



Southwestern College **Continuing Education**

Fall 2020

Courses offered remotely!

**FREE
Noncredit certificates inside!**

Featuring:

- Entry Level ESL Certificate, pg. 7
- Tax Preparation/Income Tax Certificate, pg. 7
- Customer Service Certificate, pg. 6

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

Southwestern College Continuing Education

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

A Message **from the Director**

Here at Southwestern College's Continuing Education Department, we want you to know that **we are here for you.**

We are committed to empowering and strengthening you to reach your goals. Whether your goals are to gain new skills, enhance your career, or for personal growth, we offer a wide variety of new and innovative programming, accessible services, and resources that will meet your needs.

Due to Covid-19, Southwestern College is practicing social distancing; therefore, we've converted **registration, instruction and campus services** online (remote). We realize working exclusively online may be new to you, which is why **our staff is ready to assist you** in everything from applying online to registering for classes.

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 can learn new computer skills, **Tai Chi**, or **How to Use Your Foreign Degree in the United States.**

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

Noncredit Courses

- 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

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 Continuing Education 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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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

Location: ONL = ONLINE

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



Register for **Noncredit Courses** with

4 STEPS



Complete your application



Complete or update your noncredit application at www.tinyurl.com/swcopenccc or by visiting our webpage: 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**. Instructions on how to navigate through WebAdvisor are also available on our webpage.

Need help? Contact us!

Phone: (619) 482-6376

Email: continuinged@swccd.edu

www.swccd.edu/continuinged



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



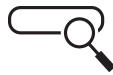
Create your account



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

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 or visit our website at 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.

Class Locations

All classes are held in a remote/online format with an exception of those offered by the Crown Cove Aquatic Center.

Parking Information

All fall class offerings will be held online and there is no need for students to purchase a parking for the fall 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 Fall 2020. This also applies for the Higher Education Centers and Continuing Education.

If you require a student ID card for a specific, verifiable reason, you must present your reasoning and justification to Jon Higa via email at jhiga@swccd.edu. 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

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 1002-86	TTh	Sept. 1 & 3	6-8:50 p.m.	No Fee
		Location: ONL		
NC 1002-E1	F	Sept. 11	9 a.m.-3:50 p.m.	No Fee
		Location: ONL		
NC 1002-E2	M	Oct. 12	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	W	Sept. 9	9 a.m.-3:50 p.m.	No Fee
		Location: ONL		
NC 1069-E2	W	Oct. 14	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	Sept. 14	9 a.m.-3:50 p.m.	No Fee
		Location: ONL		
NC 1003-86	TTh	Sept. 22 & 24	6-8:50 p.m.	No Fee
		Location: ONL		
NC 1003-E2	F	Oct. 16	9 a.m.-3:50 p.m.	No Fee
		Location: ONL		

Customer Service—Decision Making and Problem Solving

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

Instructor: S. Rosas, 6 hours.

NC 1070-E1	Th	Sept. 10 & 17	6-8:50 p.m.	No Fee
		Location: ONL		
NC 1070-60	T	Oct. 6 & 13	6-8:50 p.m.	No Fee
		Location: ONL		

Customer Service: Team Building

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

Instructor: S. Rosas, 6 hours.

NC 1074-E1	Th	Oct. 8 & 15	6-8:50 p.m.	No Fee
		Location: ONL		
NC 1074-60	T	Oct. 20 & 27	6-8:50 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 hours.

NC 113-86 MW Sept. 9–Oct. 12 6–8:50 p.m. No Fee
Location: ONL

NC 113-60 TTh Sept. 22–Oct. 22 6–8:50 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 hours.

NC 114-86 MW Oct. 14–Nov. 18 6–8:50 p.m. No Fee
No Class: 11/11
Location: ONL

NC 114-60 TTh Oct. 27–Dec. 1 6–8:50 p.m. No Fee
No Class: 11/26
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

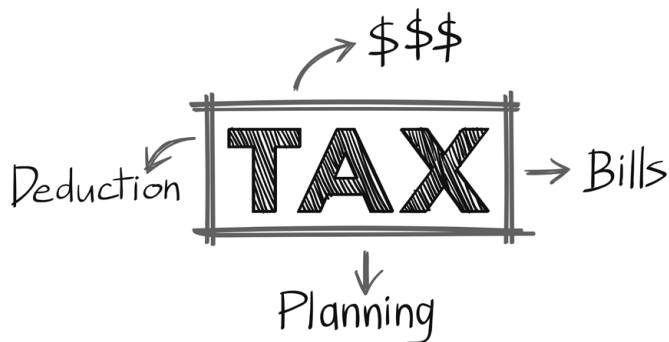
Exposes English language learners to the first of three instructional levels of ESL for academic and everyday purposes. Introduces activities at a novice-low level which encourage independent learning. Promotes control over students' ability to learn and engage in goal-directed behaviors. Increases English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

NC 108-01 MW Aug. 24–Oct. 14 9:30–11:20 a.m. No Fee
Instructor: C. Ross
Location: ONL

NC 108-E1 TTh Aug. 25–Oct. 13 12–1:50 p.m. No Fee
Instructor: N. Bartels
Location: ONL

NC 108-E5 TTh Sept. 8–Dec. 8 9–10:15 a.m. No Fee
No Class: 9/22, 9/24, 9/29, 10/01, 11/24, 11/26
Instructor: F. Piovesan
Location: ONL

NC 108-E4 TTh Oct. 27–Dec. 10 10 a.m.–12:20 p.m. No Fee
No Class: 11/24, 11/26
Instructor: C. O'Gorman
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.

32 hours.

NC 109-E4	TTh	Aug. 25-Oct. 6	1:30-3:30 p.m.	No Fee
		Instructor: C. Ross		
		Location: ONL		
NC 109-E1	MW	Aug. 24-Oct. 19	12-1:50 p.m.	No Fee
		No Class: 9/7		
		Instructor: J. Lenke		
		Location: ONL		
NC 109-01	MW	Oct. 19-Dec. 9	9:30-11:20 a.m.	No Fee
		Instructor: C. Ross		
		Location: ONL		
NC 109-E3	MW	Oct. 26-Dec. 9	10 a.m.-12:35 p.m.	No Fee
		No Class: 11/11, 11/23, 11/25		
		Instructor: J. Lenke		
		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.

32 hours.

NC 110-01	MW	Aug. 24-Oct. 7	12-2:10 p.m.	No Fee
		No Class: 9/7		
		Instructor: A. Moreno		
		Location: ONL		
NC 110-E1	MW	Oct. 21-Dec. 7	12-2:10 p.m.	No Fee
		No Class: 11/11		
		Instructor: M. Alca		
		Location: ONL		
NC 110-E3	TTh	Oct. 27-Dec. 10	10 a.m.-12:10 p.m.	No Fee
		No Class: 11/24, 11/26		
		Instructor: M. Alca		
		Location: ONL		

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. Required Student Handbook: to be purchased at the Bookstore by the first day of class.

Instructor: D. Vera, 10.5 hours.

NC 139-60	TTh	Sept. 1-10	6:30-8:55 p.m.	No Fee
		Location: ONL		
		<i>\$8 materials fee paid at the time of registration.</i>		

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. Required Student Handbook: to be purchased at the Bookstore by the first day of class.

Instructor: T. Ochoa, 30.5 hours.

NC 140-50	Sat	Sept. 12-Oct. 3	8 a.m.-3:25 p.m.	No Fee
		Location: ONL		
		<i>\$8 materials fee paid at the time of registration.</i>		

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	F	Aug. 28-Sept. 18	5:30-8:20 p.m.	No Fee
		Location: ONL		

Family Childcare Business II

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

Instructor: E. Marquez, 12 hours.

NC 1055-E1	F	Sept. 25-Oct. 16	5:30-8:20 p.m.	No Fee
		Location: ONL		

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 F Oct. 23-Nov. 13 5:30-8:20 p.m. No Fee

Location: ONL

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: E. Marquez, 12 hours.

NC 1057-E1 ThF Nov. 19-Dec. 11 5:30-7:20 p.m. No Fee

No Classes: 11/26, 11/27

Location: ONL

**Using Your Foreign Degree in the United States**

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

Instructor: D. Edwards, 3 hours.

NC 92-60 MW Sept. 15 & 17 6-7:15 p.m. No Fee

Location: ONL

NC 92-61 MW Nov. 16 & 18 6-7:15 p.m. No Fee

Location: ONL

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 90-60 TWTh Nov. 3-5 5-6:50 p.m. No Fee

Location: ONL

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 88-60 MW Oct. 26 & 28 6-7:15 p.m. No Fee

Location: ONL

Identifying and Showcasing Your Transferable Skills

Provides job seekers with information and techniques to identify viable skills from their education, work, and life experiences, and shows them how those skills relate to their current career objectives. Topics include identifying different types of skills, the traits and skills that lead to employment, how to effectively communicate traits and skills to an employer, and identifying alternative ways of showcasing those skills.

Instructor: D. Edwards, 3 hours.

NC 89-60 TTh Oct. 27 & 29 6-7:15 p.m. No Fee

Location: ONL

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: D. Edwards, 3 hours.

NC 91-60 TTh Sept. 1 & 3 6-7:15 p.m. No Fee

Location: ONL

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 1005-60 TWTh Oct. 20-Oct. 22 5-6:30 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.
Instructor: A. Rodriguez, 6 hours.

NC 1051-E2 TTh Sept. 15-22 2:30-4:20 p.m. No Fee
Location: ONL

NC 1051-E1 TTh Oct. 20-27 12-1:50 p.m. No Fee
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 198-80 MW Sept. 9-Sept. 28. 8:30-10:20 a.m. No Fee
Instructor: A. Rodriguez
Location: ONL

NC 198-E1 TTh Oct. 29-Nov. 17 12-1:50 p.m. No Fee
Instructor: N. Bartels
Location: ONL

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: M. Zahner, 3 Hours



NC 199-01 W Sept. 16 9-11:30 a.m. No Fee
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.



NC 24-50 Sat Oct. 24-Dec. 5 8:30-10:20 a.m. No Fee
No Class: 11/28
Instructor: N. Bartels
Location: ONL

NC 24-E1 TTh Nov. 19-Dec. 20 12-1:50 p.m. No Fee
No Class: 11/26
Instructor: M. Zahner
Location: ONL

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, 30 hours.

NC 103-01 W Aug. 26-Dec. 9 11 a.m.-12:50 p.m. No Fee
No Class: 11/11
Location: ONL
Seating is limited to 25 students

Building Social Skills for College

Provides students with disabilities support in developing foundational social skills. Focuses on effective communication strategies and social cognition. Based on the PEERS school-based program, and modified for use with young adult learners, this course was designed for young adults with social and communication deficits
Instructor: V. Corona, 45 hours.

NC 107-01 W Aug. 26-Dec. 9 1:30-4:20 p.m. No Fee
No Class: 11/11
Location: ONL

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: A. Engin, 24 hours.

NC 220-02 MW Oct. 19-Nov. 30 12-1:50 p.m. No Fee
No Class: 11/11
Location: ONL

Computers and Technology for ESL

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

NC 221-01 F Sept. 4-Nov. 20 9:30-10:45 a.m. No Fee
Instructor: M. Alca
Location: ONL

NC 221-85 Sat Sept. 19-Nov. 14 10:30 a.m.-12:20 p.m. No Fee
Instructor: O. Sukhanova
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. 23-24 hours.

NC 222-01 F Sept. 4-Nov. 20 11 a.m.-12:50 p.m. No Fee
Instructor: O. Sukhanova
Location: ONL

NC 222-80 MW Sept. 21-Dec. 9 1:35-2:25 p.m. No Fee
No Class: 11/11
Instructor: Y. Simpson
Location: ONL

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-E1 Sat Aug. 29-Dec. 5 8:30-11:20 a.m. No Fee
Class meets every other Saturday
No Class: 9/5, 9/19, 10/3, 10/17, 10/31, 11/14, 11/28
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 Sat Sept. 5-Sept. 19 9 a.m.-12:50 p.m. No Fee
Location: ONL

NC 1015-E2 W Sept. 23-Oct. 14 9-11:50 a.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, 6 hours.

NC 1050-E1 Sat Oct. 31-Nov. 7 9 a.m.-12:50 p.m. No Fee
Location: ONL

NC 1050-E2 W Nov. 4-Nov. 18 9 a.m.-12:50 p.m. No Fee
No Class: 11/11
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 6-50 Sat Oct. 31-Nov. 7 9:30 a.m.-2:20 p.m. No Fee

NC 6-61 TTh Nov. 5-Dec. 3 7-9:15 p.m. No Fee
No Class: 11/26
Location: ONL

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 1053-80 F Sept. 11-Oct. 16 12-1:50 p.m. No Fee
Location: ONL

NC 1053-E7 Sat Oct. 17-Nov. 21 10-11:50 a.m. No Fee
Location: ONL

NC 1053-E11Th Oct. 22-Dec. 3 10:30 a.m.-12:20 p.m. No Fee
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 Aug. 25-Dec. 10 1:30-3:35 p.m. No Fee
No Class: 11/26
Location: ONL

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 32-60 T Aug. 25-Dec. 8 4:30-5:45 p.m. No Fee
Location: ONL

NC 32-62 Th Aug. 27-Dec. 10 4:30-5:50 p.m. No Fee
No Class: 11/26
Location: ONL

NC 32-81 Th Aug. 27-Dec. 10 10:30-11:50 a.m. No Fee
No Class: 11/26
Location: ONL

NC 32-E1 Th Aug. 27-Dec. 10 2-3:20 p.m. No Fee
No Class: 11/26
Location: ONL

NC 32-80 Sat Aug. 29-Dec. 5 8-9:25 a.m. No Fee
No Class: 11/28
Location: ONL

NC 32-E2 Sat Aug. 29-Dec. 5 10-11:25 a.m. No Fee
No Class: 11/28
Location: ONL

NC 32-E3 Sat Aug. 29-Dec. 5 11:40 a.m.-1:05 p.m. No Fee
No Class: 11/28
Location: ONL

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-E4 TTh Oct. 27-Dec. 8 11 a.m.-1:30 p.m. No Fee
No Class: 11/26
Location: ONL

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.

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	Sept. 5	8:30 a.m.–12:20 p.m.	No Fee
NC 1022-71	LAB	Sat	Sept. 5	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	Oct. 3	8:30 a.m.–12:20 p.m.	No Fee
NC 1022-73	LAB	Sat	Oct. 3	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	Dec. 5	8:30 a.m.–12:20 p.m.	No Fee
NC 1022-75	LAB	Sat	Dec. 5	1:30–5:20 p.m.	No Fee

Location: ONL/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	Aug. 29	8:30–11:20 a.m.	No Fee
NC 40-71	LAB	Sat	Aug. 29	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	Sept. 19	8:30–11:20 a.m.	No Fee
NC 40-73	LAB	Sat	Sept. 19	12:30–3:20 p.m.	No Fee

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

NC 40-74	LAB	Sat	Oct. 10	8:30–11:20 a.m.	No Fee
NC 40-75	LAB	Sat	Oct. 10	12:30–3:20 p.m.	No Fee

Instructor: D. Hawley
Location: ONL/HECNC

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

NC 40-76	LAB	Sat	Oct. 24	8:30–11:20 a.m.	No Fee
NC 40-77	LAB	Sat	Oct. 24	12:30–3:20 p.m.	No Fee

Instructor: B. Burdick
Location: ONL/HECNC

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

NC 40-78	LAB	Sat	Nov. 14	8:30–11:20 a.m.	No Fee
NC 40-79	LAB	Sat	Nov. 14	12:30–3:20 p.m.	No Fee

Instructor: D. Hawley
Location: ONL/HECNC

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

NC 40-E1	LAB	Th	Aug. 27	8–10:50 a.m.	No Fee
NC 40-E2	LAB	Th	Aug. 27	12–2:50 p.m.	No Fee

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

NC 40-E3	LAB	Th	Sept. 17	8–10:50 a.m.	No Fee
NC 40-E4	LAB	Th	Sept. 17	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	Oct. 15	8–10:50 a.m.	No Fee
NC 40-E6	LAB	Th	Oct. 15	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	Nov. 19	8–10:50 a.m.	No Fee
NC 40-E8	LAB	Th	Nov. 19	12–2:50 p.m.	No Fee

Instructor: D. Hawley
Location: ONL/CVPW

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

(Available online at [**https://shopcpr.heart.org/heart-saver-first-aid-cpr-aed-online](https://shopcpr.heart.org/heart-saver-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 1007-70	LAB	Sat	Aug. 22	8:30 a.m.–1:20 p.m.	No Fee
NC 1007-70A	LAB	Sat	Aug. 22	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	Sept. 12	8:30 a.m.–1:20 p.m.	No Fee
NC 1007-71A	LAB	Sat	Sept. 12	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	Sept. 26	8:30 a.m.–1:20 p.m.	No Fee
NC 1007-72A	LAB	Sat	Sept. 26	2–6:50 p.m.	No Fee

Instructor: D. Hawley
Location: ONL/HECNC

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

NC 1007-73	LAB	Sat	Oct. 17	8:30 a.m.–1:20 p.m.	No Fee
NC 1007-73A	LAB	Sat	Oct. 17	2–6:50 p.m.	No Fee

Instructor: M. Smith
Location: ONL/HECNC

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

NC 1007-74	LAB	Sat	Nov. 21	8:30 a.m.–1:20 p.m.	No Fee
NC 1007-74A	LAB	Sat	Nov. 21	2–6:50 p.m.	No Fee

Instructor: D. Hawley
Location: ONL/HECNC

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

NC 1007-75	LAB	Th	Aug. 20	8–11:50 a.m.	No Fee
NC 1007-75A	LAB	Th	Aug. 20	12:50–4:40 p.m.	No Fee

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

NC 1007-76	LAB	F	Aug. 21	8–11:50 a.m.	No Fee
NC 1007-76A	LAB	F	Aug. 21	12:50–4:40 p.m.	No Fee

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

NC 1007-77	LAB	Th	Sept. 17	8–11:50 a.m.	No Fee
NC 1007-77A	LAB	Th	Sept. 17	12:50–4:40 p.m.	No Fee

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

NC 1007-78	LAB	F	Sept. 18	8–11:50 a.m.	No Fee
NC 1007-78A	LAB	F	Sept. 18	12:50–4:40 p.m.	No Fee

Instructor: D. Price
Location: ONL/HECNC

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

NC 1007-E1	LAB	M	Oct. 5	8–11:50 a.m.	No Fee
NC 1007-E2	LAB	M	Oct. 5	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	Oct. 6	8–11:50 a.m.	No Fee
NC 1007-E4	LAB	T	Oct. 6	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	Th	Nov. 12	8–11:50 a.m.	No Fee
NC 1007-E6	LAB	Th	Nov. 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	F	Nov. 13	8–11:50 a.m.	No Fee
NC 1007-E8	LAB	F	Nov. 13	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	M	Dec. 7	8–11:50 a.m.	No Fee
NC 1007-E10	LAB	M	Dec. 7	12:50–4:40 p.m.	No Fee

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

NC 1007-E11	LAB	T	Dec. 8	8–11:50 a.m.	No Fee
NC 1007-E12	LAB	T	Dec. 8	12:50–4:40 p.m.	No Fee

Instructor: D. 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 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 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 Nov. 8	8:30 a.m.–12:20 p.m.	No Fee
NC 1039-71	LAB	Sun Nov, 8	1:30–5:20 p.m.	No Fee

Location: ONL/HECNC

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

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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 Sept. 21-22 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 Nov. 12 6–8 p.m. Fee: \$45
Location: ONL

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 Sat Oct. 5 6:30–9:30 p.m. Fee: \$39
Location: ONL
 \$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 M Sept. 28 6:30–9:30 p.m. Fee: \$39
Location: ONL
 \$30 materials fee paid at time of registration.

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 326-60 Sat Oct. 3-17 8:30 a.m.–4:30 p.m. Fee: \$295
Location: ONL
\$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 Oct. 13-28 6–8 p.m. Fee: \$250
Location: ONL
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 Nov. 12 6–9 p.m. Fee: \$30
Location: ONL

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 W Sept. 30 6:30–9:30 p.m. Fee: \$39
Location: ONL
\$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 Oct. 3 10 a.m.–12 p.m. Fee: \$10
Location: ONL
 CS 288-51 Sat Oct. 17 10 a.m.–12 p.m. Fee: \$10
Location: ONL

ed2go Via the Internet

ed2go Online Classes start: August 12, September 16, October 14, November 11, December 9

- 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-371	Singapore Math Strategies: Model Drawing for Grades 1-6	\$120
ETG-312	Writeriffic: Creativity Training for Writers	\$120	ETG-372	Singapore Math: Number Sense and Computational Strategies	\$120
ETG-314	Speed Spanish	\$120	ETG-373	Writing for Children	\$120
ETG-315	Grammar for ESL	\$120	ETG-374	SAT/ACT Preparation – Part 1	\$120
ETG-316	Medical Terminology: A Word Association Approach	\$120	ETG-375	SAT/ACT Preparation – Part 2	\$120
ETG-317	Introduction to Natural Health and Healing	\$120	ETG-376	Introduction to Stock Options	\$120
ETG-318	GMAT Preparation	\$120	ETG-380	Introduction to Interior Design	\$120
ETG-319	Discover Digital Photography	\$120	ETG-381	Start Your Own Edible Garden	\$120
ETG-321	Genealogy Basics	\$120	ETG-382	Resume Writing Workshop	\$120
ETG-322	Learn to Buy and Sell on eBay	\$120	ETG-383	Enhancing Language Development in Childhood	\$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			

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.

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: August 26 - December 9

DAY: Wednesdays

TIME: 11:00 am - 12:50 pm

LOCATION: Online (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

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?

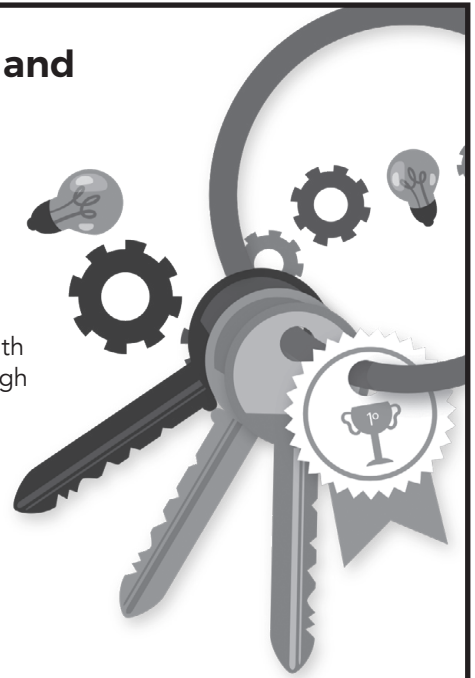
Eligible, enrolled Noncredit students can attend an orientation and meet with a counselor to explore education opportunities and services available through Southwestern College.

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

This service is made available through Noncredit Student Success



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National City Adult School
(619) 336-9400

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(619) 522-8911

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(619) 428-7200

Montgomery Adult School
(619) 600-3800

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

**CONTACT
US NOW!**



www.southbayadulthood.org





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

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

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

MAP LOC.	SCHOOL/DEPARTMENT: BLDG-ROOM
B6	Academic Affairs: 18A-117
D7	Academic Success Center: 26
C6	Admissions and Records: 68-101
E5	CA Adult Education Program (CAEP): 58A
C5	Art Gallery: 88-101
C4	Articulation: 64-346C
C5	Arts, Communication and Social Sciences: 87-109
C5	Associated Student Organization (ASO): 67A
C6	Assessment: 68-107
C3	Athletics: 71
E6	Automotive Technology: 47A
D5	Bookstore: 56A
E7	Business and Operations: 46B
D6	Business and Technology: 35-119
C6	CalWORKs: 68-210
C6	Career Center: 68-206
E5	Center for International Trade Development: 59A
C3	Central Plant: 72
F7	Central Services: 46D-125
C6	César E. Chávez Student Services Center: 68
H6	Child Development Center: 99
C8	College Police: 22
B6	Communications, Community and Government Relations: 12-102
E5	Continuing Education & Workforce Development: 59A-101
C6	Counseling and Student Support Programs: 68-204
C6	CTECS: 68-210
E5	Custodial: 48A
C5	Dance Room: 66A-107
C3	DeVore Stadium: 71
D6	Disability Support Services: 68-108
D7	Dreamer Center: 26-120
D7	DSS High Tech Center: 26
C4	Employee Equity, Inclusion & Professional Development: 64-242
C6	EOPS: 68-203
C6	Evaluations: 68-104
F7	Facilities, Operations and Planning: 46C-102
C6	Financial Aid: 68-104
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
B6	Jaguar Pathways: 12-104
F6	Landscape and Nursery Technology: 49A
D6	Language Acquisition Center: 37
D7	Language, Literature and
D4	Humanities: 28-107
D4	Learning Communities: 61A
C4	Learning Resource Center: 64
C8	Library: 64
E5	Lost and Found: 22
D4	Maintenance: 48A
D4	Math Center: 60-110
D4	Mathematics, Science & Engineering: 60-125
B5	Mayan Hall: 86A
C5	Meditation Space: 66A
D4	MESA Center: 60-101
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
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
E6	Tech Prep/2+2: 17A-104
B4	Tennis Center: 79A
D7	Time Out Café: 27
B6	Title IX: 46B
D4	Tradewinds Café: 65
C6	Transfer Center: 68-205
B6	Veterans' Resource Center: 18A-101
F5	Warehouse/Receiving: 48B
B3	Wellness & Aquatics Complex: 70
C3	Wellness, Exercise Science and Athletics: 71-401
D7	Writing Center: 26
C6	Women's Resource Center: 68-210
C6	Workability III: 68-207A



SOUTHWESTERN COLLEGE
900 Otay Lakes Road
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PERIODICALS

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December 9.**

See page 18 for details.

Enroll Early! Spread the word about Southwestern College by sharing our schedule with family and friends.

For more information visit:

www.swccd.edu/continuinged

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