

Featured New Classes!

- **NEW! Choosing and Installing the Correct Computer Management System**
- **NEW! Winning with All Personality Types**
- **NEW! Booting Up for Big Bucks! Over 120 Work-From-Home Business Ideas!**
- **NEW! Build Your Own Website in Minutes for FREE!**
- **NEW! How to Choose the Career Right for You**
- **NEW! Interviewing and Compensation Negotiations**
- **NEW! Proactive Job Hunting Using Offline and Online Best Practices**
- **NEW! Resume, LinkedIn Profile and Cover Letter Writing**

Southwestern College
Continuing Education
Class Schedule
Spring 2015



www.swccd.edu





A Message from the Dean

Are you ready to spring into school? Southwestern College's Spring 2015 Continuing Education class schedule offers interesting and high-quality courses that can enhance your career, promote personal growth, and expand your horizons.

There really is something for everybody. If you're looking to market yourself for a new job, there is a new class in Proactive Job Hunting or a class to improve your resume or LinkedIn profile. Maybe you're ready to work fulltime from home and you'd be interested in the Booting Up for Big Bucks: Over 120 Work-from-Home Business Ideas. Whatever your interest, we continue to provide high-quality workforce training, basic skills education, and special interest courses. Feel free to contact me or the Continuing Education staff if you have ideas about what classes you would like offered.

We encourage you to review our class schedule. If you are unable to attend courses on the Chula Vista campus, then 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

Please do not contact these sites to register for classes.

Off-campus information is provided in the event that you require directions to the facility.

For information about classes, please refer to page 3 in this brochure entitled, "Registration Information" or call 619-482-6376

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

Casa Pacifica
1424 30th St., Ste. C
San Diego, CA 92154-4629
619-4248181

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, HHSA
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
2525 Highland Ave.
National City, CA 91950-7004
619-474-0015

Norman Park Senior Center
270 F Street
Chula Vista, 91910
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

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

Westmont at San Miguel Ranch
2325 Proctor Valley Road
Chula Vista, CA 91914-
619-746-7039

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.

Governing Board

Terri Valladolid, President
 Norma Hernandez, Vice-President
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 Melinda Nish, Ed.D., Superintendent/President
 Sayaka Ridley, Student Trustee
 June 2014–May 2015

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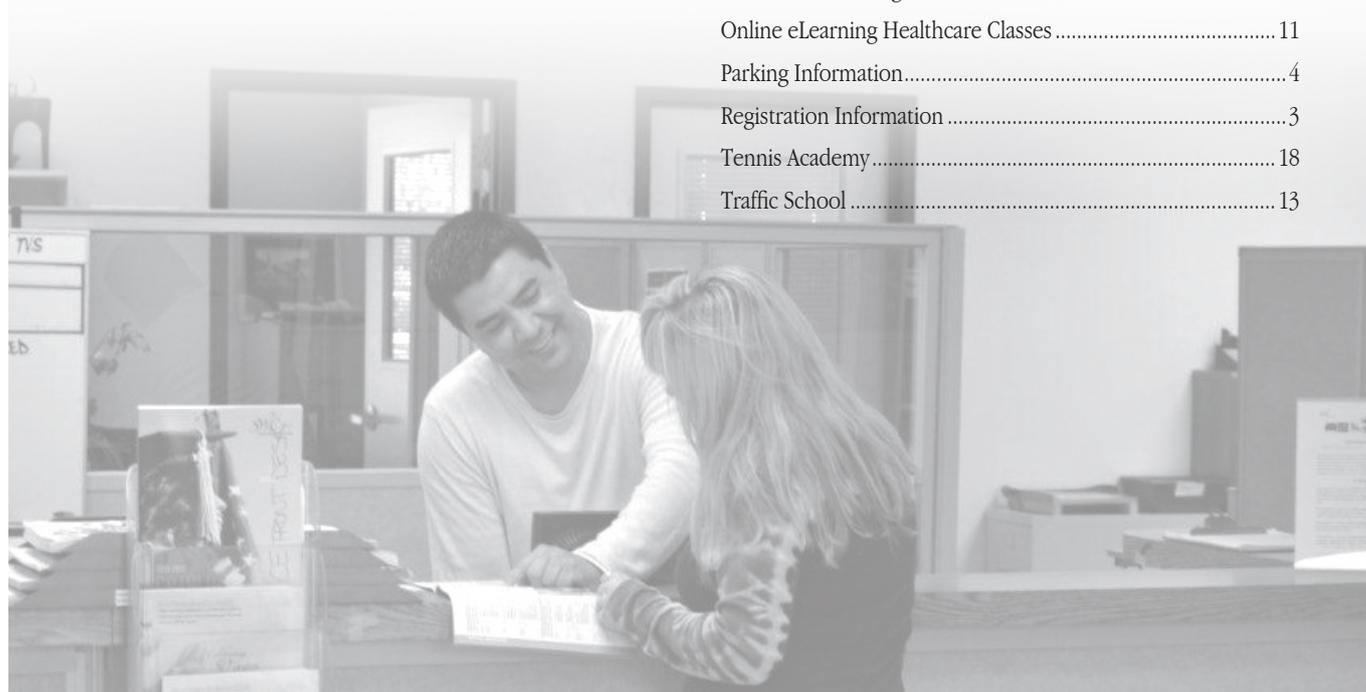


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Continuing Education

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.



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

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 promotes student learning and success by committing to continuous improvement that includes planning, implementation and evaluation. We serve a diverse community of students by providing a wide range of dynamic and high quality academic programs and comprehensive student services. The District provides educational opportunities in the following areas: Associate degree and certificate programs; Transfer; Professional, technical and career advancement; Basic skills; Personal enrichment; Noncredit adult education; Community services; Economic, workforce and community development.

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 Dean of Health, Exercise Science, Athletics and Applied Technology at 619-482-6551. Inquiries regarding Equal Employment Opportunity and other nondiscrimination policies and procedures should be directed to the Vice President for Human Resources, 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 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 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 confirmation letter of your registration; however, due to unavoidable delays of mail delivery or misdirected mail, this courtesy is not guaranteed. If you have not received a confirmation letter one week 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 complete refund will always be made if Continuing Education cancels a class.

- If you cancel or reschedule (one-time only) at least five (5) calendar days prior to the start of a class or event, you will be refunded your registration fee, less a \$5 processing fee.
- If you cancel or reschedule (one-time only) at least three (3) calendar days before the start of a class, you will be charged a \$10 processing fee.
- No refunds or rescheduling are provided to individuals who give two (2) calendar days or less notice of cancellation.

No refunds or rescheduling will be provided once a class begins. Students who do not show up for class are not eligible for refunds or rescheduling. No refunds or rescheduling for any student who registers three (3) days before the class begins. Refunds take a few 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.

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



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: J. Mackenzie, 3 hours. Room 1680

NC 1002-01 F Jan. 23 1–4 p.m. No Fee

Customer Service: Dealing with Difficult People

Conflict inhibits good business. Explore the causes and impact conflict can have on customer service. Learn strategies and techniques for resolving tough issues and how to turn a difficult customer into a loyal one.

Instructor: J. Mackenzie, 3 hours. Room 1680

NC 1006-01 F Jan. 30 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: J. Mackenzie, 3 hours. Room 1680

NC 1070-01 F Feb. 6 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: J. Mackenzie, 3 hours. Room 1680

NC 1073-01 F March 6 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: J. Mackenzie, 3 hours. Room 1680

NC 1069-01 F March 13 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: J. Mackenzie, 3 hours. Room 1680

NC 1074-01 F March 20 1–4 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.

For additional information, please contact Michael Van Keith at mvankeith@swccd.edu.

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: M. Van Keith, 5 hours. Room 510

NC 1031-60 Th March 5–12 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: M. Van Keith, 5 hours. Room 510

NC 1032-60 Th March 19–26 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: M. Van Keith, 5 hours. Room 510

NC 1030-60 Th April 9–16 5:30–8 p.m. No Fee

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, 29.25 hours. Room 662

NC 113-60 MW Jan. 21–Feb. 23 5:45–9 p.m. No Fee
No class: 2/16



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, 29.25 hours. Room 662

NC 114-60 MW Feb. 25–March 25 5:45–9 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-E1 W Feb. 4 4–7 p.m. No Fee

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

NC 92-60 Th April 16 5:30–8:30 p.m. No Fee

Location: SWC Main Campus, Room 662



Enroll Early!
swccd.edu or 619-482-6376

Computers

Introduction to Computers

Covers basic computer skills such as proper start-up and shutdown procedures; use of mouse and keyboard commands; basic file management; creating, saving, and printing a document using word-processing software; e-mails; and basic Internet searches. 6 hours.

NC 1051-50 Sat March 7–21 12:30–2:30 p.m. No Fee
Location: SWC Main Campus, Room 205

NC 1051-E1 TTh March 19–26 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 1051-E2 W Jan. 21–28 4–7 p.m. No Fee
 NC 1051 E3 W Feb. 11–18 4–7 p.m. No Fee
 NC 1051 E4 W May 6–13 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 March 28–May 9 12:30–2:30 p.m. No Fee
No class: 4/4
Location: SWC Main Campus, Room 205

NC 24-E1 TTh April 28–May 14 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 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 199-50 Sat May 16 12:30–3:30 p.m. No Fee
Location: SWC Main Campus, Room 205

NC 199-E1 T May 19 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

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 11–May 16 8:30–10:30 a.m. No Fee
Location: SWC Main Campus, Room 205

NC 198-E1 TTh April 7–23 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 4–25 4–7 p.m. No Fee
Instructor: B. Muñoz
Location: South County Career Center
 1111 Bay Blvd. Suite. E, Chula Vista, 91911

CPR, Health, and Safety

Community Emergency Response Team Training

Designed for those wanting to complete Community Emergency Response Team (CERT) Training, or needing a refresher training. Six modules cover an introduction to CERT and its importance to the community, fire safety, hazardous material and terrorist incidents, disaster medical operations, and search and rescue. **Instructor:** C. Bejar, 24 hours. Room 662

NC 17-01 F April 24–May 29 9 a.m.–1 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 Jan. 24–31 8 a.m.–1 p.m. No Fee
 NC 6-60 TTh Feb. 3–26 7–9:30 p.m. No Fee
 NC 6-61 TTh April 7–30 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. 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

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 Jan 22–March 17 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, 24 hours.

NC 109-50 Sat Jan. 24–March 21 8–11 a.m. No Fee
No class: 2/14
Location: SWC Main Campus, Room 221

NC 109-E2 MW Jan. 21–March 18 11 a.m.–12:30 p.m. No Fee
No class: 2/16
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 MW March 23–May 20 11 a.m.–12:30 p.m. No Fee
No class: 3/30, 4/1
Location: Chula Vista Public Library
 389 Orange Ave., 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 Sat April 18–25 9 a.m.–1 p.m. No Fee
Location: Seniors on Broadway
 845 Broadway, Ste. 105, Chula Vista, 91911



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

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 April 17–24 9 a.m.–Noon No Fee
Location: Casa de Servicios (Villa Merced)
 1188 Beyer Way, Rec Room, San Diego, 92154

Personal Development for Older Adults

Designed to develop and enhance the emotional and/or psychological well-being in the older adult. Topics will include: coping with the loss of significant others, disability and limited independence, loneliness, developing personal strength, confidence, and assertiveness. **Instructor: D. Flores**, 33-35 hours.

NC 37-E1 TTh Jan. 22–March 24 10 a.m.–Noon No Fee
Location: Casa Pacifica
 1424 30th Street, Ste. C, San Diego, 92154

NC 37-E2 MW Jan. 21–May 27 9–10 a.m. No Fee
No class: 2/16, 3/30, 4/1, & 5/25
Location: Veteran's Home of California
 700 E. Naples Ct., Bldg. F, Chula Vista, 91911

NC 37-E3 MW Jan. 21–May 27 11 a.m.–Noon No Fee
No class: 2/16, 3/30, 4/1, & 5/25
Location: Westmont at San Miguel Ranch
 2325 Proctor Valley Road., Chula Vista, 91914

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 March 6–27 9 a.m.–Noon No Fee
Location: Casa de Servicios (Villa Merced)
 1188 Beyer Way, Rec. Room, San Diego, 92154



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 W Jan. 21–Feb. 25 9–11 a.m. No Fee
 NC 1053-E2 W March 4–April 15 9–11 a.m. No Fee

No Class: 4/1

Location: ARC of San Diego/Chula Vista
 1280 Nolan Ave., Chula Vista, 91911

NC 1053-E3 W March 18–April 15 12:45–3:45 p.m. No Fee

No Class: 4/1

Location: Casa Pacifica
 1424 30th Street, Ste. C, San Diego, 92154

NC 1053-E4 T Jan. 27–Feb. 17 1–4 p.m. No Fee

NC 1053-E5 T Feb. 24–March 17 1–4 p.m. No Fee

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

NC 1053-E6 MF Jan. 23–Feb. 9 10:15 a.m.–12:15 p.m. No Fee

NC 1053-E7 MF Feb. 20–March 9 10:15 a.m.–12:15 p.m. No Fee

NC 1053-E8 MF March 13–April 6 10:15 a.m.–12:15 p.m. No Fee

No Class: 3/30, 4/3

NC 1053-E9 Th March 5–April 16 1–3 p.m. No Fee

No class: 4/2

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

NC 1053-E10 TTh Jan. 22–Feb. 10 9–11 a.m. No Fee

NC 1053-E11 TTh Feb. 12–March 3 9–11 a.m. No Fee

NC 1053-E12 TTh March 5–24 9–11 a.m. No Fee

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



NC 32-E5 M Jan. 26–March 23 9:30 a.m.–12:30 p.m. No Fee

No class: 2/16

NC 32-E6 M April 6–May 18 9:30 a.m.–12:30 p.m. No Fee

Location: 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, 34-36 hours.

NC 34-E1 TTh Jan. 22–March 24 8:30–10:30 a.m. No Fee

NC 34-E2 TTh March 26–May 28 8:30–10:30 a.m. No Fee

No class: 3/31, 4/2

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

NC 34-E3 TTh Jan. 22–March 24 11 a.m.–1 p.m. No Fee

NC 34-E4 TTh March 26–May 28 11 a.m.–1 p.m. No Fee

No class: 3/31, 4/2

Location: Seniors on Broadway
 845 Broadway, Ste. 105, Chula Vista, 91911

Strength Training 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. 25-33 hours.

NC 99-E1 MWF Jan. 21–March 23 8–9 a.m. No Fee

No class: 2/13, 2/16

NC 99-E2 MWF Jan. 21–March 23 9:30–10:30 a.m. No Fee

No class: 2/13, 2/16

NC 99-E3 MWF March 25–May 29 8–9 a.m. No Fee

No class: 3/30, 4/1, 4/3, 5/25

NC 99-E4 MWF March 25–May 29 9:30–10:30 a.m. No Fee

No class: 3/30, 4/1, 4/3, 5/25

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-E5 TTh Jan. 22–May 26 8–9 a.m. No Fee

No class: 3/31, 4/2

Instructor: K. Ferrar

Location: Norman Park Senior Center
 270 F St., Chula Vista, 91910

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 Jan. 27–March 17 1:30–4:30 p.m. No Fee

NC 32-E2 Sat Jan 24–March 21 9 a.m.–Noon No Fee

No class: 2/14

NC 32-E3 T March 24–May 19 1:30–4:30 p.m. No Fee

No class: 3/31

NC 32-E4 Sat March 28–May 23 9 a.m.–Noon No Fee

No class: 4/4

Location: Veterans Home
 700 E. Naples Ct., Bldg. F, Chula Vista, 91911

Business Development

NEW! Choosing and Installing the Correct Computerized Maintenance Management System

The course will outline the foundations for an effective computer maintenance management system. Students will review some prominent computerized systems currently on the market, e.g., Enterprise Assets Management (EAM), Enterprise Resource Planner (ERP), and Computerized Maintenance Management System (CMMS) and define the requirements in choosing a computerized maintenance system based on type of industry, company's size, company's structure, etc. Mistakes frequently made by companies will be analyzed to ensure these same mistakes are not made. The overall objective for the course will be to map out the steps to be taken in ensuring a computer maintenance management system results as an asset and not a liability to the organization

Instructor: Manuel Vargas, 5 hours. Room 1685A

CS 276-50 Sat Jan. 24 8 a.m.–1:30 p.m. Fee: \$75

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 1682

CS 257-60 WTh Feb. 11–12 6–9:30 p.m. Fee: \$85
\$25 materials fee paid in class

Voice-Overs...Now is Our Time

YOU'VE HEARD JON ST JOHN ON TV & RADIO COMMERCIALS AND VIDEO GAMES! Now hear Jon LIVE as he illustrates how YOU could actually begin using your speaking voice for commercials, films, and videos! Most people go about it the wrong way. Jon will show you a unique, outside 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!

Instructor: Jon St. John, 2 hours. Room 1685B

CS 148-60 T Feb. 24 6:30–8:30 p.m. Fee: \$45



Enroll Early!



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 392

CS 14-50 Sat Jan. 24 8 a.m.–4 p.m. Fee: \$75
CS 14-51 Sat March 21 8 a.m.–4 p.m. Fee: \$75
CS 14-52 Sat May 16 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 1682

CS 143-50 Sun March 22 9 a.m.–5 p.m. Fee: \$75
CS 143-51 Sun May 17 9 a.m.–5 p.m. Fee: \$75
\$70 materials fee paid in class

Southwestern College - Online e-Learning Healthcare Courses!

Southwestern College announces the availability of our new online e-learning healthcare courses from Health Ed Today!

These courses are interactive and provide students with an enriched learning experience which includes:

- 24-hour-a-day instructor support & course mentors
- engaging labs, student exercises and course videos
- all textbooks, workbooks and student materials
- a new "Secure Student Website" – including career resources & other training
- certain programs include clinical externships!

All students will have access to a secure "Student Portal" website which includes:

- Career building exercises, resume writing tips, interview techniques, etc.
- Career mentors – there to help students take the next step in their career!
- Other skills training including lifelong learning skills, healthcare review, etc.

For additional information, please contact Southwestern College toll free at **1-888-963-5967**.

Visit us online at <http://www.healthedtoday.com/SWC> to experience a Course Demo and these exciting new programs! Ask us about national or state certification and clinical externship opportunities through these courses!

The Health Ed Today courses were developed through a partnership with leading education organizations including Pearson Education, E-College and Condensed Curriculum International.



Pharmacy Technician / Student Tuition: \$1,299

This comprehensive course will prepare students to enter the pharmacy field and take the Pharmacy Technician Certification Board's PTCB exam. Course content includes pharmacy medical terminology, pharmacy calculations, reading and interpreting prescriptions, defining generic and brand names drugs and much, much more! Program also includes an optional clinical externship at a local healthcare provider!

Clinical Medical Assistant Program / Student Tuition: \$2,499

This program prepares students to assist physicians by performing functions related to the clinical aspects of a medical office. Instruction includes preparing patients for examination and treatment, routine laboratory procedures, pharmacology, taking and documenting vital signs, technical aspects of phlebotomy, the 12-lead EKG and the cardiac life cycle. Program also includes an optional clinical externship at a local healthcare provider!

EKG Technician / Student Tuition: \$1,299

This EKG Technician Program prepares students to perform EKG's. This course will include information on anatomy and physiology of the heart, medical disease processes, medical terminology, medical ethics, legal aspects of patient contact, electrocardiography, and stress testing. A highly interactive course!

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 Th March 5 6:30–9:30 p.m. Fee: \$40
\$20 materials fee paid in class

NEW! 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 1685B

CS 278-60 T Feb. 3 6:30–9:30 p.m. Fee: \$39
\$30 material fee paid in class

NEW! How to Choose the Career Right for You

This course will help students choose a career or transition into a new career. It is designed to help job seekers find the career path right for them by focusing on job opportunities that best match their skills, personality, and interests.

Instructor: Joe Connor, 6 hours. Room 1685B

CS 280-50 Sat April 11–18 9 a.m.–Noon Fee: \$40

NEW! 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, 8 hours. Room 1685B

CS 281-50 Sat March 7–14 8:30 a.m.–12:30 p.m. Fee: \$40

NEW! Proactive Job Hunting Using Offline and Online Best Practices

This course will educate students about how to proactively job hunt and network both offline and online to secure employment, including using LinkedIn and other free social media tools.

Instructor: Joe Connor, 7 hours. Room 227

CS 282-50 Sat March 21–28 8:30 a.m.–Noon Fee: \$40

NEW! 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**, 9 hours. Room 1685B

CS 283-50 Sat Jan. 24–Feb. 7 9 a.m.–Noon Fee: \$40

Financial Planning

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 1685B

CS 175-60 Th Jan. 22–29 6:30–9:30 p.m. Fee: \$49
CS 175-61 T Jan. 27–Feb. 3 6:30–9:30 p.m. Fee: \$49
CS 175-62 Th May 7–14 6:30–9:30 p.m. Fee: \$49
CS 175-63 T May 12–19 6:30–9:30 p.m. Fee: \$49

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

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 14 9 a.m.–Noon Fee: \$35

Art, Music & Crafts

Japanese Ikebana Floral Arrangements—Rising Form (Round)

Introduction to Japanese Ikebana (flowers kept alive) floral arrangements—rising form. The rising form expresses the beauty of the rising appearances of the materials that are grouped at the center of the container. The course will explore principles and techniques of Ikebana, distinguish Ikebana from simpler decorative approaches, and help the students to develop the aesthetics to appreciate its asymmetrical form and use of "empty" space as an essential feature of composition. Japanese Ikebana floral arranging is a challenging and enjoyable western art form. Low-round containers will be used.

Instructor: Chuc T. Hoang, 3 hours. Room 1801

CS 253-50 Sat Feb. 28 8:30–11:30 a.m. Fee: \$35
\$30 materials fee paid in class
Students must bring garden scissors and a small bucket/container to class.



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 different surfaces, grouting, and cleaning finished projects. **Instructor: Bernadette Mingus**, 15 hours. Room 754

CS 242-50 Sat March 7–21 9 a.m.–2 p.m. Fee: \$70
 \$20 materials fee paid in class

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 14 9 a.m.–1 p.m. Fee: \$40
 \$25 materials fee paid to the instructor.
 Student will keep their own floral arrangement at the end of class

Self-Improvement

NEW! Winning With All Personality Types

Tired of trying to understand and communicate with that frustrating boss, a challenging professor, a difficult sales prospect, even your own family member? Are you ready to discover how to connect at a deeper level with everyone you encounter? The key is in identifying and understanding personality types. In this fun and engaging course, you will discover the greatest assets and challenges of your own personality and how to quickly and effectively identify the primary personality type in everyone around you. Once you easily master this skill, you will be on your way to richer communication, increased productivity, more sales, better relationships and less tension. Learn to connect and engage like never before! **Instructor: Dale Marcouillier**, 5 hours. Room 1685A

CS 277-50 Sat April 25 10 a.m.–3 p.m. Fee: \$49
 \$25 materials fee paid in class

NEW! 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 how to make it work the way you want and how to link it with the major search engines.

Instructor: Mike Rounds, 3 hours. Room 227

CS 279-60 T Feb. 3 6:30–9:30 p.m. Fee: \$39
 \$30 materials fee paid in class

Wellness and Fitness

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 1685A

CS 251-01 T March 3–10 3:30–6 p.m. Fee: \$65
 \$3 materials fee paid in class (cash only)

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 be on time and remain for the entire 8-hour program to qualify for the certificate of completion. *Room 662.*

Instructors: Charles Pugsley, Philip Ochoa, Paulino Leon.

English:

CS 17-50	Sat	Jan. 10	8 a.m.–4 p.m.	Fee: \$40
CS 17-51	Sat	Jan. 24	8 a.m.–4 p.m.	Fee: \$40
CS 17-53	Sat	Feb. 21	8 a.m.–4 p.m.	Fee: \$40
CS 17-54	Sat	Mar. 7	8 a.m.–4 p.m.	Fee: \$40
CS 17-55	Sat	Mar. 21	8 a.m.–4 p.m.	Fee: \$40
CS 17-57	Sat	Apr. 25	8 a.m.–4 p.m.	Fee: \$40
CS 17-58	Sat	May 9	8 a.m.–4 p.m.	Fee: \$40
CS 17-59	Sat	May 23	8 a.m.–4 p.m.	Fee: \$40

Spanish:

CS 17-52S	Sat	Feb. 7	8 a.m.–4 p.m.	Fee: \$40
CS 17-56S	Sat	Apr. 11	8 a.m.–4 p.m.	Fee: \$40

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. 7:30–5:00 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

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

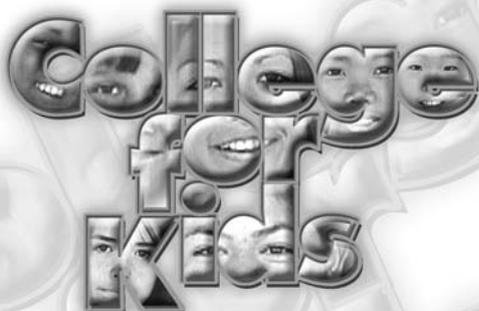
In addition to these competitively priced services –

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

Contact Continuing Education at (619) 482-6376



**Looking for Instructors
Coming Summer 2015**



College for Kids (CFK) is a stimulating and challenging summer program designed for students entering the 5th–9th grades in fall 2015

To be eligible, students must be identified as:

- (1) Gifted or talented;
- (2) Must have met or exceeded expectations in Reading and have a score of 23 points or higher in Mathematics; or
- (3) Have a B average or higher in academic course work and acceptable citizenship grades.

swccd.edu/~cfk
for more information

Southwestern Community College presents

**Semester Abroad in
Florence,
Italy**

Fall 2015

September through November

For more information
contact Carla Kirkwood, PhD,
at IPGlobal@swccd.edu
or call 619-482-6504 or visit the
Center for International Studies,
Room 651 (behind SWC Bookstore).



SOUTH COUNTY

CAREER CENTER

A Division of the San Diego Workforce Partnership, Inc.

South County Career Center

619-628-0300

1111 Bay Blvd., Suite E

Chula Vista, CA 91911-2692

Need assistance? Looking for a good job?

Need help making a résumé?

Interested in changing careers?

Want to upgrade your skills or perform career research?

Come to the

**SOUTH COUNTY
CAREER CENTER**

*Receive support and valuable resources
at no cost!*

The South County Career Center also offers more than 60 computers, copy machines, fax, phone room, and free e-mail.

Experienced, friendly staff are available to assist you.

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.

Pediatric Basic Life Support and First Aid

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. **Instructors: J. Araiza/R. Medigovich**, 8 hours.

NC 1022-E1	Sat	Jan. 31	8:30 a.m.–5 p.m.	No Fee
NC 1022-E2	Sat	March 7	8:30 a.m.–5 p.m.	No Fee
NC 1022-E3	Sat	April 11	8:30 a.m.–5 p.m.	No Fee
NC 1022-E4	Sat	May 2	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.

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	March 16–19	5:30–9:30 p.m.	No Fee
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American Red Cross (ARC) course completion certificate is \$27 (\$35 when bundled with Lifeguard Training). Please bring a self-addressed, stamped envelope to class to have the certificate mailed to you.

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	March 10	5:30–8:30 p.m.	No Fee
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American Red Cross (ARC) course completion certificate is \$10. 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	Feb. 7	8:30 a.m.–5 p.m.	No Fee
NC 40-E2	Sat	March 21	8:30 a.m.–5 p.m.	No Fee
NC 40-E3	Sat	April 25	8:30 a.m.–5 p.m.	No Fee
NC 40-E4	Sat	May 16	8:30 a.m.–5 p.m.	No Fee

Instructors: J. Araiza/D. Hawley
Location: Crown Cove Aquatic Center

NC 40-E5	Th	Jan. 22	8 a.m.–4:30 p.m.	No Fee
NC 40-E6	Th	Feb. 19	8 a.m.–4:30 p.m.	No Fee
NC 40-E7	Th	March 19	8 a.m.–4:30 p.m.	No Fee
NC 40-E8	Th	April 16	8 a.m.–4:30 p.m.	No Fee
NC 40-E9	Th	May 28	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-E10	M	Jan. 26	8 a.m.–4:30 p.m.	No Fee
NC 40-E11	M	Feb. 9	8 a.m.–4:30 p.m.	No Fee
NC 40-E12	M	March 9	8 a.m.–4:30 p.m.	No Fee
NC 40-E13	M	April 13	8 a.m.–4:30 p.m.	No Fee
NC 40-E14	M	May 18	8 a.m.–4:30 p.m.	No Fee

Instructor: W. Price
Location: County of San Diego/The Knowledge Center, HHSA
 5469 Kearny Villa Road, Suite 1000, San Diego, 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	Feb. 21	8:30 a.m.–5 p.m.	No Fee
	Sun	Feb. 22	8:30 a.m.–5 p.m.	No Fee

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	Jan. 24	8:30 a.m.–6 p.m.	No Fee
NC 1007-E2	Sat	Feb. 28	8:30 a.m.–6 p.m.	No Fee
NC 1007-E3	Sat	March 14	8:30 a.m.–6 p.m.	No Fee
NC 1007-E4	Sat	March 28	8:30 a.m.–6 p.m.	No Fee
NC 1007-E5	Sat	April 18	8:30 a.m.–6 p.m.	No Fee
NC 1007-E6	Sat	May 9	8:30 a.m.–6 p.m.	No Fee
NC 1007-E7	Sat	May 23	8:30 a.m.–6 p.m.	No Fee

Instructors: D. Hawley /R. Medigovich

Location: Crown Cove Aquatic Center

NC 1007-E8	T	Jan. 27	8 a.m.–4:30 p.m.	No Fee
NC 1007-E9	T	Feb. 10	8 a.m.–4:30 p.m.	No Fee
NC 1007-E10	T	March 10	8 a.m.–4:30 p.m.	No Fee
NC 1007-E11	T	April 14	8 a.m.–4:30 p.m.	No Fee
NC 1007-E12	T	May 19	8 a.m.–4:30 p.m.	No Fee

Instructor: W. Price

Location: County of San Diego/The Knowledge Center, HHSA
5469 Kearny Villa Road, Suite 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 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.

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 70-01	Sat	March 7	8:30 a.m.–5 p.m.	(Pool, SWC Main Campus)
	Sun	March 8	8:30 a.m.–5 p.m.	(CCAC)
	F	March 13	5:30–9:30 p.m.	(CCAC)
	Sat	March 14	8:30 a.m.–5 p.m.	(Pool, SWC Main Campus)
	Sun	March 15	8:30 a.m.–5 p.m.	(Pool, SWC Main Campus)

Emergency Responder Refresher For Marine Safety Personnel

Refresher course for previously trained marine safety personnel covering emergency care for victims of injury or sudden illness. Includes preventing disease transmission, legal and ethical issues, human body systems, transporting patients, patient assessment, management of bleeding, muscle/bone/spine injuries, behavioral emergencies, childbirth, poisoning, and exposure. **Instructor:** E. Vodrazka, 16 hours.

NC 1062-E1	Th	April 16	6–10 p.m.	No Fee
	Sat	April 25	8 a.m.–4 p.m.	
	Th	April 30	6–10 p.m.	

Emergency Medical Technician Refresher For Marine Safety Personnel

Refresher course for marine safety service personnel covering first aid with emphasis on emergencies involving artificial respiration, cardiopulmonary resuscitation, automated external defibrillation, oxygen therapy, care for fractures, bleeding, poisoning and burns. Additional topics include exposure, drugs, emergency rescues, childbirth and Body Substance Isolation (BSI) procedures. **Instructor:** E. Vodrazka, 24 hours.

NC 1063-E1	Th	March 19	6–10 p.m.	No Fee
	Sat	March 28	8 a.m.–4 p.m.	
	W	April 8	6–10 p.m.	
	Sat	April 11	8 a.m.–4 p.m.	

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	April 11	9 a.m.–3 p.m.	No Fee
	Sun	April 12	9 a.m.–3 p.m.	
	Sat	April 18	9 a.m.–3 p.m.	
	Sun	April 19	9 a.m.–3 p.m.	

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

The Tennis Academy at SWC

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, 1.5 hours per week/ 4 week sessions.

T	4:30–6 p.m.	Fee: \$70
W	4–5:30 p.m.	Fee: \$70

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, 1.5 hours per week/ 4 week sessions.

Th	4:30–6 p.m.	Fee: \$70
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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.

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

M	4:30–6:30 p.m.	Fee: \$90
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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, over-heads 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: \$90
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Adult Advanced Beginning/Intermediate (Ages 18 and up)

Instruction through instructor fed drills and ball machine use. Including ground strokes, serves, return of serve, volleys, overheads, rules and strategy.

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

M	6:30–8 p.m.	Fee: \$70
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Private Instruction is also available for Juniors and Adults through the Tennis Academy.

ed2go Online Classes



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

Internet and Web Design

Cse. No.	Title	Fee
ETG-101	Creating Web Pages	\$100
ETG-102	Introduction to ASP.NET	\$100
ETG-104	Introduction to CSS3 and HTML5	\$100
ETG-106	Introduction to PHP and MySQL	\$100
ETG-107	Introduction to Java Programming	\$100
ETG-108	Intermediate CSS3 and HTML5	\$100
ETG-109	Intermediate JAVA Programming	\$100
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
ETG-126	Creating WordPress Websites II	\$100

Computers

Cse. No.	Title	Fee
ETG-200	Introduction to PC Troubleshooting	\$100
ETG-202	Introduction to Microsoft Publisher 2007	\$100
ETG-204	Introduction to Microsoft Excel 2007	\$100
ETG-206	Intermediate 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-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-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-233	Photoshop Elements 9 for the Digital Photographer	\$100
ETG-234	Introduction to Photoshop CS5	\$100
ETG-237	Introduction to Illustrator CS4	\$100
ETG-238	Introduction to 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
ETG-254	Introduction to Oracle	\$100
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	\$100
ETG-260	Intermediate C# Programming	\$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	Writerific: 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

ENROLL EARLY!

Tech Prep and Special Interest

Cse. No.	Title	Fee
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-350	Growing Plants for Fun and Profit	\$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 and 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-378	Protect Your Money, Credit, and Identity	\$100
ETG-379	Going Green at Home	\$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
ETG-384	Managing Life as a Single Parent	\$100
ETG-385	Introduction to Microsoft Word 2011 for Mac	\$100

Small Business

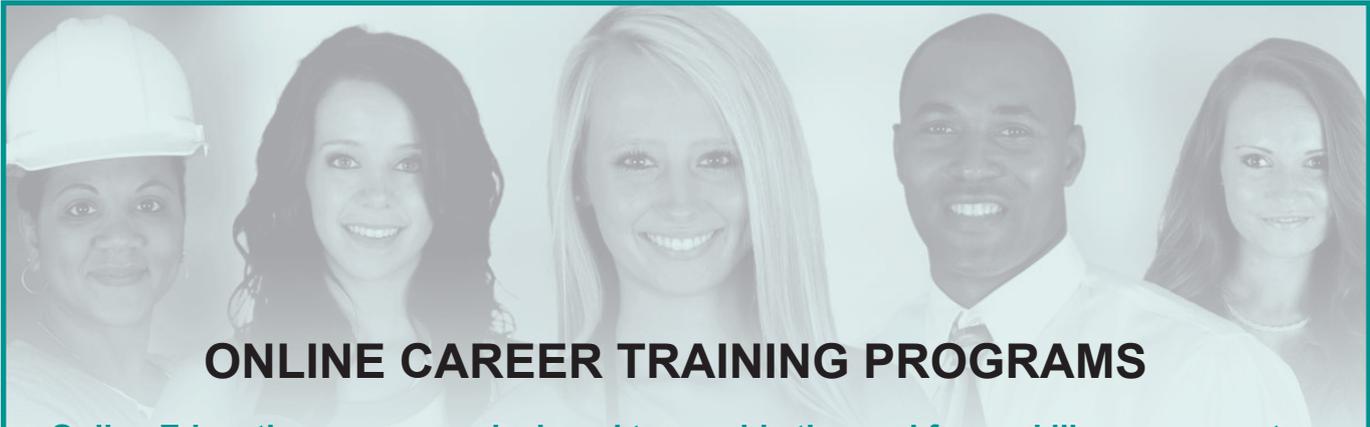
Cse. No.	Title	Fee
ETG-400	Start and Operate Your Own Home-Based Business	\$100
ETG-401	Marketing Your Business on the Internet	\$100
ETG-402	Starting a Nonprofit	\$100
ETG-403	Marketing Your Nonprofit	\$100
ETG-404	Creating a Successful Business Plan	\$100
ETG-405	Starting a Consulting Practice	\$100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

Management & 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-637	Administrative Assistant Applications	\$110
ETG-638	Introduction to QuickBooks 2012	\$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-644	Going Green at the Workplace	\$110
ETG-645	QuickBooks 2012 for Contractors	\$110
ETG-646	Fundamentals of Supervision and Management II	\$110
ETG-651	Understanding the Human Resources Function	\$110
ETG-652	Accounting Fundamentals	\$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 21,
February 18,
March 18,
April 15,
and May 13**



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 classes such 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 Professional 60 hours \$1,595

Help your company achieve its environmental goals with the Certified Green Supply Chain Professional Online Training Program. 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.

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, discover the essential aspects of fundraising, and become acquainted with the fundamentals of the budgeting process.

Project Management 100 hours \$1,695

The Project Management Online Training Program will help you improve your project management skills and prepare you for certification as a Project Management Professional.

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 240 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.

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 Indoor Environmentalist Prep 32 hours \$895

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

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.

Certified Wedding Planner 340 hours \$1,595

This comprehensive program covers everything an aspiring wedding planner needs to know to get started in the business. Whether you plan on working part-time or full-time, this program will provide all the knowledge you need to work as a professional wedding planner or start your wedding planning business.

Biofuel Production Operations 400 hours \$2,595

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

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.

Natural Gas Plant Operations 400 hours \$2,595

For decades to come, natural gas will be produced and consumed in the United States, creating an ongoing demand for natural gas plant operators. This online program provides the fundamental technical background you need to get started in this field.

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.

www.gatlineducation.com/swc

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 <input type="checkbox"/> CASH <input type="checkbox"/>				\$
TOTAL AMOUNT DUE				

Signature _____ Date _____

SOC. SEC. NO. (REQUIRED TO EXPEDITE A REFUND): _____

REFUNDS

A complete refund will always be made if Continuing Education cancels a class.

- *If you cancel or reschedule (one-time only) at least five (5) calendar days prior to the start of a class or event, you will be refunded your registration fee, less a \$5 processing fee.*
- *If you cancel or reschedule (one-time only) at least three (3) calendar days before the start of a class, you will be charged a \$10 processing fee.*
- *No refunds or rescheduling are provided to individuals who give two (2) calendar days or less notice of cancellation.*

No refunds or rescheduling will be provided once a class begins. Students who do not show up for class are not eligible for refunds or rescheduling. No refunds or rescheduling for any student who registers three (3) days before the class begins. Refunds take a few weeks to process. Thank you.

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 this 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 () _____	E-MAIL _____
BIRTHDATE (Required) : _____ / _____ / _____ <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE		
SOCIAL SECURITY NUMBER _____		

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: _____

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) <input type="checkbox"/> YES <input type="checkbox"/> NO If NO, specify language: _____	HAVE YOU LIVED IN THE STATE OF CALIFORNIA FOR THE PAST 25 MONTHS? (Check one) <input type="checkbox"/> YES <input type="checkbox"/> NO If NO, since what date? _____ Mo./Day/Year
---	---	--

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

Maintained voter registration and voted in another state?	<input type="checkbox"/> 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 Diploma/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:

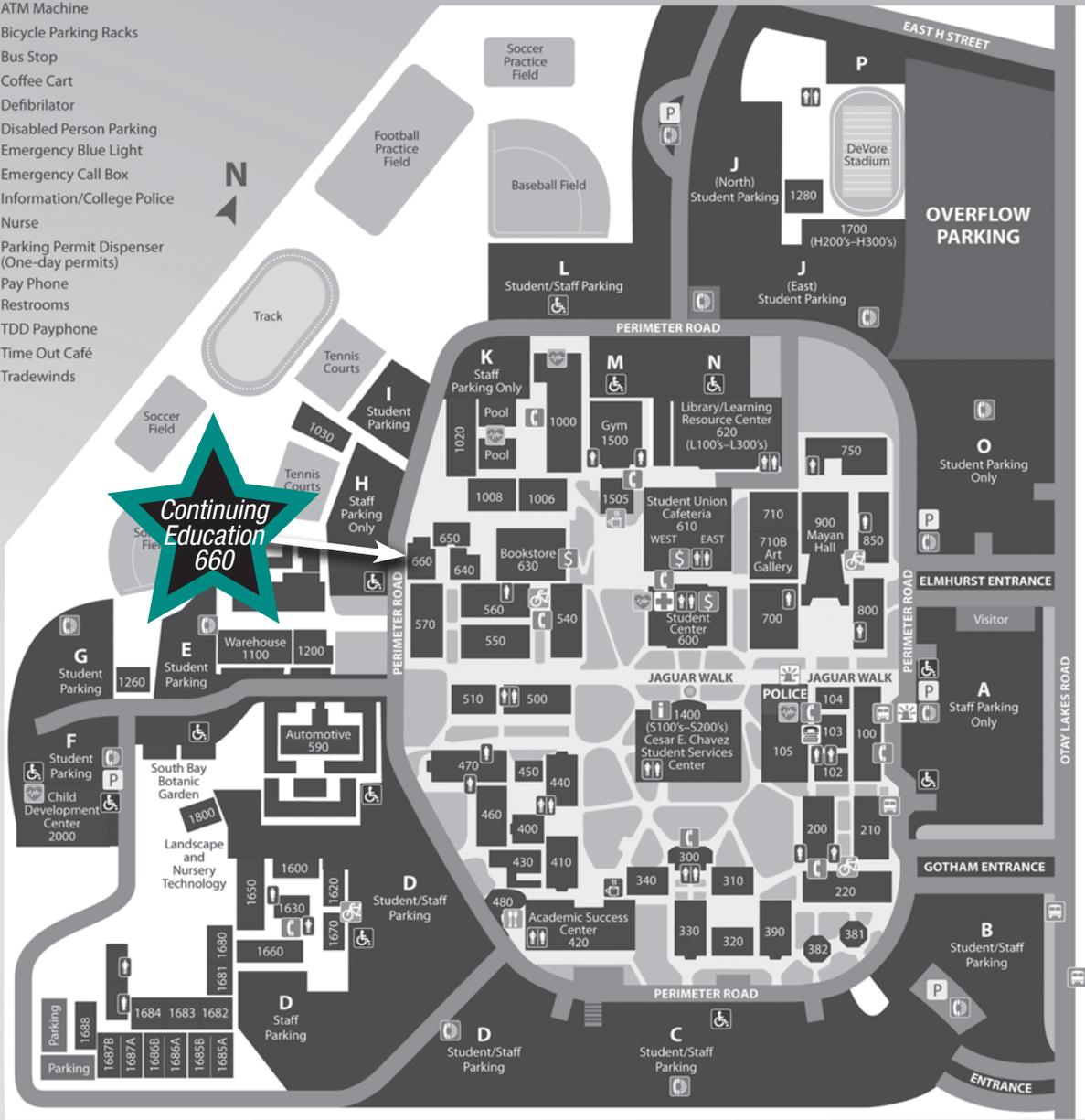
Course Section Number	Name of Course	Start Date
NC		
NC		
NC		

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

• Academic Affairs	213	• Communications, Community and Government Relations	100D-I	• Institutional Technology	211	• Reading Lab	420	SCHOOL OF:	
• Academic Success Center	420	• Continuing Education	660	• Instructional Support Services	105	• South Bay Botanic Garden	1800	• Arts and Communication	702B
• Admissions and Records	1400	• CTECS	1400	• Landscape and Nursery Technology	1800	• Staff Development	620	• Continuing Education, Economic and Workforce Development	660
• AmeriCorps/Service Learning	1400	• Custodial	1200	• Language Acquisition Center	440	• Student Accounts and Cashiering	1400	• Counseling and Personal Development	
• Art Gallery	710B	• Disability Support Services	1400	• Learning Resource Center	620	• Student Activities	600	• Counseling and Personal Development	1400
• Articulation	105M	• DSS High Tech. Center	420	• Library	620	• Student Affairs	1400	• Health, Exercise Science, Athletics and Applied Technology (CIS, Electronics, Administration of Justice)	1700
• ASO	600	• E.O.P.S.	1400	• Lost and Found	105D	• Student Employment Services	1400	• Languages and Literature	430
• Assessment	1400	• Evaluations	1400	• Maintenance	1200	• Superintendent/President	100	• Mathematics, Science, and Engineering	215
• Athletics	1700	• Facilities, Operations and Planning	1625	• Math Lab	420	• Tech Prep/2+2	200A	• Social Sciences, Business and Humanities	470
• Automotive Technology	590	• Financial Aid	1400	• Math/Science Center	390	• Tennis Center	1030		
• Bookstore	630	• Financial Services	1663	• MESA Center	390	• Theatre/Mayan Hall	900		
• Business and Operations	1650	• Fitness Center	1005	• Nurse	601F	• Time Out Café	480		
• Cafeteria/Student Union	610	• Grounds	1260	• Office Support Services	100	• Tradewinds Café	1505		
• CallWORKs	1400	• Gymnasium	1500	• Online Learning Support Center	620	• Transfer Center	1400		
• Career Center	1400	• Health, Exercise Science Building	1700	• Outreach	1400	• Veterans Services	1400		
• Center for International Trade Development	660	• Health Services/Campus Nurse	601F	• Payroll Services	1660	• Veterans Resource Center	345		
• Central Plant	1280	• Human Resources	1670	• Perkins Office	660	• Warehouse/Receiving	1100		
• Child Development Center	2000	• Information	1400	• Planetarium	382	• Women's Resource Center	1400		
• College Police Department	105D	• Institutional Research, Planning and Grants	103A	• Prop R Trailer	1688	• Workability III	1400		
				• Purchasing	1651	• Writing Center	420		

SOUTHWESTERN COLLEGE
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- Biofuel Production Operations
- Natural Gas Plant Operations
- Certified Green Supply Chain Professional
- Grant Writing
- Project Management
- Physical Therapy Aide
- Certified Indoor Air Quality Manager
- Certified Wedding Planner
- Carpentry
- Oil Refinery Operations
- Power Plant Operations
- Solar Power Professional



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