



# Southwestern College Continuing Education Spring 2021

**Courses offered remotely!**

**FREE  
Noncredit certificates inside!**

**Featuring:**

Customer Service Certificate, pg. 6

Entry Level ESL Certificate, pg. 7

**NEW!** Infant, Child and Adolescent Development Certificate, pg. 7

Tax Preparation/Income Tax Certificate, pg. 8

**Fee-Based Classes**

**Featuring:**

Podcasting for Profit, pg. 16

Child Visitation Monitor Training Course, pg. 17

Introduction to Vectorworks, pg. 17

**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 **Retraining Readiness, Career Research-Using the Internet, Coping with Job/Career Change** and **Self-Paced Career Assessment** to gain COVID resilient skills needed for new or better employment.

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 & Special Projects



## Expand your career options!

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

### Fee-Based Courses

- Make Extra Income as a Wholesale Auto Dealer from Home
- Podcasting for Profit
- Online Ed2Go Courses
- Booting up for Big Bucks! Over 120 Work-From-Home Business Ideas!
- Child Visitation Monitor Training Course
- Introduction to Vectorworks
- Work at home as a Medical Transcriptionist

### Noncredit Courses

- **NEW!** Infant, Child and Adolescent Development
- Customer Service Training
- Tax Preparation/Income Tax
- Using Your Foreign Degree in the United States
- Computer Skills Training
- Family Childcare Business
- 10-hour/30-hour OSHA General Standards
- Construction OSHA 10/OSHA 30-Hour Construction Industry Standards

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

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**FREE Drive-Up Wifi Zone, page 8**

**Youth, Excellence and Success (Y.E.S)  
Academy Summer 2021,  
page 12**



# 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

- Nora E. Vargas, President
- Tim Nader, Vice President
- Roberto Alcantar
- Leticia Cazares
- Griselda A. Delgado
- Melkitsedeq Jorge Hernandez, Student Trustee  
August 2020–May 2021
- Kindred Murillo, Ed. D., Superintendent/President

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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 and Special Projects, [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 Spring 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.

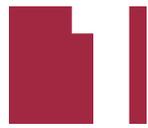
## Schedule Key

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: <b>J. Acosta</b> , 12 hours.	↓	↓	↓
NC 38-E1	Sat	Jan. 2–16	9 a.m.–12:50 p.m. No Fee
↑ <small>Class #</small>	↑	↑	↑
		↑ <b>Type of Class: REMOTE</b>	↑ <small>Time</small>
			↑ <small>Fee</small>

# 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.



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)

### Need help? Contact us!

[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 spring class offerings will be held online and there is no need for students to purchase a parking for the spring 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 spring 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.

# Continuing Education CERTIFICATES

## Customer Service Superior Service Series

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

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

NC 1002-60 T Feb. 2 & 9 6–8:50 p.m. No Fee  
**Type of class:** REMOTE

NC 1002-E1 Th Apr. 8 & 15 6–8:50 p.m. No Fee  
**Type of class:** REMOTE

### Customer Service: Dealing with Difficult People

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

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

NC 1006-E1 W Apr. 21 & 28 9–11:50 a.m. No Fee  
**Type of class:** REMOTE

NC 1006-E2 Th Apr. 22 & 29 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

### Customer Service: The Right Attitude

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

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

NC 1073-E1 W Feb. 17 & 24 4–6:50 p.m. No Fee  
**Type of class:** REMOTE

NC 1073-E2 Th May 6 & 13 6–8:50 p.m. No Fee  
**Type of class:** REMOTE

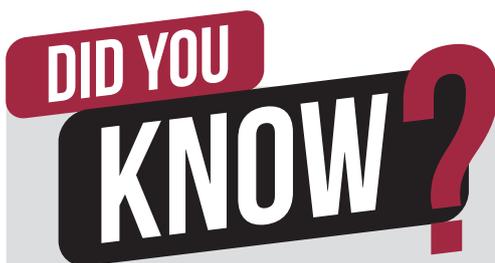
### Customer Service—Time and Stress Management

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-E2 T Mar. 2 & 9 4–6:50 p.m. No Fee  
**Type of class:** REMOTE

NC 1071-E1 W May 5 & 12 9–11:50 a.m. No Fee  
**Type of class:** REMOTE



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

It is available 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 for the spring 2021 semester. Learn more and submit a request for the CONNECTS Student Loaner Program at: <https://www.swccd.edu/administration/office-of-student-services/>

## Entry Level 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. 32 hours.

NC 108-E5 TTh Jan. 28–Mar. 18 10–11:50 a.m. No Fee  
**Instructor: F. Piovesan**  
**Type of class: REMOTE**

NC 108-E3 MW Feb. 1–Mar. 15 9–11:10 a.m. No Fee  
**No Class: 2/15**  
**Instructor: C. Ross**  
**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. 32 hours.

NC 109-E5 MW Mar. 22–May 5 9–11:10 a.m. No Fee  
**No Class: 3/29, 3/31**  
**Instructor: C. Ross**  
**Type of class: REMOTE**

NC 109-681 TTh Apr. 13–May 20 10–11:05 a.m. No Fee  
**Instructor: M. Alca**  
**Type of class: HYBRID**

### 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-E4 TTh Mar. 23–May 20 12–1:50 p.m. No Fee  
**No Class: 3/30, 4/1**  
**Instructor: N. Bartels**  
**Type of class: REMOTE**

NC 110-E3 TTh Apr. 6–May 13 11:30 a.m.–1:40 p.m. No Fee  
**Instructor: C. Ross**  
**Type of class: REMOTE**

## **NEW!** Infant, Child and Adolescent Development

Complete all four courses (NC 204, NC 205, NC 206 and NC 207) and receive a Certificate of Completion from Southwestern College.

### A Caregiver's Guide to Infants and Toddlers

Introduces developmental milestones of infants and toddlers by examining social and emotional needs, how infants and toddlers learn, and physical growth and health. Explores topics for caregivers, childcare trainees, and parents/guardians such as meaningful interactions, creating safe, healthy and nurturing environments, supporting skill and language development, and parenting styles.

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

NC 204-686 W Feb. 3–24 6:30–7:45 p.m. No Fee  
**Type of class: HYBRID**

### A Caregiver's Guide to Preschoolers

Introduces to caregivers, childcare trainees, and parents/guardians the developmental milestones and appropriate expectations for preschool-age children. Analyses their social-emotional needs, physical growth/health and how preschoolers learn and perceive the world around them.

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

NC 205-686 W Mar 3–24 6:30–7:45 p.m. No Fee  
**Type of class: HYBRID**

### A Caregiver's Guide to School-Age Children

Introduces to caregivers, childcare trainees, and parents/guardians the developmental milestones and appropriate expectations for school-age children. Identifies children's social-emotional needs, physical growth/health and how best to support success in their education.

**Instructor: C. Sainz**, 12 hours.

NC 206-86 W Apr. 7–28 6:30–9:20 p.m. No Fee  
**Type of class: REMOTE**

### A Caregiver's Guide to Teens

Summarizes the developmental needs and milestone of teens (pre-teen to 18 years old) for caregivers, childcare trainees, and parents/guardians. Examines the social world, ever changing emotional needs, ways to maintain open and frequent communication and ways to set appropriate boundaries that both protect and allow for reasonable freedom.

**Instructor: C. Sainz**, 12 hours.

NC 207-86 W May 5–26 6:30–9:20 p.m. No Fee  
**Type of class: REMOTE**

## Tax Preparation/Income Tax Certificate

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 113-85 Sat Feb. 6–Mar. 20 8 a.m.–12:50 p.m. No Fee  
**No Class: 2/13**  
**Type of class: REMOTE**

NC 113-E1 MW Feb. 9–Mar. 11 5–7:50 p.m. No Fee  
**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 114-85 Sat Mar. 27–May 8 8 a.m.–12:50 p.m. No Fee  
**No Class: 4/3**  
**Type of class: REMOTE**

NC 114-E1 MW Apr. 5–May 5 5–7:50 p.m. No Fee  
**Type of class: REMOTE**

## Career and Personal Development

### 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.

**Instructor: D. Vera, 10.8 hours.**

NC 139-60 TTh Feb. 2–11 6:30–8:55 p.m. No Fee  
**Type of class: REMOTE**  
**\$8 materials fee paid at the time of registration.**

### 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, 30.8 hours.**

NC 140-60 TTh Feb. 16–Mar. 23 6:30–9 p.m. No Fee  
**Type of class: REMOTE**  
**\$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.**

NC 141-60 TTh Apr. 6–15 6:30–8:55 p.m. No Fee  
**Type of class: REMOTE**  
**\$8 materials fee paid at the time of registration.**



## 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)

**OSHA 30-Hour Construction Industry Standards**

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 142-60 TTh Apr. 20–May 25 6:30–9 p.m. No Fee  
**Type of class:** REMOTE  
**\$8 materials fee paid at the time of registration.**

**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-E1 W Feb. 3–17 5–8:50 p.m. No Fee  
**Type of class:** REMOTE

**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 1055-581 Feb. 24–Mar. 10 No Fee  
**Type of class:** ONLINE

**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-E1 W Mar. 17–Apr. 7 5–8:50 p.m. No Fee  
**No Class:** 3/31  
**Type of class:** REMOTE

**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 Apr. 14–28 No Fee  
**Type of class:** ONLINE

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

NC 1058-E1 W May 5–19 5–8:50 p.m. No Fee  
**Type of class:** REMOTE

**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 92-501 Feb. 17–24 No Fee  
**Type of class:** ONLINE

**Retraining Readiness**

Designed to assist the adult learner who has been away from school to prepare for the demands and expectations of vocational training. Topics include learning styles, time management, managing multiple roles and responsibilities, study and test preparation skills, goal setting, and community resources and services.

**Instructor: J. Reyes**, 6 hours.

NC 90-501 Apr. 14 No Fee  
**Type of class:** ONLINE

**Career Research—Using the Internet**

Utilizes the Internet as an important tool in career planning, career research, and job search. Includes specific Internet sites, tips on the use of search engines, creating folders to keep track of useful sites, techniques to conduct career research, and considerations when applying for jobs online are explored.

**Instructor: J. Reyes**, 3 hours.

NC 88-501 Apr. 5 & 7 No Fee  
**Type of class:** ONLINE

**Coping with Job/Career Change**

Provides an awareness of the change process, the positive and negative factors affecting responses to change, and the development of effective coping strategies. Explores dealing with personal relationships when everything seems to be changing, and recognizing the opportunities change brings for personal and professional growth.

**Instructor: J. Reyes**, 3 hours.

NC 91-501 Mar. 16 & 18 No Fee  
**Type of class:** ONLINE

### Self-Paced Career Assessment

Assesses career interests, basic skills, and transferable skills for job seekers and individuals considering a career change. Includes a self-paced format utilizing a combination of paper-pencil and online assessment measures. Presents assessment results in a useful format for job search or career planning purposes, with interpretation provided by a career counselor.

**Instructor: J. Reyes**, 6 hours.

NC 1005-501 Apr.27-29 No Fee  
**Type of class:** ONLINE

## Computers

### Introduction to Computers

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

**Instructor: A. Rodriguez**, 6 hours.

NC 1051-80 TTh Mar. 2-9 9-10:50 a.m. No Fee  
**Type of class:** REMOTE

### Introduction to Microsoft Word

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

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



NC 198-50 Sat Feb. 6-Mar. 20 9-10:50 a.m. No Fee  
**No Class:** 2/13  
**Type of class:** REMOTE



### Introduction to Microsoft Outlook

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

**Instructor: A. Rodriguez**, 3 Hours

NC 199-80 M Mar. 15 8:30-11:00 a.m. No Fee  
**Type of class:** REMOTE

### 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 TTh Apr. 6-22 12-1:50 p.m. No Fee  
**Type of class:** REMOTE

## Disability Support Services

### Stepping Stones to Success in the Workplace

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

**Instructor: S. Fiala**, 32 hours.

NC 103-01 Th Feb. 4-May 27 9-10:50 a.m. No Fee  
**No Class:** 4/1  
**Type of class:** REMOTE  
**\*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**, 32 hours.

NC 105-01 W Feb. 3-May 26 1:30-3:20 p.m. No Fee  
**No Class:** 3/31  
**Type of class:** REMOTE

## English as A Second Language

### Transitioning to College ESL

Prepares ESL students for credit college courses. Provides ESL students with language needed to navigate college applications, registration, assessment, course selection, and college study. Recommended for students at a novice-high level of English or higher, according to California Pathways.

**Instructor: C. Ross**, 24 hours.

NC 220-01 TTh Feb. 16-Mar. 25 12-1:30 p.m. No Fee  
**Type of class:** REMOTE

### 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.

**Instructor: A. Moreno**, 18 hours.

NC 221-01 F Feb. 19-May 14 9:30-10:45 a.m. No Fee  
**No Class:** 4/2  
**Type of class:** REMOTE

**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. 24 hours.

NC 222-86 TTh Feb 2–Apr. 29 5–5:50 p.m. No Fee  
**No Class:** 3/30, 4/1  
**Instructor:** F. Piovesan  
**Type of class:** REMOTE

NC 222-01 F Feb. 5–May 21 8:30–9:55 a.m. No Fee  
**No Class:** 2/12, 4/2  
**Instructor:** C. O’Gorman Fazzolari  
**Type of class:** REMOTE

NC 222-581 Feb. 16–May 13 No Fee  
**Instructor:** Y. Simpson  
**Type of class:** ONLINE

**ESL for Family Literacy**

Develops oral and written communication skills in standard English within the context of child care, child rearing, and parenting. Strengthens listening, speaking, reading, and writing skills useful for communicating with and about children at different stages of development on topics including day-to-day care, health, education, and safety. This course is intended for non-native speakers of English who are parents, grandparents, and child care providers. This course is recommended for non-native speakers at novice-high level or higher according to California Pathways.

**Instructor:** A. Engin, 24 hours.

NC 223-581 Feb. 18–Apr. 29 No Fee  
**Type of class:** ONLINE

**Self-Improvement**

**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. 8–23 No Fee  
**Type of class:** ONLINE

**Home Safety for Older Adults**

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

**Instructor:** J. Acosta, 6 hours.

NC 1-E2 W Feb. 3–10 9–11:50 a.m. No Fee  
**Type of class:** REMOTE

**Family and Parenting**

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

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

**Instructor:** R. Joselevitz, 10-20 hours.

NC 6-61 TTh Apr. 27–May 20 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.**

**Art, Music, and Crafts**

**Art Therapy**

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

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

NC 1053-681 F Feb. 19–Mar. 26 12–12:50 p.m. No Fee  
 NC 1053-682 T Apr. 6–May 11 10–10:50 a.m. No Fee  
**Type of class:** HYBRID

**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 Feb. 2–May 20 1:30–3:40 p.m. No Fee  
**No Class:** 3/30, 4/1  
**Type of class:** REMOTE



## Wellness and Fitness

### Tai Chi

Introduces the Chinese Tai Ji Quan (Tai Chi) traditional exercise for body and mind. Emphasizes muscle tone, flexibility, relaxation and stress reduction, especially for older adults.

Consists of slow rhythmic movements and mediation techniques effective for relaxation, decreasing high blood pressure, and promoting overall wellness for all ages.

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

NC 32-E1	M	Feb. 1–May 24	1:30–2:50 p.m.	No Fee
		<b>No Class:</b> 2/15, 4/29		
		<b>Type of class:</b> REMOTE		
NC 32-62	TTh	Feb. 2–Mar. 18	4:30–5:55 p.m.	No Fee
		<b>Type of class:</b> ONLINE		
NC 32-E2	Th	Feb. 4–May 20	1:30–2:50 p.m.	No Fee
		<b>No Class:</b> 4/1		
		<b>Type of class:</b> REMOTE		

NC 32-85	Sat	Feb. 6–May 22	8:30–9:55 a.m.	No Fee
		<b>No Class:</b> 2/13, 4/3		
		<b>Type of class:</b> REMOTE		
NC 32-81	Th	Feb. 11–May 27	10:30–11:50 a.m.	No Fee
		<b>No Class:</b> 4/1		
		<b>Type of class:</b> REMOTE		
NC 32-01	TTh	Mar. 23–May 13	9–10:25 a.m.	No Fee
		<b>No Class:</b> 3/30, 4/1		
		<b>Type of class:</b> REMOTE		

### 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-E1	TTh	Feb. 2–Apr. 8	11 a.m.–12:50 p.m.	No Fee
		<b>No Class:</b> 3/30, 4/1		
		<b>Type of class:</b> REMOTE		
NC 34-E4	TTh	Apr. 13–May 20	11 a.m.–1:30 p.m.	No Fee
		<b>Type of class:</b> REMOTE		

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# Crown Cove Aquatic Center **CCAC**

For information on 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  
**HHSA - The Knowledge Center**, 5469 Kearny Villa Rd., Ste. 1000, San Diego, 92123  
**CVPW - City of Chula Vista**, 1800 Maxwell Rd., Chula Vista, 91910

## **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	Jan. 9	8:30 a.m.–12:20 p.m.	No Fee
NC 1022-71	LAB	Sat	Jan. 9	1:30–5:20 p.m.	No Fee

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

NC 1022-72	LAB	Sat	Mar. 6	8:30 a.m.–12:20 p.m.	No Fee
NC 1022-73	LAB	Sat	Mar. 6	1:30–5:20 p.m.	No Fee

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

NC 1022-74	LAB	Sat	Apr. 10	8:30 a.m.–12:20 p.m.	No Fee
NC 1022-75	LAB	Sat	Apr. 10	1:30–5:20 p.m.	No Fee

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

NC 1022-76	LAB	Sat	May 1	8:30 a.m.–12:20 p.m.	No Fee
NC 1022-77	LAB	Sat	May 1	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.

## **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	Jan. 23	8:30–11:20 a.m.	No Fee
NC 40-70A	LAB	Sat	Jan 23	12:30–3:20 p.m.	No Fee

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

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

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

NC 40-72	LAB	Sat	Mar. 13	8:30–11:20 a.m.	No Fee
NC 40-72A	LAB	Sat	Mar. 13	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 40-73	LAB	Sat	Mar. 27	8:30–11:20 a.m.	No Fee
NC 40-73A	LAB	Sat	Mar. 27	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 40-74	LAB	Sat	Apr. 24	8:30–11:20 a.m.	No Fee
NC 40-74A	LAB	Sat	Apr. 24	12:30–3:20 p.m.	No Fee

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

NC 40-75	LAB	Sat	May 15	8:30–11:20 a.m.	No Fee
NC 40-75A	LAB	Sat	May 15	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	Jan. 21	8–10:50 a.m.	No Fee
NC 40-E2	LAB	Th	Jan. 21	12–2:50 p.m.	No Fee



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

NC 40-E19	LAB	Th	May 6	8–10:50 a.m.	No Fee
NC 40-E20	LAB	Th	May 6	12–2:50 p.m.	No Fee

**Instructor: Wm. Dave Price**

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

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

(Available online at [\\*\\*https://shopcpr.heart.org/heartsaver-first-aid-cpr-aed-online](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.

**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 40-E3	LAB	Th	Feb. 18	8–10:50 a.m.	No Fee
NC 40-E4	LAB	Th	Feb. 18	12–2:50 p.m.	No Fee

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

NC 40-E5	LAB	Th	Mar. 18	8–10:50 a.m.	No Fee
NC 40-E6	LAB	Th	Mar. 18	12–2:50 p.m.	No Fee

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

NC 40-E7	LAB	Th	Apr. 15	8–10:50 a.m.	No Fee
NC 40-E8	LAB	Th	Apr. 15	12–2:50 p.m.	No Fee

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

NC 40-E9	LAB	Th	May 20	8–10:50 a.m.	No Fee
NC 40-E10	LAB	Th	May 20	12–2:50 p.m.	No Fee

**Instructor: D. Hawley**

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

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

NC 40-E11	LAB	Th	Jan. 7	8–10:50 a.m.	No Fee
NC 40-E12	LAB	Th	Jan. 7	12–2:50 p.m.	No Fee

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

NC 40-E13	LAB	M	Feb. 8	8–10:50 a.m.	No Fee
NC 40-E14	LAB	M	Feb. 8	12–2:50 p.m.	No Fee

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

NC 40-E15	LAB	Th	Mar. 11	8–10:50 a.m.	No Fee
NC 40-E16	LAB	Th	Mar. 11	12–2:50 p.m.	No Fee

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

NC 40-E17	LAB	M	Apr. 5	8–10:50 a.m.	No Fee
NC 40-E18	LAB	M	Apr. 5	12–2:50 p.m.	No Fee

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

NC 1007-70	LAB	Sat	Jan. 16	8:30 a.m.–1:20 p.m.	No Fee
NC 1007-70A	LAB	Sat	Jan. 16	2–6:50 p.m.	No Fee

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

NC 1007-71	LAB	Sat	Feb. 6	8:30 a.m.–1:20 p.m.	No Fee
NC 1007-71A	LAB	Sat	Feb. 6	2–6:50 p.m.	No Fee

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

NC 1007-72	LAB	Sat	Mar. 20	8:30 a.m.–1:20 p.m.	No Fee
NC 1007-72A	LAB	Sat	Mar. 20	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 1007-73	LAB	Sat	Apr. 17	8:30 a.m.–1:20 p.m.	No Fee
NC 1007-73A	LAB	Sat	Apr. 17	2–6:50 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 1007-74	LAB	Sat	May 8	8:30 a.m.–1:20 p.m.	No Fee
NC 1007-74A	LAB	Sat	May 8	2–6:50 p.m.	No Fee

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

NC 1007-75	LAB	Sat	May 22	8:30 a.m.–1:20 p.m.	No Fee
NC 1007-75A	LAB	Sat	May 22	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-E1	LAB	F	Jan. 8	8–11:50 a.m.	No Fee
NC 1007-E2	LAB	F	Jan. 8	12:50–4:40 p.m.	No Fee

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

NC 1007-E3	LAB	T	Feb. 9	8–11:50 a.m.	No Fee
NC 1007-E4	LAB	T	Feb. 9	12:50–4:40 p.m.	No Fee

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

NC 1007-E5	LAB	F	Mar. 12	8–11:50 a.m.	No Fee
NC 1007-E6	LAB	F	Mar. 12	12:50–4:40 p.m.	No Fee

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

NC 1007-E7	LAB	T	Apr. 6	8–11:50 a.m.	No Fee
NC 1007-E8	LAB	T	Apr. 6	12:50–4:40 p.m.	No Fee

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

NC 1007-E9	LAB	F	May 7	8–11:50 a.m.	No Fee
NC 1007-E10	LAB	F	May 7	12:50–4:40 p.m.	No Fee

**Instructor: Wm. D. Price**  
**Type of class/Location: REMOTE/HHSA**

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](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.

**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	Feb. 28	8:30 a.m.–12:20 p.m.	No Fee
NC 1039-71	LAB	Sun	Feb. 28	1:30–5:20 p.m.	No Fee

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

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## Career and Professional Development

### Make Extra Income as a Wholesale Auto Dealer from Home

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

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

CS 257-60 MT Feb. 22–23 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 Sat Feb. 27 10 a.m.–12 p.m. Fee: \$45  
**Type of class: REMOTE**

### Booting Up for Big Bucks! Over 120 Work-From-Home Business Ideas!

The Internet has enabled people to run a business with low startup costs and high profitability. From information brokers, to freelancers, to eBay sellers, people have used their computers to build their fortunes. This class presents more than 120 high-demand businesses that can be completely run from your home computer. These computer-based businesses may utilize skills you already have, skills that are easily attained, or skills requiring formal training. This class will cover how to create different types of businesses using easy methods for bookkeeping and taxes, to make sense of the legal “mumbo-jumbo” (sales taxes, business licensure, and business structure), to make a profit-boosting website, and to find FREE resources that can give you a leg up!

**Instructor: Nancy Miller, 3 hours.**

CS 278-60 T Feb. 9 6–9 p.m. Fee: \$39  
**Type of class: REMOTE**  
**\$30 materials fee paid at time of registration.**

### Podcasting for Profit

Have you ever wanted to be a DJ or the host of a radio show? Would you like to be paid to host your own show? Now you can, by setting up your own Podcasting program! This course explains and demonstrates how to set up an audio podcast and monetize it including the equipment and software necessary, the procedures for creating and broadcasting, and over a dozen ways to make money with your podcasts – all for FREE!

**Instructor: Mike Rounds, 3 hours.**

CS 325-60 T Feb. 2 6–9 p.m. Fee: \$39  
**Type of class: REMOTE**  
**\$30 materials fee paid at time of registration.**



## Have you considered becoming a **Child Visitation Monitor**?

**Did you know the average starting salary for a monitor is \$35–\$60 per hour?** Register today for our training course where you will learn how to make a difference by providing a safe and comfortable environment for families and their children to be in contact.



### 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 \$35–\$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. You will receive the necessary forms to register with the San Diego Superior Court and begin working as a professional Child Visitation Monitor. 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 Sat Feb. 6–27 8:30 a.m.–4:30 p.m. Fee: \$295  
**No Class: 2/13**  
**Type of class: REMOTE**  
**\$60 materials fee paid at time of registration.**

CS 326-51 Sat May 1–15 8:30 a.m.–4:30 p.m. Fee: \$295  
**Type of class: REMOTE**  
**\$60 materials fee paid at time of registration.**

### Introduction to Vectorworks

Vectorworks Fundamentals is a premier drawing and modeling tool, with the flexibility you need to design anything you can imagine. This course provides students interested in careers in landscape, lighting, and architectural design with hands-on training in Vectorworks Fundamentals that will empower you to bring your imagination to life!

**Instructor: Dennis Selder**, 12 hours.

CS 327-60 TW Mar. 2–17 6–8 p.m. Fee: \$250  
**Type of class: REMOTE**  
**\*\*Limited to 18 students\*\***

### 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 Th Mar. 4 6–9 p.m. Fee: \$30  
**Type of class: REMOTE**

## Self-Improvement

### Build Your Own Website in Minutes for FREE!

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

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

CS 279-60 Th Feb. 4 6–9 pm. Fee: \$39  
**Type of class: REMOTE**  
**\$30 materials fee paid at time of registration.**

### 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 Mar 6 10 a.m.–12 p.m. Fee: \$10  
**Type of class: REMOTE**  
 CS 288-51 Sat Mar 20 10 a.m.–12 p.m. Fee: \$10  
**Type of class: REMOTE**



*Vectorworks is a versatile software that provides extensive 2D drafting and 3D modeling for architectural advanced design.*  
**Did you know the average cost of Vectorworks training in most places is \$650? Save \$400 when taking it with SWC Continuing Education.**

# ed2go Via the Internet

**ed2go Online Classes start:** January 13, February 10, March 17, April 14, May 12

- 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)



# 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!**

## 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 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 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.

### **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**

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

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

### **Physical Therapy Aide**

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

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

### **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 | \$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>



*Making  
Good  
Happen*



# STEPPING STONES TO SUCCESS IN THE WORKPLACE

## COURSE DESCRIPTION

Provides students with disabilities an overview of how to develop necessary soft skills for the workplace.

Introduces communication, attitude, problem solving skills, and critical thinking techniques to prepare individuals for general workplace expectations.

## COURSE DETAILS

**COURSE:** NC-103  
**DATES:** February 4 - May 27  
**DAY:** Thursdays  
**TIME:** 9:00 am - 10:50 am  
**Type of Class:** REMOTE (Zoom)  
**INSTRUCTOR:** Shawn Fiala  
sfiala@swccd.edu

## LEARN HOW TO GET AND KEEP A JOB

- Online one-on-one Career Advisor appointments
- Virtual Workshops
- Learn to job search like a pro and get noticed
- Find the right job for you
- Create a winning résumé
- Communicate effectively
- Interview with confidence
- Learn how to follow up after an interview

Students who complete this course will receive a Job Readiness Certificate provided by Southwestern Community College and Goodwill Industries of San Diego County.

**Register Now!**

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

[sdgoodwill.org](http://sdgoodwill.org)



## 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?

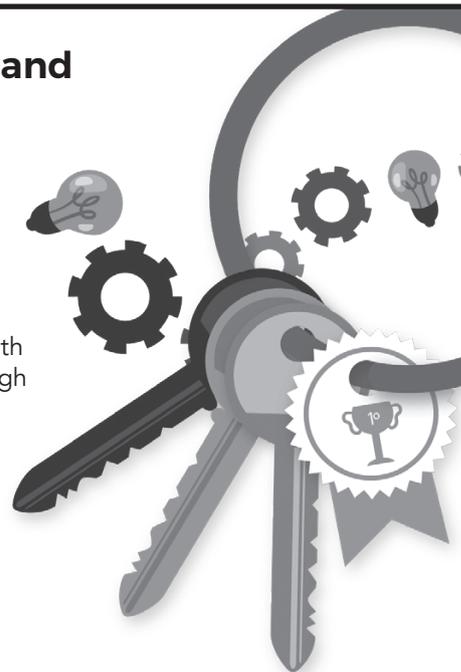
Eligible, enrolled Noncredit students can attend an orientation and meet with a counselor to explore education opportunities and services available through Southwestern College.

**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*



**SOUTH BAY**  
ADULT EDUCATION

## YOU CAN ACHIEVE YOUR GOALS WE'RE HERE TO HELP

**Chula Vista Adult School**  
(619) 796-7000

**National City Adult School**  
(619) 336-9400

**Coronado Adult School**  
(619) 522-8911

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

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

**Southwestern College  
Continuing Education**  
(619) 482-6376

**CONTACT  
US NOW!**



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



# Registered Nurse First Assistant- **RNFA** Program



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

**National Standards:** 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

**MAP LEGEND**

UPDATED 12/10/19

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

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



**SOUTHWESTERN COLLEGE**  
 Download this map at: [www.swccd.edu/cvmap](http://www.swccd.edu/cvmap)

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

<p><b>MAP LOC. SCHOOL/DEPARTMENT: BLDG-ROOM</b></p> <p>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              D6 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</p>	<p>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 &amp; 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              D6 Disability Support Services: 68-108              D7 Dreamer Center: 26-120              D7 DSS High Tech Center: 26              C4 Employee Equity, Inclusion &amp; Professional Development: 64-242              C6 EOPS: 68-203</p>	<p>C6 Evaluations: 68-104              F7 Facilities, Operations and Planning: 46C-102              C6 Financial Aid: 68-104              F6 Financial Services: 46A              B6 Foundation: 12-103              E5 Grounds: 48C              C5 Health Services/Campus Nurse: 67A              B3 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</p>	<p>Humanities: 28-107              Facilities Learning Communities: 61A              C4 Learning Resource Center: 64              C8 Library: 64              E5 Lost and Found: 22              E5 Maintenance: 48A              D4 Math Center: 60-110              D4 Mathematics, Science &amp; Engineering: 60-125              B5 Mayan Hall: 86A              C5 Meditation Space: 66A              D4 MESA Center: 60-101              C4 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</p>	<p>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              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              C6 Veterans' Resource Center: 18A-101              F5 Warehouse/Receiving: 48B              B3 Wellness &amp; 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</p>
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