



# Southwestern College Continuing Education *Fall 2019*

**FREE**  
**Noncredit classes inside!**

**Featuring:**  
**NEW!** Electrician Trainee Courses

**FEE-BASED Classes**  
**Featuring:**

**NEW!** Podcasting for Profit  
**NEW!** Child Visitation Monitor  
Training Course

**NEW!** Introduction to Vectorworks

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

Southwestern College Continuing Education  
900 Otay Lakes Road, Building 660, Room 661, Chula Vista, CA 91910 | 619-482-6376

# A Message from **the Director**

Fall is the ideal time to learn a new skill, enhance your existing ones, find some hidden talents, or simply take a class just for fun. In Southwestern College's Fall 2019 Continuing Education Class Schedule, you will find interesting and high-quality courses that can enhance your career, promote personal growth, and expand your horizons.

As the economy begins to improve, many are looking for ways to rebuild their savings and improve their financial situations. This Fall, we're offering California State Notary Public Seminar and Loan Signing–Notary Public Seminar, as well as Child Visitation Monitor Training Course, Introduction to Vectorworks, and Podcasting for Profit. You can also find new ways to maximize your Social Security with Making the Most of Social Security. In addition to our course offerings, we continue to provide high-quality workforce training, basic skills education, and special interest courses.

We encourage you to review our class schedule. If you are unable to attend courses on the Chula Vista campus, please take a look at our online course offerings. Southwestern College looks forward to partnering with you as your life-long learning center and primary choice for higher education.

Sincerely,  
Myesha Jackson  
Director of Continuing Education and 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!
- California State Notary Public Seminar
- Loan Signing—Notary Public Seminar
- Online Ed2Go Courses
- **NEW!** Podcasting for Profit
- **NEW!** Child Visitation Monitor Training
- **NEW!** Introduction to Vectorworks

## Noncredit Courses

- Basic ESL
- 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
- Electrician Trainee Program



**Meet the  
School of  
Continuing  
Education &  
Workforce  
Development**

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

## Mission Statement

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

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

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

*Governing Board approved May 14, 2019*

## Governing Board of the Southwestern Community College District

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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.

# Off-Campus Sites

**Please do not contact these sites to register for classes.**

Off-campus information is only provided in the event that you require directions to the facility. For information about courses, please refer to page 3 entitled, "Registration Information" or call 619-482-6376. **Chula Vista Campus map is located on the inside back cover. Site locations are listed in the course section information by CODE.** Please refer to this page for complete address and phone numbers.

## Schedule Key

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

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

**Casa de Servicios (Villa Merced)**  
 - Code: **CDSM**  
 1188 Beyer Way, Bldg. 1168, San Diego, CA 92154-4629, 619-423-1901

**Crown Cove Aquatic Center**  
 - Code: **CCAC**  
 5000 Highway 75, Coronado, CA 92118, 619-429-1669

**Higher Education Center - San Ysidro**  
 - Code: **HEC SY**  
 460 W, San Ysidro Blvd., San Ysidro, CA 92173, 619-216-6790

**Seniors on Broadway**  
 - Code: **SOBA**  
 845 Broadway, Ste. 105, Chula Vista, CA 91911-6821, 619-591-0063

**Chula Vista Adult School**  
 - Code: **CVAS**  
 1034 4th Avenue, Chula Vista, CA 91911, 619-796-7000

**George Glenner Alzheimer Family Center**  
 - Code: **GGAF**  
 2765 Main Street, Suite A, Chula Vista, CA 91911, 619-543-4700

**Lincoln Acres School - National School District**  
 - Code: **LAS**  
 2200 S. Lanoitan Avenue, National City, CA 91950, 619-336-8600

**Smythe Elementary School**  
 - Code: **SYSD2**  
 1880 Smythe Avenue, Chula Vista, CA 91911, 619-428-4447

**Chula Vista City Hall - HR Training Room**  
 - Code: **CVCH**  
 276 4th Avenue, Chula Vista, CA 91910, 619-691-5044

**HHSA—The Knowledge Center**  
 - Code: **HHSA**  
 5469 Kearny Villa Road, Ste. 1000, San Diego, CA 92123, 858-636-3516

**Otay Mesa—Nestor Branch Library**  
 - Code: **OMNL**  
 3003 Coronado Avenue, San Diego, CA 92154, 619-424-0474

**St. Charles Church Parish Hall**  
 - Code: **SCCP**  
 990 Saturn Blvd., San Diego, CA 92154-2001, 619-423-0242

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

**Higher Education Center - National City**  
 - Code: **HEC NC**  
 880 National City Blvd., National City, CA 91950, 619-216-66665

**San Ysidro Community Employment Center**  
 - Code: **SYEC**  
 630 Front Street, San Diego, CA 92173

**St. Paul's PACE**  
 - Code: **PACE**  
 630 L Street, Chula Vista, CA 91911, 619-271-7100

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

**Higher Education Center - Otay Mesa**  
 - Code: **HEC OM**  
 8100 Gigantic Street, San Diego, CA 92154, 619-216-6750

**San Ysidro Elementary School District - Parent Resource Center**  
 - Code: **SYSD1**  
 4350 Otay Mesa Road, San Ysidro, CA 92173, 619-428-4476

**St. Paul's Plaza Senior Center**  
 - Code: **SPPS**  
 1420 E. Palomar Street, Chula Vista, CA 91913, 619-591-0600

**City of Chula Vista Public Works**  
 - Code: **CVPW**  
 1800 Maxwell Rd., Chula Vista, CA 91911, 619-397-6000

**San Ysidro Middle School**  
 - Code: **SYMS**  
 4345 Otay Mesa Road, San Diego, CA 92154, 619-428-5551

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

# 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

## How to Register for a Noncredit Course

Noncredit courses are tuition-free and are subsidized by state funds. These courses require the completion of the Noncredit Application (pages 27–28). Most noncredit classes will allow on-site registration on a space-available basis. Course numbers for noncredit classes start with “NC.” You may submit a completed and signed Noncredit Application one of the four following ways:



### By Mail

Mail a completed Noncredit application form to:  
**Southwestern College, Continuing Education**  
900 Otay Lakes Road, Building 660, Room 661  
Chula Vista, CA 91910-7299



### By Fax

Complete and sign the Noncredit application and fax to 619-482-6402.



### In Person

Bring your completed Noncredit application to:  
**Southwestern College, Continuing Education**  
900 Otay Lakes Road, Building 660, Room 661  
Chula Vista, CA 91910-7299  
Telephone: 619-482-6376 | Fax: 619-482-6402  
Office Hours: M–F, 8 a.m.–4:30 p.m.



### E-Mail

Email your completed and signed Noncredit application to [continuinged@swccd.edu](mailto:continuinged@swccd.edu)

## How to Register for a Fee-Based Class

To register for a Fee-Based class, please use the Fee Class Registration Form (page 26). Course numbers for fee classes start with “CS.”



### By Mail (Only if paying by CHECK)

Mail a completed Fee Class Registration Form and Check to:  
**Southwestern College, Continuing Education**  
900 Otay Lakes Road, Building 660, Room 661  
Chula Vista, CA 91910-7299  
Please do not mail cash.



### In Person

Bring your completed registration form and payment to:  
**Southwestern College, Continuing Education**  
900 Otay Lakes Road, Building 660, Room 661  
Chula Vista, CA 91910-7299  
Telephone: 619-482-6376 | Fax: 619-482-6402  
Office Hours: M–F, 8 a.m.–4:30 p.m.

## Returned Check Service Charge

Checks returned for non-sufficient funds or “Stop Payments” must be paid by MasterCard, Visa, AMEX, Discover, cash, or Money Order and a \$25 service charge will be added to the amount of the check. Your enrollment at Southwestern College, as well as your credit, may be affected.

# 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.

## Class Locations

Classes are held on campus and at various locations throughout San Diego South County. Please carefully review the location of the class for which you are registering.

## Parking Information

All vehicles parked on campus must display a parking permit at all times. One-day parking permit dispensers are located throughout the campus (see campus map, inside back cover). The cost of the permit is \$3 and is ONLY valid on the day of purchase. Please arrive at least 20–30 minutes early on the first day of class since there is often a line at the parking permit dispenser. One-day parking permits are ONLY valid in student parking lots. Do not park in staff or faculty designated parking lots/spaces.

## 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

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. 6 hours.

NC 1002-E1 Th Sept. 5 & 12 4–6:50 p.m. No Fee

**Instructor: M. Culuko**  
**Location: CVCH, Room B111/B112**

NC 1002-E2 Th Sept. 12 & 19 6–8:50 p.m. No Fee

**Instructor: S. Rosas**  
**Location: SYEC**

#### Customer Service: Dealing with Difficult People

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

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

NC 1006-60 T Sept. 10 & 17 6–8:50 p.m. No Fee

**Location: SWC Chula Vista Campus, Room 541**

NC 1006-E1 Th Sept. 26 & Oct. 3 6–8:50 p.m. No Fee

**Location: SYEC**

#### 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 1069-60 T Sept. 24 & Oct. 1 6–8:50 p.m. No Fee

**Location: SWC Chula Vista Campus, Room 541**

NC 1069-E1 Th Sept. 12 & 19 8–10:50 a.m. No Fee

**Location: CVCH**

#### 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. 6 hours.

NC 1003-60 T Nov. 5 & 12 6–8:50 p.m. No Fee

**Instructor: S. Rosas**  
**Location: SWC Chula Vista Campus, Room 541**

NC 1003-E1 Th Nov. 7 & 14 4–8:50 p.m. No Fee

**Instructor: M. Culuko**  
**Location: CVCH, Room B111/B112**

#### 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 1070-60 T Oct. 8 & 15 6–8:50 p.m. No Fee

**Location: SWC Chula Vista Campus, Room 541**

#### Customer Service—Time and Stress Management

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

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

NC 1071-80 Sat Oct. 12 & 19 8–10:50 a.m. No Fee

**Location: HEC SY, Room 5207**

NC 1071-E1 Th Dec. 5 & 12 9–11:50 a.m. No Fee

**Location: CVCH**

### Customer Service: The Right Attitude

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

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

NC 1073-60 T Aug. 27 & Sept. 3 6–8:50 p.m. No Fee  
**Location:** SWC Chula Vista Campus, **Room 541**

NC 1073-E1 Th Oct. 10 & 17 6–8:50 p.m. No Fee  
**Location:** SYEC

### 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 1074-60 T Oct. 22 & 29 6–8:50 p.m. No Fee  
**Location:** SWC Chula Vista Campus, **Room 541**

NC 1074-80 Sat Nov. 9 & 16 8–10:50 a.m. No Fee  
**Location:** HEC SY, **Room 5207**

## 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: R. Dally**, 30 hours.

NC 113-60 TTh Sept. 26–Oct. 29 6–8:50 p.m. No Fee  
**Location:** SWC Chula Vista Campus, **Room 662**

NC 113-E1 MW Sept. 25–Oct. 28 5–7:50 p.m. No Fee  
**Location:** CVLIB2

### 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: R. Dally**, 30 hours.

NC 114-60 TTh Oct. 31–Dec. 5 6–8:50 p.m. No Fee  
**No Class:** 11/28  
**Location:** SWC Chula Vista Campus, **Room 662**

NC 114-E1 MW Oct. 30–Dec. 4 5–7:50 p.m. No Fee  
**No Class:** 11/11  
**Location:** CVLIB2

## Entry Level 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.  
 30-32 hours.

NC 108-01 MW Aug. 26–Oct. 16 9:30–11:20 a.m. No Fee  
**Instructor: C. Stuardo**  
**No Class:** 9/2  
**Location:** SWC Chula Vista Campus, **Room 510**

NC 108-70 TTh Aug. 27–Oct. 15 12–1:50 p.m. No Fee  
**Instructor: TBA**  
**Location:** HEC NC, **Room 7214**

NC 108-E1 TTh Aug. 27–Oct. 17 12–1:50 p.m. No Fee  
**Instructor: N. Bartels**  
**Location:** CVLIB1

NC 108-E2 MW Aug. 26–Oct. 23 10 a.m.–12:10 p.m. No Fee  
**Instructor: TBA**  
**No Class:** 9/2, 9/23, 9/25, 9/30, 10/2  
**Location:** SYSD3



NC 108-E3	MW	Aug. 26–Oct. 23	9–11:10 a.m.	No Fee
		<b>Instructor: O. Rayos</b>		
		<b>No Class:</b> 9/2, 9/23, 9/25, 9/30, 10/2		
		<b>Location:</b> SYSD2		
NC 108-E4	TTh	Oct. 29–Dec. 12	10 a.m.–12:20 p.m.	No Fee
		<b>Instructor: M. Alca</b>		
		<b>No Class:</b> 11/26, 11/28		
		<b>Location:</b> SYMS		
NC 108-E5	TTh	Sept. 10–Dec. 10	9–10:15 a.m.	No Fee
		<b>Instructor: TBA</b>		
		<b>No Class:</b> 11/28		
		<b>Location:</b> LAS		
NC 108-E6	MW	Aug. 26–Oct. 16	9–10:50 a.m.	No Fee
		<b>Instructor: TBA</b>		
		<b>No Class:</b> 9/2		
		<b>Location:</b> SYSD2		
		<i>**Students enrolled in NC 108-E6 <u>must</u> be enrolled in NC 1051-80**</i>		



**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. 30-32 hours.

NC 109-01	MW	Oct. 21–Dec. 11	9:30–11:20 a.m.	No Fee
		<b>Instructor: C. Stuardo</b>		
		<b>No Class:</b> 11/11		
		<b>Location:</b> SWC Chula Vista Campus, <b>Room 510</b>		
NC 109-70	TTh	Oct. 17–Dec. 10	12–1:50 p.m.	No Fee
		<b>Instructor: TBA</b>		
		<b>No Class:</b> 11/28		
		<b>Location:</b> HEC NC, <b>Room 7210</b>		
NC 109-E1	MW	Aug. 26–Oct. 16	12–1:50 p.m.	No Fee
		<b>Instructor: N. Bartels</b>		
		<b>No Class:</b> 9/2		
		<b>Location:</b> CVLIB2		
NC 109-E2	TTh	Aug. 27–Oct. 22	10 a.m.–12:10 p.m.	No Fee
		<b>Instructor: F. Piovesan</b>		
		<b>No Class:</b> 9/24, 9/26, 10/1, 10/3		
		<b>Location:</b> SYSD1		
NC 109-E3	MW	Oct. 28–Dec. 11	10 a.m.–12:35 p.m.	No Fee
		<b>Instructor: TBA</b>		
		<b>No Class:</b> 11/11, 11/25, 11/27		
		<b>Location:</b> SYSD3		
NC 109-E4	MW	Oct. 28–Dec. 11	9–11:35 a.m.	No Fee
		<b>Instructor: O. Rayos</b>		
		<b>No Class:</b> 11/11, 11/25, 11/27		
		<b>Location:</b> SYSD2		

**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. 26-31 hours.

NC 110-01	MW	Sept. 9–Oct. 16	12–2:15 p.m.	No Fee
		<b>Instructor: TBA</b>		
		<b>Location:</b> SWC Chula Vista Campus, <b>Room 662</b>		
NC 110-E1	MW	Oct. 23–Dec. 4	12–2:20 p.m.	No Fee
		<b>Instructor: N. Bartels</b>		
		<b>No Class:</b> 11/11		
		<b>Location:</b> CVLIB2		
NC 110-E2	TTh	Aug. 27–Oct. 22	10 a.m.–12:10 p.m.	No Fee
		<b>Instructor: TBA</b>		
		<b>Location:</b> SYMS		
NC 110-E3	TTh	Oct. 29–Dec. 12	10 a.m.–12:20 p.m.	No Fee
		<b>Instructor: F. Piovesan</b>		
		<b>No Class:</b> 11/26, 11/28		
		<b>Location:</b> SYSD1		

# 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: C. Ochoa**, 10.5 hours.

NC 139-50 Sat Aug. 31–Sept. 7 9 a.m.–2:10 p.m. No Fee  
**Location:** SWC Chula Vista Campus, **Room JVL-1**  
 \$8 materials fee paid at the time of registration.

## OSHA 30-Hour General Industry Standards

Provides students seeking supervisor-level OSHA 30-hour General Industry Standard certification with necessary training and knowledge. Emphasizes general industry safety and health principles, and includes all required topics for certification. Successful completion of this course, and a required Federal processing fee, gives eligible students a 30-hour OSHA General Industry Standards card. **Required Student Handbook: to be purchased at the Bookstore by the first day of class.**

**Instructor: C. Ochoa**, 30.5 hours.

NC 140-50 Sat Sept. 14–Oct. 5 8 a.m.–3:25 p.m. No Fee  
**Location:** SWC Chula Vista Campus, **Room JVL-2**  
 \$8 materials fee paid at the time of registration.

## Construction OSHA 10

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

**Instructor: C. Ochoa**, 10.5 hours.

NC 141-50 Sat Oct. 19–26 9 a.m.–2:10 p.m. No Fee  
**Location:** SWC Chula Vista Campus, **Room JVL-2**  
 \$8 materials fee paid at the time of registration.

## OSHA 30-Hour Construction Industry Standards

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

**Instructor: C. Ochoa**, 30.5 hours.

NC 142-50 Sat Nov. 2 9 a.m.–3:30 p.m. No Fee  
**AND** Sat Nov. 9–Dec. 7 9 a.m.–2:50 p.m. No Fee  
**Location:** SWC Chula Vista Campus, **Room JVL-2**  
 \$8 materials fee paid at the time of registration.



## Family Childcare Business I

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

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

NC 1054-E1 T Sept. 3–17 5–8:50 p.m. No Fee  
**Location:** SYSD1

## 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 T Sept. 24–Oct. 8 5–8:50 p.m. No Fee  
**Location:** SYSD1

## 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 T Oct. 15–29 5–8:50 p.m. No Fee  
**Location:** SYSD1

**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 T Nov. 5–19 5–8:50 p.m. No Fee  
**Location:** SYSD1

**Family Childcare Business V**

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

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

NC 1058-E1 T Nov. 26–Dec. 10 5–8:50 p.m. No Fee  
**Location:** SYSD1

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

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

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

NC 92-60 W Sept. 4 5:30–8:20 p.m. No Fee  
**Location:** SWC Chula Vista Campus, **Room 662**

NC 92-01 T Nov. 5 2:30–5:20 p.m. No Fee  
**Location:** SWC Chula Vista Campus, **Room 662**

**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-E1 W Nov. 6 8 a.m.–1:50 p.m. No Fee  
**Location:** TBA

NC 90-E2 W Nov. 20 8 a.m.–1:50 p.m. No Fee  
**Location:** TBA

**New! Electrician Trainee Program**

The Electrician Trainee Program reflects a collaboration between Southwestern College and the International Brotherhood of Electrical Workers (IBEW) to assure quality training to individuals interested in pursuing careers in the electrical industry. The 750- hour noncredit program includes all the requirements a student will need to enter a fast-tracked apprenticeship program. **(Entire program consists of 10 courses: NC 301–NC 310)**

**Electrician Trainee: Introduction to the Electrical Trade, Industry and Construction Safety I**

NC 301-E1	Sat	Sept. 14-Dec. 7	8 a.m.–3:30 p.m.	No Fee	Site: ETSD
NC 301-E2	Sat	Sept. 14-Dec. 7	8 a.m.–3:30 p.m.	No Fee	Site: ETSD
NC 301-E3	MW	Sept. 16-Dec. 2	5–8:30 p.m.	No Fee	Site: ETIC

**Electrician Trainee: Introduction to the Electrical Trade, Industry and Construction Safety II**

NC 302-E1	Sat	Sept. 14-Dec. 7	8 a.m.–3:30p.m	No Fee	Site: ETSD
NC 302-E2	MW	sept. 16-Dec. 2	5–8:30 p.m.	No Fee	Site: ETIC

**Electrician Trainee: Advanced DC Circuit Concepts; Introduction to AC Circuits and National Electric Code Application**

NC 303-E1	MW	Sept. 16-Dec. 2	5–8:30 p.m.	No Fee	Site: IBEW
NC 303-E2	TTh	Sept. 17-Dec. 3	5–8:30 p.m.	No Fee	Site: ETIC

**Electrician Trainee: Digital Logic Circuits, Conductor Characteristics and Application, and National Electric Code**

NC 305-E1	MW	Sept. 16-Dec. 2	5–8:30 p.m.	No Fee	Site: IBEW
NC 305-E2	TTh	Sept. 17-Dec. 3	5–8:30 p.m.	No Fee	Site: ETIC

**Electrician Trainee: Grounding Systems, Advanced Blueprints & Specifications, Motor Design & Installation, and the National Electric Code**

NC 307-E1	TTh	Sept. 17-Dec. 3	5–8:30 p.m.	No Fee	Site: IBEW
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### Mentor and Coach for Improved Performance in the Workplace

In today's workplace, the ability to train and coach others to maximize continuous improvement and on-the-job learning is a necessary skill and resource. Assess others potential for growth and build strategies to improve performance and production goals.  
**Instructor: S. Rosas**, 16 hours.

NC 1009-E1 W Sept. 18–Oct. 9 9 a.m.–12:50 p.m. No Fee  
**Location:** CVCH

## 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 1051-80 TTh Sept. 17–24 8:35–11:25 a.m. No Fee  
**Instructor: TBA**  
**Location:** HEC SY, Room 5201  
*\*\*Students enrolled in NC 1051-80 must be enrolled in NC 108-E6\*\**

NC 1051-E1 TTh Oct. 22–29 12–1:50 p.m. No Fee  
**Instructor: N. Bartels**  
**Location:** CVLIB1  
*If you have a laptop, please feel free to bring it.*

### 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 198-50 Sat Sept. 7–Oct. 12 8:30–10:20 a.m. No Fee  
**Instructor: N. Bartels**  
**Location:** SWC Chula Vista Campus, Room 205

NC 198-80 MW Sept. 9–25 10:45 a.m.–12:35 p.m. No Fee  
 NC 198-81 Sat Oct. 26–Dec. 7 8:30–10:20 a.m. No Fee  
**No Class: 11/30**  
**Instructor: TBA**  
**Location:** HEC SY, Room 5201

NC 198-E1 TTh Oct. 31–Nov. 19 12–1:50 p.m. No Fee  
**Instructor: N. Bartels**  
**Location:** CVLIB1  
*If you have a laptop, please feel free to bring it.*

### Developing High-Performance Charts in Microsoft Excel

Reviews the basics of spreadsheet use: structure, data entry, formulas, and functions. Focuses on how to convert your data into meaningful and high-impact charts.  
**Instructor: N. Bartels**, 12 hours.

*\*\*Students are required to bring a USB Flash drive to save and store class assignments\*\**

NC 24-50 Sat Oct. 26–Dec. 7 8:30–10:20 a.m. No Fee  
**Location:** SWC Chula Vista Campus, Room 205


NC 24-E1 TTh Nov. 21–Dec. 12 12–1:50 p.m. No Fee  
**Location:** CVLIB1  
*If you have a laptop, please feel free to bring it.*

Now Open!

# SWC DREAMER CENTER

**Considering going back to school?**  
 Immigration status is no longer an issue!  
 We can help you register, apply for financial aid (CA Dream Act), legal referrals for DACA Renewals, and more!



**¡Considera volver a la escuela, nunca es tarde!**  
 ¡Tu estado de inmigración ya no es un problema!  
 Podemos ayudarte a registrarte, solicitar ayuda financiera (CA Dream Act), referencias legales para renovaciones de DACA, ¡Y más!



**SWC Dreamer Center**  
 8:00 AM to 5:00 PM  
 900 Otay Lakes Road, Chula Vista, CA 91910  
 Room 426  
[www.swccd.edu/swcdreamercenter](http://www.swccd.edu/swcdreamercenter)

For more information contact:  
**Alejandra Garcia, Project Specialist**  
 619) 421-6700 Ext. 5695  
[agarcia4@swccd.edu](mailto:agarcia4@swccd.edu)

Stay connected! Follow us: @SWCDreamerCenter

# 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. 28–Dec. 11 11 a.m.–12:50 p.m. No Fee  
**Location:** SWC Chula Vista Campus, **Room JVIL-1**  
*\*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**, 48 hours.

NC 107-01 W Aug. 28–Dec. 11 1:30–4:20 p.m. No Fee  
**Location:** SWC Chula Vista Campus, **Room JVIL-1**  
*\*Seating is limited to 15 students\**

# English as A Second Language

## Transitioning to College ESL

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

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

NC 220-02 MW Oct. 21–Dec. 2 12–1:50 p.m. No Fee  
**Location:** SWC Chula Vista Campus, **Room 662**

## Computers and Technology for ESL

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

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

NC 221-01 F Sept. 6–Nov. 22 9:30–10:45 a.m. No Fee  
**Location:** SWC Chula Vista Campus, **Room 543**



## 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 Aug. 30–Dec. 6 12–1:30 p.m. No Fee  
**Instructor: C Stuardo**  
**Location:** SWC Chula Vista Campus, **Room 413**

NC 222-80 MW Sept. 23–Dec. 11 1:30–2:20 p.m. No Fee  
**Instructor: C. O’Gorman Fazzolari**  
**Location:** HEC SY, **Room 5208**

## 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: O. Rayos**, 20 hours.

NC 223-E1 W Sept. 11–Nov. 13 6–7:50 p.m. No Fee  
**Location:** SYSD1

# Self-Improvement

## Algebra Review for Test Prep and Course Support

Provides an individualized program of instruction to review various topics in Algebra. Consists of adaptive computer assisted instruction to identify student level of knowledge and refresh those concepts identified as needed for each student. Serves students who need just-in-time course support, and/or students who need to prepare for the SWC Math placement test.

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

NC 146-01 M–Th Sept. 9–23 2–2:50 p.m. No Fee  
**Location:** SWC Chula Vista Campus, **Room JVIL-4**

## Trigonometry Refresher

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

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

NC 1104-01 M-Th Sept. 3–17 3–3:50 p.m. No Fee  
**Location:** SWC Chula Vista Campus, **Room 60-221**

## 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. 7–21 9 a.m.–12:50 p.m. No Fee  
**Location:** SOBA

## 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 Sat Nov. 2–16 9 a.m.–12:50 p.m. No Fee  
**Location:** SOBA

# 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.

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

NC 6-50 Sat Oct. 5–26 8 a.m.–12:50 p.m. No Fee  
 NC 6-60 TTh Aug. 27–Sept. 19 7–9:15 p.m. No Fee  
 NC 6-61 T Nov. 7–Dec. 5 2:30–5:20 p.m. No Fee  
**Location:** SWC Chula Vista Campus, **Room JVIL-1**

NC 6-80 Sat Nov. 2–9 9:30 a.m.–2:20 p.m. No Fee  
**Location:** HEC SY, **Room 5104**

Please be sure to bring a mat and two pillows to class. You are encouraged to bring 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.

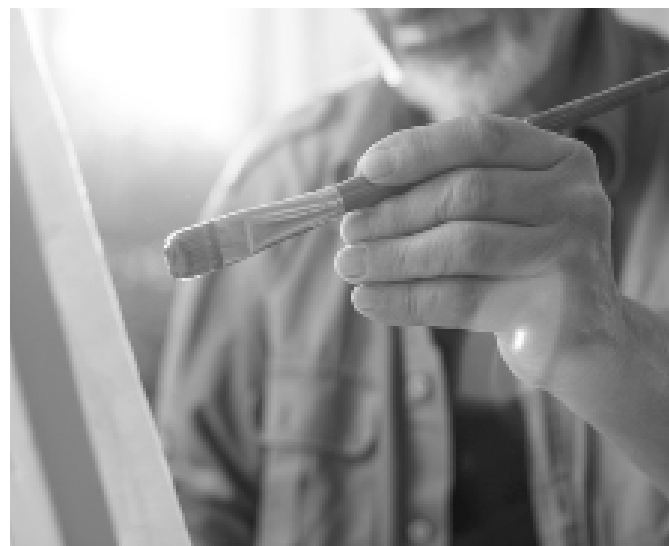
NC 1053-80 F Sept. 13–Oct. 18 12–1:50 p.m. No Fee  
**Instructor: A. Bejarano**  
**Location:** HEC SY, **Room 5210**

NC 1053-E1 M Sept. 9–30 1–3:50 p.m. No Fee  
**Instructor: D. Davis**  
**Location:** CVLIB1

NC 1053-E2 W Aug. 28–Oct. 2 10–11:50 a.m. No Fee  
 NC 1053-E3 W Oct. 9–18 10–11:50 a.m. No Fee  
 NC 1053-E4 TW Nov. 19–Dec. 11 10–11:50 a.m. No Fee  
**No Class:** 11/26, 12/3  
**Instructor: D. Davis**  
**Location:** GGAF

NC 1053-E5 W Aug. 28–Oct. 2 1–2:50 p.m. No Fee  
**No Class:** 9/18  
 NC 1053-E6 W Oct. 9–Nov. 13 1–2:50 p.m. No Fee  
 NC 1053-E7 TW Nov. 19–Dec. 11 1–2:50 p.m. No Fee  
**No Class:** 11/26, 11/27  
**Instructor: D. Davis**  
**Location:** PACE

NC 1053-E10 Th Aug. 29–Oct. 3 10:30 a.m.–12:20 p.m. No Fee  
 NC 1053-E11 Th Oct. 24–Dec. 5 10:30 a.m.–12:20 p.m. No Fee  
**No Class:** 11/28  
**Instructor: A. Bejarano**  
**Location:** OMNL



### 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, 71.3 hours.

NC 3081-01 TTh Aug. 27–Dec. 10 1:30–3:40 p.m. No Fee  
**Location:** SWC Chula Vista Campus, **Room 801**

## 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 meditation techniques effective for relaxation, decreasing high blood pressure, and promoting overall wellness for all ages.

**Instructor:** S. Evans, 24 hours.

NC 32-60 T Aug. 27–Dec. 10 4:30–5:45 p.m. No Fee  
**Location:** SWC Chula Vista Campus, **Room 15313**

NC 32-62 Th Aug. 29–Dec. 12 4:30–5:50 p.m. No Fee  
**No Class:** 11/28  
**Location:** SWC Chula Vista Campus, **Room 15313**

NC 32-80 Sat Aug. 31–Dec. 7 8–9:25 a.m. No Fee  
**No Class:** 11/30  
**Location:** HEC SY, **Room 5103**

NC 32-81 Th Aug. 29–Dec. 5 10:30–11:45 a.m. No Fee  
**No Class:** 11/28  
**Location:** HEC SY, **Room 5103**

NC 32-E1 Th Aug. 29–Dec. 12 2–3:20 p.m. No Fee  
**No Class:** 11/28  
**Location:** CDSM

NC 32-E2 Sat Aug. 31–Dec. 7 10–11:20 a.m. No Fee  
**No Class:** 11/30

NC 32-E3 Sat Aug. 31–Dec. 7 11:40 a.m.–1 p.m. No Fee  
**No Class:** 11/30  
**Location:** SPPS



### 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 Aug. 27–Oct. 24 8:30–10:20 a.m. No Fee  
 NC 34-E2 TTh Oct. 29–Dec. 10 8–10:30 a.m. No Fee  
**Location:** CDSM

NC 34-E3 TTh Aug. 27–Oct. 24 11 a.m.–12:50 p.m. No Fee  
 NC 34-E4 TTh Oct. 29–Dec. 10 11 a.m.–1:30 p.m. No Fee  
**Location:** SOBA

### Wellness for Older Adults

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

**Instructor:** A. Solis, 42 hours.

NC 99-E1 MWF Aug. 26–Dec. 13 7–7:50 a.m. No Fee  
**No Class:** 9/2, 11/11  
 NC 99-E2 MWF Aug. 26–Dec. 13 8:30–9:20 a.m. No Fee  
**No Class:** 9/2, 11/11  
 NC 99-E3 MWF Aug. 26–Dec. 13 10–10:50 a.m. No Fee  
**No Class:** 9/2, 11/11  
**Location:** SCCP

# 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 1022-80 Sat September 21 8:30 a.m.–4:40 p.m. No Fee  
**Location: HEC SY, Room 5205**

NC 1022-E1 Sat September 7 8:30 a.m.–4:40 p.m. No Fee

NC 1022-E2 Sat October 5 8:30 a.m.–4:40 p.m. No Fee

NC 1022-E3 Sat November 2 8:30 a.m.–4:40 p.m. No Fee

**Location: 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-E1 Sat August 31 8:30 a.m.–4:40 p.m. No Fee

**Instructor: B. Burdick**

NC 40-E2 Sat September 14 8:30 a.m.–4:40 p.m. No Fee

**Instructor: D. Hawley**

NC 40-E3 Sat September 28 8:30 a.m.–4:40 p.m. No Fee

NC 40-E4 Sat October 19 8:30 a.m.–4:40 p.m. No Fee

**Instructor: B. Burdick**

NC 40-E5 Sat November 16 8:30 a.m.–4:40 p.m. No Fee

NC 40-E6 Sat December 7 8:30 a.m.–4:40 p.m. No Fee

**Instructor: D. Hawley**

**Location: CCAC**

NC 40-E7 Th August 29 8 a.m.–4:10 p.m. No Fee  
 NC 40-E8 Th September 19 8 a.m.–4:10 p.m. No Fee  
 NC 40-E9 Th October 17 8 a.m.–4:10 p.m. No Fee  
 NC 40-E10 Th November 21 8 a.m.–4:10 p.m. No Fee

**Instructor: D. Hawley**

**Location: CVPW**

NC 40-E11 M August 19 8 a.m.–4:10 p.m. No Fee

NC 40-E12 M September 9 8 a.m.–4:10 p.m. No Fee

NC 40-E13 M October 7 8 a.m.–4:10 p.m. No Fee

NC 40-E14 Th November 7 8 a.m.–4:10 p.m. No Fee

NC 40-E15 M December 9 8 a.m.–4:10 p.m. No Fee

**Instructor: W. Price**

**Location: HHSA**

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 August 24 8:30 a.m.–5:40 p.m. No Fee

NC 1007-E2 Sat September 21 8:30 a.m.–5:40 p.m. No Fee

NC 1007-E3 Sat October 12 8:30 a.m.–5:40 p.m. No Fee

**Instructor: D. Hawley**

NC 1007-E4 Sat October 26 8:30 a.m.–5:40 p.m. No Fee

**Instructor: M. Smith**

NC 1007-E5 Sat November 23 8:30 a.m.–5:40 p.m. No Fee

**Instructor: D. Hawley**

**Location: CCAC**

NC 1007-E6 T August 20 8 a.m.–4:10 p.m. No Fee

NC 1007-E7 T September 10 8 a.m.–4:10 p.m. No Fee

NC 1007-E8 T October 8 8 a.m.–4:10 p.m. No Fee

NC 1007-E9 F November 8 8 a.m.–4:10 p.m. No Fee

NC 1007-E10 T December 10 8 a.m.–4:10 p.m. No Fee

**Instructor: W. Price**

**Location: HHSA**



# 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?

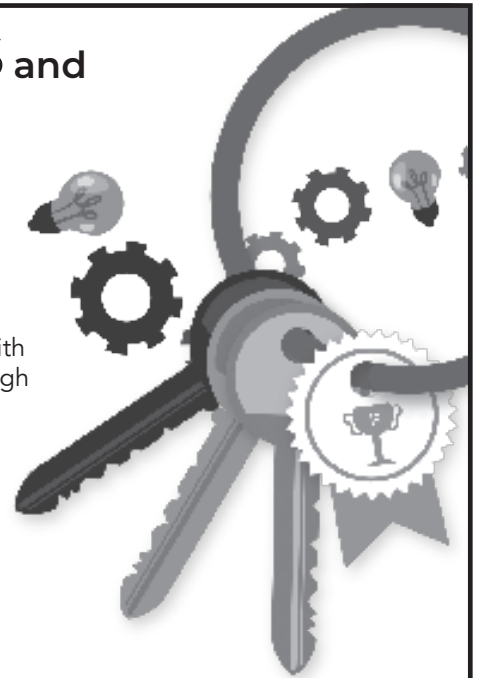
Eligible, enrolled Noncredit students can attend an orientation and meet with a counselor to explore education opportunities and services available through Southwestern College.

**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

*This service is made available through Noncredit Student Success*



**SOUTH BAY**  
ADULT EDUCATION

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

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

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

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

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

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

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

**CONTACT  
US NOW!**



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

# Fee-Based CLASSES

## All Fee-Based Classes held at the SWC Chula Vista Campus

### 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 Oct. 7-8 6-9:30 p.m. Fee: \$85  
**Location: SWC Chula Vista Campus, Room 511**  
*\$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. 7 6:30-8:30 p.m. Fee: \$45  
**Location: SWC Chula Vista Campus, Room 541**



#### California State Notary Public Seminar

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

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

CS 14-50 Sat Sept. 28 8 a.m.-4 p.m. Fee: \$75  
**Location: SWC Chula Vista Campus, Room 541**  
*\$49 materials fee paid at time of registration.*  
*Optional State exam scheduled 4-5 p.m. for an additional \$40 fee.*

#### Loan Signing—Notary Public Seminar

The California real estate industry is in need of Notary Public Loan Signing Specialists. This course will provide students with information on the duties and responsibilities of both the Notary Public and the Loan Signing Specialist, which will enable students to acquire the essential knowledge and skills to be successful in this career field. After completing the course, students will be able to identify and understand the different types of loan documents with sufficient knowledge to explain them to the client, if requested. The course will conclude with an open book final exam, proctored by the instructor.

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

CS 143-50 Sun Sept. 29 9 a.m.-5 p.m. Fee: \$75  
**Location: SWC Chula Vista Campus, Room 541**  
*\$79 materials fee paid at time of registration.*

**Work at Home as a Medical Transcriptionist**

Demand for medical transcriptionist 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 Oct. 3 6–9 p.m. Fee: \$30  
**Location:** SWC Chula Vista Campus, **Room 541**  
*\$20 material fee paid at time of registration.*

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

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

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

CS 278-60 T Oct. 22 6:30–9:30 p.m. Fee: \$39  
**Location:** SWC Chula Vista Campus, **Room JVIL-1**  
*\$30 materials fee paid at time of registration.*

**New! 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 programing! 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 W Oct. 23 6:30–9:30 p.m. Fee: \$39  
**Location:** SWC Chula Vista Campus, **Room JVIL-1**  
*\$30 materials fee paid at time of registration.*

**New! 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 Sept. 14–28 8:30 a.m.–4:30 p.m. Fee: \$295  
**Location:** SWC Chula Vista Campus, **Room JVIL-1**  
*\$60 materials fee paid at time of registration.*

**New! 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 Seider**, 12 hours.

CS 327-60 TW Oct. 8–23 6–8 p.m. Fee: \$250  
**Location:** SWC Chula Vista Campus, **Room 501**  
*\*\*Limited to 18 students\*\**

**Financial Planning****Living Trust—Family Inheritance**

In this three-hour seminar you can learn how to protect your assets so they go directly to your family and not to costly attorney fees! Proper planning is essential for anyone who owns a home, has a spouse, children, or dependents. Learn how living trusts work and can help your family avoid probate. Find out how to preserve and monitor assets and how a trust can also serve as a tax shelter for large estates. Insight on the value of Durable Powers of Attorney will be explained.

**Instructor: Sami Martinez**, 3 hours. Sami Martinez is an attorney and estate planner practicing exclusively in the areas of wills and trusts, trust administration, probate, and charitable giving.

CS 68-50 Sat Oct. 12 9 a.m.–12 p.m. Fee: \$35  
**Location:** SWC Chula Vista Campus, **Room 541**

### Retirement Planning Today

Educate retirees as to the multitude of decisions that must be made during retirement as well as the complexities of managing financial affairs to create their best retirement lifestyle today.

**Instructors:** Joe Anderson, 6 hours.

CS 175-60 Th Sept. 5–12 6:30–9:30 p.m. Fee: \$49  
**Location:** SWC Chula Vista Campus, **Room 541**

CS 175-61 T Sept. 10–17 6:30–9:30 p.m. Fee: \$49  
**Location:** SWC Chula Vista Campus, **Room 105B**  
*\*You may bring a guest, at no charge, to any class listed above.\**

### 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:** Louis Barajas/Daniel Guillen, 6 hours.

CS 322-50 Sat Sept. 14 9 a.m.–3 p.m. Fee: \$49  
 CS 322-60 T Sept. 10–17 6:30–9:30 p.m. Fee: \$49  
**Location:** SWC Chula Vista Campus, **Room 652**  
*\*You may bring a guest, at no charge, to any class listed above.\**



## Arts, Music, and Crafts

### Mosaic Art

Students will learn basic techniques needed to construct mosaic art works including the selection of appropriate materials, cutting and breaking selected materials, aesthetic arrangement of materials through the study of basic elements and principles of design, adhering mosaic materials to flat and three-dimensional surfaces, grouting, and cleaning finished projects.

**Instructor:** Bernadette Mingus, 15 hours. Students must purchase their own personal safety glasses and bring them to first class meeting. Students are required to obey all class safety rules.

CS 242-50 Sat Oct. 5–Nov. 2 10 a.m.–1 p.m. Fee: \$70  
**Location:** SWC Chula Vista Campus, **Room 754**  
*\$20 materials fee paid at time of registration.*

## 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 T Oct. 22 6:30–9:30 p.m. Fee: \$39  
**Location:** SWC Chula Vista Campus, **Room JVIL-2**  
*\$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. 5 10 a.m.–12 p.m. Fee: \$10  
 CS 288-51 Sat Oct. 19 10 a.m.–12 p.m. Fee: \$10  
**Location:** SWC Chula Vista Campus, **Room 510**



# Traffic School

Southwestern College is certified as an official Traffic Violator School (TVS) available to individuals who have received a traffic citation. If you have been referred to a TVS by the court, you may void the citation from your driving record and protect your current insurance rate by attending a DMV-approved Traffic Violator School. You must check in by 7:45 a.m. and remain for the entire 8-hour program to meet the DMV requirements. Instructors: Paulino Leon/Philip Ochoa, 8 hours. Location: **Room 662**, SWC Chula Vista Campus.

## English

CS 17-50	Sat	Aug. 17	8 a.m.–4 p.m.	Fee: \$40
CS 17-51	Sat	Sept. 7	8 a.m.–4 p.m.	Fee: \$40
CS 17-53	Sat	Oct. 5	8 a.m.–4 p.m.	Fee: \$40
CS 17-54	Sat	Oct. 19	8 a.m.–4 p.m.	Fee: \$40
CS 17-56	Sat	Nov. 9	8 a.m.–4 p.m.	Fee: \$40
CS 17-57	Sat	Nov. 16	8 a.m.–4 p.m.	Fee: \$40

## Spanish:

CS 17-52S	Sat	Sept. 21	8 a.m.–4 p.m.	Fee: \$40
CS 17-55S	Sat	Nov. 2	8 a.m.–4 p.m.	Fee: \$40
CS 17-58S	Sat	Dec. 7	8 a.m.–4 p.m.	Fee: \$40



# 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](http://www.RNFA.org) or email: [info@NIFA.com](mailto:info@NIFA.com)  
 Jennifer Curran RN, CNOR, CRNFA Dean Parsons  
 RN, CNOR, RNFA

# The **TENNIS ACADEMY** at Southwestern College

**900 Otay Lakes Road, Chula Vista, CA 91910**

619-421-6622

## Staff

The Tennis Academy offers various programs for Juniors and Adults through group clinics and also private instruction. On-site registration at the Tennis Academy Office only. Flyers for each program are available at the Tennis Academy Office.

**Susan Reasons**, Jaguar Tennis Academy Coach, SWC Head Women's Intercollegiate Tennis Coach, B.A. Physical Education, California Community College Teaching Credential, SWC Exercise Science Tennis Instructor, PTR Certified. Southwestern College Athletic Department Hall of Fame Coach.

Please call Coach Susan Reasons at **619-421-6622** or email: [susanreasons@yahoo.com](mailto:susanreasons@yahoo.com) for registration information on specific dates and times of classes listed. Registration at Jaguar Tennis Academy Office Only.

### Beginning/Advanced Beginning Junior Training Program (Ages 8-17)

Basic skill introduction. To include ground strokes, positioning, footwork, and introduction to serving and ball tossing. Development of hand eye coordination. Physical conditioning included.

**Instructor: Susan Reasons**, 1 hour per week/4-week sessions.

M	4:30-5:30 p.m.	Fee: \$60
W	4:30-5:30 p.m.	Fee: \$60
T	5-6 p.m.	Fee: \$60

### Intermediate Junior Training Program (Ages 8-17)

Focuses on more development of groundstrokes to include consistency and placement. Development of consistency and placement of serves from the baseline. Rallies from mini-tennis court areas and basic games, as well as introduction of volleys. Footwork and conditioning included.

**Instructor: Susan Reasons**, 2 hours per week/4-week sessions.

M	5:30-7:30 p.m.	Fee: \$85
Th	5:30-7:30 p.m.	Fee: \$85

### Advanced Intermediate/Advanced Junior Training Program (Ages 9-17)

Further growth with rallying of full court with groundstrokes. Using serves to start games, addition of scoring, and net game improvement to include volleys, overheads and approach shots. Game playing of singles and doubles. Basic strategy, court positioning. Foot work and conditioning included.

**Instructor: Susan Reasons**, 2 hours per week/4-week sessions.

W	5:30-7:30 p.m.	Fee: \$85
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### Beginning-Intermediate Adult Level Class (Ages 18 and up)

Class will receive instruction on Forehand and Backhand Ground Strokes, Serving, Positioning, Court Knowledge, Basic Rules of Scoring. Plus Footwork Intro to Net Play with Volleys will also be included. Pre-Registration required. Class size limited to 15 students.

**Instructor: Susan Reasons**, 1.5 hours per week/4-week sessions.

T	6:30-8 p.m.	Fee: \$65
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# ed2go

## Via the Internet

**ed2go Online Classes start:**

August 14, September 11, October 16, November 13, and December 11

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

**Requirements:** All courses require Internet access, e-mail, Netscape Navigator, or Microsoft Internet Explorer. Some courses may have additional requirements. Please visit the Online Instruction Center 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.**

## 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-250	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-367	Guided Reading: Strategies for the Differentiated Classroom	\$120
ETG-305	Instant Italian	\$120	ETG-368	Teaching Students with Learning Disabilities	\$120
ETG-306	GRE Preparation – Part 1 (Verbal and Analytical)	\$120	ETG-369	Teaching Students with Autism: Strategies for Success	\$120
ETG-307	GRE Preparation – Part 2 (Quantitative)	\$120	ETG-370	Response to Intervention: Reading Strategies That Work	\$120
ETG-308	LSAT Preparation – Part 1	\$120	ETG-371	Singapore Math Strategies: Model Drawing for Grades 1-6	\$120
ETG-309	LSAT Preparation – Part 2	\$120	ETG-372	Singapore Math: Number Sense and Computational Strategies	\$120
ETG-310	Grammar Refresher	\$120	ETG-373	Writing for Children	\$120
ETG-311	Beginning Conversational French	\$120	ETG-374	SAT/ACT Preparation – Part 1	\$120
ETG-312	Writeriffic: Creativity Training for Writers	\$120	ETG-375	SAT/ACT Preparation – Part 2	\$120
ETG-314	Speed Spanish	\$120	ETG-376	Introduction to Stock Options	\$120
ETG-315	Grammar for ESL	\$120	ETG-380	Introduction to Interior Design	\$120
ETG-316	Medical Terminology: A Word Association Approach	\$120	ETG-381	Start Your Own Edible Garden	\$120
ETG-317	Introduction to Natural Health and Healing	\$120	ETG-382	Resume Writing Workshop	\$120
ETG-318	GMAT Preparation	\$120	ETG-383	Enhancing Language Development in Childhood	\$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			

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





# Online Career Training Programs

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

**Payment plans are available!**

## Features:

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

## Programs are available in the following areas:

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

### **Carpentry**

80 hours  
\$1,595

Prepare for a career as a carpenter as you master basic residential construction skills, learn to read blueprints and do jobsite math, and get hands-on practice in three workshop projects.

### **Casino Poker Dealer**

100 hours  
\$1,595

The Casino Poker Dealer Online Training Program prepares you to work as a dealer for casino table games, including seven card stud, Omaha, and Texas hold 'em.

### **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 Prof.**

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 Prep**

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 Mediator and Arbitrator**

200 hours  
\$3,495

The Certified Mediator and Arbitrator Program provides students with the skills and knowledge needed to practice mediation and arbitration in their current careers or private practices.



**Certified Mediator and Conflict**

200 hours

\$3,495

Resolution Specialist

This comprehensive online training program will provide you with the core skills necessary for the practice of mediation and conflict resolution.

**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 2010**

130 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**

130 hours

\$1,695

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**

150 hours

\$1,895

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**

60 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.

**Search Engine Marketing**

250 hours

1,895

Learn the essential components for understanding this unique and growing career field, including search engine optimization, pay-per-click marketing, and Web site copywriting.

**Solar Power Professional**

120 hours

\$1,895

Learn the fundamentals of photovoltaic solar powered energy systems and gain the knowledge you'll need for an entry level position with a dealer, installer, or other photovoltaic industry company.

**The Complete Project Manager w/Microsoft Project 2010**

190 hours

\$2,295

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

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

130 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**

170 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.

**Wind Energy Professional**

240 hours

\$2,395

This entry-level Wind Energy Apprenticeship program prepares you for a career in the wind energy industry.

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



**Continuing Education  
FEE CLASS REGISTRATION FORM**

*For Office Use Only*

#

PLEASE PRINT or TYPE NAME BELOW

LAST \_\_\_\_\_ FIRST \_\_\_\_\_ M.I. \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ ZIP \_\_\_\_\_

Phn # \_\_\_\_\_ Alt Phn # \_\_\_\_\_ email \_\_\_\_\_

NAME- 2<sup>ND</sup> REGISTRANT \_\_\_\_\_ AGE (if under 18) \_\_\_\_\_

CLASS	NAME OF CLASS	START DATE	NUMBER OF PEOPLE	REG FEE	MAT FEE
PAYMENT METHOD: Check <input type="checkbox"/> Cash <input type="checkbox"/>				<b>TOTAL AMOUNT</b>	

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

**SS # or SWC ID # required to expedite a refund:**

**FOR OFFICE USE ONLY (NOTES):**

**HOW TO REGISTER**



**PHONE (FEE CLASSES ONLY)**

Call 619-482-6376 to register and pay for a class by phone with a credit card. Reservations are confirmed with payment on a first-come, first-served basis.



**MAIL (if paying by Check only)**

Mail completed registration form with a check, payable to **Southwestern College** (see address below).



**IN PERSON**

Bring your completed registration form and payment to:  
**Southwestern College Continuing Education**  
 900 Otay Lakes Road, Building 660 (across from parking Lot H)  
 Chula Vista, CA 91910-7299  
 Office hours: **SPRING & FALL:** M-F from 8 a.m.-4:30 p.m.  
**SUMMER:** M-Th from 8 a.m.-5 p.m.

**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.*

**CLASS SEATING IS LIMITED. REGISTRATION IS ACCEPTED ON A FIRST-COME, FIRST-SERVED BASIS.  
 PLEASE CALL 619-482-6376 TO CONFIRM YOUR RESERVATION.**



**NONCREDIT APPLICATION**  
 SOUTHWESTERN COLLEGE CONTINUING EDUCATION  
 900 Otay Lakes Road, Chula Vista, CA 91910-7299  
 619-482-6376 FAX 619-482-6402

CHECK THE TERM THAT APPLIES:  
 FALL  
 SPRING  
 SUMMER

Noncredit courses are funded by local and state taxes. The information requested on this application remains confidential and is required to establish your eligibility to register in this publicly funded class. Thank you for your assistance.  Returning Student SWC ID # \_\_\_\_\_

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

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

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

LAST NAME \_\_\_\_\_ FIRST NAME \_\_\_\_\_ MIDDLE NAME \_\_\_\_\_

OTHER NAMES YOU HAVE USED SINCE BIRTH: \_\_\_\_\_  
 (Include nicknames, aliases, and maiden name, if applicable)

HOME ADDRESS (P.O. Box not acceptable) \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

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

HOME PH. ( ) \_\_\_\_\_ CELL PH. ( ) \_\_\_\_\_ E-MAIL \_\_\_\_\_

BIRTHDATE (Required): \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_    MALE    FEMALE    DECLINE TO STATE  
 \_\_\_\_\_ Mo. / Day / Year   SOCIAL SECURITY NUMBER \_\_\_\_\_

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

**RACE:** (Please check all that apply) This information required by the Department of Education in compliance with Title VI, Civil Rights Act, 1964  
 01. Chinese    05. Cambodian    09. Guamanian    13. Mex. MexAmer. Chicano    17. Filipino  
 02. Japanese    06. Vietnamese    10. Hawaiian    14. South American    18. Amer. Ind. Alask Native  
 03. Korean    07. Asian Indian    11. Samoan    15. Central American    19. Black, Non-Hispanic  
 04. Laotian    08. Other Asian    12. Pacific Islander/Other    16. Other Hispanic    20. White

CITIZENSHIP: ( Required, please Check one)  
 0. United States    2. Permanent Resident    4. Refugee/Asylee  
 1. Amnesty    3. Temporary Resident    7. List Other: \_\_\_\_\_

IF YOUR STATUS IS AMNESTY, PERMANENT RESIDENT, REFUGEE/ASYLEE, OR TEMPORARY RESIDENT, INDICATE CARD ISSUE DATE:  
 \_\_\_\_\_ Mo. / Day / Year

IS ENGLISH THE LANGUAGE YOU SPEAK AND WRITE MOST FREQUENTLY? (Check YES or NO)  
 YES    NO, specify language: \_\_\_\_\_

HAVE YOU LIVED IN THE STATE OF CALIFORNIA FOR THE PAST 25 MONTHS? (Check YES or NO)    YES    NO   If NO, since what date: \_\_\_\_\_ Mo. / Day / Year

WITHIN THE PAST 25 MONTHS, HAVE YOU, OR IF UNDER 19, YOUR PARENTS: (Check YES or NO)  
 Maintained voter registration and voted in another state?    YES    NO   If YES, indicate date: \_\_\_\_\_ Mo. / Day / Year  
 Petitioned for a divorce in another state?    YES    NO   If YES, indicate date: \_\_\_\_\_ Mo. / Day / Year  
 Filed state income taxes in another state?    YES    NO   If YES, indicate date: \_\_\_\_\_ Mo. / Day / Year  
 Attended a college or university as a resident of another state?    YES    NO   If YES, indicate date: \_\_\_\_\_ Mo. / Day / Year

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

**FAMILY SIZE:** Number in your household including yourself (Check one)  
 1    3    5    7    9    11    13    15  
 2    4    6    8    10    12    14

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

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

**LEGEND**

- ATM Machine
- Bicycle Parking Racks
- Bus Stop
- Coffee Cart
- Defibrillator
- Disabled Person Parking
- Emergency Blue Light
- Meditation Space
- Information
- Nurse
- Parking Permit Dispenser (One-day permits)
- Pay Phone
- Restrooms
- All-Gender Restrooms
- TDD Payphone
- Time Out Café
- Tradewinds
- Health First Fitness Club Parking

**SWC**  
SOUTHWESTERN COLLEGE  
900 Otay Lakes Road  
Chula Vista, CA 91910  
(619) 421-6700  
**College Police Emergency**  
(619) 216-6691  
**Escort Request**  
(619) 216-6783  
[www.swccd.edu](http://www.swccd.edu)

**PARKING PERMITS REQUIRED AT ALL TIMES IN ALL LOTS.**



**SCHOOLS AND DEPARTMENTS**

<ul style="list-style-type: none"> <li>• Academic Affairs 213</li> <li>• Academic Success Center 420</li> <li>• Admissions and Records 1400</li> <li>• Adult Education Program (AEP) 650</li> <li>• AmeriCorps/Service Learning 1400</li> <li>• Art Gallery 710B</li> <li>• Articulation L103B</li> <li>• Assessment 1400</li> <li>• Associated Student Organization (ASO) 600</li> <li>• Athletics 1700</li> <li>• Automotive Technology 590</li> <li>• Bookstore 630</li> <li>• Business and Operations 1650</li> <li>• Cafeteria/Student Union 610</li> <li>• CalWORKS 1400</li> <li>• Career Center 1400</li> <li>• Center for International Trade Development 660</li> <li>• Central Plant 1280</li> <li>• Central Services 1625</li> <li>• Child Development Center 2000</li> </ul>	<ul style="list-style-type: none"> <li>• Civic Center Facilities and Leasing 1050</li> <li>• College Police Department 1000-1</li> <li>• Communications, Community and Government Relations 680</li> <li>• Continuing Education 1400</li> <li>• CTECS 1400</li> <li>• Custodial 1200</li> <li>• Dance Room (Temporary location) 615</li> <li>• Disability Support Services 1400</li> <li>• Dreamers Center 651</li> <li>• (*Room 345 Effective March)</li> <li>• DSS High Tech. Center 420</li> <li>• E.O.P.S. 1400</li> <li>• Evaluations 1400</li> <li>• Facilities, Operations and Planning 1602</li> <li>• Financial Aid 1400</li> <li>• Financial Services 1663</li> <li>• Foundation 101</li> <li>• Grounds 1260</li> <li>• Gymnasium 1500</li> <li>• Health, Exercise Science Building 1700</li> </ul>	<ul style="list-style-type: none"> <li>• Health First Fitness Club 1500</li> <li>• Health Services/Campus Nurse 601F</li> <li>• Human Resources 1650</li> <li>• Information 1400</li> <li>• Institutional Research, Planning and Grants 103A</li> <li>• Institutional Technology 211</li> <li>• Instructional Support Services L103</li> <li>• Jag Kitchen Food Pantry 554</li> <li>• Landscape and Nursery Technology 1800</li> <li>• Language Acquisition Center 640</li> <li>• Learning Resource Center (LRC) 420</li> <li>• Library 620</li> <li>• Lost and Found 105D</li> <li>• Maintenance 1200</li> <li>• Math Lab 60-110</li> <li>• Math Center 60-110</li> <li>• Meditation Space 610</li> <li>• MESA Center 60-101</li> <li>• Nurse 601F</li> <li>• Online Learning Center (OLC) L344</li> </ul>	<ul style="list-style-type: none"> <li>• Outreach 1505</li> <li>• Payroll Services 601F</li> <li>• Perkins Office 1650</li> <li>• Planetarium 1400</li> <li>• Prop R Trailer 103A</li> <li>• Purchasing 211</li> <li>• Reading Lab L103</li> <li>• South Bay Botanic Garden 554</li> <li>• Staff Development 1800</li> <li>• Student Accounts and Cashiering 640</li> <li>• Student Activities 420</li> <li>• Student Affairs 620</li> <li>• Student Employment Services 1400</li> <li>• Student Equity Programs and Services 651</li> <li>• Superintendent/President 100</li> <li>• Tech Prep/2+2 200A</li> <li>• Tennis Center 1030</li> <li>• Theatre/Mayan Hall 900</li> <li>• Time Out Café 480</li> <li>• Title IX 101</li> <li>• Tradewinds Café 1505</li> </ul>	<ul style="list-style-type: none"> <li>• Transfer Center 1400</li> <li>• Veterans Resource Center *345</li> <li>• (*Room 215 Effective March)</li> <li>• Veterans Services 1400</li> <li>• Warehouse/Receiving 1100</li> <li>• Wellness &amp; Aquatics Complex 1500</li> <li>• Women's Resource Center 1400</li> <li>• Workability III 1400</li> <li>• Writing Center 420</li> </ul>
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**SCHOOL OF:**

<ul style="list-style-type: none"> <li>Arts, Communication and Social Sciences 702B</li> <li>Business and Technology 470</li> <li>Counseling and Student Support Programs 1400</li> <li>Language, Literature, and Humanities 430</li> <li>Mathematics, Science, and Engineering 60-125</li> <li>Wellness, Exercise Science, and Athletics 1706</li> </ul>
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SOUTHWESTERN COLLEGE  
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