

**Free Noncredit
classes inside!**

SOUTHWESTERN COLLEGE SCHEDULE
Continuing Education
Fall 2016

COMPUTERS



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

To request this schedule in alternate media, please call 619-485-6512 or TTY 619-482-6470

Southwestern College Continuing Education
900 Otay Lakes Road, Building 660, Chula Vista, CA 91910 | 619-482-6376

A Message from the Dean



Fall is the ideal time to learn a new skill, enhance your existing ones, find some hidden talents, or simply take a class just for fun. In Southwestern College's Fall 2016 Continuing Education Class Schedule, you will find interesting and high-quality courses that can enhance your career, promote personal growth, and expand your horizons.

As the economy begins to improve, many are looking for ways to rebuild their savings and improve their financial situations. This Fall, 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 class schedule. If you are unable to attend courses on the 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,

Mia McClellan

Dean, Instructional Support Services and Continuing Education

EXPAND YOUR CAREER OPTIONS!

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

FEE-BASED COURSES

- Make Extra Income as a Wholesale Auto Dealer from Home
- VOICE-OVERS...NOW IS YOUR TIME!
- Income Tax Advanced Topics
- 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!
- Design Principles and Techniques for Exceptional Floral Arrangements
- Build Your Own Website in Minutes for FREE!

NONCREDIT COURSES

- Academic Skills ESL
- Computer Skills Training
- Customer Service Training
- Diversity Management Training
- Family Child Care Business
- Tax Preparation/Income Tax Course
- Using Your Foreign Degree in the United States

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

Continuing Education

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

Governing Board of the Southwestern Community College District

Nora E. Vargas, President
 Tim Nader, Vice President
 Griselda A. Delgado
 Norma Hernandez
 Humberto Peraza, Jr.
 Freda Hernandez, Student Trustee
 June 2016–May 2017
 Tim Flood, Acting Superintendent/President

The SOUTHWESTERN COLLEGE SCHEDULE (USPS #024423) is published six times a year in November, January, March, April, May, and July by offices of Publications and Continuing Education at Southwestern College, 900 Otay Lakes Road, Chula Vista, CA 91910-7299. Periodicals Postage Paid at Chula Vista, California. Volume 10, Issue Number 5, July 2016, Southwestern College Schedule. POSTMASTER: Send address changes to Southwestern College Schedule, 900 Otay Lakes Road, Chula Vista CA 91910-7299.

Locations

OFF-CAMPUS SITES Please **DO NOT** contact the sites to register for classes. Off-campus information is provided in the event that you require directions to the facility. For information about classes, please refer to page 3 in this brochure entitled, "Registration Information" or call 619-482-6376.

ActiveCare at Rolling Hills Ranch
 850 Duncan Ranch Rd.
 Chula Vista, CA 91914
 619-482-8000

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

Crown Cove Aquatic Center
 5000 Highway 75
 Coronado, CA 92118
 619-429-1669

Fredericka Manor
 111 3rd Avenue
 Chula Vista, CA 91910
 619-427-2777

George Glenner Alzheimer Family Center
 280 Saylor Dr.
 Chula Vista, CA 91910-1849
 619-420-1703

Highlander Adult Day Health Care Center
 2525 Highland Ave.
 National City, CA 91950-7004
 619-474-0015

HSA—The Knowledge Center
 5469 Kearny Villa Rd., Ste. 1000
 San Diego, CA 92123
 858-636-3516

Norman Park Senio Center
 270 F Street
 Chula Vista, CA 91910
 619-691-5086

Otay Mesa—Nestor Branch Library
 3003 Coronado Ave.
 San Diego, CA 92114
 619-424-0474

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

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

Table of Contents

NONCREDIT CLASSES

Art, Music, and Crafts.....	9
Career and Personal Development	5
Computers	7
Disability Support Services	7
Family and Parenting	9
Self-Improvement	8
Wellness and Fitness	10

FEE-BASED CLASSES

Art, Music, and Crafts.....	15
Career and Personal Development	14
Financial Planning	15
Self-Improvement	15

GENERAL

Crown Cove Aquatic Center	12
Ed2Go Online Classes/Career Training	19
Fee-Based Class Registration Form.....	23
Noncredit Class Registration Form.....	24
Parking Information.....	4
Refunds.....	4
Registration Information	3
Tennis Academy	18
Traffic School.....	16

Southwestern College Continuing Education

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

Noncredit 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 Services (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.

Course Description Legend

Course meeting days:

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

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

Continuing Education is a department of the School of Instructional Support Services and Continuing Education. Your feedback, suggestions, and comments are welcome.

Mark Meadows, Ph.D., *Director, Continuing Education and Special Projects*, 619-482-6376

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.

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 Mail (Only if paying by CHECK)

Mail a completed Fee Class Registration Form and Check to:

Southwestern College, Continuing Education
900 Otay Lakes Road, Building 660
Chula Vista, CA 91910-7299

Please do not mail cash.



in person

Bring your completed registration form and payment to:

Southwestern College, Continuing Education
900 Otay Lakes Road, Building 660
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 the 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. p.m.

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



SOUTHWESTERN
COLLEGE

Registration Information

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

Class Confirmation

Please mark your personal calendar when registering for any class. You may call Continuing Education to confirm your registration (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 few 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.

Instructor, Class, or Location Change

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

Class Locations

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

Parking Information

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

Disclaimer

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

Career and Personal Development

Customer Service Superior Service Series

Attend any three of the free classes below and receive a Certificate of 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, 6 hours. **Room 1601**

NC 1002-60 MW Aug. 29 & 31 6–9 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, 6 hours. **Room 1601**

NC 1006-60 TTh Sept. 6 & 8 6–9 p.m. No Fee

Customer Service—Decision Making and Problem Solving

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

Instructor: S. Rosas, 6 hours. **Room 1601**

NC 1070-60 MW Sept. 19 & 21 6–9 p.m. No Fee

Customer Service: The Right Attitude

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

Instructor: S. Rosas, 6 hours. **Room 1601**

NC 1073-60 TTh Sept. 27 & 29 6–9 p.m. No Fee

Diversity Management

NC 1030, 1031, and 1032 are part of a certificated program in “Diversity Management.”

To earn a certificate, you must complete all three courses.

Diversity ≠ Political Correctness

Diversity is a dilemma from campus classroom to corporate boardroom. What do “culture wars” and “one America” mean? Can diversity be managed? Is a borderless world order the future? First of three courses in a diversity management certificate.

Instructor: Staff, 5 hours. **Room 1683**

NC 1031-60 Th Sept. 1 & 8 5:30–8 p.m. No Fee

Simply Race and Sex

Latin-Asianization is creating a majority-minority California. What commodities are to be mediated in popular culture? How will “browning” affect public relations, advertising, and marketing? Second of three courses in a diversity management certificate.

Instructor: Staff, 5 hours. **Room 1683**

NC 1032-60 Th Sept. 15 & 22 5:30–8 p.m. No Fee

Beans, Bread, and Rice on the Plate

The 21st Century has been called the Pacific Century. What is defining the emerging Pacific Rim regionalism? Is South County a potential hub for fostering closer ties between Japan, México, and the United States? Third of three courses in a diversity management certificate.

Instructor: Staff, 5 hours. **Room 1683**

NC 1030-60 Th Oct. 6 & 13 5:30–8 p.m. No Fee

Registration
form
on page 24

Career and 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 2016 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 Sept. 22–Oct. 25 6–9 p.m. No Fee
Location: SWC Main Campus, Room 662

NC 113-E1 MW Sept. 21–Oct. 24 5–8 p.m. No Fee
Location: Chula Vista Public Library
 389 Orange Ave. Chula Vista, 91911

Tax Preparation/Income Tax Course II

Introduces Part II of a comprehensive 60-hour program that covers everything students need to know to prepare correct tax returns. Emphasizes how a student will learn a marketable skill that will enable him/her to prepare taxes for other people and earn extra income. Successful completion enables the student to receive a Certificate of Completion that will make them eligible to become a registered tax preparer in the State of California. Required text: 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 Oct. 27–Dec. 1 6–9 p.m. No Fee
No class: 11/24
Location: SWC Main Campus, Room 662

NC 114-E1 MW Oct. 26–Nov. 28 5–8 p.m. No Fee
Location: Chula Vista Public Library
 389 Orange Ave., Chula Vista, 91911

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 561

NC 1054–60 TTh Aug. 23–30 5–9 p.m. No Fee

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 561

NC 1055–60 TTh Sept. 1–8 5–9 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 561

NC 1056–60 TTh Sept. 13–20 5–9 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 561

NC 1057–60 TTh Sept. 22–29 5–9 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 561

NC 1058–60 TTh Oct. 4–11 5–9 p.m. No Fee

Using Your Foreign Degree in the United States

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

Instructor: D. Edwards, 3 hours.

NC 92-60 T Nov. 8 5:30–8:30 p.m. No Fee
Location: SWC Main Campus, Room 652

NC 92-E1 W Sept. 14 4–7 p.m. No Fee
Location: South County Career Center
 1111 Bay Blvd. Suite E, Chula Vista, 91911



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.

Instructor: N. Bartels, 6 hours.

NC 1051-60 Sat Nov. 19–Dec. 3 8:30–11:30 a.m. No Fee
No Class: 11/26
Location: SWC Main Campus, Room 205

NC 1051-E1 TTh Oct. 18–25 11 a.m.–1 p.m. No Fee
Location: Chula Vista Public Library
 365 F Street, Chula Vista, 91910

Introduction to Microsoft Word

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

Instructor: N. Bartels, 12 hours.

NC 198-50 Sat Aug. 27–Oct. 1 1–3 p.m. No Fee
Location: SWC Main Campus, Room 205

NC 198-E1 TTh Nov. 1–17 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

Developing High-Performance Charts in Microsoft Excel

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

Instructor: N. Bartels, 12 hours. **Room 544.** Students are required to bring a USB Flash drive to save and store class assignments.

NC 24-50 Sat Oct. 8–Nov. 12 1–3 p.m. No Fee

Disability Support Services

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, 30 hours. **Room 662**

NC 103-01 Th Aug. 25–Dec. 8 9–11 a.m. No Fee
No class: 11/24
 *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, 45.5 hours. **Room 662**

NC 104-01 F Aug. 26–Dec. 9 9 a.m.–12:15 p.m. No Fee
No Class: 11/11, 11/25
 *Seating is limited to 25 students

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

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. 24 hours.

NC 108-50	Sat	Aug. 27–Nov. 12	9–11 a.m.	No Fee
Location: SWC Main Campus, Room 1601				
NC 108-E1	MW	Aug. 22–Oct. 17	11 a.m.–12:30 p.m.	No Fee
No class: 9/5				
Instructor: N. Bartels				
Location: Chula Vista Public Library 389 Orange Ave., Chula Vista, 91911				
NC 108-E2	TTh	Sept. 13–Nov. 3	4–5:30 p.m.	No Fee
Instructor: M. Petkova				
Location: Otay Mesa—Nestor Branch Library 3003 Coronado Ave., San Diego, 92154				

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 hours.

NC 109-E1	MW	Oct. 19–Dec. 7	11 a.m.–12:30 p.m.	No Fee
Location: 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.

Instructor: N. Bartels, 24 hours.

NC 110-E1	TTh	Aug. 23–Oct. 13	11 a.m.–12:30 p.m.	No Fee
Location: Chula Vista Public Library 365 F Street, Chula Vista, 91910				

Arithmetic Refresher

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 1025-01	F	Sept. 9–Nov. 4	9–11 a.m.	No Fee
NC 1025-02	MW	Sept. 12–Nov. 9	Noon–1 p.m.	No Fee

Trigonometry Refresher

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

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

NC 1104-01	M–Th	Aug. 29–Sept. 13	3–4 p.m.	No Fee
------------	------	------------------	----------	--------

Organize Your Life and Have More Time for Fun

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

Instructor: J. Acosta, 12 hours.

NC 1015-E1	Sat	Sept. 3–17	9 a.m.–1 p.m.	No Fee
Location: Seniors on Broadway 845 Broadway, Suite 105, Chula Vista, 91911				

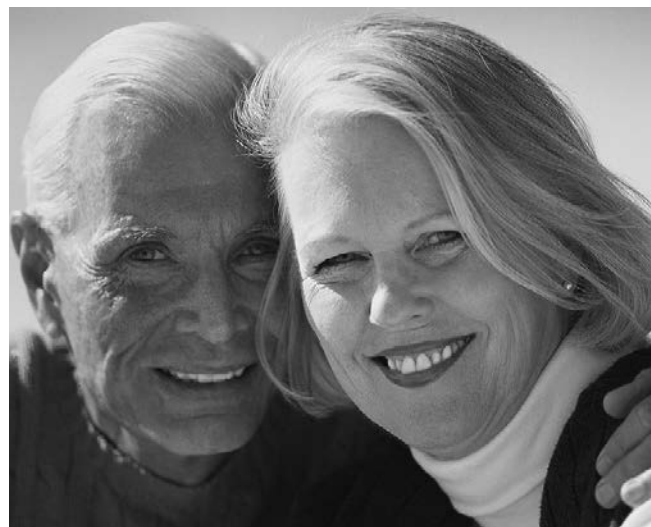
Home Safety for Older Adults

Recognizing that most accidents occur in the home, this course provides information, strategies, and techniques to make all areas of your home safer and more secure. Emphasizes the following key topics: safety factors and recommendations, most common home injuries and problems, balance awareness, fall prevention tips, evacuation planning and disaster kits, and basic security measures.

Instructor: J. Acosta, 6 hours.

NC 1-E1	Sat	Sept. 24–Oct. 1	9 a.m.–Noon	No Fee
Location: Seniors on Broadway 845 Broadway, Suite 105, Chula Vista, 91911				

NC 1-E2	F	Nov. 4–18	9 a.m.–Noon	No Fee
No Class: 11/11				
Location: Casa de Servicios (Villa Merced) 1188 Beyer Way, Rec. Room, San Diego, 92154				



Community Resources for Older Adults

Brings awareness to the older adult of the many resources and opportunities available in the community. Emphasizes resources for housing, employment, health and wellness, recreation, education, culture, transportation, legal services, social, and volunteer opportunities.

Instructor: J. Acosta, 8 hours.

NC 1050-E1 F Oct. 14-21 9 a.m.–1 p.m. No Fee
Location: Casa de Servicios (Villa Merced)
 1188 Beyer Way, Rec. Room, San Diego, 92154

Retirement Living

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

Instructor: J. Acosta, 12 hours.

NC 38-E1 F Sept. 16–30 9 a.m.–1 p.m. No Fee
Location: Casa de Servicios (Villa Merced)
 1188 Beyer Way, Rec. Room, San Diego, 92154

NC 38-E2 Sat Oct. 8–22 9 a.m.–1 p.m. No Fee
Location: Seniors on Broadway
 845 Broadway, Suite 105, Chula Vista, 91911

Family and Parenting

Childbirth Education for Expectant Parents (Lamaze)

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

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

NC 6-50 Sat Oct. 1–8 8 a.m.–1 p.m. No Fee
 NC 6-60 TTh Sept. 6–29 7–9:30 p.m. No Fee
 NC 6-61 TTh Nov. 10–Dec. 8 7–9:30 p.m. No Fee
No class: 11/24

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. You will be sent a confirmation letter. Bring this letter with you to the first class meeting.**

Art, Music, and Crafts

Art Therapy

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

Instructor: D. Davis, 12 hours.

NC 1053-E1 TTh Sept. 6–29 8:45–10:45 a.m. No Fee
No Class: 9/20, 9/22

NC 1053-E2 TTh Oct. 4–20 8:45–10:45 a.m. No Fee

NC 1053-E3 TTh Oct. 25–Nov. 10 8:45–10:45 a.m. No Fee

Location: Highlander Adult Day Health Care Center
 2525 Highland Ave., National City, 91950

NC 1053-E4 WF Sept. 7–30 10:15 a.m.–12:15 p.m. No Fee
No Class: 9/21, 9/23

NC 1053-E5 MW Oct. 5–26 10:15 a.m.–12:15 p.m. No Fee
No Class: 10/12

NC 1053-E6 MW Oct. 31–Nov. 16 10:15 a.m.–12:15 p.m. No Fee
Location: George Glenner Alzheimer Family Center
 280 Saylor Dr., Chula Vista, 91910

NC 1053-E7 F Sept. 9–Oct. 21 1:15–3:15 p.m. No Fee
No class: 9/23

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

NC 1053-E8 T Oct. 4–25 1–4 p.m. No Fee
Location: Chula Vista Public Library
 365 F Street, Chula Vista, 91910

NC 1053-E9 M Oct. 10–Nov. 14 2:15–4:15 p.m. No Fee
Location: Fredericka Manor
 111 3rd Ave., Chula Vista, CA 91910

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



Wellness and Fitness

Tai Chi

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

Instructor: S. Evans, 19.5–24 hours.

NC 32-E1	T	Aug. 23–Oct. 11	1:30–4:30 p.m.	No Fee
NC 32-E2	F	Aug 26–Oct. 14	9 a.m.–Noon	No Fee
NC 32-E3	Th	Aug. 25–Oct. 13	1:30–4:30 p.m.	No Fee
NC 32-E4	Sat	Aug. 27–Oct. 15	9 a.m.–Noon	No Fee
NC 32 E5	T	Oct. 18–Dec 6	1:30–4:30 p.m.	No Fee
NC 32 E6	F	Oct. 21–Dec 9	8:30 a.m.–12:30 p.m.	No Fee
No Class: 11/11, 11/25				
NC 32-E7	Th	Oct. 20–Dec. 8	1:30–4:30 p.m.	No Fee
No Class: 11/24				
NC 32-E8	Sat	Oct. 22–Dec. 3	8:30 a.m.–12:30 p.m.	No Fee
No class: 11/26				
Location: Veterans Home 700 E. Naples Ct., Bldg. F, Chula Vista, 91911				
NC 32-E9	M	Sept. 12–Dec. 5	9:30–11 a.m.	No Fee
Location: San Diego County Library, Bonita Branch 4375 Bonita Rd., Bonita, 91902				

Body Dynamics and Aging Process

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

Instructor: J. Acosta, 26–36 hours.

NC 34-E1	TTh	Aug. 23–Oct. 20	8:30–10:30 a.m.	No Fee
NC 34-E2	TTh	Oct. 25–Dec. 8	8:30–10:30 a.m.	No Fee

No class: 11/24

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

NC 34-E3	TTh	Aug. 23–Oct. 20	11 a.m.–1 p.m.	No Fee
NC 34-E4	TTh	Oct. 25–Dec. 8	11 a.m.–1 p.m.	No Fee

No class: 11/24

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

Wellness for Older Adults

Provides instruction designed to help older adults remain healthy, safe, and independent. Emphasizes the physiological aspects of aging, disease prevention techniques, and how exercise and nutrition play important roles in enhancing physical and emotional health, reducing stress, and reducing the risk for falls and injuries. 27–45 hours.

NC 99-E1	MWF	Aug. 22–Dec. 9	8–9 a.m.	No Fee
No class: 9/5, 11/11, 11/25				
NC 99-E2	MWF	Aug. 22–Dec. 9	9:30–10:30 a.m.	No Fee
No class: 9/5, 11/11, 11/25				

Instructor: A. Solis

Location: St. Charles Church Parish Hall
990 Saturn Blvd., San Diego, 92154
Limited space—registration ends on the first day of class.

NC 99-E3	TTh	Sept. 6–Dec. 8	8–9 a.m.	No Fee
No class: 11/24				

Instructor: K. Ferrar

Location: 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

America's **JobCenter**
of CaliforniaSM

 **ResCare**
Workforce Services

Crown Cove Aquatic Center (CCAC)

5000 Highway 75, Coronado on the Silver Strand in Coronado
All classes held at the Crown Cove Aquatic Center—Parking/
Drop-off at Silver Strand State Beach

To register for classes listed below, call CCAC at 619-429-1669



Pediatric Basic Life Support and First Aid

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

Instructor: J. Araiza, 8 hours.

NC 1022-E1	Sat	Sept. 10	8:30 a.m.–5 p.m.	No Fee
NC 1022-E2	Sat	Oct. 15	8:30 a.m.–5 p.m.	No Fee
NC 1022-E3	Sat	Dec. 3	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) course completion certificate is \$20. Please bring a self-addressed stamped envelope to class to have the certificate mailed to you.



Basic First Aid and Adult CPR

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

NC 40-E1	Sat	Sept. 3	8:30 a.m.–5 p.m.	No Fee
NC 40-E2	Sat	Oct. 8	8:30 a.m.–5 p.m.	No Fee
NC 40-E3	Sat	Oct. 22	8:30 a.m.–5 p.m.	No Fee

Instructor: D. Hawley

NC 40-E4	Sat	Nov. 12	8:30 a.m.–5 p.m.	No Fee
----------	-----	---------	------------------	--------

Instructor: M. Smith

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

NC 40-E5	Th	Aug. 25	8 a.m.–4:30 p.m.	No Fee
NC 40-E6	Th	Sept. 15	8 a.m.–4:30 p.m.	No Fee
NC 40-E7	Th	Oct. 20	8 a.m.–4:30 p.m.	No Fee
NC 40-E8	Th	Nov. 17	8 a.m.–4:30 p.m.	No Fee

Instructor: D. Hawley

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

NC 40-E9	M	Aug. 22	8 a.m.–4:30 p.m.	No Fee
NC 40-E10	M	Sept. 12	8 a.m.–4:30 p.m.	No Fee
NC 40-E11	M	Oct. 10	8 a.m.–4:30 p.m.	No Fee
NC 40-E12	M	Nov. 7	8 a.m.–4:30 p.m.	No Fee
NC 40-E13	M	Dec. 5	8 a.m.–4:30 p.m.	No Fee

Instructor: W. Price

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

Required textbook must be brought to class: Heartsaver First Aid CPR AED (2015) (available in 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.

CPR for the Professional Rescuer

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

NC 1007-E1	Sat	Aug. 27	8:30 a.m.–6 p.m.	No Fee
NC 1007-E2	Sat	Sept. 24	8:30 a.m.–6 p.m.	No Fee
NC 1007-E3	Sat	Oct. 1	8:30 a.m.–6 p.m.	No Fee

Instructor: D. Hawley

NC 1007-E4	Sat	Oct. 29	8:30 a.m.–6 p.m.	No Fee
NC 1007-E5	Sat	Nov. 19	8:30 a.m.–6 p.m.	No Fee

Instructor: J. Araiza

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

NC 1007-E6	T	Aug. 23	8 a.m.–4:30 p.m.	No Fee
NC 1007-E7	T	Sept. 13	8 a.m.–4:30 p.m.	No Fee
NC 1007-E8	T	Oct. 11	8 a.m.–4:30 p.m.	No Fee
NC 1007-E9	T	Nov. 8	8 a.m.–4:30 p.m.	No Fee
NC 1007-E10	T	Dec. 6	8 a.m.–4:30 p.m.	No Fee

Instructor: W. Price

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

Components include one-and two-rescuer CPR and foreign body airway obstruction (FBAO) in adults, children, and infants. Bag-valve-mask (BVM) and Automated External Defibrillation (AED) also included. Successful completion of a written test is required to receive course completion certificate. Required book: *BLS Provider Manual 2015*, available 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.

Basic Life Support (BLS) Instructor

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

Instructor: D. Hawley, 16 hours.

NC 1039-E1	SatSun	Nov. 5–6	8:30 a.m.–5 p.m.	No Fee
------------	--------	----------	------------------	--------

Boating Safety Paddle Sports Leader Training

This course is designed for those pursuing careers as recreation assistants in aquatic recreation programs. Training 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. This course is recommended for American Canoeing Association (ACA) instructor preparation.

Instructor: C. Gleason, 24 hours.

NC 1064-E1	SatSun	Sept. 10–18	8:30 a.m.–3:30 p.m.	No Fee
------------	--------	-------------	---------------------	--------

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: C. Gleason, 4 hours.

NC 1046-E1	MT	Sept. 12–13	5:30–8:30 p.m.	No Fee
------------	----	-------------	----------------	--------



Career and Professional Development

Make Extra Income as a Wholesale Auto Dealer from Home

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

Instructor: Wayne Williams, 7 hours. **Room 1601**

CS 257-60 WTh Oct. 12-13 6-9:30 p.m. Fee: \$85
\$25 materials fee paid in class

Voice-Overs...Now is Your Time!

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

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

CS 148-60 Th Oct. 20 6:30-8:30 p.m. Fee: \$45



*Enroll
Early!*

Classes fill up quickly

California State Notary Public Seminar

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

Instructor: Thomas Peavyhouse, 7 hours. **Room 1685B**

CS 14-50 Sat Oct. 29 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.

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 Oct. 30 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, 3 hours. **Room 1601.** Deborah Burns will share her many years of experience as a business owner in this exciting introduction to the field of medical transcription.

CS 51-60 Th Oct. 6 6:30-9:30 p.m. Fee: \$40
\$20 material fee paid in class

*Registration
form
on page 23*

Income Tax Advanced Topics

Designed specifically for the professional Income Tax preparer, but open to anyone with fundamental knowledge and experience with individual tax preparation. Satisfies California Tax Education Council (CTEC) 20-hour continuing education requirements for certified preparers, including 15 hours Federal Income Tax and 5 hours California State and ethics topics. Successful completion enables the student to receive a certificate of completion, required for CTEC registration renewal.

Instructor: Reynaldo G. Reyes, 20 hours. **Room 1685A**

CS 177-50 Sat Sept. 10–Oct. 8 10 a.m.–2 p.m. Fee: \$60

Financial Planning

Living Trust—Family Inheritance

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

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

CS 68-50 Sat Nov. 5 9 a.m.–Noon Fee: \$35

Retirement Planning Today

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

Instructors: Joe Anderson, 6 hours, **Room 1680**

CS 175-60 T Aug. 23–30 6:30–9:30 p.m. Fee: \$49

CS 175-61 Th Aug. 25–Sept. 1 6:30–9:30 p.m. Fee: \$49
You may bring a guest at no charge to any class listed above.

Arts, Music, and Crafts

Design Principles and Techniques for Exceptional Floral Arrangements

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

Instructor: Betty Patterson Del Sol, 4 hours. **Room 1801.** Students will keep their own floral arrangement at the end of class.

CS 210-50 Sat Nov. 19 9 a.m.–1 p.m. Fee: \$40
\$25 materials fee paid to the instructor

Mosaic Art

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

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

CS 242-50 Sat Oct. 1–29 10 a.m.–1 p.m. Fee: \$70
\$20 materials fee paid in class

Self-Improvement

Self-Hypnosis

Self-hypnosis is a powerful tool that can reduce stress! It can also improve self-esteem, accelerate physical healing, increase performance, etc. Who wouldn't want that? Students will learn to hypnotize themselves, tap into the power of the subconscious mind, and achieve goals.

Instructor: Katherine Zimmerman, 5 hours. **Room 1683**

CS 251-60 M Sept. 12–19 6:30–9 p.m. Fee: \$65
\$3 materials fee paid in class (cash only)

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 1601**

CS 278-60 W Sept. 28 6:30–9:30 p.m. Fee: \$39
\$30 materials fee paid in class

Build Your Own Website in Minutes for FREE!

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

Instructor: Mike Rounds, 3 hours. **Room 1680.** Instructor only provides information and demonstration for building a website.

CS 279-60 W Sept. 28 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 Sept. 10 10 a.m.–Noon Fee: \$10
CS 288-51 Sat Sept. 24 10 a.m.–Noon Fee: \$10
\$5 materials fee paid in class

TRAFFIC SCHOOL

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

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

English:

CS 17-50	Sat	Aug. 20	8 a.m.–4 p.m.	Fee: \$40
CS 17-52	Sat	Sept. 24	8 a.m.–4 p.m.	Fee: \$40
CS 17-53	Sat	Oct. 8	8 a.m.–4 p.m.	Fee: \$40
CS 17-54	Sat	Oct. 22	8 a.m.–4 p.m.	Fee: \$40
CS 17-56	Sat	Nov. 19	8 a.m.–4 p.m.	Fee: \$40
CS 17-57	Sat	Dec. 3	8 a.m.–4 p.m.	Fee: \$40

Spanish:

CS 17-51S	Sat	Sept. 10	8 a.m.–4 p.m.	Fee: \$40
CS 17-55S	Sat	Nov. 5	8 a.m.–4 p.m.	Fee: \$40

Southwestern College Customized Training Program



Let us partner with your company in improving your "greatest investment" your employees & sustainable productivity.

SWC provides high quality instruction via customized training in key aspects of workforce development through:

- Customer Service
- English for the Workplace
- Diversity Management

In addition to these competitively priced services:

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

Contact Continuing Education at (619) 482-6376

RN First Assistant - RNFA Program



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

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

ELIGIBILITY

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

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

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

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

Contact NIFA at 1-800-922-7747

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

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

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

The Tennis Academy at Southwestern College

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

Staff

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

Susan Reasons, 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 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 hour per week/4-week sessions.

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

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/4-week sessions.

Th	4:30-6:30 p.m.	Fee: \$85
----	----------------	-----------

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/4-week sessions.

M	4:30-6:30 p.m.	Fee: \$85
Th	4:30-6:30 p.m.	Fee: \$85

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

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

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

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

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/4-week sessions.

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

Beginning Adult Level Class (Ages 18 and up)

Class will receive instruction on Forehand and Backhand Ground Strokes, Serving, Positioning, Court Knowledge, Basic Rules of Scoring. Plus Footwork Intro to Net Play with Volleys will also be included. Pre-Registration required. Class size limited to 10 students.

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

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





Southwestern College

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
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

www.ed2go.com/swc

www.ed2go.com/swc

Ed2Go

Via the Internet

ed2go Online Classes start: **August 17, September 14, October 12, November 9, and December 14**

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

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

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

Fees are nonrefundable two weeks after the class starts.

Internet and Web Design

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	\$100
ETG-112	Advanced Web Pages	\$100
ETG-114	Blogging and Podcasting for Beginners	\$100
ETG-116	Designing Effective Websites	\$100
ETG-117	Introduction to Microsoft Outlook 2010	\$100
ETG-120	Introduction to Crystal Reports	\$100
ETG-121	Introduction to Flash CS5	\$100
ETG-122	Introduction to Crystal Reports 10	\$100
ETG-123	Intermediate Flash CS5	\$100
ETG-124	Creating Mobile Apps with HTML5	\$100
ETG-125	Creating WordPress Websites	\$100

Computers

Cse. No.	Title	Fee
ETG-200	Introduction to PC Troubleshooting	\$100
ETG-204	Introduction to Microsoft Excel 2007	\$100
ETG-206	Advanced Microsoft Excel 2007	\$100
ETG-207	Introduction to Microsoft Access 2007	\$100
ETG-208	Intermediate Microsoft Access 2007	\$100
ETG-209	Introduction to Microsoft Word 2010	\$100
ETG-210	Intermediate Microsoft Word 2007	\$100
ETG-212	Introduction to Microsoft PowerPoint 2007	\$100
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-216	Introduction to Microsoft Word 2007	\$100

ETG-217	Introduction to Dreamweaver CS5	\$100
ETG-218	Keyboarding	\$100
ETG-219	Introduction to Microsoft Excel 2010	\$100
ETG-220	Introduction to Microsoft Project 2007	\$100
ETG-221	Advanced Microsoft Excel 2007	\$100
ETG-222	Introduction to PC Security	\$100
ETG-223	Introduction to Microsoft Project 2010	\$100
ETG-224	Photoshop CS5 for the Digital Photographer	\$100
ETG-225	Intermediate Microsoft Excel 2010	\$100
ETG-226	Introduction to Microsoft PowerPoint 2010	\$100
ETG-227	Introduction to Windows 7	\$100
ETG-228	Introduction to Microsoft Access 2010	\$100
ETG-229	Intermediate Microsoft Access 2010	\$100
ETG 230	Introduction to InDesign CS4	\$100
ETG-231	Introduction to Illustrator CS5	\$100
ETG-232	Photoshop Elements 10 for the Digital Photographer	\$100
ETG-233	Photoshop Elements 9 for the Digital Photographer	\$100
ETG-234	Introduction to Photoshop CS5	\$100
ETG 235	Introduction to InDesign CS5	\$100
ETG-236	Photoshop CS5 for the Digital Photographer II	\$100
ETG-237	Introduction to Illustrator CS4	\$100
ETG-238	Introduction to Photoshop CS4	\$100
ETG-239	Intermediate Photoshop CS4	\$100
ETG-241	Introduction to Database Development	\$100
ETG-242	Introduction to Networking	\$100
ETG-243	Intermediate Networking	\$100
ETG-244	Computer Skills for the Workplace	\$100
ETG-245	Intermediate Microsoft Word 2010	\$100
ETG-246	Introduction to SQL	\$100
ETG-247	Intermediate SQL	\$100
ETG-248	Intermediate Oracle	\$100
ETG-249	Introduction to C++ Programming	\$110
ETG-250	Introduction to C# Programming	\$110
ETG-251	What's New in Microsoft Office 2007	\$100
ETG-252	What's New in Microsoft Office 2010	\$100
ETG-253	Wireless Networking	\$100

Tech Prep and Special Interest

Cse. No.	Title	Fee
ETG-300	Write Fiction Like A Pro	\$100
ETG-301	The Craft of Magazine Writing	\$100
ETG 302	Beginning Writer's Workshop	\$100
ETG-303	Writing Effective Grant Proposals	\$100
ETG-304	A to Z Grant Writing	\$100
ETG-305	Instant Italian	\$100
ETG-306	GRE Preparation—Part 1 (Verbal and Analytical)	\$100
ETG-307	GRE Preparation—Part 2 (Quantitative)	\$100
ETG-308	LSAT Preparation—Part 1	\$100
ETG-309	LSAT Preparation—Part 2	\$100
ETG-310	Grammar Refresher	\$100
ETG-311	Beginning Conversational French	\$100

ETG-312	Writeriffic: Creativity Training for Writers	\$100
ETG-313	Travel Writing	\$100
ETG-314	Speed Spanish	\$100
ETG-315	Grammar for ESL	\$100
ETG-316	Medical Terminology: A Word Association Approach	\$100
ETG-317	Introduction to Natural Health and Healing	\$100
ETG-318	GMAT Preparation	\$100
ETG-319	Discover Digital Photography	\$100
ETG-321	Genealogy Basics	\$100
ETG-322	Learn to Buy and Sell on eBay	\$100
ETG-323	Secrets of Better Photography	\$100
ETG-324	Conversational Japanese	\$100
ETG-325	Photographing People with your Digital Camera	\$100
ETG-326	Speed Spanish II	\$100
ETG-327	Writing Essentials	\$100
ETG-328	Twelve Steps to a Successful Job Search	\$100
ETG-329	Where Does All My Money Go?	\$100
ETG-330	Get Assertive!	\$100
ETG-331	Explore a Career as an Administrative Medical Assistant	\$100
ETG-332	Leadership	\$100
ETG-333	Interpersonal Communication	\$100
ETG-334	Personal Finance	\$100
ETG-335	Explore a Career in Medical Coding	\$100
ETG-336	Human Anatomy and Physiology	\$100
ETG-337	Keys to Effective Communication	\$100
ETG-338	Become a Veterinary Assistant	\$100
ETG-339	Become a Veterinary Assistant II: Canine Reproduction	\$100
ETG-340	Become a Veterinary Assistant III: Practical Skills	\$100
ETG-341	Introduction to Digital Scrapbooking	\$100
ETG-342	Achieving Success with Difficult People	\$100
ETG-344	Solving Classroom Discipline Problems	\$100
ETG-345	Stocks, Bonds, and Investing: Oh My!	\$100
ETG-346	Introduction to Screenwriting	\$100
ETG-348	Fundamentals of Technical Writing	\$100
ETG-349	Keys to Effective Editing	\$100
ETG-351	Handling Medical Emergencies	\$100
ETG-352	Write Your Life Story	\$100
ETG-353	Assisting Aging Parents	\$100
ETG-354	Lose Weight and Keep It Off	\$100
ETG-355	Become a Physical Therapy Aide	\$100
ETG-356	Spanish for Medical Professionals	\$100
ETG-357	Understanding Adolescents	\$100
ETG-358	Spanish in the Classroom	\$100
ETG-359	Creating a Classroom Web Site	\$100
ETG-360	Teaching Preschool: A Year of Inspiring Lessons	\$100
ETG-361	The Creative Classroom	\$100
ETG-362	Teaching Smarter With SMART Boards	\$100
ETG-363	Ready, Set, Read!	\$100
ETG-364	Teaching Students With ADHD	\$100
ETG-365	Guided Reading & Writing: Strategies for Maximum Student Achievement	\$100
ETG-366	Differentiated Instruction in the Classroom	\$100
ETG-367	Guided Reading: Strategies for the Differentiated Classroom	\$100

ETG-368	Teaching Students With Learning Disabilities	\$100
ETG-369	Teaching Students With Autism: Strategies for Success	\$100
ETG-370	Response to Intervention: Reading Strategies That Work	\$100
ETG-371	Singapore Math Strategies: Model Drawing for Grades 1-6	\$100
ETG-372	Singapore Math: Number Sense and Computational Strategies	\$100
ETG-373	Writing for Children	\$100
ETG-374	SAT/ACT Preparation – Part 1	\$100
ETG-375	SAT/ACT Preparation – Part 2	\$100
ETG-376	Introduction to Stock Options	\$100
ETG-377	Keys to Successful Money Management	\$100
ETG-380	Introduction to Interior Design	\$100
ETG-381	Start Your Own Edible Garden	\$100
ETG-382	Resume Writing Workshop	\$100
ETG-383	Enhancing Language Development in Childhood	\$100

Small Business

Cse. No.	Title	Fee
ETG-400	Start and Operate Your Own Home-Based Business	\$100
ETG-401	Marketing Your Business on the Internet	\$100
ETG-402	Starting a Nonprofit	\$100
ETG-403	Marketing Your Nonprofit	\$100
ETG-404	Creating a Successful Business Plan	\$100
ETG-405	Starting a Consulting Practice	\$100
ETG-406	Start Your Own Small Business	\$100
ETG-407	Introduction to Internet Writing Markets	\$100

Management and Business

Cse. No.	Title	Fee
ETG-625	Introduction to QuickBooks 2014	\$110
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	\$110
ETG-637	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

Online Career Training Programs

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

Certified Global Business Professional 160 hours \$2,495

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

Certified Green Supply Chain Prof. 60 hours \$1,595

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

Certified 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.

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.

Pharmacy Technician 330 hours \$1,995

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

Physical Therapy Aide 150 hours \$1,895

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

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 130 hours \$1,695

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

Project Management Essentials w/CAPM Prep 60 hours \$1,195

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

Oil Refinery Operations 400 hours \$2,595

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

Power Plant Operations 400 hours \$2,595

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

Solar Power Professional 120 hours \$1,895

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

Wind Energy Professional 240 hours \$2,395

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

The Complete Project Manager w/Microsoft Project 2010 190 hours \$2,295

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

The Complete Project Manager w/CAPM and PMP Prep 130 hours \$1,995

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

THESE COURSES DO NOT OFFER COLLEGE CREDIT.



Continuing Education FEE CLASS REGISTRATION FORM

PLEASE PRINT or TYPE NAME BELOW

LAST _____ FIRST _____

ADDRESS _____ CITY _____ ZIP _____

PHONE _____ E-MAIL _____

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

CLASS	NAME OF CLASS	START DATE	NUMBER OF PEOPLE	FEE

PAYMENT METHOD: CHECK ☐ CASH ☐

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)

☐ SINGLE

☐ DIVORCED OR WIDOWED

☐ MARRIED

☐ SEPARATED

PHONE () _____

CELL () _____

EMAIL _____

BIRTHDATE (Required) :

Mo / Day / Year

SOCIAL SECURITY NUMBER

(OPTIONAL)

☐ MALE

☐ FEMALE

ETHNIC BACKGROUND: (Please Check one)

- ☐ 1. Chinese
☐ 2. Japanese
☐ 3. Korean
☐ 4. Laotian
☐ 5. Cambodian

- ☐ 6. Vietnamese
☐ 7. Asian Indian
☐ 8. Other Asian
☐ 9. Guamanian
☐ 10. Hawaiian

- ☐ 11. Samoan
☐ 12. Other Pacific Islander
☐ 13. Mexican, MexAmer, Chicano
☐ 14. South American
☐ 15. Central American

- ☐ 16. Other Hispanic
☐ 17. Filipino
☐ 18. American Indian/Alaskan
☐ 19. Black, Non-Hispanic
☐ 20. White, Non-Hispanic

- ☐ 21. Other Non-White
☐ 22. Other-Specific:
☐ 23. Declined to state
☐ 24. Hispanic
☐ 25. Asian

This information required by the Department of Education in compliance with Title VI, Civil Rights Act, 1964

CITIZENSHIP: (Required, please Check one)

- ☐ 0. United States
☐ 1. Amnesty

- ☐ 2. Permanent Resident
☐ 3. Temporary Resident

- ☐ 4. Refugee/Asylee
☐ 5. Student Visa F1 or M1

- ☐ 6. B1/B2/Border Crossing Visa
☐ 7. List other:

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

Mo. / Day / Year

IS ENGLISH THE LANGUAGE YOU SPEAK AND WRITE MOST FREQUENTLY? (Check one)

☐ YES

☐ NO

If NO, specify language:

HAVE YOU LIVED IN THE STATE OF CALIFORNIA FOR THE PAST 25 MONTHS? (Check one)

☐ YES

☐ NO

If NO, since what date? Mo./Day/Year

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

Maintained voter registration and voted in another state?

☐ NO

☐ YES

If yes, indicate date Mo./Day/Year

Petitioned for a divorce in another state?

☐ NO

☐ YES

If yes, indicate date Mo./Day/Year

Filed state income taxes in another state?

☐ NO

☐ YES

If yes, indicate date Mo./Day/Year

Attended a college or university as a resident of another state?

☐ NO

☐ YES

If yes, indicate date Mo./Day/Year

FAMILY INCOME: (Please Check one)

- ☐ 1. \$0-\$7,500
☐ 2. \$7,501-\$10,000
☐ 3. \$10,001-\$15,000

- ☐ 4. \$15,001-\$16,000
☐ 5. \$16,001-\$17,000
☐ 6. \$17,001-\$20,000

- ☐ 7. \$20,001-\$25,000
☐ 8. \$25,001-\$30,000
☐ 9. \$30,001-\$35,000

- ☐ 10. \$35,001-\$40,000
☐ 11. \$40,001-\$45,000
☐ 12. \$45,001-\$50,000

- ☐ 13. \$50,001-or above
☐ 14. Unknown

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

- ☐ 1
☐ 2

- ☐ 3
☐ 4

- ☐ 5
☐ 6

- ☐ 7
☐ 8

- ☐ 9
☐ 10

- ☐ 11
☐ 12

- ☐ 13
☐ 14

- ☐ 15

HIGH SCHOOL EDUCATION STATUS: (Please Check one)

- ☐ 1. Not a high school graduate and not enrolled in high school
☐ 2. Not a high school graduate and currently enrolled in Adult School
☐ 3. Currently in high school and 2+2 program (Check current high school grade)
☐ 4. Currently enrolled in high school (Check current grade and month/year of graduation)
☐ 5. U.S. High School diploma (Enter month/year received)
☐ 6. G.E.D Certificate or High School certificate equivalency (Enter month/year received)
☐ 7. Certificate or California High School Proficiency (Enter month/year received)
☐ 8. Foreign secondary/high school Diploma/Certificate (enter month/year received)

☐ 9

☐ 10

☐ 11

☐ 12

☐ 9

☐ 10

☐ 11

☐ 12

Mo./Year

Mo./Year

Mo./Year

Mo./Year

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		

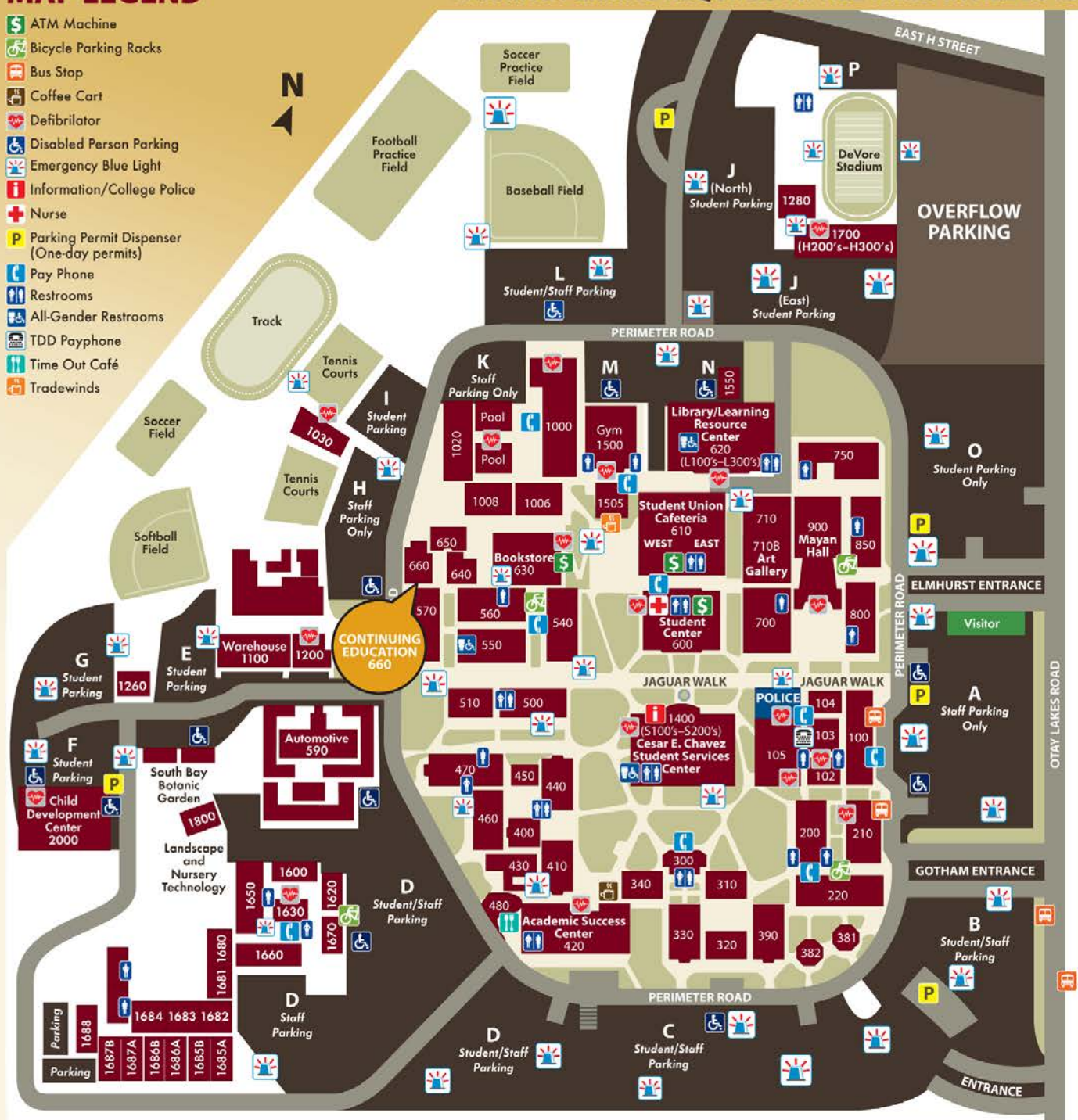
SIGNATURE _____

DATE _____

MAP LEGEND

- ATM Machine
- Bicycle Parking Racks
- Bus Stop
- Coffee Cart
- Defibrillator
- Disabled Person Parking
- Emergency Blue Light
- Information/College Police
- Nurse
- Parking Permit Dispenser (One-day permits)
- Pay Phone
- Restrooms
- All-Gender 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"> Academic Affairs 213 Academic Success Center 420 Admissions and Records 1400 Adult Education Block Grant 650 AmeriCorps/Service Learning 1400 Art Gallery 710B Articulation 105M ASO 600 Assessment 1400 Athletics 1700 Automotive Technology 590 Bookstore 630 Business and Operations 1650 Cafeteria/Student Union 610 CalWORKS 1400 Career Center 1400 Center for International Trade Development 660 Central Plant 1280 Child Development Center 2000 College Police Department 105D 	<ul style="list-style-type: none"> Communications, Community and Government Relations 100D-I Continuing Education 660 CTECs 1400 Custodial 1200 Disability Support Services 1400 DSS High Tech. Center 420 E.O.P.S. 1400 Equity, Diversity, and Inclusion 651 Evaluations 1400 Facilities, Operations and Planning 1625 Financial Aid 1400 Financial Services 1663 Fitness Center 1005 Foundation 100D Grounds 1260 Gymnasium 1500 Health, Exercise Science Building 1700 Health Services/Campus Nurse 601F Human Resources 1670 Information 1400 	<ul style="list-style-type: none"> Institutional Research, Planning and Grants 103A Institutional Technology 211 Instructional Support Services 105 Landscape and Nursery Technology 1800 Language Acquisition Center 440 Learning Resource Center 620 Library 620 Lost and Found 105D Maintenance 1200 Math Lab 420 Math/Science Center 390 MESA Center 390 Nurse 601F Office Support Services 100 Online Learning Support Center 620 Outreach 1400 Payroll Services 1660 Perkins Office 660 Planetarium 382 Prop R Trailer 1688 	<ul style="list-style-type: none"> Purchasing 1651 Reading Lab 420 South Bay Botanic Garden 1800 Staff Development 620 Student Accounts and Cashiering 1400 Student Activities 600 Student Affairs 1400 Student Employment Services 1400 Superintendent/President 100 Tech Prep/2+2 200A Tennis Center 1030 Theatre/Mayan Hall 900 Time Out Café 480 Tradewinds Café 1505 Transfer Center 1400 Veterans Services 1400 Veterans Resource Center 345 Warehouse/Receiving 1100 Women's Resource Center 1400 Workability III 1400 Writing Center 420 	<p>SCHOOL OF:</p> <ul style="list-style-type: none"> Arts, Communication and Social Sciences 7028 Business and Technology 470 Counseling and Student Support Programs 1400 Language, Literature, and Humanities 430 Mathematics, Science, and Engineering 215 Wellness, Exercise Science, and Athletics 1700
---	---	---	---	---



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

PERIODICALS

ECRWSS
Postal Customer

Register Today!

ed2go Online Classes Via the Internet

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

Online Classes start:

August 17, September 14, October 12, November 9, and
December 14. See page 19 for details.

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

To request this schedule in alternate media, please call 619-485-6512 or TTY 619-482-6470