

# SOUTHWESTERN COLLEGE CONTINUING EDUCATION SPRING 2023

# SCHEDULE OF CLASSES

January 30–May 26



## FREE Noncredit certificates inside!

### Featuring:

- Customer Service Certificate, pg. 11
- Entry Level ESL Certificate, pg. 13
- Optical Technician, pg. 8
- Tax Preparation/Income Tax Certificate, pg. 7

## Fee-Based Classes Featuring:

- Child Visitation Monitor Training Course, pg. 18
- California State Notary Public California, pg. 18
- 5-Week Energy Efficiency Job Training Course, pg. 19
- Loan Signing-Notary Public Seminar, pg. 19



Courses offered Online, Hybrid, Face-to-Face,  
Synchronous “Live” Online and Synchronous “Live” Online Hybrid

**REGISTRATION IS NOW ONLINE! REGISTER EARLY TO RESERVE YOUR SEAT.**

For more information visit: [www.swccd.edu/continuinged](http://www.swccd.edu/continuinged)

**Southwestern College Continuing Education**

900 Otoy Lakes Road, Building 59A-101, Chula Vista, CA 91910 | 619-482-6376

# A Message from the Director



Here at Southwestern College's Continuing Education Department, we want you to know that we are here for you. We are committed to empowering and strengthening you to reach your goals. Whether your goals are to gain new skills, enhance your career, or for personal growth, we offer a wide variety of new and innovative programming, accessible services, and resources that will meet your needs.

Due to Covid-19, Southwestern College is practicing social distancing; therefore, we've converted registration, instruction and campus services online (remote). We realize working exclusively online may be new to you, which is why our staff is ready to assist you in everything from applying online to registering for classes. Give us a call or contact us through Live Registration Assistance or Virtual Chat on our Continuing Education website to get the help you need.

From the safety of your own home or anywhere that you may be, you can earn one of our **NEW Certificates of Completion for Optical Technician or Drone Technology and Applications**. Our **Tax Preparation/Income Tax, Basic ESL or Customer Service Series certificates** are also very popular. You may also be interested in classes such as our **Trigonometry Refresher** or **Algebra for Test Prep** and course support to prepare for math classes or the SWC math placement test.

You may even be interested in learning how to **Make Extra Income as a Wholesale Auto Dealer from Home** or become a **Child Visitation Monitor**. Through Ed2go online, we offer a wide range of highly interactive courses for lifelong learning or career training programs for those interested in developing professional skills. Whatever your goals are and no matter why you are here, we look forward to serving you.

Sincerely,  
Myesha Jackson, MBA  
Director of Continuing Education

## Governing Board of the Southwestern Community College District

Leticia Cazares, President  
Roberto Alcantar, Vice President  
Griselda A. Delgado  
Don Dumas  
Kirin Macapugay  
Jose Perez, Student Trustee  
July 2022-June 2023  
Mark Sanchez, Ed.D., Superintendent/President

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# Southwestern College Continuing Education

Continuing Education provides students and community residents with extended studies designed to support professional advancement, personal success and to improve, upgrade, and learn new skills and knowledge. This effort responds to the need for a well-trained workforce, as well as the individual need for intellectual or cultural enrichment. Day, evening, and weekend classes are conveniently held in either online, face-to-face, synchronous "live" online, synchronous "live" online hybrid, or hybrid format. Many are tuition-free, while others require a nominal fee. There are no transcripts or grades. New classes are always being added. For an up-to-date listing of classes, visit the Continuing Education section of the Southwestern College website: [www.swccd.edu/continuinged](http://www.swccd.edu/continuinged).

## Mission Statement

Southwestern Community College District is the premier public institution of higher education in Southern San Diego County that serves a diverse community of students by providing quality academic programs, comprehensive student support services that ensure equitable access and clear pathways to student success.

Southwestern Community College District promotes learning and success to prepare students to become critical thinkers and engaged life-long learners/global citizens. The District is committed to continuous improvements through the use of data-informed planning, implementation, and evaluation.

Southwestern Community College District utilizes a variety of instructional modalities to provide educational and career opportunities in the following areas: Associate degree and certificate programs, transfer, professional, technical and career advancement, foundational skills, personal enrichment, and continuing education

*Governing Board approved March 10, 2020*

## Diversity Initiative

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

## Non-Discrimination Statement

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

## Continuing Education Categories of Instruction and Services

### Noncredit Courses (NC)

Noncredit courses are courses that meet community needs in ten instructional areas: Parenting, Basic Skills, English as a Second Language (ESL), Citizenship for Immigrants, courses for the disabled, vocational courses, courses for older adults, Home Economics, Health and Safety, and Workforce Preparation [California Education Code, Section 84757(a) and 84760.5, and Title 5, Section 58160.] Noncredit courses are open to the public, are tuition-free, and are not offered for college credit.

### Fee-Based Classes (Community Service)

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

### Customized Contract Education

High-quality customized contract training services specifically tailored to the needs of the employees of businesses and organizations. Class participation is limited to the contract designees. Customized Contract Education and services are paid for by the contracting entity.

### Course Description Legend

#### Course meeting days:

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

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

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

Myesha Jackson, Director of Continuing Education,  
[mjackson3@swccd.edu](mailto:mjackson3@swccd.edu)

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# Off-Campus Sites

Please do not contact these sites to register for classes.

Off-campus information is only provided in the event that you require directions to the facility. For information about courses, please refer to pages 4-6 entitled, "Registration Information" or call (619) 482-6376. Chula Vista Campus map is located on the inside back cover. Site locations are listed in the course section information by CODE. Please refer to this page for complete address and phone numbers.

## California Conservation Corps.

**Code:** CCCO  
401 W 35<sup>th</sup> Street, Suite A  
National City CA 91950  
(619) 409-4382

## Chula Vista Highschool

**Code:** CVHS  
820 4th Ave.,  
Chula Vista, CA 91911  
(619) 476-3300

## Chula Vista Public Library

**Code:** CVLIB1  
365 F Street  
Chula Vista, CA 91910  
(619) 691-5069

## Chula Vista Public Library

**Code:** CVLIB2  
389 Orange Ave.,  
Chula Vista, CA 91911  
(619) 585-5786

## Chula Vista Public Works

**Code:** CVPW  
1800 Maxwell Rd.  
Chula Vista, CA 91911  
(619) 397-6000

## Crown Cove Aquatic Center

**Code:** CCAC  
5000 Highway 75  
Coronado, CA 92118  
(619) 429-1669

## Eastlake Highschool

**Code:** ELHS  
1120 Eastlake Pkwy.,  
Chula Vista, CA 91915  
(619) 397-3800

## Feaster Charter School

**Code:** FCS  
670 Flower St.  
Chula Vista, CA 91910  
(619) 422-8397

## Higher Education Center at National City

**Code:** HEC NC  
880 National City Blvd.,  
National City, CA 91950  
(619) 216-6665

## Higher Education Center at Otay Mesa

**Code:** HEC OM  
8100 Gigantic St,  
San Diego, CA 92154  
(619) 216-6750

## Higher Education Center at San Ysidro

**Code:** HEC SY  
460 W, San Ysidro Blvd.,  
San Ysidro, CA 92173  
(619) 216-6790

## Imperial Beach Senior Center

**Code:** IBSC  
1075 8<sup>th</sup> Street  
Imperial beach, Ca 91932  
619-424-7077

## Montgomery High School

**Code:** MOHS  
3250 Palm Ave.  
San Diego, CA 92154  
(619) 628-3800

## Otay Mesa—Nestor Branch Library

**Code:** OMNL  
3003 Coronado Avenue,  
San Diego, CA 92154  
(619) 424-0474

## San Diego County Library - Imperial Beach Branch

**Code:** IBBL  
810 Imperial Beach Boulevard  
Imperial Beach, CA 91932  
619-424-6981

## San Ysidro Community Employment Center

**Code:** SYEC  
630 Front Street,  
San Diego, CA 92173  
(619) 271-3896

## San Ysidro Elementary School District—Parent Resource Center

**Code:** SYSD1  
4350 Otay Mesa Road,  
San Ysidro, CA 92173  
(619) 428-4476

## Smythe Elementary School

**Code:** SYSD2  
1880 Smythe Avenue,  
San Ysidro, CA 92173  
(619) 428-4477

## St. Mark's Lutheran Church

**Code:** SMLC  
580 Hilltop Drive,  
Chula Vista, CA 91910  
(619) 427-5515

## St. Paul's Plaza Senior Center

**Code:** SPPS  
1420 E. Palomar Street,  
Chula Vista, CA 91913  
(619) 591-0600

## Willow Elementary School

**Code:** SYSD3  
226 Willow Road,  
San Ysidro, CA 92173  
(619) 428-2231



**FREE APPRENTICESHIP READINESS PROGRAM**  
COMING SOON!  
PREPARE FOR APPRENTICESHIPS  
IN THE **CONSTRUCTION INDUSTRIES**



Scan the QR code  
to access the  
interest form.



# Apply and Register for Noncredit Courses with

# 4 STEPS



## Complete your application



Complete or update your noncredit application at [www.tinyurl.com/swcopenccc](http://www.tinyurl.com/swcopenccc) or by visiting our webpage: [www.swccd.edu/continuinged](http://www.swccd.edu/continuinged)

## Check your personal email



After you have completed or updated your noncredit application online you will receive an email within 24-48 hours with steps to activate your MySWC Account.

## Activate your account



Follow the steps in your email to activate your **MySWC** account. You will have access to your student SWC email as well as other campus links, including WebAdvisor. Once your account is activated all SWC correspondence will be sent to your SWC email.

## Register for courses using WebAdvisor



Register for courses online using **WebAdvisor**. To access WebAdvisor, login to your **MySWC** account, click on **Campus Apps**, and select **WebAdvisor** on **MySWC**. Note: Only select a Term and select Noncredit for the Subject. Do NOT enter specific information about the course. Instructions on how to navigate through WebAdvisor are also available on our webpage.

### Need help? Contact us!

Phone: (619) 482-6376

Email: [continuinged@swccd.edu](mailto:continuinged@swccd.edu)

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



# Apply and Register for **Fee-Based Courses** with

# 5 STEPS



## Visit our registration website



Visit our online registration website at <https://registration.xenegrade.com/swccd> or by visiting our webpage: [www.swccd.edu/continuinged](http://www.swccd.edu/continuinged)



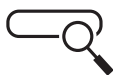
## Create your account



On the top right of the registration website, click on **“Create Account”**. Once you create your account, you will be able to register into courses.



## Find your courses



Search for courses using the **“Course Search”** features on the main landing page, or browse all fee-based courses by clicking on the menu tab on the left hand side of the webpage labeled **“Continuing Education Fee-Based Classes”**. Course numbers for community service/feebased classes start with **“CS.”**



## Add courses to your cart



Once you find the course(s) that you are interested in, **add them to your cart.**



## Checkout



When ready, select **Checkout**. Answer any required questions, and enter your **payment details**. Once your checkout is complete, you will receive an email with confirmation of your registration.

**Need help? Contact us!**  
Phone: (619) 482-6376  
Email: [customizedtraining@swccd.edu](mailto:customizedtraining@swccd.edu)  
[www.swccd.edu/continuinged](http://www.swccd.edu/continuinged)



# Registration Information

## Sign up Early

Early registration ensures that you will have a reserved place in a popular class. All registration is on a first-come, first-serve basis. **Your registration can make the difference as to whether a class is offered or cancelled.**

## Southwestern College Continuing Education Drop Policy

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

## Class Confirmation

Please mark your personal calendar when registering for any class. If you have any questions regarding registration please contact us at (619) 482-6376 or email at [continuinged@swccd.edu](mailto:continuinged@swccd.edu) or visit our website at [www.swccd.edu/continuinged](http://www.swccd.edu/continuinged).

## Certificate of Completion

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

## Class Cancellation

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

## Refunds

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

## Registration and Materials Fee

Registration fees are required for all Fee-Based classes. A materials fee may be required for some Fee-Based classes and Noncredit classes. Please be prepared to pay these fees at the time of registration. Only credit card payments are accepted.

## Instructor and Class Changes

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

## Types of Classes

All classes are held in either Hybrid, Online, Face-to-Face, Synchronous "Live" Online, and Synchronous "Live" Online Hybrid format. Please see page 3 for more information.

## Parking Information

**STUDENT PARKING:** All vehicles parked on campus must have a valid virtual parking permit beginning spring 2023. To simplify the purchase and vehicle registration process, purchasing a permit and registering your vehicle is done online. To purchase your semester virtual permit and register your vehicle, please go to [swc.thepermitstore.com](http://swc.thepermitstore.com). Once the online process is completed, your virtual parking permit will be active.

All information associated with your virtual parking permit must be kept current. If you need to add or change any information, please update your information online at [swc.thepermitstore.com](http://swc.thepermitstore.com). Only registered students may purchase a semester virtual student parking permit. A student parking permit does not guarantee the permit holder a parking space.

**VISITOR PARKING:** To purchase a daily visitor virtual permit and register your vehicle, please go to [swc.thepermitstore.com](http://swc.thepermitstore.com). The cost of the permit is \$3 and it is only valid on the day of purchase. Once the online process is completed, your virtual parking permit will be active immediately.

**IMPORTANT:** Citations will still be issued if parked illegally in a handicap space without a handicap placard, double parked, parked in red zones, reserved spaces, or yellow-lined staff spaces (Staff permit required to park in a yellow-lined staff space).

## Disclaimer

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

## Campus Student ID Cards

If you require a student ID card, you may request one by following the instructions listed at <https://www.swccd.edu/student-life/student-activities/> under the SWC Identification Card section. These requests will be reviewed, and ID cards will be issued to currently enrolled students within a week of the request being made. Students will receive an email once their ID has been printed, and a pick up will be arranged. We thank you for your understanding. If you have any questions, please do not hesitate to contact the Office of Student Activities at (619) 421-6700, ext. 5433.





# How to Read the Class Schedule

Due to the COVID-19 pandemic, Southwestern College Continuing Education will be offering spring semester classes in five formats: Hybrid, Online, Face-to-Face, Synchronous “Live” Online, and Synchronous “Live” Online Hybrid. Classes in all five formats meet the same academic rigor and requirements. When registering, pay careful attention to the class format to ensure you choose the class most convenient for you and that will provide you with the best academic experience. You will receive an email from the instructor prior to start of the class with instructions for accessing your online classroom.

## Types of Classes:

**HYBRID CLASSES:** Meet online and face-to-face for some of the time on the day(s) that the section is scheduled for. Students must complete related work in various other ways outside of these class meetings.

**ONLINE CLASSES:** Traditional type of online class with NO set meeting times; learning is not live and class work is performed/submitted in Canvas by weekly deadlines.

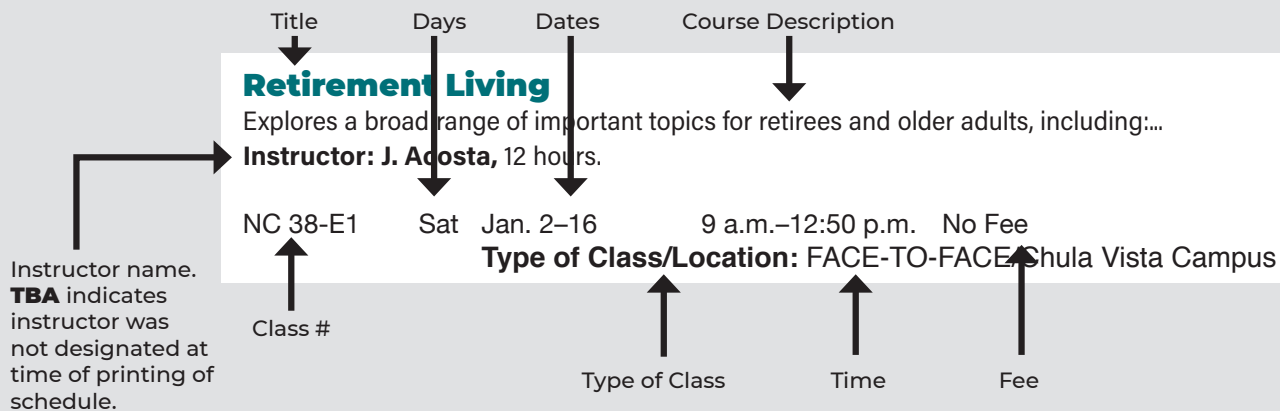
**FACE-TO-FACE CLASSES:** Classes will be held on campus at Chula Vista, Higher Education Center at National City, Otay Mesa, San Ysidro or Crown Cove Aquatic Center and at various locations throughout San Diego South County. Please carefully review the location of the class for which you are registering. Students will be required to meet the COVID restrictions and guidelines, which include vaccination status and mask mandates determined by the District.

**SYNCHRONOUS “LIVE” ONLINE CLASSES:** Meets virtually for all hours posted in the schedule.

**SYNCHRONOUS “LIVE” ONLINE HYBRID CLASSES:** Meets virtually 50% of the time on the day(s) that the section is scheduled for. The other 50% of the class will be asynchronous online in Canvas.

**SOME INSTRUCTORS MAY REQUIRE THE USE OF CAMERA FOR CLASS PARTICIPATION AND/OR EXAMS IN ZOOM. PLEASE CHECK WITH YOUR INSTRUCTOR ON THE FIRST DAY OF CLASS.**

## Schedule Key



# Noncredit Class Offerings

## Career and Job Skills

### Earn Career Education Certificates in Specific Industries



#### Earn a Certificate in Family Childcare Business Provider

(Complete NC 1054, NC 1055,  
NC 1056, NC 1057 and NC 1058)

#### Family Childcare Business I

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

**Instructor: M. Galindo**, 12 hours.

NC 1054-76 TWTh Feb. 14-16 6-9:50 p.m. No Fee  
**Type of class/Location:** FACE-TO-FACE/HECNC  
**Room:** 7216

#### Family Childcare Business II

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

**Instructor: M. Galindo**, 12 hours.

NC 1055-76 TWTh Feb. 21-23 6-9:50 p.m. No Fee  
**Type of class/Location:** FACE-TO-FACE/HECNC  
**Room:** 7216

#### Family Childcare Business III

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

**Instructor: M. Galindo**, 12 hours.

NC 1056-76 TWTh Feb. 28-Mar. 2 6-9:50 p.m. No Fee  
**Type of class/Location:** FACE-TO-FACE/HECNC  
**Room:** 7216

#### Family Childcare Business IV

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

**Instructor: M. Galindo**, 12 hours.

NC 1057-76 TWTh Mar. 7-9 6-9:50 p.m. No Fee  
**Type of class/Location:** FACE-TO-FACE/HECNC  
**Room:** 7216

#### Family Childcare Business V

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

**Instructor: M. Galindo**, 12 hours.

NC 1058-76 TWTh Mar. 14-16 6-9:50 p.m. No Fee  
**Type of class/Location:** FACE-TO-FACE/HECNC  
**Room:** 7216



#### Earn a Certificate in Tax Preparation (Complete NC 113 and NC 114)

#### 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 textbooks: available at the Bookstore, to be purchased by the first day of class.

**Instructor: D. Yager**, 30 hours.

NC 113-486 TTh Feb. 14-Mar. 16 5-7:50 p.m. No Fee  
**Type of class:** SYNCHRONOUS "LIVE" ONLINE

NC 113-487 MW Feb. 27-Apr. 5 5-7:50 p.m. No Fee  
**No Class:** 3/27, 3/29  
**Type of class:** SYNCHRONOUS "LIVE" ONLINE

### 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 textbooks: available at the Bookstore, to be purchased by the first day of class.

**Instructor: D. Yager**, 30 hours.

NC 114-486 TTh Apr. 4–May 4 5–7:50 p.m. No Fee  
**Type of class:** SYNCHRONOUS "LIVE" ONLINE

NC 114-487 MW Apr. 10–May 10 5–7:50 p.m. No Fee  
**Type of class:** SYNCHRONOUS "LIVE" ONLINE



## Earn a Certificate in Optical Technician Training Program (Complete NC 311 and NC 312)

### Optical Technician I

Provides participants training for entry-level employment in the Optical Field as an Optician or Optometric Assistant. Lectures cover anatomy and terminology pertaining to the eye, optical theory, and spectacle lens design. Practical instruction provides hands-on training verified through a skills check-off system. Includes topics for study and preparation for the National Opticianry Certification Exam (NOCE) administered by the American Board of Opticianry.

**Instructor: A. Ramirez**, 45 hours.

NC 311-76 TW Feb. 14–Mar. 22 5–8:25 p.m. No Fee  
**Type of class/Location:** FACE-TO-FACE/HECNC  
**Room:** 7204

### Optical Technician II

The second part of a two part program that will provide participants training for entry-level employment in the Optical Field as an Optician or Optometric Assistant. Lectures cover anatomy and terminology pertaining to the eye, optical theory, and spectacle lens design. Practical instruction provides hands-on training verified through a skills check-off system. Includes topics for study and preparation for the National Opticianry Certification Exam (NOCE) administered by the American Board of Opticianry.

**Instructor: A. Ramirez**, 45 hours.

NC 312-76 TW Apr. 4–May 10 5–8:25 p.m. No Fee  
**Type of class/Location:** FACE-TO-FACE/HECNC  
**Room:** 7204



## Earn Health and Safety Certifications that Employers Require

For registration and information on CPR classes listed below, please contact CCAC's Community CPR & First Aid Program Office via email at [cpr4you@swccd.edu](mailto:cpr4you@swccd.edu) or by calling (619) 575-6176

### 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 Mar. 18 8:30 a.m.–4:40 p.m. No Fee  
 NC 40-E2 Sat Apr. 15 8:30 a.m.–4:40 p.m. No Fee

**Instructor: J. Feliciano**

NC 40-E3 Sat May 13 8:30 a.m.–4:40 p.m. No Fee

**Instructor: TBA**

**Type of class/Location:** FACE-TO-FACE/CCAC

NC 40-E4 Th Jan. 19 8 a.m.–4:10 p.m. No Fee

NC 40-E5 Th Feb. 16 8 a.m.–4:10 p.m. No Fee

NC 40-E6 Th Mar. 16 8 a.m.–4:10 p.m. No Fee

NC 40-E7 Th Apr. 20 8 a.m.–4:10 p.m. No Fee

NC 40-E8 Th May 18 8 a.m.–4:10 p.m. No Fee

**Instructor: L. Alvarado**

**Type of class/Location:** FACE-TO-FACE/CVPW

Required textbook: Heartsaver First Aid CPR AED (2020) (eBook Available at <https://shopcpr.heart.org/heartsaver-first-aid-cpr-aed-student-workbook-ebook> - Hardcopy available at <https://shopcpr.heart.org/heartsaver-fa-cpr-aed-student-workbook>). American Heart Association (AHA) course completion certificate is \$30. As per the new AHA guidelines all cards will be submitted in electronic format, students must provide an accurate email address to obtain course completion certifications.

### Basic Life Support (BLS) Instructor

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

**Instructor: B Burdick**, 16 hours

Students must be approved by AHA Training Center via email at [bburdick@swccd.edu](mailto:bburdick@swccd.edu) at least 2 weeks prior to online registration.

NC 1039-E1 SatSun Feb. 25 & 26 8:30 a.m.–4:40 p.m. No Fee

**Instructor: B. Burdick**

**Type of class/Location:** FACE-TO-FACE/CCAC



## Construction Industry Standards OSHA

### 30-Hour

Provides students required training for supervisor-level OSHA 30-hour Construction Industry Standard certification with information on employee rights, employer responsibilities, and construction site hazards. Includes all required topics for certification. Successful completion of this course, and a required Federal processing fee, gives eligible students a 30-hour OSHA Construction Industry Standards card. Required Student Handbook: to be purchased at the Bookstore by the first day of class.

**Instructor: C. Ochoa**, 30.8 hours.

NC 142-50 Sat Apr. 8-29 8 a.m.-3:25 p.m. No Fee

**Type of class/Location:** FACE-TO-FACE/SWC

Chula Vista Main Campus

**Room:** 39-106

\$8 materials fee paid at the time of registration.

## Construction OSHA 10

Provides students training for entry-level OSHA 10-hour Construction Industry Standard certification. Provides information on employee rights, employer responsibilities, and construction site hazards. Includes all required topics for certification. Successful completion of this course, and a required Federal processing fee, gives eligible students a 10-hour OSHA Construction Industry Standards card. Required Student Handbook: to be purchased at the Bookstore by the first day of class.

**Instructor: C. Ochoa**, 10.8 hours.

NC 141-60 TTh Apr. 4-13 6:30-8:55 p.m. No Fee

**Type of class/Location:** FACE-TO-FACE/SWC

Chula Vista Main Campus

**Room:** 39-106

\$8 materials fee paid at the time of registration.

## CPR for the Healthcare Provider

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

**Instructor: B. Burdick**, 9 hours.

NC 1007-E1 Sat Feb. 11 8:30 a.m.-5:40 p.m. No Fee

NC 1007-E2 Sat Mar. 11 8:30 a.m.-5:40 p.m. No Fee

NC 1007-E3 Sat Apr. 22 8:30 a.m.-5:40 p.m. No Fee

NC 1007-E4 Sat May 20 8:30 a.m.-5:40 p.m. No Fee

**Type of class/Location:** FACE-TO-FACE/CCAC

Components include one-and two-rescuer CPR and foreign body airway obstruction (FBAO) in adults, children, and infants. Bag-valve-mask (BVM) and Automated External Defibrillation (AED) also included. Successful completion of a written test is required to receive course completion certificate. Required book: BLS Provider Manual 2020, (eBook available at <https://shopcpr.heart.org/bls-provider-manual-ebook> - Hardcopy available at <https://shopcpr.heart.org/bls-provider-manual>). American Heart Association (AHA) course completion certificate is \$30. As per the new AHA guidelines all cards will be submitted in electronic format, students must provide an accurate email address to obtain course completion certifications. Follows the guidelines of the AHA.

## OSHA 10-Hour General Industry Standards

Provides students required training for entry-level OSHA 10-hour General Industry Standard certification. Emphasizes general industry safety awareness, health hazards and industrial risks. Includes all required topics for certification. Successful completion of this course, and a required Federal processing fee, gives eligible students a 10-hour OSHA General Industry Standards card. 10.5 hours

NC 139-60 TTh Jan. 31-Feb. 9 6:30-8:55 p.m. No Fee

**Instructor: D. Vera**

**Type of class/Location:** FACE-TO-FACE/SWC

Chula Vista

**Room:** 39-106

\$8 materials fee paid at the time of registration.

NC 139-E1 MT Feb. 6-27 4:30-6 p.m. No Fee

**No Class:** 2/20

**Instructor: C. Ochoa**

**Type of class/Location:** FACE-TO-FACE/CCCO

\$8 materials fee paid at the time of registration.

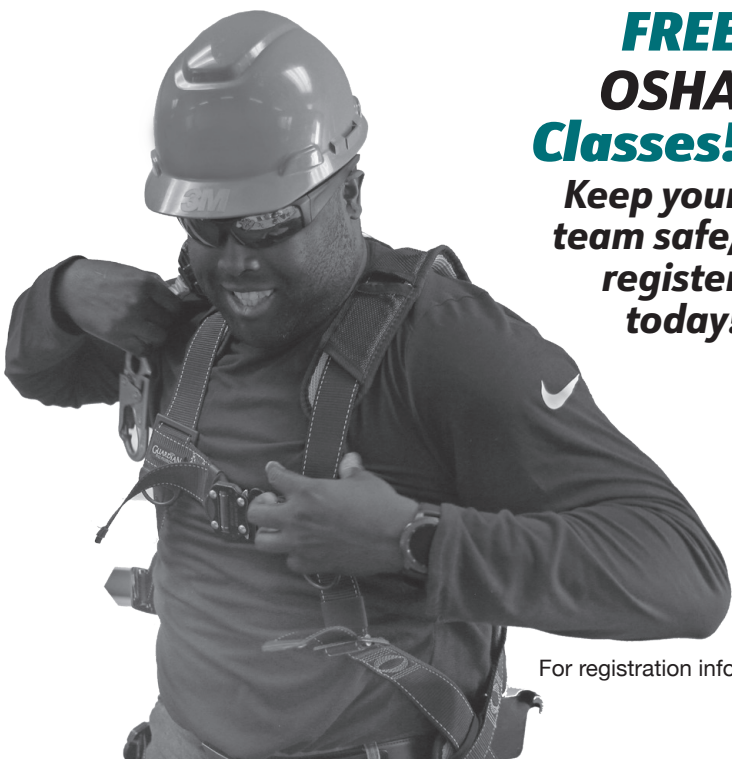
NC 139-E2 WTh Feb. 8-23 4:30-6 p.m. No Fee

**Instructor: B. Lumm**

**Type of class/Location:** FACE-TO-FACE/CCCO

\$8 materials fee paid at the time of registration.

**FREE  
OSHA  
Classes!**  
**Keep your  
team safe,  
register  
today!**



### OSHA 30-Hour General Industry Standards

Provides students seeking supervisor-level OSHA 30-hour General Industry Standard certification with necessary training and knowledge. Emphasizes general industry safety and health principles, and includes all required topics for certification. Successful completion of this course, and a required Federal processing fee, gives eligible students a 30-hour OSHA General Industry Standards card.

**Instructor:** D. Vera, 30.5 hours

NC 140-50 Sat Feb. 25–Mar. 18 8 a.m.–3:25 p.m. No Fee

**Type of class/Location:** FACE-TO-FACE/SWC

Chula Vista

**Room:** 39-106

\$8 materials fee paid at the time of registration.

### Pediatric Safety and CPR

Provides individuals with the knowledge and skills necessary to prevent, recognize, and provide basic care for respiratory, cardiac, and first aid emergencies in children and infants. Follows the American Heart Association Basic Life Support (BLS) and updated 2015 First Aid guidelines.

**Instructor:** TBA, 8 hours

NC 1022-E1 Sat Mar. 4 8:30 a.m.–4:40 p.m. No Fee

NC 1022-E2 Sat Apr. 8 8:30 a.m.–4:40 p.m. No Fee

NC 1022-E3 Sat May. 6 8:30 a.m.–4:40 p.m. No Fee

**Type of class/Location:** FACE-TO-FACE/CCAC

Required textbook: Heartsaver Pediatric First Aid CPR AED (2020) (eBook available at <https://shopcpr.heart.org/heartsaver-pediatric-first-aid-cpr-aed-student-workbook-ebook> - Hardcopy Available at <https://shopcpr.heart.org/heartsaver-pediatric-first-aid-cpr-aed-student-workbook>). Successful completion of a written and psychomotor test is required to receive course completion certificate. American Heart Association (AHA) course completion certificate is \$30. As per the new AHA guidelines all cards will be submitted in electronic format, students must provide an accurate email address to obtain course completion certifications.



## Explore Job Training Opportunities for Those with Disabilities

### Stepping Stones to Success in the Workplace

Provides students with disabilities an overview of how to develop necessary soft skills for workplace purposes. Introduces communication, attitude, problem solving skills, and critical thinking techniques to prepare individuals for general workplace expectations. Exposes students to workplace ethics necessary for business interactions.

**Instructor:** S. Fiala, 30 hours.

NC 103-401 Th Feb. 2–May 25 10–11:50 a.m. No Fee

**No Class:** 3/30

**Type of class:** SYNCHRONOUS "LIVE" ONLINE

\*Seating is limited to 25 students\*

### Independence, Social, and Study Strategies

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

**Instructor:** V. Corona, 30 hours.

NC 105-01 W Feb. 01–May 24 1:30–3:20 p.m. No Fee

**No Class:** 3/29

**Type of class/Location:** FACE-TO-FACE/SWC  
Chula Vista

**Room:** 59A-102

# College and Career Readiness

## Prepare for a New Career or to Enter College Earn a Certificate of Participation in Customer Service

(Complete NC 1002, NC 1074 and NC 1073)

### Customer Service: Customer Appreciation

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

**Instructor: L. Sevilla**, 6 hours.

NC 1002-E1 T Feb. 14 & 21 5–7:50 p.m. No Fee  
**Type of class/Location:** FACE-TO-FACE/SYEC

NC 1002-E2 T Feb. 28 & Mar. 7 4–6:50 p.m. No Fee  
**Type of class/Location:** FACE-TO-FACE/CVLIB2

### Customer Service: Dealing With Difficult People

Introduces information and concepts about how conflict inhibits good business. Explores the causes and impact conflict can have on customer service. Reviews strategies and techniques for resolving tough issues and how to turn a difficult customer into a loyal one. 6 hours.

NC 1006-E2 W Feb. 15 & 22 4–6:50 p.m. No Fee  
**Instructor: L. Sevilla**  
**Type of class/Location:** FACE-TO-FACE/CVLIB2

NC 1006-E1 T Mar. 7 & 14 5–7:50 p.m. No Fee  
**Instructor: M. Guerrero**  
**Type of class/Location:** FACE-TO-FACE/SYEC

### Customer Service: Decision Making and Problem Solving

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

**Instructor: M. Guerrero**, 6 hours.

NC 1070-E2 M Apr. 3–24 4:30–5:45 p.m. No Fee  
**Type of class/Location:** FACE-TO-FACE/CCCO

NC 1070-E3 W Apr. 5–26 4:30–5:45 p.m. No Fee  
**Type of class/Location:** FACE-TO-FACE/CCCO

### Customer Service: Team Building

Explores how working as teams in business can increase productivity, enhance project management, reduce business conflicts, and create superior customer service. Identifies team opportunities that can be applied to your company. Examines the “roles” in a team and how to be both a leader and team player. Provides practice of new skills in typical business scenarios. 6 hours.

NC 1074-E2 MT Feb. 28–Mar. 7 4:30–6:20 p.m. No Fee  
**Instructor: E. Gandarilla**  
**Type of class/Location:** FACE-TO-FACE/CCCO

NC 1074-E3 WTh Mar. 1–8 4:30–6:20 p.m. No Fee  
**Instructor: L. Sevilla**  
**Type of class/Location:** FACE-TO-FACE/CCCO

### Customer Service: The Right Attitude

Examines how the right attitude has a positive impact on the workplace and our interactions with customers. Reviews how attitudes at work positively and negatively affect customer service, the company image, productivity, employee retention, and company growth. Explores techniques for maintaining a professional attitude. 6 hours.

NC 1073-E1 T Apr. 4 & 11 5–7:50 p.m. No Fee  
**Instructor: W. Taylor**  
**Type of class/Location:** FACE-TO-FACE/SYEC

NC 1073-E2 M May 1–22 4:30–5:45 p.m. No Fee  
**Instructor: M. Guerrero**  
**Type of class/Location:** FACE-TO-FACE/CCCO

NC 1073-E3 W May 3–24 4:30–5:45 p.m. No Fee  
**Instructor: M. Guerrero**  
**Type of class/Location:** FACE-TO-FACE/CCCO



### Customer Service: Time and Stress Management

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

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

NC 1071-60    T    Mar. 14 & 21    6–8:50 p.m.    No Fee  
**Type of class/Location:** FACE-TO-FACE/SWC  
 Chula Vista  
**Room:** 59A-102

### Remote Pilot Ground School

Equips students with knowledge about the regulations and procedures governing the safe and legal operation of small remotely operated aircraft systems (sUAS), commonly referred to as “drones.” Coincides with the knowledge areas in the Federal Aviation Administration’s (FAA’s) Part 107 knowledge test for a Remote Pilot Certificate. Intended to prepare students for the FAA written examination required for students to become commercial sUAS pilots.

**Instructor: K. Yanow**, 18 hours.

NC 327-501    Jan. 30–Mar. 24    No Fee  
**No Class:** 2/17, 2/18, 2/20, 3/27–4/1  
**Type of class:** ONLINE

### Using your Foreign Degree in the United States

Provides graduates of foreign colleges and/or universities with essential information for exploring their options for using their degrees in the United States. Includes the U.S. educational system, processes for transcripts and/or diplomas, state licensing and credentialing considerations, English language proficiency, professional networking, graduate study options, job search and career planning services.

**Instructor: D. Edwards**, 3 hours.

NC 92-60    W    Feb. 15    5:30–8:20 p.m.    No Fee  
**Type of class/Location:** FACE-TO-FACE/SWC  
 Chula Vista  
**Room:** 59A-102



## Earn a Certificate in Drone Technology and Applications (Complete NC 328 and NC 327)

### Introduction to Drone Technology and Applications

Introduces small, remotely operated aircraft systems (drones), including applications, safety, maintenance, mission planning, flying, and data acquisition (multispectral images, photos, and videos). (Same as AERO 108, GEOG 108, FTMA 108, and ART 188). 108 hours.

NC 328-601    F    Jan. 30–May 26    8:35 a.m.–12:45 p.m.    No Fee  
**No Class:** 2/17, 3/31  
**Instructors: M. Truitt and K. Yanow**  
**Type of class/Location:** HYBRID/SWC Chula Vista  
**Room:** 60-249

NC 328-602    W    Jan. 30–May 26    8:15 a.m.–12:25 p.m.    No Fee  
**Instructor: M. Truitt**  
**No Class:** 3/29  
**Type of class/Location:** HYBRID/SWC Chula Vista  
**Room:** 60-249

# Connect with Others & Learn the English Language: English-as-a-Second Language (ESL)

**Earn a Certificate in: Entry Level ESL (Complete NC 108, NC 109 and NC 110)**

## Basic ESL I

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

NC 108-501	Jan. 30–Mar. 3	No Fee
	<b>No Class:</b> 2/17, 2/18, 2/20	
	<b>Instructor:</b> C. Ross	
	<b>Type of class:</b> ONLINE	
NC 108-E3	TTh Jan. 31–Mar. 9 9–11:20 a.m.	No Fee
	<b>Instructor:</b> F. Piovesan	
	<b>Type of class/Location:</b> FACE-TO-FACE/SYSD3	
NC 108-E4	MW Apr. 17–May 24 9–11:20 a.m.	No Fee
	<b>Instructor:</b> F. Piovesan	
	<b>Type of class/Location:</b> FACE-TO-FACE/SYSD2	
NC 108-E6	T Jan. 31–May 23 12–1:50 p.m.	No Fee
	<b>No Class:</b> 3/28	
	<b>Instructor:</b> B. Zemlick	
	<b>Type of class/Location:</b> FACE-TO-FACE/OMNL	
NC 108-E5	T Jan. 31–May 23 5–6:50 p.m.	No Fee
	<b>No Class:</b> 3/28	
	<b>Instructor:</b> B. Zemlick	
	<b>Type of class/Location:</b> FACE-TO-FACE/IBBL	

## Basic ESL II

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

NC 109-E1	TTh Jan. 31–Mar. 23 8:15–9:50 a.m.	No Fee
	<b>Instructor:</b> TBA	
	<b>Type of class/Location:</b> FACE-TO-FACE/FCS	
NC 109-E3	MW Feb. 1–Mar. 15 9–11:20 a.m.	No Fee
	<b>No Class:</b> 2/20	
	<b>Instructor:</b> M. Alca	
	<b>Type of class/Location:</b> FACE-TO-FACE/SYSD1	

NC 109-E2	MW Feb. 6–Mar. 22 5:35–7:45 p.m.	No Fee
	<b>No Class:</b> 2/20	
	<b>Instructor:</b> O. Sukhanova	
	<b>Type of class/Location:</b> FACE-TO-FACE/CVLIB1	
NC 109-501	Mar. 6–Apr. 14	No Fee
	<b>No Class:</b> 3/27–4/1	
	<b>Instructor:</b> C. Ross	
	<b>Type of class:</b> ONLINE	
NC 109-E4	MW Apr. 17–May 24 9–11:20 a.m.	No Fee
	<b>Instructor:</b> O. Sukhanova	
	<b>Type of class/Location:</b> FACE-TO-FACE/SYSD3	

## Basic ESL III

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

NC 110-501	Apr. 17–May 19	No Fee
	<b>Instructor:</b> C. O’Gorman Fazzolari	
	<b>Type of class:</b> ONLINE	
NC 110-E3	TTh Apr. 18–May 25 9–11:20 a.m.	No Fee
	<b>Instructor:</b> M. Alca	
	<b>Type of class/Location:</b> FACE-TO-FACE/SYSD1	

## Computers and Technology for ESL

Provides the linguistic and basic technology skills English as a Second Language (ESL) learners need in order to be able to succeed in ESL classes and in everyday life skills. Prepares students linguistically to take college classes that use basic technology. 18 hours.

NC 221-E3	Th Mar. 2–May 4 10–11:50 a.m.	No Fee
	<b>No Class:</b> 3/30	
	<b>Instructor:</b> A. Moreno	
	<b>Type of class/Location:</b> FACE-TO-FACE/OMNL	
NC 221-E7	W Feb 1–Apr. 19 9:30–11 a.m.	No Fee
	<b>No Class:</b> 3/29	
	<b>Instructor:</b> TBD	
	<b>Type of class/Location:</b> FACE-TO-FACE/CVHS	



### Conversation Skills and American Culture through Songs, Movies, and Other Media

Develops listening, speaking, pronunciation, and vocabulary. Explores different aspects of culture in the United States through discussion and analysis of films, songs, and other forms of media. Recommended for students with novice-high proficiency or higher, according to California Pathways.

**Instructor: E. Santana**, 24 hours.

NC 222-01 MW Feb. 13–May 15 10:40–11:30 a.m. No Fee  
**No Class:** 2/20, 3/27, 3/29  
**Type of class/Location:** FACE-TO-FACE/SWC  
 Chula Vista  
**Room:** 53A-107

### For the Love of Reading: Enhancing Lifelong Reading Skills

Uses children's and young adult literature as tools to promote a love of reading and explore culturally responsive topics while concurrently developing academic readiness. Explores a variety of literary genres to develop a range of higher-order reading and thinking skills.

**Instructor: O. Rayos**, 18 hours.

NC 149-700 Th Mar. 9–Apr. 13 10–11:50 a.m. No Fee  
**No Class:** 3/30  
**Type of class:** SYNCRHONOUS "LIVE" ONLINE HYBRID

NC 149-760 Th Mar. 9–Apr. 13 5:30–7:20 p.m. No Fee  
**No Class:** 3/30  
**Type of class:** SYNCRHONOUS "LIVE" ONLINE HYBRID

## Refresh Your Reading Skills

### Jazz Up Your Reading Skills!

Enhances reading skills through careful evaluation of popular and iconic song lyrics. Fosters critical thinking by identifying and justifying common literary elements, figurative devices, and rhetorical styles embedded in songs that reflect significant parts of history and popular culture.

**Instructor: N. Cano**, 18 hours.

NC 148-700 Th Feb. 2–Mar. 2 10–11:50 a.m. No Fee  
**Type of class:** SYNCRHONOUS "LIVE" ONLINE HYBRID

NC 148-760 Th Feb. 2–Mar. 2 5:30–7:20 p.m. No Fee  
**Type of class:** SYNCRHONOUS "LIVE" ONLINE HYBRID

### Reading Between the Lines: Identifying Hidden Meaning

Develops critical reading and thinking skills by surveying a range of satirical, social, political, and persuasive images, cartoons, advertisements, and short editorials to identify their hidden meanings. Involves extensive practices in identifying and justifying rhetorical devices, manipulative techniques, and illogical reasoning methods. 18 hours.

NC 150-700 Th Apr. 20–May 18 10–11:50 a.m. No Fee  
**Instructor: O. Rayos**  
**Type of class:** SYNCRHONOUS "LIVE" ONLINE HYBRID

NC 150-760 Th Apr. 20–May 18 5:30–7:20 p.m. No Fee  
**Instructor: S. Cisneros**  
**Type of class:** SYNCRHONOUS "LIVE" ONLINE HYBRID

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

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

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

#### The type of information covered includes topics such as:

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

For more information and to schedule your NEXT STEPS appointment, please contact the Continuing Education office at 619-482-6376 or email [continuinged@swccd.edu](mailto:continuinged@swccd.edu)

*This service is made available through Noncredit Student Success*



## Refresh Your Math Skills

### Algebra Refresher Level 1

Provides an individualized program of instruction to review various topics in Elementary Algebra. Consists of direct instruction as well as computer assisted instruction to identify student level of knowledge and refresh those concepts identified as needed for each student. Serves students who need just-in-time course support, and/or students who need to prepare for algebra based exams.

**Instructor: M. Garcia**, 9 hours.

NC 146-503 Jan. 9-24 No Fee  
**No Class:** 1/16  
**Type of class:** ONLINE

NC 146-501 Feb. 6-24 No Fee  
**No Class:** 2/17, 2/18, 2/20  
**Type of class:** ONLINE

NC 146-502 Feb. 27-Mar. 17 No Fee  
**Type of class:** ONLINE

### Algebra Refresher Level 2

Provides an individualized program of instruction to review various topics in Intermediate Algebra. Consists of direct instruction as well as computer assisted instruction to identify student level of knowledge and refresh those concepts identified as needed for each student. Serves students who need just-in-time course support, and/or students who need to prepare for algebra based courses or exams.

**Instructor: M. Garcia**, 9 hours.

NC 147-503 Jan. 9-24 No Fee  
**No Class:** 1/16  
**Type of class:** ONLINE

NC 147-501 Feb. 6-24 No Fee  
**No Class:** 2/17, 2/18, 2/20  
**Type of class:** ONLINE

NC 147-502 Feb. 27- Mar. 17 No Fee  
**Type of class:** ONLINE

### Math for Allied Health

Focuses on math review for dosage calculations, conversion between different systems of measurement, dosage calculation and measurement, drug orders and labels, and intravenous calculations.

**Instructor: S. Halperin**, 9 hours.

NC 180-301 W Feb. 8-Apr. 5 3:40-5:30 p.m. No Fee  
**Type of class/Location:** FACE-TO-FACE/HECOM  
**Room:** 4418

### Trigonometry Refresher

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

**Instructor: Y. Francis**, 9 hours.

NC 1104-501 Feb. 6-24 No Fee  
**No Class:** 2/17, 2/18, 2/20  
**Type of class:** ONLINE

NC 1104-502 Feb. 27-Mar. 17 No Fee  
**Type of class:** ONLINE

## Develop Your Computers Skills to Begin or Advance Your Career

### Developing High-Performance Charts in Microsoft Excel

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

**Instructor: N. Bartels**, 12 hours.

NC 24-E1 MW Apr. 3-19 12-1:50 p.m. No Fee  
**Type of class/Location:** FACE-TO-FACE/CVLIB1

### 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 1051-80 TTh Mar. 14-21 10-11:50 a.m. No Fee  
**Instructor: TBA**  
**Type of class/Location:** FACE-TO-FACE/HECSY  
**Room:** 5201

NC 1051-E7 M Feb. 27-Mar. 13 6-7:50 p.m. No Fee  
**Instructor: M. Guerrero**  
**Type of class/Location:** FACE-TO-FACE/MOHS



### 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:** M. Ramirez, 3 hours.

NC 199-80 T Apr. 4 9:05-11:35 a.m. No Fee  
**Type of class/Location:** FACE-TO-FACE/HECSY  
**Room:** 5201

NC 199-E2 F Mar. 17 9-11:30 a.m. No Fee  
**Type of class/Location:** FACE-TO-FACE/CCCO

### Introduction to Microsoft Word

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

**Instructor:** TBA, 12 hours.

NC 198-E7 T Feb. 7-Mar. 14 6-7:50 p.m. No Fee  
**Type of class/Location:** FACE-TO-FACE/ELHS

## Life-long Learning

### Strengthen Families and Parenting Skills

#### Childbirth Education for Expectant Parents (Lamaze)

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

**Instructor:** R. Joselevitz, 20 hours.

NC 6-61 TTh Apr. 25-May 18 7-9:15 p.m. No Fee  
**Type of class/Location:** FACE-TO-FACE/SWC  
 Chula Vista  
**Room:** 63A-101

**Please be sure to have a mat and two pillows for class. You are encouraged to have a partner-partners must also register for this class.**

**Recommended for students who are close to their due date.**

### Enrich Lives of Older Adults

#### Art Therapy

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

**Instructor:** A. Bejarano, 12 hours.

NC 1053-80 M Feb. 27-Apr. 10 9:45-11:35 a.m. No Fee  
**No Class:** 3/27  
**Type of class/Location:** FACE-TO-FACE/HECSY  
**Room:** 5210

NC 1053-E1 W Feb. 15-Mar. 22 1:15-3:05 p.m. No Fee  
**Type of class/Location:** FACE-TO-FACE/OMNL

NC 1053-E2 Th Feb. 16-Mar. 23 1:30-3:20 p.m. No Fee  
 NC 1053-E3 Th Apr. 6-May 11 1:30-3:20 p.m. No Fee  
**Type of class/Location:** FACE-TO-FACE/IBSC

NC 1053-82 M Apr. 17-May 22 9:45-11:35 a.m. No Fee  
**Type of class/Location:** FACE-TO-FACE/HECSY  
**Room:** 5210

### Community Resources for Older Adults

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

**Instructor: E. DeLaMancha**, 8 hours.

NC 1050-80 F Feb. 3-10 9 a.m.-12:50 p.m. No Fee

**Type of class/Location:** FACE-TO-FACE/HECSY

**Room:** 5106

### Wellness for Older Adults

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

**Instructor: C. Alba**, 48 hours.

NC 99-80 MWF Jan. 30-May 26 8:30-9:20 a.m. No Fee

**No Class:** 2/17, 2/18, 3/27, 3/29, 3/31

**Type of class/Location:** FACE-TO-FACE/HECSY

**Room:** 5104



## Thrive with Fitness and Wellness

### Body Dynamics and Aging Process

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

**Instructor: C. Alba**, 36 hours.

NC 34-80 MW Feb. 8-Mar. 22 11 a.m.-1:40 p.m. No Fee

**No Class:** 2/20

**Type of class/Location:** FACE-TO-FACE/HECSY

**Room:** 5104

### Tai Chi

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

**Instructor: J. Muren**, 24 hours.

NC 32-E2 T Feb. 14-May 23 10-11:25 a.m. No Fee

**No Class:** 3/28

**Type of class/Location:** FACE-TO-FACE/SMLC

NC 32-E3 Sat Feb. 4-May 20 9:20-10:45 a.m. No Fee

**No Class:** 2/18, 4/1

**Type of class/Location:** FACE-TO-FACE/SPPS

NC 32-E1 M Feb. 13-May 22 10-11:30 a.m. No Fee

**No Class:** 2/20, 3/27

**Type of class/Location:** FACE-TO-FACE/SPPS

NC 32-81 Th Feb. 16-May 25 10-11:25 a.m. No Fee

**No Class:** 3/30

**Type of class/Location:** FACE-TO-FACE/HECSY

**Room:** 5104

# Fee-Based/Community Service Class Offerings

## Personal Interest and Career Development

### Start a New Career

#### California State Notary Public Seminar

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

**Instructor: Thomas Peavyhouse, 7 hours.**

CS 14-50 Sat Feb. 4 8 a.m.-4 p.m. Fee: \$75

**Type of class/Location:** FACE-TO-FACE/SWC

Chula Vista

**Room:** 83-105

\$49 materials fee paid at time of registration.

Optional State exam scheduled 4-5 p.m. for an additional \$40 fee.

CS 14-51 Sat Apr. 22 8 a.m.-4 p.m. Fee: \$75

**Type of class/Location:** FACE-TO-FACE/SWC

Chula Vista

**Room:** 83-105

\$49 materials fee paid at time of registration.

Optional State exam scheduled 4-5 p.m. for an additional \$40 fee.

#### Child Visitation Monitor Training Course

Are you looking for a career opportunity in which you can work within the community, gain valuable experience and make a difference in the lives of children and families? Consider becoming a professional Child Visitation Monitor. A position that is always in demand. The average starting rate for monitors is \$45-\$60 per hour. The monitor's responsibility is to ensure the safety and well-being of the children involved. This comprehensive course satisfies the State 24-hour training requirement. You will learn the California State policies and procedures as well as your role as a monitor. Upon completing the course, you will be able to begin working as an independent monitor which allows you to set your own schedule/hours, select which families you want to work with and decide what area you would like to work out of. You must be at least 21 years old and have a clean record to register for this course.

**Instructor: Jazmin Mundo, 24 hours.**

CS 326-01 Th Feb. 16-Mar. 2 8:30 a.m.-4:30 p.m. Fee: \$295

**Type of class:** SYNCHRONOUS "LIVE" ONLINE  
\$60 materials fee paid at time of registration.

CS 326-02 T May 9-23 8:30 a.m.-4:30 p.m. Fee: \$295

**Type of class:** SYNCHRONOUS "LIVE" ONLINE  
\$60 materials fee paid at time of registration.



[www.southbayadulthood.org](http://www.southbayadulthood.org)

**Contact us now!**

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ADULT EDUCATION

**You can achieve your goals.  
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Chula Vista Adult School (619) 796-7000  
 Coronado Adult School (619) 522-8911  
 Montgomery Adult School (619) 600-3800  
 National City Adult School (619) 336-9400  
 San Ysidro Adult School (619) 428-7200  
 Southwestern College Continuing Education (619) 482-6376



### 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 the Loan Signing Specialist, which will enable students to acquire the essential knowledge and skills to be successful in the 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. **This course is for you if you are a notary public, are in the process of becoming a notary public or are just interested in taking the course for personal interest or for self-improvement. If you are planning to become a Notary Public you must take the California State Notary Public Seminar.**

**Instructor: Thomas Peavyhouse, 7 hours.**

CS 143-51 Sun Feb. 5 9 a.m.–5 p.m. Fee: \$75  
**Type of class/Location:** FACE-TO-FACE/SWC  
 Chula Vista  
**Room:** 54A-107  
 \$79 materials fee paid at time of registration.

CS 143-50 Sun Apr. 23 9 a.m.–5 p.m. Fee: \$75  
**Type of class/Location:** FACE-TO-FACE/SWC  
 Chula Vista  
**Room:** 54A-107  
 \$79 materials fee paid at time of registration.

### 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.**

CS 257-60 MT Feb. 6 & 7 6–9:30 p.m. Fee: \$85  
**Type of class:** SYNCHRONOUS "LIVE" ONLINE  
 \$25 materials fee paid at the time of registration.

### Voice-Overs—Now is Your Time!

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

**Instructor: Justine Reiss, 2 hours.**

CS 148-50 Sat Feb. 25 10 a.m.–12 p.m. Fee: \$45  
**Type of class/Location:** FACE-TO-FACE/SWC  
 Chula Vista  
**Room:** 55A-107

### 5-Week Energy Efficiency Job Training Course

This Synchronous "Live" Online course is intended for HS graduates, existing SWC students, current energy auditors, adult learners, and individuals looking to work, or presently working in small commercial-focused energy efficiency programs. It is designed to provide knowledge and skills to improve the adoption of energy measures by small commercial customers, through improved abilities of basic technologies as well as to offer additional technologies that may not be part of the standard audit. Emphasis is placed on the ability to recognize the customer's Lighting & HVAC needs, systems, opportunities and how these opportunities may relate to other key-success aspects of the business.

**Instructor: Clayton Gregory & Keith Ford, 60 hours.**

CS 329-01 MW Jan. 30–Mar. 11 3–6 p.m. Fee: \$295  
**No Class:** 2/20  
 Sat Jan. 30–Mar. 11 8 a.m.–3 p.m.  
**Type of class:** SYNCHRONOUS "LIVE" ONLINE



# TRAFFIC SCHOOL

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

**Instructors:** Paulino Leon/Philip Ochoa, 8 hours. **Location:** SWC Chula Vista Campus, Room 59A-102.



### English:

CS 17-50	Sat	Jan. 7	8 a.m.–4 p.m.	Fee: \$40
CS 17-51	Sat	Jan. 21	8 a.m.–4 p.m.	Fee: \$40
CS 17-53	Sat	Feb. 25	8 a.m.–4 p.m.	Fee: \$40
CS 17-54	Sat	Mar. 11	8 a.m.–4 p.m.	Fee: \$40
CS 17-56	Sat	Apr. 22	8 a.m.–4 p.m.	Fee: \$40
CS 17-57	Sat	May 6	8 a.m.–4 p.m.	Fee: \$40
CS 17-58	Sat	May 20	8 a.m.–4 p.m.	Fee: \$40

### Spanish:

CS 17-52S	Sat	Feb. 4	8 a.m.–4 p.m.	Fee: \$40
CS 17-55S	Sat	Apr. 8	8 a.m.–4 p.m.	Fee: \$40

# CUSTOMIZED TRAINING PROGRAM



**Let us partner with your company in improving your “greatest investment”— your employees and 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;
- and much more!

Contact Continuing Education at (619) 482-6376 or email [continuinged@swccd.edu](mailto:continuinged@swccd.edu)

# ENROLL NOW

## VIRTUAL ENERGY EFFICIENCY TRAINING



Accelerate your career and prepare to obtain two industry certifications! This 60 hour energy efficiency technical training, combined with professional development career advancement support services. The program is delivered virtually, and focuses on energy efficiency, outreach, education and implementation assistance initiatives for small commercial properties.

Train for success in a growing industry where pay can reach \$100K+. This program is open to everyone aged 18+ with a high school diploma or equivalency, regardless of background. Space is limited and not guaranteed. Applicants are encouraged to apply early. Free career services and full scholarships are available.

### PARTNERSHIPS

*This course is hosted by the Willdan Clean Energy Academy in partnership with Southwestern Community College.*



**CS 329-01** *See page 19*  
ELECTRICAL SYSTEMS



## LIGHTING, HVAC & REFRIGERATION

**JAN 30-MAR 11, 2023**  
(5 Weeks; Mon/Wed/Sat)

**MON. & WED.**  
3-6 PM

**SATURDAY**  
8 AM-3 PM

To apply, scan the QR code below:



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For more information, contact: **(619) 482-6376** [customizedtraining@swccd.edu](mailto:customizedtraining@swccd.edu)

# ed2go Via the Internet

**ed2go Online Classes start: January 18, February 15, March 15, April 12 and May 17**

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

**Requirements:** All courses require Internet access, e-mail, Google Chrome, or Mozilla Firefox. Some courses may have additional requirements. Please visit the course details page for more information.

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

**Fees are non-refundable two weeks after the class starts.**

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

## Internet and Web Design

Fee: \$135 per course

### Cse. No. Title

ETG-101	Creating Web Pages	\$135
ETG-102	Introduction to ASP.NET	\$135
ETG-104	Introduction to CSS3 and HTML5	\$135
ETG-106	Introduction to PHP and MySQL	\$135
ETG-107	Introduction to Java Programming	\$135
ETG-108	Intermediate CSS3 and HTML5	\$135
ETG-109	Intermediate JAVA Programming	\$135
ETG-111	Achieving Top Search Engine Positions	\$135
ETG-112	Advanced Web Pages	\$135
ETG-114	Blogging and Podcasting for Beginners	\$135
ETG-116	Designing Effective Websites	\$135
ETG-117	Introduction to Microsoft Outlook 2010	\$135
ETG-120	Introduction to Crystal Reports	\$135
ETG-124	Creating Mobile Apps with HTML5	\$135
ETG-125	Creating WordPress Websites	\$135

## Computers

Fee: \$130 per course

### Cse. No. Title

ETG-200	Introduction to PC Troubleshooting	\$130
ETG-206	Advanced Microsoft Excel 2013	\$130
ETG-209	Introduction to Microsoft Word 2010	\$130
ETG-213	Basic CompTIA A+ Certification Prep	\$130
ETG-214	Intermediate CompTIA A+ Certification Prep	\$130
ETG-215	Advanced CompTIA A+ Certification Prep	\$130
ETG-218	Keyboarding	\$130
ETG-219	Introduction to Microsoft Excel 2010	\$130

ETG-222	Introduction to PC Security	\$130
ETG-223	Introduction to Microsoft Project 2010	\$130
ETG-224	Photoshop CC for the Digital Photographer	\$130
ETG-225	Intermediate Microsoft Excel 2010	\$130
ETG-226	Introduction to Microsoft PowerPoint 2010	\$130
ETG-228	Introduction to Microsoft Access 2010	\$130
ETG-229	Intermediate Microsoft Access 2010	\$130
ETG-231	Introduction to Illustrator CS6	\$130
ETG-234	Introduction to Photoshop CS5	\$130
ETG-235	Introduction to InDesign CS6	\$130
ETG-236	Photoshop CC for the Digital Photographer II	\$130
ETG-239	Intermediate Photoshop CS5	\$130
ETG-241	Introduction to Database Development	\$130
ETG-242	Introduction to Networking	\$130
ETG-243	Intermediate Networking	\$130
ETG-244	Computer Skills for the Workplace	\$130
ETG-245	Intermediate Microsoft Word 2010	\$130
ETG-246	Introduction to SQL	\$130
ETG-247	Intermediate SQL	\$130
ETG-248	Intermediate Oracle	\$130
ETG-249	Introduction to C++ Programming	\$130
ETG-253	Wireless Networking	\$130

## Tech Prep and Special Interest

Fee: \$130 per course

\*Unless otherwise noted with asterisk

### Cse. No. Title

ETG-300	Write Fiction Like A Pro	\$130
ETG-301	The Craft of Magazine Writing	\$130
ETG-302	Beginning Writer's Workshop	\$130
ETG-303	Writing Effective Grant Proposals	\$130
ETG-304	A to Z Grant Writing	\$130
ETG-305	Instant Italian	\$130
ETG-306	GRE Preparation-Part 1 (Verbal and Analytical)	\$130
ETG-307	GRE Preparation-Part 2 (Quantitative)	\$130
ETG-308	LSAT Preparation-Part 1	\$130
ETG-309	LSAT Preparation-Part 2	\$130
ETG-310	Grammar Refresher	\$130
ETG-311	Beginning Conversational French	\$130
ETG-312	Writeriffic: Creativity Training for Writers	\$130
ETG-314	Speed Spanish	\$130
ETG-315	Grammar for ESL	\$130
ETG-316	Medical Terminology: A Word Association Approach	\$130



ETG-317	Introduction to Natural Health and Healing	\$130
ETG-318	GMAT Preparation	\$130
ETG-319	Discover Digital Photography	\$130
ETG-321	Genealogy Basics	\$130
ETG-322	Learn to Buy and Sell on eBay	\$130
ETG-323	Secrets of Better Photography	\$130
ETG-324	Conversational Japanese	\$130
ETG-325	Photographing People with your Digital Camera	\$130
ETG-326	Speed Spanish II	\$130
ETG-327	Writing Essentials	\$130
ETG-328	Twelve Steps to a Successful Job Search	\$130
ETG-329	Where Does All My Money Go?	\$130
ETG-330	Get Assertive!	\$130
ETG-331	Explore a Career as an Administrative Medical Assistant	\$130
ETG-332	Leadership	\$130
ETG-333	Interpersonal Communication	\$130
ETG-334	Personal Finance	\$130
ETG-335	Explore a Career in Medical Coding	\$130
ETG-336	Human Anatomy and Physiology	\$130
ETG-337	Keys to Effective Communication	\$130
ETG-338	Become a Veterinary Assistant	\$130
ETG-339	Become a Veterinary Assistant II: Canine Reproduction	\$130
ETG-340	Become a Veterinary Assistant III: Practical Skills	*\$115
ETG-341	Introduction to Digital Scrapbooking	\$130
ETG-342	Achieving Success with Difficult People	\$130
ETG-344	Solving Classroom Discipline Problems	\$130
ETG-345	Stocks, Bonds, and Investing: Oh My!	\$130
ETG-346	Introduction to Screenwriting	\$130
ETG-348	Fundamentals of Technical Writing	\$130
ETG-349	Keys to Effective Editing	\$130
ETG-351	Handling Medical Emergencies	\$130
ETG-352	Write Your Life Story	\$130
ETG-353	Helping Elderly Parents	\$130
ETG-354	Lose Weight and Keep It Off	\$130
ETG-355	Become a Physical Therapy Aide	\$130
ETG-356	Spanish for Medical Professionals	\$130
ETG-357	Understanding Adolescents	\$130
ETG-358	Spanish in the Classroom	\$130
ETG-359	Creating a Classroom Web Site	\$130
ETG-360	Teaching Preschool: A Year of Inspiring Lessons	\$130
ETG-361	The Creative Classroom	\$130
ETG-362	Teaching Smarter With SMART Boards	\$130
ETG-363	Ready, Set, Read!	\$130
ETG-364	Teaching Students with ADHD	\$130
ETG-365	Guided Reading & Writing: Strategies for Maximum Student Achievement	\$130
ETG-366	Differentiated Instruction in the Classroom	\$130
ETG-367	Guided Reading: Strategies for the Differentiated Classroom	\$130
ETG-368	Teaching Students with Learning Disabilities	\$130
ETG-369	Teaching Students with Autism: Strategies for Success	\$130
ETG-370	Response to Intervention: Reading Strategies That Work	\$130
ETG-371	Singapore Math Strategies: Model Drawing for Grades 1-6	\$130

ETG-372	Singapore Math: Number Sense and Computational Strategies	\$130
ETG-373	Writing for Children	\$130
ETG-374	SAT/ACT Preparation – Part 1	\$130
ETG-375	SAT/ACT Preparation – Part 2	\$130
ETG-376	Introduction to Stock Options	\$130
ETG-380	Introduction to Interior Design	\$130
ETG-382	Resume Writing Workshop	\$130
ETG-383	Enhancing Language Development in Childhood	\$130

## Small Business

Fee: \$130 per course

### Cse. No. Title

ETG-400	Start and Operate Your Own Home-Based Business	\$130
ETG-401	Marketing Your Business on the Internet	\$130
ETG-402	Starting a Nonprofit	\$130
ETG-403	Marketing Your Nonprofit	\$130
ETG-404	Creating a Successful Business Plan	\$130
ETG-405	Starting a Consulting Practice	\$130
ETG-406	Start Your Own Small Business	\$130
ETG-407	Introduction to Internet Writing Markets	\$130

## Management and Business

Fee: \$140 per course

### Cse. No. Title

ETG-626	Introduction to QuickBooks 2019	\$129
ETG-628	Purchasing Fundamentals	\$140
ETG-629	Project Management Fundamentals	\$140
ETG-630	Business Finance for Non-Finance Personnel	\$140
ETG-631	Administrative Assistant Fundamentals	\$140
ETG-632	Fundamentals of Supervision and Management	\$140
ETG-633	Effective Business Writing	\$140
ETG-634	Business and Marketing Writing	\$140
ETG-636	Accounting Fundamentals	\$140
ETG-637	Accounting Fundamentals II	\$140
ETG-639	Real Estate Investing	\$140
ETG-641	Building Teams That Work	\$140
ETG-643	Individual Excellence	\$140
ETG-646	Fundamentals of Supervision and Management II	\$140
ETG-647	Distribution and Logistics Management	\$140
ETG-649	Introduction to Nonprofit Management	\$140
ETG-651	Understanding the Human Resources Function	\$140
ETG-652	Administrative Assistant Applications	\$140
ETG-653	Total Quality Fundamentals	\$140
ETG-654	Project Management Applications	\$140

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



# Online Career Training Programs

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

**Payment plans are available!**

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

## Biofuel Production Operations

**400 hours | \$2,595**

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

## Certificate in Mediation and Arbitration

**200 hours | \$3,495**

This course provides you with the comprehensive training necessary for becoming a certified mediation or arbitration professional.

## Certified Green Supply Chain Professional

**60 hours | \$1,595**

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

## Certified 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 Preparation

**32 hours | \$895**

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

## Certified Physical Therapy Aide (Voucher Included)

**190 hours | \$1,995**

This online course will help you master the skills you need to work as a physical therapy aide. Not only will you be prepared for the AMCA's Physical Therapy Technician/Aide certification exam, but an externship starter kit will also walk you through everything you need to know to land a PT aide externship.

## Mastering Project Management w/ Microsoft Project 2016

**210 hours | \$1,695**

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

## Mastering Project Management w/ PMP Prep

**150 hours | \$1,295**

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

## Oil Refinery Operations

**400 hours | \$2,595**

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

## Pharmacy Technician (Voucher Included)

**400 hours | \$2,495**

Pharmacy technicians have become indispensable to the health care industry, and it's a great time to join this growing field. Through these Pharmacy technician classes you'll gain the skills and knowledge to qualify for entry-level positions in pharmacies and be prepared for national certification.

## Power Plant Operations

**400 hours | \$2,595**

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

## Project Management Essentials w/ CAPM Prep

**100 hours | \$1,195**

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

## Senior Certified Sustainability Professional

**110 hours | \$2495**

Are you prepared for an exciting career as a leader in the green-collar economy? By completing this premier online course, you'll establish yourself as a sustainable business professional.

## The Complete Project Manager w/ Microsoft Project 2016

**210 hours | \$2,295**

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

## The Complete Project Manager w/ CAPM and PMP Prep

**250 hours | \$1,995**

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

## Veterinary Assistant

**225 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.

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

# TRAIN TO BE A PROPERTY MANAGER IN AFFORDABLE HOUSING

COMPLETE YOUR CERTIFICATE FOR **FREE** IN JUST **8 WEEKS!**

This certificate provides participants with the necessary tools and skills needed to be successful in the property management industry with a specific emphasis on affordable housing community management.

In partnership with the San Diego Housing Federation, all participants will work directly with mentors from the housing industry.

## Two courses required:

- Introduction to Affordable Housing Management
- Emerging Leaders in Affordable Housing Management\*

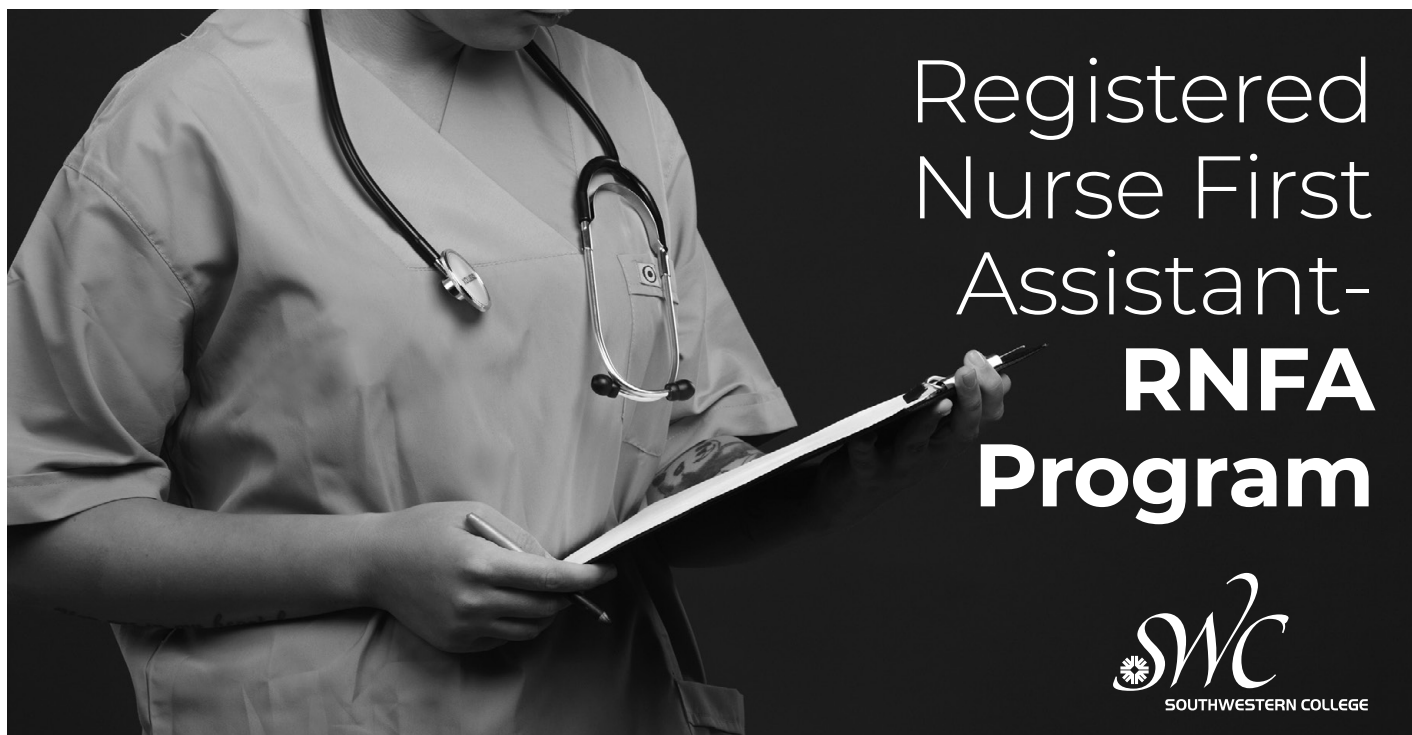
\* *You must complete the Introduction to Affordable Housing Management course in order to take this class.*

This certificate was developed by Southwestern College to better prepare potential and current employees. Earning this certificate does not guarantee employment for these positions. Please consult individual employers for specific job requirements.

## APPLY ONLINE NOW!

To apply or find more information about our programs, **scan the QR code.**





**Presented by:** The National Institute of First Assisting, Inc. (NIFA) in partnership with the Southwestern College in San Diego California.

**National Standards:** Registered Nurse 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 CNO 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 a.m.–5 p.m., Fri. 7:30 a.m.–4 p.m. | Visit [www.RNFA.org](http://www.RNFA.org) or email: [info@NIFA.com](mailto:info@NIFA.com)  
Jennifer Curran RN, CNOR, CRNFA Dean Parsons RN, CNOR, RNFA



# 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

Returning Student |SWC ID # \_\_\_\_\_

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

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

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

LAST NAME

FIRST NAME

MIDDLE NAME

**OTHER NAMES YOU HAVE USED SINCE BIRTH:**

(Include nicknames, aliases, and maiden name, if applicable) \_\_\_\_\_

HOME ADDRESS (P.O Box not acceptable)

CITY

STATE

ZIP CODE

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

HOME PH. ( ) \_\_\_\_\_

E-MAIL : \_\_\_\_\_

CELL PH. ( ) \_\_\_\_\_

BIRTHDATE

(Required)

\_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Mo. / Day / Year

\_\_\_\_ / \_\_\_\_ / \_\_\_\_

SOCIAL SECURITY NUMBER

MALE  FEMALE  DECLINE TO STATE

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

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

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

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

YES  NO , specify language: \_\_\_\_\_

**FAMILY INCOME:** (Please check one)

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

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

- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8
- 9
- 10
- 11
- 12
- 13
- 14
- 15

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

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



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



### CHULA VISTA CAMPUS SCHOOLS & DEPARTMENTS

MAP LOCATION SCHOOL/DEPARTMENT: BLDG-ROOM

- B6 Academic Affairs: 14-104
- D7 Academic Success Center: 26
- C6 Admissions and Records: 68-101
- E5 CA Adult Education Program (CAEP): 58A
- C5 Art Gallery: 88-101
- C4 Articulation: 64-346C
- C5 Arts, Communication and Social Sciences: 87-109
- D4 Associated Student Organization (ASO): 62A-112
- C6 Assessment: 68-107
- C3 Athletics: 71
- E6 Automotive Technology: 47A
- D5 Bookstore: 56A
- E7 Business and Operations: 46B
- D6 Business and Technology: 35-119
- C6 CalWORKs: 68-210
- C6 Career Center: 68-206
- C3 Central Plant: 72
- F7 Central Services: 46D-125
- C6 César E. Chávez Student Services Center: 68
- H6 Child Development Center: 99
- C8 College Police: 22
- B6 Communications, Community and Government Relations: 12-102
- E5 Continuing Education & Workforce Development: 59A-101
- C6 Counseling and Student Support Programs: 68-204

- C6 CTECS: 68-210
- E5 Custodial: 48A
- C3 DeVore Stadium: 71
- C6 Disability Support Services: 68-108
- D7 Dreamer Center: 26-120
- D7 DSS High Tech Center: 26
- C4 Employee Equity, Inclusion & Professional Development: 64-242
- C6 EOPS: 68-203
- C6 Evaluations: 68-104
- H6 Facilities, Operations and Planning: 98
- C6 Financial Aid: 68-104
- F6 Financial Services: 46A
- D4 First Year Experience: 62A-103
- B6 Foundation: 12-103
- G5 Grounds: 48C
- B3 Gymnasium: 70
- D4 Health Services/Campus Nurse: 62A-106
- E7 Human Resources: 46B-151
- C6 Information: 68-109
- C7 Institutional Research, Planning and Grants: 23
- C7 Institutional Technology: 23
- C4 Instructional Support Services: 64-10
- B3 Jaguar Aquatics Wellness and Sports: 70
- B6 Jaguar Pathways: 68-204
- F6 Landscape and Nursery Technology: 49A
- D6 Language Acquisition Center: 37
- D7 Language, Literature and

- Humanities: 28-107
- D4 Learning Communities: 61A
- C4 Learning Resource Center: 64
- C4 Library: 64
- C8 Lost and Found: 22
- E5 Maintenance: 48A
- D4 Math Center: 60-110
- D4 Mathematics and Science: 60-125
- D4 MESA Center: 60-101
- C4 Online Learning Center: 64-344
- C6 Outreach: 68-101
- F6 Payroll Services: 46A
- E5 Personal Wellness: 58A-101
- D7 Power Study: 26-120
- F5 Print Shop: 48B
- F7 Purchasing: 46E
- D7 Reading Lab: 26
- C6 Restorative Justice: 16-105K
- D4 Second Year Experience: 62A-101
- F6 South Bay Botanic Garden: 49A
- D4 Student Activities: 62A-114
- C6 Student Affairs: 68-105
- C6 Student Employment Services: 68-208
- E5 Student Equity Programs and Services: 58A-101
- B6 Superintendent/President: 12-101
- C6 SWC Cares/Basic Needs: 16-105E-J
- E5 The SWC Sun: 57A
- B6 Tech Prep/2+2: 17A-104
- E4 Tennis Center: 79A
- D7 Time Out Café: 27

- B6 Title IX: 46B
- D4 Tradewinds Café: 65
- C6 Transfer Center: 68-205
- D4 Veterans' Resource Center: 62A-102
- D4 Veterans' Services: 68
- F5 Warehouse/Receiving: 48B
- B3 Wellness & Aquatics Complex: 70
- C3 Wellness, Exercise Science and Athletics: 71-401
- D7 Writing Center: 26
- C6 Workability III: 68-207A

	Information		Relocated Offices are highlighted in yellow
	College Police		
	Emergency Blue Light		
	Defibrillator		
	Nurse		
	Restrooms		
	Gender Neutral Restrooms		
	Pay Phone		
	ATM		
	Café		
	Bicycle Parking		
	Bus Stop		
	Main Campus Road		
	Service Road Only		
	Student Parking		
	Faculty/Staff Parking		
	Visitor Parking		
	Health First Fitness Club Parking		
	Accessible Parking		
	One-Day Permit Kiosk		

*Parking permits are required at all times in all parking lots.*



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

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