-1669.

## 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	February 6	8:30 a.m.–5 p.m.	No Fee
		<b>Instructor: M. Smith</b>		
NC 40-E2	Sat	March 5	8:30 a.m.–5 p.m.	No Fee
NC 40-E3	Sat	April 23	8:30 a.m.–5 p.m.	No Fee
NC 40-E4	Sat	May 21	8:30 a.m.–5 p.m.	No Fee

**Instructor: D. Hawley**  
**Location:** Crown Cove Aquatic Center

NC 40-E5	Th	February 18	8 a.m.–4:30 p.m.	No Fee
NC 40-E6	Th	March 17	8 a.m.–4:30 p.m.	No Fee
NC 40-E7	Th	April 21	8 a.m.–4:30 p.m.	No Fee
NC 40-E8	Th	May 19	8 a.m.–4:30 p.m.	No Fee

**Instructor: D. Hawley**  
**Location:** City of Chula Vista Public Works,  
 1800 Maxwell Rd., Chula Vista, 91911

NC 40-E9	M	February 8	8 a.m.–4:30 p.m.	No Fee
NC 40-E10	M	March 7	8 a.m.–4:30 p.m.	No Fee
NC 40-E11	M	April 4	8 a.m.–4:30 p.m.	No Fee
NC 40-E12	M	May 9	8 a.m.–4:30 p.m.	No Fee

**Instructor: W. Dave Price**  
**Location:** County of San Diego - The Knowledge Ctr.  
 5469 Kearny Villa Rd., Ste. 1000, San Diego, CA. 92123

Required textbook must be brought to class: **Heartsaver First Aid, CPR, AED** (available in the SWC bookstore). American Heart Association course completion certificate is \$20. Please bring a self-addressed stamped envelope to class to have the certificate mailed to you.

## Basic Life Support (BLS) Instructor

Designed to advance the Basic Life Support (BLS) provider to the position of American Heart Association 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	Sat	February 20	8:30 a.m.–5 p.m.	No Fee
	Sun	February 21	8:30 a.m.–5 p.m.	No Fee
NC 1039-E2	Mon	March 7	8:30 a.m.–5 p.m.	No Fee
	Tue	March 8	8:30 a.m.–5 p.m.	No Fee

## Pediatric Safety and CPR

Provides individuals with the knowledge and skills necessary to prevent, recognize, and provide basic care for respiratory and cardiac emergencies in adults, children and infants. Follows the American Heart Association (AHA) Basic Life Support (BLS) guidelines. **Instructor: J. Araiza**, 8 hours.

NC 1022-E1	Sat	March 19	8:30 a.m.–5 p.m.	No Fee
NC 1022-E2	Sat	April 16	8:30 a.m.–5 p.m.	No Fee
NC 1022-E3	Sat	May 7	8:30 a.m.–5 p.m.	No Fee

Required textbook must be brought to class: **Heartsaver Pediatric First Aid, CPR, AED** (available in the SWC bookstore). Successful completion of a written and psychomotor test is required to receive course completion certificate. American Heart Association (AHA) certificate is \$20. Please bring a self-addressed stamped envelope to class to have the certificate mailed to you.

## CPR for the Healthcare Provider

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	February 27	8:30 a.m.– 6 p.m.
		<b>Instructor: A. Araiza</b>	
NC 1007-E2	Sat	March 12	8:30 a.m.– 6 p.m.
NC 1007-E3	Sat	March 26	8:30 a.m.– 6 p.m.
		<b>Instructor: M. Smith</b>	
NC 1007-E4	Sat	April 9	8:30 a.m.– 6 p.m.
NC 1007-E5	Sat	April 30	8:30 a.m.– 6 p.m.
NC 1007-E6	Sat	May 14	8 a.m.– 4:30 p.m.

**Instructor: D. Hawley**  
**Location:** Crown Cove Aquatic Center

NC 1007-E7	T	February 9	8 a.m.– 4:30 p.m.
NC 1007-E8	T	March 8	8 a.m.– 4:30 p.m.
NC 1007-E9	T	April 5	8 a.m.– 4:30 p.m.
NC 1007-E10	T	May 10	8 a.m.– 4:30 p.m.

**Instructor: W. Price**  
**Location:** County of San Diego - The Knowledge Ctr.  
 5469 Kearny Villa Rd., Ste. 1000, San Diego, CA. 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 a course completion certificate. Required book: **BLS for the Healthcare Provider**, (available at the SWC bookstore). American Heart Association (AHA) course completion certificate is \$20. Please bring a self-addressed stamped envelope to class to have the certificate mailed to you. Follows the guidelines of the AHA.

# Crown Cove Aquatic Center *Safety Afloat*

## Lifeguard Training

Provides students with skills and information which will help them effectively prevent, recognize, and respond to aquatic emergencies including in-and-out of water skills, CPR for professional rescuer, first aid, open water experience, and cardiovascular and swim conditioning elements. Certifications include American Red Cross Lifeguard Training. (Includes First Aid and CPR/PR.)

**Instructor: W. Price**, 36 hours.

NC 70-E1	Sat	April 16	8:30 a.m.–5 p.m.	(Las Palmas Pool)
	Sun	April 17	8:30 a.m.–5 p.m.	(CCAC)
	F	April 22	5:30–9:30 p.m.	(CCAC)
	Sat	April 23	8:30 a.m.–5 p.m.	(Las Palmas Pool)
	Sun	April 24	8:30 a.m.–5 p.m.	(Las Palmas Pool)

**Location:** Las Palmas Pool  
1800 E. 22nd St., National City, CA 91950

## Boating Safety And Paddle Sport Leader Training

Designed for those pursuing careers as recreation assistants in aquatic recreation programs. Covers small craft safety, general operations, basic rescue, skill development and instructional methods in teaching kayaking, canoeing, and outrigger canoeing. Successful completion leads to certification in small craft, basic rescue and paddle sports leader. Recommended for American Canoeing Association (ACA) instructor preparation. **Instructor: C. Gleason**, 24 hours.

NC 1064-E1	Sat	May 7	9 a.m.–3:30 p.m.	No Fee
	Sun	May 8	9 a.m.–3:30 p.m.	No Fee
	Sat	May 14	9 a.m.–3:30 p.m.	No Fee
	Sun	May 15	9 a.m.–3:30 p.m.	No Fee

Successful completion will include a Certificate of Completion from CA Division of Boating and Waterways.

## First Aid For Public Safety Personnel—Title 22

Contains first aid skills for public safety personnel as a first responder to provide initial care regardless of the emergency. Course is divided into four units: first responder assessment, specific injuries, muscle and bone injuries, and medical emergencies. Meets the skill and knowledge requirements of Title 22 of the California Code.

**Instructor: W. Price**, 16 hours.

NC 15-E1	MTWTh	April 25–28	5:30–9:30 p.m.	No Fee
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## Oxygen Administration for the Professional Rescuer

Provides the student with the knowledge and skills necessary to provide care to victims of respiratory emergencies, by using breathing devices such as suction, oral and airway adjuncts, resuscitation masks, bag-valve masks, and supplemental oxygen. Follows both the American Red Cross and the National Safety Council (Green Cross) guidelines. **Instructor: W. Price**, 3 Hours.

NC 1014-E1	T	April 19	5:30–8:30 p.m.	No Fee
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## Basic Boating & Water Safety For Recreation Assistants

This course provides the recreation assistant with a basic understanding of the areas of personal boating safety, boating laws, navigational rules and aids, small vessel operation, boating accident prevention and water rescue. Leads to certification from the California Department of Boating and Waterways.

**Instructor: Chera Gleason**, 4 hours

NC 1046-E1	T	May 3	5:30 p.m. – 7:30 p.m.	No Fee
	Th	May 5	5:30 p.m. – 7:30 p.m.	No Fee



## Career and Professional Development

### Earn 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 1685A

CS 257-60    WTh    March 16–17    6–9:30 p.m.    Fee: \$85  
 \$25 materials fee paid in class

### You're on the Air, How to Really Make it in Voice-Overs

In what could be the one of 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**. 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. 2 hours. Room 662

CS 148-60    T    March 1    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. The exam is optional and may be cancelled if the minimum required to participate is not met. 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 1685B

CS 14-50    Sat    Feb 27    8 a.m.–4 p.m.    Fee: \$75  
 CS 14-51    Sat    May 21    8 a.m.–4 p.m.    Fee: \$75  
 \$45 materials fee paid in class  
 Optional State exam scheduled 4-5 p.m.  
 for an additional \$40 fee.

# ENROLL EARLY!



### 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 1685B

CS 143-50    Sun    Feb 28    9 a.m.–5 p.m.    Fee: \$75  
 CS 143-51    Sun    May 22    9 a.m.–5 p.m.    Fee: \$75  
 \$70 materials fee paid in class

### 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**, will share her many years of experience as a business owner in this exciting introduction to the field of medical transcription. 3 hours. Room 1685A

CS 51-60    T    March 1    6:30–9:30 p.m.    Fee: \$40  
 \$20 materials fee paid in class

### 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    March 2    6:30–9:30 p.m.    Fee: \$39  
 \$30 materials fee paid in class



## Interviewing and Compensation Negotiations

This course will educate students about how to prepare for and execute interviews for employment so they get offered a job. Students will also learn how to make counter proposals to initial salary offers received from employers.

**Instructor:** Joe Connor, 7 hours. Room 1685B

CS 281-50	Sat	April 30	9 a.m.–4:30 p.m.	Fee: \$40
CS 281-51	Sat	May 7–14	9 a.m.–12:30 p.m.	Fee: \$40

## Resume, LinkedIn Profile and Cover Letter Writing

This course will educate students about how to write a compelling resume, LinkedIn profile, and cover letter that will convince a hiring manager to contact them for an interview. **Instructor:** Joe Connor, 6 hours. Room 1685B

CS 283-50	Sat	April 9	9 a.m.–3:30 p.m.	Fee: \$40
CS 283-51	Sat	April 16–23	9 a.m.–Noon	Fee: \$40

## Forklift Operator/Powered Industrial Truck OSHA Compliance

Course provides hands-on training on how to safely operate a forklift, and a review of the safety rules for operating a forklift and other powered industrial trucks. Participants will learn to drive, maneuver, and safely handle merchandise with hands-on practice utilizing a real life-sized forklift. Each participant will receive a Certificate of Completion at the end of the course.

**Instructor:** Carlos Bejar, 4 hrs. Room 1683

CS 284-50	Sat	Feb. 20	9 a.m.–1 p.m.	Fee: \$90
CS 284-51	Sat	May 14	9 a.m.–1 p.m.	Fee: \$90

## Financial Planning

### We Spent How Much Money on What?

If you find yourself asking "How come we always have too much month at the end of the money?", you need to attend this seminar! Bring your checkbook or monthly bank statement and box of financial statements. You will create a cash flow statement and a net worth statement for your household. It's a simple and easy – but sometimes uncomfortable – process. These two personal financial statements will help you assess where you are financially and assist you in setting financial goals for the future. Most importantly they will allow you to see just where your money goes each month. Materials in English, course in Spanish with a bilingual format, basic knowledge of Spanish and computers recommended.

**Instructor:** William Greenwald, 3 hours. Room 1685B

CS 267-60	M	Feb. 22–29	6–7:30 p.m.	Fee: \$30
CS 267-61	Th	April 21–28	6–7:30 p.m.	Fee: \$30

Bilingual



## Overview of Investments

Are you bewildered by the endless offerings and incomprehensible jargon from the investment industry? This gentle overview of investments will help you find your way and get you started in the right direction. In clear and plain language, we will introduce and review the major types of investments available to the general public. Topics include: real estate, stocks, bonds, mutual funds, short-term "cash" instruments, and other investment alternatives. Don't worry, we start from the very beginning with the most important question of all, "What is an investment?" Materials in English, course in Spanish with a bilingual format, basic knowledge of Spanish recommended. **Instructor:** William Greenwald, 6 hours. Room 1685B

CS 260-60	Th	March 3–17	6–8 p.m.	Fee: \$50
CS 260-61	M	April 4–18	6–8 p.m.	Fee: \$50

Bilingual

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

CS 68-50	Sat	March 12	9 a.m.–Noon	Fee: \$35
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## 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. **Instructors:** Joe Anderson/Jack Dugan, 6 hours, Room 1601

CS 175-50	Sat	Jan. 30–Feb. 6	9 a.m.–Noon	Fee: \$49
CS 175-51	Sat	May 14–21	9 a.m.–Noon	Fee: \$49
CS 175-60	W	Feb. 3–10	6:30–9:30 p.m.	Fee: \$49
CS 175-61	W	May 18–25	6:30–9:30 p.m.	Fee: \$49

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

## Art, Music & Crafts

### 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

CS 242-50	Sat	March 12–26	9 a.m.–2 p.m.	Fee: \$70
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\$20 materials fee paid in class



# TRAFFIC School

**English:**

CS 17-50	Sat	Jan. 9	8 a.m.-4 p.m.	Fee: \$40
CS 17-51	Sat	Jan. 23	8 a.m.-4 p.m.	Fee: \$40
CS 17-53	Sat	Feb. 20	8 a.m.-4 p.m.	Fee: \$40
CS 17-54	Sat	Mar. 5	8 a.m.-4 p.m.	Fee: \$40
CS 17-55	Sat	Mar. 19	8 a.m.-4 p.m.	Fee: \$40
CS 17-57	Sat	Apr. 23	8 a.m.-4 p.m.	Fee: \$40
CS 17-58	Sat	May 7	8 a.m.-4 p.m.	Fee: \$40
CS 17-59	Sat	May 21	8 a.m.-4 p.m.	Fee: \$40

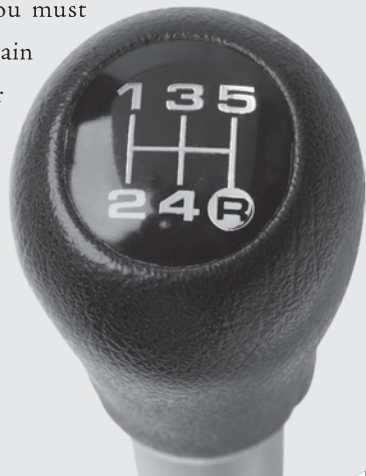
**Spanish:**

CS 17-52S	Sat	Feb. 6	8 a.m.-4 p.m.	Fee: \$40
CS 17-56S	Sat	Apr. 9	8 a.m.-4 p.m.	Fee: \$40

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 our DMV-approved Traffic Violator School. You must be on time and remain for the entire 8-hour program to qualify for the certificate of completion.

**Instructors:**

*Philip Ochoa,*  
*Paulino Leon.*  
**Room 662.**



## 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

CS 210-50	Sat	March 26	9 a.m.-1 p.m.	Fee: \$40
\$25 materials fee paid to the instructor.				
Students will keep their own floral arrangement at the end of class.				

## 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 provides information and demonstration only for building a website.

**Instructor: Mike Rounds**, 3 hours. Room 1685B

CS 279-60	W	March 2	6:30-9:30 p.m.	Fee: \$39
\$30 materials fee paid in class				

### 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	Feb. 27	10 a.m.-Noon	Fee: \$10
CS 288-51	Sat	March 12	10 a.m.-Noon	Fee: \$10
\$5 materials fee paid in class				

# 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](http://www.RNFA.org) or email: [info@NIFA.com](mailto:info@NIFA.com)

Jennifer Curran RN, CNOR, CRNFA Dean Parsons RN, CNOR, RNFA See NIFA on the front page of [www.AORN.org](http://www.AORN.org)

# Tennis Academy at SWC

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

## Staff

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

**Susan Reasons**, SWC 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](mailto: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 7–17)

Basic skill introduction. To include ground strokes, positioning, footwork, and introduction to serving and ball tossing. Development of hand-eye coordination. Physical conditioning included. **Instructor: Susan Reasons**, 1.5 hours per week.

T	4:30–6 p.m.	Fee: \$65	(4-week session)
W	4–5:30 p.m.	Fee: \$65	(4-week session)

## Advanced Beginning/Intermediate Junior Training Program (Ages 7–17)

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

**Instructor: Susan Reasons**, 2 hours per week

Th	4:30–6:30 p.m.	Fee: \$85	(4-week session)
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## Intermediate Junior Training Program (Ages 7–17)

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.

**Instructor: Susan Reasons**, 2 hours per week.

M	4:30–6:30 p.m.	Fee: \$85	(4-week session)
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## 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, overhands, and approach shots. Game playing of singles and doubles. Basic strategy, court positioning. Foot work and conditioning included.

**Instructor: Susan Reasons**, 2 hours per week.

W	5:30–7:30 p.m.	Fee: \$85	(4-week session)
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## Advanced Beginning/Intermediate Level (Ages 18 and up)

Clinic will teach the basics of Tennis.....to include, Serves, Return of Serve, Forehand and Backhand Ground Strokes, Volleys, also Basic Rules of Play and Scoring. Footwork and Positioning of Play will also be included. Ball Machine will be available during class for instructional use.

**Instructor: Susan Reasons**, 1.5 hours per week

T	6:30–8 p.m.	Fee: \$65	(4-week session)
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# ed2go Online Classes



## 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.

### 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 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 other accredited education providers.*

## Online Courses

Our instructor-facilitated online courses are informative, fun, convenient, and highly interactive. Our instructors are famous for their ability to create warm and supportive communities of learners. You can complete any course entirely from your home or office. Any time of the day or night.

### Features:

- Courses run for six weeks (with a 10-day grace period at the end).
- Courses are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links, and more.

### How to Get Started:

1. Visit our Online Instruction Center:  
[www.ed2go.com/swc](http://www.ed2go.com/swc)
2. Click the Courses link, choose the department and course title you are interested in and select the Enroll Now button. Follow the instructions to enroll and pay for your course. Here you will enter your e-mail and choose a password that will grant you access to the Classroom.
3. When your course starts, return to our Online Instruction Center and click the Classroom link. To begin your studies, simply log in with your e-mail and the password you selected during enrollment.

### Accounting Fundamentals

Gain a marketable new skill by learning the basics of double-entry bookkeeping, financial reporting, and more.

### Creating Web Pages

Learn the basics of HTML so you can design, create, and post your very own site on the Web.

### A to Z Grantwriting

Learn how to research and develop relationships with potential funding sources, organize grant writing campaigns, and prepare proposals.

### Discover Digital Photography

An informative introduction to the fascinating world of digital photography equipment.

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

[www.gatlineducation.com/swc](http://www.gatlineducation.com/swc)

[www.ed2go.com/swc](http://www.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.

**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 Green Supply Chain Professional - 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 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 Resolution Specialist - 200 hours** **\$3,495**

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

**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.

**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.

**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.

**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.

**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.

**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 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 - 70 hours** **\$1,295**

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.

**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 - 130 hours** **\$1,695**

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.

**www.gatlineducation.com/swc**

**THESE COURSES DO NOT OFFER COLLEGE CREDIT.**

**Internet and Web Design**

Cse. No.	Title	Fee
ETG-101	Creating Web Pages	\$105
ETG-102	Introduction to ASP.NET	\$105
ETG-104	Introduction to CSS3 and HTML5	\$105
ETG-106	Introduction to PHP and MySQL	\$105
ETG-107	Introduction to Java Programming	\$105
ETG-108	Intermediate CSS3 and HTML5	\$105
ETG-109	Intermediate JAVA Programming	\$105
ETG-111	Achieving Top Search Engine Positions	\$105
ETG-112	Advanced Web Pages	\$105
ETG-114	Blogging and Podcasting for Beginners	\$105
ETG-116	Designing Effective Websites	\$105
ETG-117	Introduction to Microsoft Outlook 2010	\$105
ETG-120	Introduction to Crystal Reports	\$105
ETG-121	Introduction to Flash CS5	\$105
ETG-122	Introduction to Crystal Reports 10	\$105
ETG-123	Intermediate Flash CS5	\$105
ETG-124	Creating Mobile Apps with HTML5	\$105
ETG-125	Creating WordPress Websites	\$105
ETG-126	Creating WordPress Websites II	\$105

**Computers**

Cse. No.	Title	Fee
ETG-200	Introduction to PC Troubleshooting	\$105
ETG-209	Introduction to Microsoft Word 2010	\$105
ETG-213	Basic CompTIA A+ Certification Prep	\$110
ETG-214	Intermediate CompTIA A+ Certification Prep	\$110
ETG-215	Advanced CompTIA A+ Certification Prep	\$110
ETG-218	Keyboarding	\$105
ETG-219	Introduction to Microsoft Excel 2010	\$105
ETG-222	Introduction to PC Security	\$105
ETG-223	Introduction to Microsoft Project 2010	\$105
ETG-225	Intermediate Microsoft Excel 2010	\$105
ETG-226	Introduction to Microsoft PowerPoint 2010	\$105
ETG-228	Introduction to Microsoft Access 2010	\$105
ETG-229	Intermediate Microsoft Access 2010	\$105
ETG-230	Introduction to InDesign CS4	\$105
ETG-233	Photoshop Elements 9 for the Digital Photographer	\$105
ETG-234	Introduction to Photoshop CS5	\$105
ETG-237	Introduction to Illustrator CS4	\$105
ETG-238	Introduction to Photoshop CS4	\$105
ETG-239	Intermediate Photoshop CS4	\$105
ETG-241	Introduction to Database Development	\$105
ETG-242	Introduction to Networking	\$105
ETG-243	Intermediate Networking	\$105
ETG-244	Computer Skills for the Workplace	\$105
ETG-245	Intermediate Microsoft Word 2010	\$105

**Computers**

Cse. No.	Title	Fee
ETG-246	Introduction to SQL	\$105
ETG-247	Intermediate SQL	\$105
ETG-248	Intermediate Oracle	\$105
ETG-249	Introduction to C++ Programming	\$110
ETG-250	Introduction to C# Programming	\$110
ETG-252	What's New in Microsoft Office 2010	\$105
ETG-253	Wireless Networking	\$105
ETG-254	Introduction to Oracle	\$105

**Computers**

Cse. No.	Title	Fee
ETG-256	CompTIA Network+ Certification Prep	\$110
ETG-257	CompTIA Security+ Certification Prep 1	\$110
ETG-258	CompTIA Security+ Certification Prep 2	\$110
ETG-259	Advanced Microsoft Excel 2010	\$105
ETG-260	Intermediate C# Programming	\$105

**Tech Prep and Special Interest**

Cse. No.	Title	Fee
ETG-300	Write Fiction Like A Pro	\$105
ETG-301	The Craft of Magazine Writing	\$105
ETG-302	Beginning Writer's Workshop	\$105
ETG-303	Writing Effective Grant Proposals	\$105
ETG-304	A to Z Grant Writing	\$105
ETG-305	Instant Italian	\$105
ETG-306	GRE Preparation – Part 1 (Verbal and Analytical)	\$105
ETG-307	GRE Preparation – Part 2 (Quantitative)	\$105
ETG-308	LSAT Preparation – Part 1	\$105
ETG-309	LSAT Preparation – Part 2	\$105
ETG-310	Grammar Refresher	\$105
ETG-311	Beginning Conversational French	\$105
ETG-312	Writerific: Creativity Training for Writers	\$105
ETG-313	Travel Writing	\$105
ETG-314	Speed Spanish	\$105
ETG-315	Grammar for ESL	\$105
ETG-316	Medical Terminology: A Word Association Approach	\$105
ETG-317	Introduction to Natural Health and Healing	\$105
ETG-318	GMAT Preparation	\$105
ETG-319	Discover Digital Photography	\$105
ETG-321	Genealogy Basics	\$105
ETG-322	Learn to Buy and Sell on eBay	\$105
ETG-323	Secrets of Better Photography	\$105
ETG-324	Conversational Japanese	\$105
ETG-325	Photographing People with your Digital Camera	\$105
ETG-326	Speed Spanish II	\$105
ETG-327	Writing Essentials	\$105
ETG-328	Twelve Steps to a Successful Job Search	\$105
ETG-329	Where Does All My Money Go?	\$105
ETG-330	Get Assertive!	\$105
ETG-331	Explore a Career as an Administrative Medical Assistant	\$105
ETG-332	Leadership	\$105
ETG-333	Interpersonal Communication	\$105
ETG-334	Personal Finance	\$105
ETG-335	Explore a Career in Medical Coding	\$105
ETG-336	Human Anatomy and Physiology	\$105
ETG-337	Keys to Effective Communication	\$105
ETG-338	Become a Veterinary Assistant	\$105
ETG-339	Become a Veterinary Assistant II: Canine Reproduction	\$105
ETG-340	Become a Veterinary Assistant III: Practical Skills	\$105



For college credit courses  
call 619-482-6550 or go to  
**www.swccd.edu**

**Tech Prep and Special Interest**

Cse. No.	Title	Fee
ETG-341	Introduction to Digital Scrapbooking	\$105
ETG-342	Achieving Success with Difficult People	\$105
ETG-344	Solving Classroom Discipline Problems	\$105
ETG-345	Stocks, Bonds, and Investing: Oh My!	\$105
ETG-346	Introduction to Screenwriting	\$105
ETG-348	Fundamentals of Technical Writing	\$105
ETG-349	Keys to Effective Editing	\$105
ETG-351	Handling Medical Emergencies	\$105
ETG-352	Write Your Life Story	\$105
ETG-353	Assisting Aging Parents	\$105
ETG-354	Lose Weight and Keep It Off	\$105
ETG-355	Become a Physical Therapy Aide	\$105
ETG-356	Spanish for Medical Professionals	\$105
ETG-357	Understanding Adolescents	\$105
ETG-358	Spanish in the Classroom	\$105
ETG-359	Creating a Classroom Web Site	\$105
ETG-360	Teaching Preschool: A Year of Inspiring Lessons	\$105
ETG-361	The Creative Classroom	\$105
ETG-362	Teaching Smarter With SMART Boards	\$105
ETG-363	Ready, Set, Read!	\$105
ETG-364	Teaching Students With ADHD	\$105
ETG-365	Guided Reading and Writing: Strategies for Maximum Student Achievement	\$105
ETG-366	Differentiated Instruction in the Classroom	\$105
ETG-367	Guided Reading: Strategies for the Differentiated Classroom	\$105
ETG-368	Teaching Students With Learning Disabilities	\$105
ETG-369	Teaching Students With Autism: Strategies for Success	\$105
ETG-370	Response to Intervention: Reading Strategies That Work	\$105
ETG-371	Singapore Math Strategies: Model Drawing for Grades 1-6	\$105
ETG-372	Singapore Math: Number Sense and Computational Strategies	\$105
ETG-373	Writing for Children	\$105
ETG-374	SAT/ACT Preparation – Part 1	\$105
ETG-375	SAT/ACT Preparation – Part 2	\$105
ETG-376	Introduction to Stock Options	\$105
ETG-377	Keys to Successful Money Management	\$105
ETG-380	Introduction to Interior Design	\$105
ETG-381	Start Your Own Edible Garden	\$105
ETG-382	Resume Writing Workshop	\$105
ETG-383	Enhancing Language Development in Childhood	\$105

**Small Business**

Cse. No.	Title	Fee
ETG-400	Start and Operate Your Own Home-Based Business	\$105
ETG-401	Marketing Your Business on the Internet	\$105
ETG-402	Starting a Nonprofit	\$105
ETG-403	Marketing Your Nonprofit	\$105
ETG-404	Creating a Successful Business Plan	\$105
ETG-405	Starting a Consulting Practice	\$105
ETG-406	Start Your Own Small Business	\$105
ETG-407	Introduction to Internet Writing Markets	\$105

**Management & Business**

Cse. No.	Title	Fee
ETG-628	Purchasing Fundamentals	\$110
ETG-629	Project Management Fundamentals	\$110
ETG-630	Business Finance for Non-Finance Personnel	\$110
ETG-631	Administrative Assistant Fundamentals	\$110
ETG-632	Fundamentals of Supervision and Management	\$110
ETG-633	Effective Business Writing	\$110
ETG-634	Business and Marketing Writing	\$110
ETG-635	Employment Law Fundamentals	\$110
ETG-636	Accounting Fundamentals II	\$110
ETG-639	Real Estate Investing	\$110
ETG-640	Real Estate Investing II: Financing Your Property	\$110
ETG-641	Building Teams That Work	\$110
ETG-643	Individual Excellence	\$110
ETG-646	Fundamentals of Supervision and Management II	\$110
ETG-647	Distribution and Logistics Management	\$110
ETG-649	Introduction to Nonprofit Management	\$110
ETG-651	Understanding the Human Resources Function	\$110
ETG-652	Administrative Assistant Applications	\$110
ETG-653	Total Quality Fundamentals	\$110
ETG-654	Project Management Applications	\$110
ETG-655	PMP Certification Prep 1	\$110
ETG-656	PMP Certification Prep 2	\$110

ed2go

**Online classes start:**

**January 13,**

**February 10,**

**March 16,**

**April 13,**

**and May 18**



**Enroll Early!**





## Continuing Education FEE CLASS REGISTRATION FORM

PLEASE PRINT or TYPE NAME BELOW

LAST \_\_\_\_\_ FIRST \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE \_\_\_\_\_ E-MAIL \_\_\_\_\_

NAME- 2<sup>ND</sup> REGISTRANT \_\_\_\_\_ AGE (if under 18) \_\_\_\_\_

CLASS	NAME OF CLASS	START DATE	NUMBER OF PEOPLE	FEE
PAYMENT METHOD: CHECK <input type="checkbox"/> CASH <input type="checkbox"/>				\$
TOTAL AMOUNT DUE				

Signature \_\_\_\_\_

Date \_\_\_\_\_

SS# or SWC ID# required to expedite refund \_\_\_\_\_

### **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.*

**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.**



## 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** to establish your eligibility to register in a publicly funded class. Thank you for your assistance.*

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

Have you ever taken a class at Southwestern College before?  NO  YES, under ID No. \_\_\_\_\_

LAST NAME _____	FIRST NAME _____	MIDDLE NAME _____
ADDRESS (Home Address Required, PO Box not acceptable) _____	CITY _____	STATE _____ ZIP CODE _____
MARITAL STATUS (Please Check one) <input type="checkbox"/> SINGLE <input type="checkbox"/> DIVORCED OR WIDOWED <input type="checkbox"/> MARRIED <input type="checkbox"/> SEPARATED		
PHONE ( ) _____	CELL ( ) _____	EMAIL _____
BIRTHDATE (Required) : _____ Mo / Day /Year		<input type="checkbox"/> MALE <input type="checkbox"/> FEMALE
SOCIAL SECURITY NUMBER (OPTIONAL) _____		

**ETHNIC BACKGROUND: (Please Check one)** This information required by the Department of Education in compliance with Title VI, Civil Rights Act, 1964

<input type="checkbox"/> 1. Chinese	<input type="checkbox"/> 6. Vietnamese	<input type="checkbox"/> 11. Samoan	<input type="checkbox"/> 16. Other Hispanic	<input type="checkbox"/> 21. Other Non-White
<input type="checkbox"/> 2. Japanese	<input type="checkbox"/> 7. Asian Indian	<input type="checkbox"/> 12. Other Pacific Islander	<input type="checkbox"/> 17. Filipino	<input type="checkbox"/> 22. Other-Specify: _____
<input type="checkbox"/> 3. Korean	<input type="checkbox"/> 8. Other Asian	<input type="checkbox"/> 13. Mexican, MexAmer, Chicano	<input type="checkbox"/> 18. American Indian/Alaskan	<input type="checkbox"/> 23. Declined to state
<input type="checkbox"/> 4. Laotian	<input type="checkbox"/> 9. Guamanian	<input type="checkbox"/> 14. South American	<input type="checkbox"/> 19. Black, Non-Hispanic	<input type="checkbox"/> 24. Hispanic
<input type="checkbox"/> 5. Cambodian	<input type="checkbox"/> 10. Hawaiian	<input type="checkbox"/> 15. Central American	<input type="checkbox"/> 20. White, Non-Hispanic	<input type="checkbox"/> 25. Asian

**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"/> 6. B1/B2/Border Crossing Visa
<input type="checkbox"/> 1. Amnesty	<input type="checkbox"/> 3. Temporary Resident	<input type="checkbox"/> 5. Student Visa F1 or M1	<input type="checkbox"/> 7. List other: _____

<b>IF YOUR STATUS IS AMNESTY, PERMANENT RESIDENT, REFUGEE/ASYLEE, OR VISA, INDICATE CARD ISSUE DATE.</b> _____ Mo. / Day /Year	<b>IS ENGLISH THE LANGUAGE YOU SPEAK AND WRITE MOST FREQUENTLY? (Check one)</b> <input type="checkbox"/> YES <input type="checkbox"/> NO If NO, specify language: _____	<b>HAVE YOU LIVED IN THE STATE OF CALIFORNIA FOR THE PAST 25 MONTHS? (Check one)</b> <input type="checkbox"/> YES <input type="checkbox"/> NO If NO, since what date? Mo /Day/Year _____
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**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"/> NO <input type="checkbox"/> YES	If yes, indicate date _____	Mo /Day/Year
Petitioned for a divorce in another state?	<input type="checkbox"/> NO <input type="checkbox"/> YES	If yes, indicate date _____	Mo /Day/Year
Filed state income taxes in another state?	<input type="checkbox"/> NO <input type="checkbox"/> YES	If yes, indicate date _____	Mo /Day/Year
Attended a college or university as a resident of another state?	<input type="checkbox"/> NO <input type="checkbox"/> YES	If yes, indicate date _____	Mo /Day/Year

**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 one)**

<input type="checkbox"/> 1. Not a high school graduate and not enrolled in high school	<input type="checkbox"/> 9	<input type="checkbox"/> 10	<input type="checkbox"/> 11	<input type="checkbox"/> 12
<input type="checkbox"/> 2. Not a high school graduate and currently enrolled in Adult School	<input type="checkbox"/> 9	<input type="checkbox"/> 10	<input type="checkbox"/> 11	<input type="checkbox"/> 12
<input type="checkbox"/> 3. Currently in high school and 2+2 program (Check current high school grade)	Mo /Year _____			
<input type="checkbox"/> 4. Currently enrolled in high school (Check current grade and month/year of graduation)	Mo /Year _____			
<input type="checkbox"/> 5. U.S. High School diploma (Enter month/year received)	Mo /Year _____			
<input type="checkbox"/> 6. G.E.D Certificate or High School certificate equivalency (Enter month/year received)	Mo /Year _____			
<input type="checkbox"/> 7. Certificate or California High School Proficiency (Enter month/year received)	Mo /Year _____			
<input type="checkbox"/> 8. Foreign secondary/high school Diplomal/Certificate (enter month/year received)	Mo /Year _____			

**DO YOU OBJECT TO SOUTHWESTERN COLLEGE RELEASING DIRECTORY INFORMATION?**  YES  NO  
 (Directory information is defined as name, date of birth, place of birth, address, telephone number, major field of study, dates of attendance, degrees and awards received. This does not include transcript information. Transcript information is released only upon written request of the student.)

**PLEASE REGISTER ME IN THE FOLLOWING NONCREDIT COURSES:**

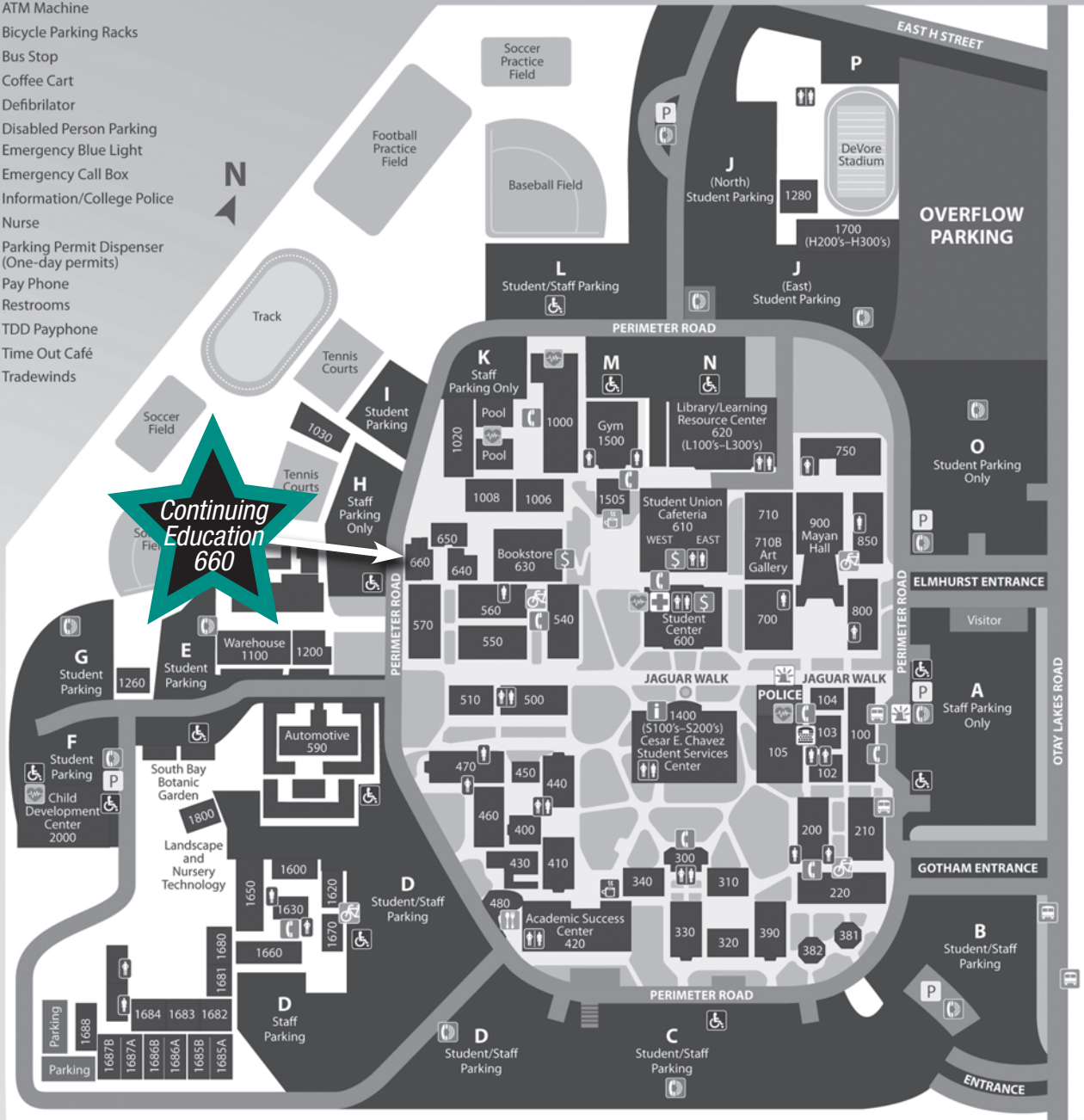
Course Section Number	Name of Course	Start Date
NC		
NC		
NC		

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

# MAP LEGEND

- ATM Machine
- Bicycle Parking Racks
- Bus Stop
- Coffee Cart
- Defibrillator
- Disabled Person Parking
- Emergency Blue Light
- Emergency Call Box
- Information/College Police
- Nurse
- Parking Permit Dispenser (One-day permits)
- Pay Phone
- Restrooms
- TDD Payphone
- Time Out Café
- Tradewinds

# PARKING PERMITS REQUIRED AT ALL TIMES IN ALL LOTS.



## SCHOOLS AND DEPARTMENTS

<ul style="list-style-type: none"> <li>• Academic Affairs 213</li> <li>• Academic Success Center 420</li> <li>• Admissions and Records 1400</li> <li>• AmeriCorps/Service Learning 1400</li> <li>• Art Gallery 710B</li> <li>• Articulation 105M</li> <li>• ASO 600</li> <li>• Assessment 1400</li> <li>• Athletics 1700</li> <li>• Automotive Technology 590</li> <li>• Bookstore 630</li> <li>• Business and Operations 1650</li> <li>• Cafeteria/Student Union 610</li> <li>• CalWORKs 1400</li> <li>• Career Center 1400</li> <li>• Center for International Trade Development 660</li> <li>• Central Plant 1280</li> <li>• Child Development Center 2000</li> <li>• College Police Department 105D</li> </ul>	<ul style="list-style-type: none"> <li>• Communications, Community and Government Relations 100D-I</li> <li>• Continuing Education 660</li> <li>• CTECS 1400</li> <li>• Custodial 1200</li> <li>• Disability Support Services 1400</li> <li>• DSS High Tech. Center 420</li> <li>• E.O.P.S. 1400</li> <li>• Evaluations 1400</li> <li>• Facilities, Operations and Planning 1625</li> <li>• Financial Aid 1400</li> <li>• Financial Services 1663</li> <li>• Fitness Center 1005</li> <li>• Grounds 1260</li> <li>• Gymnasium 1500</li> <li>• Health, Exercise Science Building 1700</li> <li>• Health Services/Campus Nurse 601F</li> <li>• Human Resources 1670</li> <li>• Information 1400</li> <li>• Institutional Research, Planning and Grants 103A</li> </ul>	<ul style="list-style-type: none"> <li>• Institutional Technology 211</li> <li>• Instructional Support Services 105</li> <li>• Landscape and Nursery Technology 1800</li> <li>• Language Acquisition Center 440</li> <li>• Learning Resource Center 620</li> <li>• Library 620</li> <li>• Lost and Found 105D</li> <li>• Maintenance 1200</li> <li>• Math Lab 420</li> <li>• Math/Science Center 390</li> <li>• MESA Center 390</li> <li>• Nurse 601F</li> <li>• Office Support Services 100</li> <li>• Online Learning Support Center 620</li> <li>• Outreach 1400</li> <li>• Payroll Services 1660</li> <li>• Perkins Office 660</li> <li>• Planetarium 382</li> <li>• Prop R Trailer 1688</li> <li>• Purchasing 1651</li> </ul>	<ul style="list-style-type: none"> <li>• Reading Lab 420</li> <li>• South Bay Botanic Garden 1800</li> <li>• Staff Development 620</li> <li>• Student Accounts and Cashiering 1400</li> <li>• Student Activities 600</li> <li>• Student Affairs 1400</li> <li>• Student Employment Services 1400</li> <li>• Superintendent/President 100</li> <li>• Tech Prep/2+2 200A</li> <li>• Tennis Center 1030</li> <li>• Theatre/Mayan Hall 900</li> <li>• Time Out Café 480</li> <li>• Tradewinds Café 1505</li> <li>• Transfer Center 1400</li> <li>• Veterans Services 1400</li> <li>• Veterans Resource Center 345</li> <li>• Warehouse/Receiving 1100</li> <li>• Women's/Receiving 1400</li> <li>• Workability III 1400</li> <li>• Writing Center 420</li> </ul>	<p><b>SCHOOL OF:</b></p> <ul style="list-style-type: none"> <li>Arts and Communication 702B</li> <li>Continuing Education, Economic and Workforce Development 660</li> <li>Counseling and Personal Development 1400</li> <li>Health, Exercise Science, Athletics and Applied Technology (CIS, Electronics, Administration of Justice) 1700</li> <li>Languages and Literature 430</li> <li>Mathematics, Science, and Engineering 215</li> <li>Social Sciences, Business and Humanities 470</li> </ul>
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ECRWSS  
Postal Customer

## *Choose the way you want to learn!*

### *Online Classes*

# ed2go

*Classes start: January 13, February 10, March 16, April 13 and May 18*

See page 19 for details.

### *Online Career Training Programs*

# Gatline Education

*Flexible starting times* See page 19 for details.

### *OnGround Classes*

- Academic Skills ESL
- Customer Service
- Tax Preparation/Income
- Using Your Foreign Degree in the United States
- Computer Skills Training



[www.swccd.edu](http://www.swccd.edu)



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

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