



Tina M. King, Ed.D.
President

Dear Students,

Welcome to the fall semester at the San Diego College of Continuing Education! We are glad you are here and we are honored that you have chosen us to further advance your learning and your career potential.

We know this achievement marks a monumental milestone. Nearly half of San Diego College of Continuing Education students identify as immigrants, refugees, or English language learners. Others are returning to the classroom after previously earning a degree, but are looking to change careers or to refine skills in their existing occupation.

The San Diego College of Continuing Education is one of four colleges within the San Diego Community College District and has been serving adult students in the region since 1914. Because students like you are busy raising families, working, or taking care of loved ones, we have designed our course offerings with an eye on maximum flexibility; we have more than 300 free, on-campus, online, and hybrid classes to choose from, and our seven campuses are located throughout the city – from Barrio Logan to Miramar.

At the San Diego College of Continuing Education, we believe education is for everyone. Our extensive wraparound services are designed to ensure you succeed in reaching your goals. SDCCE CARES, for example, is a comprehensive basic-needs program designed to help our students meet fundamental needs of food, housing, transportation, childcare, health care, and mental wellness. Upon enrollment, students have immediate access to SDCCE CARES, along with other vital services, such as our Immigrant-Based Support Program and the Black Student Success Program.

For far too long, the San Diego College of Continuing Education has been known as the region's best-kept secret. But the secret is out. We are recognized as a leader in providing you with the skills, education, and training needed to transform your life.

Warmest wishes for a great semester,

Periodical Statement

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Student Success

Fernando Rucob

After graduating from Sweetwater High School, Fernando Rucob enrolled in hospitality and culinary arts classes at the San Diego College Of Continuing Education (SDCCE). "I did not know what I wanted to do after high school until I started working in the kitchen," said Rucob, 20. "My grandma actually came here to learn English 15 years ago from Tijuana, Mexico and she told me about the SDCCE." Rucob is on track to achieve a Culinary Nutrition Certificate from the SDCCE, while he works in the catering department at San Diego State University and as a prep cook for a local restaurant.



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Community Education

Low fee classes for personal and professional enrichment. See page 32 for classes and also visit showpass.com/o/san-diego-continuing-education

- » **Arts, Crafts & Jewelry Making**
- » **Business & Career Development**
- » **Fitness & Exercise**
- » **Foreign Languages**
- » **Health, Safety & Sustainability**
- » **Personal Development & Finance**

Welcome

San Diego College of Continuing Education

San Diego College of Continuing Education (SDCCE) provides adult education for the San Diego Community College District (SDCCD). SDCCE is the largest, separately accredited continuing education in the United States, and serves approximately 30,000 students each year at seven main campuses around San Diego.

Classes are noncredit, which means they do not earn college credit. Students attend noncredit classes for many reasons. Some are preparing for college, others have plans to complete a certificate program for specific job training, and many are looking to sharpen career skills, or attend personal enrichment classes.

Most classes are free because of affiliation with the California system of higher education. Funding also comes through business and industry partnerships. Classes in SDCCD's Community Education program (professional and personal enrichment) have a low fee.

Calendar

Fall semester classes begin September 5, 2023 - January 27, 2024. Classes meet throughout the fall semester unless noted within the class information. No classes on the following holidays/breaks:

11/10/23 Veteran's Day

11/23/23-11/24/22 Thanksgiving Break

12/15/23-01/01/24 Winter Break

01/15/24 Martin Luther King Day

No Saturday or Sunday classes after a Friday holiday. No Sunday classes before a Monday holiday.



VISION

To be the leader in innovative education where students transform their lives and communities.

MISSION

San Diego College of Continuing Education commits to student success and community enrichment by providing tuition-free, accessible, equitable, and innovative quality education and support services to diverse learners in pursuit of lifelong learning, training, career advancement, and pathways to credit college.

César E. Chávez Campus

1901 Main Street
San Diego, CA 92113
619-388-1910
SDCECesarChavez@sdccd.edu

Educational Cultural Complex

4343 Ocean View Boulevard
San Diego, CA 92113
619-388-4956
SDCEECC@sdccd.edu

North City Campus

8355 Aero Drive
San Diego, CA 92123
619-388-1800
SDCENorthCity@sdccd.edu

CE at Mesa College

7350 Armstrong Place
San Diego, CA 92111
619-388-1950
SDCEMesa@sdccd.edu

Mid-City Campus

3792 Fairmount Avenue
San Diego, CA 92105
619-388-4500
SDCEMidCity@sdccd.edu

CE at Miramar College

10440 Black Mountain Road
San Diego, CA 92126
619-388-1800
SDCENorthCity@sdccd.edu

West City Campus

3249 Fordham Street
San Diego, CA 92110
619-388-1873
SDCEWestCity@sdccd.edu



Student Services

Associated Student Body (ASB)

The purpose of the Associated Student Body (ASB) is to promote the interests and welfare of the students and the campus community. Membership is open to all students. Participating students are encouraged to purchase an ASB membership sticker and actively participate in representing the interests and concerns of the Continuing Education student body regarding school matters. Membership is \$4.00 for the full school year and can be purchased from the Accounting Office at each campus. For more information, please contact the Student Affairs Office.

Apprenticeship Readiness Program (ARP)

The Apprenticeship Readiness Program (ARP) provides participants 18 and older an opportunity to explore skills trade careers in the construction field by earning certifications and gaining the skill sets required to apply for trade apprenticeships. The program is a 12-week, Monday to Friday, full-time course. Students may learn more about ARP by contacting aalvarez@sdccd.edu.

Be Well CCE

Be Well CCE provides Mental Health Services, Student Health Services, referrals and programming and other tools and supports for your mental wellness. Learn more about how to connect with our Mental Health Specialist by contacting the Student Affairs Office.

Counseling

SDCCE counselors work with you to ensure your success! Whether you are pursuing your High School Diploma or equivalency, courses for Certificate Programs, or preparing for transition to college, our counselors are available to help. Contact Student Services to make an appointment to see a counselor.

Career and College Transitions

Career and College Transitions helps students in one-on-one and workshop platforms for job readiness that includes, career planning, job search, career assessment and exploration, resume preparation and interview techniques.

Immigrant-based Support Program (ISP)

The Immigrant-based Support Program (ISP) serves immigrant and/or refugee, Visa status, Undocumented, DACA, Dreamer, AB540, and English as a Second Language students by connecting resources and services to support their educational and career pathways. The ISP Student Resource Center is located in room 212 on the Cesar Chavez campus: phone number (619) 388-1940 or email Franklin Garrett at fgarrett@sdccd.edu

Veteran Services

Veteran Services provides Veteran students service with dignity, respect, and honor. Veteran Services is committed to provide effective and timely services in an inclusive, challenging and supportive learning environment that prepares Veteran students for their academic and career pathways. Contact Veteran Services at 619-388-4933 or csaldana@sdccd.edu

CalWORKs

CalWORKs assists students receiving public assistance to achieve self-sufficiency through coordinated academic and student services. CalWORKs student support services include counseling, work readiness, employment skills training, and expanded resource and referrals. Contact the CalWORKs office at 619-388-4530 or 619-388-4933 for more information.

Disability Support Programs and Services (DSPS)

Disability Support Programs and Services (DSPS) supports students in their personal, educational, and vocational goals. Examples of services include enrollment assistance, interpreters for Deaf students, use of special equipment and adaptive devices, and specialized counseling and referral. Eligible students who have a verifiable disability will qualify for support. Email DSPS at CEDSPS@sdccd.edu to find out more information regarding services and classes.



**Scan code for
student services
information**



Student Success

Jocelyn Uribe

Jocelyn Uribe said the SDCCE Welding program has been a godsend. Uribe's father worked at the shipyards as a mechanical engineer. That experience inspired Uribe, 28, to learn a trade at the SDCCE. "I always tried to go back to school, but couldn't afford it, it's expensive," said Uribe, who had to drop out of high school in ninth grade. Now as a mother of two, Uribe wants to be an example for her kids. With no barriers of cost, she is working toward earning a Shielded Metal Arc Welding certificate while taking high school equivalency credential courses through the GED Testing Service. "The clothes and supplies needed to take the welding program were provided to me. I did not have to buy anything, which allowed me to do this," she said. "Welding is an accomplishment and a great example that will encourage and motivate my children to be successful and passionate." Uribe plans to go to work as a structural welder.

Consider Community College

If you are thinking about college, consider brushing up on basic skills (e.g. math, English, or computers) to prepare yourself for success. Continuing Education classes give you an advantage. Research shows a similar (or even greater) success rate for students who enroll in free basic skills classes before going to college. Contact the Student Services office at any campus and speak to a counselor about your options.

Gateway to College and Career for Immigrants, Refugees and English Language Learners

Young adults, who are ages 18-24 years old, and who identify as Immigrants, Refugees or English Language Learners should reach out to our Gateway to College and Careers program. This program provides participants with comprehensive wrap around services that includes mentoring, case management, motivational support, paid internships, supportive services and job placement assistance. The program is focused on supporting students to overcome barriers to success personally and professionally. Potential participants must meet eligibility requirements to enroll. Students who are interested in the program should contact Chris Williams at cwilliams001@sdccd.edu.

San Diego Promise

The San Diego Promise program and the CE program supports students who wish to further their educational endeavors at San Diego City, San Diego Mira Mar and San Diego Mesa campuses. Students must meet eligibility requirements. Interested students should contact their counselor for more information.

Outreach Services

Outreach Services empowers students through increasing awareness of and access to SDCCE's academic and student support courses and programs leading to career and/or credit college transition pathways. Connect with Outreach Services for help with applying and registering at SDCCE. Please contact us at sdceoutreach@sdcce.edu or 619-388-1285.

PATHWAYS

PATHWAYS, a retention model program, creates educational communities for homeless students by providing intensive support services and case management to complete job training and discover educational and career pathways. To learn more about PATHWAYS, contact the program at 619-388-4933 or sstanley@sdccd.edu.



SDCCE CARES is a comprehensive basic needs program designed to help students meet fundamental needs of food, housing, transportation, childcare, health care, and mental wellness.



Get Started



1. APPLY

Complete a free application online at sdcce.edu

Select CE and CEHS for Fall 2023 term

Receive a student ID (CSID) number



2. CREATE YOUR MYSGCCD ACCOUNT

Follow the online prompts to stay connected via e-mail



3. SEARCH FOR CLASSES

Choose your class(es)
Counselors or staff are available to help you



4. ORIENTATION

Many programs require assessment and/or orientation

If required, pre-registration or orientation will be noted in the class notes



5. ENROLL

If the class requires a permission number, you'll receive it in orientation

Log into your mySDCCD account by entering your student ID number and password

Add the class(es) to your schedule



6. START CLASS

Attend the class remotely and/or on-campus for Fall 2023



GET ONLINE HELP

Speak with a staff member or see our frequently asked questions
sdcce.edu/services/online-student-assistance-and-services

Visit sdcce.edu for registration details

Enrollment

Apply and Register

Online application and registration is required. Many classes operate on an open-entry, open-exit format. Students are served on a first-come, first-served basis. Minimum attendance is necessary for classes to be held. Be certain to attend the first day of class to reserve your space. Enrolling is easy.

Eligibility

If you are 18 or older and a resident of California, you may attend classes. If you are under 18 and a high school graduate, married, or in the military, and a resident of California, you may also attend. Contact Student Services if you have questions about attending classes. Regulations set by USCIS (United States Citizenship and Immigration Services) prohibit individuals in the U.S. with an F-1, B-1 or B-2 (visitor) visa, or with a border crossing card from attending Continuing Education classes.

Orientation

Many programs require assessment and/or orientation. If required, pre-registration or orientation will be noted in the program information. You can sign up for an orientation session online at sdcce.edu. The contact information is listed with the class information.

Types of Class Offerings

The types of classes offered are on-campus, off-campus, online with set meeting times, online with no set meeting times, Hyflex (online with optional in-person meetings), and Hybrid (partially online with required in-person meetings).

To find classes, visit:

sdcce.edu/services/registration-enrollment

Noncredit (no fee) Registration for Continuing Education Students

1. Apply online at: sdcce.edu/services/registration-enrollment (new students must complete an application online; returning students must update their application online)
2. Sign up for an orientation if required by the program.
3. After you have completed (or updated) your application and orientation (if required), you may obtain a permission number (access code) for the class. (Some classes do not require a permission number and you will be able to enroll directly into the class).
4. After you have a permission number (access code), register online using the permission number (access code) and the Class Number; please note that a separate permission number (access code) is needed for each class
5. Emeritus (OA), Disability Support Programs and Services (DSPS) and some other classes do not require a permission number (access code).

Free Career Training

San Diego College of Continuing Education offers more than 80 different career training certificates.

If you are considering learning something new, consider a free online certificate course to upskill and be ready for employment.

Classes are free with many online options. Most programs require a free online orientation to begin.

To sign up for an orientation visit sdcce.edu



Classes Will Be Offered In Various Formats

San Diego College of Continuing Education offers classes in many formats. The types of classes are on-campus, off-campus, online with set meeting times, online with no set meeting times, Hyflex (online with optional in-person meetings), and Hybrid (partially online with required in-person meetings).

Program

Class Formats Offered

AUTOMOTIVE

Hybrid, On-Campus, and Online with set meeting times

SKILLED AND TECHNICAL TRADES

Hybrid, On-Campus, and Online with set meeting times

BUSINESS AND ACCOUNTING

On-Campus, Online, and Online with set meeting times

DIGITAL MEDIA AND PROGRAMMING

Hyflex, Online, and Online with set meeting times

INFORMATION TECHNOLOGY

Hyflex and Online with set meeting times

HEALTHCARE

Hybrid, Off-Campus, On-Campus, and Online with set meeting times

CHILD DEVELOPMENT

Hybrid, Hyflex, On-Campus, Off-Campus, and Online with set meeting times

CLOTHING AND TEXTILE ARTS

Hyflex, Hybrid, and Online with set meeting times

HOSPITALITY AND CULINARY ARTS

Hybrid, Online, and Online with set meeting times

HIGH SCHOOL DIPLOMA/EQUIVALENCY

Online

ENGLISH AS A SECOND LANGUAGE AND CITIZENSHIP

On-Campus, Hyflex, and Online with set meeting times

DISABILITY SUPPORT PROGRAMS AND SERVICES

Hybrid, Hyflex, Online, On-Campus, and Online with set meeting times

EMERITUS PROGRAM

Hybrid, Hyflex, On-Campus, Off-Campus, and Online with set meeting times

Automotive

Search online using Subject drop-down menu:
Automotive Technology

Courses in this program will be offered as Hybrid, On-Campus, and Online with set meeting times.

AUTO BODY AND PAINT TECHNICIAN

600 hours. Attend 25 hours per week for 24 weeks.

Orientation and pre-registration required prior to enrollment. Visit sdcce.edu/job-training/automotive

Examples of jobs you may be qualified for after completion of this program:

Auto Body Technician/
Auto Body Painter

(AUTO 411, 411A) Entry level skills required for employment in auto body repair and related industries. Learn how to use hand and power auto tools, how to remove and install auto body panels, parts, and glass. You'll also learn how to prepare a vehicle for paint, and how to use high transfer paint equipment. Guided practice in a simulated work environment, sanding, masking, detailing, spot painting, complete body painting, collision repair, and glass installation. Instruction is based on standards developed by the National Automotive Technicians Education Foundation (NATEF), and is an Industry Conference on Auto Collision Repair (I-CAR) certified training course.

Classes are free. Materials fee of approximately \$100 for tools and supplies.

Requires completion of two courses:

- AUTO 411 Auto Body and Paint Technician
- AUTO 411A Auto Body Refinishing Technician



AUTOMOTIVE TECHNICIAN

920 hours. Attend 25 hours per week for 39 weeks.

Mandatory orientation and pre-registration required at sdcce.edu

Examples of jobs you may be qualified for after completion of this program.

Automotive Service Technician

(AUTO 507, 507A, 507B) Learn safety procedures, correct use of hand tools and equipment; how to diagnose and repair problems with engines, brakes, suspension, steering, electronics, and fuel systems. Tune-up and drivability; electrical and computer controls; front and rear suspensions; brakes, including ABS; gasoline engine repair; transmission and axles. Lessons are based on best-practice industry standards from the National Automotive Technician Education Foundation (NATEF). Topics include analysis, diagnosis and troubleshooting techniques required to repair computer-controlled automotive engine management systems; use and interpret scan tool and labscope data, and analysis of exhaust gas. Prepares students for ASE certification exams and includes California Smog Inspector license training.

Classes are free. Materials fee of approximately \$135-150 for textbook and supplies.

Requires completion of three courses:

- AUTO 507 Auto Technician
- AUTO 507A Engine/Electrical/Performance
- AUTO 507B Advanced Driveability & Performance

SERVICE ADVISOR PROGRAM



300 hours. Attend 25 hours per week for 13 weeks.

Orientation and pre-registration required prior to enrollment. Visit sdcce.edu/job-training/automotive.

Examples of jobs you may be qualified for after completion of this program.

Cost Estimator

Automotive Parts Sales

Service and Sales Rep

Service Station Technician

(AUTO 508, 508A) Learn the skills that you need to become an Automotive Service Advisor for both small and large independent garages and dealerships. The program covers the overall role of the service advisor, including customer service and communication skills, writing repair orders, estimating parts and labor costs. You will also gain a basic understanding of vehicle systems, functions, service requirements and parts including original equipment manufacturing and aftermarket parts identification.

Classes are free.

Requires completion of two courses:

- AUTO 508 Service Advisor I
- AUTO 508A Service Advisor II

QUICK SERVICE INSPECTION TECHNICIAN



162 hours. Complete in 13 weeks.

Examples of jobs you may be qualified for after completion of this program.

Quick Service Technician

(AUTO 600, 601) Inspect vehicles, prepare estimates, change fluids and learn correct hazardous waste disposal. Learn the various uses of hand tools and power tools for automotive repair.

Classes are free. Materials fee of approximately \$135-150 for textbook and supplies. Orientation and pre-registration required prior to enrollment. Visit sdcce.edu/job-training/automotive

Requires completion of two courses:

- AUTO 600 Quick Service Technician
- AUTO 601 Automotive Fundamentals

To find classes, use sdcce.edu/services/registration-enrollment.

Free Career Training Classes

Search for classes at sdcce.edu, select **Choose a class**, then select **Fall 2023**. Next, select Continuing Education and choose a **subject** from the **drop down menu** option.



Skilled & Technical Trades

Search online using Subject drop-down menu:
Electronics

Courses in this program will be offered as On-Campus

ELECTRONICS TECHNICIAN

900 hours. Attend 25 hours per week for 36 weeks.

Mandatory orientation required prior to enrollment. Visit sdcce.edu/job-training/electronics to preregister and sign up for announcements about orientation dates.

Example of a job you may be qualified for after completion of this program:

Electronics Technician

(ELRN 451, 452) Wires and parts interest some people. If you like to work with your hands, have good eyesight and a commitment to precision, this may be a good career for you. Designed to teach skills required for entry-level employment as an electronic technician. Learn fundamentals of electricity, DC and AC circuit theory, electronic devices, and basic communications electronics. Instruction includes the operation of test instruments, basic programming, problem solving, and safety practices. Instruction is in a simulated workplace enabling students to gain necessary skills for employment. Instructors are field engineers currently employed by local firms to provide the latest trends in electronics and market demands in this hands-on training program.

Classes are free.

Requires completion of two courses:

- ELRN 451 Electronics Technician I
- ELRN 452 Electronics Technician II

Skilled & Technical Trades

Search online using Subject drop-down menu:
Mechanical Technology

Courses in this program will be offered as On-Campus

AIR CONDITIONING AND HEATING I & II

120 hours. Attend 7 hours per week for 18 weeks.

Orientation and pre-registration required prior to enrollment. Visit sdcce.edu/job-training/hvac

(MECT 431, 432) Entry level training in heating and air conditioning occupations. Includes instruction in diagnostic techniques; the use of testing equipment, and the principles of mechanics, electricity, and electronics as they relate to the repair of heating, air conditioning and refrigeration systems.

Learn areas of comfort cooling including basic air conditioning and heating theory; heating fundamentals and appliances; requirements and controls; circuits, thermostats; schematics, and communications. Includes hands-on instruction in brazing copper pipping and fittings. Instruction focuses on gas and electric heating; cooling fundamentals, components, and installation; heat pumps; general service; Environmental Protection Agency certification; troubleshooting, and job search techniques.

Classes are free.

Skilled & Technical Trades

Search online using Subject drop-down menu:
Mechanical Technology

Courses in this program will be offered as On-Campus

PLUMBING

Orientation and pre-registration required prior to enrollment. Visit sdcce.edu/job-training/plumbing

Example of a job you may be qualified for after completion of this program:

Plumber's Helper

Skilled workers are always in demand for this industry and jobs are generally recession-resistant due to the ongoing need for trained plumbers.

In addition to learning the necessary skills to work in the industry, classes help with career preparation including communication, interpersonal skills, problem solving, and technology in the workplace.

Learn plumbing systems and theories; plumbing codes; plumbing tools and materials, and safety practices and procedures. Use torches, cutoff saws, pipe threaders, pipe cutting tools, and assorted hand tools.

PLUMBING I

120 hours. Attend 7 hours per week for 18 weeks.

(MECT 421) Instruction in source determination, water distribution, waste removal, pressure adjustment, basic physics, technical math, blueprint reading, pipe installation, pumps, welding and soldering, inspection, and applicable codes and standards.

Classes are free



Skilled & Technical Trades

Search online using Subject drop-down menu:
Mechanical Technology

Courses in this program will be offered as On-Campus

PLUMBING II

120 hours. Attend 7 hours per week for 18 weeks.

(MECT 422) Focused on the latest adopted Uniform Plumbing Code (UPC), the model plumbing code adopted by the State of California, published by the International Association of Plumbing and Mechanical Officials (IAPMO). Instruction includes basic math as it relates to the plumbing trade.

PLUMBING III

120 hours. Attend 7 hours per week for 18 weeks.

(MECT423) Provides upgrade and advanced training in plumbing occupations. Includes layout and design, sizing of piping systems, materials, specialized systems, public relations, tests, coding, and inspections (including solar), plumbing math, safety requirements, advanced theory, and plumbing and solar codes. Students use saws, rigid chain cutters, thread-o-matics, triangles, T-squares, and scales.

Skilled & Technical Trades

Search online using Subject drop-down menu:
Industrial Technology

Courses in this program will be offered as On-Campus

WELDING/METAL FABRICATION

Orientation and pre-registration required prior to enrollment. Visit sdcce.edu/job-training/welding

Examples of jobs you may be qualified for after completion of a program:

Structural Welder

Pipe Welder

Fabricator

Introduces the principles and practices used in the welding industry today. Provides instruction and practical experience necessary to safely perform shielded metal arc welding on projects utilizing steel plates and shapes with fillet and groove welds acceptable to American Welding Society standards. Students also gain workplace skills such as math, communications, and business ethics.

These program are offered at the Educational Cultural Complex.

Classes are free.

GAS TUNGSTEN ARC WELDING

600 hours. Attend 25 hours per week for 24 weeks.

(INDT 621, INDT 622) An introduction to the principles and practices of the gas tungsten processes used in the welding industry today. Gain practical experience necessary to safely perform Gas Tungsten Arc Welding on projects using ferrous and non-ferrous materials. Students also gain workplace skills such as math, communications, and business ethics.

Requires completion of two courses:

INDT 621 Gas Tungsten Arc Welding I
INDT 622 Gas Tungsten Arc Welding II

SHIELDED METAL ARC WELDING

600 hours. Attend 25 hours per week for 24 weeks.

(INDT 601, INDT 602) Provides basic instruction in the shielded metal arc welding (SMAW) process on steel plates and shapes. Topics include orientation, safety, measuring tools, material types, metal cutting and

preparation, and SMAW procedures and practices. Workplace skills including math, communications, and business ethics are integrated into the curriculum. Students successfully completing this course will be prepared for entry-level positions.

Requires completion of two courses:

INDT 601 Shielded Metal Arc Welding I
INDT 602 Shielded Metal Arc Welding II

GAS METAL AND FLUX CORED ARC WELDING

600 hours. Attend 25 hours per week for 24 weeks.

(INDT 605, INDT 606) An introduction to GMAW and FCAW-G and FCAW-S processes used in the welding industry today. Gain practical experience necessary to safely perform GMAW and FCAW on projects using ferrous materials. Students also gain workplace skills such as math, communications, and business ethics.

Requires completion of two courses:

INDT 605 Gas Metal and Flux Cored Arc Welding
INDT 606 Gas Metal and Flux Cored Arc Welding

PIPE WELDING

600 hours. Attend 25 hours per week for 24 weeks.

(INDT 611, INDT 612) Introduces the principles and practices of the shielded metal arc welding process used in the pipe welding industry today. Learn practical experience welding steel pipes and steel plates to American Welding Society acceptable standards. Students also gain workplace skills such as math, communications, and business ethics.

Requires completion of two courses:

INDT 611 Pipe Welding I
INDT 612 Pipe Welding II

METAL FABRICATION I AND II

600 hours. Attend 25 hours per week for 24 weeks.

(INDT 631, INDT 632) An introduction to the principles and practices of the metal fabrication industry. You will learn practical experience necessary to safely perform metal fabrication projects utilizing a variety of shop power tools, hand power tools, and hand tools required for ferrous and non-ferrous. Plus, you'll also gain valuable knowledge in basic workplace skills including math, communications, and business ethics.

Requires completion of two courses:

INDT 631 Metal Fabrication I
INDT 632 Metal Fabrication II

To find classes, use
[sdcce.edu/services/
registration-enrollment](http://sdcce.edu/services/registration-enrollment).

Free Career Training Classes

Search for classes at sdcce.edu, select **Choose a class**, then select **Fall 2023**. Next, select Continuing Education and choose a **subject** from the **drop down menu** option.

Business & Accounting

Search online using Subject drop-down menu: Office Systems;

Courses in this program will be offered as On-Campus and Online with set meeting times

BUSINESS INFORMATION WORKER CERTIFICATE PROGRAMS

To learn more and get started, please sign up for an orientation at sdcce.edu/job-training/office-skills

Examples of jobs you may be qualified for after completion of this program:

Secretary	\$27/hr.
Office Support Staff	\$23/hr.
Municipal Clerk	\$25/hr.
Customer Service	\$26/hr.
Receptionist	\$26/hr.

Prepares students for entry level jobs in office settings, retail shops and/or as customer service representatives, receptionists and information clerks. Also provides valuable skills that can be used to begin or advance a career in any profession. Learn the fundamental skills required to use common office computer applications and prepare for entry-level general office employment including keyboarding, word processing, office procedures and basic computer skills. Students will compose business communications including letters, reports, presentations, webinars, and spreadsheets. Completion times may vary by student.

Receive each certificate by completing 3 courses:

Business Information Worker: Entry Skills

180 hours.

- OFSY 541 Keyboarding - Multilevel
- OFSY 596 Word Processing: Beginning
- OFSY 528 Electronic Info Management

Business Information Worker: Communication Skills

162 hours.

- OFSY 505 Business Communications I
- OFSY 506 Business Communications II
- OFSY 507 Workplace Professional

Business Information Worker: Technical Skills

150 hours.

- OFSY 575 Spreadsheets: Beginning
- OFSY 527 Microsoft Windows
- COMP 628 Business Information Systems

BUSINESS INFORMATION WORKER: ENTRY SKILLS

Keyboarding: Multilevel

Program orientation required prior to enrollment. Visit sdcce.edu/job-training/office-skills.

(OFSY 541) Emphasizes proper keyboarding techniques and the operation of a typewriter or a computer. Includes typing tasks found in a business office such as letters and memos. Increasing a student's typing speed, addressing proper business practices, reinforcing grammar, punctuation and spelling skills are emphasized.

Classes are free.

Word Processing: Beginning (Microsoft Word)

Program orientation required prior to enrollment. Visit sdcce.edu/job-training/office-skills.

(OFSY 596) Introduction to text editing features including insert, delete, blocks, search and replace, headers, footers, pagination, spell check, merging, creating tables, and format changes. Instruction in basic business letter styles, tabulated documents, manuscripts, speed and accuracy drills and timings.

Classes are free.

Electronic Info Management (Microsoft Office)

Mandatory orientation required prior to enrollment. Visit sdcce.edu/job-training/office-skills to sign up for a free orientation.

(OFSY 528) Introduction to an electronic information management software application. Students learn to compose, send and manage e-mail, and schedule meetings using electronic calendars. In addition, students manage contact information, schedule tasks, create notes and customize the application environment. Prepares students to use an e-mail software application in a business environment.

Classes are free.

BUSINESS INFORMATION WORKER: COMMUNICATION SKILLS

Business Communications I

Program orientation required prior to enrollment. Visit sdcce.edu/job-training/office-skills.

(OFSY 505) English and communication skills specifically applied to business: vocabulary, sentence structure, punctuation, capitalization, misused words, spelling and dictionary usage. Emphasis on proofreading.

Classes are free.

Business Communications II

Program orientation required prior to enrollment. Visit sdcce.edu/job-training/office-skills.

(OFSY 506) Review principles and techniques of business writing: vocabulary, language structure, mechanics of style. Practice writing various types of business letters, resumes, memos and informal business reports. Emphasis on proofreading, editing and working with proper proofreading symbols.

Classes are free.

Workplace Professional

Mandatory orientation required prior to enrollment. Visit sdcce.edu/job-training/office-skills.

(OFSY 507) An introduction to working in a variety of workplace environments. Learn soft skills required in the workplace, including communication, problem-solving, critical-thinking and customer service. Topics include work ethic, teamwork, roles and responsibilities and records management. Learn how to research job opportunities, application processes and basic interview skills.

Classes are free.

Business & Accounting

Search online using Subject drop-down menu::
Office Systems;

Courses in this program will be offered as On-Campus, Online and Online with set meeting times.

BUSINESS INFORMATION WORKER: TECHNICAL SKILLS

Spreadsheets: Beginning (Microsoft Excel)

Mandatory orientation required prior to enrollment. Visit sdcce.edu/job-training/office-skills.

(OFSY 575) Spreadsheet fundamentals: data entry, editing, creation, and printing. Utilization of what-if functions and analysis in a lecture-based lab.

Classes are free.

Microsoft Windows

Mandatory orientation required prior to enrollment. Visit sdcce.edu/job-training/office-skills.

(OFSY 527) This course introduces Windows' software and various application programs using Windows' Graphical User Environment. Students will utilize the program's ability to interface or create an environment in which they can communicate with the computers' hardware, software and peripherals.

Classes are free.

Business Information Systems

Mandatory orientation required prior to enrollment. Visit sdcce.edu/job-training/office-skills.

(COMP 628) Introduction to using technology including computers, networks, information systems and the Internet in a business environment. Topics include computer components and functions, application software, systems software, digital devices and media. Students learn about computer system evaluation, security, software programing and databases.

Classes are free.

To find classes, use sdcce.edu/services/registration-enrollment.

Business & Accounting

Search online using Subject drop-down menu::
Accounting; Office Systems

Courses in this program will be offered as Online and Online with set meeting times.

ACCOUNT CLERK

376 hours.

Mandatory orientation required prior to enrollment. Visit sdcce.edu/job-training/office-skills to sign up for an orientation.

Examples of a job you may be qualified for after completion of this program:

Accounting, Tax Preparation, Bookkeeping, and Payroll Services \$26/hr.

Provides students with the basic skills necessary to achieve successful employment in the accounting field.

Classes are free.

Receive certificate by completing six courses:

- OFSY 500 Basic Business Math 1
- OFSY 501 Basic Business Math 2
- ACCT 511 Accounting: Beginning
- ACCT 512 Accounting: Intermediate
- ACCT 502 Computerized Accounting
- OFSY 577 Spreadsheets: Advanced

Basic Business Math I

(OFSY 500) Master math concepts and skills needed in the business world. Topics include addition, subtraction, multiplication, division, whole numbers, common and decimal fractions, percentage, interest and practical applications.

Classes are free.

Basic Business Math II

(OFSY 501) Reviews math used in business transactions such as interest; discount; depreciation; payroll; taxes, and mark-up. Students are advised to complete OFSY 500 (Basic Business Math 1) or equivalent prior to enrollment.

Classes are free.

Accounting: Beginning

Mandatory orientation required prior to enrollment. Visit sdcce.edu/job-training/office-skills to sign up for an orientation.

(ACCT 511) Prepare for entry level employment as an Accounting Clerk and/or the further study of accounting. Learn basic accounting/bookkeeping theory, procedures and terminology. The accounting cycle is presented in logical sequence with an introduction to business transactions, general journals, and automated accounting.

Classes are free.

Accounting: Intermediate

Mandatory orientation required prior to enrollment. Visit sdcce.edu/job-training/office-skills to sign up for an orientation.

(ACCT 512) Accounting and bookkeeping theory, procedures, terminology leading to entry level employment as an Accounting Clerk and/or further study of the subject. Specialized journals, accounts receivable and payable, payroll, bad debts, notes and interest, depreciation, and inventory. Prerequisite: Completion of ACCT 511 or equivalent.

Classes are free.

Computerized Accounting (QuickBooks)

(ACCT 502) Complete typical accounting work using a computer, and learning QuickBooks Pro software at beginning, intermediate, and advanced levels. May include work in general ledger, accounts payable and receivable, payroll, and depreciation.

Spreadsheets: Advanced (Microsoft Excel)

Mandatory orientation required prior to enrollment. Visit sdcce.edu/job-training/office-skills.

(OFSY 577) This course provides instruction in advanced spreadsheet functions, including graphs, macros, database management, what-if analysis, macro programming, program and file operations with the ability to design and analyze business applications.

Classes are free.

Free Career Training Classes

Search for classes at sdcce.edu, select **Choose a class**, then select **Fall 2023**. Next, select Continuing Education and choose a subject from the **drop down menu** option.

Business & Accounting

Search online using Subject drop-down menu:
Business Management

Courses in this program will be offered as Online with set meeting times.

SMALL BUSINESS PLANNING



108 hours.

Mandatory orientation required prior to enrollment.
Visit sdcce.edu/job-training/business to sign up for an orientation.

Example of a job you may be qualified for after completion of this program:

Entrepreneur \$25-50/hr.

Ideal for aspiring entrepreneurs, this program—taught by experienced business professionals—provides knowledge and skills to start and manage a profitable small business or for a career in business management, market analysis, business development or sales.

Topics include:

- » Essentials of starting a small business
- » Local, state and federal requirements
- » Best hiring practices
- » Sales and marketing strategies

In the capstone business plan project, students present a profitable business model that identifies a market, creates customer value in a product or service, and identifies how a student may successfully create their own small business. Students may use the final assignment to seek investment, loans or partnerships to launch a small business with the support of the growing San Diego College of Continuing Education community of like-minded entrepreneurs and small business organizations. Learn more at kindlespark.net.

Classes are free.

Receive certificate by completing two courses:

BUSN 630 Small Business Essentials
BUSN 631 Small Business Planning

SMALL BUSINESS GROWTH



135 hours.

Mandatory orientation required prior to enrollment.
Visit sdcce.edu/job-training/business to sign up for an orientation.

Examples of jobs you may be qualified for after completion of this program:

Marketing Coordinator	\$15-25/hr.
Marketing Manager	\$30-40/hr.
Marketing Director	\$40-50/hr.
Sales Representative	\$25-30/hr.
Sales Manager	\$30-35/hr.

Ideal for small business owners or employees, this program provides management knowledge and skills to grow a small business. Instruction focuses on time management, negotiations, business process improvement, sales, and marketing planning.

In the capstone project, students demonstrate a plan to grow a small business through a strategic sales and marketing plan.

Students who successfully complete the program can use the skills learned to start and manage their own small business for self-employment or to start or advance in the fields of business management, market analysis, business development or sales. Learn more at kindlespark.net.

Classes are free.

Receive certificate by completing three courses:

BUSN 632 Small Business Skills
BUSN 633 Small Business Sales
BUSN 634 Small Business Marketing

BUSINESS SALES



180 hours. Attend 15 hours per week for 12 weeks.

Mandatory orientation required prior to enrollment.
Visit sdcce.edu/job-training/business to sign up for an orientation.

Examples of jobs you may be qualified for after completion of this program:

Customer Service Representative	\$18.11/hr.
Sales Associate	\$63,258/yr.
Sales Representative	\$76,203/yr.
Sales Executive	\$79,728/yr.

The Business Sales program provides students with the practical knowledge and skills for success in small business sales and sales occupations. The program guides students through the preparation, use, and applications of customer relationship management (CRM) systems. The program also includes instruction in sales communication skills, organizational skills, confidence building, and professional resiliency. Topics include establishing a CRM, using the CRM effectively, CRM team management, and data management and analysis, essential listening, communication professionalism, problem solving, the use of CRM in communications, bidding, reputation management, communication flow, workplace social skills, and customer interaction. Students who successfully complete the program can use the knowledge, skills, and tools learned to obtain a job in a sales profession, manage the sales for a small business, or effectively sell their own products or services as an entrepreneur.

Classes are free.

Receive certificate by completing two courses:

BUSN 640 Customer Relationship Management
BUSN 641 Business Sales Training

PROJECT MANAGEMENT



120 hours.

Mandatory orientation required prior to enrollment.
Visit sdcce.edu/job-training/business to sign up for an orientation.

Example of a job you may be qualified for after completion of this program:

Project Manager \$25-40/hr.

Taught by instructors with real-world experience, students will learn how to define, manage, and control a project. Learn to accomplish objectives through key process steps such as consideration of alternatives, selection and implementation of solutions, and project closure. Course culminates in a group capstone project. Classes may include online instruction. Topics include:

- » Building effective teams
- » Problem solving and decision making
- » Change and risk management
- » Use of creativity
- » Emerging trends

Classes are free.

Receive certificate by completing two courses:

BUSN 621 Project Management I
BUSN 622 Project Management II

Digital Media & Programming

Search online using Subject drop-down menu: Communications

Courses in this program will be offered as Hyflex and Online with set meeting times.

DIGITAL DESIGN PROGRAMS

205-955 hours

Mandatory orientation required prior to enrollment. Visit sdcce.edu/job-training/digital-media to sign up for orientation.

Examples of jobs you may be qualified for after completion of this program:

Multimedia Artists and Animators	\$35/hr.
Graphic Designers	\$26/hr.
Web Developers	\$36/hr.

The Digital Design Certificate Program is a series of certificates designed to prepare students for the visual, print and motion graphics industries. Learn basic design principles and best practices used by the graphic design and digital communications industry. Through a hands-on, portfolio-based approach, students will gain a working knowledge of the creative fields of visual design, print, page layout, portfolio design, video production, and web development. You'll learn about selecting the appropriate tools, applying industry standard design principles, and understanding best practices in motion graphics and video production.

Complete one certificate or earn all four certificates to be competitive in San Diego's creative industry.

Classes are free.

Receive the Intro to Digital Design Careers certificate by completing two courses:

COMM 550 Intro to Digital Design
COMM 660 Visual Design

Receive the Visual and Vector Design certificate by completing two courses:

COMM 660 Visual Design
COMM 661 Vector Design

Receive the Digital Design certificate by completing four courses:

COMM 660 Visual Design
COMM 661 Vector Design
COMM 662 Page Layout Design
COMM 663 Portfolio Design

Receive the Motion and Video Production certificate by completing two courses:

COMM 667 Motion Graphics
COMM 668 Video Production

Receive the Web Design and Content Management certificate by completing two courses:

COMM 666 Workflow for Modern Web Design
COMM 669 Content Management Basics

FRONT END WEB DEVELOPER I

86 hours.

Mandatory orientation required prior to enrollment. Visit sdcce.edu/job-training/digital-media to sign up for an orientation.

Examples of jobs you may be qualified for after completion of this program:

Web Designer	\$17-36/hr.
User Interface Designer	\$24-44/hr.

The Front End Web Developer I program is designed to provide students with an introduction into the Web Development Industry. Front End Web Developers design the user interface and are responsible for visual design, user interaction, and browser compatibilities, and the courses offer the student a look into the ecosystem. The program courses include basic web programming, components of a website, pre-planning tools and strategies of preliminary web development utilizing user an overview of the internet, file management in relation to web development, components of a website, basic web authoring techniques using Hypertext Markup Language (HTML), and basic styling and structuring techniques using Cascading Style Sheets (CSS). Additionally, the program courses provide the student important soft skills that are critical in this industry including communication, honesty, teamwork, punctuality, integrity, accountability and organization.

Classes are free.

Receive certificate by completing two courses:

COMM 670 Web Development Fundamentals
COMM 671 Soft Skills in Web Development

FRONT END WEB DEVELOPER II

360 hours. Attend 20 hours per week for 18 weeks.

Mandatory orientation required prior to enrollment. Visit sdcce.edu/job-training/digital-media to sign up for an orientation.

Examples of jobs you may be qualified for after completion of this program:

Search Engine Optimization Specialist	\$21-42/hr.
Web Designer	\$24-44/hr.
Web Application Developer	\$34-55/hr.
User Interface Designer	\$24-44/hr.

The Front End Web Developer II program is designed to leverage the skills the student learns in the Front End Web Developer I program by pushing the student beyond the basics and into more intermediate and advanced level techniques. In this program, the student learns intermediate to advanced level skills in HTML and CSS. Additionally, the student is introduced to User Interface Design, specifically learning about user- and task-analysis, field research methods, usability testing and the UX process, creating sitemaps, wireframes, mood boards, style guides, and more. This course also introduces the student to promotion of a website through search engine optimization (SEO) which includes basic optimization strategies through keyword research, building inbound links, and optimizing pages and content. Finally, students will learn about accessibility strategies, how to maintain site health, and how to build and maintain a portfolio for success beyond the classroom.

Classes are free.

Receive certificate by completing four courses:

COMM 672 Web Programming: HTML and CSS
COMM 673 User Interface Design
COMM 674 Modern Web Development Tools
COMM 675 Web Development Special Topi

Free Career Training Classes

Search for classes at sdcce.edu, select **Choose a class**, then select **Fall 2023**. Next, select Continuing Education and choose a **subject** from the **drop down menu** option.

Digital Media & Programming

Search online using Subject drop-down menu:
Computer & Information Science

Courses in this program will be offered as Online and Online with set meeting times.

FULL STACK WEB DEVELOPER

360 hours. Attend 20 hours per week for 18 weeks.

Mandatory orientation required prior to enrollment. Visit sdcce.edu/job-training/digital-media to sign up for an orientation.

Examples of jobs you may be qualified for after completion of this program:

Software Developers, Applications	\$51.96/hr.
Software Developers, Systems Software	\$56.26/hr.
Web Developers	\$26.61/hr.

MongoDB, Express, React and Node, also known as the MERN stack, are a popular combination for building modern full-stack web applications. Companies such as Uber, Lyft, Coinbase, Accenture, Netflix, Pinterest, and more leverage these technologies to build fast, efficient, and scalable solutions that can handle the massive amounts of transactions on their platforms every day. In this program, the student will be introduced to full-stack web development with the MERN stack. The student will learn the JavaScript programming language and how to use it to build data-driven web applications using React and Node, work with data using MongoDB and Express, and learn to test, secure, and deploy applications. This program also covers many other complementary tools and technologies.

Classes are free.

Receive certificate by completing four courses:

- COMP 690 Web Programming: JavaScript
- COMP 691 NoSQL Document Databases
- COMP 692 Building Restful Web APIs
- COMP 693 JavaScript Frameworks

MOBILE APPLICATION DEVELOPMENT



84 hours.

Mandatory orientation required prior to enrollment. Visit sdcce.edu/job-training/digital-media to sign up for an orientation.

Examples of jobs you may be qualified for after completion of this program:

Web Application Developer	\$18-36/hr.
Software Application Developer	\$35-57/hr.

Provides students with the knowledge and skills needed to develop and publish cross-platform mobile applications. The program teaches the practical and analytical skills needed to develop, publish, and market mobile applications for multiple platforms.

Provides instruction in common markup, styling, and programming languages, including open source frameworks.

Topics include:

- » Construction of a content screen
- » Database storage of user input
- » Geolocation services
- » Software Development Kits (SDKs)
- » Application testing
- » Publication

Classes are free.

Receive certificate by completing three courses:

- COMP 645 Mobile App HTML Development
- COMP 646 Mobile Software Development Platform
- COMP 647 Mobile App Publication

PROGRAMMING WITH PYTHON



378 hours.

Mandatory orientation required prior to enrollment.

Visit sdcce.edu/job-training/digital-media to sign up for orientation.

Examples of jobs you may be qualified for after completion of this program:

Python Software Developer	\$49/hr.
Quality Assurance Engineer	\$42/hr.
Geographic Information System (GIS) Analyst	\$35/hr.

Learn the essentials of the Python language, data structuring techniques using tuples, lists, and dictionaries, object-oriented programming and exception handling. Examples and labs used in these courses draw from diverse areas such as financial data processing, gaming applications, and more. Prepare for entry-level and mid-level positions in the fields of data science, embedded programming, game development, software development, and cybersecurity penetration development.

Classes are free.

Receive Programming with Python certificate by completing two courses:

- COMP 660 Programming with Python I
- COMP 661 Programming with Python II

Receive Data Management with Python certificate by completing four courses:

- COMP 660 Programming with Python I
- COMP 661 Programming with Python II
- COMP 662 Programming Databases-Python
- COMP 663 Data Management with Python

Information Technology

Search online using Subject drop-down menu:
Computer & Information Science

Courses in this program will be offered as Hyflex and Online with set meeting times.

NETWORK TECHNICIAN

Two courses, 12 weeks each

Orientation required prior to enrollment. Visit sdcce.edu/job-training/information-technology to sign up for orientation.



Examples of jobs you may be qualified for after completion of this program:

Computer Network Support Specialists	\$21-34/hr.
Network Technician	\$21-34/hr.

Serves as a foundation to prepare students for the CCNA (Cisco Certified Network Associate) industry exam. Provides students with the knowledge and skills required to install, operate, and troubleshoot a small enterprise branch network, including basic network security. Topics include:

- » Networking fundamentals
- » LAN/WAN technologies
- » Security concepts and fundamentals
- » Routing, switching, network applications, protocols, and services
- » Configuration of simple networks
- » Network theory and design
- » Wireless configuration
- » Cisco IOS command and configuration

Classes are free.

Receive certificate by completing two courses:

- COMP 600 Introduction to Networking (CCNA1)
- COMP 601 Routing and Switching Essentials (CCNA2)

Prepare for the Cisco CCNA certification by completing a third course:

- COMP 602 Local Area Network Design

DESKTOP TECHNICIAN

429 hours.

Mandatory orientation required prior to enrollment. Visit sdcce.edu/job-training/information-technology to sign up for an orientation.

Examples of jobs you may be qualified for after completion of this program:

Computer Network Support Specialist	\$21-34/hr.
Computer User Support Specialist	\$16-27/hr.
Computer Systems Administrator	\$24-37/hr.

Provides students with the knowledge and skills necessary to manage and secure computers and basic network infrastructures. Students will learn both practical and analytical skills to configure, manage and troubleshoot computer and network hardware and software.

The program courses provide instruction in fundamental computer and network theories including computer system models, operating systems, safety procedures, network infrastructures and architectures, and security threats and mitigation. Topics include:

- » Computer hardware configuration and diagnostics
- » TCP/IP (transmission control protocol/ internet protocol)
- » Network topologies
- » Operating system and security configuration and compliance

Classes are free.

Receive certificate by completing three courses:

- COMP 612 Hardware Service Technician (A+)
- COMP 608 Basic Network Configuration (N+)
- COMP 640 Windows Operating System

SECURITY ESSENTIALS

240 hours.

Mandatory orientation required prior to enrollment. Visit sdcce.edu/job-training/information-technology to sign up for orientation.

Examples of jobs you may be qualified for after completion of this program:

Information Security Analysts	\$30-45/hr.
Network and Computer Systems Administrators	\$24-37/hr.
Computer User Support Specialists	\$16-27/hr.

Provides students with the knowledge and skills required to manage and secure network infrastructures. Includes practical and analytical skills needed to design, operate and troubleshoot, and secure network software and hardware. Topics include:

- » Addressing
- » Physical infrastructure
- » Network architecture
- » Security threats
- » Mitigation techniques
- » Transmission Control Protocol/Internet Protocol (TCP/IP)
- » Network topologies
- » Security configuration parameters
- » Security compliance
- » Cryptography

Classes are free.

Receive certificate by completing two courses:

- COMP 608 Basic Network Configuration
- COMP 609 Network Security Basics



Free Career Training Classes

Search for classes at sdcce.edu, select **Choose a class**, then select **Fall 2023**. Next, select Continuing Education and choose a **subject** from the **drop down menu** option.

CYBERSECURITY ANALYST



135 hours.

Mandatory orientation required prior to enrollment. Visit sdcce.edu/job-training/information-technology to sign up for an orientation.

Examples of jobs you may be qualified for after completion of this program:

Information Security Analysts	\$30-45/hr.
Network and Computer Systems Administrators	\$24-37/hr.
Computer User Support Specialists	\$16-27/hr.

These certificate programs will teach cybersecurity architecture and tools. Students will use tools and guidelines to build a set of security policies and procedures. Students will also design a layered security architecture and analyze it for flaws. Students use industry standards for software security. The review, selection, and assembly of tools for performing threat and incident management will also be covered.

- » Topics include:
- » Cybersecurity architecture
- » Info security framework
- » Remediation of identity and access management issues
- » Common exploits used to compromise identity
- » Data analytics to determine appropriate compensating controls
- » Defense-in-depth to secure networks and systems.
- » Secure coding as a part of the Software Development Life Cycle
- » Common cybersecurity tools & technologies

This is a great introductory program which—when combined with other network and security administration certificates—will help launch your Cybersecurity career.

Classes are free.

Receive certificate by completing three courses:

- COMP 655 Cyber Threat and Vulnerability
- COMP 656 Cyber Incident Response
- COMP 657 Cyber Security Architecture

STACKABLE SYSTEM ADMINISTRATOR CERTIFICATES

Examples of jobs you may be qualified for after completion of this program:

Computer Support Specialist	\$18-41/hr.
Computer Operator	\$13-33/hr.
Web Developer	\$13-56/hr.
Database Administrator	\$27-63/hr.

The Stackable Bundle begins with Windows administration, ventures into the world of Linux, and prepares you for up in the red-hot field of web application development. Using in-class and online lectures, labs, and group assignments, you complete one class at a time, allowing you to focus and immerse yourself fully.

Complete two sequential courses to earn a program certificate in as little as 18 weeks. For each additional course in the sequence, you earn an additional certificate. Certificate programs do not need to be completed in the order listed.

WINDOWS SYSTEM ADMINISTRATION



Complete in 18-36 weeks.

Mandatory orientation required prior to enrollment. Visit sdcce.edu/job-training/information-technology to sign up for an orientation.

This program is the ideal start to your career in computer system administration. Learn foundational knowledge and skills to administer a Windows client-server environment. Topics include:

- » Windows Server and Desktop OS
- » Active Directory
- » Configuration
- » System troubleshooting
- » Server roles

Classes are free.

Receive certificate by completing two courses:

- COMP 640 Windows Operating Systems
- COMP 642 Server Admin Fundamentals

SERVER ESSENTIALS

Complete in 18-36 weeks.

Mandatory orientation required prior to enrollment. Visit sdcce.edu/job-training/information-technology to sign up for an orientation

Building on your system administration skills, this program introduces you to Linux, one of the hottest skills in demand by employers. Linux is used in a variety of ways, including troubleshooting other computers (including Windows!), hacking and security, website hosting, home automation, and many household appliances at the heart of the Internet of Things. Topics include:

- » BASH shell (Linux) and PowerShell (Windows) command execution and scripts
- » Windows and Linux security and system administration
- » Computer networking

Classes are free.

Receive certificate by completing two courses:

- COMP 642 Server Admin Fundamentals
- COMP 641 Linux Essentials

To find classes, use sdcce.edu/services/registration-enrollment.



Information Technology

Search online using Subject drop-down menu:
Computer & Information Science

Courses in this program will be offered as Online with set meeting times.

LINUX SERVER ADMINISTRATION



Complete in 18-36 weeks.

Mandatory orientation required prior to enrollment. Visit sdcce.edu/job-training/information-technology to sign up for an orientation.

Linux administration skills are in high demand and the need is growing! This program teaches you the fundamentals of Linux and then builds on that knowledge with installation, configuration, and management of a Linux server and common server applications. Topics include:

- » Linux Web Servers
- » Linux file and network services
- » DNS, SAMBA, APACHE
- » Server configuration files
- » Shell scripting

Classes are free.

Receive certificate by completing two courses:

COMP 641 Linux Essentials
COMP 643 Linux Server Technologies

CLOUD SOLUTIONS AWS-ASSOCIATE

Complete in 18 weeks.

Mandatory orientation required prior to enrollment. Visit sdcce.edu/job-training/information-technology to sign up for an orientation.

Through our membership with the Amazon Web Services Academy, the Cloud Solutions AWS-Associate program will teach how to architect and deploy secure and robust applications on a cloud computing platform. Focus will be on the ability to define a solution using cloud computing architectural design principles and provide implementation guidance based on best practices throughout the lifecycle of the project. Topics include key cloud concepts, the core cloud services, security, architecture, pricing, and support.

Classes are free.

Receive certificate by completing two courses:

COMP 671 AWS Academy Cloud Foundations
COMP 672 AWS Academy Cloud Architecture

VIRTUAL DATACENTER



Complete in 18-36 weeks.

Mandatory orientation required prior to enrollment. Visit sdcce.edu/job-training/information-technology.

Server virtualization--using software to simulate a computer system--is a highly valued skill in today's workplace. This course prepares you to administer a vSphere infrastructure for an organization of any size and will form a foundation of knowledge for most other VMware technologies in the software-defined data center. Topics Include:

- » vSphere environment
- » Virtual networks & infrastructure
- » Virtual machines
- » vMotion migration
- » High Availability and Fault Tolerance
- » DRS clusters and scalability

Classes are free.

Receive certificate by completing two courses:

COMP 651 Virtual Datacenter 1
COMP 652 Virtual Datacenter 2

Student Success Story

Raven Antiquiera

From: SDCCE Cybersecurity Analyst Student
To: AppFolio Associate Security Analyst

"The career training at SDCCE and the job opportunities that became available to me exceeded my expectations," she said. "I want to show my daughter that you can be an immigrant and a woman, and become anything you want."

Read more at sdcce.edu



Free Career Training Classes

Search for classes at sdcce.edu, select **Choose a class**, then select **Fall 2023**. Next, select Continuing Education and choose a **subject** from the **drop down menu** option.

The free, short-term Certificate Programs for Healthcare Careers are designed to help the beginning student, as well as students who are CNAs (Certified Nurse Assistants).

Healthcare Careers

Search online using Subject drop down menu:
HLTH - Health

Courses in this program will be offered as Hybrid, Off-Campus, On-Campus, and Online with set meeting times.

PERSONAL CARE ASSISTANT/ CAREGIVER

230 hours. Complete in 10 to 18 weeks.

Example of a job you may be qualified for after completion of this program:

Personal and Home Care Aide \$30,000-\$36,000/yr.

Requires completion of two courses:

HLTH 609 Healthcare Careers

HLTH 610 Personal and Home Care Aide

Classes are free. Mandatory orientation is required prior to enrollment. Visit sdcce.edu/job-training/health-career-training/orientation to sign up for an orientation.

Healthcare Careers

(HLTH 609) Overview of the healthcare industry, career opportunities and the basic knowledge required for entry-level positions in healthcare. Includes the business aspects of healthcare, delivery systems, specialties, regulations, workplace communication, safety, medical terminology, common diseases, legal and ethical issues, professional conduct, and employment readiness.

Personal and Home Care Aide

(HLTH 610) Prepare for employment in home care agencies and assisted living facilities. Includes the role of the personal and home care aide or caregiver and procedures for assisting clients in performing their activities of daily living. Includes communication, basic nursing skills, safety, infection control, use of equipment, basic nutrition, and meal preparation. Maintaining a clean, safe environment, emergency procedures, and workplace skills are integrated. Students are advised to complete HLTH 609 prior to enrolling.

NURSING ASSISTANT TRAINING PROGRAM

400 hours. Complete in 16 to 20 weeks.

Examples of jobs you may be qualified for after completion of this program:

Nursing Assistant \$28,000-40,000/yr.

Home Health Aide \$33,000-\$48,000/yr.

Requires completion of two courses:

HLTH 605 Nursing Assistant Training

HLTH 606 Home Health Aide

Nursing Assistant Training

(HLTH 605) Prepares the student for the California Nurse Assistant certification exam and for employment as an entry-level health care worker in a skilled nursing facility or other healthcare organization or agency. The student will gain knowledge of basic nursing theory and practice nurse assistant procedures. Be trained to provide care to those who need assistance caring for themselves. Through lecture and hands-on skills practice, you learn to bathe, dress, feed, and assist patients with toileting as well as report changes in a patient's physical or mental status to the supervising nurse. You will learn: Professionalism, and ethics, effective communication and documentation, patients' rights and infection control. Includes: Observation and charting, vital signs, mobility assistance, and nutrition.

Classes are free.

Home Health Aide

(HLTH 606) Prepares Certified Nurse Assistants (CNAs) for certification as Home Health Aides by the state. This certification allows students to function as an entry level worker on a health care team or with a home health agency. Includes medical and social needs of the client, personal care services, nutrition, and cleaning and care tasks in the home. Advisory: CNA license and other immunizations required.

Classes are free.

REHABILITATIVE NURSE ASSISTANT

400 hours. Complete in 16-20 weeks.

Mandatory orientation is required prior to enrollment. Visit sdcce.edu/job-training/health-career-training/orientation to sign up for an orientation.

Example of a job you may be qualified for after completion of this program:

Restorative Nurse Assistant \$33,000-\$48,000/yr.

Requires completion of two courses:

HLTH 605 Nursing Assistant Training

HLTH 608 Restorative Nurse Assistant

Restorative Nurse Assistant

(HLTH 608) Expands the knowledge and skills of the Certified Nurse Assistant to work as a Restorative Nurse Assistant in a skilled nursing facility or rehabilitation center. Students learn to use interventions that promote a patient's ability to adjust to living as independently as possible. Instruction includes supporting participation in activities of daily living, mobility, exercises, splints and adaptive devices. Advisory: Successful completion of HLTH 605 and HLTH 610.

Classes are free.

Questions: Call 619-388-1910 or email SDCECesarChavez@sdccd.edu



ACUTE CARE NURSE ASSISTANT

430 hours. Complete in 16-22 weeks.

Mandatory orientation is required prior to enrollment.

Visit sdcce.edu/job-training/health-career-training/orientation to sign up for an orientation.

Examples of jobs you may be qualified for after completion of this program:

Acute Care Nurse Assistant \$33,000-48,000/yr.

Requires completion of two courses:

HLTH 605 Nursing Assistant Training
HLTH 607 Acute Care Nurse Assistant

Acute Care Nurse Assistant

(HLTH 607) Advisory: Current California Certified Nurse Assistant certificate. Prepares the Certified Nurse Assistant to perform basic nursing care in an acute care hospital setting under the supervision of a Licensed Registered or Vocational nurse. Class consists of theory and hands-on practice. Areas covered are medical and surgical patient care, oncology, orthopedics, obstetrics, and maternal-child care. Infection control, anatomy and physiology, medical terminology, psychosocial needs, and communication and reporting methods are integrated throughout the course. Advisory: Successful completion of HLTH 605 and HLTH 607.

Classes are free.

BEHAVIORAL HEALTH AIDE

400 hours. Complete in 16-20 weeks.

Mandatory orientation is required prior to enrollment. Visit sdcce.edu/job-training/health-career-training/orientation to sign up for an orientation.

Examples of jobs you may be qualified for after completion of this program:

Behavioral Health Aide \$30,000-36,000/yr.

Requires completion of two courses:

HLTH 605 Nursing Assistant Training
HLTH 611 Behavioral Health Nurse Assistant

Behavioral Health Aide

(HLTH 611) Provides Certified Nurse Assistants (CNAs) and Personal Care Assistants/Caregivers to assist adults, adolescents and pediatric patients with social, personal, behavioral and mental health issues while providing nursing care and physical safety. Can serve as a second step toward more specialized training for CNAs and other healthcare professionals after completing course. Advisory: Successful completion of HLTH 605 and HLTH 611.

Classes are free.

HEALTH UNIT COORDINATOR

275 hours

Mandatory orientation is required prior to enrollment. Visit sdcce.edu/job-training/health-career-training/orientation to sign up for an orientation.

Examples of jobs you may be qualified for after completion of this program:

Unit Clerk \$34,000-\$50,000/yr

Requires completion of two courses:

(HLTH 612) Medical Terminology
(HLTH 613) Health Unit Coordinator

Medical Terminology

(HLTH 612) This course provides instruction in the definition and pronunciation of basic medical terms and vocabulary used in the health care industry. Medical terminology will be taught using an anatomy and systems approach and will include the use of prefixes and suffixes. Students will learn terminology related to diseases, laboratory tests, imaging, surgical and treatment procedures, and basic terms related to specialized areas of medicine.

Health Unit Coordinator Basics

(HLTH 613) The course provides instruction on the responsibilities for the coordination of non-clinical activities related to patient care and the department (unit). Areas covered are ethical issues, patient medical records, medical transcription and processing orders. Students will also learn how to professionally communicate in the healthcare environment with professionals, visitors, families and business partners.

Classes are free.

Faculty Spotlight

Carrie Lewis has been a registered nurse for 28 years. She has been teaching for San Diego College of Continuing Education (SDCCE) Healthcare program for 11 years. She teaches entry level nursing classes, Certified Nursing Assistant, Home Health Aide, Acute Care Nursing Assistant, as well as Healthcare Careers and Patient Care Assistant Classes. Lewis earned an Associate degree in Nursing in 1995, A Bachelor's in Nursing in 2018, and her Master's in Nursing Education in 2019. Her passion is entry level nurse training and supporting the next generation of health care professionals and preparing them for both further education and career growth opportunities in the healthcare field.



CHILD DEVELOPMENT CERTIFICATES & CAREER PATHWAYS

ENTRY POINT

CHILD CARE PROVIDER TRAINING CERTIFICATE

*If you earn a letter grade of B or higher in both the 575A & 575B courses, you are eligible to receive 3 units of college credit.

*144 hours to complete
18 weeks, 8 hours per week*

Pathway to Operating a Child Care Business

Pathway to Teach Children

Pathway to Child Care Expansion

INFANT CARE SPECIALIST CERTIFICATE

*198 hours to complete
18 weeks, 11 hours per week*

INFANT AND TODDLER DEVELOPMENT CERTIFICATE

*108 hours to complete
18 weeks, 6 hours per week*

INFANT AND TODDLER ENRICHMENT CERTIFICATE

*99 hours to complete
18 weeks, 5.5 hours per week*

CHILD HOME CARE TRAINING CERTIFICATE

*288 hours to complete
18 weeks, 16 hours per week*

EARLY LEARNER DEVELOPMENT CERTIFICATE

*216 hours to complete
18 weeks, 12 hours per week*

EARLY LEARNER ENRICHMENT CERTIFICATE

*117 hours to complete
18 weeks, 6.5 hours per week*

SCHOOL-AGE CARE & LEADERSHIP CERTIFICATE

*54 hours to complete
9 weeks, 6 hours per week*

3 TO 5-YEAR-OLD SPECIALTY CERTIFICATE

*144 hours to complete
18 weeks, 8 hours per week*

INSTRUCTIONAL AIDE CERTIFICATE

*144 hours to complete
18 weeks, 8 hours per week*

TRANSITION TO COLLEGE

Revised 5/2023

Free Career Training Classes

Search for classes at sdcce.edu, select **Choose a class**, then select **Spring 2023**. Next, select Continuing Education and choose a **subject** from the **drop down menu** option.

Eight certificates are available in this program to accommodate all child care professions from running a child care business to working in a child care center. Choose from an Infant & Toddler specialization in newborn to 23-month-olds or an Early Learner specialization in 2 to 5-year-olds.

Please note: certificates are stackable (course requirements in one certificate often apply in another).

Child Development

Search online using Subject drop-down menu:
Human Development (HMDV)

Courses in this program will be offered as Hybrid, On-Campus, Online, and Online with set meeting times.

CHILD CARE PROVIDER TRAINING



144 hours to complete, 18 weeks, 8 hours per week

Examples of jobs you may be qualified for after completion of this program:

Operate, own or work in a family childcare home business \$38,790- \$58,000/yr.

The Child Care Provider Training program will provide students with foundational knowledge of early childhood development as well as information about business practices to help progress towards vocational, academic, personal and/or professional goals working with children. Students become familiar with the local requirements for child care businesses and regulations pertaining to child care providers. Program instruction incorporates development of critical thinking skills and soft skills needed in academic, professional and social settings with emphasis placed on caring for infants and young children. This program provides the knowledge and academic experience necessary for a student to successfully transition to credit institutions and further study in the field of child development.

**3 units of college credit could be earned when 575A and 575B are both completed with a B or better*

Requires completion of two courses:

HMDV 575A Foundations of Child Care
HMDV 575B Introduction to Child Care Business

INFANT CARE SPECIALIST



198 hours to complete, 18 weeks, 11 hours per week

Examples of jobs you may be qualified for after completion of this program:

Operate, own or work in a family childcare home business \$38,790- \$58,000/yr.

The Infant Care Specialist program will provide students with knowledge specific to infant care and development, as well as an understanding of basic business practices involving the care of infants ages 0-12 month. Students learn how to provide safe, nurturing and appropriate care for infants in the family home or in a child care center. Students will acquire the knowledge and skills to open their own infant family child care home.

This program provides the knowledge and academic experience necessary for a student to successfully transition to credit institutions and further study in the field of child development.

Requires completion of three courses:

HMDV 575A Foundations of Child Care
HMDV 575B Introduction to Child Care Business
HMDV 580 Infant Development and Care

CHILD HOME CARE TRAINING



288 hours to complete, 18 weeks, 16 hours per week

Examples of jobs you may be qualified for after completion of this program:

Operate, own or work in a family childcare home business \$38,790- \$58,000/yr.

The Child Home Care Training program will provide students with knowledge of early childhood development, information about childcare business practices, and applied skills in both business and early childhood care and education. The program prepares students to have a successful child care business of their own serving children ages 0-5, as they experience hands-on-practice in a laboratory setting with multi-age children. Employment options, as well as opportunities

for home business success, increase with program completion. This program provides the knowledge and academic experience necessary for a student to successfully transition to credit institutions and further study in the field of child development.

Requires completion of three courses:

HMDV 575A Foundations of Child Care
HMDV 575B Introduction to Child Care Business
HMDV 584 Multi-age Development and Care

INTRO TO CHILD CARE CAREERS CERTIFICATE

122 hours. Students attend 25-29 hours per week for 2 weeks and then 2-4.5 hours for the remaining 16 weeks.

Examples of jobs you may be qualified for after completion of this program:

Nanny/Caregiver positions \$35,690 - \$49,027/yr.

This program provides an introduction and prepares students for academic and professional success in the child care field. Students will learn practical guidelines for child care and explore the numerous options for careers in the child care field. Students will gain knowledge of basic child development theory, health and safety, nutrition, and behavior management. In preparation for academic and professional success in the child care field, students will learn skills to develop self-discipline and empathy, self-management, and self-awareness. Students will also gain an understanding of effective communication, financial literacy, employability skills, study skills and soft skills that apply to both the classroom and work environment. Students who successfully complete the program will be prepared to enter the child care workforce in an entry-level position or further their education in Child Development

Requires completion of two courses:

HMDV 575A Foundations of Child Care
INTD 500 Career and College Readiness

Free Career Training Classes

Search for classes at sdcce.edu, select **Choose a class**, then select **Fall 2023**. Next, select Continuing Education and choose a **subject** from the **drop down menu** option.

Child Development

Search online using Subject drop-down menu:
Human Development (HMDV)

Courses in this program will be offered as Hybrid, Hyflex, On-Campus, Off-Campus, and Online with set meeting times.

INFANT & TODDLER DEVELOPMENT



108 hours to complete, 18 weeks, 6 hours per week

Examples of jobs you may be qualified for after completion of this program:

Nanny/Caregiver positions \$35,690 - \$49,027/yr.

The Infant and Toddler Development program will provide students with knowledge of the physical, cognitive, social and emotional growth of infants and toddlers. The program focuses on developmentally appropriate practices in the care of children ages 0-24 months and the creation of safe, appropriate and nurturing home and child care environments. Upon successful completion of the program, the student will be able to provide safe, nurturing and developmentally appropriate care for infants and toddlers. The student will explore and identify careers and vocations in infant and toddler development and care. This program provides skills necessary for entry-level employment in child care occupations and will provide students the opportunity explore educational pathways in Early Childhood Care and Education.

Requires completion of two courses:

HMDV 580 Infant Development and Care
HMDV 581 Toddler Development and Care

If you earn a letter grade of B or higher in the HMDV 581 course, you are eligible to receive 2 units of college credit.

3-TO 5-YEAR-OLD SPECIALTY CERTIFICATE

144 hours to complete 18 weeks, 8 hours per week

Paraeducator/Instructional Aide

(SD City Schools) **\$41,903 - \$50,542/yr.**

The Three to Five-Year-Old Specialty Curriculum program provides students with knowledge to develop and implement curricula designed for 3 to 5-year-old-children in equitable and inclusive settings. The specialty curriculum focuses on literacy, communication, reading, science, technology, engineering concepts, art and math. Students are prepared to lead emergent literacy and STEAM activities in the workplace and at home with children 3 to 5-years-old. With an understanding of classroom mechanics, students will be able to successfully implement curriculum as well as modify literacy and STEAM activities to address individualized needs and unique environments.

Requires completion of two courses:

HMDV 593 3-5-Yr-Old: Early Language/Reading/Writing

HMDV 594 3-5-Yr-Old: Preschool STEAM Experiences

EARLY LEARNER DEVELOPMENT

216 hours to complete, 18 weeks, 12 hours per week

Examples of jobs you may be qualified for after completion of this program:

Assistant Preschool Teacher; Preschool Aide/Helper

\$ 46,318 \$53,939/yr.

The Early Learner Development Program will provide students with knowledge of the physical, cognitive, and socio-emotional development of children ages 2-5 years. The program focuses on developmentally appropriate practice in the care and education of children ages 2-5 years, and the creation of safe, appropriate and nurturing environments, which foster emerging skills and readiness for school entry. Upon successful completion of the program, the student will be able to provide safe and nurturing environments and implement developmentally appropriate activities for early learners. The student will explore and identify careers and vocations in early childhood education, development and care. This program provides skills necessary for entry-level employment in child care occupations and will provide students the opportunity explore educational pathways in Early Childhood Care and Education.

Requires completion of two courses:

HMDV 582 Two Year Old Development and Care
HMDV 583 Three to Five Year Old Development and Care



INFANT & TODDLER ENRICHMENT

99 hours to complete, 18 weeks, 5.5 hours per week

Examples of jobs you may be qualified for after completion of this program:

Child and Youth Program Assistant \$24,690 - \$33,153/yr.

The Infant and Toddler Enrichment program will provide students with knowledge and experience in various ways to promote and enrich infant/toddler physical, cognitive and socio-emotional development. The emphasis will be on infant/toddler brain development as enhanced by experiences with music, movement and outdoor learning and play. Upon successful completion of the program, the student will be able to lead activities at home and in the workplace with children 0-24 months that benefit infant and toddler brain development. The student will be able to create safe outdoor play and learning environments for infants and toddlers and demonstrate for parents and caregivers how to do so. The student will also gain knowledge and academic experience necessary to foster a successful transition to credit institutions and/or further study in the field of child development.

Requires completion of two courses:

HMDV 585 Infant/Toddler Brain Dance
HMDV 590 Infant/Toddler Outdoor Enrichment

EARLY LEARNER ENRICHMENT

117 hours to complete, 18 weeks, 6.5 hours per week

Examples of jobs you may be qualified for after completion of this program:

Paraeducator/Instructional Aide (SD City Schools) Camp Counselor; Activities Coordinator \$39,440/yr.

The Early Learner Enrichment program will provide students with knowledge and experience in various methods to promote and enrich physical, cognitive and socio-emotional development in the early childhood between the ages of 2-5 years. The emphasis will be on brain development as enhanced by experiences with music, movement and outdoor learning and play. Upon successful completion of the program, the student will be prepared to lead activities at home and in the workplace with children ages 2-5 years that

benefit growth and development, with special emphasis on brain, language and physical development. The student will be able to demonstrate for parents and caregivers how to create safe outdoor play and learning environments for early learners. This program provides skills necessary for entry-level employment in child care occupations and will provide students the opportunity to explore educational pathways in Early Childhood Care and Education.

Requires completion of two courses:

HMDV 586 Early Learner Brain Dance
HMDV 591 Early Learner Outdoor Enrichment

SCHOOL-AGE CARE & LEADERSHIP CERTIFICATE

54 hours to complete, 9 weeks, 6 hours per week

Examples of jobs you may be qualified for after completion of this program:

Paraeducator/Instructional Aide (SD City Schools) Camp Counselor; Activities Coordinator \$41,903 - \$50,542/yr.

The School-Age Care & Leadership program develops childcare providers' foundational knowledge of the physical, emotional, social and intellectual development of school-age children and those needing special attention, in order to design a program that uses positive guidance and discipline. Students construct school-age child development center curriculum for practical application. The program incorporates the development of critical thinking and soft skills needed in academic, professional and social settings where emphasis is placed on before and after school care.

Upon successful completion of the program, the student will be prepared to lead activities at home and in the workplace with children ages 6 to 12 years focusing on advancing growth on all domains of development as well as academic success. The student will also gain knowledge and academic experience necessary to foster a successful transition to credit institutions and/or further study in the field of child development.

Requires completion of two courses:

HMDV 595 School-Age Theory & Skill Development
HMDV 596 School-Age Guidance & Curricula

INSTRUCTIONAL AIDE CERTIFICATE

144 hours to complete, 18 weeks, 8 hours a week

Examples of jobs you may be qualified for after completion of this program:

Paraeducator/Instructional Aide (SD City Schools) \$41,903 - \$50,542/yr.

The Instructional Aide Program will help students understand the principles of applied behavior analysis (ABA), individualized educational program (IEP), and characteristics of disabilities in the school-aged child. Students will become familiar with teaching strategies, professional responsibilities, and laws and regulations related to teaching children with disabilities. Program instruction focuses on understanding terminology and applied practice through role-play and observation as well as students. This program prepares students for entry-level positions in school, home, and community-based programs that support learning and independence for individuals with disabilities.

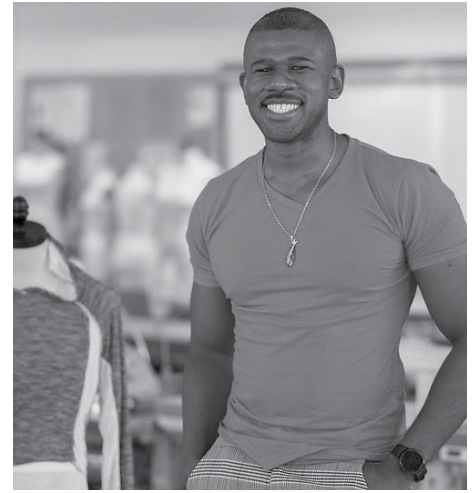
Requires completion of two courses:

HMDV 571A Instructional Aide I
HMDV 571B Instructional Aide II



Free Career Training Classes

Search for classes at sdcce.edu, select **Choose a class**, then select **Fall 2023**. Next, select Continuing Education and choose a **subject** from the **drop down menu** option.



Clothing and Textile Arts

Search online using Subject drop-down menu:
Clothing and Textiles

Courses in this program will be offered as Hyflex, Hybrid, and Online with set meeting times.

CLOTHING CONSTRUCTION

288 hours. Complete in 24 to 36 weeks.

Orientation is required prior to enrollment. Visit sdcce.edu to sign up for an orientation

Examples of jobs you may be qualified for after completion of a program:

Alterations Expert	\$25,000-52,000/yr.
Seamstress (Casino)	\$19,000-43,000/yr.
Clothing Production Worker	\$17,000-66,000/yr.

The Clothing and Textile Arts program prepares a diverse community of students for employment, entrepreneurship, further education and advancing skills within the clothing of textile products industries. The principles of maker centered learning, cultural inclusivity, sustainability and equitable ethical practices are woven into our curriculum providing the opportunity to integrate critical thought and creative thought with technology.

Classes are free.

Requires completion of four courses:

- CLTX 620 Sewing Fundamentals I
- CLTX 625 Sewing Fundamentals II
- CLTX 630 Sewing Like a Professional
- CLTX 635 Contemporary Tailoring

Sewing Fundamentals I

Orientation is required prior to enrollment. Visit sdcce.edu to sign up for an orientation

(CLTX 620) Emphasizes the development of basic sewing skills used to create textile products. Focuses on pattern and fabric selection, basic construction techniques, pressing skills, and timesaving technologies.

Classes are free.

Sewing Fundamentals II

Orientation is required prior to enrollment. Visit sdcce.edu to sign up for an orientation.

(CLTX 625) This course bridges the skills between the beginner and the professional sewer. Emphasis on the attainment of intermediate skills needed to create sewn products. Topics include elements of style, textile knowledge and identification, equipment, tools, fitting techniques and evaluation of apparel quality. Introduction of textile industry concepts including sustainable practices and green technology.

Classes are free.

Contemporary Tailoring

Visit sdcce.edu to sign up for an orientation.

(CLTX 635) Traditional tailoring techniques using intermediate and advanced techniques methods to achieve professional results. Various machine skills and new shaping fabrics are presented. Prerequisite: Sewing Fundamentals 1 and 2 and Sewing Like a Professional

Classes are free.

Sewing Like a Professional

Orientation is required prior to enrollment. Visit sdcce.edu to sign up for an orientation.

(CLTX 630) Learn professional sewing standards. Gain confidence in the use of new fabrics. Learn how to add distinctive details to garments. Includes commercial and time-saving techniques. Prerequisite: sewing fundamentals 1 and 2 or instructor's consent.

Classes are free.

Community Education

Low fee classes for personal and professional enrichment. See page 32 for classes and also visit www.showpass.com/o/san-diego-continuing-education/



Clothing and Textile Arts

Search online using Subject drop-down menu:
Clothing and Textiles

Courses in this program will be offered as Hyflex, Hybrid, and Online with set meeting times.

SEWN PRODUCT BUSINESS

324 hours.

Examples of jobs you may be qualified for after completion of this program: *Salary range dependent on type of business and can be higher depending on type of product.

Small Business Owner **\$35,000-50,000/yr.**

Learn the ins and outs of developing a sewn product from concept to consumer in this entrepreneurial program. Turn ideas into your entrepreneurial sewn product business. Learn aspects of the sewn products business; develop a feasibility and marketing plan related to a conceptual product; sewn product manufacturing in industrial and home-based environments, and preparation for employment in the clothing construction industry.

Classes are free. Sign up for an orientation at sdcce.edu

Requires completion of three courses:

- CLTX 651 Sewn Product Business I
- CLTX 652 Sewn Product Business II
- CLTX 653 Sewn Product Business III

Sewn Product Business I

(CLTX 651) This course takes the student from sewn product concept to consumer. A feasibility plan will be created to see if the student's entrepreneurial idea has merit as a sewn product business venture. Instruction in employment preparation for either the global sewn product industry or for starting a sewn product business venture will be included.

To find classes, use
[sdcce.edu/services/
registration-enrollment](http://sdcce.edu/services/registration-enrollment).

Sewn Product Business II

Orientation is required prior to enrollment.

(CLTX 652) This course is designed for the student to acquire entry level proficiency in a sewn product manufacturing and production environment, with an emphasis on sustainability concerns. Production techniques on industrial and home sewing equipment will be used in the classroom. Skills addressed will include technical design, costing, sourcing, garment specifications and order of operations for production. Instruction in employment preparation for either the global sewn product industry or for starting a sewn product business venture will be included.

Class is free.

Sewn Product Business III

Orientation is required prior to enrollment.

Visit sdcce.edu to sign up for an orientation

(CLTX 653) This course helps the student comprehend how to market sewn products to the consumer. A marketing plan will be created. Instruction in employment preparation for either the global sewn product industry or for starting a sewn product business venture will be included.

Class is free.

Textile Surface Design

Orientation is required prior to enrollment. Visit sdcce.edu to sign up for an orientation.

(CLTX 660) The Textile Surface Design courses provide instruction on the various techniques applicable in the production of wearable apparel and textile items. Courses explore the creative possibilities of digital textile printing and embroidery techniques, tools, and processes. Through a series of creative projects, the courses provide you with basic skills and techniques for digital textile surface design printing using direct to garment printing equipment, sublimation equipment, vinyl printing and cutting equipment, laser etching, and industrial embroidery machinery. These classes are held in the CLTX Fiber Technology Lab rooms.

Class is free.

Fundamentals of Pattern Making

Orientation is required prior to enrollment. Visit sdcce.edu to sign up for an orientation.

Examples of jobs you may be qualified for after completion of this program: *Salary range dependent on type of business and can be higher depending on type of product.

Flat/Digital Pattern Maker **\$50,000- \$75,000/yr.**

(CLTX 645) Basic pattern making skills used to create apparel, accessories and costumes. Focus on the development of sewn product patterns using one or more of the following methods: drafting, flat pattern manipulation, draping, and computer aided patternmaking with 2D and 3D software.

Class is free.



Free Career Training Classes

Search for classes at sdcce.edu, select **Choose a class**, then select **Fall 2023**. Next, select Continuing Education and choose a **subject** from the **drop down menu** option.

Hospitality and Culinary Arts

Search online using Subject drop-down menu:
Foods and Nutrition

Courses in this program will be offered as Hybrid, Online, and Online with set meeting times.

CULINARY ARTS (HYBRID)

Mandatory orientation and pre-registration required prior to enrollment. Visit sdcce.edu

Examples of jobs you may be qualified for after completion of this program: *Salary range dependent on service and sector and can be higher depending on service area.

Prep Cook	\$30,129- \$40,670/yr.
Line Cook	\$31,000- \$41,912/yr.
Sous Chef	\$47,000- \$66,000/yr.
Executive Chef	\$85,801- \$115,125/yr.

Students completing a foods course or program will be able to demonstrate, apply concepts, techniques and related skills through hands-on food preparation, demonstration and group learning tasks to enhance personal and professional development within the hospitality industry.

Requires completion of six courses:

- FDNT 671 Culinary Arts I
- FDNT 672 Culinary Arts II
- FDNT 673 Culinary Arts III
- FDNT 674 Culinary Arts IV
- FDNT 675 Culinary Arts V
- FDNT 676 Culinary Arts VI

Culinary Arts I

100 hours. Complete in 4 weeks.

Orientation is required prior to enrollment.

Visit www.SDCCE.edu to sign up for an orientation. Plan to attend all classes to help ensure the class will be held. Classes may be canceled due to low enrollment.

(FDNT 671) Upon completion of Culinary Arts Module I, Food Safety and Kitchen Sanitation, students will be able to prepare and serve food in a safe and sanitary manner applying appropriate local, state and Federal guidelines, as well as the ability to safely and properly use knives, measuring tools, and kitchen equipment in the production of American Regional Cuisine.

Class is free. Material fee is \$75.

Culinary Arts II

100 hours. Complete in 4 weeks.

Orientation is required prior to enrollment.

Visit sdcce.edu to sign up for an orientation. Plan to attend all classes to help ensure the class will be held.

(FDNT 672) This course introduces Principles of Cooking, students will be able to prepare stocks, soups, and sauces using kitchen staples, herbs, spices, and flavorings, applying heat-transfer methods and culinary terminology.

Class is free. Material fee is \$75

Culinary Arts III

100 hours. Complete in 4 weeks.

Orientation is required prior to enrollment.

Visit sdcce.edu to sign up for an orientation. Plan to attend all classes to help ensure the class will be held. Classes may be canceled due to low enrollment.

(FDNT 673) This course introduces the Principles of Meat and Seafood Fabrication and Cookery, students will be able to classify and prepare a variety of protein items, including meats, seafood, poultry, and soy protein.

Class is free. Material fee is \$75

Culinary Arts IV

100 hours. Complete in 4 weeks.

Orientation is required prior to enrollment.

Visit sdcce.edu to sign up for an orientation. Plan to attend all classes to help ensure the class will be held. Classes may be canceled due to low enrollment.

(FDNT 674) This course introduces nutrition and the Preparation of Vegetables, Starches, & Fruits, students will be able to demonstrate comprehension of basic nutrition in the preparation of vegetables, starches, fruits, salads and dressings.

Class is free. Material fee is \$75

Culinary Arts V

100 hours. Complete in 4 weeks.

Orientation is required prior to enrollment.

Visit sdcce.edu to sign up for an orientation. Plan to attend all classes to help ensure the class will be held. Classes may be canceled due to low enrollment.

(FDNT 675) Upon completion of Culinary Arts Module V, Baking and Pastry Industry Fundamentals, students will be able to identify bakeshop ingredients and products as well as produce a variety of breads, pastries, and frozen desserts.

Class is free. Material fee is \$75

Culinary Arts VI

75 hours. Complete in 4 weeks.

Orientation is required prior to enrollment.

Visit sdcce.edu to sign up for an orientation. Plan to attend all classes to help ensure the class will be held. Classes may be canceled due to low enrollment.

(FDNT 676) This course introduces restaurant economics and international cuisine topics will include menus, recipe conversions, management, and supervision. Emphasis placed on International Cuisine.

Class is free. Material fee is \$75

BAKING AND PASTRY I

Mandatory orientation and pre-registration required prior to enrollment. Visit sdcce.edu

Examples of jobs you may be qualified for after completion of this program: *Salary range dependent on service and sector and can be higher depending service area.

Baker	\$22,000 - \$42,000/yr.
Bakery Manager	\$35,360 - \$43,920/yr.
Pastry Chef	\$31,000- \$75,000/yr.
Executive Pastry Chef	\$57,000-120,000/yr.

Provides career readiness skills in the baking and pastry arts. Students will be exposed to the fundamentals of bakeshop product identification, ingredients, and industry techniques. Students will explore the basic culinary skills in the baking industry from baking theory and techniques to hands-on production techniques used in working kitchens and bakeries. Students will gain an understanding of soft skills such as interpersonal skills, conflict resolution, and time management. Students will be prepared for gainful employment as an entry-level baker in a commercial bakeshop, restaurant, or starting their own cottage industry business.

Requires completion of two courses:

- FDNT 661 Baking & Pastry Fundamentals
- FDNT 662 Baking & Artisanal Breads

Baking & Pastry Fundamentals

112 hours. Complete in 4 or 9 weeks.

(FDNT 661) Provides an overview of beginning bakeshop skills and basic culinary skills in the baking industry from baking theory and techniques to hands-on production techniques used in working kitchens and bakeries. Students will prepare a variety of bakeshop products and will be taught to accurately read and measure recipes. Students will also be introduced to a variety of baking ingredients and will learn to interact effectively in a team-based environment. Basic math skills will be covered along with recipe equivalencies.

Class is free. Materials fee is approximately \$165 for supplies.

Baking and Artisanal Breads

112 hours. Complete in 4 or 9 weeks.

(FDNT 662) Provides an overview of how to produce yeasted and non-yeasted breads and doughs. Includes studying and creating breads from around the world, analysis of their cultural origins, and beginning bakeshop skills. Students will also explore the basic culinary skills in the baking industry from baking theory and techniques to hands-on production techniques used in working kitchens and bakeries. Students will prepare a variety of bread products, learn to accurately read and measure recipes, and learn the how baking ingredients interact with each other.

Class is free. Materials fee is approximately \$165 for supplies.

BAKING AND PASTRY II

Mandatory orientation and pre-registration required prior to enrollment. Visit sdcce.edu

Examples of jobs you may be qualified for after completion of this program:

Executive Pastry Chef	\$57,000- \$120,000/yr.
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Baking and Pastry II

112 hours. Complete in 4 or 9 weeks.

Provides career readiness skills in the baking and pastry arts. Advanced pastry and cake production, and confectionery work. Gain an understanding of mass production for buffet pastry items, display techniques, and confectionary showpieces. Prepare for gainful employment as an entry- to intermediate level baker, chocolatier, confectioner, and artisanal cake designer in a commercial bakeshop, restaurant, hotel, boutique confectionary store, or starting their own cottage industry business..

Requires completion of two courses:

- FDNT 663 Advanced Pastries and Cakes
- FDNT 664 Chocolate & Sugar Confections

Advanced Pastries and Cakes

112 hours. Complete in 4 or 9 weeks.

(FDNT 663) Produce specialty occasion cakes and pastries using production and design techniques. Incorporate beginning bakeshop skills, baking and pastry-making techniques, and technologies. Includes frostings, various mixing methods, working with multiple cake decorating mediums, and plate presentation. Learn to accurately read and measure recipes.

Class is free. Materials fee is approximately \$165 for supplies.

Chocolate & Sugar Confections

112 hours. Complete in 4 or 9 weeks.

(FDNT 664) Produce a variety of baked goods, confections and decorations using chocolate and sugar as the main ingredient. Work with multiple tools used in chocolate and sugar production including decorations, confections, tempering methods, ingredient identification, and beginner displays.

Class is free. Materials fee is approximately \$165 for supplies.

Free Career Training Classes

Search for classes at sdcce.edu, select **Choose a class**, then select **Fall 2023**. Next, select Continuing Education and choose a **subject** from the **drop down menu** option.

CULINARY NUTRITION PROGRAM

162 hours, Complete in 18 weeks.

Examples of jobs you may be qualified for after completion of this program:

*Salary range dependent on service and sector and can be higher depending service area.

Prep Cook	\$30,129- \$40,670/yr.
Line Cook	\$31,000- \$41,912/yr.
Sous Chef	\$47,000- \$66,000/yr.
Personal/Private Chef	\$30,000- \$82,892/yr.

Provides career readiness skills in the field of nutrition science and meal planning. Fundamentals of nutrition principles, scientific concepts, and food safety. Includes national nutrition standards, cultural dietary habits, personal wellness, and recipe development. Also interpersonal skills, conflict resolution, time management, and organizational skills. Prepare for gainful employment as a personal or private chef that specializes in dietary food plans or starting their own cottage industry business.

Mandatory orientation and pre-registration required prior to enrollment. Visit sdcce.edu

Requires completion of two courses:

- FDNT 618 Nutrition Essentials
- FDNT 619 Meal Planning Essentials

Nutrition Essentials

54 hours. Complete in 18 weeks

(FDNT 618) Introduction to basic principles of nutrition. Learn about essential nutrients and how they influence bodily processes, scientific concepts, national nutrition standards, food sources, food safety, and cooking for maximum nutrient retention.

Class is free.

Meal Planning Essentials

108 hours. Complete in 18 weeks

(FDNT 619) Introduction to nutritional meal and menu planning, recipe development, and food creation. Includes menu structures, recipe selection, quality standards, ingredient availability, menu planning, health coaching, and identifying changes to improve long-term eating habits. Learn to modify and improvise recipes.

Class is free. Materials fee is approximately \$135 for supplies.

INTRODUCTION TO HOSPITALITY

Mandatory orientation and pre-registration required prior to enrollment. Visit sdcce.edu

Examples of jobs you may be qualified for after completion of this program

Introduces the hospitality industry and prepares students for academic and professional success in the hospitality industry. Gain knowledge of industry terminology, a retrospective of early to current cuisines and industry trends, and the major labor market segments. Learn skills to develop self-discipline and empathy, self-management, and self-awareness. Gain an understanding of effectual communication, financial literacy, employability skills, and soft skills. Prepare to enter the hospitality industry in positions such as prep cook and other entry-level positions in the industry.

Required Courses

- INTD 500 Career & College Readiness
- FDNT 501 Intro to Hospitality Careers

Career & College Readiness

50 hours. Complete in 6 weeks

(INTD 500) Prepare for academic and professional success. Develop self-discipline and empathy, in addition to communication, financial literacy, and study skills. Emphasis is placed on identification and use of working styles, as well as creating and leading self-managed teams. Focus on personal responsibility through self-management, self-awareness, social and physical wellness, while developing connections between behaviors, intentions, and purpose, and the pathway to achieving goals.

Class is free.

Intro to Hospitality Careers

50 hours. Complete in 6 weeks

(FDNT 501) Introduction to the hospitality industry, and employment opportunities. Learn various segments of the industry (e.g. restaurants, hotels, catering, personal chef businesses). Includes industry terminology, retrospective from grande cuisine to current cuisine and trends, major labor market segments, employability skills, and soft skills that apply to the work environment.

Class is free.



Free Classes

Search for classes at sdcce.edu, select **Choose a class**, then select **Fall 2023**. Next, select Continuing Education and choose a **subject** from the **drop down menu** option.

JOINT HIGH SCHOOL DIPLOMA PROGRAM

Assessment and orientation required prior to enrollment.

Continuing Education offers two Joint High School Diploma Program options. Programs use many teaching styles in the classroom including group and individualized instruction, and maximize the use of technology. The Joint High School Diploma is in cooperation with the San Diego Unified School District. Please speak with a Continuing Education counselor at any campus to understand how the options work, and to find out how you can achieve this important educational goal.

Classes are free.

High School Diploma/ High School Equivalency

Search online using Subject drop-down menu:
Continuing Education High School

- » Algebra 1 and 2
- » Pre-Algebra 1 and 2
- » American Literature 1 and 2
- » Biology 1 and 2
- » Contemporary Voices 1 and 2
- » Earth Science 1 and 2
- » Economics
- » English 3 and 4
- » Government
- » US History 1 and 2
- » World History 1 and 2

Did you know Californians with a High School Diploma or High School Equivalency Certificate earn \$7,341 more a year than non-graduates?

Courses in this program will be offered as Hyflex and On Campus.

HIGH SCHOOL EQUIVALENCY PREPARATION CLASSES/ADULT BASIC EDUCATION CLASSES

Assessment and orientation required prior to enrollment.

In addition to the traditional GED test, the California State Board of Education has approved new tests as alternatives for students who need a California High School Equivalency Certificate, which includes the HiSET (High School Equivalency Test). SDCCCE currently offers two new High School Equivalency Preparation Certificates, High School Equivalency Prep 1 and High School Equivalency Prep 2. The courses in these certificates prepare students for this new test. Contact the campus to make a free appointment with a counselor.

Classes are free. Contact the campus to make an appointment with a counselor.

HSEP Certificate Level 1

HSEP 400 - Math 1
HSEP 402 - Reading 1
HSEP 404 - Writing 1

HSEP Certificate Level 2

HSEP 401 - Math 2
HSEP 403 - Reading 2
HSEP 405 - Writing 2
HSEP 406 - Science
HSEP 407 - Social Studies



Student Success

Sandra Marquez

San Diego College of Continuing Education Foundation's Arborist/Utility Line Clearance led San Ysidro native, Sandra Marquez, 27, to a new career path. Marquez was going to start an internship with the San Diego Sheriff's department after studying for a master's degree in forensics psychology at Grand Canyon University and earning a bachelor's degree in criminology from Point Loma Nazarene University. "My goal was to become a detective. That dream was put on hold due to the covid-19 pandemic," she said. "I did not want to stop learning just because of the pandemic. I heard about the opportunity for arborist training and fell in love with it. Climbing trees is really a physical and mental challenge." Marquez began the arborist training last July and is now set to become a skilled arborist. "This program opens doors for everyone."

ABOUT

If you want to pursue a rewarding career or continue your education, then earning a high school diploma or equivalency is the most important step you can take.

Continuing Education classes offer review in reading, math, spelling, writing, communication, and critical thinking. Classes help you prepare for a high school diploma, or a test that can earn a California (CA) High School Equivalency Certificate.

The options for earning a CA High School Equivalency Certificate include the GED® Exam, the HiSET® (High School Equivalency Test).



COMMUNITY EDUCATION

September 5 - January 27

San Diego College of Continuing Education offers many low fee classes through our Community Education program. These low fee classes provide diverse, personal, and professional enrichment to the San Diego Community.

Classes are offered in person and live remote.
Visit us online for a full course listing and description.
Link for class registration below.

Arts, Crafts & Jewelry Making

Beginning Jewelry
Advanced Jewelry with specialized topic
Copper Enameling

Foreign Languages

Italian for Beginners

Fitness & Exercise

Singing for Beginners
Yoga

Personal Development & Finance

Buying a Home Using Down
Payment Assistance
Personal Goal Setting Through Mindset
TOEFL Prep

HOW



Visit showpass.com/o/san-diego-continuing-education/ for full course descriptions and find the Community Education schedule in the programs area of the web site. Your online registration and payment reserves your space in class. Register early to guarantee your place in class. Classes may be canceled due to low enrollment. Community Education courses are self-supporting, fee-based courses. Course fees range from \$5.00 to \$20.00 per instructional hour as approved by the SDCCD Board of Trustees.

Payment for Class fees must be made via online registration. If a materials fee is required, it is listed with the class registration fees. Changes may be made to class information after this schedule is printed. Visit showpass.com/o/san-diego-continuing-education/ for the most up-to-date information.

A full refund will be made if Community 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 tuition credits or transfers available beyond the three (3)-day refund period. No-shows are not eligible for a refund. A refund may take up to three weeks to process.

ESL (English as a Second Language)

Search online using subject:
ESLA - English as a Second Language

Courses in this program will be offered as On-Campus, and Online with set meeting times.

ESL GENERAL CLASSES

Beginning/Intermediate/Advanced

There are 7 levels of classes that integrate listening, speaking, reading, writing, and vocabulary skills. Students must take a test to determine the correct class level. Students are then placed into classes as space is available.

To enroll in spring classes, visit the **SDCCE ESL website for detailed registration information, sdcce.edu/esl.**

Classes are free.

ESLA 431 - BEGINNING LITERACY 1

ESLA 432 - BEGINNING LOW 2

ESLA 433 - BEGINNING LOW 3

ESLA 434 - INTERMEDIATE LOW 4

ESLA 435 - INTERMEDIATE HIGH 5

ESLA 436 - ADVANCED LOW 6

ESLA 437 - ADVANCED HIGH 7

Questions? Email us at ESLsdce@sdccd.edu

ESL FOR JOBS AND CAREERS



Learn English and develop oral and written communication skills. Focus on professional English and work-related skills. Develop speaking, vocabulary, reading, writing, grammar, and computer skills. Learn about careers and how to get a better job. Complete job applications, write a resume, and prepare for job interviews.

Classes are free.

ESLA 425A - BEGINNING LOW ESL 2 + CAREER EXPLORATION/JOB SEARCH

ESLA 425B - BEGINNING LOW ESL 2 + WORKPLACE COMMUNICATION

ESLA 426A - BEGINNING HIGH ESL 3 + CAREER EXPLORATION / JOB SEARCH

ESLA 426B - BEGINNING ESL 3 + WORKPLACE COMMUNICATION

ESLA 427A - INTERMEDIATE LOW ESL 4 + CAREER EXPLORATION/JOB SEARCH

ESLA 427B - INTERMEDIATE LOW ESL 4 + WORKPLACE COMMUNICATION

ESLA 428A - INTERMEDIATE HIGH ESL 5 + CAREER EXPLORATION / JOB SEARCH

ESLA 428B - INTERMEDIATE HIGH ESL 5 + WORKPLACE COMMUNICATION

ESLA 429A - ADVANCED ESL 6-7 + CAREER EXPLORATION / JOB SEARCH

ESLA 429B - ADVANCED ESL 6-7 + WORKPLACE COMMUNICATION

ESL SPECIAL TOPICS CLASSES



Special topics classes focus on only one or two language skill areas.

Classes are free.

Beginning Reading

(ESLA 456) Develops beginning reading skills. Learn how to read basic English stories and news articles. Reading skills will help you to be successful in school, at work, and at home.

Intermediate/Advanced Reading:

(ESLA 457) Develops intermediate and advanced-level reading skills with a focus on vocabulary development, reading strategies, and comprehension. Interesting and relevant reading practice will help you improve your reading fluency and accuracy for success in school, the workplace, and personal life.

ESL SPECIAL TOPICS CLASSES

Beginning Conversation

(ESLA 450) Develops beginning level listening, conversation, pronunciation, and vocabulary skills. Practice speaking in English using real-life situations

Intermediate/Advanced Conversation

(ESLA 451) Focuses on intermediate and advanced listening, conversation, pronunciation and vocabulary skills. Practice speaking English in academic and workplace situations.

ABOUT

ESL classes are free! Before enrolling, most students are required to take a placement test. This test helps us determine the best level and classes for you.

For the Fall 2023 semester, testing, placement, and enrollment processes will be online and on campus (at Cesar Chavez, ECC, Mid-City, CE-Mesa and CE-Miramar).

Visit sdcce.edu/esl for more information about our classes and how to register.



Free Classes

Search for classes at sdcce.edu, select **Choose a class**, then select **Fall 2023**. Next, select Continuing Education and choose a **subject** from the **drop down menu** option.

ESL (English as a Second Language)

Search online using subject:

ESLA - English as a Second Language

Courses in this program will be offered as On-Campus, Online with set meeting times, and Hyflex

Beginning Pronunciation

(ESLA 452) Introduces the sounds of letters and basic words. Learn and practice beginning pronunciation rules.

Intermediate/Advanced Pronunciation

(ESLA 453) Focuses on pronunciation rules and strategies for effective communication in professional and academic settings.

Beginning Grammar

(ESLA 454) Introduces basic grammar for speaking and writing. Practice using grammar in everyday situations.

Intermediate/Advanced Grammar

(ESLA 455) Focuses on intermediate and advanced grammar for various speaking and writing purposes.

TRANSITION TO CAREER / TECHNICAL EDUCATION



English for Parents Beginning Level 2-3 and Intermediate Level 4-5

SPECIAL FOCUS CLASS

In this class, you will learn to listen, speak, read, and write in English. You will also learn to read books with children, improve your computer skills, communicate with teachers, and help your children with homework.

Classes are free.

Advanced Vocational ESL for Career Pathways Level 6-7

SPECIAL FOCUS CLASS

Learn professional English and the specific vocabulary, speaking, reading and writing skills you will need to be successful in a career training program. For more information, email the ESL Program at, ESLsdce@sdccd.edu. Choose from:

- » Account Clerk
- » Business Information Worker
- » Child Development
- » Fashion & Sewing
- » Small Business
- » Project Management

Classes are free.

Advanced Vocational ESL for Healthcare Careers Level 6-7

SPECIAL FOCUS CLASS

Learn professional English and the specific vocabulary, speaking, reading, and writing skills you will need to enter a career training program in the healthcare field.

Classes are free.

Intermediate Vocational ESL for Caregiver Training

SPECIAL FOCUS CLASS

Learn the English skills you need to be successful in the Personal Caregiver training course. Study healthcare vocabulary, reading, writing, listening and speaking.

Classes are free.

ESL + Online Learning Skills

SPECIAL FOCUS CLASS

(ESLA 415) In this course, you will learn how to best study ESL online. You will practice using Zoom, Canvas, Google Docs, and other applications/websites. This short-term class (five or six weeks) is offered at the beginning and intermediate/advanced ESL levels.

Classes are free.

TRANSITION TO COLLEGE



Transition to College Level 6-7

Practice advanced-level English and increase your reading, grammar, note-taking and college-level essay writing skills. You will also learn about college programs and how to apply to college.

Classes are free.

CITIZENSHIP

ESL Pre-Citizenship

(ESLA 441) This course will help beginning level ESL students improve their English skills to pass the Citizenship Civics exam and to complete a Citizenship application.

Classes are free.

ESL Citizenship

(ESLA 442) This course focuses on the development of English language skills, and the knowledge of American History and Government. Prepare for completing the citizenship application, the citizenship history and government test, and the final U.S Citizenship and Immigration Services Interview.

Classes are free.

Visit sdcce.edu/esl for more information about English as a Second Language classes and how to register.

Questions? Email us at ESLsdce@sdccd.edu

Disability Support Programs and Services

Search online using Subject drop-down menu:
Disability Support Prog & Serv

Courses in this program will be offered as Hybrid, Hyflex, On-Campus, Online, and Online with set meeting times.

WORKABILITY III

WorkAbility is a partnership between the California Department of Rehabilitation (DOR) and the San Diego Community College District (SDCCD) that provides comprehensive career counseling services to students with disabilities. Students must be a client of DOR, and enrolled in a Continuing Education class to access this service.

Adaptive Arts and Crafts

(DSPS 653D) Introduction to various art media for students with disabilities. Focus on appreciation, creative expression, tools, techniques, and production of individual projects.

Classes are free. Contact DSPS for information & enrollment.

Cognitive Retraining

(DSPS 690D) Introduction for students with acquired brain injuries. Focus on rebuilding a sense of self and providing students with the tools necessary to succeed in important areas of daily living, including interpersonal relationships, work, school and community. Curriculum may include memory strategies, organization and time management, communication skills, personal development and advocacy.

Classes are free. Contact DSPS for information and enrollment

Communication Skills

(DSPS 622D) This course is designed to help the student with a disability to develop or improve effective communication skills.

Classes are free. Contact DSPS for information and enrollment.

Food Preparation Basics

(DSPS 662D) Learn basic concepts of food preparation to increase independence at home. Includes basic cooking vocabulary, reading and following recipe instructions, and basic nutrition concepts. Plus activities to teach kitchen safety and sanitation, grocery shopping skills, and budgeting.

Classes are free. Contact DSPS for information and enrollment.

Creative Writing

(DSPS 676D) Develop or advance their writing skills as well as promote self-expression and communication by way of practicing various types of creative writing. Figurative language and rhetorical devices, used in the form of stylized writing such as poetry and short stories.

Classes are free. Contact DSPS for information and enrollment.

Beginning Computers

(DSPS 610D) Basic computer skills with the benefit of individually paced instruction. Knowledge of computer components, care, and maintenance. Adaptive technology is available to facilitate general computer use by students with disabilities.

Classes are free. Contact DSPS for information and enrollment.

Occupational Opportunities

(DSPS 639D) Introduction to assess vocational aptitude and interests, and to acquire skills necessary to seek and maintain employment. Use of internet, and assistance with accommodations for success.

Classes are free. Contact DSPS for information and enrollment.

Relationships and Sexuality

(DSPS 605D) Students to explore attitudes and values regarding healthy sexual relationship development. Information will be shared about human anatomy, reproduction, contraception choices, sexual orientation, sexually transmitted infections, sexual coercion, and building relationships with emphasis on the development of positive personal strategies.

Classes are free. Contact DSPS for information and enrollment.

Physical Fitness for Disabled

(DSPS 621D) Adaptive instruction for students with physical disabilities to improve overall fitness.

Classes are free. Contact DSPS for information and enrollment.

PHYSICAL FITNESS: YOGA

Designed to meet the specific needs of the adult with a disability to develop and maintain a level of strength and flexibility to improve the functional abilities which facilitate independence.

Social Skills

(DSPS 609D) Improve in-person and online social skills. Enhance social interaction skills including unstated rules of social situations, dealing with teasing and bullying, and managing rumors. Also verbal and non-verbal communication, conflict resolution, and attending social events.

Classes are free. Contact DSPS for information and enrollment.

Wellness Management

(DSPS 656D) Evidence-based wellness and stress management strategies for academic, personal, and workplace success. Identifying stress, the human stress response system, resiliency, perseverance, and stress management techniques. Includes activities to manage stress with specific regard to disability.

Classes are free. Contact DSPS for information and enrollment.

Basic Education for Deaf

(DSPS 624D) Improve basic academic, cognitive, and communication skills. Basic concepts in reading, writing, and numerical concepts. Critical thinking, problem solving, and communication skills reinforce academic skills.

Classes are free. Contact DSPS for information and enrollment.

Community Living Skills

(DSPS 607D) Improve skills needed to actively participate in the community. Mobility, safety, consumer skills, recreation, and work readiness.

Classes are free. Contact DSPS for information and enrollment.

If you have any questions contact DSPS at:
Email: CEDSPS@sdccd.edu
or Voicemail: 619-388-4812

ABOUT EMERITUS

The Emeritus Program challenges adults to stay intellectually stimulated, socially engaged and physically fit. A variety of courses meet the diverse needs of an aging population. Classes such as Brain Fitness, Music Appreciation, and the Writer's Workshop are designed to benefit the mind, while others such as Health and Wellness, Nutrition, and Tai Chi benefit the body. Instruction is specifically designed for adults 55+ years and helps students maintain independence, rejoin the workforce and be actively engaged in the community.



Free Classes

Search for classes at sdccce.edu, select **Choose a class**. Then select **Fall 2023**. Next, choose a **subject** from the **drop down menu** option. You may also select "additional search criteria" to identify a specific class by searching for a keyword (e.g. accounting or ceramics) using the "Quick Search" function.

Art

Classes for Adults 55+

Search online using Subject drop-down menu:
Art Theory; Arts Experimental

Courses in this program will be offered as Hybrid, Hyflex, On-Campus, Off-Campus, and Online with set meeting times.

Art Appreciation

(ARTS 507) The history and development of art through the ages. Primary focus: how artists have depicted life and our environment through various visual mediums including, but not limited to, drawing, painting and sculpture. Rediscover San Diego Art course includes discussion of local artists as well as great master pieces.

Introductory Ceramics

(ARTX 548) Make hand formed and/or wheel-thrown ceramic pieces. Glazing techniques, raku firing, and ceramic sculpture.

Drawing and Painting 1-2

(ARTX 515) Develop an awareness of line, color, shape and form. Techniques in drawing and progression through color mixing and canvas painting. Pursue an interest in art for personal enrichment. Individual instruction guided at a pace compatible with your personal inclination. A relaxed, noncompetitive approach is encouraged.

OBSERVATIONAL PAINTING

This class is designed around observation and perceptual painting. Students will paint from life and still life.

PAINTING WITH COLOR AND MIXED MEDIA

Students are taught how to develop a mixed media painting using watercolor with gouache, ink, pastels, colored pencils, and/or collage elements. Students actively experiment with mixed media materials while learning composition and color theory.

WATERCOLOR PAINTING: ALL LEVELS

Learn basic watercolor techniques that will give you a solid foundation for watercolor painting. Faculty demonstrations will show you how to paint washes, wet and dry brush techniques and color layering and blending. Learn how to create interesting effects that will improve your paintings and help you achieve exciting results. Work at your own pace.

PORTRAIT AND FIGURE STUDY

Beginning art students bring an 18" x 24" newsprint pad, vine charcoal (medium grade), kneaded eraser, and drawing board. Students share model fees to be announced in first class.

OIL OR ACRYLIC PAINTING

Still life, landscape, seascape and portrait painting. Develop an oil or acrylic painting on canvas. Step-by-step demonstrations with color theory, compositional lessons and critiques.

ASIAN BRUSH PAINTING

Introductory through advanced course in art of Asian Brush Painting using watercolor and ink. Students will learn practical applications to create art works for personal use and gifts.

SUMI-E AND JAPANESE CLASSICAL ART

Learn the Japanese style of ink and brush, and expand your appreciation of classic Japanese art. Beginners welcome.

Arts and Crafts

(PASV 545) Introductory through advanced courses in arts and crafts. Learn practical application, using diverse media and techniques. Explore principles of art and its place in various cultures. Instruction is focused for age 55+; adults age 18+ welcome.

IKEBANA JAPANESE FLORAL DESIGN

Create beautiful floral arrangements for extra income. Flowers are not provided for personal arrangements. Students can bring flowers or purchase in class. Beginners welcome.

DIGITAL PHOTOGRAPHY

Learn how to use your smart phone, tablet or computer to take and edit digital photography.

**Classes
are free**

Communication

Classes for Adults 55+

Search online using Subject drop-down menu:
Speech

Courses in this program will be offered as Hybrid, Hyflex, On-Campus, Online, and Online with set meeting times.

Effective Communications

(SPEE 520) Deals with interpersonal communication skills (verbal and non-verbal) required for meaningful dialogue at home, at work, and during leisure time. Designed for individuals who wish to enhance their self-knowledge and develop more effective interpersonal communication skills. Instruction is focused for age 55+; adults age 18+ welcome.

Communicating With Technology

Introduces the online world including the basics of the web, tools to communicate (smartphones and tablets), email, social networks and much more. There are two options this spring: Topics, (which will include the basics of online communications) and Devices (new). Take one of our four devices classes to learn more about your device (Android phone, iPhone, Windows computer, Mac computer).

Law

Classes for Adults 55+

Search online using Subject drop-down menu:
Laws

Courses in this program will be offered as Hybrid, Hyflex, On-Campus, Online, and Online with set meeting times.

Law and the Retiree

(LAWS 510) Introduction to the basic laws; federal, state, county and city, which have an impact on the daily life of the retiree. Instruction is focused for age 55+; adults age 18+ welcome.

LEGAL TOPICS OVERVIEW

Learn about foundational topics. Includes an overview of legal topics relevant to older adults. Includes additional focus on insurance terms and concepts, Medicare and Social Security.

CONSUMER PROTECTION TOPICS

Looks closely at consumers and regulations protecting them in the new digital world. Also includes an overview of general legal topics relevant to older adults. Includes focus on data privacy rules and choices, cybersecurity and awareness

Literature

Classes for Adults 55+

Search online using Subject drop-down menu:
Literature; Creative Writing

Courses in this program will be offered as Hybrid, Hyflex, On-Campus, Off-Campus, and Online with set meeting times.

Literature Survey

(ENGL 545) For readers and creative writers of short stories, autobiographies, magazine articles, and poetry.

MYSTERY BUFFS

Read and discuss the crime fiction genre including detective novels, amateur sleuths and true crime. For all fans of mystery writers.

THE CLASSICS

Study the classics and the authors' writing techniques.

Writer's Workshop

(CRTW 537) Join this community of writers (beginning through advanced) and learn techniques for writing autobiographies, fiction, and newspaper articles. Instruction is focused for age 55+; adults age 18+ welcome.

CHILDREN'S LITERATURE

Beginning through advanced writers develop tools to begin writing children's books.

WORLD LITERATURE

Focus on fiction, poetry, graphic novels and plays from around the world.

EXPLORING MEMOIR: THE STORIES OF OUR LIVES

Beginning through advanced writers work to unearth our unique stories and the details that bring them to life. Weekly writing prompts help brainstorm and uncover new memories.

Faculty Spotlight

Dr. Yewon Lee is a much sought-after emerging conductor and collaborative pianist on the operatic and concert stage. In the operatic world, Dr. Lee has worked at Baldwin Wallace Opera Theater, the National Opera Center in New York City, the Aspen Opera Theater Center, and the International Vocal Arts Institute.

Dr. Lee received a Bachelor of Music degree in Piano Performance from Seoul National University, completed her Master of Music degree in Vocal Accompanying at the Manhattan School of Music, and earned a prestigious Artist Diploma as the youngest recipient in Collaborative Piano from the Juilliard School. She recently finished her Doctor of Musical Arts degree in Choral Music at the University of Southern California. Currently, she is teaching our Chorus Mixed Voices - The Pacificaires and Cedar Center Chorus.



Free Classes

Search for classes at sdcce.edu, select **Choose a class**, then select **Fall 2023**. Next, select Continuing Education and choose a **subject** from the **drop down menu** option.

Music

Classes for Adults 55+

Search online using Subject drop-down menu: Music Vocal; Music Appreciation; Music Instrumental

Courses in this program will be offered as Hybrid, Hyflex, On-Campus, Off-Campus, and Online with set meeting times.

Chorus Mixed Voices

(MUSV 510) Understand basic music fundamentals through unison, two, three, and four-part choral music. Improve skills in reading music and the production of choral tone, music selections from the Baroque, Romantic, Classical, and Modern periods including Ragtime, Boogie-Woogie, and Show Tunes. Attendance at rehearsals and performances is an integral/part of this course. Instruction is focused for age 55+; adults age 18+ welcome.

VOICE CLASS

Basic techniques of singing. Includes performance skills and basic musicianship.

THE PACIFICAIRE

Vocal and choral training is emphasized through large choral works and smaller ensembles. Sing a wide variety from master choral works to pop standards.

Music Appreciation

(MUSI 505) Study of eras, styles, composers and components of music. Listening to music with group discussion. Instruction is focused for age 55+; adults age 18+ welcome.

JOY OF MUSIC AND OPERA

Emphasizing music in the context of the society that surrounds it, this course weaves the development of music into the fabric of cultural history, paying special attention to the biographies of significant composers and artists. Become a better listener and more educated consumer of music. Instruction is focused for age 55+; all ages welcome.

Guitar/Ukulele

BEGINNING (LEVEL 1)

Provides older adults the opportunity to develop their musical skills through group participation and performance on guitar and ukulele. Includes the study of reading music and learning to play chords for popular songs on the guitar and ukulele. No prior knowledge or experience is required. Students must provide a suitable instrument and a willingness to practice and have FUN!

INTERMEDIATE (LEVEL 2)

Course is a continuation of the Beginning Guitar/ Ukulele class. Develop musical skills through group participation and performance on guitar and ukulele. Study reading music and learning to play chords for popular songs. We will learn finger picking styles, new strums and more advanced chords. Some prior knowledge or experience is required. Students will provide a suitable instrument and be willing to practice and have FUN!

Orchestra Workshop

(MUSN 519) Ability to play a band instrument and sight read are recommended. Performances are part of the class Instruction is focused for age 55+; adults age 18+ welcome.

CONCERT BAND

Ability to play band instruments and sight read recommended. Performances are part of class.

MANDOLIN ORCHESTRA

From classics to pop to bluegrass. Mandolins, mandolas, mandocellos, bass, and guitars. If you've played a string family instrument, it's easy to learn the mandolin. Basic music reading skills are necessary for mandolins. Guitarists should know how to read chords in the basic keys of C, D, and G.

CHAMBER ORCHESTRA

Play the music of today and yesteryear. Performances are part of the instructional program including two field trips for each class.

BIG BAND

Vocational training for musicians. Performances are part of class. Ability to play big band instruments and sight read are recommended.

Piano 1-2

(MUSN 536) Covers the essentials of piano/keyboard techniques. Musical expression, theory, ear training, and performance preparations will be explored. Beginners to advanced levels with weekly lectures and piano clinics to supplement your study. Instruction is focused on ages 55+, Adults ages 18+ welcome.

Faculty Spotlight

Cassandra served 13 years as an Electronics Technician and Command Fitness Coordinator in the United States Navy. She received her Bachelor's degree in Sociology. Cassandra is an advanced practitioner of Taijiquan through the White Dragon School of Martial Arts and has medalled in local and international competitions. She has taught Tai Chi Moving for Better Balance since 2014 for Aging and Independence and has conducted Qigong classes at the Navy Medical Center in San Diego. Cassandra is a San Diego Fall Prevention Task Force member and is currently teaching Qigong with our Emeritus Program.



Nutrition, Health & Wellness

Classes for Adults 55+

Search online using Subject drop-down menu:
Public Affairs and Services; Health Education

Courses in this program will be offered as Hybrid, Hyflex, On-Campus, Online, and Online with set meeting times.

Nutrition/Health for Older Adults

(PASV 510) Theory and practice in nutrition related to maintaining health. Plan and prepare economical, well-balanced meals for one or two persons. Consumer education and nutrition information included. Instruction is focused for age 55+; adults age 18+ welcome.

Health Education for Older Adults

(HEAL 525) Enhances the physical and/or mental health of older adults through information programs, physical exercise, and/or mental exercises/activities designed to reduce stress and anxiety. Students can expect to improve mental and emotional health and stamina, reduce emotional stress, and improve muscle tone, flexibility, circulation, and coordination. Instruction is focused for age 55+; adults age 18+ welcome

LIVING WITH A CHRONIC ILLNESS

Strategies, coping skills and resources that will enhance independence and quality of living. This class is open to caregivers and people with chronic illness.

BRAIN FITNESS

(HEAL 540) This course is designed to teach adults age 55 and older how to train and exercise the brain, make lifestyle choices to optimize brain health, strengthen and enhance cognitive function, and quell or reverse the effects of neurodegenerative decline. Students learn how to use scientifically designed cognitive exercises to strengthen and improve neurological processes

BRAIN FITNESS BASICS

Enhance your brain health using a brain-training program which targets cognitive functions like memory and processing speed and presents lessons that support a brain-healthy lifestyle. This class is for new students.

BRAIN FITNESS TOPICS

Enhance your brain health using a brain-training program which targets cognitive functions like memory and processing speed and presents lessons that support a brain-healthy lifestyle. This class is for continuing students.

Health Education

(HEAL 525) Instruction in health and wellness topics supported with corresponding physical activities. Four levels meet varying health and physical activity levels of older adults. Review each description to select a class that meets your needs. Instruction is focused for age 55+; adults age 18+ welcome.

LESS TO MODERATELY ACTIVE

Focus on health content supported by physical activities that include chair and standing exercises. Some classes include the option of floor exercises and/or walking activities. In a virtual setting.

MODERATELY ACTIVE

Focus on health content supported by physical activities that include chair exercises, strength training, balance, and stretching. May include standing exercises, walking, and stress reduction techniques.

ACTIVE

Focus on health content which is supported by physical activities that include standing exercises, balance, and stretching. May also include a combination of chair, floor, and strength activities along with stress reduction techniques. Wear appropriate clothing and shoes for physical activity.

MULTI-LEVEL ACTIVITY

Focus on health content which is supported by physical activities that include a combination of chair and standing exercises, strength training, stretching, and stress reduction techniques. Some classes also include the option of floor exercises and/or walking activities.

Body Dynamics/Aging Process

(PASV 505) Provides knowledge of the relationship of physical fitness, stress management, and nutrition to personal health and well-being Current information on nutrition, sleep disorders, depression, leisure/social activity and chronic medical conditions such as heart disease, arthritis and others. Instruction is focused for age 55+; adults age 18+ welcome.

Retirement

Classes for Adults 55+

Search online using Subject drop-down menu:
Public Affairs & Services

Courses in this program will be offered as Hybrid, Hyflex, On-Campus, Online, and Online with set meeting times.

Retirement Living in Later Life

(PASV 530) Understand health maintenance, consumer awareness, physical illness, and leisure activities. Instruction is focused for age 55+ and those who have been retired for many years; adults age 18+ welcome.

REDISCOVERING SAN DIEGO

Discover, explore, learn about, and experience San Diego history, people, and resources first-hand through this weekly field trip class. Class meetings are off-site at various locations. Please note: As classes remain online, topics may include locations outside of San Diego, and will include a virtual trip to that location as well as the online website.

PERSONAL DEVELOPMENT

(PSYCH 520) Develop and enhance emotional and/or psychological well-being. Coping strategies for disability, loss of spouse, and loneliness. Develop personal strength, self-confidence and assertiveness necessary to cope with everyday life or a changing world.

Faculty have created a web page with more details about Emeritus Program classes.

Visit sdcestudent55.com

General Information

Open enrollment

It is SDCCD policy that, unless specifically exempted by statute, every course, course section or class, the attendance of which is to be reported for state aid, where offered and maintained by the district, shall be fully open to enrollment and participation by any person who has been admitted and who meets such prerequisites as may be established pursuant to Chapter 11, Div. 2, Part VI, Title 5 of the California Administrative Code, commencing with Sec. 51820.

Nondiscrimination

SDCCD policy prohibits discrimination on the basis of race, national origin, age, sex and disability in accordance with state and federal law, Ed. Amend. of 1972, Title IX, the 504 Provisions of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. Complaints alleging noncompliance with this policy should be directed to Marie Doerner, Site Compliance Officer at 619-388-1827.

Title IX and Campus SaVE Act

San Diego Community College District (SDCCD) is committed to a safe and equitable learning environment for all students and employees. SDCCD has a Title IX and Campus SaVE Act website at <http://www.sdccd.edu/titleix/> that provides students with important resources, policies and instructions on how to prevent and report incidents of sexual violence to the Title IX coordinator on each campus.

Student Rights, Responsibilities, Campus Safety and Administrative Due Process

(Policy 5500) Students are subject to adhering to the policies and procedures of the San Diego Community College District, as well as all federal, state, and local laws. Students are subject to charges of misconduct concerning, but not limited to, the following acts when committed on District-owned or controlled property or at District-sponsored activities:

- » Academic misconduct or dishonesty as specified in Procedure 3100.3, Honest Academic Conduct.
- » Forgery, alteration, falsification, or misuse of campus/District documents, records, electronic devices, or identification.
- » All forms of nonacademic dishonesty, including but not limited to fabricating information, any form of bribery or knowingly furnishing false information or reporting a false emergency to officials acting in an official capacity.
- » Act or threat of damage to, or theft of property belonging to, or located on District-controlled property or facilities.
- » The physical or verbal disruption of instructional or student services activities, administrative procedures, public service functions, authorized curricular or co-curricular activities, the orderly operation of the campus, or prevention of authorized visitors from carrying out the purpose for which they are on campus.
- » Physical, verbal, or written intimidation or harassment of such severity or pervasiveness as to have the purpose or effect of unreasonably interfering with a student's academic performance, or a District employee's work performance, or of creating an intimidating, hostile, or offensive educational or work environment.
- » Any expression which is obscene, libelous or slanderous according to current legal standards, which so incites others as to create a clear and present danger of the commission of unlawful acts, or the substantial disruption of the orderly operation of the college/campus District.

- » Physical altercation or threats of violence including assault or battery upon a student or District personnel on District premises or at any time or place while under the authority of District personnel.
- » Unlawful conduct of a sexual nature including but not limited to indecent exposure, prostitution, voyeurism, or loitering for the purpose of soliciting or engaging in any lewd act or conduct.
- » Any conduct that threatens the health or safety of any person, including oneself.
- » Participation in hazing (California Education Code Sections 32050 through 32052).
- » Possession of weapons, explosives, unlicensed dangerous chemicals or objects which may be used as weapons or to threaten bodily harm, as specified in the California Penal Code or other applicable laws.
- » Conduct which is in violation of federal, state, or local laws or ordinances; while on District premises or at District-sponsored or supervised activities. (Ref. 76020, 76120)
- » Failure to comply with directions of staff members of the District who are acting within the scope of their employment. Continued and willful disobedience or open and persistent defiance of the authority of District personnel providing such conduct is related to District policies, activities or college/campus attendance.
- » Smoking on District premises, or in vehicles provided by the District used for transporting students; except as permitted by applicable ordinances, laws, college and district guidelines and procedures.
- » Use, possession, distribution, or sale of alcoholic beverages on campus except as permitted by law.
- » Use, possession, distribution, manufacture or sale of narcotics or other hallucinogenic drugs or substances or inhaling or breathing the fumes of, or ingesting, any poison classified as such by the California Business and Professions Code Section 4160, Schedule "D," except as provided by law, is prohibited when on district premises.
- » Violation of Policies & Procedures for Student Organizations as enumerated in Manual 3200.

Confidentiality

Federal and state laws and SDCCD policy require complete confidentiality of student records. On request, a complete statement of District policy regarding student records will be provided.

Crime awareness and campus security

The San Diego Community College District Annual Security Report, titled: "Safe and Sound, a guide to safety and security in the San Diego Community College District," includes statistics for the previous three years concerning reported crimes that occurred on campus; in certain off-campus buildings or property owned or controlled by the San Diego Community College District; and on public property within, or immediately adjacent to and accessible from, the campus. The report also includes institutional policies concerning campus security, such as policies on drug use, crime prevention, the reporting of crimes, sexual assault and other matters. You can obtain a copy of this report by contacting any campus admissions office, Vice President or Student Services office or college police business office. At anytime you may view a full copy by accessing the following website: <http://www.sdccd.net/policy/statistics.html>

Drug and alcohol abuse

Policy 3100 states that use, possession or distribution of narcotics or other controlled substances is prohibited. A student may be suspended or expelled for violation of this policy. A complete list of legal sanctions, as well as information on drug treatment and prevention is available from the campus office.

Smoke and Tobacco-Free District Property

Board Policy 0505, Smoke and Tobacco-Free District Property. The District recognizes the fact that individual health can be impaired both by the direct and by the secondary effects of smoking. The District, therefore, prohibits smoking and the use of tobacco products on all properties and in all vehicles owned or controlled by the District. "Smoking" is defined as inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, pipe, or any other lighted or heated tobacco or plant product intended for inhalation, in any manner or in any form. For the purposes of this procedure, the use of smokeless tobacco products is also prohibited. A "tobacco product" is defined to include any combustible substance used in smoking as well as smokeless or spit tobacco, also known as dip, chew, snuff, or snus, in any form. "Smoking" or "smokeless" also includes the use of an e-cigarette which creates a vapor, in any manner or in any form, or the use of any oral smoking device for the purpose of circumventing the prohibition of smoking in this regulation.

Plagiarism

The faculty and staff at San Diego College of Continuing Education believe academic honesty is one of the fundamental basis for the academic community. To this end, we wish to assist students in defining acceptable standards of academic honesty as they pertain to written work. Penalties may be assigned for any form of academic dishonesty. Plagiarism is defined as follows: to take and pass off as one's own work the work or ideas of another. This includes taking material from the Internet.

Minor Children on Campus

Minor children who are not enrolled are not permitted in any classroom at any time. Minor children who are not enrolled are not to be left unattended at any time while on the campus.

Official GED® Test

The Official HSE (High School Equivalency) Tests are given at the West City Testing Center located at: 3249 Fordham Street, San Diego, CA 92110. Call 619-388-1873 for information.



The GED® Test fee is currently \$140.00 for the complete battery (4 subject areas). You must register and pay at www.GEDtestingservice.com. Test available in English and Spanish*. Four tests can be spread across multiple days.

The HiSET® Test fee is currently \$140.00 for the complete battery (5 subject areas). You must register and pay at www.hiset.ets.org. Test available in English and Spanish. Take the test on paper. Five tests can be spread across multiple days

Accommodations are available for test takers with diagnosed disabilities or health related needs.

Those who successfully pass will earn a high school equivalency certificate.