



# Southwestern College **Continuing Education** **Summer 2021**

**Courses offered remotely!**

**FREE**  
**Noncredit certificates inside!**

**Featuring:**

Customer Service Certificate, pg. 10

Entry Level ESL Certificate, pg. 10

Tax Preparation/Income Tax Certificate, pg. 7

**Fee-Based Classes**

**Featuring:**

Making the Most of Social Security, pg. 13

Child Visitation Monitor Training Course, pg. 13

Work at home as a Medical Transcriptionist, pg. 13

**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 Otay Lakes Road, Building 59A, Room 59A-101, Chula Vista, CA 91910 | 619-482-6376

# Southwestern College **Continuing Education**



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.

From the safety of your own home or anywhere that you may be, you can earn a **Certificates of Completion for Tax Preparation/Income Tax, Basic ESL or Customer Service Series Completion**. 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

## **DON'T MISS OUT!**

**Technology Loaner Program**, page 8

**FREE Drive-Up Wifi Zone**, page 6



## Table of **Contents**

### **Noncredit Classes**.....6

Algebra Review for Test Prep and Course Support.....	11
Art Therapy .....	12
Basic ESL I.....	10
Basic ESL II.....	10
Basic ESL III.....	10
Basic First Aid and Adult CPR (Blended Learning Format) .....	7
Basic Life Support (BLS) Instructor (Blended Learning Format) .....	8
Body Dynamics and Aging Process .....	12
Childbirth Education for Expectant Parents (Lamaze).....	12
Concert Choir .....	12
CPR for the Healthcare Provider (Blended Learning Format)...	8
Customer Service: Decision Making and Problem Solving ....	10
Customer Service: Managing Change.....	10
Customer Service: Mastering Communication.....	10
Developing High Performance Charts in Microsoft Excel .....	11
Family Childcare Business I .....	6
Family Childcare Business II .....	6
Family Childcare Business III .....	6
Family Childcare Business IV .....	6
Family Childcare Business V .....	6
First Aid for Public Safety Personnel—Title 22 (Blended Learning Format) .....	8
Gospel Choir I.....	12
Independence, Social, and Study Strategies .....	9
Introduction to Computers .....	11
Introduction to Microsoft Word.....	11
Pediatric Safety and CPR (Blended Learning Format) .....	9
Success in Nursing.....	6
Tai Chi .....	12
Tax Preparation/Income Tax Course I.....	7
Tax Preparation/Income Tax Course II.....	7
Trigonometry Refresher .....	11

### **Fee-Based Classes**.....13

Child Visitation Monitor Training Course .....	13
Make Extra Income as a Wholesale Auto Dealer from Home .....	13
Making the Most of Social Security.....	13
Voice-Overs...Now is Your Time!.....	13
Work at Home as a Medical Transcriptionist .....	13

### **General Information**.....1

Parking Information .....	5
Refunds .....	5
Registration Information .....	3

### **Ed2Go Online Classes**.....14

### **Online Career Training Programs**.....16



# Southwestern College **Continuing Education**

Continuing Education provides students with extended studies designed to support professional advancement and personal success. Day, evening, and weekend classes are conveniently held in either online, remote, 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*

## **Governing Board of the Southwestern Community College District**

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August 2020–May 2021

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## **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.

# Southwestern College Continuing Education

Continuing Education provides the opportunity for community residents to improve, upgrade, and learn new skills and knowledge. This effort responds to the need for a well-trained workforce, as well as the individual need for intellectual or cultural enrichment. Continuing Education presently includes the following three categories of instruction and services: Noncredit, Fee-Based services, and Customized Contract Education.

## Noncredit Courses (NC)

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

## 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)

# How to Read the Class Schedule

Due to the COVID-19 pandemic, SWC Continuing Education will be offering summer semester classes in three formats: online, remote, and hybrid. Classes in all three 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:

**Remote classes** meet synchronously using a live video conferencing tool. They meet at the days and times listed in the class schedule. Homework, reading and outside class assignments are still required.

**Hybrid classes** meet synchronously online or 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** are completely asynchronous. They do not require meeting specific days and times. All instruction, coursework, and activities to be completed online.

### Schedule Key

Instructor name. **TBA** indicates instructor was not designated at time of printing of schedule.

Title	Days	Dates	Course Description
<b>Retirement Living</b> Explores a broad range of important topics for retirees and older adults, including:...			
Instructor: J. Acosta, 12 hours.			
NC 38-E1	Sat	Jan. 2-16	9 a.m.-12:50 p.m. No Fee
Class #		Type of Class	Time Fee
		REMOTE	

# Apply and Register for **Noncredit Courses** with

# 4 STEPS



## Complete your application



Complete or update your noncredit application at [www.tinyurl.com/swcopencccc](http://www.tinyurl.com/swcopencccc) 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.



SOUTHWESTERN COLLEGE  
CONTINUING EDUCATION

### 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)



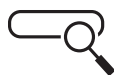
## Create your account



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 online, remote, or hybrid format. Please see page 2 for more information.

## **Parking Information**

All summer class offerings will be held online and there is no need for students to purchase a parking for the summer sessions. However, all persons who park their vehicles on District campuses are subject to paying for daily or visitors permit, per the District parking policy.

Daily permits allow the purchasers to park in white-lined spaces. Visitor permits allow the purchaser to park in short-term green-lined spaces (1 hour maximum). Persons with valid disabled placards and license plates may park in marked disabled parking spaced or white-lined spaces without charge.

Vehicles found parked without permits or those parked in violation of the District's parking policy are subject to being cited.

## **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**

As a result of the campus closure due to health concerns surrounding Covid-19, the Office of Student Activities will not be issuing student ID cards for summer 2021. This also applies for all Higher Education Centers and Continuing Education.

If you require a student ID card for a specific and verifiable reason, please follow the instructions listed at <https://www.swccd.edu/student-life/student-activities/>.

These requests will be reviewed and cards will be issued on a case-by-case basis. We thank you for your understanding, and if you have any questions, please do not hesitate to contact the Office of Student Activities at (619) 421-6700, ext. 5433.

# Noncredit Class Offerings

## Career and Job Skills



### Earn Career Education Certificates in Specific Industries

#### Family Childcare Business I

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

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

NC 1054-581 Jun. 14–17  
**Type of class:** ONLINE

No Fee

#### Family Childcare Business II

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

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

NC 1055-581 Jun. 21–24  
**Type of class:** ONLINE

No Fee

#### Family Childcare Business III

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

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

NC 1056-581 Jun. 28–Jul 1  
**Type of class:** ONLINE

No Fee

#### Family Childcare Business IV

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

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

NC 1057-581 Jul. 12–15  
**Type of class:** ONLINE

No Fee

#### 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 1058-581 Jul. 19–22  
**Type of class:** ONLINE

No Fee

#### Success in Nursing

Designed to assist enrolled nursing students to be successful in the VN and ADN programs. Included are test-taking strategies as well as basic mathematics, reading comprehension, time management, communication, and critical thinking as they apply to the nursing curriculum.

**Instructor: M. Livingston**, 24 hours.

NC 1033-531 Jun. 14–Aug. 2  
**Type of class:** ONLINE

No Fee



### Did you know Southwestern College has a **FREE Drive-Up Wifi Zone**?

The FREE Drive-Up Wifi Zone is available for students who do not have access to the internet and is located right by the College Police Building (Parking Lot D). A Southwestern College ID on the student's car dashboard is needed for verification OR a printed copy of the student's registration statement or class schedule.

For more information visit: [www.swccd.edu/administration/institutional-technology/network-and-infrastructure/](http://www.swccd.edu/administration/institutional-technology/network-and-infrastructure/)





## Complete both NC 113 and NC 114 and receive a Certificate of Completion—60 hours total.

### 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 113-60 MW Jun. 14–Jul. 7 5:30–9:35 p.m. No Fee  
**No Class: 7/5**  
**Type of class: REMOTE**

### 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 114-60 MW Jul. 12–Aug. 2 5:30–9:35 p.m. No Fee  
**Type of class: REMOTE**



## Earn Health and Safety Certifications that Employers Require

For 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).

**Locations: HECNC – Higher Education Center-National City**, 880 National City Blvd., National City, 91950

### Basic First Aid and Adult CPR (Blended Learning Format)

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 (**5 hours LEC\*\***, **3 hours LAB**)

**\*\*LEC to be completed via Canvas/AHA prior to the scheduled LAB portion\*\***

NC 40-70 LAB Sat Jun. 19 8:30–11:20 a.m. No Fee  
 NC 40-70A LAB Sat Jun. 19 12:30–3:20 p.m. No Fee

**Instructor: B. Burdick**

**Type of class/Location: REMOTE/HECNC**

**\*\*LEC to be completed via Canvas/AHA prior to the scheduled LAB portion\*\***

NC 40-71 LAB Sat Jul. 24 8:30–11:20 a.m. No Fee  
 NC 40-71A LAB Sat Jul. 24 12:30–3:20 p.m. No Fee

**Instructor: D. Hawley**

**Type of class/Location: REMOTE/HECNC**

**\*\*LEC to be completed via Canvas/AHA prior to the scheduled LAB portion\*\***

NC 40-E1 LAB Th Jun. 17 8–10:50 a.m. No Fee  
 NC 40-E2 LAB Th Jun. 17 12–2:50 p.m. No Fee

**\*\*LEC to be completed via Canvas/AHA prior to the scheduled LAB portion\*\***

NC 40-E3 LAB Th Jul. 15 8–10:50 a.m. No Fee  
 NC 40-E4 LAB Th Jul. 15 12–2:50 p.m. No Fee

**Instructor: D. Hawley**

**Type of class/Location: REMOTE/HECNC**

**Required Online Part 1: Heartsaver First Aid CPR AED (2015)**

(Available online at **\*\*<https://shopcpr.heart.org/heartsaver-first-aid-cpr-aed-online>** for \$30). American Heart Association (AHA) course completion certificate is \$30. *Students must provide online course completion certificates to instructor on skills day (LAB).* 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 (Blended Learning Format)

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 (12 hours LEC\*\*, 4 hours LAB)**

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.

**\*\*LEC to be completed via Canvas/AHA prior to the scheduled LAB portion\*\***

NC 1039-70 LAB Sun Jun. 27 8:30 a.m.–12:20 p.m. No Fee

NC 1039-71 LAB Sun Jun. 27 1:30–5:20 p.m. No Fee

**Type of class/Location: REMOTE/HECNC**

### CPR for the Healthcare Provider (Blended Learning Format)

Provides the professional rescuer with the knowledge and skills to provide Basic Life Support (BLS) to a victim in an emergency. Necessary for anyone wishing to become a BLS instructor. Follows the guidelines of both the American Red Cross and the American Heart Association. 8-9 hours. **(4 hours LEC\*\*, 5 or 4 hours LAB)**

**\*\*LEC to be completed via Canvas/AHA prior to the scheduled LAB portion\*\***

NC 1007-70 LAB Sat Jun. 12 8:30 a.m.–1:20 p.m. No Fee

NC 1007-70A LAB Sat Jun. 12 2–6:50 p.m. No Fee

**Instructor: D. Hawley**

**Type of class/Location: REMOTE/HECNC**

**\*\*LEC to be completed via Canvas/AHA prior to the scheduled LAB portion\*\***

NC 1007-71 LAB Sat Jul. 17 8:30 a.m.–1:20 p.m. No Fee

NC 1007-71A LAB Sat Jul. 17 2–6:50 p.m. No Fee

**Instructor: M. Smith**

**Type of class/Location: REMOTE/HECNC**

**\*\*LEC to be completed via Canvas/AHA prior to the scheduled LAB portion\*\***

NC 1007-72 LAB T Jun. 8 8–11:50 a.m. No Fee

NC 1007-72A LAB T Jun. 8 12:50–4:40 p.m. No Fee

**\*\*LEC to be completed via Canvas/AHA prior to the scheduled LAB portion\*\***

NC 1007-73 LAB F Jul. 9 8–11:50 a.m. No Fee

NC 1007-73A LAB F Jul. 9 12:50–4:40 p.m. No Fee

**Instructor: Wm. D. Price**

**Type of class/Location: REMOTE/HECNC**

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 Online Part 1: BLS HeartCode**, (available at <https://shopcpr.heart.org/heartcode-bls> for \$28.50). American Heart Association (AHA) course completion certificate is \$30. Students must provide online course completion certificates to instructor on skills day (LAB). 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.

### First Aid for Public Safety Personnel—Title 22 (Blended Learning Format)

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

**Instructor: Wm. D. Price, 16 hours (12 hours LEC\*\*, 4 hours LAB)**

**\*\*LEC to be completed via Canvas/AHA prior to the scheduled LAB portion\*\***

NC 15-70 LAB Th June 10 5:30 p.m.–9:20 p.m. No Fee

NC 15-71 LAB F June 11 5:30 p.m.–9:20 p.m. No Fee

**Type of class/Location: REMOTE/HECNC**

**DID YOU**

**KNOW?**

**Did you know Southwestern College offers a **technology loaner program?****

Southwestern College CONNECTS is our Technology Loaner Program for students who do not have access to technology at home and are in need of a loaner computer or other technology to participate in credit or noncredit courses. Visit the **SWC Cares page** and complete the CONNECTS Technology Loan Request form. Your current enrollment status will be checked and you will be contacted via your Southwestern College email address with information on the date/time of the next distribution day.

## Pediatric Safety and CPR (Blended Learning Format)

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: J. Araiza, 8 hours (4 hours LEC\*\*, 4 hours LAB)**

**\*\*LEC to be completed via Canvas/AHA prior to the scheduled LAB portion\*\***

NC 1022-70 LAB Sat Jul. 10 8:30 a.m.–12:20 p.m. No Fee

NC 1022-71 LAB Sat Jul. 10 1:30–5:20 p.m. No Fee

**Type of class/Location:** REMOTE/HECNC

**Required Online Part 1: Heartsaver Pediatric First Aid CPR AED (2015)** (Available online at **\*\*<https://shopcpr.heart.org/heartsaver-pediatric-first-aid-cpr-aed-online>\*\*** for \$20).

Successful completion of online training with written tests and psychomotor in-person test is required to receive course completion certificate. *Students must provide online course completion certificates to instructor on skills day (LAB).* 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

### 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, 32 hours.**

NC 105-01 MW Jun. 7–Aug. 2 10–11:50 a.m. No Fee

**No Class: 7/5**

**Type of class:** REMOTE

# Back2Work

Pandemic-displaced workers, gain the skills, find thriving jobs and salary growth. Southwestern College can help you find and be prepared for a pandemic-resilient career.

### CUMER SERVICE SKILLS FOR ANY INDUSTRY:

- Customer Service: Mastering Communication
- Customer Service: Making Change
- Customer Service: Decision Making and Problem Solving

### BASIC COMPUTER SKILLS FOR ANY INDUSTRY:

- Developing High Performance Charts in Microsoft Excel
- Introduction to Microsoft Word
- Introduction to Computers

### SELF-EMPLOYMENT: EXPANDING YOUR BABYSITTING SERVICES INTO A FAMILY DAYCARE BUSINESS

- Family Daycare Business I
- Family Daycare Business II
- Family Daycare Business III
- Family Daycare Business IV
- Family Daycare Business V

**To support our students, we offer free WIFI, virtual assistance, online support and more!**  
For more information, please visit [www.swccd.edu/continuinged](http://www.swccd.edu/continuinged)



# College and Career Readiness

## Prepare for a New Career or to Enter College

Complete all three of the classes below and receive a Certificate of Series Completion from Southwestern College.

### Customer Service: Decision Making and Problem Solving

Explores techniques for making business decisions and solving problems. Introduces decision-making styles and when each style might be applied. Reviews how to assess a situation, prioritize the urgency of tasks, and select the steps for successful completion.  
**Instructor: S. Rosas**, 6 hours.

NC 1070-E2    T    Jun. 15 & 22    6–8:50 p.m.    No Fee  
**Type of class:** REMOTE

### Customer Service: Managing Change

Explores our natural tendencies and the tendencies of our customers to resist change in the workplace. Introduces techniques for handling change and how to introduce change to our customers. Provides practice of change management techniques.  
**Instructor: S. Rosas**, 6 hours.

NC 1069-E2    T    Jul. 27 & Aug 3    6–8:50 p.m.    No Fee  
**Type of class:** REMOTE

### Customer Service: Mastering Communication

Introduces effective and positive communication that is key to customer service success. Focuses on the communication process including common barriers to effective communication. Covers verbal and nonverbal communication, as well as listening skills. Explores and provides opportunity to practice the techniques of effective communication.  
**Instructor: S. Rosas**, 6 hours.

NC 1003-E2    T    Jul. 13 & 20    6–8:50 p.m.    No Fee  
**Type of class:** REMOTE

**Possible jobs you may qualify for with a Customer Service Certificate**  
**Customer Service Representatives**  
Average hourly earnings \$18.72 and \$30.49 hourly

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

Students who have completed NC 108, NC 109 and NC 110 will receive a Certificate of Completion from Southwestern College.

### 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.  
**Instructor: Y. Simpson**, 32 hours.

NC 108-01    MTWTh    Jun. 7–24    8:30–10:50 a.m.    No Fee  
**Type of class:** REMOTE

### 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.  
**Instructor: M. Alca**, 32 hours.

NC 109-01    MTWTh    Jun. 28–Jul. 15    8–10:35 a.m.    No Fee  
**No Class:** 7/5  
**Type of class:** REMOTE

### 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.  
**Instructor: O. Sukhanova**, 32 hours.

NC 110-02    MTWTh    Jul. 19–Aug. 5    8:30–10:50 a.m.    No Fee  
**Type of class:** REMOTE

## Refresh Your Math Skills

### Algebra Review for Test Prep and Course Support

Provides an individualized program of instruction to review various topics in Algebra. Consists of adaptive 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 the SWC Math placement test.

**Instructor: K. Cliffe**, 9 hours.

NC 146-01 TWTh Jul.13-29 3-3:50 p.m No Fee  
**Type of class:** REMOTE

### 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 Jul.13-29 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 24-501 Jul. 13-29 No Fee  
**Type of class:** ONLINE

NC 24-581 Jul. 13-29 No Fee  
**Type of class:** ONLINE

### Introduction to Computers

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

**Instructor: N. Bartels**, 6 hours.

NC 1051-581 Jun. 8-15 No Fee  
**Type of class:** ONLINE

### Introduction to Microsoft Word

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

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

NC 198-581 Jun. 17-Jul. 6 No Fee  
**No Class:** 7/5  
**Type of class:** ONLINE



## 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

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

# 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 6-60 TTh Jul. 13–Aug. 5 7–9:15 p.m. No Fee  
Type of class: REMOTE

**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 1053-681 F Jun. 11–Jul. 16 11:15–11:50 a.m. No Fee  
NC 1053-682 W Jun. 23–Jul. 28 12:15–12:50 a.m. No Fee  
Type of class: HYBRID

### Concert Choir

Provides a choral ensemble for older adult music students with aural and score analysis of choral literature from traditional classics to the present. Emphasizes historical context, performance practice, style, and interpretation at the beginning level. Public performance required.

**Instructor: T. Russell**, 72 hours.

NC 80-60 T Jun. 8–Jul. 27 7–9:50 p.m. No Fee  
Type of class: REMOTE

### Gospel Choir I

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

**Instructor: P. Lenud**, 72 hours.

NC 3081-01 TTh Jun. 15–Aug. 3 1:20–5:50 p.m. No Fee  
Type of class: REMOTE

## 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: J. Acosta**, 36 hours.

NC 34-E2 TTh Jun. 8–Aug. 3 11 a.m.–12:50 p.m. No Fee  
No Class: 6/24  
Type of class: REMOTE

### 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-E1 MTh Jun. 7–Jul. 29 2–3:20 p.m. No Fee  
No Class: 7/5  
Type of class: REMOTE

NC 32-E4 MTh Jun. 7–Aug. 2 8:30–9:45 a.m. No Fee  
No Class: 7/5  
Type of class: REMOTE

NC 32-01 TTh Jun. 8–Jul. 29 3:30–4:45 a.m. No Fee  
Type of class: REMOTE

NC 32-E3 TS Jun. 8–Jul. 31 10:30–11:45 a.m. No Fee  
Type of class: REMOTE

NC 32-E2 TS Jun. 8–Jul. 31 9–10:15 a.m. No Fee  
Type of class: REMOTE

NC 32-80 MTh Jun. 14–Jul. 29 11 a.m.–12:30 p.m. No Fee  
No Class: 7/5  
Type of class: REMOTE



# Fee-Based/Community Service Class Offerings

## Personal Interest and Career Development

### Start a New Career

#### 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 326-50 W Jul. 7-21 8:30 a.m.-4:30 p.m. Fee: \$295

**Type of class:** REMOTE

**\$60 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 Jun. 21-22 6-9:30 p.m. Fee: \$85

**Type of class:** REMOTE

**\$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 148-60 Th Jun. 17 6:30-8:30 p.m. Fee: \$45

**Type of class:** REMOTE

#### Work at Home as a Medical Transcriptionist

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

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

CS 51-60 T Jun. 8 6-9 p.m. Fee: \$30

**Type of class:** REMOTE

## Learn Grow and Thrive with Personal Development

#### Making the Most of Social Security

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

**Instructor:** Michael Dose, 2 hours.

CS 288-50 Sat Jul. 10 10 a.m.-12 p.m. Fee: \$10

**Type of class:** REMOTE

CS 288-51 Sat Jul. 24 10 a.m.-12 p.m. Fee: \$10

**Type of class:** REMOTE

# ed2go Via the Internet

**ed2go Online Classes start:** June 16 and July 14

- 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 nonrefundable 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-381	Start Your Own Edible Garden	\$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-625	Introduction to QuickBooks 2014	\$140
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)**





**Payment plans  
are available!**

# 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.

## **Features:**

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

## **Programs are available in the following areas:**

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

## **Chartered Tax Professional for California Residents**

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

## **Payroll Practice and Management**

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

## **Digital Arts Certificate**

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

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

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

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

# Online Career Training Programs

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

160 hours | \$2,495  
The Certified Global Business Professional Online Training Program prepares you for the credential exam by educating you in four areas: global management, global marketing, supply chain management, and trade finance.

## Certified Green Supply Chain Professional

60 hours | \$1,595  
Gain the skills you'll need to make a green impact on global sourcing, material management, procurement and buying, transportation and logistics, and new product development.

## Certified 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 Master Wedding and Event Planner

1,000 hours | \$5,498  
From weddings to conventions, events need a master planner to ensure all aspects run smoothly. If you're serious about an event planning career, this online certification course will set you up for success.

## 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.

## Certified Wedding Planner

340 hours | \$1,595  
This comprehensive program provides all the knowledge you need to work as a professional wedding planner or start your wedding planning business.

## Grant Writing

300 hours | \$2,295  
Learn to write grant proposals that get funded in this nationally recognized Grant Writing online training program.

## Mastering Project Management w/ Microsoft Project <sup>2016</sup>

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.

## Non-Profit Management

300 hours | \$2,295  
Examine the fundamental principles of nonprofit management, explore the roles and responsibilities of a nonprofit board of directors and the management team.

## 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 | \$2,495  
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 <sup>2016</sup>

210 hours | \$1,695  
This comprehensive project management program is designed to create skills for today's project practitioners and prepare them for either the CAPM® or PMP® certifications.

## 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>

# FREE CAREER TRAINING PREPARE FOR APPRENTICESHIPS IN THE CONSTRUCTION INDUSTRIES

Construction Industries, Electricians, HVAC, Iron Workers, Carpenters and many more.

- 12-week program starting March 1 OR June 1, 2021
- Monday–Friday, 7:30 a.m.–4 p.m.
- Receive \$16.00 per hour for participating in 80 hand-on hours
- Internships become OSHA 10, CPR, Apprenticeship Readiness Certifies
- Gain essential skills needed for the construction industry and building trades
- Assistance available for those in need

## You must meet eligibility criteria to apply:

- At least 18 years old
- Eligible to work in the United States

## Application steps:

1. Schedule an eligibility and orientation appointment
2. Complete application and enrollment process
3. Commit to succeed!

Space is limited. First come, first-served based on eligibility  
Contact Willie Lang, Program Coordinator at (619) 784-6952 or at [wlangarp@gmail.com](mailto:wlangarp@gmail.com)



Every effort is made to verify the accuracy of the information provided in this announcement. Information may change, or be eliminated without notice. The San Diego Community College District is governed by its Board of Trustees. No oral or written agreement is binding on the San Diego Community College District without the express approval of the Board of Trustees. SDCE Public Information Office (01/2021)



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College for Kids • UCSD Sally Ride Science  
Writer's Café • Career Exploration  
SAT Prep Boot Camp • Volunteering

## Summer 2021

**Courses held remotely from  
June 21–July 1, 2021 & July 6–15, 2021**

Registration begins Wednesday, March 24, 2021

**4<sup>th</sup>–9<sup>th</sup> grade students:** Learn something new or refine your skills in College for Kids courses!

Take on S.T.E.A.M. in Sally Ride Science courses offered in partnership with UCSD Extension!

**High School students:** Explore careers through our Career Exploration events!

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**Contact us:** (619) 421-6700 ext. 5953  
[SWCYESAcademy@swccd.edu](mailto:SWCYESAcademy@swccd.edu)

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# 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?

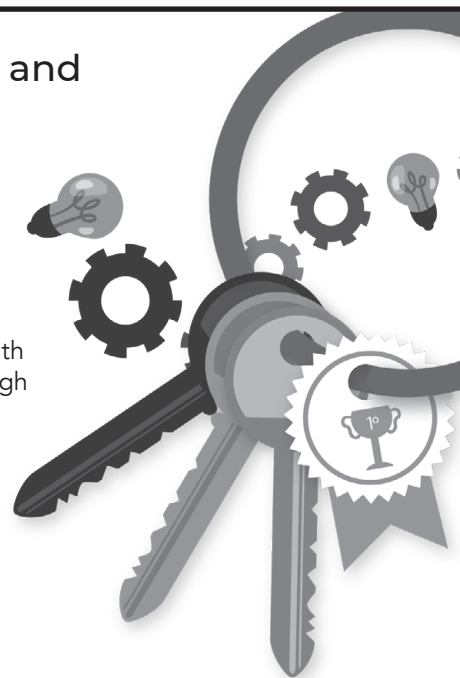
Eligible, enrolled Noncredit students can attend an orientation and meet with a counselor to explore education opportunities and services available through Southwestern College.

**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*



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**Coronado Adult School**  
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**San Ysidro Adult School**  
(619) 428-7200

**Montgomery Adult School**  
(619) 600-3800

**Southwestern College  
Continuing Education**  
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**CONTACT  
US NOW!**



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







**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:

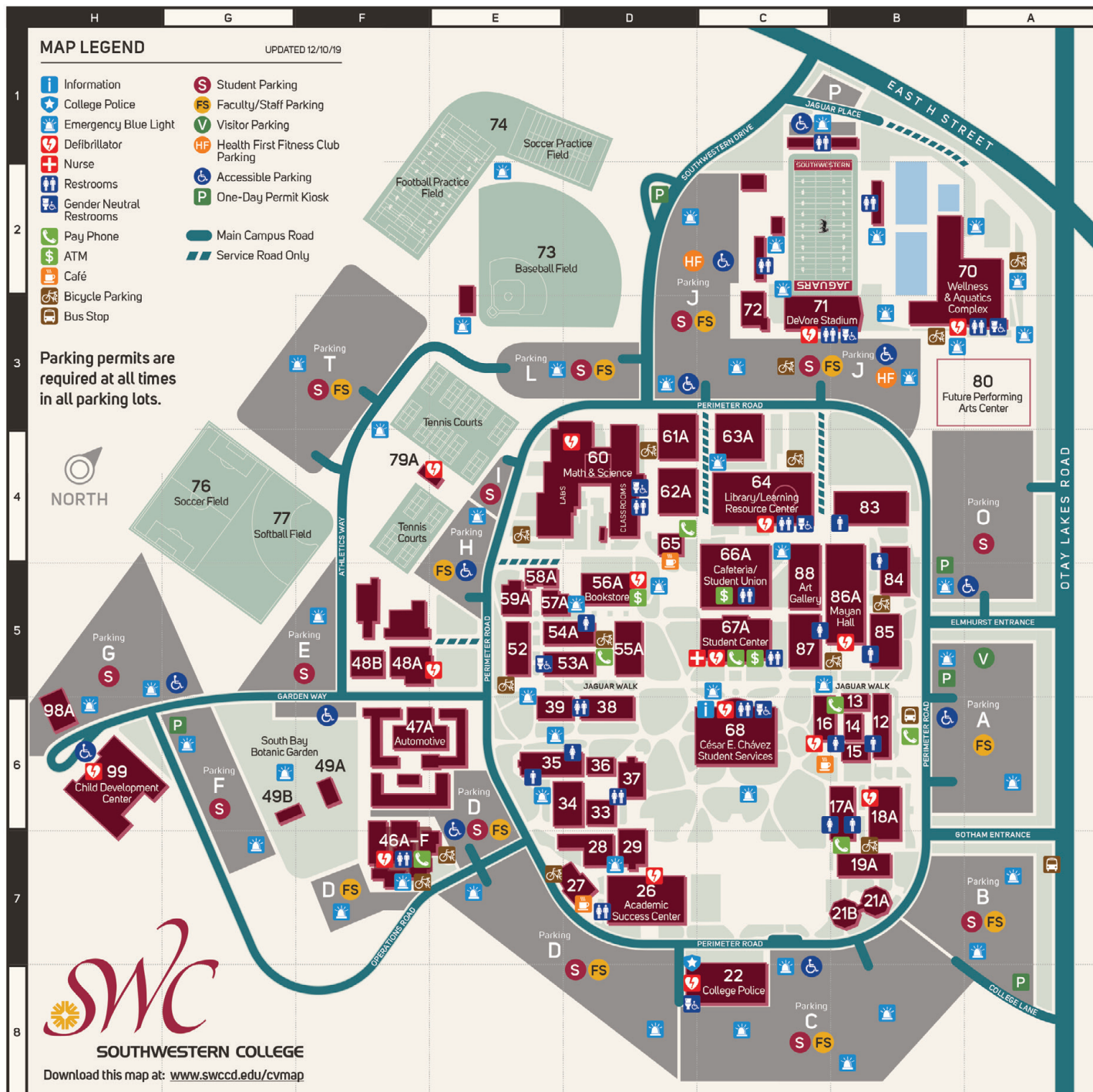
- Have a current unrestricted RN license.
- Be currently working full-time or part-time in perioperative nursing in the area of nursing education, administration, research or clinical practice.
- Have completed a minimum of 2 years and 2,400 hours of experience in perioperative nursing, with a minimum 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



**CHULA VISTA CAMPUS** 900 Otay Lakes Road, Chula Vista, CA 91910-7299 College Police (619) 216-6691 Escort (619) 216-6783

MAP LOC.	SCHOOL/DEPARTMENT: BLDG-ROOM
B6	Academic Affairs: 18A-117
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
C5	Associated Student Organization (ASO): 67A
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
E5	Center for International Trade Development: 59A

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
C5	Dance Room: 66A-107
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
F7	Facilities, Operations and Planning: 46C-102
C6	Financial Aid: 68-104
C6	Financial Services: 46A
B6	Foundation: 12-103
E5	Grounds: 48C
C3	Health Services/Campus Nurse: 67A
B5	Health First Fitness Club: 70
E7	Human Resources: 46B-151
C6	Information: 68-109
C6	Institutional Research, Planning and Grants: 14-104
B6	Institutional Technology: 18A-113
C4	Instructional Support Services: 64-103
D5	Jag Kitchen Food Pantry: 54A-117
D6	Jaguar Pathways: 12-104
F6	Landscape and Nursery Technology: 49A
D6	Language Acquisition Center: 37
D7	Language, Literature and

D4	Humanities: 28-107
C4	Learning Communities: 61A
C4	Learning Resource Center: 64
C8	Library: 64
E5	Lost and Found: 22
D4	Maintenance: 48A
D4	Math Center: 60-110
D4	Mathematics, Science & Engineering: 60-125
B5	Mayan Hall: 86A
C5	Meditation Space: 66A
D4	MESA Center: 60-101
C6	Online Learning Center: 64-344
C6	Outreach: 68-101
F6	Payroll Services: 46A
B7	Planetarium: 21B
D7	Power Study: 26-120
F7	Purchasing: 46E
D7	Reading Lab: 26
F6	South Bay Botanic Garden: 49A
C5	Student Activities: 67A
C6	Student Affairs: 68-105

C6	Student Employment Services: 68-208
E5	Student Equity Programs and Services: 58A-101
C5	Student Union/Cafeteria: 66A
B6	Superintendent/President: 12-101
E5	The SWC Sun: 57A
E4	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
B6	Veterans' Resource Center: 18A-101
F5	Warehouse/Receiving: 48B
B3	Wellness & Aquatics Complex: 70
C3	Wellness, Exercise Science and Athletics: 71-401
D7	Writing Center: 26
C6	Women's Resource Center: 68-210
C6	Workability III: 68-207A





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