

# Southwestern College

# Continuing Education

Classes begin June 5–August 3

**Registration is now online!**

Featuring **FREE Certificates** in Customer Service, Optical Technician Training, ESL, Tax Preparation and more!

# SUMMER 2022

SCHEDULE OF CLASSES

**Featured Fee-Based Classes** include Tennis Academy, Child Visitation Monitor Training, California State Notary Public Seminar, Loan Signing-Notary Public Seminar and more!

**Courses offered Online, Hybrid, Face-to-Face, Synchronous “Live” Online and Synchronous “Live” Online Hybrid**



For more information visit: [www.swccd.edu/continuinged](http://www.swccd.edu/continuinged)

**Southwestern College Continuing Education**

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

# A Message from the Director



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

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

For Summer semester, Continuing Education will phase in in-person classes at all our campuses. About 60 percent of our course offerings will take place in-person. We will continue to offer online registration, instruction, and campus services online (remote). We realize working online may be new to you, which is why our staff is ready to assist you in everything from applying online to registering for classes. Give us a call or contact us through Live Registration Assistance or Virtual Chat on our Continuing Education website to get the help you need.

As the world opens back up and the economy begins to improve, you may be exploring new career goals, ways to upgrade your workplace skills, start a business, or prepare for college. Continuing Education is a great place to start this exploration. Take a moment to check out our NEW Certificate of Completion for **Optical Technician**. Our **Tax Preparation/Income Tax, Basic ESL** or **Customer Service Series** certificates are also very popular. Our **Trigonometry Refresher** or **Algebra** for **Test Prep** and course support to prepare for math classes or the SWC math placement test.

You may even be interested in learning how to **Make Extra Income as a Wholesale Auto Dealer from Home**, or become a **Child Visitation Monitor**. Through Ed2go online, we offer a wide range of highly interactive courses for lifelong learning or career training programs for those interested in developing professional skills. Whatever your goals are and no matter why you are here, we look forward to serving you.

Sincerely,  
Myesha Jackson, MBA  
Director of Continuing Education

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# Southwestern College **Continuing Education**

Continuing Education provides students with extended studies designed to support professional advancement and personal success. Day, evening, and weekend classes are conveniently held in either Face-to-Face, Online, Synchronous "Live" Online, or Hybrid format. Many are tuition-free, while others require a nominal fee. There are no transcripts or grades. New classes are always being added. For an up-to-date listing of classes, visit the Continuing Education section of the Southwestern College website: [www.swccd.edu/continuinged](http://www.swccd.edu/continuinged).

## Mission Statement

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

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

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

*Governing Board approved March 10, 2020*

## Governing Board of the Southwestern Community College District

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July 2021–June 2022

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## Diversity Initiative

Southwestern Community College District seeks to foster and engage diversity as integral to our learning community and in educational excellence. Diversity is valued as an essential cornerstone to civility, dignity, fairness, respect, and trust.

## Non-Discrimination Statement

The Southwestern Community College District does not discriminate on the basis of race, color, religion, national origin, gender, sexual orientation, disability, age, or marital status in any of its policies, procedures, or practices. This nondiscrimination policy covers admission, employment, and access to all college programs and activities. Questions about the Rehabilitation Act of 1973, Section 504, and student grievances should be directed to the Dean of Student Services, at 619-482-6369. Title IX inquiries should be directed to the Title IX Administrator, at (619) 482-6329. Inquiries regarding Equal Employment Opportunity and other nondiscrimination policies and procedures should be directed to the Vice President for Employee Services, (619) 482-6329.

# Southwestern College **Continuing Education**

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

## **Noncredit Courses (NC)**

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

## **Fee-Based Classes (Community Service)**

Fee-based classes and programs are designated and authorized under Title 5. These programs may be offered in nearly any subject or field. These programs are supported by a fee paid by participants.

## **Customized Contract Education**

High-quality customized contract training services specifically tailored to the needs of the employees of businesses and organizations. Class participation is limited to the contract designees. Customized Contract Education and services are paid for by the contracting entity.

## **Course Description Legend**

### **Course meeting days:**

M – Monday | T – Tuesday | W – Wednesday | Th – Thursday  
F – Friday | Sat – Saturday | Sun – Sunday

**Example:** Class meets Monday through Thursday – MTWTh  
Class meets on Monday and Tuesday – MT

Continuing Education is a department of the School of Continuing Education & Workforce Development. Your feedback, suggestions, and comments are welcomed.

Myesha Jackson, Director of Continuing Education,  
[mjackson3@swccd.edu](mailto:mjackson3@swccd.edu)



## **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 pages 4–6 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.

### **City of Chula Vista Public Works**

**Code:** CVPW  
1800 Maxwell Rd.  
Chula Vista, CA 91911  
(619) 397-6000

### **Crown Cove Aquatic Center**

**Code:** CCAC  
5000 Highway 75  
Coronado, CA 92118  
(619) 429-1669

### **Higher Education Center at National City**

**Code:** HEC NC  
880 National City Blvd.  
National City, CA 91950  
(619) 216-6665

### **Higher Education Center at San Ysidro**

**Code:** HEC SY  
460 W, San Ysidro Blvd.  
San Ysidro, CA 92173  
(619) 216-6790



# How to Read the Class Schedule

Due to the COVID-19 pandemic, Southwestern College Continuing Education will be offering summer semester classes in five formats: Hybrid, Online, Face-to-Face, Synchronous “Live” Online, and Synchronous “Live” Online Hybrid. Classes in all five formats meet the same academic rigor and requirements. When registering, pay careful attention to the class format to ensure you choose the class most convenient for you and that will provide you with the best academic experience. You will receive an email from the instructor prior to start of the class with instructions for accessing your online classroom.

## Types of Classes:

**HYBRID CLASSES:** Meet online and face-to-face for some of the time on the day(s) that the section is scheduled for. Students must complete related work in various other ways outside of these class meetings.

**ONLINE CLASSES:** Traditional type of online class with NO set meeting times; learning is not live and class work is performed/submitted in Canvas by weekly deadlines.

**FACE-TO-FACE CLASSES:** Classes will be held on campus at Chula Vista, Higher Education Center at National City, Otay Mesa, San Ysidro or Crown Cove Aquatic Center and at various locations throughout San Diego South County. Please carefully review the location of the class for which you are registering. Students will be required to meet the COVID restrictions and guidelines, which include vaccination status and mask mandates determined by the District.

**SYNCHRONOUS “LIVE” ONLINE CLASSES:** Meets virtually for all hours posted in the schedule.

**SYNCHRONOUS “LIVE” ONLINE HYBRID CLASSES:** Meets virtually 50% of the time on the day(s) that the section is scheduled for. The other 50% of the class will be asynchronous online in Canvas.

**Some instructors may require the use of the camera for class participation and/or exams in zoom. Please check with your instructor on the first day of class.**

## Schedule Key

	Title	Days	Dates	Course Description
	<b>Retirement Living</b>			Explores a broad range of important topics for retirees and older adults, including:...
	<b>Instructor: J. Acosta, 12 hours.</b>			
<p>Instructor name. <b>TBA</b> indicates instructor was not designated at time of printing of schedule.</p>	NC 38-E1	Sat	Jan. 2–16	9 a.m.–12:50 p.m. No Fee
	Class #		Type of Class	Time
			Location: FACE-TO-FACE	Fee
				Chula Vista Campus

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

# 4 STEPS



## Complete your application



Complete or update your noncredit application at [www.tinyurl.com/swcopencce](http://www.tinyurl.com/swcopencce) or by visiting our webpage: [www.swccd.edu/continuinged](http://www.swccd.edu/continuinged)



## Check your personal email



After you have completed or updated your noncredit application online you will receive an email within 24-48 hours with steps to activate your MySWC Account.



## Activate your account



Follow the steps in your email to activate your **MySWC** account. You will have access to your student SWC email as well as other campus links, including WebAdvisor. Once your account is activated all SWC correspondence will be sent to your SWC email.



## Register for courses using WebAdvisor



Register for courses online using **WebAdvisor**. To access WebAdvisor, login to your **MySWC** account, click on **Campus Apps**, and select **WebAdvisor** on **MySWC**. Note: Only select a Term and select Noncredit for the Subject. Do NOT enter specific information about the course. Instructions on how to navigate through WebAdvisor are also available on our webpage.

### Need help? Contact us!

Phone: (619) 482-6376

Email: [continuinged@swccd.edu](mailto:continuinged@swccd.edu)

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



Apply and Register for  
**Fee-Based Courses**  
 with

# 5 STEPS



### Visit our registration website



Visit our online registration website at <https://registration.xenegrade.com/swccd> or by visiting our webpage: [www.swccd.edu/continuinged](http://www.swccd.edu/continuinged)



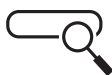
### Create your account



On the top right of the registration website, click on **“Create Account”**. Once you create your account, you will be able to register into courses.



### Find your courses



Search for courses using the **“Course Search”** features on the main landing page, or browse all fee-based courses by clicking on the menu tab on the left hand side of the webpage labeled **“Continuing Education Fee-Based Classes”**. Course numbers for community service/feebased classes start with **“CS.”**



### Add courses to your cart



Once you find the course(s) that you are interested in, **add them to your cart.**



### Checkout



When ready, select **Checkout**. Answer any required questions, and enter your **payment details**. Once your checkout is complete, you will receive an email with confirmation of your registration.

### Need help? Contact us!

Phone: (619) 482-6376

Email: [customizedtraining@swccd.edu](mailto:customizedtraining@swccd.edu)

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



SOUTHWESTERN COLLEGE  
 CONTINUING EDUCATION

# Registration Information

## Sign up Early

Early registration ensures that you will have a reserved place in a popular class. All registration is on a first-come, first-serve basis. **Your registration can make the difference as to whether a class is offered or cancelled.**

## Southwestern College Continuing Education Drop Policy

Any student who is not present on the first day of class may be dropped from the course by the instructor. After the first class meeting, any student with 3 consecutive absences from a noncredit class without prior notice (or in the event of a short-term class, having missed 25% of courses to-date) may be officially dropped from the course. Nonattendance does not constitute an automatic withdrawal. Should a student register and be unable to attend or decide not to continue, the student must contact the instructor or the Continuing Education office immediately to be withdrawn from the course.

## Class Confirmation

Please mark your personal calendar when registering for any class. If you have any questions regarding registration please contact us at (619) 482-6376 or email at [continuinged@swccd.edu](mailto:continuinged@swccd.edu) or visit our website at [www.swccd.edu/continuinged](http://www.swccd.edu/continuinged).

## Certificate of Completion

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

## Class Cancellation

Every attempt is made to avoid cancelling a class. However, sometimes it is necessary to cancel before the first meeting when enrollment is low. If the College has advance notice that a class will be cancelled, Continuing Education will attempt to reach you by email or phone. Please be sure to provide current phone and email contact information on your application.

## Refunds

A full refund will be made if Continuing Education cancels a class. If you have registered for a class and you cancel at least three (3) business days prior to the start of the class, you will receive a full refund of the class fee. You are not eligible for any refund beyond the three day period. There are no registration credits or rescheduling options available beyond the three (3) day refund period. No-shows are not eligible for a refund. A refund may take up to four to six weeks to process.

## Registration and Materials Fee

Registration fees are required for all Fee-Based classes. A materials fee may be required for some Fee-Based classes and Noncredit classes. Please be prepared to pay these fees at the time of registration. Only credit card payments are accepted.

## Instructor and Class Changes

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

## Types of Classes

All classes are held in either Hybrid, Online, Face-to-Face, Synchronous "Live" Online, and Synchronous "Live" Online Hybrid format. Please see page 3 for more information.

## Parking Information

**STUDENT PARKING:** All vehicles parked on campus must have a valid virtual parking permit beginning summer 2022. To simplify the purchase and vehicle registration process, purchasing a permit and registering your vehicle is done online. To purchase your semester virtual permit and register your vehicle, please go to [swc.thepermitstore.com](http://swc.thepermitstore.com). Once the online process is completed, your virtual parking permit will be active.

All information associated with your virtual parking permit must be kept current. If you need to add or change any information, please update your information online at [swc.thepermitstore.com](http://swc.thepermitstore.com). Only registered students may purchase a semester virtual student parking permit. A student parking permit does not guarantee the permit holder a parking space.

**VISITOR PARKING:** To purchase a daily visitor virtual permit and register your vehicle, please go to [swc.thepermitstore.com](http://swc.thepermitstore.com). The cost of the permit is \$3 and it is only valid on the day of purchase. Once the online process is completed, your virtual parking permit will be active immediately.

**IMPORTANT:** Citations will still be issued if parked illegally in a handicap space without a handicap placard, double parked, parked in red zones, reserved spaces, or yellow-lined staff spaces (Staff permit required to park in a yellow-lined staff space).

## 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

If you require a student ID card, you may request one by following the instructions listed at <https://www.swccd.edu/student-life/student-activities/> under the SWC Identification Card section. These requests will be reviewed, and ID cards will be issued to currently enrolled students within a week of the request being made. We thank you for your understanding, and if you have any questions, please do not hesitate to contact the Office of Student Activities at (619) 421-6700, ext. 5433.



# Helping you shape your future.

Looking to strengthen your job skills or explore new personal interests? **Apply today and start your summer with us!**

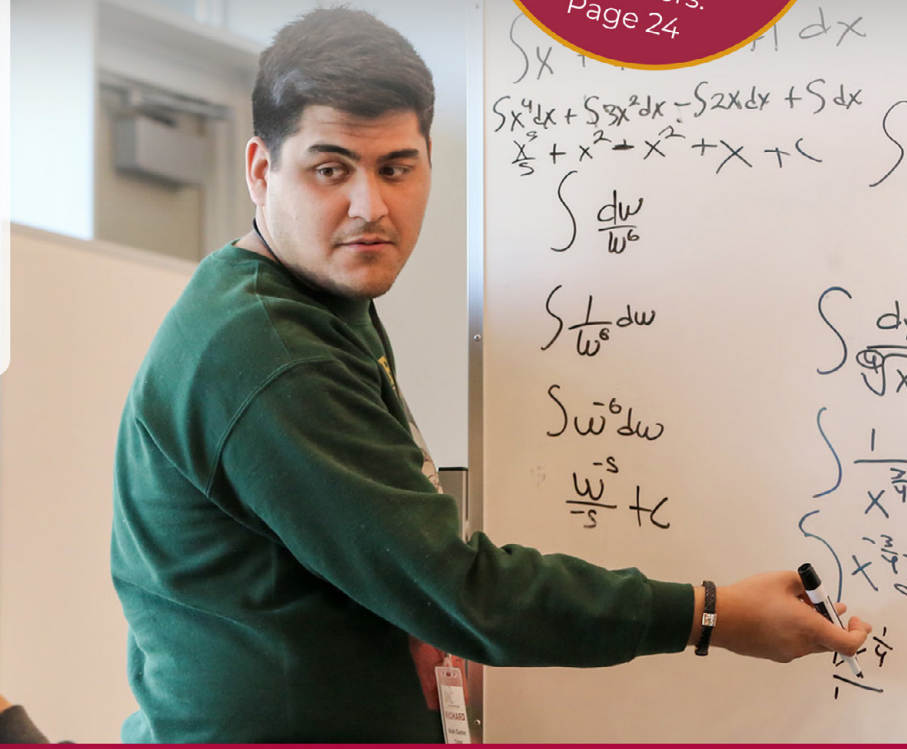
**Our classes are offered in a variety of formats to fit your needs.**

Offering Face-to-Face, Online, Hybrid, Synchronous "Live" Online and Synchronous "Live" Online Hybrid

## Summer offerings include:

Job Skills, Math Skills Refreshers, Optical Technician, Notary Public Health and Safety Certifications Customer Service, Child Visitation Monitor training, Traffic School and more!

**EXPLORE OUR SUMMER Y.E.S. ACADEMY!**  
Classes for 4<sup>th</sup>-12<sup>th</sup> graders, parents and caregivers.  
Page 24



To apply and learn more about our offerings, visit:

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

# Noncredit Class Offerings

## Career and Job Skills

### Earn Career Education Certificates in Specific Industries



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



**Complete both NC 311 and NC 312 and receive a Certificate of Completion—90 hours total.**

#### Tax Preparation/Income Tax Course I

Introduces Part I of a 60 hour program that teaches students how to prepare their own state and federal income tax returns and introduces them to the career field of a registered tax preparer in the State of California. Successful completion of Part I and Part II enables a student to receive a Certificate of Completion. **Required textbooks: available at the Bookstore, to be purchased by the first day of class.**

**Instructor: D. Yager, 30 hours.**

NC 113-401 TTh Jun. 14–Jul. 5 5:30–9:35 p.m. No Fee  
**Type of class/Location:** SYNCHRONOUS “LIVE”  
 ONLINE

#### Tax Preparation/Income Tax Course II

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

**Instructor: D. Yager, 30 hours.**

NC 114-401 TTh Jul. 12–Aug. 2 5:30–9:35 p.m. No Fee  
**Type of class/Location:** SYNCHRONOUS “LIVE”  
 ONLINE

#### *New!* Optical Technician I

Provides participants training for entry-level employment in the Optical Field as an Optician or Optometric Assistant. Lectures cover anatomy and terminology pertaining to the eye, optical theory, and spectacle lens design. Practical instruction provides hands-on training verified through a skills check-off system. Includes topics for study and preparation for the National Opticianry Certification Exam (NOCE) administered by the American Board of Opticianry.

**Instructor: K. Recker, 45 hours.**

NC 311-78 MTW Jun. 6–Jun. 29 5–8:30 p.m. No Fee  
**Type of class/Location:** FACE-TO-FACE/HEC NC  
**Room: 7200-7204**

#### *New!* Optical Technician II

The second part of a two part program that will provide participants training for entry-level employment in the Optical Field as an Optician or Optometric Assistant. Lectures cover anatomy and terminology pertaining to the eye, optical theory, and spectacle lens design. Practical instruction provides hands-on training verified through a skills check-off system. Includes topics for study and preparation for the National Opticianry Certification Exam (NOCE) administered by the American Board of Opticianry.

**Instructor: K. Recker, 45 hours.**

NC 312-78 MTW Jul. 5–Aug. 1 5–8:30 p.m. No Fee  
**Type of class/Location:** FACE-TO-FACE/HEC NC  
**Room: 7200-7204**

**HAVE YOU  
 CONSIDERED  
 BECOMING  
 AN OPTICAL  
 TECHNICIAN?**

Did you know Optical Technicians can earn anywhere from \$15.00 to \$26.46 or more an hour? **Register today for our training courses.**





## Earn Health and Safety Certifications that Employers Require

For registration and information on CPR classes listed below, please contact CCAC's Community CPR & First Aid Program Office via email at (619) 429-1669 or email at [cpr4you@swccd.edu](mailto:cpr4you@swccd.edu).

### 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 in the workplace, 8 hours.

NC 40-E1	Sat	Jul. 16	8:30 a.m.–4:40 p.m.	No Fee
NC 40-E2	Sat	Jul. 30	8:30 a.m.–4:40 p.m.	No Fee

**Instructor: D. Hawley**

**Type of class/Location:** FACE-TO-FACE/CCAC

NC 40-E3	Th	Jun. 16	8:00 a.m.–4:10 p.m.	No Fee
NC 40-E4	Th	Jul. 21	8:00 a.m.–4:10 p.m.	No Fee

**Instructor: D. Hawley**

**Type of class/Location:** FACE-TO-FACE/CVPW

NC 40-E5	Th	Jun. 9	8 a.m.–4:10 p.m.	No Fee
NC 40-E6	Th	Jul. 7	8 a.m.–4:10 p.m.	No Fee
NC 40-E7	M	Aug. 1	8 a.m.–4:10 p.m.	No Fee

**Instructor: TBA**

**Type of class/Location:** FACE-TO-FACE/CCAC

**Required textbook: Heartsaver First Aid CPR AED (2020)** (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.

### Basic Life Support (BLS) Instructor

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

**Instructor: B Burdick, 16 hours**

Must enroll no less than 2 weeks prior to the course through SWC Community CPR & First Aid Program/CCAC by emailing [bburdick@swccd.edu](mailto:bburdick@swccd.edu).

NC 1039-E1	Sat/Sun	Jun. 25 & 26	8:30 a.m.–4:40 p.m.	No Fee
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**Type of class/Location:** FACE-TO-FACE/CCAC

### 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	Jun. 18	8:30 a.m.–5:40 p.m.	No Fee
NC 1007-E2	Sat	Jul. 23	8:30 a.m.–5:40 p.m.	No Fee

**Instructor: D. Hawley**

**Type of class/Location:** FACE-TO-FACE/CCAC

NC 1007-E3	F	Jun. 10	8 a.m.–4:10 p.m.	No Fee
NC 1007-E4	F	Jul. 8	8 a.m.–4:10 p.m.	No Fee
NC 1007-E5	T	Aug. 2	8 a.m.–4:10 p.m.	No Fee

**Instructor: TBA**

**Type of class/Location:** FACE-TO-FACE/HHSA

Components include one-and two-rescuer CPR and foreign body airway obstruction (FBAO) in adults, children, and infants. Bag-valve-mask (BVM) and Automated External Defibrillation (AED) also included. Successful completion of a written test is required to receive course completion certificate. **Required book: BLS Provider Manual 2020, (available at CCAC for \$10).** American Heart Association (AHA) course completion certificate is \$30. As per the new AHA guidelines all cards will be submitted in electronic format, students must provide an accurate email address to obtain course completion certifications. Follows the guidelines of the AHA.

### 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 updated 2015 First Aid guidelines.

**Instructor: J. Araiza, 8 hours.**

NC 1022-E1	Sat	Jul. 9	8:30 a.m.–4:40 p.m.	No Fee
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**Type of class/Location:** FACE-TO-FACE/CCAC

**Required textbook: Heartsaver Pediatric First Aid CPR AED (2020)** (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.



# College and Career Readiness

## Prepare for a New Career or to Enter College



**Complete all three of the courses (NC 1003, NC 1070 and NC 1069) and receive a Certificate of Participation—18 hours total.**

### Customer Service: Mastering Communication

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

**Instructor:** W. Taylor, 6 hours.

NC 1003-60 T Jul. 12 & 19 6–8:50 p.m. No Fee  
**Type of class/Location:** FACE-TO-FACE/SWC  
 Chula Vista Campus  
**Room:** 55A-107

### 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:** W. Taylor, 6 hours.

NC 1070-60 T Jun. 14 & 21 6–8:50 p.m. No Fee  
**Type of class/Location:** FACE-TO-FACE/SWC  
 Chula Vista Campus  
**Room:** 55A-107



### 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:** W. Taylor, 6 hours.

NC 1069-60 T Jul. 26-Aug 2 6–8:50 p.m. No Fee  
**Type of class/Location:** FACE-TO-FACE/SWC  
 Chula Vista Campus  
**Room:** 55A-107

### Success in Nursing

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

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

NC 1033-531 Jun. 13-Aug 1 No Fee  
**Type of class/Location:** ONLINE

**DID YOU**

**KNOW?**

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

Southwestern College **CONNECTS** is our Technology Loaner Program for students who do not have access to technology at home and are in need of a loaner computer or other technology to participate in credit or noncredit courses.

Visit the [SWC Cares page](#) and complete the CONNECTS Technology Loan Request form. Your current enrollment status will be checked and you will be contacted via your Southwestern College email address with information on the date/time of the next distribution day.

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



**Complete all three classes (NC 108, NC 109 and NC 110) and receive a Certificate of Completion.**

### Basic ESL I

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

**Instructor: N. Bartels**, 32 hours.

NC 108-401 MTWTh Jun. 6–23 8:30–10:50 a.m. No Fee  
**Type of class/Location:** SYNCHRONOUS "LIVE" ONLINE

### Basic ESL II

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

**Instructor: B. Zemlick**, 32 hours.

NC 109-401 MTWTh Jun. 27–Jul. 14 8:30–11:05 a.m. No Fee  
**No Class:** 7/4  
**Type of class/Location:** SYNCHRONOUS "LIVE" ONLINE

### Basic ESL III

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

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

NC 110-402 TTh Jul. 18–Aug. 4 8:30–10:50 a.m. No Fee  
**Type of class/Location:** SYNCHRONOUS "LIVE" ONLINE



## Refresh Your Math Skills

### Algebra Review for Test Prep and Course Support

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

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

NC 146-501 Jun. 13–27 No Fee  
**Type of class/Location:** ONLINE

NC 146-502 Jul. 21–Aug. 4 No Fee  
**Type of class/Location:** ONLINE

### Algebra Refresher Level 2

Provides an individualized program of instruction to review various topics in Intermediate Algebra. Consists of direct instruction as well as 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 algebra-based courses or exams.

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

NC 147-501 Jun. 29–Jul. 14 No Fee  
**Type of class/Location:** ONLINE

NC 147-502 Jul. 21–Aug. 4 No Fee  
**Type of class/Location:** ONLINE

### Trigonometry Refresher

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

**Instructor: Y. Francis**, 9 hours.

NC 1104-501 Jul. 12–28 No Fee  
**Type of class/Location:** ONLINE

## Develop Your Computers Skills to Begin or Advance Your Career

### Developing High-Performance Charts in Microsoft Excel

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

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

NC 24-501 Jul. 12–28 No Fee  
**Type of class/Location:** ONLINE

### Introduction to Microsoft Outlook

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

**Instructor:** N. Bartels, 3 hours.

NC 198-581 Jun. 16–Jul. 5 No Fee  
**Type of class/Location:** ONLINE



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

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

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

## Life-long Learning

### Strengthen Families and Parenting Skills Enrich Lives of Older Adults

#### Art Therapy

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

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

NC 1053-80 T Jun. 7–Jul. 12 10–11:50 a.m. No Fee  
**Type of class/Location:** FACE-TO-FACE/HEC SY  
**Room:** 5200-5210

NC 1053-482 W Jun. 22–Jul. 27 10–11:50 a.m. No Fee  
**Type of class/Location:** SYNCHRONOUS "LIVE"  
 ONLINE

#### Concert Choir I

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

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

NC 80-60 TWTh Jun. 7–Jul. 21 6–9:10 p.m. No Fee  
**Type of class/Location:** FACE-TO-FACE/SWC  
 Chula Vista Campus  
**Room:** 85-101

#### 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. Lenuud, 72 hours.

NC 3081-01 TTh Jun. 14–Aug. 2 1:20–5:50 p.m. No Fee  
**Type of class/Location:** FACE-TO-FACE/SWC  
 Chula Vista Campus  
**Room:** 85-101

### Introduction to Mariachi Performance

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

**Instructor:** J. Nevin, 72 hours.

NC 87-01 MW Jun. 20–Aug. 3 3:45–8:55 p.m. No Fee

**No Class:** 7/4

**Type of class/Location:** FACE-TO-FACE/SWC  
Chula Vista Campus

**Room:** Monday 80-101/Wednesday 85-105



## Thrive with Fitness and Wellness

### Tai Chi

Introduces the Chinese Tai Ji Quan (Tai Chi) traditional exercise for body and mind. Emphasizes muscle tone, flexibility, relaxation and stress reduction, especially for older adults. Consists of slow rhythmic movements and mediation techniques effective for relaxation, decreasing high blood pressure, and promoting overall wellness for all ages.

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



NC 32-460 TTh Jun. 7–Jul. 28 5–6:15 p.m. No Fee

**Type of class/Location:** SYNCHRONOUS "LIVE" ONLINE

NC 32-480 MTh Jun. 6–Aug. 1 3:30–4:45 p.m. No Fee

**Type of class/Location:** SYNCHRONOUS "LIVE" ONLINE

## CUSTOMIZED TRAINING PROGRAM

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

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

- Customer Service
- English for the Workplace
- Diversity Management

**In addition to these competitively priced services:**

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

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



# Learn to play Tennis!

## The Jaguar Tennis Academy at Southwestern College

900 Otoy Lakes Road, Chula Vista, CA 91910



Jaguar Tennis Academy offers Tennis group classes for ages 10 through 17 years old/Juniors and 18 and older/Adults.

Class levels offered are beginning, intermediate juniors, advanced intermediate & advanced juniors, and adults intermediate to advanced.

**Instructor: Coach Susan Reasons**, SWC Womens Intercollegiate Head Coach, B.A. Physical Education SDSU, California Community College Teaching Credential, PTR Certified Tennis Instructor since 1988.

### BEGINNING LEVEL: AGES 10-16

The beginner level class is for 1st time students wanting to learn the proper techniques of Tennis. Class will focus on proper hitting techniques of groundstrokes and serves. Court positioning will also be stressed along with conditioning and footwork drills. Once the student has mastered the basic skills proficiently, then can the sign up for the Advanced Beginning/Intermediate level class.

**Instructor: Susan Reasons**, 1 hour per week/ 4 week session

TA L1-50	Monday	Jun. 6–Jun. 27	4–5 p.m.	Cost: \$70
TA L1-51	Monday	Jul. 11–Aug. 4	4–5 p.m.	Cost: \$70
TA L1-53	Wednesday	Jun. 8–Jun. 29	4–5 p.m.	Cost: \$70

### INTERMEDIATE LEVEL: AGES 10-17

Focus on continued development of groundstrokes through the use of rallies, ball machine drills, and game play. Introduction to volleys and overheads. Footwork and conditioning is also included.

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

TA L2-50	Monday	Jan. 6–Jun. 27	5–6:30 p.m.	Cost: \$85
TA L2-51	Monday	Jul. 11–Aug. 1	5–6:30 p.m.	Cost: \$85

### ADVANCED INTERMEDIATE & ADVANCED LEVEL: AGES 12-17

Focus on game play to include add and no-ad scoring, sets, pro-sets, and tie-breakers. Students will work on improvement of skills in real game situations and group drills. Footwork and conditioning included. All students enrolled must have a degree of skills where they can participate in real games of tennis. Strategy and court positioning for singles and doubles will be covered.

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

TA L3-50	Wednesdays	Jun. 8–Jun. 29	5–7 p.m.	Fee: \$100
TA L3-51	Wednesdays	Jul. 6–Jul. 27	5–7 p.m.	Fee: \$100

### ADULTS INTERMEDIATE TO ADVANCED: AGES 18 AND OLDER

Class will work on ball machine to improve skills of groundstrokes and volleys. Group ball basket at the beginning of each class to improve serves. Doubles and singles games included in each class and/or group drills built around competition games.

Students must have developed a level of skills for tennis to be able to play games and sets. Class is not for a beginner's level.

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

TA L4-50	Tuesdays	Jun. 7–Jun. 28	6–7:30 p.m.	Fee: \$75
TA L4-51	Tuesdays	Jul. 5–Jul. 26	6–7:30 p.m.	Fee: \$75

All students agree to meet with Coach Susan for a skills assessment and instructor consent as well as sign the Release of Liability Form prior to registration.

Please email Coach Susan at [susanreasons@yahoo.com](mailto:susanreasons@yahoo.com) for skills assessment information and registration requirements.



# Fee-Based Class Offerings

Registration for fee-based classes closes a week before the start of each class.

## Personal Interest and Career Development

### Start a New Career

#### 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 Jul. 9 8 a.m.–4 p.m. Fee: \$75

**Type of class/Location:** FACE-TO-FACE/  
SWC Chula Vista Campus  
**Room:** 83-105

*\$49 materials fee paid at time of registration.  
Optional State exam scheduled 4–5 p.m. for an  
additional \$40 fee.*

#### Child Visitation Monitor Training Course

Are you looking for a career opportunity in which you can work within the community, gain valuable experience and make a difference in the lives of children and families? Consider becoming a professional Child Visitation Monitor. A position that is always in demand. The average starting rate for monitors is \$45–\$60 per hour. The monitor's responsibility is to ensure the safety and well-being of the children involved. This comprehensive course satisfies the State 24-hour training requirement. You will learn the California State policies and procedures as well as your role as a monitor. Upon completing the course, you will be able to begin working as an independent monitor which allows you to set your own schedule/hours, select which families you want to work with and decide what area you would like to work out of. You must be at least 21 years old and have a clean record to register for this course.

**Instructor:** Jazmin Mundo, 24 hours.

CS 326-01 W Jul. 6–20 8:30 a.m.–4:30 p.m. Fee: \$295

**Type of class/Location:** SYNCHRONOUS "LIVE"  
ONLINE

*\$60 materials fee paid at time of registration.*

#### 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 Jul. 10 9 a.m.–5 p.m. Fee: \$75

**Type of class/Location:** FACE-TO-FACE/SWC  
Chula Vista Campus

**Room:** 54A-107

*\$79 materials fee paid at time of registration.*

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

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

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

CS 257-60 MT Jul. 25 & 26 6–9:30 p.m. Fee: \$85

**Type of class:** SYNCHRONOUS "LIVE" ONLINE  
*\$25 materials fee paid at the time of registration.*

# 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.

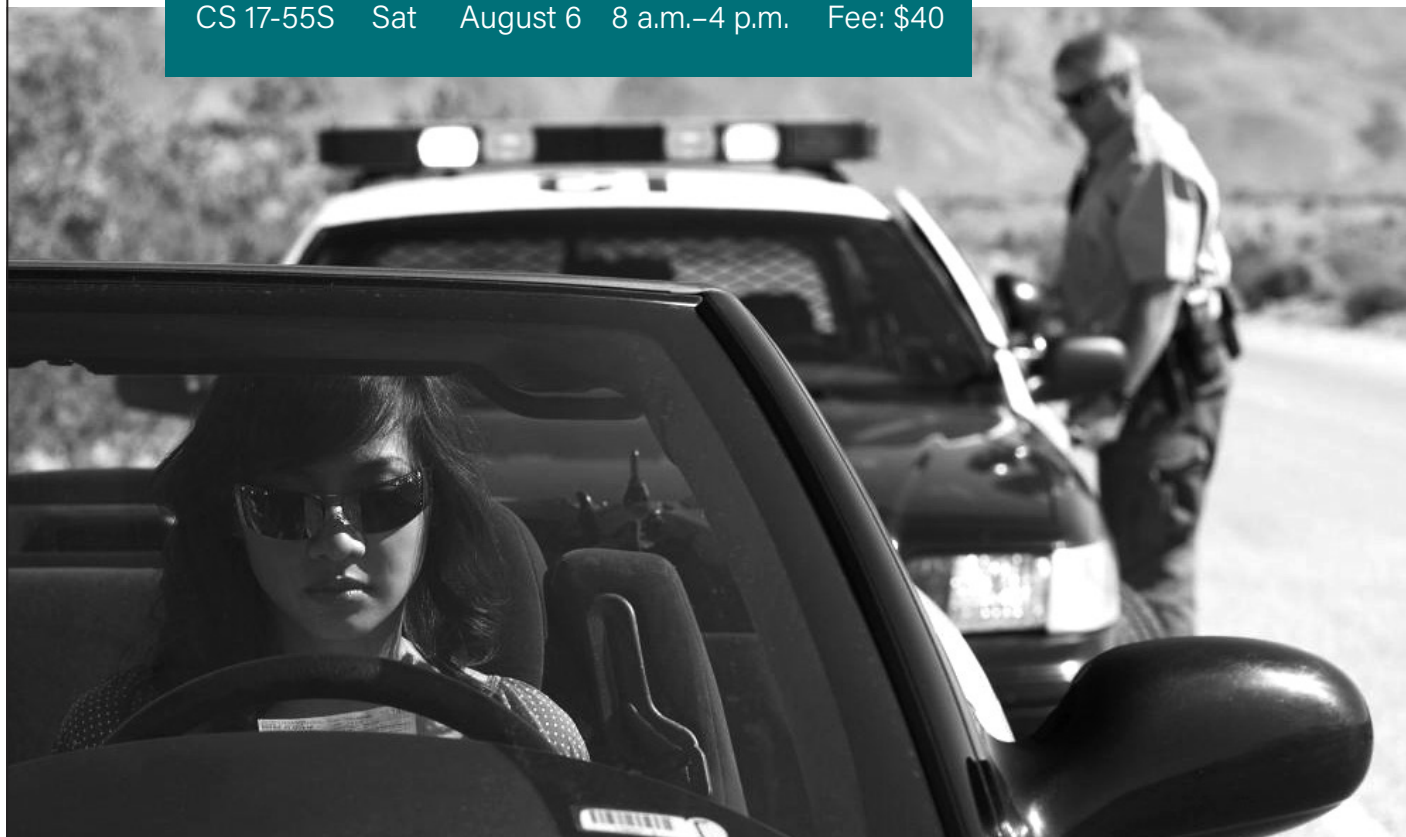
**Location:** SWC Chula Vista Campus, Room 59A-102.

**English:**

CS 17-50	Sat	June 11	8 a.m.–4 p.m.	Fee: \$40
CS 17-51	Sat	July 9	8 a.m.–4 p.m.	Fee: \$40
CS 17-53	Sat	July 23	8 a.m.–4 p.m.	Fee: \$40

**Spanish:**

CS 17-52S	Sat	June 25	8 a.m.–4 p.m.	Fee: \$40
CS 17-55S	Sat	August 6	8 a.m.–4 p.m.	Fee: \$40



# ed2go Via the Internet

ed2go Online Classes start: June 15 and July 13

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

**Requirements:** All courses require Internet access, e-mail, Google Chrome, or Mozilla Firefox. Some courses may have additional requirements. Please visit the course details page for more information.

You will be able to download a letter of completion at the end of each course. These courses do not offer college credit.

**Fees are non-refundable two weeks after the class starts.**

**THE COURSES DO NOT OFFER COLLEGE CREDIT.**

## Internet and Web Design

Fee: \$135 per course

Cse. No.	Title	
ETG-101	Creating Web Pages	\$135
ETG-102	Introduction to ASP.NET	\$135
ETG-104	Introduction to CSS3 and HTML5	\$135
ETG-106	Introduction to PHP and MySQL	\$135
ETG-107	Introduction to Java Programming	\$135
ETG-108	Intermediate CSS3 and HTML5	\$135
ETG-109	Intermediate JAVA Programming	\$135
ETG-111	Achieving Top Search Engine Positions	\$135
ETG-112	Advanced Web Pages	\$135
ETG-114	Blogging and Podcasting for Beginners	\$135
ETG-116	Designing Effective Websites	\$135
ETG-117	Introduction to Microsoft Outlook 2010	\$135
ETG-120	Introduction to Crystal Reports	\$135
ETG-124	Creating Mobile Apps with HTML5	\$135
ETG-125	Creating WordPress Websites	\$135

## Computers

Fee: \$130 per course

Cse. No.	Title	
ETG-200	Introduction to PC Troubleshooting	\$130
ETG-206	Advanced Microsoft Excel 2013	\$130
ETG-209	Introduction to Microsoft Word 2010	\$130
ETG-213	Basic CompTIA A+ Certification Prep	\$130
ETG-214	Intermediate CompTIA A+ Certification Prep	\$130
ETG-215	Advanced CompTIA A+ Certification Prep	\$130

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

## Tech Prep and Special Interest

Fee: \$130 per course

*\*Unless otherwise noted with asterisk*

Cse. No.	Title	
ETG-300	Write Fiction Like A Pro	\$130
ETG-301	The Craft of Magazine Writing	\$130
ETG-302	Beginning Writer's Workshop	\$130
ETG-303	Writing Effective Grant Proposals	\$130
ETG-304	A to Z Grant Writing	\$130
ETG-305	Instant Italian	\$130
ETG-306	GRE Preparation--Part 1 (Verbal and Analytical)	\$130
ETG-307	GRE Preparation--Part 2 (Quantitative)	\$130
ETG-308	LSAT Preparation--Part 1	\$130
ETG-309	LSAT Preparation--Part 2	\$130
ETG-310	Grammar Refresher	\$130
ETG-311	Beginning Conversational French	\$130
ETG-312	Writeriffic: Creativity Training for Writers	\$130
ETG-314	Speed Spanish	\$130
ETG-315	Grammar for ESL	\$130

ETG-316	Medical Terminology: A Word Association Approach	\$130
ETG-317	Introduction to Natural Health and Healing	\$130
ETG-318	GMAT Preparation	\$130
ETG-319	Discover Digital Photography	\$130
ETG-321	Genealogy Basics	\$130
ETG-322	Learn to Buy and Sell on eBay	\$130
ETG-323	Secrets of Better Photography	\$130
ETG-324	Conversational Japanese	\$130
ETG-325	Photographing People with your Digital Camera	\$130
ETG-326	Speed Spanish II	\$130
ETG-327	Writing Essentials	\$130
ETG-328	Twelve Steps to a Successful Job Search	\$130
ETG-329	Where Does All My Money Go?	\$130
ETG-330	Get Assertive!	\$130
ETG-331	Explore a Career as an Administrative Medical Assistant	\$130
ETG-332	Leadership	\$130
ETG-333	Interpersonal Communication	\$130
ETG-334	Personal Finance	\$130
ETG-335	Explore a Career in Medical Coding	\$130
ETG-336	Human Anatomy and Physiology	\$130
ETG-337	Keys to Effective Communication	\$130
ETG-338	Become a Veterinary Assistant	\$130
ETG-339	Become a Veterinary Assistant II: Canine Reproduction	\$130
ETG-340	Become a Veterinary Assistant III: Practical Skills	*\$115
ETG-341	Introduction to Digital Scrapbooking	\$130
ETG-342	Achieving Success with Difficult People	\$130
ETG-344	Solving Classroom Discipline Problems	\$130
ETG-345	Stocks, Bonds, and Investing: Oh My!	\$130
ETG-346	Introduction to Screenwriting	\$130
ETG-348	Fundamentals of Technical Writing	\$130
ETG-349	Keys to Effective Editing	\$130
ETG-351	Handling Medical Emergencies	\$130
ETG-352	Write Your Life Story	\$130
ETG-353	Helping Elderly Parents	\$130
ETG-354	Lose Weight and Keep It Off	\$130
ETG-355	Become a Physical Therapy Aide	\$130
ETG-356	Spanish for Medical Professionals	\$130
ETG-357	Understanding Adolescents	\$130
ETG-358	Spanish in the Classroom	\$130
ETG-359	Creating a Classroom Web Site	\$130
ETG-360	Teaching Preschool: A Year of Inspiring Lessons	\$130
ETG-361	The Creative Classroom	\$130
ETG-362	Teaching Smarter With SMART Boards	\$130
ETG-363	Ready, Set, Read!	\$130
ETG-364	Teaching Students with ADHD	\$130
ETG-365	Guided Reading & Writing: Strategies for Maximum Student Achievement	\$130
ETG-366	Differentiated Instruction in the Classroom	\$130
ETG-367	Guided Reading: Strategies for the Differentiated Classroom	\$130
ETG-368	Teaching Students with Learning Disabilities	\$130
ETG-369	Teaching Students with Autism: Strategies for Success	\$130
ETG-370	Response to Intervention: Reading Strategies That Work	\$130
ETG-371	Singapore Math Strategies: Model Drawing for	\$130

Grades 1-6		
ETG-372	Singapore Math: Number Sense and Computational Strategies	\$130
ETG-373	Writing for Children	\$130
ETG-374	SAT/ACT Preparation – Part 1	\$130
ETG-375	SAT/ACT Preparation – Part 2	\$130
ETG-376	Introduction to Stock Options	\$130
ETG-380	Introduction to Interior Design	\$130
ETG-382	Resume Writing Workshop	\$130
ETG-383	Enhancing Language Development in Childhood	\$130

## Small Business

Fee: \$130 per course

### Cse. No. Title

ETG-400	Start and Operate Your Own Home-Based Business	\$130
ETG-401	Marketing Your Business on the Internet	\$130
ETG-402	Starting a Nonprofit	\$130
ETG-403	Marketing Your Nonprofit	\$130
ETG-404	Creating a Successful Business Plan	\$130
ETG-405	Starting a Consulting Practice	\$130
ETG-406	Start Your Own Small Business	\$130
ETG-407	Introduction to Internet Writing Markets	\$130

## Management and Business

Fee: \$140 per course

### Cse. No. Title

ETG-625	Introduction to QuickBooks 2014	\$140
ETG-628	Purchasing Fundamentals	\$140
ETG 629	Project Management Fundamentals	\$140
ETG-630	Business Finance for Non-Finance Personnel	\$140
ETG-631	Administrative Assistant Fundamentals	\$140
ETG-632	Fundamentals of Supervision and Management	\$140
ETG-633	Effective Business Writing	\$140
ETG-634	Business and Marketing Writing	\$140
ETG-636	Accounting Fundamentals	\$140
ETG-637	Accounting Fundamentals II	\$140
ETG-639	Real Estate Investing	\$140
ETG-641	Building Teams That Work	\$140
ETG-643	Individual Excellence	\$140
ETG-646	Fundamentals of Supervision and Management II	\$140
ETG-647	Distribution and Logistics Management	\$140
ETG-649	Introduction to Nonprofit Management	\$140
ETG-651	Understanding the Human Resources Function	\$140
ETG-652	Administrative Assistant Applications	\$140
ETG-653	Total Quality Fundamentals	\$140
ETG-654	Project Management Applications	\$140

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



# Online Career Training Programs

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

**Payment plans are available!**

## Features:

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

## Programs are available in the following areas:

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

## Chartered Tax Professional for California Residents

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

## Payroll Practice and Management

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

## Digital Arts Certificate

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

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

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

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

# Online Career Training Programs

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

## Biofuel Production Operations

**400 hours | \$2,595**

The Biofuel Production Operations Online Training Program will give you the education as a biofuel production operator, inspecting and repairing equipment, operating computer systems, and handling lab equipment.

## Certificate in Mediation and Arbitration

**200 hours | \$3,495**

This course provides you with the comprehensive training necessary for becoming a certified mediation or arbitration professional.

## Certified Global Business Professional

**160 hours | \$2,495**

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

## Certified Green Supply Chain Professional

**60 hours | \$1,595**

Gain the skills you'll need to make a green impact on global sourcing, material management, procurement and buying, transportation and logistics, and new product development.

## Certified Indoor Air Quality Manager

**16 hours | \$795**

Are you a facility manager, building engineer, or health and safety officer who wants to improve the indoor air quality of your building? If so, the Certified Indoor Air Quality Manager Program is just for you.

## Certified Indoor Environmentalist Preparation

**32 hours | \$895**

The Certified Indoor Environmentalist Program will help you take the next step in your career to become an indoor air quality or green building consultant. To better understand how to create a healthy home or building by preventing, diagnosing, and resolving indoor environmental problems.

## Certified Physical Therapy Aide (Voucher Included)

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

This online course will help you master the skills you need to work as a physical therapy aide. Not only will you be prepared for the AMCA's Physical Therapy Technician/Aide certification exam, but an externship starter kit will also walk you through everything you need to know to land a PT aide externship.

## Grant Writing

**300 hours | \$2,295**

Learn to write grant proposals that get funded in this nationally recognized Grant Writing online training program.

## Mastering Project Management w/ Microsoft Project 2016

**210 hours | \$1,695**

Translate your knowledge into skills by exploring key project management topics in depth and prepare for the Project Management Professional (PMP®) certification.

## Mastering Project Management w/ PMP Prep

**150 hours | \$1,295**

In this intermediate/advanced level program, you'll translate your knowledge into skills by exploring key project management topics in depth.

## Non-Profit Management

**300 hours | \$2,295**

Examine the fundamental principles of nonprofit management, explore the roles and responsibilities of a nonprofit board of directors and the management team.

## Oil Refinery Operations

**400 hours | \$2,595**

Learn the skills you need to start work as an in-demand oil refinery operator.

## Pharmacy Technician (Voucher Included)

**400 hours | \$2,495**

Pharmacy technicians have become indispensable to the health care industry, and it's a great time to join this growing field. Through these Pharmacy technician classes you'll gain the skills and knowledge to qualify for entry-level positions in pharmacies and be prepared for national certification.

## Power Plant Operations

**400 hours | \$2,595**

Learn the skills you need to gain entry-level employment as a power plant operator.

## Project Management Essentials w/ CAPM Prep

**100 hours | \$1,195**

This program is designed for those who are new to project management and will help you prepare for the Certified Associate In Project Management (CAPM)® certification exam.

## Senior Certified Sustainability Professional

**110 hours | \$2495**

Are you prepared for an exciting career as a leader in the green-collar economy? By completing this premier online course, you'll establish yourself as a sustainable business professional.

## The Complete Project Manager w/ Microsoft Project 2016

**210 hours | \$1,695**

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

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

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

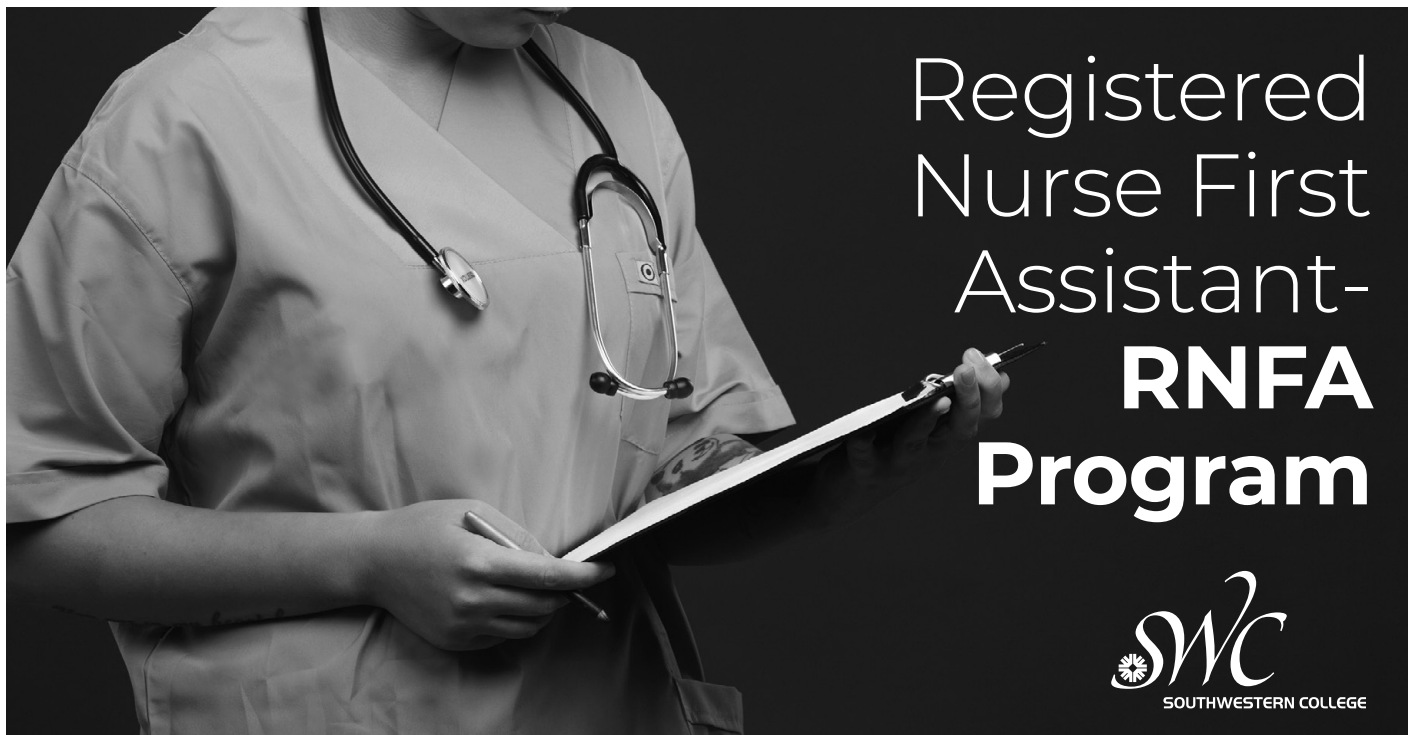
This is a comprehensive project management program is designed to create skills for today's project practitioners and prepare them for either the CAPM® or PMP® certifications.

## Veterinary Assistant

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

Prepare for a new career as a Veterinary Assistant as you learn how to care for animals and assist the veterinarian during examinations.

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



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

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



**Eligibility:**

**RNs:** Registered Nurses who qualify for the program must be CNO or CNOR-eligible and must:

- Have a current unrestricted RN license.
- Be currently working full-time or part-time in perioperative nursing in the area of nursing education, administration, research or clinical practice.
- Have completed a minimum of 2 years and 2,400 hours of experience in perioperative nursing, with a minimum of 50% (1,200 hours) in the intraoperative setting.
- RNs must submit proof of CNOR certification prior to graduating from the program.

**APRNs:** Board-certified or board eligible Advance Practice Registered Nurses qualify for the program and the CNOR experience clause is waived. APRN's must submit proof of national certification prior to graduating from the program.

**Area of study:** Operating room nursing skills and knowledge and Registered Nurse First Assistant scope of practice, surgical skills and the perioperative care of patients to achieve optimal outcomes.

Contact NIFA at 1-800-922-7747

Mon.–Thurs. 7:30 a.m.–5 p.m., Fri. 7:30 a.m.–4 p.m. | Visit [www.RNFA.org](http://www.RNFA.org) or email: [info@NIFA.com](mailto:info@NIFA.com)  
Jennifer Curran RN, CNOR, CRNFA Dean Parsons RN, CNOR, RNFA

# It's Time to Explore Your **NEXT STEPS** and Discover the *Keys to Success*

Are you taking a noncredit course, or maybe enrolled in one of the certificate programs, and you're wondering what other educational opportunities you can take advantage of at Southwestern College?

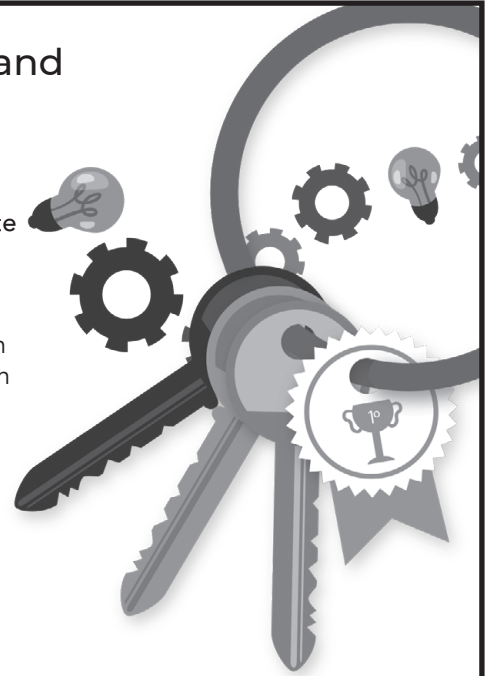
Eligible, enrolled Noncredit students can attend an orientation and meet with a counselor to explore education opportunities and services available through Southwestern College.

**The type of information covered includes topics such as:**

- Exploring career options and choosing life/career goals
- Identifying your current skill levels—know your starting place
- Making the transition to college
- Becoming aware of campus services and resources available
- How to pay for college—maybe you are eligible for financial assistance
- Developing an educational plan—your road map to success

For more information and to schedule your NEXT STEPS appointment, please contact the Continuing Education office at 619-482-6376 or email [continuinged@swccd.edu](mailto:continuinged@swccd.edu)

*This service is made available through Noncredit Student Success*



**SOUTH BAY**  
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**Chula Vista Adult School**  
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(619) 600-3800

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

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

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

**CONTACT  
US NOW!**



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





## In partnership with SWC Continuing Education, LSSI is offering a Lean Six Sigma certification program

### ■ YELLOW BELT

A Certified Lean Six Sigma Yellow Belt is a professional who, as a Lean expert, leads and sustains Lean Six Sigma implementation projects as part of their regular work responsibilities. You will learn the skills and knowledge necessary to identify and lead Lean Six Sigma kaizen events and projects and correctly implement strategic and tactical tools using the DMAIC methodology.

### ■ GREEN BELT

A certified Lean Six Sigma Green Belt is a professional who is trained in Lean Six Sigma methodologies and tools and is capable of implementing and sustaining high-impact projects. As a change agent, a Green Belt should dedicate 20% of his/her time to developing improvement initiatives and leading project teams.

### ■ BLACK BELT

A certified Lean Six Sigma Black Belt is a professional who is trained in advanced Lean Six Sigma methodologies and tools and is responsible for leading complex improvement projects in all areas of the organization and training/mentoring staff.

### Receive the best job offers with your Lean Six Sigma Certificate!

Lean Six Sigma Institute (LSSI) certificate courses introduce students to core methodologies and tools used for continuous improvement in a wide variety of industries, such as healthcare, services, manufacturing, banking, logistics, etc.

#### Get your certificate in:

LSS YELLOW BELT (40 HOURS)

LSS GREEN BELT (40 HOURS)

LSS BLACK BELT (40 HOURS)

Lean Six Sigma is a breakthrough system that leads to an organization substantially reducing costs, while at the same time, improving customer satisfaction.

#### LEARNING DELIVERY MODALITIES:

- Onsite
- Instructor-led
- Self-paced

#### WHO SHOULD ATTEND?

- Students
- Working Professionals
- Executives, managers and engineers
- Individuals with or without prior Lean Six Sigma knowledge

*Seating is limited, so enroll now to reserve an opportunity to boost your career*

To register or for more information go to:

<https://lssi.academyofmine.net/swc/>

Or

Contact: [kserrano@leansixsigma institute.org](mailto:kserrano@leansixsigma institute.org)





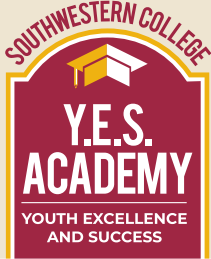
Southwestern College  
Continuing Education presents...

# YOUTH EXCELLENCE AND SUCCESS ACADEMY



Y.E.S. Academy offers a variety of summer academic and enrichment programs for **4<sup>th</sup>-12<sup>th</sup> grade students and parents/caregivers**, offered through courses, workshops, and more!

**3 Sessions offered throughout June & July 2022!** AM & PM courses available to fit your schedule.



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

### 4<sup>TH</sup>-9<sup>TH</sup> GRADE:

- College for Kids courses
- Sally Ride Science STEAM courses (offered in partnership with UCSD)
- Writer's Café Lunch Supervision Program



### HIGH SCHOOL:

- New! Career Exploration courses (Tuition-Free)
- Drone Photography & Photogrammetry
- SAT Prep Boot Camp (offered in partnership with UCSD)
- Volunteering Opportunities

UC San Diego  
EXTENSION

**In-person & online options available**  
(pending SWC guidelines)

### PARENTS & CAREGIVERS:

- Online Parent University Workshops (offered in partnership with UCSD) (Tuition-Free)



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**View our 2022 schedule  
and register at:**



SCAN QR CODE

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

Contact us at: (619) 421-6700 ext. 5953 or [swcYESacademy@swccd.edu](mailto:swcYESacademy@swccd.edu)

# MAP LEGEND

UPDATED 6/20/21

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

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



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



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

MAP LOC.	SCHOOL/DEPARTMENT: BLDG.-ROOM
B6	Academic Affairs: 18A-117
D7	Academic Success Center: 26
C6	Admissions and Records: 68-101
E5	CA Adult Education Program (CAEP): 58A
C4	Art Gallery: 88-103
C5	Articulation: 64-346C
C5	Arts, Communication and Social Sciences: 87-109
C5	Associated Student Organization (ASO): 67A
C6	Assessment: 68-107
C3	Athletics: 71
E6	Automotive Technology: 47A
D5	Bookstore: 56A
E7	Business and Operations: 46B
D6	Business and Technology: 35-119
C6	CalWORKs: 68-210
C6	Career Center: 68-206
E5	Center for International Trade Development: 59A

C3	Central Plant: 72
F7	Central Services: 46D-125
C6	César E. Chávez Student Services Center: 68
H6	Child Development Center: 99
C8	College Police: 22
B6	Communications, Community and Government Relations: 12-102
E5	Continuing Education & Workforce Development: 59A-101
C6	Counseling and Student Support Programs: 68-204
C6	CTECS: 68-210
E5	Custodial: 48A
C5	Dance Room: 66A-107
C3	DeVore Stadium: 71
C6	Disability Support Services: 68-108
D7	Dreamer Center: 26-120
D7	DSS High Tech Center: 26
C4	Employee Equity, Inclusion & Professional Development: 64-242
C6	EOPS: 68-203

C6	Evaluations: 68-104
F7	Facilities, Operations and Planning: 46C-102
C6	Financial Aid: 68-104
F6	Financial Services: 46A
B6	Foundation: 12-103
E5	Grounds: 48C
C5	Health Services/Campus Nurse: 67A
B3	Health First Fitness Club: 70
E7	Human Resources: 46B-151
C6	Information: 68-109
C6	Institutional Research, Planning and Grants: 14-104
B6	Institutional Technology: 18A-113
C4	Instructional Support Services: 64-103
D5	Jag Kitchen Food Pantry: 54A-117
B6	Jaguar Pathways: 12-104
F6	Landscape and Nursery Technology: 49A
D6	Language Acquisition Center: 37
D7	Language, Literature and

D4	Humanities: 28-107
D4	Learning Communities: 61A
C4	Learning Resource Center: 64
C4	Library: 64
C8	Lost and Found: 22
E5	Maintenance: 48A
D4	Math Center: 60-110
D4	Mathematics, Science & Engineering: 60-125
C5	Meditation Space: 66A
D4	MESA Center: 60-101
C4	Online Learning Center: 64-344
C6	Outreach: 68-101
F6	Payroll Services: 46A
A3	Performing Arts Center: 80
B7	Planetarium: 21B
D7	Power Study: 26-120
F7	Purchasing: 46E
D7	Reading Lab: 26
F6	South Bay Botanic Garden: 49A
C5	Student Activities: 67A
C6	Student Affairs: 68-105

C6	Student Employment Services: 68-208
E5	Student Equity Programs and Services: 58A-101
C5	Student Union/Cafeteria: 66A
B6	Superintendent/President: 12-101
E5	The SWC Sun: 57A
E6	Tech Prep/2+2: 17A-104
B4	Tennis Center: 79A
D7	Time Out Café: 27
B6	Title IX: 46B
D4	Tradewinds Café: 65
C6	Transfer Center: 68-205
B6	Veterans' Resource Center: 18A-101
F5	Warehouse/Receiving: 48B
B3	Wellness & Aquatics Complex: 70
C3	Wellness, Exercise Science and Athletics: 71-401
D7	Writing Center: 26
C6	Women's Resource Center: 68-210
C6	Workability III: 68-207A



SOUTHWESTERN COLLEGE  
900 Otay Lakes Road  
Chula Vista, CA 91910-7299

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## Ed2Go Online Classes Via the Internet

Prepare for a new career from the comfort of your home.

# Register Today!

## Ed2Go Online Classes Start:

**June 15 and July 13**

See page 17 for details.

### Enroll Early!

Spread the word about  
Southwestern College  
by sharing our schedule with  
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For more information visit:

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

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

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