San Diego Workforce Partnership
The San Diego Workforce Partnership funds job training programs to meet San Diego’s demand for qualified workers. To start a program or learn more about existing...

Read More

One Stop Career Center
The Employment Development Department’s Workforce Services Branch provides a comprehensive range of employment and training services in...

Read More

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 business 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.
For more information, visit neverstoplearning.net/workforce or call (619) 265-SDSU.

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

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.
For more information, visit neverstoplearning.net/workforce or call (619) 265-SDSU.
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: aiportal.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.

Workforce Training and Education
Veterans’ Education Benefits

Develop Your Educational Career Portfolio
CES Programs Approved for Veterans’ Education Benefits

Are you looking to build your educational career portfolio to meet the ever-changing job market? Are you eligible for Veterans’ Education Benefits, and would like to use these benefits to build and enhance your career portfolio? SDSU College of Extended Studies offers top-notch training programs that can meet your needs. SDSU’s College of Extended Studies Military and Veteran Services 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.

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

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- Business Finance and Administration
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- Parking is easy and included, and the bus and trolley stop are on campus, making commuting a breeze.
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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.

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

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 bchan@mail.sdsu.edu. For general information, contact the CES coordinator at (619) 594-2517.

For more information, you may also email kmecchin-w@sdsu.edu or call (619) 594-3946. This program is eligible for military spouse and veterans’ education benefits.
Accounting and Finance
Executive Financial Planner Advanced Certificate

Consider a Career as a Financial Planning Professional
This CFP® Board-registered 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® 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/fiplan. 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.

How to Prepare
Students must complete the six-course program (18 units) before sitting for the CFP® exam. To qualify graduates to meet the education requirement to sit for the CFP® exam, students must also sit for the CFP® 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

For more information, visit sdsu.edu/fiplan, or email tom.warschauer@sdsu.edu.

Business
Contract Management

Graduate of Contract Management Program
Camille Asaro graduated from the University of California, San Diego with a bachelor’s... Read More

New Trends in Contract Management Offer New Career Opportunities
In every industry, contracts are the vehicles through which all essential work... Read More


The SDSU College of Extended Studies Professional Certificates in Contract Management are designed to provide students with a broad understanding of the key concepts associated with the pursuit and management of contracts. Our instructors have a vast amount of real-world experience and help students:
- Increase understanding related to subcontracting such as acquisition planning, solicitation development, sourcing, and cost/price analysis

For certificate requirements and class offerings, please visit neverstoplearning.net/contract, call (619) 594-5459, or email cm.ces@sdsu.edu. Endorsed by the National Contract Management Association

The College of Extended Studies is a state-approved provider for the federal workforce investment act, military spouse, and veterans’ benefits. See also Project Management on page 49.

For certificate requirements and class offerings, please visit neverstoplearning.net/contract, call (619) 594-5459, or email cm.ces@sdsu.edu.

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For certificate requirements and class offerings, please visit neversstoplearning.net/contract, call (619) 594-5459, or email cm.ces@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 mmyers@mail.sdsu.edu, or call (619) 594-1153. SDSU Research Foundation Program

Open University Certificate in Entertainment Management

The basic certificate in Entertainment Management provides students with specialized knowledge and skills in the area of backstage management of people, equipment, and technology in the performing arts. These courses create a foundation of knowledge for entry-level career positions in managerial and business environments of the events and music industry, and are created for those who want to expand their knowledge of management and production.

The certificate is for students and community members who want to pursue careers as production managers, producers, stage managers, and entrepreneurs, in the areas of live performing arts.

Visit http://ttf.sdsu.edu/index.php/degree_programs/certificate-in-entertainment-management; contact Jay Sheehan 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.

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

“TaylorMade’s partnership with SDSU’s College of Extended Studies has provided us with a very affordable Lean Enterprise training solution that is flexible and designed around our company’s culture and needs. Our participation in the public program was good exposure to the tools and philosophy of Lean. The real power has come from bringing it in-house and making it relevant to our business. We have seen improvements to processes across TaylorMade — in product development, supply chain, customer service, and the cash collection cycle. The instructors consistently get rave reviews for their expertise, delivery, approachability, and flexibility.”

— Kevin Limbach, VP, U.S. Operations, TaylorMade Golf

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

**Grant Writing**

High-Demand Careers in Grant Proposal Writing

In my time running Grants West, a company that raises money through grants for nonprofits and tax-exempt institutions, one theme has remained... Read More

Grant Writing: Graduate ‘Excited and Empowered’ by New Career Path

Linda Sullivan lives in western Colorado’s Roaring Fork Valley where she and her husband own a plumbing and... Read More

**Professional Certificate in Grant Writing Online**

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 needing 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.

**Business Management and Leadership**

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.

“Taking courses within the CES Management and Leadership series was a step in the right direction for the advancement of my career. Each subject was filled with practical knowledge, taught in an interactive way, giving me tools to utilize in my everyday management practices. I have been reminded of some classic management methods as well as coached on modern techniques, encouraging me to bring out the best in myself as a manager for my team.” — Shelagh Carlisle, Membership Operations and Distribution Supervisor, KPBS

Courses

ML 0021 Leading Winning Teams
ML 0022 Effective Leadership Behavior
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)

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

SDSU Research Foundation Program

**Click Here for Current Schedule**

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

SDSU Research Foundation Program
The Unicorn of Marketing — Yadira Galindo — Agency to Launch Boutique Program Leads Student SDSU’s Professional Certificate in Marketing — Yadira Galindo — Agency to Launch Boutique Program.

Find us on Facebook. Facebook

Twitter Follow us on Twitter.

Facebook Find us on Facebook.

The Unicorn of Marketing: Social Media “Focus on how to BE social, not on how to DO social.” — Jay Baer It seems everyone and their great grandparents are using some form of social media. Brands must be social or they...

The 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.

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

SDSU Research Foundation Program

Business Writing

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.

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

SDSU Research Foundation Program

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.

For details, contact the certificate advisor, professor Jean Mark Gawron at (619) 594-2557 or email gawron@mail.sdsu.edu. For general information, contact the CES coordinator at (619) 594-5822 or visit linguistics.sdsu.edu/certificates/computational.html. The College of Extended Studies is an approved provider for veterans’ benefits for this program.

Program endorsed by

Business Marketing

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

Instructor Profile — Yadira Galindo — Marketing

Find us on Facebook.

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

SDSU Research Foundation Program

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 shoptaechs.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)
- Mobile Marketing (12 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)
Advanced Certificate in Web and Mobile Applications Development

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 expertise in the languages and frameworks that are most commonly used in web and smartphone apps development such as those used for iPhone applications or Android software, with the design of user interface 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 a 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 564 Introduction to Web Applications Development
- CS 562 Human Computer Interfaces
- CS 547 Programming and Scripting Languages for Web Applications
- CS 565 Advanced Web Applications Development
- CS 564 iPad/Android Mobile Applications Development
- CS 566 Android Mobile Applications Development
- CS 560 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 gra@mail.sdsu.edu, visit cs.sdsu.edu/gradmissions, or call (619) 594-5213.

Professional Certificate in Construction Estimating

This program provides an excellent overview of basic and advanced principles of construction estimating and bidding in the building industry. Construction estimating is a skill used by construction supervisors, project managers, management, and project engineers. Cost estimating is an in-demand career track projected to grow 26% from 2012 to 2022, much faster than the average for all occupations, according to the U.S. Bureau of Labor Statistics.

You have the opportunity to learn by doing, with courses featuring hands-on learning with an emphasis on how estimates are currently carried out in the construction industry. The Certificate in Construction Estimating requires a passing grade in five of the six courses offered. The program has no prerequisites and courses can be taken in any order, however it’s highly recommended to take the Blueprint Reading and Construction Materials courses early in the program to provide a foundation for other courses.

Courses (Complete any five of six courses)

ENGR 18 Construction Materials and Processes
ENGR 21 Estimating and Bidding I
ENGR 22 Estimating and Bidding II
ENGR 31 Contract Documents and Construction Law
ENGR 32 Planning and Scheduling
ENGR 33 Construction Blueprint Reading
ENGR 34 Introduction to Construction Estimating (self-paced)
ENGR 35 Essential Construction Math (self-paced)

“Estimating is a key tool that can be used to control the cost of a project from the planning stage to the completion stage. This certificate program provides the necessary knowledge and skills to become a successful construction estimator.”

—John Anderson, Professional Certificate in Construction Estimating

Professional Certificate in Construction Practices

Receive an overview of the most important skills and attributes of a construction manager and construction career: blueprint reading, estimating, scheduling, and the legal aspects of construction. Topics also include construction materials and controlling construction costs.

To earn the Certificate in Construction Practices, students must receive a passing grade in eight of ten courses. The program has no prerequisites and courses can be taken in any order, however it’s highly recommended to take the Blueprint Reading and Construction Materials courses early in the program to provide a foundation for other courses.

Courses (Complete any eight of ten courses)

ENGR 21 Estimating and Bidding I
ENGR 22 Estimating and Bidding II
ENGR 31 Contract Documents and Construction Law
ENGR 32 Planning and Scheduling
ENGR 33 Construction Blueprint Reading
ENGR 34 Introduction to Construction Estimating (self-paced)
ENGR 35 Essential Construction Math (self-paced)
ENGR 38 Building Green Buildings: The Construction Manager’s Perspective
ENGR 49 Construction Productivity and Cost Management

Construction continued

Professional Certificate in Construction Estimating

These programs are authorized by SDSU’s College of Engineering and offered in cooperation with the National AGC. Each course meets online for 10 weeks. Discussions using an online bulletin board afford the opportunity to examine everyday construction challenges shared by others in the industry. Students should budget five to seven hours per week for each class.

Each Course Earns SDSU Professional Development Credit
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
- ENGR 33 Building Green Buildings: The Contractor’s Perspective
- ENGR 42 Planning and Scheduling
- ENGR 48 Problem Solving and Risk Management
- ENGR 47 Construction Project Management

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 up and occupancy stage with the owner and occupants. Employment of project management 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 33 Building Green Buildings: The Contractor’s Perspective
- ENGR 34 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 42 Planning and Scheduling
- ENGR 44 Construction Productivity and Cost Management
- ENGR 47 Construction Project Management
- ENGR 43 Construction Equipment and Methods
- ENGR 32 Planning and Scheduling
- ENGR 33 Building Green Buildings: The Contractor’s Perspective
- ENGR 34 Construction Equipment and Methods
- ENGR 37 Contract Documents and Construction Law

**Emphasis in Civil Sitework**

- Emphasis in Building: ENGR 38 Building Green Buildings: The Contractor’s Perspective
- ENGR 37 Contract Documents and Construction Law
- ENGR 43 Construction Equipment and Methods
- ENGR 44 Practical Applications of Civil Sitework

**Emphasis in Building**

- Emphasis in Building: ENGR 38 Building Green Buildings: The Contractor’s Perspective
- ENGR 37 Contract Documents and Construction Law
- ENGR 43 Construction Equipment and Methods
- ENGR 44 Practical Applications of Civil Sitework

For additional information, please visit the College of Extended Studies (CES) website or contact the program coordinator at (619) 594-3297 or email construction.ces@sdsu.edu.

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.

Visit ali.sdsu.edu, facebook.com/ali.sdsu, twitter.com/ali_sdsu, or email ali@mail.sdsu.edu.
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

English as a Second Language (ESL)

MA in Educational Leadership Online

Reimagining Education Leadership Through Technology

This fully-online program is designed for teachers and school administrators who aspire to a leadership role in educational technology within their school, district, or county office of education; and for those who wish to lead the revolution in training students to use technology in tandem with critical thinking.

Prerequisites
- BA from an accredited university; minimum TOEFL score of 80 for the iBT test, or 550 for the PBT test (required for foreign students), or a minimum of 6.5 in IELTS; GRE score; minimum 2.85 cumulative GPA from all prior universities. Teaching experience is preferred.

Curriculum
- The MA online program runs via a cohort style. The program is 15 months. Ten courses are taught by renowned university professors and leading technology practitioners.

Duration
- 15-month program: summer, fall, spring, summer.

Visit go.sdsu.edu/education/edl/edl_ma_tech.aspx, contact Dr. Cheryl James Ward at (619) 594-2566, or email cward@mail.sdsu.edu.
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.

Professional Certificate in Cultural Competence for Educators — New Cohort Starting Spring 2018
Being culturally competent means having the ability to recognize and respond to the diversity of the world around you and to make better decisions based on that understanding. As educators, this topic has become vital in fostering a positive environment in the classroom and ensuring equity of opportunity for students of different backgrounds.
The Professional Certificate in Cultural Competence for Educators is designed for those looking to develop culturally relevant teaching strategies to address issues related to teaching in diverse school settings.
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.
Environmental Studies

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.

This professional development program offers a multi-disciplinary approach to environmental studies for natural resource managers, teachers, community activists, and others who are concerned about the interaction of people and the environment. Students must complete the required units with a 2.5 grade point average. A bachelor’s degree from a university is also required.

Students interested in the Environmental Studies Certificate will normally enroll in courses through Open University. Prior to enrollment, contact Professor Donna L. Ross, School of Teacher Education, to develop an approved program of coursework.

For more information, please contact the faculty advisor for the certificate program Donna Ross at (619) 594-6129 or dlross@mail.sdsu.edu.

Foreign Language

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.

Geographic Information Science

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.

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

Open University Certificate in Geographic Information Science

Open University Certificate in Environmental Studies

Open University Certificate in Environmental Studies

Open University Certificate in Geographic Information Science

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.
Health Care Career Programs

Nursing Student Fast-Tracks Entry into Health Care Field with SDSU’s Clinical Medical Assistant Program
While pursuing a bachelor’s degree in nursing, Ian Mwangi accelerated his health-care career by...

Click Here

Senta Clinic Offers Externships Exclusively to SDSU Students

Click Here

Just Seven Months to a New Career
Valerie Sarni graduated from U.C. Davis in 2007 and had a mid-level career as a technology project manager. “Long...

Click Here

Student’s Pursuit of Master’s Degree Began with Clinical Medical Assistant Certificate
While in her junior year of a public health undergraduate program at SDSU, Makenna Wilcoxson entered the Clinical Medical Assistant Certificate Program. Click Here

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

Health Care continued

Pharmacy Technician Training and Test Prep

This comprehensive 52.5-hour classroom course will prepare students to perform as an EKG Technician and sit for the American Society of Phlebotomy Technician (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 background check at their own cost (approximately $300 for externship).

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

Click Here

Pharmacy Technician Certification

The last two sessions of this course will focus 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).

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).

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

Click Here

Click Here

Click Here
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.

Instructor Melissa Halas-Liang is a nationally recognized nutrition educator, Registered Dietitian, Certified Diabetes Educator, and wellness expert.

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

SDSU Business of Craft Beer | Mando Medina — Crafting a Career Video
Click Here

SDSU Business of Craft Beer | Adrian Lau — Crafting a Career Video
Click Here

Craft Beer Lover Forges Niche in Industry with Help from SDSU
Click Here

Craft Beer Brews, Curator, and Marketing Guru Teaches Marketing in SDSU’s Business of Craft Beer Program
Click Here

SDSU Craft Beer Education Camp Grad Realizes Dreams
Click Here

Canadian Home-Brewer Aheads SDSU’s Craft Beer Education Camp for Brewery Startup Guidance
Click Here

Program partners

HOLiDAY WINE Cellar

Craft Beer | Adrian Lau — Crafting a Career Video
Click Here

Craft Beer | Mando Medina — Crafting a Career Video
Click Here

Craft Beer continued

Professional Certificate in the Business of 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.

The SDSU Certificate

- Provides skills necessary to enter the budding craft beer industry
- Provides an interactive, hands-on learning experience with tastings and more
- Brings top leaders and industry experts together in the classroom
- Uncovers an overall appreciation of craft beer
- Explores craft beer’s past and present history, and current trends
- Promotes craft beer literacy for consumers and employees
- Educates future craft beer ambassadors
- Offers industry connections and networking opportunities within the San Diego beer community
- Provides professional development and increases craft beer knowledge for current hospitality industry employees

Email craftbeer.ces@sdsu.edu. call (619) 594-1138, visit neverstoplearning.net/craftbeer, instagram at sdsucraftbeer, twitter at @sdsucraftbeer, or facebook.com/sdsucraftbeer. 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

Hospitality

Click Here for Current Schedule

Craft Beer

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

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

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

SDSU Craft Beer Instagram Video Compilation

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

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

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

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

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

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

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

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

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

Craft Beer Advisory Board

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 Co.
Austin Copeland, Head Brewer, Hillcrest Brewing Co.
Claudia Faulk, Co-founder, Aztec Brewing
Melani Gordon, Co-founder/CEO, TapHunter
Mike Hinkle, 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
Jaco Noyens, Tasting Room Manager and Certified Cicerone®, North Park Beer Co.
Gonzalo Quintero, Ed.D., Co-founder, Craft Beer Tasters
Eugenia Romero-Wendlandt, President, Cerveceria Wendlandt
“Dr.” Bill Sysak, Co-Founder/CEO and Certified Cicerone®, Wild Barrel Brewing Co.

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

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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
Jaco Noyens, Tasting Room Manager and Certified Cicerone®, North Park Beer Co.
Gonzalo Quintero, Ed.D., Co-founder, Craft Beer Tasters
Eugenia Romero-Wendlandt, President, Cerveceria Wendlandt
“Dr.” Bill Sysak, Co-Founder/CEO and Certified Cicerone®, Wild Barrel Brewing Co.
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
- 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)

For additional information, visit neverstoplearning.net/meeting, email mep.ces@sdsu.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.

Certificate Requirements
- Core Courses (all required)
  - Exploring Wine (18 hours)
  - Wine Making Behind the Scenes (nine hours)
  - Business Opportunities in the Wine Industry (15 hours)
  - Dynamic Wine and Food Pairing (six hours)

- Elective Courses (two required; course offerings may vary each semester)
  - The Character of Wine (nine hours)
  - Wine List Creation (nine hours)
  - Sensory Evaluation (six hours)
  - Wine Flaws and Faults (six hours)
  - Importing and Distribution (12 hours)

- Beer and Wine: Service and Selling (six hours)

Intensive Courses (three required; nine hours of study each)
- Burgundy Wines
- Spanish Wines
- California Wines
- Sparkling Wines
- Australian Wines
- French Wines
- Austrian/German Wines
- Italian Wines
- South American Wines

- 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@sdsu.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
Homeland Security
Forensic Psychology

SDSU's New Online Professional Certificate in Forensic Psychology
ideal for First Responders and Community Organizers

Numerous high-profile events in the news have made it 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.

Professional Certificate in Forensic Psychology with an Emphasis in Mental Illness Risk Management Online

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.

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

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

Human resources is the human side of business — take yourself and your employees to new heights by obtaining a certificate in HR management. This program helps advance your career, acquire new knowledge and skills, and provides entry-level experience for those new to the field of HR management, personnel, industrial, or employee relations. 

**Workplace Benefits**
- Identify the core competencies needed for a career in human resources
- Build processes and procedures for a diverse workforce, recruitment, and ROI
- Learn how to communicate policies to employees
- Create an environment that attracts and retains talent
- Understand the role of OSHA, safety, and compensation issues in the workplace

**The Certificate**

**Location of Classes**
SDSU Extended Studies/Gateway Centers, Hardy Avenue entrance, unless otherwise noted.

**Each Course Earns Three Units of SDSU Professional Development Credit**
(HR and the Law I and II each earn 2 units)

**Human Resources 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 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, military spouse, and veterans’ benefits for this program.

**Proposition: A Tale of HR Management Value**
SDSU’s College of Extended Studies is a gift toward my future. I am approaching the culmination of my studies in the Human Resource Management Certificate Program and the caliber of instruction has exceeded my expectations. I have been so thrilled with the program that it has motivated me to excel in every course. The qualified instructors are professionals who currently work in the field. They give you up-to-date perspectives as well as information on job referrals. Every student is respected and treated like an adult and our input is greatly appreciated. I’ve made great friends and the time goes quickly. In the time it takes to make up your mind you could be done. Don’t hesitate. Enroll today!”

— Marie Nakashima, HR Student

**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 assignments. Topics will include job analysis, job descriptions, job evaluation, salary surveys, salary structures, pay for performance, benefits administration, and incentives.

**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.

**Performance Management**
This course explores HR’s role in establishing a credible performance management system to help an organization maximize productivity. Students will learn strategies and methods for developing assessment tools, evaluating performance, diagnosing performance problems, and coaching and counseling.

**HR Management and the Law I**
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 you’ve learned in this course. The project will be a culmination of your studies and the breadth of your knowledge gained in the program. Call (619) 594-2193, email hr.ces@sdsu.edu, or visit neverstoplearning.net/hr.

HR Management Value
Proposition: A Tale of Friction Versus Flow

Meet Instructor Dari DeSousa

Human Resources Video

Instructor Profiles

Click Here for Current Schedule

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 definitely recommend it to people who just need the credit as well as people who are interested in working with youth.” — Elleisha Ebien

Professional Development Online Courses (PDOL)

Choose from the following content areas to earn your certificate in a high-demand field:

- Project Management
- Accounting and Finance
- Business Strategies and Operations
- Business Writing
- Desktop Skills
- Human Resources
- Management and Leadership
- Professional Effectiveness
- Information Technology

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.

Don’t see what you want?

Call SDSU’s College of Extended Studies at (619) 594-2193 or email pdol.ces@sdsu.edu and we’ll help you customize a program that meets your needs.

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 kmetchin-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
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 Sampler 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
- Webpage Design
- Writing and Publishing

Open University

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

Take SDSU Courses Through 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

Spring 2018 Open University Registration Deadlines

| Regular Registration | Registration via Waitlist Only | Deadline to Drop
|---------------------|-----------------------------|------------------|
| 1/15 - 24           | (under 60 credits students) | (under 60 credits students)
| 1/25 - 30           | (under 120 credits students) | 1/17
| 1/30                |                               | 1/20
|                     |                               | 2/4

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neverstoplearning.net

Note: Students taking courses for credit are strongly encouraged to consult with their SDSU advisor for guidelines on choosing courses. New students will be able to create new Blackboard 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.

Open Minds, Open Doors, Open University

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

*All credit refunds are subject to a $17 administrative charge plus ASB/student fees will be deducted after first class session. **Registration or withdrawal after deadline dates is not 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 or can be ordered at aztecshops.com.

New graduates catalogs are available at the SDSU bookstore or can be ordered at aztecshops.com.

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.

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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 for Current Schedule

To learn more, visit neverstoplearning.net/olli, email osher@mail.sdsu.edu, or call (619) 594-2863.
Improvement

Process Improvement

Master Black Belt in Lean Six Sigma Expands Skills in SDSU’s Lean Enterprise Program

Click Here

Lean Enterprise and Leadership in a Time of Tremendous Challenge Long before Dave Umstot founded the award-winning Umstot Project and Facilities Solutions, LLC in La Mesa, Calif., he oversaw the herculean $1.6 billion... 

Click Here

Lean Enterprise Program Graduate Helps Create Lean Culture

Click Here

Lean Enterprise Video Instructors and students talk about the Lean program at San Diego State University.

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

- People with a history of being asked to do more with less, and executives and clients expect innovation, agility, and responsiveness.
- Professionals planning, managing, and controlling projects within an organization
- 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 more information or to bring all or part of this program to your organization, call (619) 594-1153, or email lean.ces@sdsu.edu.

SDSU Research Foundation Program

Click Here for Current Schedule

Project Management

Project Management Students Lands Coveted Job Before Even Completing Program

Click Here

Student in SDSU’s Professional Certificate in Project Management Program Part of Enthusiastic Team from Propulsion Controls Engineering

Click Here

Top 50 Best Value Project Management Certificate Programs of 2016

Click Here

Project Management Courses Lead to Exciting New Career for Personal Trainer Seeking a Change

Click Here

Enthusiastic Project Management Program Graduate Shares Insights

Click Here

Professional Certificate in 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

Click Here for Current Schedule
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.

Psychology Public Administration

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

Open University Certificate in Industrial/Organizational (I/O) Psychology

The College of Extended Studies and the SDSU Department of Psychology now offer a Certificate in Industrial/Organizational (I/O) Psychology. Industrial/organizational (I/O) psychology is the scientific study of the workplace. Using psychological theory and methodology, I/O psychologists contribute to evidence based practice designed to improve understanding and management of human resources and organizational behavior.

Visit psychology.sdsu.edu/community/certificate-in-i-o-psychology.

Please send questions and requests for the application form for the I/O Psychology Certificate to Professor Conte at jeff.conte@mail.sdsu.edu.

For general information, contact the CES coordinator at (619) 594-2517.

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.
Master of Public Health Online

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 0620 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 0611 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 bhholmes@mail.sdsu.edu.

Regulatory Science

Regulatory science programs provide online education and training to enhance the professional excellence and career opportunities of scientists in the pharmaceutical, biotechnology, and medical device industries. Topics related to the discovery, development, testing, manufacture, commercialization, and post-marketing surveillance of pharmaceutical, biologic, and medical device products are at the core of these programs. Courses are designed to meet the continuing educational needs of those with undergraduate or advanced degrees in the sciences who are already employed or preparing for employment in these industries, although those who have academic preparation in the arts and would like to change career paths have also been very successful.

Programs include the following:
- A fully online advanced certificate* consisting of a core subset of four courses from the degree program. All courses are transferable to the M.S. Degree.
- A joint Advanced Certificate in Intellectual Property and Regulatory Affairs offered in partnership with USD School of Law. This six-course certificate provides an interdisciplinary approach to expand the knowledge base of life science professionals working to translate scientific discovery into commercial products. Students build professional skills that employers are seeking in science, law and business. Courses at USD School of Law are on campus. SDSU regulatory affairs courses are fully online.

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

Spring 2018 Session I (Jan. 22–March 18)
- SLHS 305 Hearing Science (3 units)
- SLHS 320 Phonetics (3 units)

Spring 2018 Session II (March 26–May 20)
- SLHS 512 Phonological Acquisation and Disorders (3 units)
- SLHS 513 Foundations of Speech-Language: Development (4 units)

Summer 2018 (June 11–August 5)
- SLHS 321 Anatomy and Physiology of Speech (4 units)
- SLHS 340 Principles of Audiology (3 units)
- SLHS 514 Foundations of Speech-Language: Differences and Disorders in Children (3 units)

Fall 2018 Session 1 (August 27–Oct. 21)
- SLHS 300 Introduction to Language Science (3 units)
- SLHS 305 Hearing Science (3 units)

Fall 2018 Session 2 (Oct. 22–Dec. 16)
- SLHS 320 Phonetics (3 units)
- SLHS 340 Principles of Audiology (3 units)

The SLP Essentials program is open to individuals of Health and Human Services, in conjunction with SDSU’s College of Extended Studies.

The courses are offered through SDSU’s College of Extended Studies.

Non-cohort program prerequisites based on interest or graduate department.

Take only the courses you need, based on interest or graduate program prerequisites.

The SLP Essentials program is open to individuals interested in earning academic credit.

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

Speech-Language Pathology Essentials is a program of SDSU’s School of Speech, Language, and Hearing Sciences, administered through the College of Extended Studies.

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/tesl_certificate, on facebook facebook.com/sdustestefl, 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, a...
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.”

Registration is available online at neverstoplearning.net/testprep, via email at testprep.ces@sdsu.edu, in person, or via phone at (619) 594-5152.

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.

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.

Click Here for Current Schedule

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

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

SDSU Research Foundation Programs

“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.”

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.

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.

Click Here for Current Schedule

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

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

SDSU Research Foundation Programs
Translation and Interpretation

Open University Certificate in 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.

Writing

Open University Certificate in 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.

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) 594-8033, 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.

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

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.

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
Registration Information

Registration Office
SDSU Gateway Center Building, Hardy Avenue entrance, 5250 Campanile Dr., 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.

Registration

Please call (619) 594-5152 to find out about Registration and freshman office hours.

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 each 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 degree or certificate programs must meet admission requirements 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 form, payment, or other similar issues will be returned to you with a letter of explanation. You will not be registered in any classes until you re-submit your registration form. A $25 late fee and/or deadline penalties will apply if you do not meet registration deadlines.

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 prerequisite 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 deadline, 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 email, print and attach 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 Internal Revenue Service guidelines. Providing the Social Security Number is also necessary in order to receive Lifetime Learning or Hope Scholarship tax credit.

Payments made to the SDSU Foundation do not qualify for Lifetime Learning or Hope Scholarship tax credit. For more information go to http://bfa.sdsu.edu/fmco/sfs/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 classes. Students can 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.

Osher Lifelong Learning Institute Courses:

You may drop/withdraw from a course online at neverstoplearning.net. After completing an official transaction form from the College of Extended Studies. Refunds will be issued up to 30 days after enrollment date, minus a $21 administrative fee. No refund is made for courses of four or less class meetings, no refund. For courses of five or more meeting days a week in Parking Structure 6 (formerly 2) on Hardy Avenue If you are attending an eligible course sponsored 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 deadlines requested 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 compelling reasons 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 2) on Hardy Avenue If you are attending an eligible course sponsored by the College of Extended Studies (not Open University) you will receive your parking permit by email, as part of your class confirmation. This CES registration confirmation serves as your parking permit. Place the confirmation on your dashboard. Duplicate registration confirmation permits are also available from the CES registration office. If you receive your request in the email immediately stop your parking confirmation in color and display it on your dashboard. If you do not bring your confirmation, you will need to pay for SDSU visitor parking on the first day of the course.

Accounting Online, Construction Online, and Health Care 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 course credit 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.

Professional Development Online (PDOIL) 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.

E. 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 be issued after you have logged into the class with your username and password.

F. 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.

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

h. Some programs not listed 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.

Osher Lifelong Learning Institute Courses:

You may drop/withdraw from a course online at neverstoplearning.net. After completing an official transaction form from the College of Extended Studies. Refunds will be issued up to 30 days after enrollment date, minus a $21 administrative fee. No refund is made for courses of four or less class meetings, no refund. For courses of five or more meeting days a week in Parking Structure 6 (formerly 2) on Hardy Avenue If you are attending an eligible course sponsored 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 deadlines requested 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 compelling reasons 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 2) on Hardy Avenue If you are attending an eligible course sponsored by the College of Extended Studies (not Open University) you will receive your parking permit by email, as part of your class confirmation. This CES registration confirmation serves as your parking permit. Place the confirmation on your dashboard. Duplicate registration confirmation permits are also available from the CES registration office. If you receive your request in the email immediately stop your parking confirmation in color and display it on your dashboard. If you do not bring your confirmation, you will need to pay for SDSU visitor parking on the first day of the course.
Financial Aid Options
There are several financial aid opportunities available to students who wish to complete programs at the College of Extended Studies. Your Student Financial Resource Center has specific eligibility requirements to receive this funding. To determine if you qualify, visit one of the SDSU 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 Partnership has specific eligibility requirements to receive this funding. To determine if you qualify, visit one of the SDSU Career Centers in San Diego.

Military Spouse Financial Aid
If you are the spouse of a military person, you are eligible for free financial 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 wish to take an extended studies course, 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 students walk away with a class confirmation and payment receipt. We will provide forms for those registering in person. Registrations turned in to the drop box during non-registration hours will be processed and mailed as soon as possible.

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 any questions after receiving your 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 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 the completed registration form, student Fairmont Bank Mastercard card section including expiration date, Mail to: College of Extended Studies Registration, $250 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 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 by phone 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.

Fees
All programs offered by the College of Extended Studies are tuition and fees-based. Fees for classes and seminars vary with the course offering. Some classes, credit and noncredit, may carry additional costs for materials, etc. Fees are subject to change without notice.

Fees appear with each course description and are the same for both in-person and online registrations. In-person registrants are billed by check or charge, registration will not be completed until payment has been honored by your bank.

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

Privacy Rights of Students in Education Records
You have the right:
1. To inspect and review your records;
2. To request inaccurate or misleading information be amended;
3. To restrict disclosures of information about you except as provided by law;
4. To file a complaint if we violate your rights; and,
5. To obtain a copy of our Student Records Policy.

Extended Education. (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. Do not share your email address with other organizations.

Course Credit
Extension and Professional Development Credit
The maximum amount of extension credit which may be accepted by SDSU toward a degree is 154 course credits. Many bachelor's degree is 24 semester units. Extension credit is not counted in satisfaction of the minimum residence requirements. For graduate studies, extension courses at San Diego State University may be accepted as fulfilling no more than 30% of the requirements for an advanced degree. The College of Extended Studies participates in the Graduate Bulletin. For more information, contact the Division of Graduate Affairs at gra@mail.sdsu.edu, visit arweb.sdsu.edu/extension or call (619) 594-5213.

Certificates
There is no limit to the number of certificate courses you may take. However, courses numbered 01 through 79 are professional advancement units offered to meet specific academic needs. Courses numbered 01 through 49 are designated as lower division and 50 through 79 are designated as upper division. It is the prerogative of the academic department/ college to determine if 01 through 79 level courses are applicable to a major toward specified electives. These courses are not acceptable toward advanced degree programs. 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 students, no course credit 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 matriculation. For more information, contact the Division of Graduate Affairs at gra@mail.sdsu.edu, visit arweb.sdsu.edu/extension or call (619) 594-5213.

The Workforce Partnership has specific eligibility requirements to receive this funding. To determine if you qualify, visit one of the SDSU Career Centers in San Diego.

Requests for financial aid must be made prior to the first day of class. 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 by phone 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.

Fees
All programs offered by the College of Extended Studies are tuition and fees-based. Fees for classes and seminars vary with the course offering. Some classes, credit and noncredit, may carry additional costs for materials, etc. Fees are subject to change without notice.

Fees appear with each course description and are the same for both in-person and online registrations. In-person registrants are billed by check or charge, registration will not be completed until payment has been honored by your bank.

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

Privacy Rights of Students in Education Records
You have the right:
1. To inspect and review your records;
2. To request inaccurate or misleading information be amended;
3. To restrict disclosures of information about you except as provided by law;
4. To file a complaint if we violate your rights; and,
5. 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. Do not share your email address with other organizations.

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The maximum amount of extension credit which may be accepted by SDSU toward a degree is 154 course credits. Many bachelor's degree is 24 semester units. Extension credit is not counted in satisfaction of the minimum residence requirements. For graduate studies, extension courses at San Diego State University may be accepted as fulfilling no more than 30% of the requirements for an advanced degree. The College of Extended Studies participates in the Graduate Bulletin. For more information, contact the Division of Graduate Affairs at gra@mail.sdsu.edu, visit arweb.sdsu.edu/extension or call (619) 594-5213.

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Special Sessions
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The Workforce Partnership has specific eligibility requirements to receive this funding. To determine if you qualify, visit one of the SDSU Career Centers in San Diego.

Requests for financial aid must be made prior to the first day of class. 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 by phone 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.

Fees
All programs offered by the College of Extended Studies are tuition and fees-based. Fees for classes and seminars vary with the course offering. Some classes, credit and noncredit, may carry additional costs for materials, etc. Fees are subject to change without notice.

Fees appear with each course description and are the same for both in-person and online registrations. In-person registrants are billed by check or charge, registration will not be completed until payment has been honored by your bank.

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

Privacy Rights of Students in Education Records
You have the right:
1. To inspect and review your records;
2. To request inaccurate or misleading information be amended;
3. To restrict disclosures of information about you except as provided by law;
4. To file a complaint if we violate your rights; and,
5. 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. Do not share your email address with other organizations.
CEUs are not academic units and cannot be applied to degree work at institutions of higher education.

Open University Course Credit

Open University course credit is nonmatriculated resident credit. Students who have not been admitted to the University will not receive resident credit. Twenty-five units of Open University credit may be applied toward an SDSU undergraduate degree. For graduate students, not more than 30 units are applicable toward an Open University program. The 900 level are reserved for graduate courses in certain academic programs. Courses numbered 1 through 497 are strictly undergraduate courses; those numbered 500 through 799 are lower division (freshman and sophomore years); those numbered 300 through 499 are upper division (junior and senior years) and are acceptable for undergraduate requirements. The 200 to 499 level are strictly graduate courses; those numbered 500 through 799 are strictly graduate courses; those numbered 500 through 799 are strictly graduate courses; those numbered 1 through 799 are strictly graduate courses; those numbered 800 through 899 are doctoral courses. Course numbers at the 900 level are undergraduate courses in certain professional curricula as part of advanced certificate, credential, and licensure programs and are specifically intended for students admitted to the University with postbaccalaureate classified standing.

Courses numbered at the 900 level are not applicable to other graduate programs. Courses numbered through 79, 397, and 997 are professional advancement units offered only through extension to meet specific academic needs of community groups. Courses 01 through 49 are designated as lower division and 50 through 79 and 397 are designated as upper division. It is the prerogative of the academic department/college to determine if courses numbered through 79 level courses are applicable to a minor, a major, or to specified electives. The 01 through 79 level courses are offered in conjunction with certificate programs only. Courses numbered 01 through 79 level courses are not applicable toward a credential or advanced degree. Those numbered 397 and 997 are nonmatriculated resident credit. Courses numbered 397 and 997 are nonmatriculated resident credit. Courses numbered 397 and 997 are nonmatriculated resident credit. Courses numbered 397 and 997 are nonmatriculated resident credit. Courses offered as in–service credits only. Extended Studies students who eventually plan to pursue an undergraduate degree at SDSU should consult the sponsoring academic department to ascertain the applicability of course work 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 $5. All transcripts are mailed in person at the SDSU Office of the Registrar for a cost of $20 each. If you have taken extension courses, indicate this on your transcript. Official transcripts are free on SDSU Web Portal.

Enrollment Verifications (credit and noncredit courses)

To request an enrollment verification, complete the CES enrollment verification form. Enrollment verifications can be requested in person at the College of Extended Studies registration office. Classes offered credit/no credit only may not be taken for a letter grade. For vision or hearing change deadlines see Open University Registration Information.

Teacher Education

Auditors must pay the same fee as those taking the course for credit but will not receive credit or take examinations 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, and only if you change the credit card at the College of Extended Studies registration office. Classes offered credit/no credit only may not be taken for a letter grade. For vision or hearing change deadlines see Open University Registration Information.

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Teacher Education

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