



Southwestern College Continuing Education *Summer 2020*

Courses offered remotely!

**FREE
Noncredit certificates inside!**

Featuring:

Entry Level ESL Certificate, pg. 6
Tax Preparation/Income Tax Certificate, pg. 5
Customer Service Certificate, pg. 5

Spread the word about Southwestern College by sharing our schedule with others.
To request this schedule in alternate media, please call 619-482-6512 or TTY 619-482-6470

**For more information visit:
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 (SWC) Continuing Education Department, we are committed to empowering and strengthening you, our diverse community, 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.

This summer, due to Covid-19, Southwestern College is practicing social distancing with both instruction and campus services being offered remotely (online). Face-to-face courses have been converted to remote (online) instruction for the Summer and Fall semesters.

From the safety of your own home or anywhere that you may be, you can earn a Certificate of Completion for Tax Preparation/Income Tax, Basic ESL, or one for Customer Service Series Completion. You can learn new computer skills, Tai Chi, or how to use your foreign degree in the United States.

In addition to our noncredit offerings, you'll find our popular Fee-Based courses such as Retirement Planning and Make Extra Income as a Wholesale Auto Dealer from Home. You may also be interested in My Street Money™ – The Real Persons Guide to Creating Financial Peace and Security for You and Your Family. Please also take a look at our online Ed2go course offerings.

To those of you who are familiar with our course offering locations, and to those who have supported us through the years—we hope to see you soon.

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

Fee-Based Courses

- Make Extra Income as a Wholesale Auto Dealer from Home
- Voice-Overs...Now is Your Time!
- Online Ed2Go Courses
- Child Visitation Monitor Training Course

Noncredit Courses

- Basic ESL
- Customer Service Training
- Tax Preparation/Income Tax
- Using Your Foreign Degree in the United States
- Computer Skills Training

www.swccd.edu/continuinged

For registration information, call Continuing Education at 619-482-6376

Southwestern College **Continuing Education**

Continuing Education provides students with extended studies designed to support professional advancement and personal success. Day, evening, and weekend classes are conveniently held at the Chula Vista campus, as well as at off-campus locations throughout South County. Many are tuition-free, while others require a nominal fee. There are no transcripts or grades. New classes are always being added. For an up-to-date listing of classes, visit the Noncredit section of the Southwestern College website: www.swccd.edu/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 May 14, 2019

Governing Board of the Southwestern Community College District

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August 2020–May 2021

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The SOUTHWESTERN COLLEGE SCHEDULE (USPS #024423) is published six times a year in November, January, March, April, May, and July by offices of Publications and Continuing Education at Southwestern College, 900 Otay Lakes Road, Chula Vista, CA 91910-7299. Periodicals Postage Paid at Chula Vista, California. Volume 14, Issue Number 4, May 2020, Southwestern College Schedule. POSTMASTER: Send address changes to Southwestern College Schedule, 900 Otay Lakes Road, Chula Vista CA 91910-7299.

For registration information, call Continuing Education at 619-482-6376

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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.

How to Register

Online application and registration is now required for all tuition-free noncredit classes as well as our low-cost Community Service/Fee-Based classes.

Noncredit Registration

1. Before applying to college you must first have an OpenCCC account. The OpenCCC single sign-in account allows you to access the online services of the California Community Colleges. To begin your application visit: <https://openccccapply.net/ccapply-welcome?cccMisCode=091&nonCredit=true> (*new students must complete an application online; returning students must update an application online*)
2. After you have completed (or updated) your application online you will receive an email within 24-48 hours with steps to activate your MySWC Account.
3. Once you have activated your MySWC account, you will have access to your student SWC email as well as other campus links.
4. Once your account is set up, you are ready to register for classes. Register for classes online through WebAdvisor at webadvisor.swccd.edu.
5. Course numbers for noncredit classes start with "NC."

Southwestern College is practicing social distancing to slow the spread of the COVID-19 virus. During this time, Summer and Fall classes will be offered through remote (online) instruction only. Students are served on a first-come, first-served basis so apply as soon as possible. Each course must meet a minimum-enrollment requirement in order to be offered. Be certain to attend the first day of class to reserve your space.

Questions regarding Noncredit Courses can be emailed to continuing@swccd.edu.

Community Service/Fee-based Class Registration

Community Service/Fee-based classes and programs are designated and authorized under Title 5. These programs support and promote life-long learning, and bring to the classroom the expertise of industry-specific professionals who introduce our students to a new professional field or enhance our students' skills already in that field. Classes are offered based on community interest and availability of instructors. Each course must meet a minimum-enrollment requirement in order to be offered. These programs are supported by a fee paid by participants. Course fees range from \$10.00 to \$295.00.

Course numbers for community service/fee-based classes start with "CS."

Southwestern College is practicing social distancing to slow the spread of the COVID-19 virus. During this time, Summer and Fall classes will be offered through remote (online) instruction only. Students are served on a first-come, first-served basis so apply as soon as possible. Each course must meet a minimum-enrollment requirement in order to be offered. Be certain to attend the first day of class to reserve your space.

Click <https://registration.xenegrade.com/swccd/search.cfm> to register.

Questions regarding Fee Classes can be emailed to customizedtraining@swccd.edu.

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, 619-482-6376.

Registration Information

Online application and registration is now required for all tuition-free noncredit classes as well as our low-cost Community Service/Fee-Based classes.

Noncredit Registration

1. Before applying (new students must complete an application online; returning students must update an application online) at <https://opencccapply.net/cccapply-welcome?cccMisCode=091&nonCredit=true>
2. After you have completed (or updated) your application online you will receive an email within 24-48 hours with step, to activate your MySWC Account.
3. Once you have activated your MySWC account, you will have access to your student SWC email as well as other campus links.
4. Once your account is set up, you are ready to register for classes. Register for classes online through WebAdvisor at webadvisor.swccd.edu
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Questions regarding Noncredit Courses can be emailed to continuing@swccd.edu.

Community Service/Fee-based Class Registration

Community Service/Fee-based classes and programs are designated and authorized under Title 5. These programs support and promote life-long learning, and bring to the classroom the expertise of industry-specific professionals who introduce our students to a new professional field or enhance our students' skills already in that field. Classes are offered based on community interest and availability of instructors. Each course must meet a minimum-enrollment requirement in order to be offered. These programs are supported by a fee paid by participants. Course fees range from \$10.00 to \$295.00.

Course numbers for community service/fee-based classes start with "CS."

Southwestern College is practicing social distancing to slow the spread of the COVID-19 virus. During this time, Summer and Fall classes will be offered through remote (online) instruction only. Students are served on a first-come, first-served basis so apply as soon as possible. Each course must meet a minimum-enrollment requirement in order to be offered. Be certain to attend the first day of class to reserve your space.

Click <https://registration.xenegrade.com/swccd/search.cfm> to register.

Questions regarding Fee Classes can be emailed to customizedtraining@swccd.edu.

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. You may call Continuing Education to confirm your registration at 619-482-6376.

Certificate of Completion

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

A materials fee is required in a few Noncredit and Fee-Based classes. Please be prepared to pay these fees at the time of registration. Cash, check, or credit card payments are accepted. Payment will not be accepted in class.

Instructor, Class, or Location Change

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

Parking Information

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

Daily permits allow the purchaser 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 spaces 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 website for current information, as well as for any special rules or requirements imposed.

Campus Student ID Cards

New students need to provide their SWC ID number and present a government-issued photo ID or previous high school ID when requesting a SWC ID at any campus. Former students can still use the same ID card originally issued.

Photo ID

The Campus Photo ID is the preferred source of identification when setting up campus lab accounts and for all Admissions and Records transactions. It is required for the following services:

- Returns and Buyback for the Bookstore
- Check or credit card purchases in the Bookstore
- Library materials check out
- Discount tickets and coupons
- Labs on campus
- Cafeteria
- Scholarships. EOPS and all Special Programs at the Bookstore
- Scholarships
- Calculator rentals
- Pay for printing

Continuing Education **CERTIFICATES**

Customer Service Superior Service Series

Complete three of the free classes below and receive a Certificate of Series 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-E1 W July 1 9 a.m.-3:50 p.m. No Fee
Location: ONL

NC 1002-E2 W Aug. 5 9 a.m.-3:50 p.m. No Fee
Location: ONL

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-E1 M June 29 9 a.m.-3:50 p.m. No Fee
Location: ONL

NC 1069-E2 M Aug. 3 9 a.m.-3:50 p.m. No Fee
Location: ONL

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-E1 M July 6 9 a.m.-3:50 p.m. No Fee
Location: ONL

NC 1003-E2 Th Aug. 6 9 a.m.-3:50 p.m. No Fee
Location: ONL

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

Instructor: D. Yager, 30.1 hours.

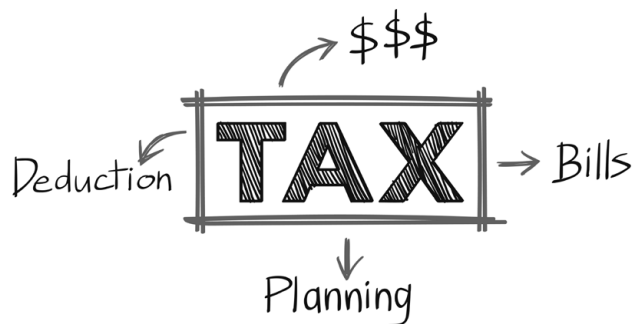
NC 113-60 MW June 15–July 6 5:30–9:35 p.m. No Fee
Location: ONL

Tax Preparation/Income Tax Course II

Introduces Part II of a comprehensive 60 hour program that covers everything students need to know to prepare correct tax returns. Emphasizes how a student will learn a marketable skill that will enable him/her to prepare taxes for other people and earn extra income. Successful completion enables the student to receive a Certificate of Completion that will make them eligible to become a registered tax preparer in the State of California. Required text: available at the Bookstore, to be purchased by the first day of class.

Instructor: D. Yager, 30.1 hours.

NC 114-60 MW July 13–Aug. 3 5:30–9:35 p.m. No Fee
Location: ONL



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.

Instructor: C. De Abreu 31.2 hours.

NC 108-01 MTWTh June 6–25 8:30–10:50 a.m. No Fee
Location: ONL

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. 31.2-31.9 hours.

NC 109-01 MTWTh June 29–July 16 8-10:35 a.m. No Fee
No Class: 7/2
Instructor: C. De Abreu
Location: ONL

NC 109-E1 MW June 15–July 27 1:30–3:40 p.m. No Fee
Instructor: N. Bartels
Location: ONL

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: M. Alca, 31.2 hours.

NC 110-02 MTWTh July 20–Aug. 6 8:30–10:50 a.m. No Fee
Location: ONL

Career and Personal Development

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-E1 W July 29 2–4:50 p.m. No Fee
Location: ONL



Computers

Introduction to Computers

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

NC 1051-01 TTh June 9–16 9–10:50 a.m. No Fee
Instructor: N. Bartels
Location: ONL

NC 1051-E1 TTh June 9–16 11:30 a.m.–1:20 p.m. No Fee
Instructor: N. Bartels
Location: ONL

NC 1051-E2 TTh July 21–28 2:30–4:20 p.m. No Fee
Instructor: A. Rodriguez
Location: ONL

Introduction to Microsoft Word

Provides students with the basic skills that are necessary to create, edit, enhance, and save standard documents using Microsoft Word. 12 hours.



NC 198-01 TTh June 18–July 9 9–10:50 a.m. No Fee
No Class: 7/2
Instructor: N. Bartels
Location: ONL

NC 198-E1 TTh June 18–July 9 11:30 a.m.–1:20 p.m. No Fee
No Class: 7/2
Instructor: N. Bartels
Location: ONL

NC 198-E2 TTh June 23–July 14 2:30–4:20 p.m. No Fee
No Class: 7/2
Instructor: A. Rodriguez
Location: ONL

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. 12 hours.
****Students are required to use a USB Flash drive to save and store class assignments****

NC 24-01 TTh July 14–30 9–11:50 a.m. No Fee
Instructor: N. Bartels
Location: ONL

NC 24-E1 TTh July 14–30 11:30 a.m.–1:20 p.m. No Fee
Instructor: N. Bartels
Location: ONL

Disability Support Services

Occupational Opportunities

Provides students with disabilities an overview of how to develop and pursue various employment goals. Introduces the emerging occupations based on the current labor market. Exposes students to job readiness tools and approaches to meet the psychological, social, and intellectual demands of employment.

Instructor: S. Fiala, 48 hours.

NC 102-01 MW June 10–Aug. 5 12–2:30 p.m. No Fee
Location: ONL

Enrollment 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 MW June 8–July 29 10–11:50 a.m. No Fee
Location: ONL

Enrollment is limited to 15 students



English as A Second Language

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: M. Alca, 18 hours.

NC 221-01 MW June 8–Aug. 5 11–11:50 a.m. No Fee
Location: ONL

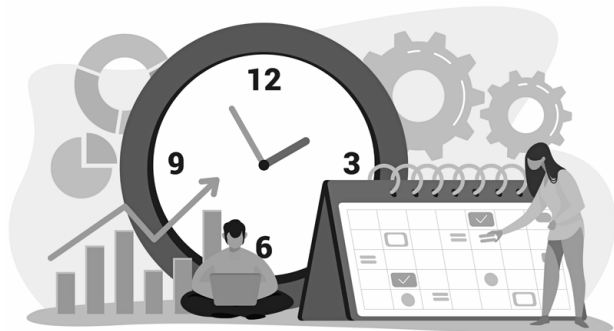
Conversation Skills and American Culture Through Songs, Movies, and Other Media

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

Instructor: C. De Abreu, 23.8 hours.

NC 222-01 TTh June 8–Aug. 6 11 a.m.–12:10 p.m. No Fee
No Class: 7/2
Location: ONL

Self-Improvement



Organize Your Life and Have More Time for Fun

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

Instructor: J. Acosta, 12 hours.

NC 1015-E1 F June 12–26 9 a.m.–12:50 p.m. No Fee
Location: ONL

Community Resources for Older Adults

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

Instructor: J. Acosta, 8 hours.

NC 1050-E1 Sat June 13–20 9 a.m.–12:50 p.m. No Fee
Location: ONL

Retirement Living

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

Instructor: J. Acosta, 12 hours.

NC 38-E1 F July 17–31 9 a.m.–12:50 p.m. No Fee
Location: ONL

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, 20 hours.

NC 6-60 TTh July 14–Aug. 6 7–9:15 p.m. No Fee
Location: ONL

Please be sure to use a mat and two pillows for class. You are encouraged to invite a partner—partners must also register for this class.

Recommended for students who are close to their due date.

Art, Music, and Crafts

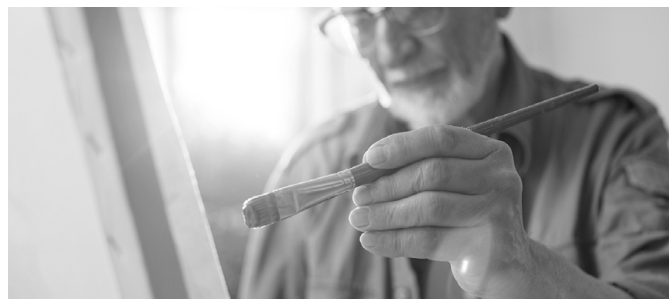
Art Therapy

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 1053-80 W June 24–July 29 11 a.m.–12:50 p.m. No Fee
Location: ONL

NC 1053-E6 F June 12–July 17 10–11:50 a.m. No Fee
Location: ONL



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 MT June 8–Aug. 4 4–7:50 p.m. No Fee
Location: ONL

Introduction to Mariachi Performance I

Provides older adults the opportunity to perform simple mariachi music in a beginning-level ensemble. Emphasizes learning to play mariachi instruments (violin, trumpet, guitar, vihuela, guitarron, flute, voice) in the proper style, reading music, and playing well as part of a group.

Instructor: J. Nevin, 72 hours

NC 87-60 MTWTh June 8–July 29 6–8:10 p.m. No Fee
No Class: 7/2
Location: ONL

Concert Band I

Provides the opportunity for older adult woodwind, brass and percussion instrumentalists to perform in a beginning-level concert band. Explores various styles of band literature including classical, contemporary, popular, and new music compositions.

Instructor: D. Nevin, 72 hours.

NC 3080-60 M June 8–Aug. 3 6–9:50 p.m. No Fee
 TTh June 8–Aug. 3 3–5:10 p.m.
No Class: 7/2
Location: ONL

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 June 16–Aug. 6 1:20–5:50 p.m. No Fee
No Class: 7/2
Location: ONL

Wellness and Fitness

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 June 9–Aug. 6 8:30–10:20 a.m. No Fee
No Class: 7/2
Location: ONL

NC 34-E2 TTh June 9–Aug. 6 11 a.m.–12:50 p.m. No Fee
No Class: 7/2
Location: ONL

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, 23.4–24 hours.

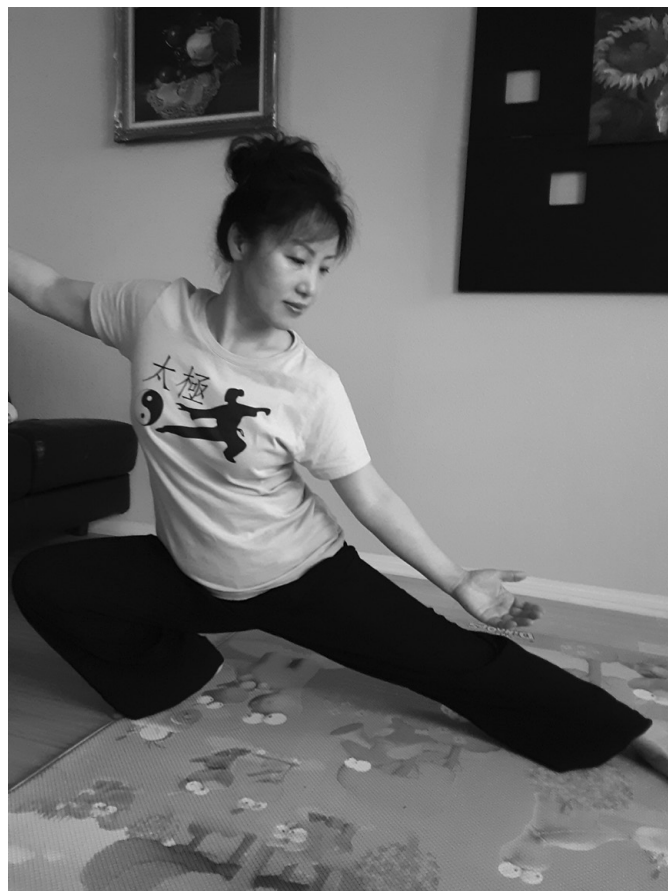
NC 32-01 TTh June 9–Aug. 4 4:30–5:45 p.m. No Fee
No Class: 7/2
Location: ONL

NC 32-80 MTh June 15–July 30 11 a.m.–12:30 p.m. No Fee
No Class: 7/2
Location: ONL

NC 32-E1 MTh June 8–Aug. 3 2–3:15 p.m. No Fee
No Class: 7/2
Location: ONL

NC 32-E2 TSat June 9–Aug. 1 9–10:15 a.m. No Fee
 NC 32-E3 TSat June 9–Aug. 1 10:45 a.m.–12 p.m. No Fee
Location: ONL

NC 32-E4 MTh June 8–Aug. 3 8:30–9:45 a.m. No Fee
No Class: 7/2
Location: ONL



Crown Cove Aquatic Center **CCAC**

5000 Highway 75, Coronado, CA 92118

Located at the Silver Strand State Beach

Directions found at: <http://www.swccd.edu/crowncove>

To register for classes listed below call

CCAC's Community CPR & First Aid Program Office at 619-429-1669.



Pediatric Safety and CPR

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

Instructor: J. Araiza, 8 hours.

NC 1022-E1 Sat July 11 8:30 a.m.–4:40 p.m. No Fee

NC 1022-E2 Sat Aug. 1 8:30 a.m.–4:40 p.m. No Fee

Location: ONL/CCAC

Required textbook: **Heartsaver Pediatric First Aid CPR AED (2015)** (Available onsite at CCAC for \$5). Successful completion of a written and psychomotor test is required to receive course completion certificate. American Heart Association (AHA) course completion certificate is \$30. As per the new AHA guidelines all cards will be submitted in electronic format, students **must** provide an accurate email address to obtain course completion certifications.

Basic First Aid and Adult CPR

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

NC 40-E2 Sat July 25 8:30 a.m.–4:40 p.m. No Fee

Instructor: D. Hawley

Location: ONL/CCAC

NC 40-E3 Th June 18 8 a.m.–4:10 p.m. No Fee

NC 40-E4 Th July 16 8 a.m.–4:10 p.m. No Fee

Instructor: D. Hawley

Location: ONL/CCAC

NC 40-E6 Th July 9 8 a.m.–4:0 p.m. No Fee

NC 40-E7 M Aug. 3 8 a.m.–4:10 p.m. No Fee

Instructor: W. Price

Location: ONL/CCAC

Required textbook: **Heartsaver First Aid CPR AED (2015)** (Available onsite at CCAC for \$5). 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.

CPR for the Healthcare Provider

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

NC 1007-E1 Sat June 20 8:30 a.m.–5:40 p.m. No Fee
Instructor: M. Smith
Location: ONL/CCAC

NC 1007-E2 Sat July 18 8:30 a.m.–5:40 p.m. No Fee
Instructor: D. Hawley
Location: ONL/CCAC

NC 1007-E4 F July 10 8 a.m.–4:10 p.m. No Fee
 NC 1007-E5 T Aug. 4 8 a.m.–4:10 p.m. No Fee
Instructor: W. Price
Location: ONL/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 book: **BLS Provider Manual 2015, (available at CCAC for \$10)**. American Heart Association (AHA) course completion certificate is \$30. As per the new AHA guidelines all cards will be submitted in electronic format, students **must** provide an accurate email address to obtain course completion certifications. Follows the guidelines of the AHA.

Basic Life Support (BLS) Instructor

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

Instructor: B. Burdick, 16 hours.

Student must register at least 2 weeks prior to the start of the class.

NC 1039-E1 SatSun June 27–28 8:30 a.m.–4:40 p.m. No Fee
Location: ONL/CCAC

First Aid for Public Safety Personnel-Title 22

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

Instructor: W. Price, 16 hours.

NC 15-E1 MTWTh July 13–16 5:30–9:20 p.m. No Fee
Location: ONL/CCAC

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.

Oxygen Administration for the Professional Rescuer

Provides the student with the knowledge and skills necessary to provide care to victims of respiratory emergencies, by using breathing devices such as; suction, oral and airway adjuncts, resuscitation masks, bag-valve-masks, and supplemental oxygen. Follows both the American Red Cross (ARC) and the National Safety Council (Green Cross) guidelines.

Instructor: W. Price, 3 hours.

NC 1014-E1 Th July 9 5:30–8:30 p.m. No Fee
Location: ONL/CCAC

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.

Lifeguard Training

Provides students with skills and information which will help them effectively prevent, recognize, and respond to aquatic emergencies including in-and-out of the water skills, CPR for professional rescuer, first aid, open water experience, and cardiovascular and swim conditioning elements. Certifications include American Red Cross Lifeguard Training (Including First Aid and CPR/PRO).

Instructor: W. Price, 36 hours.

NC 70-E1 Sat July 11 8:30 a.m.–4:40 p.m. No Fee (SWC Aquatic Complex)
 Sun July 12 8:30 a.m.–4:40 p.m. (CCAC)
 F July 17 5:30–9:20 p.m. (CCAC)
 Sat July 18 8:30 a.m.–4:40 p.m. (SWC Aquatic Complex)
 Sun July 19 8:30 a.m.–4:40 p.m. (SWC Aquatic Complex)

Location: ONL/SWC Chula Vista Campus, Aquatic Complex and CCCA

As per the new Red Cross guidelines all cards will be submitted in electronic format, students **must** provide an accurate email address to obtain course completion certifications.

Fee-Based CLASSES

All Fee-Based Classes held through Remote Instruction

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 June 15-16 6-9:30 p.m. Fee: \$85
Location: ONL
\$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 June 18 6:30-8:30 p.m. Fee: \$45
Location: ONL

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 July 16 6-9 p.m. Fee: \$30
Location: ONL

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 TWTh July 7-9 8:30 a.m.-4:30 p.m. Fee: \$295
Location: ONL
\$60 materials fee paid at time of registration.

Financial Planning

My Street Money™ - The Real Persons Guide to Creating Financial Peace and Security for You and Your Family

Are you ready for a commonsense, down-to-earth guide to using money to help create the secure and happy life you want? The MY STREET MONEY course will help you envision a life of financial confidence and abundance by helping you build a step-by-step financial plan to help you reach your most precious life goals. You will learn to create your own version of the American dream. From money basics on how to earn it, save it, protect and invest it to discovering your own powerful and personal reasons for creating the secure and abundant future you desire and deserve. Real-time money answers from real people and for real people. Classes taught in English. Answers can be in both English and Spanish. Clases en ingles. Respuestas a preguntas en ambos idiomas.

Instructor: Daniel Guillen, 6 hours.

CS 322-50 Sat June 13 9 a.m.–3 p.m. Fee: \$49
Location: ONL

CS 322-60 T June 9–16 6:30–9:30 p.m. Fee: \$49
Location: ONL
**You may have a guest, at no charge, to any class listed above.
 Name must be provided at time of registration*



Self-Improvement

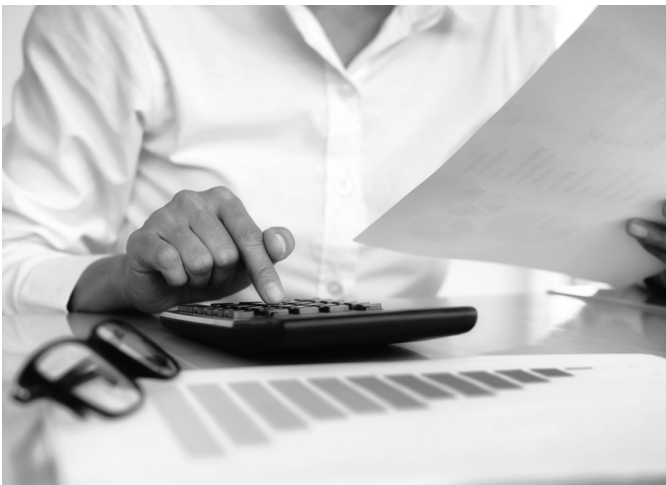
Making the Most of Social Security

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 July 11 10 a.m.–12 p.m. Fee: \$10
Location: ONL

CS 288-51 Sat July 25 10 a.m.–12 p.m. Fee: \$10
Location: ONL



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?

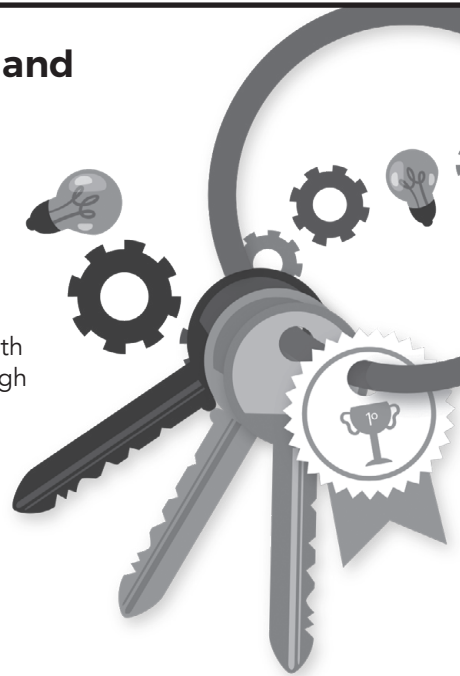
Eligible, enrolled Noncredit students can attend an orientation and meet with a counselor to explore education opportunities and services available through Southwestern College.

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

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

Y.E.S. Academy *presents*

SAT Prep Boot Camp **Online, Web-Based Instruction** **July 6–9, 2020**

In partnership with the University of California San Diego, this innovative and sophisticated SAT® Prep Course is designed for the student whose busy lifestyle demands efficient prep in a condensed amount of time by focusing on the test topics that impact their score the most. The instructor will help students to score higher on the SAT® with exclusive test-taking tactics specifically designed to increase scores. By the end of the course, students will be able to test confidently. SAT Prep Boot Camp features 16 hours of online instruction from an experienced instructor and includes the Official SAT Study Guide: 2020 Edition.

Cost: \$349

- Increase test scores
- Utilize your scores for more than just admissions, such as to apply for scholarships
- Learn the best techniques to test confidently

Register at <https://registration.xenegrade.com/swccd>

Visit <https://collegereadiness.collegeboard.org/> to see the latest testing dates tentatively scheduled to resume in August!

Let us partner with your company in
improving your “greatest investment” – your
employees and sustainable productivity.

Customized Training Program

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

- Customer Service
- English for the Workplace
- Diversity Management

In addition to these competitively priced services:

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

Contact Continuing Education at (619) 482-6376



RN First Assistant- RNFA Program

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

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

Eligibility:

RNs: Registered Nurses who qualify for the program must be 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 or email: info@NIFA.com
Jennifer Curran RN, CNOR, CRNFA Dean Parsons
RN, CNOR, RNFA

ed2go Via the Internet

ed2go Online Classes start: June 17, July 15, and August 12

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

Requirements: All courses require Internet access, e-mail, 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: \$125 per course

Cse. No. Title

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

Computers

Fee: \$120 per course

***Unless otherwise noted with asterisk**

Cse. No. Title

ETG-200	Introduction to PC Troubleshooting	\$120
ETG-204	Introduction to Microsoft Excel 2007	\$120
ETG-206	Advanced Microsoft Excel 2013	\$120
ETG-207	Introduction to Microsoft Access 2007	\$120
ETG-208	Intermediate Microsoft Access 2007	\$120
ETG-209	Introduction to Microsoft Word 2010	\$120
ETG-210	Intermediate Microsoft Word 2007	\$120
ETG-212	Introduction to Microsoft PowerPoint 2007	\$120

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-216	Introduction to Microsoft Word 2007	\$120
ETG-217	Introduction to Dreamweaver CS6	\$120
ETG-218	Keyboarding	\$120
ETG-219	Introduction to Microsoft Excel 2010	\$120
ETG-220	Introduction to Microsoft Project 2007	\$120
ETG-221	Advanced Microsoft Excel 2007	\$120
ETG-222	Introduction to PC Security	\$120
ETG-223	Introduction to Microsoft Project 2010	\$120
ETG-224	Photoshop CC for the Digital Photographer	\$120
ETG-225	Intermediate Microsoft Excel 2010	\$120
ETG-226	Introduction to Microsoft PowerPoint 2010	\$120
ETG-228	Introduction to Microsoft Access 2010	\$120
ETG-229	Intermediate Microsoft Access 2010	\$120
ETG-231	Introduction to Illustrator CS6	\$120
ETG-232	Photoshop Elements 12 for the Digital Photographer	\$120
ETG-233	Photoshop Elements 13 for the Digital Photographer	\$120
ETG-234	Introduction to Photoshop CS5	\$120
ETG-235	Introduction to InDesign CS6	\$120
ETG-236	Photoshop CC for the Digital Photographer II	\$120
ETG-239	Intermediate Photoshop CS5	\$120
ETG-241	Introduction to Database Development	\$120
ETG-242	Introduction to Networking	\$120
ETG-243	Intermediate Networking	\$120
ETG-244	Computer Skills for the Workplace	\$120
ETG-245	Intermediate Microsoft Word 2010	\$120
ETG-246	Introduction to SQL	\$120
ETG-247	Intermediate SQL	\$120
ETG-248	Intermediate Oracle	\$120
ETG-249	Introduction to C++ Programming	*\$130
ETG-253	Wireless Networking	\$120

Tech Prep and Special Interest

Fee: \$120 per course

Cse. No. Title

ETG-300	Write Fiction Like A Pro	\$120
ETG-301	The Craft of Magazine Writing	\$120
ETG-302	Beginning Writer's Workshop	\$120
ETG-303	Writing Effective Grant Proposals	\$120
ETG-304	A to Z Grant Writing	\$120
ETG-305	Instant Italian	\$120
ETG-306	GRE Preparation – Part 1 (Verbal and Analytical)	\$120
ETG-307	GRE Preparation – Part 2 (Quantitative)	\$120
ETG-308	LSAT Preparation – Part 1	\$120
ETG-309	LSAT Preparation – Part 2	\$120
ETG-310	Grammar Refresher	\$120
ETG-311	Beginning Conversational French	\$120
ETG-312	Writeriffic: Creativity Training for Writers	\$120

ETG-314	Speed Spanish	\$120
ETG-315	Grammar for ESL	\$120
ETG-316	Medical Terminology: A Word Association Approach	\$120
ETG-317	Introduction to Natural Health and Healing	\$120
ETG-318	GMAT Preparation	\$120
ETG-319	Discover Digital Photography	\$120
ETG-321	Genealogy Basics	\$120
ETG-322	Learn to Buy and Sell on eBay	\$120
ETG-323	Secrets of Better Photography	\$120
ETG-324	Conversational Japanese	\$120
ETG-325	Photographing People with your Digital Camera	\$120
ETG-326	Speed Spanish II	\$120
ETG-327	Writing Essentials	\$120
ETG-328	Twelve Steps to a Successful Job Search	\$120
ETG-329	Where Does All My Money Go?	\$120
ETG-330	Get Assertive!	\$120
ETG-331	Explore a Career as an Administrative Medical Assistant	\$120
ETG-332	Leadership	\$120
ETG-333	Interpersonal Communication	\$120
ETG-334	Personal Finance	\$120
ETG-335	Explore a Career in Medical Coding	\$120
ETG-336	Human Anatomy and Physiology	\$120
ETG-337	Keys to Effective Communication	\$120
ETG-338	Become a Veterinary Assistant	\$120
ETG-339	Become a Veterinary Assistant II: Canine Reproduction	\$120
ETG-340	Become a Veterinary Assistant III: Practical Skills	\$120
ETG-341	Introduction to Digital Scrapbooking	\$120
ETG-342	Achieving Success with Difficult People	\$120
ETG-344	Solving Classroom Discipline Problems	\$120
ETG-345	Stocks, Bonds, and Investing: Oh My!	\$120
ETG-346	Introduction to Screenwriting	\$120
ETG-348	Fundamentals of Technical Writing	\$120
ETG-349	Keys to Effective Editing	\$120
ETG-351	Handling Medical Emergencies	\$120
ETG-352	Write Your Life Story	\$120
ETG-353	Helping Elderly Parents	\$120
ETG-354	Lose Weight and Keep It Off	\$120
ETG-355	Become a Physical Therapy Aide	\$120
ETG-356	Spanish for Medical Professionals	\$120
ETG-357	Understanding Adolescents	\$120
ETG-358	Spanish in the Classroom	\$120
ETG-359	Creating a Classroom Web Site	\$120
ETG-360	Teaching Preschool: A Year of Inspiring Lessons	\$120
ETG-361	The Creative Classroom	\$120
ETG-362	Teaching Smarter With SMART Boards	\$120
ETG-363	Ready, Set, Read!	\$120
ETG-364	Teaching Students with ADHD	\$120
ETG-365	Guided Reading & Writing: Strategies for Maximum Student Achievement	\$120
ETG-366	Differentiated Instruction in the Classroom	\$120
ETG-367	Guided Reading: Strategies for the Differentiated Classroom	\$120
ETG-368	Teaching Students with Learning Disabilities	\$120
ETG-369	Teaching Students with Autism: Strategies for Success	\$120
ETG-370	Response to Intervention: Reading Strategies That Work	\$120
ETG-371	Singapore Math Strategies: Model Drawing for Grades 1-6	\$120

ETG-372	Singapore Math: Number Sense and Computational Strategies	\$120
ETG-373	Writing for Children	\$120
ETG-374	SAT/ACT Preparation – Part 1	\$120
ETG-375	SAT/ACT Preparation – Part 2	\$120
ETG-376	Introduction to Stock Options	\$120
ETG-380	Introduction to Interior Design	\$120
ETG-381	Start Your Own Edible Garden	\$120
ETG-382	Resume Writing Workshop	\$120
ETG-383	Enhancing Language Development in Childhood	\$120

Small Business

Fee: \$120 per course

Cse. No.	Title	
ETG-400	Start and Operate Your Own Home-Based Business	\$120
ETG-401	Marketing Your Business on the Internet	\$120
ETG-402	Starting a Nonprofit	\$120
ETG-403	Marketing Your Nonprofit	\$120
ETG-404	Creating a Successful Business Plan	\$120
ETG-405	Starting a Consulting Practice	\$120
ETG-406	Start Your Own Small Business	\$120
ETG-407	Introduction to Internet Writing Markets	\$120

Management and Business

Fee: \$130 per course

Cse. No.	Title	
ETG-625	Introduction to QuickBooks 2014	\$130
ETG-628	Purchasing Fundamentals	\$130
ETG-629	Project Management Fundamentals	\$130
ETG-630	Business Finance for Non-Finance Personnel	\$130
ETG-631	Administrative Assistant Fundamentals	\$130
ETG-632	Fundamentals of Supervision and Management	\$130
ETG-633	Effective Business Writing	\$130
ETG-634	Business and Marketing Writing	\$130
ETG-636	Accounting Fundamentals	\$130
ETG-637	Accounting Fundamentals II	\$130
ETG-639	Real Estate Investing	\$130
ETG-641	Building Teams That Work	\$130
ETG-643	Individual Excellence	\$130
ETG-646	Fundamentals of Supervision and Management II	\$130
ETG-647	Distribution and Logistics Management	\$130
ETG-649	Introduction to Nonprofit Management	\$130
ETG-651	Understanding the Human Resources Function	\$130
ETG-652	Administrative Assistant Applications	\$130
ETG-653	Total Quality Fundamentals	\$130
ETG-654	Project Management Applications	\$130

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.

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 | \$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 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

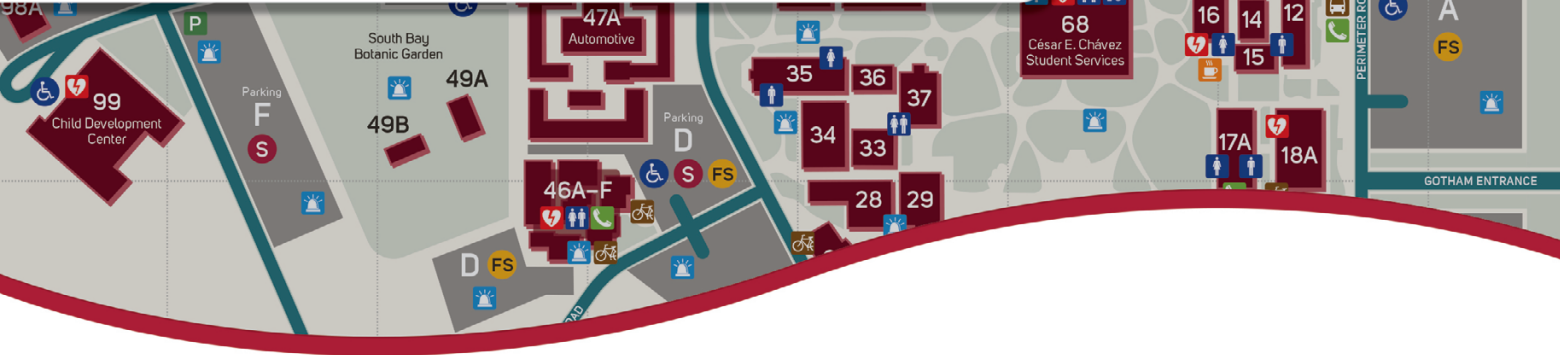
225 hours | \$1,995

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>



NEW CHULA VISTA CAMPUS RENUMBERING



Throughout our half-century history, the Chula Vista campus has grown beyond our dreams to meet the needs of the South Bay. With each new building and facility, we've had to get a little creative on how to number it.



Over the years, it's gotten a little complicated, so we've started from scratch. We've renumbered and standardized the entire Chula Vista campus to help our students, employees and visitors better find their way.

A Few Things You Should Know

-  We've implemented a two-digit building renumbering to all Chula Vista buildings. Room numbers will keep a three-digit numbering. Example: 64-101.
-  New wayfinding and signage are being installed all over the Chula Vista campus.
-  Looking for the new number to an old room? Visit www.swccd.edu/renumbering

How to Read a New Room Number



-  First, find your building number on the new map. Building numbers flow clockwise around the perimeter road.
-  New room numbers will usually flow clockwise around the building.

New Numbers to Popular Campus Buildings

- **Academic Success Center:** Building 26
- **Bookstore:** Building 56A
- **César E. Chávez Student Services Center:** Building 68
- **DeVore Stadium:** Building 71
- **Library:** Building 64
- **Math & Science Building:** Building 60
- **Mayan Hall:** Building 86A
- **Wellness & Aquatics Complex:** Building 70



Find more info on campus renumbering and download our new Chula Vista map.

www.swccd.edu/cvmap



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www.swccd.edu/continuinged

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