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College of Extended Studies
5250 Campanile Drive
San Diego, CA, 92182
Cashiers: (619) 594-2606
Registration: (619) 594-5152
Administration: (619) 594-5821
Email: extended.st@sdstate.edu

Three times a year the College of Extended Studies publishes a catalog listing courses available to the public.
The catalog includes extension courses, certificate programs, and professional development seminars.
Workforce Training and Education
Get the Education You Need to Succeed Today

SDSU is an Approved Provider for the New Federal Workforce Innovation and Opportunity Act (WIOA)

San Diego State University is committed to building a strong, employable workforce in our city, with industry-specific career training. These programs ensure you have the core skills and tools you need to help local businesses thrive. Choose from a variety of programs to meet your career needs and goals.

Tuition Payment Eligibility
The federal Workforce Innovation and Opportunity Act (WIOA) helps you find a job or train for a new career. Here’s how it works:

- All adults, age 18 or older, are eligible to receive services if approved.
- Approved programs are complimentary to approved clients.
- America's Job Centers of California provide services locally. The center near you will determine if you're eligible to receive financial assistance for training from a provider. There are six locations near SDSU.
- To be eligible for the dislocated worker program, you must have received a lay-off notice or have been laid off due to a company closure or mass layoff. You may also be eligible if you're unemployed and unlikely to return to your prior occupation due to economic conditions in that industry.

For more information and Career Center locations, visit [workforce.org](http://workforce.org). For more information, visit [neverstoplearning.net/workforce](http://neverstoplearning.net/workforce) or call (619) 265-SDSU.

Approved Online and Classroom Programs at SDSU's College of Extended Studies

Professional Certificate Programs
- Construction Estimating Online
- Construction Practices Online
- Grant Writing
- Human Resource Management
- Lean Enterprise
- Marketing
- Meeting and Event Planning
- Project Management
- Project Management Online

Professional Skills Courses
- Accounting Manager Online
- Clinical Medical Assistant
- EKG Technician
- Pharmacy Technician
- TESL/TEFL – Teaching English as a Second Language/Teaching English as a Foreign Language

For more information and Career Center locations, visit [workforce.org](http://workforce.org). For more information, visit [neverstoplearning.net/workforce](http://neverstoplearning.net/workforce) or call (619) 265-SDSU.
Workforce Training and Education
Veterans’ Education Benefits

Develop Your Educational Career Portfolio

CES Programs Approved for Veterans’ Education Benefits

Office was created to serve you — the men and women of the United States Armed Forces, and your families. The College offers numerous career training programs, degree programs, and professional skills courses that will equip you with a stronger career portfolio. Check-in with us online for approved programs at neverstoplearning.net/military.

Call the College of Extended Studies Military and Veteran Services Representative at (619) 594-3047, email veterans.ces@sdsu.edu, or visit neverstoplearning.net/military.

MyCAA Military Spouses
Use Your Spousal Benefits to Expand Your Career Options

Military Spouses: What’s Your Passion? Let Us Help You Find It
Choose certificates and programs from San Diego State University’s College of Extended Studies that will lead you into a nationally portable, high-growth, high-demand career. Classes are available either online or on-site at SDSU.

- Business Finance and Administration
- Construction
- Educational Services
- Energy
- Financial Services
- Health and Human Services
- Hospitality
- Human Resources
- Information Technology

Designed to Fit Your Needs
- Parking is easy and included, and the bus and trolley stop are on campus, making commuting a breeze.
- Most classes are held in the evenings, to better fit your work and family schedule.
- Online programs available.

Are You Eligible?
- Find out at MyCAA website: myportal.acc.af.mil/mycaa/
- Once eligibility is verified the spouse will be notified through MyCAA.
- For questions, call the Military OneSource Career Counselor: (800) 342-9647.

Call (619) 594-3047, visit neverstoplearning.net/military_spouses, or email veterans.ces@sdsu.edu.

See also Approved Veteran Education Benefits and Programs on page 9.

Accounting

Open University Certificate in Accounting

SDSU’s Certificate in Accounting provides professional and post-baccalaureate certification to accounting and non-accounting professionals in the community. This program is intended to provide professional training necessary for candidates to sit for the CPA or CMA examinations. The courses in this certificate consist of regular SDSU courses.

Visit cbaweb.sdsu.edu/accountancy/certificate or contact the faculty advisor for the certificate program, Leon Chan, Ph.D. at (619) 594-4304 or email bcchan@mail.sdsu.edu. For general information, contact the CES coordinator at (619) 594-2517.

For more information on Open University classes, visit us online at neverstoplearning.net/opencertificate.

For more information, you may also email kmcetchin-w@sdsu.edu or call (619) 594-3946.

This program is eligible for military spouse and veterans’ education benefits.
Executive Financial Planner Advanced Certificate

Consider a Career as a Financial Planning Professional

This CFP® Board-registered certificate program is a step in achieving the Certified Financial Planner™ certification. Upon successful completion of this 18-unit program, participants will be awarded an SDSU Executive Financial Planner Advanced Certificate, which meets the educational requirements to sit for the CFP® Board exam.

Who Should Apply — Do You Meet One of These Criteria?

- Financial services firm employees with client contact or back office experience
- Attorneys, CPAs, enrolled agents, and CFAs
- Accountants and financial professionals
- Candidates with degrees in business with management experience
- Military veterans (O4 or E5+)

Fully accredited by the AACSB International, the College of Business Administration conveniently offers the Executive Financial Planner program. Students pursuing further graduate studies may apply units from this certificate toward the Master of Science degree in Financial and Tax Planning.

Certificate Requirements

Applicants eligible for the Executive Financial Planner program should have a bachelor’s degree with at least a 2.85 grade point average and meet one of the criteria described above. Others will be considered on a case-by-case basis. To be admitted to the program, candidates must meet the departmental and university admission requirements.

Students who earn the certificate will complete 18 units of coursework including FIN 522, FIN 590, FIN 651, FIN 657, FIN 705, and ACCT 503. SDSU offers three CFP® Board-registered financial planning programs that qualify graduates to meet the education requirement to sit for the CFP® Board comprehensive exam. In addition to the six-course (18 unit) program described here, students may also qualify for the CFP® Board exam by earning either of the following on-campus degrees:

- BS in Financial Services with a Certificate in Personal Financial Planning
- MS with a Concentration in Financial and Tax Planning

How to Apply

Visit SDSU’s Personal Financial Planning website at sdsu.edu/finplan. Click on Executive Financial Planner and download the preliminary application form. Send the completed application form to the program director, Thomas Warschauer, Ph.D., CFP®, at tom.warschauer@sdsu.edu before the next class.

One three-unit certificate class taken prior to matriculation may be transferable to the Executive Financial Planner Advanced Certificate program. Please contact Professor Warschauer for more information.

In order to earn an advanced certificate or master’s degree, you must apply and be admitted to SDSU and earn a 3.0 grade point average in the program.

Executive Financial Planning Curriculum

Each 12-week, three-unit class meets Tuesday afternoons, except FIN 590, which is offered Thursday afternoons:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>FIN 571</td>
<td>Financial Planning</td>
<td>Covers the basics of financial planning, including income, investments, liabilities, and insurance.</td>
</tr>
<tr>
<td>FIN 590</td>
<td>Financial Planning Practicum</td>
<td>Simulates the real-world experience of a financial planner.</td>
</tr>
<tr>
<td>FIN 651</td>
<td>Individual Financial Planning</td>
<td>Focuses on individual financial planning, including income, investments, liabilities, and insurance.</td>
</tr>
<tr>
<td>FIN 652</td>
<td>Individual Insurance Management</td>
<td>Covers the basics of individual insurance, including health, property, and liability insurance.</td>
</tr>
<tr>
<td>FIN 657</td>
<td>Estate Planning</td>
<td>Covers the basics of estate planning, including probate, trusts, and estate taxes.</td>
</tr>
<tr>
<td>FIN 705</td>
<td>Federal Taxation of Individuals</td>
<td>Covers the basics of federal taxation, including income, deductions, credits, and social security taxes.</td>
</tr>
</tbody>
</table>

For more information, visit sdsu.edu/finplan, or email tom.warschauer@sdsu.edu.
Let SDSU Come to You for Corporate Training and Performance

Partner with our team for comprehensive, cost-effective, and customized professional development programs designed to support your organization’s key strategic objectives and meet your employees’ specific development goals.

The CES Professional Development division provides clients with a wide range of carefully selected business experts and consultants in the San Diego area. We save your organization time and energy by conveniently offering pre-screened qualified professionals who can deliver effective training and business solutions.

How Can You Benefit from SDSU’s Wealth of Experience?

Convenience
Programs can be delivered at your site, our campus center, or another location of your choice.

Tailored to Meet Your Needs
We listen carefully to your concerns, help you assess your organization’s needs, and then develop a program to meet your organizational objectives.

Conducted by Leaders in the Field
Courses are facilitated by real-world experts with solid working experience in your industry. We guarantee hands-on, experiential learning from qualified fellow practitioners.

Applicability
Groups share their experience and learning in a confidential setting and work on relevant projects that address your organization’s critical business issues. All attendees receive consistent messages, skills, and concepts.

Cost Effective
On-site training eliminates travel time and expenses, because it is delivered to your employees at your location and at a convenient time.

Our Most Popular Programs Include:
- Management and Leadership
- Lean Enterprise
- Lean Six Sigma
- Project Management
- Business Writing

For more information, visit neverstoplearning.net/corporate, email mmayers@mail.sdsu.edu, or call (619) 594-1153.

SDSU Research Foundation Program
**Why Grant Proposal Writing?**

San Diego is home to thousands of nonprofit organizations ranging from large educational institutions and hospitals to small, start-up agencies. These organizations must compete for funding in an increasingly challenging funding environment. Grant writing is a key component of securing funding for many of San Diego’s most dynamic organizations.

Learn why additional training capacity in comprehensive grant writing, research, and strategies will enable you to craft proposals that are important in securing funding for programs, initiatives, and other organizational needs. Students will learn how to prepare to write a proposal, identify funding prospects, understand grant guidelines, and develop a compelling program narrative and budget. Students will learn how to construct a proposal that is clear and persuasive in its “ask” and resonates with the priorities of various funders.

**Who Should Attend**

New grant writers; employees from: nonprofit organizations, city and county governments, chambers of commerce, education (private and public), public health, and social work; as well as independent consultants and grant writers seeking CEUs. The first course in the sequence is an intro-level course for those with little or no experience developing grant proposals. The second course in the sequence will provide students of all levels with an opportunity to practice and develop grant-writing skills.

**Certificate Requirements:** Students must successfully complete two online courses: *Introduction to Grants and Funding Research* and *Grant Proposal Development.* Total Time: approximately 20 hours per course.

**Introduction to Grants and Funding Research**

An overview of why grants are funded, and what makes a prospective grantor interested in an organization and its proposal. Learn about interacting with grant-making agencies, types of grants and how to find them, grant applications, the award process, and grant management and compliance.

**Grant Proposal Development**

A comprehensive guide to developing, writing, and submitting a winning grant proposal. The course is designed for anyone tasked with developing and writing grant proposals to secure funding for programs, initiatives, and other organizational needs. Students will learn a seven-step process that starts with the basics (making sense of the Request for Proposals), moves through developing a compelling program and budget, and ends with the submission of a flawless proposal. Students will have ample opportunity to practice their newly acquired skills under the guidance of an expert teacher and will leave the course having mastered a proposal writing technique that will serve them time and again.

**Management and Leadership**

As a manager, you already know the importance of soft skills in the workplace. Effective communication, emotional intelligence, problem-solving, delegating, motivating, and team-building skills are all crucial to the success of individuals and the company as a whole.

In just eight half-day workshops, learn how to enhance your soft skills and bring out the best in your employees.

The Professional Certificate in Management and Leadership is a series of workshops (twice monthly, 8:30 am–12 pm) covering a broad range of management and leadership topics. Workshops may be taken individually to earn a letter of completion or as a group of eight workshops to earn a professional certificate.

**Courses**

- ML 0021 Effective Leadership Behavior
- ML 0022 Leading Winning Teams
- ML 0023 Decision-Making and Problem-Solving
- ML 0024 Productive Management of Conflict
- ML 0025 Effective Communication Skills
- ML 0026 Coaching and Managing for Performance
- ML 0027 Increasing Emotional Intelligence
- ML 0028 Leading in the Face of Change
- ML 0030 Professional Certificate in Management and Leadership Course Series (includes eight courses: ML 0021–ML 0028)
- ML 0029 Strategic Presentation Skills (optional)

For more information, please visit neverstoplearning.net/management or call (619) 594-5489, or email mgtleadership.ces@sdsu.edu.

**SDSU Research Foundation Program**

kmcetchin-w@sdsu.edu or call (619) 594-3946.

For more information, please visit neverstoplearning.net/management.

**For Current Schedule**

Click Here for Current Schedule

neverstoplearning.net/grant

For more information, email grantwriting.ces@sdsu.edu or call (619) 594-2193.

For more information, you may also email kmcetchin-w@sdsu.edu or call (619) 594-3946.
**Business Marketing**

SDSU's Professional Certificate in Marketing Program Leads Student to Launch Boutique Agency

**Instructor Profile**

Yadira Galindo — Marketing

The Unicorn of Marketing: Social Media

“Focus on how to be social, not on how to be social.” — Jay Baer

It seems everyone and their great grandmothers are using some form of social media. Brands must be social or they...

Follow us on Twitter.

Facebook

Twitter

SDSU's College of Extended Studies and SDX joined forces to offer this up-to-the-minute program, taught by instructors who lead the way in the local marketing community. You'll learn skills and multiplatform strategies you can apply immediately.

**Professional Certificate in Marketing**

Constant evolution has become the new reality for marketers. To remain relevant, today's marketing leaders must be more nimble, data-driven, and customer-centric than ever before. Demonstrate your ability to stay ahead of the curve by taking the courses you need to bring your skills to the forefront. Or take the entire program and earn a Professional Certificate in Marketing.

The Professional Certificate in Marketing requires successful completion of the six core courses, and two electives within two years.

If you're in a junior marketing position, are a business owner managing your own marketing, or aspire to venture into a new career, these game-changing courses are for you.

SDSU's College of Extended Studies and SDX joined forces to offer this up-to-the-minute program, taught by instructors who lead the way in the local marketing community. You’ll learn skills and multiplatform strategies you can apply immediately.

**Textbook Required:** Find textbook/course material information at shopaztecs.com/es.

**Core Courses**
- Defining and Positioning a Brand (12 hours)
- Developing an Integrated Marketing Plan (18 hours)
- Market Research and Measuring Tools (15 hours)
- Marketing Communications (12 hours)
- Content Marketing and Strategy (15 hours)

**Elective Courses** (choose two)
- Social Media Strategies for Business (15 hours)
- Increasing Traffic to Your Website (18 hours)
- Media Selling and Buying in Today's Market (15 hours)
- Developing the Creative Brief (12 hours)
- Visual Communications (15 hours)
- Digital Content Strategies: What Makes People Click (12 hours)
- Writing for the Web (12 hours)

**Click Here for Current Schedule**

For more information, please email marketing.ces@sdsu.edu or visit neverstoplearning.net/marketing.

SDSU Research Foundation Program

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**Business Writing**

Be a Better Writer in Just Four Weeks with SDSU's New Online Business Writing Course

Starting this fall, SDSU's College of Extended Studies will offer a fully online business writing course, making it...

**Click Here for Current Schedule**

For more information, please email businesswriting.ces@sdsu.edu or call (619) 594-5821.

SDSU Research Foundation Program

**Business Writing Online**

This fully online business writing course, makes it easier than ever to master your ability to craft clear and concise communications. In just 3-5 hours per week for four weeks, you can forever change your approach to writing.

If you’ve ever received an email, letter or sales piece that was confusing, wordy, or typo-ridden, you know that poor writing impacts the writer’s credibility — whether you have a high school diploma or a doctorate. By mastering a few basic steps and techniques in the writing process, you can ensure that your every communication reflects your professionalism.

**Topics include:**
- Business document format
- Etiquette for electronic communications
- Grammar to-go for busy professionals

Through workplace scenarios and interactive tutorials, learn best practices for digital communications. Receive your professional certificate in Business Writing upon completion of the course.

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**Computers**

Open University Certificate in Computational Linguistics

The College of Extended Studies and the SDSU Department of Linguistics and Asian/Middle Eastern Languages now offer a Certificate in Computational Linguistics. This four-course program is designed for undergraduate students from any major looking to provide a focus to their curriculum and enhance their résumés after graduation. It’s also for professionals working in the areas of language processing or related fields wishing to update their knowledge or enhance their marketability by pairing computational linguistics certification with another degree. Community members with an interest in linguistics are also candidates for the program.

**Open University Information**

The Open University program allows high school graduates, working adults, and students from other universities to attend regular SDSU classes if classroom space...

**Click Here for Current Schedule**

For details, contact the certificate advisor, professor Jean Mark Gawron at (619) 594-0252 or email gawron@mail.sdsu.edu. For general information, contact the CES coordinator at (619) 594-2517 or visit linguistics.sdsu.edu/certificates/computational.html. The College of Extended Studies is an approved provider for veterans’ benefits for this program.
The Certificate in Web and Mobile Applications Development provides students with the specialized knowledge that is important in the development of web and mobile computer applications. You will study and gain experience with the languages and frameworks that are most commonly used in web and smartphone app development such as those used for iPhone applications or Android software, with the design of user interfaces and software systems, and with associated topics such as networking, hosting infrastructure, and security. You will also learn the fundamental principles on which these topics are based, in preparation for the new technologies that are constantly being developed.

Taught by expert instructors who provide personalized guidance and feedback to support students' success, these graduate courses emphasize project-based learning as well as theory for web designers, mobile applications developers, and programmers interested in enhancing skills in the latest web and mobile technologies.

This is an advanced academic certificate at the postbaccalaureate level. The admission requirements include a bachelor's degree in computer science or a closely related field. Individuals with an equivalent knowledge of the background materials through work or self-study may be accepted into this program at the discretion of the program director. You may complete courses via distance education or as a blend of classroom and online instruction. Visit our website for upcoming course offerings at neverstoplearning.net/mobile.

Program Benefits
- Graduate-level courses may be applied to a master's degree
- Earn the certificate in less than one year
- Learn on campus at SDSU or online
- Approved for federal financial aid through SDSU Financial Aid office

Award of Certificate
The certificate requires completion of at least four courses (12 units) from the list of courses below, selected with the approval of the program advisor. Courses are offered in the late afternoon and evenings or online:

- CS 545 Introduction to Web Applications Development
- CS 546 Human Computer Interfaces
- CS 547 Programming and Scripting Languages for Web Applications
- CS 546 Advanced Web Applications Development
- CS 546 iPad/iPhone Mobile Applications Development
- CS 546 Android Mobile Applications Development
- CS 548 Emerging Web and Mobile Technologies

Visit cs.sdsu.edu/courses to find full course descriptions.

At least two of the four courses taken to earn the certificate must be at the 600 level. Three courses will be offered each fall and spring semester, so the certificate can be completed in as little as two 16-week semesters.

Consult with your graduate advisor to see if courses taken in this certificate program may be applied toward the Master's degree in Computer Science.

Visit cs.sdsu.edu/applying-to-the-program for instructions on how to apply to the program.

Note: The GRE is not required for admission. For more information, visit the department's website at cs.sdsu.edu, or contact the Computer Science Department Chair, Leland Beck, Ph.D. at beck@mail.sdsu.edu.

In order to earn an Advanced Certificate or Master’s degree, you must apply and be admitted to SDSU. For more information, please contact the Division of Graduate Affairs at grad@mail.sdsu.edu, visit arweb.sdsu.edu/es/admissions/grad/index.html or call (619) 594-5213.

This program is eligible for military spouse and veterans' benefits.

For more information, visit the Department of Computer Science at cs.sdsu.edu, or contact Leland Beck, Ph.D. at beck@mail.sdsu.edu.

For more information, visit the Department of Computer Science at cs.sdsu.edu, or contact Leland Beck, Ph.D. at beck@mail.sdsu.edu.

Join our mailing list, register, or for information, visit us at neverstoplearning.net/mobile.

SDSU Construction Supervision Graduate: Having the courses 100 percent online made my success possible.

SDSU’s Online Construction Courses Prove ‘Invaluable’ to Software Curriculum Development

Online Construction Certificate Programs
Create your own future. Classes are starting soon, so check out this video for more information.

Online Construction Certificate FAQs
What is a “professional certificate” program and what can it do for you? If this is a...
Professional Certificate in Construction continued

Professional Certificate in Civil Sitework Construction

Get equipped with career advancement skills in the areas of sitework development including excavation, site utilities, and roadway improvements. Develop usable skills in construction equipment utilization, civil blueprint reading, and civil estimating. Excavation, roads, bridges, and underground utilities are also covered. Learn how to work with the earth, how to select, use, and budget for the best equipment needed to transform a plot of land into a developed site, and how to utilize related construction documents.

To earn the Certificate in Civil Sitework Construction, students must receive a passing grade in the four core courses plus one elective.

Courses (Complete four core classes + one elective)
ENGR 43 Construction Equipment and Methods
ENGR 44 Practical Applications of Civil Sitework
ENGR 45 Estimating Civil Construction
ENGR 46 Civil Blueprint Reading and Materials

Elective courses (complete either one of two)
ENGR 31 Contract Documents and Construction Law
ENGR 32 Planning and Scheduling

Do you want to take only specific construction classes? You can!
If completing a full certificate is not an option for you right now, you may enroll in the individual classes that are most relevant to you. If completing a full certificate is not an option for you right now, you may enroll in the individual classes that are most relevant to you.

Professional Certificate in Construction Project Management

The Construction Project Management program provides an all-encompassing overview of construction project management principles and best practices presented in a clear and concise format. Construction managers have a hand in every aspect of a project — from the planning stage with architects and engineers, to the budgeting stage with cost estimators, to the production stage with laborers, and the close out and occupancy stage with the owner and occupants. Employment of project management expertise is expected to grow 16% from 2012 to 2022, faster than the average rate for all occupations, according to the Bureau of Labor Statistics.

Learn the principles of project management — from planning and scheduling, to the legal aspects of construction, contracts and insurance; equipment selection; and the principles of green construction.

To earn the Certificate in Construction Project Management, students must receive a passing grade in the five courses offered.

Courses
ENGR 31 Contract Documents and Construction Law
ENGR 32 Planning and Scheduling
ENGR 38 Building Green Buildings: The Contractor’s Perspective
ENGR 43 Construction Equipment and Methods
ENGR 47 Construction Project Management

Professional Certificate in Construction Supervision

Construction supervision requires a wide variety of skills including: people skills (effective leadership, accident prevention, and clear communication), technical skills (planning, scheduling, cost control, and productivity improvement), and management skills (project management, contract and document comprehension, and complex problem-solving). The Certificate in Construction Supervision is a variation on the popular AGC Supervisory Training Program with added material such as web tours, expanded topic studies, and group problem-solving sessions addressing common industry issues.

Students must complete a total of eight courses including six core courses and two electives to earn the certificate in Construction Supervision with an emphasis in either Civil Sitework or Building.

Courses (Complete six core classes + two electives in area of emphasis)
ENGR 28 Leadership and Motivation
ENGR 30 Oral and Written Communication
ENGR 31 Contract Documents and Construction Law
ENGR 32 Planning and Scheduling
ENGR 48 Problem Solving and Risk Management
ENGR 49 Construction Productivity and Cost Management

Elective Courses (Complete two in chosen area of emphasis)
Emphasis in Civil Sitework:
ENGR 43 Construction Equipment and Methods
ENGR 44 Practical Applications of Civil Sitework
Emphasis in Building:
ENGR 34 Building Green Buildings: The Contractor’s Perspective
ENGR 47 Construction Project Management

For details, visit neverstoplearning.net/construction or visit our FAQ page at neverstoplearning.net/construction/FAQs.
For an online demo, go to constructionclasses.com/potential_student.htm.
For questions, please call (619) 594-3297, or email construction.ces@sdsu.edu.
The College of Extended Studies is a state-approved provider for the federal workforce investment act and MyCAA benefits for these programs.

American Language Institute (ALI)

Located on the campus of San Diego State University, the ALI has over 42 years of excellence in English as a Second Language instruction and international programming. The ALI offers a full range of programs for international students and professionals, including intensive English, academic English, business English, test preparation, certificate programs, teacher training, and other customized programs.

For additional information, please contact Miguel A. Cardenas, president, International Training Center (ITC) by phone at (619) 934-0797, by email at mcardena@mail.sdsu.edu, or online at itcsandiego.com.

Education

English as a Second Language (ESL)

International Training Center

The International Training Center (also known as ITC) was created as a program of the College of Extended Studies (CES) at San Diego State University in 1984 and became an independent entity in 2002. Well-known live satellite programs, transmitted from KPBS-TV to various nations mostly in the Americas,

For an online demo, go to constructionclasses.com/potential_student.htm.
Workplace English

In a global marketplace, people from different countries with different language backgrounds often work side by side — either physically or electronically.

To ensure the effective communication that is essential for businesses to thrive, the ALI delivers English language training for non-native English speakers.

We create custom Workplace English programs to meet the needs of each organization. So your employees will develop their language skills through communicative activities that simulate actual language usage in your workplace. And for the convenience of you and your employees, we bring the classroom to you.

Courses
- Pronunciation Improvement
- English for Presentations
- Business Writing for Email, Documents, and Technical Manuals
- Success Skills for Non-Native English Speakers in American Business Culture
- Training for Supervising Non-Native English Speaking Employees

Visit ali.sdsu.edu/workplace, contact Stephen Howell at (619) 594-8662, or email stephen.howell@mail.sdsu.edu.

SDSU Research Foundation Program
Education

NEW Professional Development for Educators

Designed to fit the need of educators and administrators looking for graduate-level professional development credit. Offered for semester units at the 900 graduate-level that appear on an SDSU academic transcript, these courses may be used for career or salary advancement.

Each course is offered in conjunction with a teaching partner organization. Contact the agency teaching the course to register and pay applicable fees before registering with SDSU for credit. The following courses are all offered online through Continuing Education Associates (variety of units per course) and have a prerequisite of a bachelor’s degree.

Three Unit Courses
The Language of Behavior: Effective Classroom Strategies for Managing Difficult Behavior
Provide a harmonious classroom environment and better learning experiences for all students by knowing how to deal with a variety of student behaviors on a daily basis.

Grant Writing Made Easy
Learn what it takes to research, select, prepare for, and write a successful grant application by applying for two grants that have the potential to enhance your classroom or school.

Teaching in Online and Blended Environments
Explore the advantages of online and technology-enriched instruction, define your role in the online environment, and gain sound methodology and practical strategies teaching using the Internet.

Teaching with Tablets
Increase your understanding of how to operate a tablet, use it as a supplement to classroom course work, and assess student learning.

Tomorrow’s Technology in Today’s Classroom
Through peer-to-peer and instructor interactions, learn about free technological resources and how to effectively implement them in a traditional classroom.

Two Unit courses
Best Practices in English Language Learning Instruction Master the newest best-practice guidelines in all aspects of English Language Learning instruction for students in grades 1-12, including those with learning disabilities.

Growing up with Autism
Learn about the identification and treatment of Autism Spectrum Disorders, and specific interventions for educating children throughout their lifespan, including community integration and employment.

Using Augmentative/Alternative Communication to Build Academic Skills
Learn how to improve the academic success of students using AAC devices — such as word prediction software, communication boards, and speech generating devices — regardless of cognitive ability.

One Unit Courses
Mindset: The New Psychology of Success
Explore how a student’s potential can be fulfilled through clarity and understanding of beliefs about their capabilities, and how those beliefs influence learning and the paths taken in life.

Effective Differentiated Instruction Techniques for the Classroom
Learn practical strategies for developing and implementing differentiated instruction for the diverse learning needs of students, thus improving student achievement.

Digital Citizenship
Digital Citizenship refers to safe, responsible and appropriate use of technology. Teachers, technology leaders, and parents will learn what students/children should know to use technology appropriately.

iPads Apps and Instructional Strategies
The correct approach to integrating technology into the classroom is to first define the need, then find the tool. Learn how to do exactly that by researching, evaluating and implementing iPad apps.

For detailed program information visit http://ces.sdsu.edu/educators, email educators.ces@sdsu.edu, or call (619) 594-3297.

Education

Cultural Competence

Professional Certificate in Cultural Competence for Educators — New Cohort Starting Spring 2018

Is targeted for all educators, including counselors, principals, managers, faculty, staff, and administrators.

Prerequisites: None.

The certificate requires successful completion of four courses:

- Cultural Competence: A Field of Study
- Cultural Competence: Building Cultural Knowledge I
- Cultural Competence: Building Cultural Knowledge II
- Cultural Competence: Educators in a Changing World

Is targeted for all educators, including counselors, principals, managers, faculty, staff, and administrators.

This Four-Course, 12-Unit Program:

- Accommodates the schedule of the working professional and takes less than a year to complete
- Combines classroom lectures with individual practicum work to allow educators to make an immediate impact at their schools.

For information, visit go.sdsu.edu/education/cultural-competence-certificate.aspx.
The Environmental Studies Certificate is designed for students already holding a bachelor’s degree (in any field) who desire to increase their understanding of the theoretical and applied approaches to environmental problems and issues. This is not a certificate program in the hard sciences, but rather is intended to provide diverse ways for students to develop knowledge of the causes and consequences of the human impact on the environment and the impact on humans of philosophical, political, economic, spatial, and natural science perspectives.

For more information, please contact the faculty advisor for the certificate program Donna Ross at (619) 594-6129 or dlross@mail.sdsu.edu. For general information, you may also email kmcetchin-w@sdsu.edu or call (619) 594-3946.

Approved provider for military spouse and veterans' benefits for this program.

Spring 2018: Learn Arabic, Chinese, Portuguese, Persian, or Russian

Learn Arabic, Chinese, Portuguese, Persian, or Russian through our unique intensive fall experience. Intensive language courses immerse you in language and culture studies for four to six hours of interactive instruction, Monday through Friday. You can earn 3–20 units of SDSU foreign language credit in 2.5–11 weeks.

For more information, to join our email list, or to register, please visit us online at neverstoplearning.net/larc. For more information, please visit larc.sdsu.edu.

For more information on Open University classes, visit us online at neverstoplearning.net/opencertificate.

The College of Extended Studies and the SDSU Departments of Geography and Computer Science now offer a Certificate in Geographic Information Science focused on skills in geospatial technology. The certificate courses combine various aspects of computer science with geographic information systems (GIS), remote sensing, cartographic visualization, and data analytics. According to the U.S. Department of Labor, geospatial technology is one of high growth job areas.

For more information, contact the certificate advisors, professor Piotr Jankowski at pjankows@mail.sdsu.edu or (619) 594-0640; or professor Carl Eckberg at eckberg@rohan.sdsu.edu or (619) 594-6384.

For general information, contact the CES coordinator at (619) 594-2517 or visit geography.sdsu.edu/Programs/giscert.html. For more information, you may also email kmcetchin-w@sdsu.edu or call (619) 594-3946.

Approved provider for military spouse and veterans’ benefits for this program.
Health Care Career Programs

Make your mark in an expanding career field that will change your life while making a difference in the lives of others. According to the U.S. Bureau of Labor Statistics, eight of the top 20 fastest-growing professions are in the health care industry—an industry with more than 13 million jobs. And thanks to advances in medicine, and the country’s aging population, the demand for medical professionals is only increasing.

Our health care certificate programs can help you embark on a new career or advance your current health care career in as little as two months.

For more information, call (619) 594-3297 or email healthcare.ces@sdsu.edu. The College of Extended Studies is a state-approved provider for the federal workforce investment act and MyCAA for these programs.

SDSU Research Foundation Programs

Program Features

- Skill-based, fast-paced, and hands-on learning programs
- Preparation for state certification exams
- Upgrading and cross-training of skills
- Course materials are included
- The College of Extended Studies is a state-approved provider for the federal workforce investment act and MyCAA for these programs

For more information, call (619) 594-3297 or email healthcare.ces@sdsu.edu. The College of Extended Studies is a state-approved provider for the federal workforce investment act and MyCAA for these programs.

SDSU Research Foundation Programs

Health Care continued

Pharmacy Technician Training and Test Prep

This comprehensive 59.5-hour program and 80-hour optional clinical externship will prepare students to work as a pharmacy technician in a retail pharmacy or other pharmacy setting. Course content, delivered through classroom lecture and hands-on labs includes:

- Pharmacy medical terminology
- The history of pharmacy
- Pharmacy practice in multiple environments
- Pharmacy calculations and measurements
- Reading and interpreting prescriptions
- Defining drugs by generic and brand names
- Dispensing of prescriptions
- Inventory control

The course material assists in preparation for the

Pharmacy Technician Certification

Boards’ (PTCB) PTCE exam. The last two sessions of this course will focus solely on reviewing the new PTCE exam study guide and practice test.

This program also includes an 80-hour clinical externship opportunity at a local health care service provider for students who qualify. Students will be required to provide immunization records, PPD (TB) test results, a negative nine-panel drug screen, and background check at their own cost (approximately $300 for externship).

Clinical Medical Assistant

In this comprehensive program, students will gain skills needed to assist physicians. Instruction includes preparing patients for examination and treatment, routine laboratory procedures, and diagnostic testing. Additional topics covered include phlebotomy, EKG, pharmacology, ethics, and the legal aspects of health care. This program includes 140 hours of classroom lecture and hands-on labs and a 160-hour clinical externship opportunity at a local health care service provider for students who qualify.

Certification exam administered in class. Students will be required to provide immunization records, PPD (TB) test results, a negative nine-panel drug screen, and background check at their own cost (approximately $300 for externship).

EKG Technician Certification

This comprehensive 52.5-hour classroom course will prepare students to perform as an EKG Technician and sit for the American Society of Phlebotomy Technicians (ASPT) Electrocardiograph (EGK) Technician exam. Important practice and background information on anatomy and physiology of the heart, disease processes, electrocardiography and stress testing, medical terminology, medical ethics, and legal aspects of patient contact are covered.

Additionally, students receive hands-on training including introduction to the function and proper use of the EKG machine, proper lead placement, and other clinical practices.

For more information, call (619) 594-3297 or email healthcare.ces@sdsu.edu. The College of Extended Studies is a state-approved provider for the federal workforce investment act and MyCAA for these programs.

SDSU Research Foundation Programs
Online Professional Certificate in Nutrition for Optimal Health and Wellness

This program is designed for personal trainers, group fitness instructors, and other health and wellness professionals looking for a credible curriculum to gain expertise in advising their clients on nutrition. This online certificate program provides an in-depth examination of advanced sports nutrition, vitamin/protein supplementation, functional food implementation, antioxidants, and meal-plan analysis for optimal performance. The certificate will enhance your résumé and demonstrate to clients that you’re a qualified professional.

Each course is five weeks. Register anytime. Price per course is $399.

The program is also ideal for registered dietitians (RD) and dietetic technician-registered (DTR) professionals seeking CEUs, as well as health enthusiasts wanting to learn more about nutrition and healthy eating.

Two Certificate Options

One: Nutrition for Optimal Health and Wellness Certificate

Successfully complete the following three online courses:

- Nutrition and You: Functional Foods
- Weight Management and Nutrition in the Lifecycle
- Public Nutrition and Wellness Education

Two: Nutrition for Optimal Health and Wellness and Sports Certificate

Successfully complete the three courses above plus:

- Introduction to Sports Nutrition and Performance

For more information, call (619) 594-3297, email healthcare.ces@sdsu.edu, or visit neverstoplearning.net/nutrition.

SDSU Research Foundation Program

Craft Beer

Craft beer is complex and versatile, and it is a growing industry in San Diego. The city has more than 130 craft breweries and was recently named “Top Beer Town” in the U.S. SDSU College of Extended Studies created the Business of Craft Beer Certificate to foster an overall appreciation of craft beer through interactive, hands-on learning. The program provides a well-rounded experience of craft beer through the exploration of its past and present, current trends, styles, best business practices, and what the future holds for this booming industry. Classes are held on-site at local breweries and at SDSU.

Certificate Levels

Level One (Essential Certificate) — Take six classes to earn a certificate. Can be completed in one academic year.

Level Two (Expanded Certificate) — Take nine classes to earn a certificate. Can be completed in 1.5 academic years.

Students who complete the first course will be eligible to take the Cicerone® Certified Beer Server Exam at a discounted rate of $29. Must be 21 years of age to register for this program. No more than one absence will be allowed in each course.

Email craftbeer.ces@sdsu.edu, call (619) 594-1138, visit neverstoplearning.net/craftbeer, Instagram at sdscraftbeer, Twitter at @sdscraftbeer, or Facebook.com/sdscraftbeer. 10% SDSU Alumni Discount Available. Please call registration directly at (619) 594-5152 for discount. All discounts will be applied to the regular registration price. No double discounts allowed.

Must be at least 21 years of age to participate in this program.

The College of Extended Studies is a state-approved provider for the federal workforce investment act for this program.

SDSU Research Foundation Program
Craft Beer Brewer, Curator, and Marketing Guru Teaches Marketing in SDSU’s Business of Craft Beer Program

Graduate of SDSU’s Business of Wine and Craft Beer Programs Now an Instructor of Course that Bridges Both

Click Here

SDSU Craft Beer Instagram Video Compilation

Click Here

SDSU Business of Craft Beer Graduate Eric Fowler — Crafting a Career

Click Here

Bill Sysak Welcomes Students to the Business of Craft Beer Certificate Program

Click Here

Craft Beer Video

See interviews with instructors and students and excerpts from sessions in classrooms as well as different offsite sessions around San Diego.

Click Here

SDSU Business of Craft Beer Graduate Alex Montelbano — Crafting a Career

Click Here

Hospitability

Craft Beer

Andrew Wilde, Brand Manager, Karl Strauss Brewing Company

Dave Adams, Director of Beer Education and Certified Cicerone®, Green Flash Brewing Co.

Scott Blair, Co-founder/CEO and Certified Cicerone®, Monkey Paw Brewing

Claudia Faulk, Co-founder, Aztec Brewing

Melani Gordon, Co-founder/CEO, TapHunter

Mike Hinkley, Co-founder/CEO, Green Flash Brewing Co.

Matt Johnson, General Manager, Helles Brewing

Greg Koch, Co-founder/Executive Chairman and Certified Cicerone®, Stone Brewing Co.

Miguel Loza Brown, Student Advisory Board Member

Candace L. Moon, Founder, The Craft Beer Attorney APC

Jake Nunes, Tasting Room Manager and Certified Cicerone®, North Park Beer Co.

Eugenia Romero-Wendlandt, President, Cerveceria Wendlandt

"Dr." Bill Sysak, Co-Founder/CEO and Certified Cicerone®, Wild Barrel Brewing Co.

Craft Beer Advisory Board

Clausen, L. Moore, Founder, The Craft Beer Attorney APC

San Diego, the U.S. Capital of Craft Beer

Craft Beer Education Camp: 9 Glorious Days of Intensive Instruction in San Diego, the U.S. Capital of Craft Beer

Click Here

Student’s View of SDSU’s Inaugural Nine-Day Brewery Startup Camp: ‘I’m in a beer Disneyland!’

Click Here

SDSU’s Inaugural Craft Beer Education Camp a Hit with Students from All Over the World

Click Here

Attendee of SDSU’s Inaugural Craft Beer Education Camp Plans Cross-Continent Beer Collaborations with Fellow Student from Australia

Click Here

Beer Enthusiast from Western Australia Among International Group of Students at SDSU’s Inaugural Craft Beer Education Camp

Click Here
Professional Certificate in Meeting and Event Planning

Whether you are new to meeting planning or a seasoned pro, SDSU’s Meeting and Event Planning Certificate offers you the opportunity to expand your knowledge and skills within this growing industry. If you want to explore a new career opportunity or become more astute in your abilities, if you’re seeking help with planning a single meeting or event; or if you want to find out how to grow your career in the meeting industry; this program is for you! We have partnered with Meeting Professionals International (MPI) to present this very popular certificate program.

Award of Certificate
To earn a certificate, participants must complete the required core and elective courses within two years. Students must attend all class sessions of each course in order to pass the course.

Program Advisor: Annette Gregg CMP, CMM, MBA.
Program offered fall and spring semesters.

Core Courses
- MP 101 Meeting Planning Basics (nine hours)
- MP 102 Food and Beverage Planning (six hours)
- MP 103 Event Marketing and Promotion (six hours)
- MP 104 Site Selection and Contract Negotiation (13 hours)
- MP 105 Financial Management of Meetings and Events (six hours)
- MP 106 Audio Visual Basics (six hours)
- MP 107 Professional Development (six hours)

Elective Courses (18 hours required)
- MP 201 Introduction to Special Events (six hours)
- MP 203 Starting Your Own Business in the Meeting and Event Planning Industry (six hours)
- MP 204 Tradeshows and Event Security (nine hours)
- MP 205 Sponsorship and Fundraising, Nonprofit Events and Fundraising (six hours)
- MP 207 Event Design and Production (six hours)
- MP 209 Weddings and Social Events (nine hours)
- MP 213 Effective Networking and Résumés for the Meeting and Events Industry (six hours)
- MP 216 The Art of Selling (three hours)

Business of Wine

Goal-Focused Wine Lover Finds SDSU’s Business of Wine Program the Conduit to a New Career

Business of Wine Student Ben Probe Recounts Pivotal Moments

Business of Wine Advisor Board
- Jesse Rodriguez CWE, AIWS, and advanced sommelier
- Lisa Lipton past national chair, American Institute of Food and Wine
- Michael A. Creaghman CSS, WLS, CSWE, independent wine educator and consultant
- Linda Kissam owner, Kissam Consulting
- William Byxbe dean emeritus, SDSU College of Extended Studies
- Carl Winston director, SDSU’s School of Hospitality and Tourism Management
- Peggy Evans executive director, Temecula Valley Winemakers Association
- Lisa Redwine advanced sommelier, sales rep, Royal Wine Co.
- Gus Vigilante winemaker, Wilson Creek Winery
- Deborah Lazarus CSW, owner, Wine and Food: Uncorked
- Ken Mills CEO/president, Wine Steals

Program partners: CityBeat WINE/co. and WILSON CREEK WINE co.

For additional information, visit neverstoplearning.net/meeting, email mep.ces@sdstate.edu, or call (619) 594-1138.
10% SDSU Alumni discount available. Please call registration directly at (619) 594-5152 for discount. All discounts will be applied to the regular registration price. No double discounts allowed.
The College of Extended Studies is a state-approved provider for the federal workforce investment act, military spouse, and veterans’ benefits for this program.

Encounter Wines of the World

4-Day Odyssey: The Art of Selling
- Enjoy world-class wines from the Americas
- Learn the art of wine sales
- Participate in guided tastings
- Discover the secrets of wine
- Gain insights into the wine industry

Location of Classes
SDSU Extended Studies/Gateway Centers, corner of Campanile Drive and Hardy Ave.

Visit us online at neverstoplearning.net/wine for current course offerings. For more information, call (619) 594-1138 or email us at wine.ces@sdstate.edu.
10% SDSU Alumni discount available. Please call registration directly at (619) 594-5152 for discount. All discounts will be applied to the regular registration price. No double discounts allowed.
The College of Extended Studies is a state-approved provider for the federal workforce investment act, military spouse, and veterans’ benefits for this program.

SDSU Research Foundation Program
Hospitality

Wine

Business of Wine
Student Brings Napa Experience to Cruise-Goers

Business of Wine Certificate
Advance your career and enhance your knowledge of wine at SDSU’s College of Extended Studies.

Business of Wine Graduate Grant Tondro Now Co-Owner of Three Restaurants

Business of Wine Student Shares Insights

Instructor of New Course in SDSU Business of Wine Program Brings Unique Perspectives to Marketing Wine

Graduate of SDSU’s Business of Wine and Craft Beer Programs Now an Instructor of Course that Bridges Both

Student Brings Napa Experience to Cruise-Goers

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Student Shares Insights

Instructor of New Course in SDSU Business of Wine Program Brings Unique Perspectives to Marketing Wine

Graduate of SDSU’s Business of Wine and Craft Beer Programs Now an Instructor of Course that Bridges Both
The field of forensic psychology examines the intersection between human behavior and the law. SDSU’s College of Extended Studies has partnered with SDSU’s Homeland Security Graduate Program to launch this comprehensive, online Professional Certificate in Forensic Psychology with an emphasis in Mental Illness Risk Management, specifically designed for individuals in law enforcement, fire and rescue, emergency management, and community organizing. It’s also ideally suited for those interested in forensic psychology, homeland security, public safety, and disaster-response humanitarian assistance.

Why This Certificate?
In recent years, it has become increasingly clear that interactions between emergency responders and the public they serve are becoming more difficult, frequently because of cultural differences and mental health challenges. Resulting miscommunication all too often leads to fatal altercations, and yet our emergency professionals receive little if any training in how to understand and mitigate these issues. This certificate places special emphasis on the challenges emergency responders face in working with disabled and immigrant populations. It offers proven tools to boost resilience in both emergency professionals and civilians in the wake of natural disasters and other community traumas. It also enables community leaders and organizers to appreciate the community-oriented goals of law enforcement, helping to build trust and social capital on both sides, with the goal of generating real solutions.

Who Will Benefit
This certificate program would be beneficial for those pursuing promotion, seeking Law Enforcement Officer (LEO) training, planning to enter graduate programs in forensic psychology, or simply wishing to expand their knowledge base. It may also fulfill continuing education unit (CEU) requirements. This curriculum is recommended for:

- Law enforcement professionals
- Fire and rescue professionals
- Other first responders
- Emergency managers
- Community organizers
- Forensic nurses
- Forensic social workers
- Corrections personnel
- Parole and probation workers
- Military police
- Victim advocates
- Elected Officials
- Counselors
- Pastors
- Attorneys
- Students

Certificate Requirements
To earn the Professional Certificate in Forensic Psychology, you must successfully complete two (2) core courses and three (3) electives within two (2) years. Additional courses may be taken for an advanced certificate.

Program Highlights
- Fully online, offered in English and Spanish
- Five eight-week courses
- Instructors are all content specialists with real-world experience

Core Courses
- Introduction to Mental Health
- Introduction to Forensic Psychology
- Elective Courses (choose three)
- Who is My Neighbor
- Immigration Psychology
- Correctional and Police Psychology
- Cyber Psychology
- Cross-cultural Adaptability
- Countering Violent Extremism
- Mental Health Resilience for First Responders
- Active Shooter Challenges and Psychological Components
- Disaster-Related Emotional Resilience for Survivors and First Responders

For more information, visit neverstoplearning.net/FP, email Sara Roldan at roldan.sara.ruth@gmail.com, or (619) 804-9090.
Human Resource Management

Click Here for Current Schedule

Human Resource Management continued

The Certificate


It is required that Introduction to Human Resources be taken first.

Location of Classes

SDSU Extended Studies/Gateway Centers, Hardy Avenue entrance, unless otherwise noted.

Textbook Required: Textbook/course material information is available at sdsubookstore.com/es.

Each Course Earns Three Units of SDSU Professional Development Credit

(HR and the Law I and II each earn 2 units)

Human Resources Training and Development

Maintaining a highly productive workforce through the use of training will be covered in this course. Students will learn about the training function and its relationship to a high performing organization. Also included will be an examination of teambuilding techniques as part of the human resource function.

Call (619) 594-2193, email hr.ces@sdsu.edu, or visit neverstoplearning.net/hr.

Introduction to Human Resources

HR professionals play a key role in making sure employees are individually and collectively able to achieve the goals and mission that define an organization — a broad mandate which covers a wide range of functions. This course will provide you a comprehensive view of HR responsibilities, including strategic and HR planning and international HR management.

This is the required first course in the Human Resource Management program.

Talent Acquisition

The ability to recruit and retain talent is a key success factor in business today. This course will lead you through the three stages of strategic staffing, teaching you the practical, work-ready skills you need to accurately assess the needs of your organization, navigate the selection process, and lead interviews.

Health and Safety Management

Learn the fundamental components of a comprehensive health and safety program to protect the employees in your organization and avoid costly liability. You’ll learn about Cal-OSHA requirements, risk management and loss prevention, workers’ compensation claims, employee assistance plans, preventative health issues, ADA compliance, and more.

Compensation

Each major foundational aspect of employee compensation will be reviewed in this class. Students will learn a practical approach to building a sound compensation program through lectures, case studies, and activities. Topics will include job analysis, job descriptions, job evaluation, salary surveys, salary structures, pay for performance, benefits administration, and incentives.

Human Resource Management and the Law I

This introduction to California labor and employment law will cover a wide variety of workplace topics including wage and hour law, employee classification, minimum wage and overtime laws, meal and rest period requirements, and other labor code requirements. Additional topics include vacation, PTO and sick leave; personnel records and privacy; drug testing and background checks; and confidentiality and company trade secret protection.

In addition to understanding how California employment law interacts with the work environment, you’ll learn how to reduce the risk of employment-related claims and lawsuits. Guest speakers — specialists in California labor and employment law — will provide a broad perspective on how specific legal topics affect HR professionals, managers, and employees.

This course may be taken prior to HR Management and the Law I.

Performance Management

This course will outline the legal environment affecting HR management. Students will learn from practical examples about the federal, state, and local laws which regulate and define the employment relationship. Areas covered include: laws governing union organizing; EEO and affirmative action laws; workers’ safety and workers compensation regulations; leaves of absence and the ADA; and compliance with employee pay and benefit rules.

HR Management and the Law II

This introduction to California labor and employment law will cover a wide variety of workplace topics including wage and hour law, employee classification, minimum wage and overtime laws, meal and rest period requirements, and other labor code requirements. Additional topics include vacation, PTO and sick leave; personnel records and privacy; drug testing and background checks; and confidentiality and company trade secret protection.

In addition to understanding how California employment law interacts with the work environment, you’ll learn how to reduce the risk of employment-related claims and lawsuits. Guest speakers — specialists in California labor and employment law — will provide a broad perspective on how specific legal topics affect HR professionals, managers, and employees.

This course may be taken prior to HR Management and the Law I.

Capstone: Applying Human Resource Management

Propose and carry out a guided project that will allow you to demonstrate the HR skills learned and create a tangible product that will be useful on the job. Students must request an add code to register.

HR and the Law I.

Click Here

Meet Instructor Dari DeSousa

Click Here

Human Resources Video

Click Here

Instructor Profiles

Click Here

Human Resource Management continued

For more information, call (619) 594-2193, email hr.ces@sdsu.edu, or visit neverstoplearning.net/hr. For more information, you may also email kmccatchin-w@sdsu.edu or call (619) 594-2394.

The College of Extended Studies is a state-approved provider for the federal workforce investment act, military spouse, and veterans’ benefits for this program.
Visits to Local Refugee Centers Part of New SDSU One-Unit Weekend Course: ‘Refugees in San Diego: Struggling for Solutions’

‘The Politics of Harry Potter’: New One-Unit Weekend Course at SDSU


Community members are welcome to attend SDSU’s One-Unit Weekend Courses, always on hot topics in areas such as public administration, political science, and international security. Each course is only $199 and meets only twice: typically a Friday/Saturday combination for a total of 15 classroom hours.

One-Unit Weekend courses are also a great way for undergraduate students to earn extra units for graduation.

“The class (Addressing Youth Gangs in the U.S.: Prevention, Intervention, and Suppression Strategies) was really enlightening on gang issues, especially locally. We were able to talk to reformed gang members as well as a police officer. Both perspectives were important aspects to the authenticity of the subject. I would definitely recommend it to people who just need the credit as well as people who are interested in working with youth.” — Elleisha Elzien

Wrongful Convictions: Weekend Course at SDSU Illuminates How Life Can Be Derailed in an Instant

Online Courses

<table>
<thead>
<tr>
<th>Course Name</th>
<th>Price</th>
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<tbody>
<tr>
<td>Business Writing</td>
<td>17</td>
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<tr>
<td>Computers, Web and Mobile Applications Development</td>
<td>18</td>
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<tr>
<td>Advanced Certificate in Web and Mobile Applications Development</td>
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<tr>
<td>Contract Management</td>
<td>19</td>
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<tr>
<td>Professional Certificate for Contract Management/Advanced Contract Management</td>
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<tr>
<td>Construction</td>
<td>19</td>
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<tr>
<td>Professional Certificate in Construction</td>
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<td>Professional Certificate in Construction Practices</td>
<td>19</td>
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<tr>
<td>Professional Certificate in Construction Project Management</td>
<td>19</td>
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<tr>
<td>State and federal laws require colleges and universities to be authorized to offer online programs in states other than their own. Here is a list of states and U.S. territories where San Diego State University (SDSU) is authorized to offer online degree programs: Colorado, Connecticut, Delaware, Hawaii, Idaho, Louisiana, Mississippi, Montana, Nebraska, Nevada, New Hampshire, New York, Oklahoma, Pennsylvania, South Carolina, Texas, Vermont, Virginia, Wisconsin, American Samoa, and Puerto Rico.</td>
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Online Courses

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<tr>
<th>Course Name</th>
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<tbody>
<tr>
<td>Professional Development Online Courses (PDOL)</td>
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<td>Acquire new skills with e-learning by earning your certificate online — anytime, anywhere. PDOL provides you the ability to work toward a certificate with a wide range of flexible, affordable, online learning opportunities so that you can continually gain new skills and knowledge. Begin learning today and earn a certificate online. The online certificate option also gives you unlimited access to all materials for a full year. Earn our most in-demand online certificate — Project Management. Get the education you need to successfully lead projects and prepare you for the Project Management Professional (PMP)® exam.</td>
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<tr>
<td>Professional Certificate in Construction Supervision</td>
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<td>Health Care</td>
<td>30</td>
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<td>Certificate in Nutrition for Optimal Health and Wellness</td>
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<td>Study Day or Night with Convenient Six-week Online Courses</td>
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For more information, please go to neverstoplearning.net/pdolonline, call (619) 594-2193, or email pdol.ces@sdsu.edu. For more information, you may also email kmccutchin-w@sdsu.edu or call (619) 594-3946.

The College of Extended Studies is a state-approved provider for the federal workforce investment act.

SDSU Research Foundation Program
Courses

Online Courses

Study Day or Night with Convenient Six-week Online Courses

If you want to enhance your value in the workplace, make your home your new workplace, or just enrich your life by increasing your knowledge — convenient ed2go courses, sponsored by the College of Extended Studies at San Diego State University, may be just what you need.

Classes begin each month with a new lesson released each Wednesday and Friday for six weeks. Once released, you can access a lesson any time, day or night, until the end of the class. A friendly, informative discussion group is included for each lesson so you can ask questions or exchange ideas with the instructor or classmates. Handy links for further reference are also included.

After passing the final test, you can print your own certificate of completion.

A Wide Variety of Over 300 Classes is Available — Many of Which Are New

A Sampling of Topic Areas:

- Accounting
- Art, History, Psychology, and Literature
- Basic Computer Literacy
- Certification Preparation
- Child Care and Parenting
- Computer Applications
- Courses for Teaching Professionals
- Database Management and Programming
- Digital Photography and Digital Video
- Entertainment Industry Careers
- GED Test Prep
- Graphic Design
- Languages
- Law and Legal Careers
- Math, Philosophy, and Science
- PC Troubleshooting, Networking, and Security
- Personal Development
- Personal Enrichment
- Personal Finance and Wealth Building
- Start Your Own Business
- The Internet
- Web and Computer Programming
- Web Graphics and Multimedia
- Website Design
- Writing and Publishing

Study Day or Night or Convenient Six-week Online Courses

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- Writing and Publishing

"Informative and the course was perfect for individuals who work and have a busy schedule. The course and the instructor were very accommodating and convenient."

"This is an excellent class, covering some fairly technical concepts, but presented in a way that was easy to understand."

"Wonderful instructor! She was so very helpful, encouraging, and very knowledgeable!"

"I really enjoyed this course and it provided a wealth of information and links. It helped me update my previous skills and provided me with new information as well. I highly recommend."

Study Day or Night or Convenient Six-week Online Courses

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"I really enjoyed this course and it provided a wealth of information and links. It helped me update my previous skills and provided me with new information as well. I highly recommend."

Open University

Open University students can now register prior to the first day of class, after SDSU student registration is complete.

Register online beginning January 13 for immediate access to open classes. Classes Begin on January 17.

Visit neverstoplearning.net/open-university for registration for details about our easy Open University registration process.

Note: Students are responsible for meeting all course prerequisites prior to registration.

Fees

Open University fees are $281 per unit for undergraduate courses and $340 for graduate courses (600-level and above). We accept cash, checks, MasterCard, American Express, Discover Card, and Visa.

CES Registration and Cashiers Office

SDSU Gateway Center Building
Hardy Avenue entrance
5250 Campanile Drive,
San Diego, CA 92182
Phone: (619) 594-5152 Cashier’s: (619) 594-2606
Fax: (619) 594-0147

After-hours Drop Box: Gateway Center, Hardy Avenue entrance.

24-hour recorded information: (619) 594-4123

Registration: ces.registrar@sdsu.edu

Easy, secure registration is available via the internet: neverstoplearning.net.

Office Hours

Registration Office: 8 am – 5 pm, Monday – Friday
Cashier’s Office: 8 am – 5 pm, Monday – Friday
After-hours Drop Box: Gateway Center, Hardy Avenue entrance.

neverstoplearning.net/open

Open Minds, Open Doors, Open University

Check our website for detailed information about new Open U Registration policies at neverstoplearning.net/open

High School Graduates, Working Adults, and Students from Other Universities:

Take SDSU Courses Through Open University

The Open University program allows you to attend regular SDSU classes if space is still available once matriculated students have registered.

University admission is not required, and the registration process is easy. You can select from the courses offered in SDSU’s current class schedule. Open University classes are offered on a space-available basis; admission is not guaranteed.

Note: Undergraduate students who have been disqualified from SDSU will not be allowed to attend Open University or classes through the SDSU College of Extended Studies’ Special Sessions until one year from the date of their disqualification. Graduate students will not be allowed for one semester following disqualification.

To obtain a class schedule: Current SDSU class schedules may be viewed on the web at sdsu.edu/schedule. University general catalogs and graduate catalogs are available at the SDSU bookstore or can be ordered at aztecshops.com.

Credit/Grades: The credit you earn is non-matriculated resident credit. 24 units of Open University credit may be applied toward an SDSU undergraduate degree. For graduate students, no more than nine units of coursework taken through Open University prior to admission to an advanced degree or advanced certificate program are accepted for a program of study. Open University courses and grades appear on the SDSU transcript and affect your SDSU GPA.

Web Portal Accounts: All Extended Studies students taking credit courses who need access to SDSU online services (transcripts, library, bookstore, etc.) should create a SDSU web portal account by going to sdsu.edu/e-services. New students will be able to create new accounts on the first day of the SDSU term. For assistance contact the CES Registration office at (619) 594 5152 or ces.registrar@sdsu.edu. Blackboard: Open University students must register, complete payment, and create a web portal account prior to signing on to blackboard.
Chamber Music, Charlie Chaplin, and Shakespeare. Social Media, the Science of Addiction, and Natural Disasters.

These are just some of fascinating topics being offered this spring at the Osher Lifelong Learning Institute at SDSU — which features university-quality courses for students age 50 and better. There are no tests or grades — just the thrill of learning with like-minded peers.
Click Here

Constitutional Context Podcast
Five-minute bites of background about the Court and Constitution...

Click Here

Meet our Outstanding Instructors

Click Here

Learn About OLLI at SDSU Volunteer Opportunities

Click Here

Find us on Facebook
Join in on the conversation on Facebook. On your feed you will see photos, event notices, and other students’ updates.

Click Here
**Professional Certificate in Lean Enterprise**

The Lean philosophy is a strategy for achieving significant improvement in performance through the elimination of waste in the total business process. The SDSU Professional Certificate in Lean Enterprise program introduces you to the Lean philosophy by incorporating learning tools that include simulations, exercises, lectures, assignments, and a final project.

Throughout the program, you work in project teams applying the Lean concepts to your workplace. A unique added value of SDSU’s Lean Enterprise program includes site tours of San Diego companies to see how they are applying Lean principles. Upon successful completion of the program, you receive a certificate of completion.

**Workplace Benefits**

- Improve quality while decreasing costs
- Reduce inventory and remove waste
- Develop a closer relationship with your customers
- Execute projects that show quick ROI
- Learn strategic business need with tactical "how to"

**Who Should Attend**

- All organizational levels planning and/or implementing a Lean initiative, including directors, managers, supervisors, leads, and hands-on line staff
- Professionals from medical device, healthcare, finance, fabricated metal, machining, plastics, pharmaceutical, food and beverage, electronics, construction, and computer industries
- Government and military contractors
- Personnel from operations, finance, human resources, production, inventory control, new product development, manufacturing, quality engineering, and supplier management

For more information or to bring all or part of this program to your organization, call (619) 594-1153, or email lean.ces@sdsu.edu. 

[Click Here for Current Schedule]

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**Project Management**

Projects are becoming more complex, project managers and teams are often being asked to do more with less, and executives and clients expect innovation, agility, and responsiveness. We offer project management training, leading to a Professional Certificate in Project Management, designed to give project managers (and any other professionals who work on projects) the tools they need to successfully manage any type of project — regardless of scope or industry.

**Who Will Benefit**

- Professionals planning, managing, and controlling projects within an organization
- Managers who need to fine tune and formalize their project management skills
- Those interested in learning the latest project management tools and methodologies
- Anyone managing multiple tasks
- People who want to take PMI®'s Project Management Professional (PMP)® exam
- Anyone interested in a career in project management

For certificate requirement and class offerings, please visit neverstoplearning.net/pm, call (619) 594-5489, or email pm.ces@sdsu.edu.

The College of Extended Studies is a state-approved provider for the federal workforce investment act, military spouse, and veterans’ benefits for this program.

[SDSU Research Foundation Program]
Open University Certificate in Industrial/Organizational (I/O) Psychology

The program is designed for individuals who are employed in (or plan to work in) organizations where expertise in I/O psychology is important for career advancement. This includes persons working in HR departments on issues such as talent management, assessment, selection, training, organizational development, performance, employee morale, and work-life balance.

Visit psychology.sdsu.edu/community/certificate-in-io-psychology.

For more information on Open University classes, visit us online at neverstoplearning.net/opencertificate.

Psychology

For more information on Open University classes, visit us online at neverstoplearning.net/opencertificate.

Public Administration

Spring 2018 program accepting applications through May 31.

San Diego State University’s Master of Public Administration Program (MPA) is ranked the #1 program in the CSU and #5 in California by US News & World Report (2012).

The School of Public Affairs’ MPA degree is offered in a compressed four-semester format through SDSU’s College of Extended Studies.

Online Master of Public Administration

This competitive 16-month online degree program is offered to experienced professionals who currently work in government and nonprofit agencies. The rigorous format has been designed for working professionals who are currently employed in managerial positions in public administration, nonprofit administration, urban planning, criminal justice or related fields. Past experience in these fields will be considered for applicants who are not currently working in the public or nonprofit sector. The 36-unit curriculum is the same as the campus-based program; however, the fast-track, online program is taught in six, two-month modules with two on-campus experiences — one at the beginning and one at the end of the program.

The Curriculum

The MPA provides the knowledge and skill sets for students in management careers in government, community agencies, private not-for-profit organizations, planning and consulting firms, and private sector companies that work in partnership with the public sector. The courses, as well as the faculty who teach the online courses, are the same as the campus-based program. Students must take seven required courses that include: public administration theory, research methods, administrative theory, public personnel administration, public finance management, and public policy. Students take four electives that are tailored to the interests of each cohort. Examples of electives that may be offered include urban government administration, employer/employee relations, nonprofit relations and government, administrative behavior and comparative public administration. Students finish the program by completing a capstone course addressing a challenge at their place of employment.

Eligibility

Applicants holding a bachelor’s degree in any major from a regionally accredited university are eligible to apply for admission to the online MPA program. The applicant’s competitiveness will be largely based upon professional and past academic accomplishments in the field of public administration.

For application, tuition, and deadline information, please email rsobie@mail.sdsu.edu or visit us at neverstoplearning.net/mpa.
Spring 2018: SDSU Offers New Online Master of Public Health Program

San Diego State University’s fully online Master of Public Health (MPH) degree in Health Promotion and Behavioral Science is offered through the SDSU Graduate School of Public Health, and administered by the College of Extended Studies.

Upon graduation from this rigorous 20-month health science/public health degree, students will be able to develop, implement, evaluate, and critique public health programs. Developed exclusively for early- to mid-career professionals, this fully online program allows students to study on their own time while continuing to pursue their careers.

This program is accredited by the Council on Education for Public Health (CEPH).

Students will learn to:
- Use multiple sources of data to assess the health needs of a population
- Identify personal, social, political, and environmental determinants of health-related behaviors, morbidity, mortality, and health disparities
- Identify the most efficient and effective intervention strategies for improving population health
- Evaluate health promotion programs
- Develop scientific papers and presentations

Program Details
- 20-month program, fully online
- 51 units total
- Two 3-unit courses per eight-week session
- One-week break between sessions
- Accredited by CEPH

Admissions Criteria
- Bachelor’s degree in any major from an accredited university
- Undergraduate GPA of at least 2.85 overall
- Must have taken the GRE exam within the past five years
- A minimum of three years of full-time work experience, preferably in a public health career or organization
- Current full-time employment, preferably in a public health-related position

Course Descriptions and Registration

PH 0602 Biostatistics
Statistical reasoning applied to public health; probability, hypothesis testing, regression and correlation, analysis of variance, measurement theory and modeling.
Prerequisite: Consent of instructor

PH 0661 Theoretical Foundations of Health Promotion
Psychological, sociological, economic, and political theories relevant to the mission and processes of health promotion.
Prerequisite: Public Health 290

PH 0662 Motivating Health Behavior
Application of behavioral change techniques and health education methodology to health promotion targeting individuals and whole communities.
Prerequisite: Public Health 303

PH 0666 Health Promotion Program Planning and Assessment
Program planning and assessment, theories, systems and procedures relevant to health promotion and education.
Prerequisite: Public Health 661, 662

For questions, please contact Brenda Fass-Holmes at (619) 594-4492 or bholmes@mail.sdsu.edu.

To reach the program directly, email regsci@mail.sdsu.edu or call (619) 594-6030.

*Approved provider for military spouse and veteran’s benefits for this program.
Earn Speech-Language and Hearing Sciences Academic Credit in California's Top Program

U.S. News & World Report ranked San Diego State University's Speech, Language, and Hearing Sciences (SLHS) graduate program No. 1 in California and No. 24 in the nation. To meet the demand for this renowned program, SDSU is now offering the online Speech-Language Pathology Essentials program.

**Fully Online Speech-Language Pathology Essentials Program Details**
- Eight-week online courses
- Led by lecturers from SDSU’s SLHS department
- Geared toward working professionals
- Take only the courses you need, based on interest or graduate program prerequisites
- Non-cohort

**Additional Online Courses Coming Soon**
For more information, visit neverstoplearning.net/SLP, email slp-online@mail.sdsu.edu, or call (619) 594-0243.

**Teaching English as a Second Language**

**Teach English All Over the World**

**ALI TESL/TEFL Certificate (Teaching English as a Second or Foreign Language)**
If you are interested in traveling and earning a living at the same time, San Diego State University's College of Extended Studies has short-term day and night programs that train students to teach English.

College graduates who can teach English in foreign countries are in high demand in today’s interconnected world. SDSU has a leading program that helps in the job search for qualified applicants. This program takes 130 hours to complete. Graduates will be equipped to teach English anywhere in the world.

**Job Placement Assistance is Included**
Graduates of this program have taught in more than 40 countries. You don’t have to quit your day job to explore a new career! Day or evening — the same great program.

"The TESL/TEFL program at ALI exceeded my expectations. The instructors were knowledgeable and easy to follow. The opportunities for teaching and interacting with the ESL students were plentiful. I thoroughly enjoyed the learning experience." — Barbara Van Dyken

Visit us online at ali.sdsu.edu/teslteflcertificate, on Facebook facebook.com/sdusutesltefl, or contact Jason Greeno, ALI teacher training program director at (619) 594-8740, or email jgreeno@mail.sdsu.edu.

The College of Extended Studies is a state-approved provider for the federal workforce investment act, military spouse, and veteran’s benefits for this program.

SDSU Research Foundation Program
Success Begins with Preparation — Test Preparation

“Give me six hours to chop down a tree and I will spend the first four sharpening the axe,” said Abraham Lincoln — clearly a proponent of preparation. To apply his strategy to academia...

The Department of Linguistics and Asian/Middle Eastern Languages offers a basic Certificate in Teaching English as a Second or Foreign Language (TESL/TEFL). The basic certificate requires 15 units including: Linguistics 420 or 501; 452, 454, or 552; 430, 530, or 551; 555 or 556; and 550. Under certain circumstances comparable courses taken at other institutions may count toward the certificate. Such courses must be evaluated and approved by the certificate advisor. In addition, there is a 15-hour tutoring practicum requirement.

Visit linguistics.sdsu.edu/certificates, contact the faculty advisor for the program, Rebecca Egipto at regipto@mail.sdsu.edu, or Yasmine Panahi at ypanahi@mail.sdsu.edu, or call (619) 594-1915. For general information, contact the CES coordinator at (619) 594-2517. For more information, you may also email kmcetchin-w@sdsu.edu or call (619) 594-3946. Approved provider for military spouse and veterans’ benefits for this program.

SDSU’s test prep courses help students improve their test-taking potential to maximize test results.

Students will acquire important strategies, expectations, and content information about the following exams: CBEST, GMAT, GRE, and LSAT. Books and materials are included in the registration fee. Registration is available online, in person or via phone at (619) 594-5152.

“I wish I had started with the courses at SDSU as the first step. They narrowed down necessary information, providing encouragement and guidance to stay focused while preparing for the exam, making it less overwhelming.”

— Shanna Harger

“The GMAT test-prep was a great foundation to start studying for the exam more efficiently. … The teacher did an excellent and impressive job compacting so much information AND examples into his session.”

— Hannah Fechter

For more information on Open University classes, visit us online at neverstoplearning.net/opencertificate

SDSU Research Foundation Programs

GRE® General Test Graduate Record Exam
Section-Level Adaptive Computer-Based Test

Review concepts and skills in the three subject areas on the GRE® Revised General Test: quantitative reasoning (arithmetic, algebra, geometry, data analysis, data interpretation, and word problems); verbal reasoning (reading comprehension, text completion, and sentence equivalence); and analytical writing essay tasks (analyze an issue and analyze an argument). The textbook includes four full-length practice tests for enhanced home study. Textbook: CliffsNotes GRE® General Test Prep.
Test Prep

“The instructors were great. They cut right to the chase. And the Bobrow book is phenomenal because it has really good practice tests and explanations of how to prepare properly. It was a great class.”
— Matthew Saeman

“Excellent and incredibly helpful. The strategies and diagrams will help save me time and allow me to organize my thoughts as well.”

GMAT — Graduate Management Admission Test

Computer-Adaptive Test
Identify your strengths and target your weaknesses as you learn about the GMAT content, question types, test-taking strategies, scoring and computer-adaptive testing. Subject areas covered are: math ability (problem solving and data sufficiency), reading comprehension, sentence correction, critical reasoning, integrated reasoning, and analytical essay writing assessment. The textbook includes four practice tests, important in-class practice by topic, and online integrated reasoning practice.

Textbook: CliffsNotes GMAT® Test Prep.

LSAT — Law School Admission Test

Learn how to analyze each exam area and apply your knowledge to strategize and respond to LSAT exam questions. Identify your strengths and target your weaknesses as you learn about each question type: analytical reasoning, logical reasoning, reading comprehension (including comparative reading), and the essay writing sample. The textbook provided in the workshop contains official practice tests.


CBEST — California Basic Educational Skills Test

Written or Computer-Based Test
Pass this important California state teacher’s exam, with expert in-class instruction, successful test-taking strategies, computer-assisted information, and practice testing by topic area: mathematics, reading comprehension and essay writing.

Class instruction includes a review of problem solving skills and math concepts, as well as approaches to help you improve your reading comprehension and essay writing skills.

Textbook: CliffsNotes CBEST® Test Prep.

Registration is available online at neverstoplearning.net/testprep, in person, or via phone at (619) 594-5152.
SDSU Research Foundation Programs

Test Prep Retake Policy
We have a free repeat policy for the CBEST, GMAT, and GRE test prep classes. Save your proof of initial registration and payment to take advantage of this policy.

Test Prep

“The quality of the instructors is what really made the class for me. They knew so much about the test and urged us to learn more about it in order to be successful.”
— Melanie Fernandes

“Awesome, helpful insights! Took the class twice – now I am ready to tackle the GRE.”

“Great course! Instructors were professional and enthusiastic. Now I know what I don’t know.”

“I think this course should be mandatory before taking the GRE.”

Click Here for Current Schedule
Registration is available online at neverstoplearning.net/testprep, via email at testprep.ces@sdsu.edu, in person, or via phone at (619) 594-5152.
For more information, you may also email kmetchin-w@sdsu.edu or call (619) 594-3946.
SDSU Research Foundation Programs
Translation and Interpretation

Bilingual individuals in the 21st century have unprecedented opportunities for advancement in fast-growing professions (health and legal) with high demand for interpretation and translation. The Department of Spanish and Portuguese Languages and Literature offers a Certificate in Translation and Interpretation. A $35 application processing fee is required. The courses in this certificate consist of regular SDSU courses.

Visit spanish.sdsu.edu/certificate or email cdegueld@mail.sdsu.edu. For more information, you may also email kmcetchin-w@sdsu.edu or call (619) 594-3946. For general information, contact the CES coordinator at (619) 594-2517.

Women’s Studies

The Certificate in Women’s Studies is designed to provide training for individuals in any field who desire to increase their understanding of women in the humanities, health, and social sciences, as well as become proficient in understanding basic theories unique to the discipline. Women’s Studies offers two emphasis areas: a women’s studies overview and a health emphasis.

To complete this program, applicants must call the Department of Women’s Studies to arrange a meeting to talk with the program advisor and establish a course of study. The certificate program consists of 12 units/four courses, three of which must be at the 500-level. Students must maintain a minimum 2.75 grade point average.

For more information, visit womensstudies.sdsu.edu/general_certificate.htm or contact the faculty advisor for the certificate program, Doreen Mattingly at mattingl@mail.sdsu.edu, or (619) 594-6033, or Teddi Brock at (619) 594-2952, or via email tbrock@mail.sdsu.edu.

For more information, you may also email kmcetchin-w@sdsu.edu or call (619) 594-3946.

Writing

Excellent written and oral communication skills are critical to professional success in business, industry, and government. In an increasingly information-driven economy, good communication skills are in demand. This program teaches you these skills and prepares you for a career in professional, technical, and scientific writing. Participants enroll in regular SDSU professional writing courses on a space-available basis through the Open University program.

For more information, please visit rhetoric.sdsu.edu/certificates/professional_writing/index.htm or contact the program director, Linn Bekins at (619) 594-2211, or email lbeckins@mail.sdsu.edu.

For general information, contact Professor Steve Merriam at (619) 594-6331, or email smerriam@mail.sdsu.edu. For more information, you may also email kmcetchin-w@sdsu.edu or call (619) 594-3946.
Annual SDSU Writers’ Conference

Watch the website or social media for updates.

Immerse yourself in three days of networking with agents, editors, authors and your fellow writers, at a conference with a long history of launching literary careers.

If you’re a writer with a dream, get one step closer to being a writer with an agent. This conference is designed to help writers of every genre, at every level, advance their skills and strategy for getting published.

Click Here for Current Schedule

Register: neverstoplearning.net/writers | Call: (619) 594-2099
Email: sdsuwritersconference@mail.sdsu.edu | Facebook.com/sdsuwritersconference
https://twitter.com/SDSUWritersConf | https://instagram.com/SDSUWritersConf

SDSU Research Foundation Program
Full fee payment or credit card information must accompany the registration form. We accept cash, checks, MasterCard, American Express, Discover, and Visa. Make checks payable to SDSU. Any prerequisites listed in the course description must be completed prior to the beginning of the course. Advance registration is strongly recommended because it will assure you a place in class and is required for some classes.

Registration Deadlines
Registration deadlines are posted with each program/course on our website. After registration deadlines, students may request to register late with instructor and/or department approval and a $25 late payment fee. Students should fill out a CES Registration form, obtain the approval signature on the form (or obtain an email, etc. confirmation to the form) and submit the registration in person or by mail. Late registrations may not be done online or by phone. For questions or assistance with late registrations, contact the CES Registration office at (619) 594 5152. Late registrations after the last day of class require a “Petition for Special Consideration.”

Open University Courses: See Open University Registration Deadlines, page 45.

Osher Lifelong Learning Institute Courses: See specific deadlines in the Osher Lifelong Learning Institute catalog and webpage.

Use of Social Security Number/Tax Credit Information
Applicants are required to show their Social Security Number in designated places on applications pursuant to the authority contained in Title 5, California Code of Regulations, Section 41201.

The Social Security Number is used as a means of verifying records pertaining to the student as well as identifying the student for purposes of financial aid eligibility and disbursement, and the repayment of financial aid and other debts payable to the University. It is also necessary in order to receive Lifetime Learning or Hope Scholarship tax credit.

Payments made to the SDSU Foundation do not qualify for a Tax Credit or Scholarship tax credit. For more information go to http://bfa.sdsu.edu/fmc/cs/taxrelief.html.

SDSU RedID
San Diego State University uses a student identification number called SDSU RedID as your primary source of identification for all transactions at SDSU. For information on how to obtain an SDSU ID card with your RedID, go to SDSUcard.sdsu.edu. Financial, regulatory, and reporting transactions will still use Social Security Numbers and you must provide your Social Security Number on your registration if you wish to receive documentation from SDSU for tax credit purposes. However, your primary source of identification is your SDSU RedID.

To look up your RedID, go to neverstoplearning.net and register online.

Library and SDSU RedID Cards
Students wishing to purchase an SDSU RedID card with photo, must pay $18 to the Extended Studies Cashier after registering and present the receipt to the Photo ID office in the SDSU card office. Extended Studies ID cards are valid only for the duration of the class taken.

Online Web Portal Accounts
All Extended Studies students taking credit courses who need to access SDSU online services (transcripts, library, blackboard, etc.) should create an SDSU web portal account by going to sdsu.edu/webportal. Students may create accounts 48–72 hours after registration payment in CES courses. Students may create new accounts beginning on the first day of the SDSU term.

Smoking Guidelines
SDSU is a smoke-free campus. For more information see smokefree.sdsu.edu.

Drops/Refunds/Withdrawals
You may drop/withdraw from a course online at neverstoplearning.net after completing an official transaction form at the College of Extended Studies. Non-attendance or notifying the instructor does not constitute officially dropping or withdrawing from a course. Students who stop attending credit courses without officially dropping will receive a grade of WU or No Credit in the class. Refunds are not automatic. No refunds are due unless the course is officially dropped within stated guidelines in the refund schedule. Students can expect to receive a refund approximately forty-five days from the date the request is received. Refunds may be applied against other amounts due the University. No refund is made for amounts of less than $10.

Refund Schedule
a. Withdrawal in person or postmarked at least one working day before the first day of class — total fee minus $5 if class fee is less than $50 or $21 if class fee is $50 or more. (All credit course refunds are subject to a $21 administrative charge plus ASB/student fees.) Once a student has been issued a password by the online provider, and logged into the course, no refunds will be issued.

b. Professional Development Online (PDOL) refund policy: refunds will not be issued after a course has started. If a course has not started, refunds will be issued up to three months after the enrollment date (no refunds after the three month period), minus a $21 administrative fee.

c. Lean Six Sigma online refund policy: refunds will be issued within 30 days after enrollment date, minus a $21 administrative fee provided you have not logged into the class. Refunds will not be issued after you have logged into the class with your username and password.

d. Refund on the trip portion of study abroad programs will be determined by the director of study abroad. Refunds for study abroad courses are as listed above.

e. The Osher Lifelong Learning Institute program has a separate refund policy, see Osher refund policy and schedule for specifics.

f. Some programs noted above may have special refund policies. Please consult the website for specifics.

i. Decision on withdrawals and refunds will be based on the date when written withdrawal notice is received by the College of Extended Studies. Drops/Withdrawals done by mail are effective as of the postmark date.

Open University Courses
See Open University Registration Information for refund information. Instructor’s signature is required to drop or withdraw from courses at anytime.

Late Program Changes
Add/drop/withdraw forms accepted after deadline dates may be done by petition only. Obtain a “Petition for Special Consideration” from the Extended Studies registration office. Petitions will only be considered for serious and compelling reasons beyond the student’s control. Documentation is necessary for consideration.

Parking Rules for Gateway/Extended Studies Center Users (CES Permits)
CES parking permits are required 24 hours a day, seven days a week in Parking Structure 6 (formerly 22x17), 1296 Campanile Drive. Online. Prior to receiving a password and logging into your online course, total fee minus $5 if class fee is less than $50 or $21 if class fee is $50 or more. (All credit course refunds are subject to a $21 administrative charge plus ASB/student fees.) Once a student has been issued a password by the online provider, and logged into the course, no refunds will be issued.

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CES parking permits are required 24 hours a day, seven days a week in Parking Structure 6 (formerly 22x17), 1296 Campanile Drive. SDSU Gateway Center, Hardy Avenue entrance.

Easy, secure registration is available via the internet; neverstoplearning.net

CES has the right to cancel a program that does not meet the minimum enrollment requirement. Information detailed on this website is subject to change.

Office Hours
Registration Office
8 am–5 pm, Monday–Friday
Cashier’s Office
8 am–5 pm, Monday–Friday
After Hours Drop Box
Gateway Center, Hardy Avenue entrance.

Osher Lifelong Learning Institute Courses: See specific deadlines in the Osher Lifelong Learning Institute catalog and webpage.

Location of Courses
All courses are located in the SDSU Extended Studies/Gateway Centers, corner of Campanile Drive and Hardy Avenue, unless otherwise specified. Specific room numbers are posted on class days at building entrances.

Map and Directions
The College of Extended Studies is located in the Extended Studies/Gateway Center on the SDSU Campus.

Admission
Though no formal admission procedures are required for most individual courses, students seeking to complete most individual courses, students seeking to complete requirements specific to their desired degree or certificate study abroad courses are as listed above.

Refund Schedule
a. Withdrawal in person or postmarked at least one working day before the first day of class — total fee minus $5 if class fee is less than $50 or $21 if class fee is $50 or more. (All credit course refunds are subject to a $21 administrative charge plus ASB/student fees.) Once a student has been issued a password by the online provider, and logged into the course, no refunds will be issued.

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Map and Directions
The College of Extended Studies is located in the Extended Studies/Gateway Center on the SDSU Campus.

Admission
Though no formal admission procedures are required for most individual courses, students seeking to complete degree or certificate specific to their desired degree or certificate program.

Registration
You may register for College of Extended Studies courses in person, via the internet, by mail, and by telephone. Registrations which cannot be processed due to: full classes, missing signatures or information, illegible registration forms or payment, your registration will be returned to you with a letter of explanation. You will not be registered in any courses until you re-submit your registration form. A $25 late fee and/or deadline penalties will apply if you do not meet registration deadlines.
No parking is permitted at any time in the following areas: special permit zones, service areas, any area marked or painted red, any area not clearly designated as a parking space, or any area posted with a sign or designation restricting or defining specific use.

Motorcycles must park in motorcycle stalls only. They will be cited if parked in a vehicle stall. Permits are required at all times.

Handicapped Parking: A disabled placard, disabled plate, or a temporary placard issued by the DMV are required to be displayed at all times — in addition to any current CES parking permit.

Visitor pay parking permits for $2 per hour are available to all CES/SDSU students if needed. Pay permit machines are located throughout campus; the closest to Gateway/Extended Studies Center is Lots 3, 6B, 7, 10, and 12.

Open University: Open University and other semester-long program students must purchase an SDSU parking permit online at the Aztec Parking Portal for use in all SDSU student lots.

SDSU student decals are not valid in Parking Structure 6. Official SDSU parking regulations can be found at sdsu.edu/parking.

Legally parking is the responsibility of the individual.

**Campus Parking (Open University)**

Parking permits are required for the use of student and faculty/staff spaces, 24 hours a day, 7 days a week. No parking is permitted at any time in the following areas: special permit areas, handicapped zones, service areas, any area marked or painted red, any area not clearly designated as a parking space, or any area posted with a sign or designation restricting or defining specific use. Due to construction, availability of lots may vary. Parking information and visitor permits are available through the Public Safety Department or Dispatcher in the DPS Building, (619) 594-1981.

Weekly or semester permits (decal) may be purchased online at the Aztec Parking Portal.

A limited number of motorcycle permits are available. Motorcycles must park in motorcycle stalls only. They will be cited if parked in vehicle stalls. Permits are required at all times. You have a vehicle and a motorcycle you may be eligible for a free motorcycle permit. Please contact the Parking Business Office for more information.

For information on current SDSU parking permit fees, go to sdsu.edu/parking. Proper/legal parking is the responsibility of the individual. The purchase of a permit does not guarantee a space, and lack of parking/transportation is not justification for refunds. Problems should be referred to the Parking Services Dept. at (619) 594-6671. Escorts are available from dusk to dawn to assist campus, vehicles, or residence halls by calling (619) 594-6659. Certain restrictions may apply. For emergencies, dial 911.

**Financial Aid Options**

There are several financial aid opportunities available to students who wish to complete programs at the College of Extended Studies. The College of Extended Studies/Partnership has specific eligibility requirements to receive this funding. To determine if you qualify, visit one of the Six One-Stop Career Centers in San Diego.

**Workforce Development Financial Aid**

More than 40 programs at the College of Extended Studies are approved by the local San Diego Workforce Partnership for free tuition. The Workforce Development Partnership has specific eligibility requirements to receive this funding. To determine if you qualify, visit one of the six One-Stop Career Centers in San Diego.

**Military Spouse Financial Aid**

If you are the spouse of a military person, you are eligible for free military aid through the Military Spouse Department of Defense financial aid program. A variety of educational opportunities are available to choose from in areas such as health care, hospitality, technology, construction, and human resources.

**Local Lending Institutions**

Various local banks, credit unions, and lending institutions now offer private loan programs specifically for continuing education. Check with your local financial institution to see what types of programs may be available.

**Company Tuition Reimbursement**

Many companies and organizations have tuition reimbursement programs for their employees. Check with your human resources department to see if you qualify. Some companies will also pay for the costs up-front.

**SDSU Student Financial Aid**

If you are a matriculated SDSU student in a degree program and plan to take an extended studies course dated, you may be able to qualify for SDSU financial aid. Check with the SDSU financial aid office at (619) 594-6323. For additional information, please contact the CES registration office at (619) 594-5152.

**In-Person Registration**

In–person registrations are processed immediately and class confirmation and payment receipt are received. Fees and classes vary with the course offering. Some classes, credit and noncredit, may carry additional costs for materials, etc. Fees are subject to change without notice.

Registration fees are due at the time of registration. Class confirmation is not a valid reason to not attend class.

**FEES**

All programs offered by the College of Extended Studies are eligible for special session courses. If you plan to pay by check or charge, registration will not be considered complete until payment has been honored by your bank.

A $60 charge will be made for payment returned for any cause ($35 dishonored payment charge; $25 late fee).

**Privacy Rights of Students in Education Records**

You have the right:

- to inspect and review your records;
- to request inaccurate or misleading information be amended;
- to restrict disclosures of information about you except as provided by law;
- to file a complaint if we violate your rights; and,
- to obtain a copy of our Student Records Policy.

(See “Student Privacy Rights of Students in Education Records” in the SDSU catalog for further information.)

You may Update your personal information: mailing address, telephone number and email preferences, and password at My CES Gateway. We do not share your email address with other organizations.

**Course Registration Confirmation and Parking Permits Via Email**

Course Registration Confirmation and CES Parking Permits are mailed upon registration and payment. Duplicate registration confirmation/parking permits are also available from the CES registration office.

**Mail Registration**

To register by mail, complete the PDF registration form. Mail your completed registration card section including expiration data. Mail to: College of Extended Studies Registration, 5250 Campanile Drive, San Diego, CA 92182–1919.

You will receive a confirmation and receipt by email. If you have not received confirmation by the first day of class, attend class and then confirm your registration with Extended Studies. Failure to receive a confirmation is not a valid reason to not attend class. We are not responsible for lost, late, or misdirected mail.

**Telephone Registration (not available for Open University)**

Register online with your Visa, Discover Card, American Express, or MasterCard at (619) 594-5152. You will receive a confirmation and payment receipt by email.

If you have not received confirmation by the first day of class, attend class and then confirm your registration with Extended Studies. Failure to receive a receipt is not a valid reason to not attend class.

**Financial Aid Options**

There are several financial aid opportunities available to students who wish to complete programs at the College of Extended Studies/Partnership. The College of Extended Studies/Partnership has specific eligibility requirements to receive this funding. To determine if you qualify, visit one of the Six One-Stop Career Centers in San Diego.

**Workforce Development Financial Aid**

More than 40 programs at the College of Extended Studies are approved by the local San Diego Workforce Partnership for free tuition. The College of Extended Studies/Partnership has specific eligibility requirements to receive this funding. To determine if you qualify, visit one of the six One-Stop Career Centers in San Diego.

**Military Spouse Financial Aid**

If you are the spouse of a military person, you are eligible for free military aid through the Military Spouse Department of Defense financial aid program. A variety of educational opportunities are available to choose from in areas such as health care, hospitality, technology, construction, and human resources.

**Local Lending Institutions**

Various local banks, credit unions, and lending institutions now offer private loan programs specifically for continuing education. Check with your local financial institution to see what types of programs may be available.

**Company Tuition Reimbursement**

Many companies and organizations have tuition reimbursement programs for their employees. Check with your human resources department to see if you qualify. Some companies will also pay for the costs up-front.

**SDSU Student Financial Aid**

If you are a matriculated SDSU student in a degree program and plan to take an extended studies course dated, you may be able to qualify for SDSU financial aid. Check with the SDSU financial aid office at (619) 594-6323. For additional information, please contact the CES registration office at (619) 594-5152.

**In-Person Registration**

In–person registrations are processed immediately and class confirmation and payment receipt are received. We will provide形式s for those registering in person. Registrations turned in to the drop box during non–registration hours will be processed and processed as mail.

**Online Registration**

You may register with your Visa, Discover Card, American Express, or MasterCard on our secure website: NeverStopLearning.net. All fees, dates, and other registration policies apply to online registrations. You may not drop or withdraw from a course online (see refund procedures).

You will receive a confirmation and receipt by email. If you have not received confirmation by the first day of class, attend class and then confirm your registration with Extended Studies. Failure to receive a confirmation is not a valid reason to not attend class. Some classes fill quickly, so early registration is advised.

**Course Credit**

Extension and Professional Development Credit

The maximum amount of extension credit which may be accepted toward the minimum residence requirement for a bachelor’s degree is 24 semester units. Extension credit is not counted in satisfaction of the minimum residence requirement for graduation. Courses from other institutions which are not approved as transferable to SDSU and which were taken prior to admission to SDSU may be accepted for an additional fee of $150 per semester unit. If you are a graduate student, you are responsible for checking with your advisor and department to determine if you qualify for the Workforce Partnership for free tuition. The Workforce Partnership has specific eligibility requirements to receive this funding. To determine if you qualify, visit one of the Six One-Stop Career Centers in San Diego.

**Certificates**

There is no limit to the number of certificate courses you may take. However, courses numbered 01 through 79 are professional advancement courses. Certificates are not accepted toward academic degrees. All records of certificate credit are kept by the SDSU Office of the Registrar.

**Special Sessions**

Special session course credit is resident credit and may be applied toward SDSU degree requirements. For undergraduate degrees, no more than 30% of the program of study may be taken prior to admission to SDSU; for advanced degrees or advanced certificates, no more than 30% of the program of study may be taken prior to admission to SDSU. For more information, contact the College of Extended Studies at gra@mail.sdsu.edu, visit arweb.sdsu.edu/ads/grad or call (619) 594-5213.

**Noncredit**

Noncredit courses do not provide academic credit and are used for personal enrichment only. We cannot confirm completion of noncredit programs. One continuing education unit is defined as ten contact hours of instruction. The College of Extended Studies awards Continuing Education Units (CEUs) to persons enrolled in, and completing, continuing education courses. One continuing education unit is defined as ten contact hours of participation in an organized continuing education experience under responsible sponsorship, capable direction, and qualified instruction.

The primary purpose of the CEU is to provide a permanent record of the educational accomplishments of an individual who is not an academic student. This record can be used to give employers and professional associations and societies a uniform measure of short-term educational programs completed by an individual.
CEUs are not academic units and cannot be applied to degree work at institutions of higher education.

Open University Courses

Open University course credit is nonmatriculated resident credit. Students who have not been admitted to the University will not receive resident credit. Twenty-four of the one hundred upper division courses numbered 01 through 49 are designated as lower division. It is the prerogative of the academic department/college to determine if 01 through 79 level courses are applicable to a major, a minor, or toward specified electives. The 01 through 79 level courses are offered in conjunction with certificate programs only. Courses numbered 01 through 79 level are not acceptable on advanced degree programs. Courses offered as 397 and 997 are not acceptable toward an undergraduate or graduate degree. Extended Studies students who eventually plan to pursue an undergraduate degree at SDSU should consult the sponsoring academic department to ascertain the applicability of 01 through 79 level courses offered in any certificate program toward their proposed course of study.

Transcripts (for credit courses only)

All transcripts come from the SDSU Office of the Registrar. To obtain an official transcript, order online via the SDSU Web Portal at sdsu.edu/webportal. The fee for each transcript is $12.00 plus sales tax. If you wish to purchase an audit card at the College of Extended Studies registration office. Classes offered credit/no credit only may not be taken for a letter grade. For in-person transcript change deadlines see Open University Registration Information.

Grading Procedures/Auditing and CR/NC

Auditors must pay the same fee as those taking the course for credit but will not receive letter grades and will not receive a final grade. You may change from credit to audit, or letter grade to CR/NC, only during the first half of a credit course. Your audit card must be completed in person at the SDSU Office of the Registrar for a cost of $20 each. If you have taken extension courses, indicate this when you request your transcript. Official transcripts are available free on SDSU Web Portal.

Enrollment Verifications (credit and noncredit courses)

To request an enrollment verification, complete the CES Verification Request Form and deliver it to the College of Extended Studies registration office at (619) 594-0147. Please allow 10 business day to process the request.

Returned Checks/Charges

If your check or charge is returned by the bank for any reason, the cashier’s office will send a letter requesting payment for the amount of the original dishonored item plus a $35 dishonored payment charge. A $25 late fee will also be charged if applicable. The effects of dishonored checks is to pay the amount in cash, cashier’s check, or money order to the cashier’s office. Nonpayment of fees may result in cancellation of registration and/or withholding of further services until all financial liabilities have been met. The state has the authority to withhold amounts owed to the University from any future state tax refund to which you may be entitled.

Students who have had checks returned may also be prohibited from registering for future classes unless they have previously had a dishonored check, no personal checks, even from another person, are acceptable on your behalf.

Parking Fee Refunds

For the SDSU parking fee refund schedule, see the SDSU catalog. Refunds can be obtained at the University cashier’s office. The amount of refund is rounded down to the nearest dollar. No refund is made for amounts of less than one dollar, which cannot be applied against other amounts due the University.

Veterans Administration Benefits

All veterans must certify that they are aware that any registration changes may result in financial penalties. You will be aware that they will be liable for any overpayment which they receive from the Veterans Administration.

International Students

Regardless of classification, all nonmatriculated international students (nonresidents) from non-English speaking countries registering for College of Extended Studies programs must meet a score of 550 or higher (using the paper version) or 213 or higher (using the computer version) on the Test of English as a Foreign Language (TOEFL). Without a score of the College of Extended Studies, I-20 forms may only be issued to eligible students enrolled in the American Language Institute (ALI).

CSU Accreditation/State Authorizations/Complaint Process

California State University is accredited by the Senior College and University Commission of the Western Association of Schools and Colleges (WASC). California State University monitors developments in state laws in every state. If authorization or licensure is necessary or becomes necessary, California State University will seek out the required additional approvals. Pursuant to the United States Department Education’s Program Integrity Rule, each institution of higher education is required to provide all prospective and current students, faculty, and staff with information concerning state board or state agency that handles complaints against the college for the applicable federal and state laws prohibiting discrimination on these bases.

SDSU Nondiscrimination Policy

The Office of the Ombudsman, (619) 594-6578, and the Office of Employee Relations and Compliance, (619) 594-6464. The staff can explain the procedures available to students, faculty, and staff on our campus. Students, faculty, and staff may also contact Jessica Rentto, SDSU Title IX Coordinator and Director of Enforcement, located in Administration, Room 320, (619) 594-6017, jrentto@mail.sdsu.edu. University policy, as well as state and federal law, prohibits retaliatory actions against an individual who files a complaint of discrimination or harassment or who participates in the investigation of such a complaint. More detailed information regarding SDSU nondiscrimination policies and instructions on filing a complaint can be found at omb.sdsu.edu.

Issuer Concerning Protection

An institution certifies that the application of these laws to programs and activities of SDSU may be referred to the Regional Director of the Office for Civil Rights, United States Department of Education, 50 Beale Street, Suite 3900, San Francisco, CA 94105.

The California State University Office of the Ombudsman, (619) 594-6578, and the Office of Employee Relations and Compliance, (619) 594-6464. The staff can explain the procedures available to students, faculty, and staff on our campus. Students, faculty, and staff may also contact Jessica Rentto, SDSU Title IX Coordinator and Director of Enforcement, located in Administration, Room 320, (619) 594-6017, jrentto@mail.sdsu.edu. University policy, as well as state and federal law, prohibits retaliatory actions against an individual who files a complaint of discrimination or harassment or who participates in the investigation of such a complaint. More detailed information regarding SDSU nondiscrimination policies and instructions on filing a complaint can be found at omb.sdsu.edu.