summer
2018 Course Catalog
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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...

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

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Workforce Training and Education
Get the Education You Need to Succeed Today

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

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

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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.

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

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

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

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

Professional Certificate Programs
- Civil Sitework Construction Online
- 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
- Nutrition Online Certificates
- Pharmacy Technician
- TESL/TEFL – Teaching English as a Second Language/Teaching English as a Foreign Language

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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) 594-3946, visit neverstoplearning.net/military_spouses, or email veterans.ces@sdsu.edu.

Accounting and Finance
Executive Financial Planner Advanced Certificate

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

Who Should Apply — Do You Meet One of These Criteria?
- Financial services firm employees with client contact or back office experience
- Attorneys, CPAs, enrolled agents, and CFAs
- Accountants and financial professionals
- Candidates with degrees in business with management experience
- Military veterans (O4+ or E5+)

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

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

Students who earn the certificate will complete 18 units of coursework including FIN 522, FIN 590, FIN 651, FIN 697, FIN 705, and ACCT 503.

SDSU offers three CFP® Board–registered financial planning programs that qualify graduates to meet the education requirement to sit for the CFP® Board's comprehensive exam. In addition to the six-course (18 unit) program described here, students may also qualify for the CFP® Board exam by earning either of the following on-campus degrees:
- BS in Financial Services with a Certificate in Personal Financial Planning
- MS with a Concentration in Financial and Tax Planning

How to Apply
Visit SDSU’s Personal Financial Planning website at sdsu.edu/finplan. Click on Executive Financial Planner and download the preliminary application form. Send the completed application form to the program director, Thomas Warschauer, Ph.D., CFP®, at tom.warschauer@sdsu.edu before the next class. One three-unit certificate class taken prior to matriculation may be transferable to the Executive Financial Planner Advanced Certificate program. Please contact Professor Warschauer for more information.

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

Executive Financial Planner Advanced Certificate

Executive Financial Planning Curriculum

Financial and Retirement Planning
FIN 657 Decision-making process and theory of individual financial needs. Planning and implementation of financial strategies that aid in meeting family goals. Counseling, ethics, preparation of financial plans using cases and individuals.

Seminar in Investments
FIN 651 Characteristics of financial markets and instruments; pricing individual securities; portfolio selection and analysis; measurement of risk.

Estate Planning
FIN 705 Identification and analysis of those aspects of federal and state law affecting estate planning and taxation.

Federal Taxation of Individuals
ACCT 583 Taxation of individuals, including income, deductions, credits, social security taxes, and property transactions.

Individual Insurance Management
FIN 522 Economic, legal, social and ethical considerations of individual, business, and group insurance, including life, health, property, liability, and social insurance.

Personal Financial Planning Practicum
FIN 590 Preparation of family financial plans using comprehensive cases and/or real financial data. Financial planning software. Counseling and communication skills, behavioral finance, client psychology, practice standards, discipline, and ethics. Note: This capstone course is to be taken once students have completed each of the five courses listed above. It will be offered three times each year, ending several weeks before each CFP® exam application deadline. Unlike the other courses which are offered Tuesday afternoons, this class is offered Thursday afternoons.

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

Click Here for Current Schedule

Business

Contract Management

Graduate of Contract Management Program has long history with San Diego State University

From his undergraduate degree, in preparation for certification as a Project Management Professional, to meeting continuing education...

Click Here

Contract Management Student Lands Great New Job While Still in Program

Click Here


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:

- Develop an understanding of contract types, effective contracting methodologies, and contract law
- Gain knowledge related to ethical and regulatory aspects of contracting, intellectual property, teaming, and international contracting considerations
- Learn how to develop proposals that will be responsive to your customer’s requirements, negotiate contracts that will contribute to your company’s success, and effectively manage contracts through completion

For certificate requirements and class offerings, please visit neverstoplearning.net/contract, call (619) 594–3946, 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 54.
“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

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@sdsu.edu, or call (619) 594-1153.

SDSU Research Foundation Program

Open University Certificate in Entertainment Management

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

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) 594-4990 or jsheehan@sdsu.edu.

For general information, please email openu.ces@sdsu.edu or call (619) 594-0845.
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 is valuable and how to prepare 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.

Introduction to Grants and Funding Research
GW 0001 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
GW 0002 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 Proposal), 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.

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 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.

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 develop soft skills for individuals and teams, or on completion, you may pursue the Professional Certificate in Management and Leadership.

Professional Certificate in Grant Writing Online

For more information, email grantwriting.ces@sdsu.edu or call (619) 594–3946.
SDSU Research Foundation Program

For more information, please visit neverstoplearning.net/management, call (619) 594–3946, or email mgtleadership.ces@sdsu.edu.
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 shopaztecs.com/es.

Core Courses:
- MM 0019 Digital Content Strategies: What Makes People Click (12 hours)
- MM 0020 Media Selling and Buying in Today’s Market (15 hours)
- MM 0021 Social Media Strategies for Business (15 hours)
- MM 0022 SEO Tactics for Increasing Traffic to Your Website (18 hours)
- MM 0023 Social Media for Business (15 hours)
- MM 0024 Writing for the Web (12 hours)

Elective Courses (choose two):
- MM 0010 Defining and Positioning a Brand (12 hours)
- MM 0011 Developing an Integrated Marketing Plan (18 hours)
- MM 0012 Market Research and Measuring Tools (15 hours)
- MM 0013 Media Selling and Buying in Today’s Market (15 hours)
- MM 0014 Content Marketing and Strategy (15 hours)
- MM 0015 Developing an Integrated Marketing Plan (12 hours)
- MM 0016 Content Marketing and Strategy (15 hours)
- MM 0017 Marketing Communications (15 hours)
- MM 0018 Digital Content Strategies for Business (15 hours)
- MM 0019 Digital Content Strategies: What Makes People Click (12 hours)
- MM 0020 Media Selling and Buying in Today’s Market (15 hours)
- MM 0021 Social Media Strategies for Business (15 hours)
- MM 0022 SEO Tactics for Increasing Traffic to Your Website (18 hours)
- MM 0023 SEO Tactics for Increasing Traffic to Your Website (18 hours)
- MM 0024 Writing for the Web (12 hours)

For more information, please email marketing.ces@sdsu.edu, call (619) 594-3946, or visit neverstoplearning.net/marketing.

SDSU Research Foundation Program

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) 594-0252 or email gawron@sdsu.edu. For general information, please call (619) 594-0845, email openu.ces@sdsu.edu, or visit linguistics.sdsu.edu/certificates/computational.html.

The College of Extended Studies is an approved provider for veterans’ benefits for this program.
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 546 Introduction to Web Applications Development
- CS 546 Human Computer Interfaces
- CS 547 Programming and Scripting Languages for Web Applications
- CS 645 Advanced Web Applications Development
- CS 646 iPad/iPhone Mobile Applications Development
- CS 646 Android Mobile Applications Development
- CS 648 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 and a half 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.

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

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

Professional Certificate in Civil Sitework Construction

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

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

Courses (Complete four core classes + one elective)
ENGR 0043 Construction Equipment and Methods
ENGR 0044 Practical Applications of Civil Sitework
ENGR 0045 Estimating Civil Construction
ENGR 0046 Civil Blueprint Reading and Materials

Effective courses (complete either one of two)
ENGR 0031 Contract Documents and Construction Law
ENGR 0032 Planning and Scheduling

Professional Certificate in Construction Project Management

The Construction Project Management program provides an all–encompassing overview of construction project management principles and best practices presented in a clear and concise format. Construction managers have a hand in every aspect of a project — from the planning stage with architects and engineers, to the budgeting stage with cost estimators, to the production stage with laborers, and the close out and occupancy stage with the owner and occupants. The Bureau of Labor Statistics forecasts 1.6 million new jobs for this sector by 2022, including more than 78,000 new construction management jobs.

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 0031 Contract Documents and Construction Law
ENGR 0032 Planning and Scheduling
ENGR 0038 Building Green Buildings: The Contractor’s Perspective
ENGR 0043 Construction Equipment and Methods
ENGR 0047 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 0028 Leadership and Motivation
ENGR 0030 Oral and Written Communication
ENGR 0031 Contract Documents and Construction Law
ENGR 0032 Planning and Scheduling
ENGR 0048 Problem Solving and Risk Management
ENGR 0049 Construction Productivity and Cost Management

Elective Courses (Complete two in chosen area of emphasis)

Emphasis in Civil Sitework:
ENGR 0043 Construction Equipment and Methods
ENGR 0044 Practical Applications of Civil Sitework

Emphasis in Building:
ENGR 0038 Building Green Buildings: The Contractor’s Perspective
ENGR 02 47 Construction Project Management

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, call (619) 594–5907, or email ali@sdsu.edu

SDSU Research Foundation Program
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@sdsu.edu.

SDSU Research Foundation Program

Education

At-Risk Students

This online professional certificate will build and increase practitioners’ capacity to address the comprehensive behavioral and social-emotional needs of students in gang- and drug-impacted communities that have experienced trauma due to community violence. Participants will be further equipped to support these students and foster academic excellence.

Prerequisites:
- 2.85 cumulative GPA from all prior universities. Teaching experience is preferred.
- 3 years of teaching experience.
- 2 years of non-teaching experience.
- 550 on the PBT test (required minimum TOEFL score of 80 for the iBT)
- 3 years of experience in the classroom and ensuring equity of opportunity for students of different backgrounds.
- At least 2 years of working with students from diverse backgrounds.

Courses
- Cultural Competence: A Field of Study
- Cultural Competence: Building Cultural Knowledge I
- Cultural Competence: Building Cultural Knowledge II
- Cultural Competence: Educators in a Changing World
- Cultural Competence: Is targeted for all educators, including counselors, principals, managers, faculty, staff, and administrators.
- Prerequisites: None.
- The certificate requires successful completion of four courses.

Duration
- 5–7:30 pm: Face-to-face class meetings
- 2.5 hour independent practicum
- Courses are eight weeks in duration.

For more information, contact Dr. Tanis Starck at (619) 594-0546 or tstarck@sdsu.edu.

Professional Certificate in Cultural Competence for Educators

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 more information, contact Dr. Tanis Starck at (619) 594-0546 or tstarck@sdsu.edu.
Environmental Studies

Open University Certificate in 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.

For more information, please contact the faculty advisor for the certificate program Donna Ross at (619) 594–6129 or dlross@sdsu.edu. For general information, please email openu.ces@sdsu.edu or call (619) 594–0845. Approved provider for military spouse and veterans’ benefits for this program.

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 neverstoplearning.net/larc. For more information, please visit larc.sdsu.edu.

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

Geographic Information Science

Open University Certificate in 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 a high growth job area.

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For more information, contact the certificate advisors, professor Piotr Jankowski at pjankows@sdsu.edu or (619) 594–0640, or professor Carl Eckberg at ceckberg@sdsu.edu or (619) 594–6384.

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

For more information, visit geography.sdsu.edu/Programs/giscert.html, email openu.ces@sdsu.edu or call (619) 594–0845. Approved provider for military spouse and veterans’ benefits for this program.
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...

Senta Clinic Offers Externships Exclusively to SDSU Students

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...

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, Makeina Wilcoxson entered the Clinical Medical Assistant...

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) 594–0845 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

EKG Technician Certification
This comprehensive 52.5–hour classroom course will prepare students to perform as an EKG Technician and sit for the American Society of Phlebotomy Technician (ASPT) Electrocardiograph (EKG) Technician exam. Important practice and background information on anatomy and physiology of the heart, disease processes, electrocardiography and stress testing, medical terminology, medical ethics, and legal aspects of patient contact are covered. Additionally, students receive hands–on training including introduction to the function and proper use of the EKG machine, proper lead placement, and other clinical practices.

For more information, call (619) 594–0845 or email healthcare.ces@sdsu.edu.

The College of Extended Studies is a state–approved provider for the federal workforce investment act and MyCAA for these programs.

SDSU Research Foundation Programs

Health Care continued

Pharmacy Technician Training and Test Prep
This comprehensive 59.3–hour program and 80–hour optional clinical externship will prepare students to work as a pharmacy technician in a retail pharmacy or other pharmacy setting. Course content, delivered through classroom lecture and hands–on labs includes: pharmacy medical terminology; the history of pharmacy; pharmacy practice in multiple environments; pharmacy calculations and measurements; reading and interpreting prescriptions; defining drugs by generic and brand names; dispensing of prescriptions; and inventory control. The course material assists in preparation for the Pharmacy Technician Certification Board’s (PTCB) PTCE exam. The last two sessions of this course will focus solely on reviewing the new PTCE exam study guide and practice test. This program also includes an 80–hour clinical externship opportunity at a local health care service provider for students who qualify. Students will be required to provide immunization records, PPD (TB) test results, a negative nine–panel drug screen, and background check at their own cost (approximately $300 for externship).

Clinical Medical Assistant
In this comprehensive program, students will gain skills needed to assist physicians. Instruction includes preparing patients for examination and treatment, routine laboratory procedures, and diagnostic testing. Additional topics covered include phlebotomy, EKG, pharmacology, ethics, and the legal aspects of health care. This program includes 140 hours of classroom lecture and hands–on labs and a 160–hour clinical externship opportunity at a local health care service provider for students who qualify. Certification exam administered in class. Students will be required to provide immunization records, PPD (TB) test results, a negative nine–panel drug screen, and background check at their own cost (approximately $300 for externship).

The College of Extended Studies is a state–approved provider for the federal workforce investment act and MyCAA for these programs.

SDSU Research Foundation Programs

Health Care Career Programs

Eight Years of Pharmacy School Versus Eight Weeks to a Career as Pharmacy Technician

This program provides students with an accelerated education in the rapidly growing field of pharmacy. The college offers two concentrations: Pharmacy Technician and Pharmaceutical Technician (Retail) that will prepare students forexams.

For more information, call (619) 594–0845 or email healthcare.ces@sdsu.edu.

The College of Extended Studies is a state–approved provider for the federal workforce investment act and MyCAA for these programs.

SDSU Research Foundation Programs

Health Care continued

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The College of Extended Studies is a state–approved provider for the federal workforce investment act and MyCAA for these programs.

SDSU Research Foundation Programs

Health Care continued
Health Care
Nutrition for Optimal Health and Wellness

Working Professional Finds SDSU’s Online Nutrition Program a Perfect Fit for Pursuing Future Goal
Shelly Matthews exemplifies the type of student for whom online learning is ideal. While working as a military enrollment adviser at AAFord...

Click Here

Online Professional Certificates 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.

Click Here for Current Schedule

For more information, call (619) 594–0845, email healthcare.ces@sdsu.edu, or visit neverstoplearning.net/nutrition.

SDSU Research Foundation Program

Hospitality
Craft Beer

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

Click Here for Current Schedule

Email craftbeer.ces@sdsu.edu, call (619) 594–3946, visit neverstoplearning.net/craftbeer, Instagram at sdsucraftbeer, twitter at @sdsucraftbeer, or Facebook at 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.

SDSU Research Foundation Program

Craft Beer continued
Hospitality
Craft Beer

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

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

Craft Beer Lover Forges Niche in Industry with Help from SDSU

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

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

SDSU Business of Craft Beer Graduate Robert Scardino — Crafting a Career

SDSU Business of Craft Beer Graduate Matt Cammack — 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 Brewey

Matt Johnson, General Manager, Helix’s Brewing

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

Austin Copeland, Head Brewer, Hillcrest Brewing Co.

Candace L. Moon, Founder, Partner, Dinsmore, and Shohl LLP

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

Andrew Wilde, Brand Manager, Karl Strauss Brewing Company

Bill Wilde, Craft Beer Enthusiast and Certified Cicerone®, Wild Barrel Brewing Co.

Gonzalo Quintero, Ed.D., Co-founder, Craft Beer Tasters

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

Andrew Wilde, Brand Manager, Karl Strauss Brewing Company

J informs the reader about various programs and events related to craft beer education and business, such as the SDSU Business of Craft Beer program, craft beer education camps, and interviews with instructors and students. It also highlights the involvement of various professionals and breweries in the field. The document emphasizes the growth of the craft beer industry and the opportunities it provides for new careers. It encourages interested individuals to explore the SDSU Business of Craft Beer program and its various offerings.
Craft Beer Camp: Brewery Start-Up Camp

August 17-25

Here’s your chance to learn from industry experts in one of the finest destinations on earth, and the U.S. Capital of Craft Beer — San Diego, California. Now in its third year, Craft Beer Education Camp gives craft beer aficionados around the world the opportunity to experience a nine-day version of SDSU’s popular Business of Craft Beer program. Last year’s inaugural camp drew students throughout the United States, as well as Mexico, Brazil, Columbia, Venezuela, and Australia.

All courses were developed with input from the instructors and advisory board members of the Professional Certificate program — a who’s who of local craft-beer industry superstars — to ensure the most relevant training. Through hands-on learning and tasting, take your craft beer career to the next level.

Cheers to an unforgettable, international experience.

In our endless quest to advance excellence in the industry, SDSU’s Business of Craft Beer program now offers quarterly seminars led by industry experts on all things zymurgy. The seminars are open to all (must be at least 21), and the cost will vary based on duration, and accompanying food and drink frills.

Seminar Facilitator: Eric March, Foreman, Star B Bison Ranch and Hop Farm, Ramona, CA. Eric March oversees the daily operation of a 1,270-acre property with multiple grazing pastures for two herds of American Bison, as well as three acres of commercial hop production for Southern California Craft Brewers. Star B Bison Ranch and Hop Farm currently grows 23 varieties of hops, and March has more than a decade of experience as a grower. He is the co-founder of The San Diego Hop Growers Association and is currently building the California Hop Growers Association. He also works with the Hop Growers of America Small Grower Council to help educate growers and promote hop production in non-traditional regions. March is a homebrewer, and self-proclaimed beer geek and hop head.

Hops Seminar

CB 0016 Let’s dive deep for three hours into the world of hops. We’ll explore hops, then and now; and take a look at the history, usage, growth, biology, and business of the lifeblood of craft beer. Please join Eric March, foreman of the Star B Bison Ranch and Hop Farm in Ramona, CA, for some awesome content, and hear from our panel of experts including Tom Nickel, creator and owner of Nickel Beer Co.; and Jeff Wiederkehr of Burning Beard Brewing Co.

Course Date: May 19
Cost: General public: $79 | Current SDSU Business of Craft Beer students: $69

For more information, email craftbeer.ces@sdsu.edu or call (619) 594-3946.
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.

For additional information, visit neverstoplearning.net/meeting, email mep.ces@sdsu.edu, or call (619) 594–3946.

10% SDSU Alumni discount available. Please call registration directly at (619) 594–9152 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.

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 (nine 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)

Certificate Requirements

Core Courses (all required)
WI 0001 Exploring Wine (18 hours)
WI 0007 Wine Making Behind the Scenes (nine hours)
WI 0015 Business Opportunities in the Wine Industry (15 hours)
WI 0033 Dynamic Wine and Food Pairing (nine hours)

Elective Courses (two required; course offerings may vary each semester)
WI 0022 The Character of Wine (nine hours)
WI 0021 Wine List Creation (nine hours)
WI 0032 Sensory Evaluation (six hours)
WI 0030 Wine Flaws and Faults (six hours)
WI 0034 Importing and Distribution (12 hours)
CB 0012 Beer and Wine: Service and Selling (six hours)

Intensive Courses (three required; nine hours of study each)
WI 0027 Burgundy Wines
WI 0026 Spanish Wines
WI 0028 California Wines
WI 0035 Sparkling Wines
WI 0031 Australian Wines
WI 0033 Austrian/German Wines
WI 0024 Italian Wines
WI 0029 South American Wines
Hospitality
Wine

Business of Wine
Student Brings Napa Experience to Cruise-Goers

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

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

Location of Classes
SDSU Extended Studies/Gateway Centers, corner of Campanile Drive and Hardy Ave.
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 appreciative the community–oriented goals of law enforcement, helping to build trust and social capital on both sides, with the goal of generating real solutions.

Complete the certificate in six months or take up to two years.

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 forensic.certificate@sdsu.edu, or call (619) 594-3946.
**Human Resource Management**

**Professional Certificate in Human Resource Management**

**The Certificate**

The following nine courses are required:

- Introduction to Human Resources
- Human Resource Management and the Law I
- Talent Acquisition, Human Resources Training and Development
- Performance Management
- Compensation, Health and Safety Management

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

**Location of Classes**

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

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

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

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**Instructor Profiles**

Meet Instructor Dari DeSousa

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**Introduction to Human Resources**

BA 0020

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 with a comprehensive view of HR responsibilities, including strategic and HR planning and international HR management.

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

**Talent Acquisition**

BA 0022

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**

BA 0035

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**

BA 0033

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 team projects. 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**

BA 0023

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.

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For more information, call (619) 594–3946, email hr.ces@sdsu.edu, or visit neverstoplearning.net/hr

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**HR Management and the Law I**

BA 0020

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 II.

**Capstone: Applying Human Resource Management**

BA 0028

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

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**Human Resource Management and the Law II**

BA 0029

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 law; health, safety and workers compensation regulations; leaves of absence and the AOA; and compliance with employee pay and benefit rules.

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For more information, call (619) 594–3946, email hr.ces@sdsu.edu, or visit neverstoplearning.net/hr.

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 $221 and meets only twice: typically a Friday/Saturday combination for a total of 16 classroom hours.

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

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

Click Here for Current Schedule

Find current course offerings at neverstoplearning.net/oneunit. For more information, please call (619) 594–3946, or email oneunit.ces@sdsu.edu.

Online Courses

Business Writing ........................................17
Computers, Web and Mobile Applications Development
Advanced Certificate in Web and Mobile Applications Development ............18
Contract Management
Professional Certificate for Contract Management/ Advanced Contract Management ....11
Construction
Professional Certificate in Civil Sitework Construction ......................19
Professional Certificate in Construction Estimating .......................19
Professional Certificate in Construction Practices ...................19
Professional Certificate in Construction Project Management ..........19

Find current course offerings at neverstoplearning.net/oneunit. For more information, please call (619) 594–3946, or email oneunit.ces@sdsu.edu.

For more information, please go to neverstoplearning.net/pdoline, call (619) 594–3946, or email pdol.ces@sdsu.edu.

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

SDSU Research Foundation Program
Online Career Training Programs

Have a New Career in 6 to 18 Months

Whether you’re looking to improve your skills in the workplace or find a more fulfilling profession, SDSU’s new online programs will help you attain your goal in just 6, 12, or 18 months. Access is available anytime, day or night. Flexibility, along with affordability make these Education to Go programs the shortest route to a new career.

Acquire a Professional-Level Position with Online Career Training Programs from SDSU’s Partner, Education to Go

New Online Career Training Programs — Study Day or Night

Business
Administrative Professional with Microsoft Office 2016 Master
Learn to be an integral part of any professional office team, from small businesses to major corporations. This program will teach you the fundamental skills you need to work as an administrative professional.

You will also learn Microsoft Office 2016 software and be prepared to sit for the Microsoft Certification Exams 77-727 and 77-728 (Excel), 77-725 and 77-728 (Word), 77-729 (PowerPoint), and 77-731 (Outlook).

Health and Fitness
Medical Office Manager
This in-depth program combines several programs, Microsoft Word 2016, Microsoft Excel 2016, Medical Terminology, Certified Medical Administrative Assistant (CMAA), Certified Electronic Health Records Specialist (CEHRS), and Certified Physician Practice Manager (CPPM), to give you the foundation and training needed to be a Medical Office Manager.

Upon completion of this program, you will be ready to take the Certified Physician Practice Manager (CPPM) exam, offered by the American Academy of Professional Coders (AAPC), the Certified Medical Administrative Assistant (CMAAA) and the Certified Electronic Health Records Specialist (CEHRS) national certification exams offered by National Healthcareer Association (NHA). You will receive the study guide materials, access to practice exams, AAPC membership and a voucher for each exam.

Medical Interpreter (Spanish/English)
The Medical Interpreter training program prepares you to work in hospitals, medical offices and in any healthcare environment where a Spanish interpreter is needed. In addition, the Medical Interpreter training program prepares you to sit in any of the Medical Interpreting examinations available in the country. This program is language specific – Spanish/English.

Information Technology/Networking
Microsoft Certified Solutions Associate/MCSA: SQL Server 2012
As you work towards preparing for your MCSA: SQL Server 2012, you will learn how to create database objects, constraints, and alter DML triggers. You’ll learn to query and modify data, as well as how to work with functions. To further your expertise, you will also explore troubleshooting and optimizing SQL Server 2012 and the steps to install, manage, and maintain SQL servers. This program will round out your knowledge by teaching design and implementation of a data warehouse and deployment of SSIS solutions.

Legal
Eldercare Mediator
The program provides training in the InAccord® Conflict Analysis model for mediation of a data warehouse and deployment of SSIS solutions.

The specialization course focuses on health and eldercare issues such as bioethics, patient/family and provider disputes, internal workplace staff disputes and common issues of billing and insurance, eldercare abuse and competency and the growing effectiveness of appropriate apologies in medical errors that avert litigation.

Students who successfully complete this program, may choose to sit for the Certified Mediator and Arbitrator exam after completion of the add-on course. In Accord Arbitration or self-study using purchased course materials.

Mediator and Arbitrator
This three course program will provide you with a comprehensive knowledge and skill set and end with a Certification Exam based on your studies.

In this program, you will learn how to effectively help others negotiate and collaborate through difficult disputes. This program provides Mediators Without Borders® training on the调解 Mediator and Arbitrator Exam based on your studies. In this program, you will learn how to effectively help others negotiate and collaborate through difficult disputes. This program provides Mediators With Borders® training on the In Accord Arbitration or self-study using purchased course materials.

Paralegal
The Paralegal Online Training Program will prepare you for success in this growing career field. You’ll learn about the U.S. legal system, how to conduct legal research and legal interviews, how to perform legal analyses, and more. Your training will prepare you to become a legal secretary or paralegal and to take the Certified Paralegal certification exam through the National Association of Legal Assistants (NALA).

Find current course offerings at neverstoplearning.net/online-career-training-programs, or call (619) 594-3946.
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. After passing the final test, you can print your own certificate of completion.

Open University

Register Online Before SDSU Classes Start No Signatures, No Add Codes, No Crashing

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 March 20 for immediate access to open classes. Classes Begin on May 22 and July 9
Visit neverstoplearning.net/openuniversity-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 Office: (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.register@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/openu

Courses for Teaching Professionals
Math, Philosophy, and Science
Law and Legal Careers

PC Troubleshooting, Networking, and Security

Personal Development

Personal Finance and Wealth Building

Start Your Own Business

The Internet

Web and Computer Programming

Web Graphics and Multimedia

Writing and Publishing

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

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

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

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

"I really enjoyed this course and it provided a wealth of information as well. I highly recommend."

Click Here for Current Schedule

SDSU Research Foundation Program
Online
was perfect for individuals who
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"Wonderful instructor! She was so very helpful, encouraging, and very knowledgeable!"

"I really enjoyed this course and it provided a wealth of information as well. I highly recommend."

These are just some of fascinating topics being offered this summer 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/osh, email osher@sdsu.edu, or call (619) 594-2863.
The Lean philosophy is a strategy for achieving significant improvement in performance through the elimination of waste in the total business process. The SDSU Professional Certificate in Lean Enterprise program introduces you to the Lean philosophy by incorporating learning tools that include simulations, exercises, lectures, assignments, and a final project. Throughout the program, you work in project teams applying the Lean concepts to your workplace. A unique added value of SDSU's Lean Enterprise program includes site tours of San Diego companies to see how they are applying Lean principles. Upon successful completion of the program, you receive a certificate of completion.

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

Who Should Attend
- All organizational levels planning and/or implementing a Lean initiative, including directors, managers, supervisors, leads, and hands-on line staff
- Professionals from medical device, health care, finance, fabricated metal, machining, plastics, pharmaceutical, food and beverage, electronics, construction, and computer industries
- Government and military contractors
- Personnel from operations, human resources, information technology, production, quality, supply chain management, inventory control, customer service and accounting
- Government and military employees and contractors

Lean Six Sigma courses are ideal for:
- Students and career professionals looking to strengthen their problem-solving skills and improve their ability to perform root cause analysis
- All organizational levels planning or implementing a Lean Six Sigma initiative, including directors, managers, supervisors, leads and front-line staff
- Career professionals including but not limited to health care, finance, insurance, food and beverage, electronics, construction, product manufacturing, call centers, gas/utility, service and administrative functions
- Personnel from operations, human resources, information technology, production, quality, supply chain management, inventory control, customer service and accounting
- Government and military employees and contractors

For more information or to bring all or part of this program to your organization, call (619) 594-1153, or email lss.ces@sdsu.edu.
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](http://neverstoplearning.net/pm), call (619) 594–3946, or email [pm.ces@sdsu.edu](mailto: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
Summer 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.

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Psychology

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

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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-io-psychology. Please send questions and requests for the application form for the I/O Psychology Certificate to Professor Conte at jeff.conte@sdsu.edu. For general information, please email openu.ces@sdsu.edu or call (619) 594–0845.

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

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

Visit psychology.sdsu.edu/community/certificate-in-io-psychology. Please send questions and requests for the application form for the I/O Psychology Certificate to Professor Conte at jeff.conte@sdsu.edu. For general information, please email openu.ces@sdsu.edu or call (619) 594–0845.

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Public Administration

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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@sdsu.edu or visit us at neverstoplearning.net/mpa.
**Public Health Master of Public Health**

**Application Information**
For instructions on how to apply, visit MPH in Public Health Promotion and Behavioral Science Online. Deadline for Fall 2018 application is August 1, 2018.

**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 18-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**
- 18-month program, fully online
- 51 units total
- Two 3-unit courses per eight-week session
- One-week break between sessions
- Accredited by CEPH
- 180 hours of field placement experience

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

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**Regulatory Science**

**Chemist Transitions to Career in Regulatory Affairs with Help of SDSU Master's Degree Program**

**Student of SDSU’s Master of Science in Regulatory Affairs Program Saw ‘Immediate Difference’ in Career**

Graduate Enhances 'Dream Job' with Master of Science in Regulatory Affairs from SDSU

**Graduate of SDSU’s Master of Science in Regulatory Affairs Program Now Finds 'Common Ground' with Colleagues in All Aspects of Drug Development’**

**Regulatory Affairs Professional Cites Online Delivery and Affordability as Keys to SDSU’s Master of Science Degree**

Graduate Goes from 'Green' to Globally Savvy with SDSU Master of Science Degree in Regulatory Affairs

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**Course Sequence**

<table>
<thead>
<tr>
<th>Session</th>
<th>Course</th>
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<tbody>
<tr>
<td>1</td>
<td>PH 661 Theoretical Foundations of Health Promotion</td>
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<tr>
<td></td>
<td>PH 666 Health Promotion Program Planning &amp; Assessment</td>
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<tr>
<td>2</td>
<td>PH 602 Biostatistics</td>
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<td></td>
<td>PH 602 Motivating Health Behavior</td>
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<td>3</td>
<td>PH 601 Epidemiology</td>
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<td></td>
<td>PH 607 Research Methods</td>
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<td>4</td>
<td>PH 605 Health Services Administration</td>
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<td></td>
<td>PH 683 Health Communication</td>
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<td>5</td>
<td>PH 604 Environmental Determinants of Human Health</td>
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<td></td>
<td>PH 700F Program Assessment</td>
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<tr>
<td>6</td>
<td>PH 650R Required Community Field Practice</td>
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<tr>
<td></td>
<td>PH 700F Maternal, Child, &amp; Adolescent Health</td>
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<td>7</td>
<td>PH 705A Migration and Global Health</td>
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<td></td>
<td>PH 700F Health Disparities Thesis/Capstone</td>
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<tr>
<td>8</td>
<td>PH 607 Prevention and Control of Chronic Disease Thesis/Capstone</td>
</tr>
</tbody>
</table>

**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

**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.**

For admissions information and degree requirements, see the program website at regsci.sdsu.edu or reference the regulatory science listing in the SDSU Graduate Bulletin at arweb.sdsu.edu/es/catalog/bulletin/gradcurriculum/index.html.

To reach the program directly or to register, email righelli@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

For more information, visit neverstoplearning.net/SLP, email slp-online@mail.sdsu.edu, or call (619) 594–0845.

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

The courses are offered through SDSU’s College of Health and Human Services, in conjunction with SDSU’s College of Extended Studies.

Teach English All Over the World

ALI Teaching English as a Second or Foreign Language Certificate (TESL/TEFL)

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

Click Here for Current Schedule

Visit us online at ali.sdsu.edu/testeflcertificate, on facebook facebook.com/sdutesl&tefl, or contact Jason Greeno, ALI teacher training program director at (619) 594–8740, or email jgreene@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
Learn about Test Prep instructors.

Open University Certificate in Teaching English as a Second or Foreign Language (TESL/TEFL)
The Department of Linguistics and Asian/Middle Eastern Languages offers a basic Certificate in Teaching English as a Second or Foreign Language (TESL/TEFL). The basic certificate requires 15 units including: Linguistics 420 or 501; 452, 454, or 552; 430, 530, or 551; 555 or 565; and 550. Under certain circumstances comparable courses taken at other institutions may count toward the certificate. Such courses must be evaluated and approved by the certificate advisor. In addition, there is a 15-hour tutoring practicum requirement.

Visit linguistics.sdsu.edu/certificates, contact the faculty advisor for the program, Rebecca Egipo at regipo@sdsu.edu, or Yasmine Panahi at ypanahi@sdsu.edu, or call (619) 594–1915. For general information, email openu.ces@sdsu.edu or call (619) 594–0845. Approved provider for military spouse and veterans’ benefits for this program.

SDSU’s test prep courses help students improve their test-taking potential to maximize test results. Students will acquire important strategies, expectations, and content information about the following exams: CBEST, GMAT, GRE, and LSAT. Books and materials are included in the registration fee. For additional information email testprep.ces@sdsu.edu or call (619) 594–0845.

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

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

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

Textbook: CliffsNotes GRE® General Test Prep.
Test Prep

“Test Prep Test Prep

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

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

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 practice 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.

Test Prep

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

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

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

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

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.

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

For additional information, please email testprep.ces@sdsu.edu or call (619) 594-0845.
SDSU Research Foundation Programs

Click Here for Current Schedule
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@sdsu.edu. For general information, please email openu.ces@sdsu.edu, or call (619) 594–0845. For general information, contact the CES coordinator at (619) 594–2517.

Women’s Studies

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.

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

Open University Certificate in Professional Writing

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

For more information, please email openu.ces@sdsu.edu, or call (619) 594–0845. For more information, please visit rhetoric.sdsu.edu/certificates/professional_writing/index.htm or contact the program director, Linn Bekins at (619) 594–2211, or email lbekins@sdsu.edu. For general information, contact Professor Steve Merriam at (619) 594–6331, or email smerriam@sdsu.edu.
34th Annual SDSU Writers’ Conference
Jan. 31–Feb. 2, 2019

Whether your goal is direct feedback on your work from a top-tier agent or editor, or simply to elevate your craft and enjoy the camaraderie of a literary community, start planning now for the 2019 SDSU Writers’ Conference. Enjoy three full days of new breakout sessions in genre- and career-focused tracks, interactive events, an exciting lineup of literary luminaries, and networking opportunities galore. And if you’ve attended before, you’ll be happy to know we’re returning to the conference’s most popular location, the DoubleTree Mission Valley. Three cheers — and three days — for the magic of books.

Register: neverstoplearning.net/writers | Call: (619) 594–0670
Email: sdsuwritersconference@sdsu.edu | Facebook.com/sdsuwritersconference
twitter.com/SDSUWritersConf | instagram.com/SDSUWritersConf
SDSU Research Foundation Program
Registration Information

Registration Office
SDSU Gateway Conference 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.

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

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

Office Hours
Registration Office
8 a.m–6 p.m., Monday–Friday
Cashier’s Office
8 a.m–6 p.m., Monday–Friday
After Hours Drop Box
Gateway Center, Hardy Avenue entrance.

Please call (619) 594–5152 to find out about Registration
trol office hours and closures.

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

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

Admission
Though no formal admission procedures are required for most individual courses, students seeking to complete degree or certificate programs are required to meet the 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, or payment discrepancy 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 deadlines, students may request to register late with instructor and/or department approval and a $25 late payment fee. Students should fill out a CES Registration form, obtain the approval signatures, and submit the form 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 47.

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

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

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

Payments made to the SDSU Foundation do not qualify for Lifetime Learning or Hope Scholarship tax credit. For more information go to http://bfa.sdsu.edu/fmc/sf/tsaxcredit.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 neversoplearning.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 SDSUcard 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, bookstore, etc.) should create an SDSU web portal account by going to sdsu.edu/portal. Students may create accounts 48–72 hours after registration payment in CES courses. Students may create new accounts beginning on the first day of the SDSU term.

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

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

Refund Schedule
a. Withdrawal in person or postmarked at least one working day before the first day of class — total fee minus $5 if class fee is less than $50 or $21 if class fee is $50 or more. (All credit course refunds are subject to a $21 administrative charge plus ASB/student fees.)

b. Refund requests on or after the first day of class must be made in writing. Unless otherwise stated, in courses of five or more meetings, 65% of the fee will be refunded until 25% of the course time has elapsed, after which time there is no refund. For courses of four or less class meetings, no refund will be granted. Refunds for meetings are equal to one week of class time. Drop/Refund/Withdrawal requests made after the last day of class will be by petition only for serious and compelling reasons beyond the student’s control. Documentation is necessary for consideration.

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

f. Students who stop attending credit courses without

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

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

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

Parking Rules for Gateway/Extended Studies Center Users (CES Permits)
CES parking permits are required 24 hours a day, seven days a week in Parking Structure 6 (formerly 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 received your confirmation by email immediately print 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.
No parking is permitted at any time in the following areas: special permit areas, handicapped zones, service areas, any area marked or painted red, any area not clearly designated as a parking space, or any area posted with a sign or designation restricting or defining specific use. Parking permits are required for the use of student and faculty/staff spaces, 24 hours a day, seven days a week. No parking is permitted at any time in the following areas: special permit areas, handicapped zones, service areas, any area marked or painted red, any area not clearly designated as a parking space, or any area posted with a sign or designation restricting or defining specific use. Due to construction and other maintenance, some spaces may vary. Parking information and visitor permits are available through the Public Safety Department or Dispatcher in the DPS Building, (619) 594-1981.

Week-long or semester permits (deals) may be purchased online at the Aztec Parking Portal. A limited number of motorcycle permits are available. Motorcycle Lots 1, 2, 3b, 10, 12, 14, 16, and 17A. Motorcycles must park in motorcycle stalls only. They will be cited if parked in a vehicle stall. Permits are required at all times. No vehicle and a motorcycle may be eligible for a free motorcycle permit. Please contact the Parking Business Office for more information.

For information on current SDSU parking permit fees, go to https://www.sdsu.edu/parking.

Parking Business Office
5250 Campanile Drive, San Diego, CA 92182-1919.
Parking permits are required for the use of student and faculty/staff spaces, 24 hours a day, seven days a week. You will receive a confirmation and receipt by email. If you have not received confirmation by the first day of class, attend class and then confirm your registration with Extended Studies. Failure to receive a confirmation is not a valid reason to not attend class. We are not responsible for lost, late, or misdirected mail.

Telephone Registration (not available for Open University)
Register 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.

Fees
All programs offered by the College of Extended Studies are noncredit. All fees and charges are subject to change without notice. Fees appear with each course description and are the same for all credit and noncredit classes, credit and noncredit, may carry additional costs for field trips, materials, etc. Fees are subject to change without notice.

Privacy Rights of Students in Education Records
The primary purpose of the CEU is to provide a permanent record that can be used to give employers and professional associations and societies a uniform measure of short- and long-term educational accomplishments of an individual who has completed a noncredit educational program. This record can be used to give employers and professional associations and societies a uniform measure of short- and long-term educational programs completed by an individual.
CEUs are not academic units and cannot be applied to work as institutional of higher education.

Open University Course Credit

Open University course credit is nonmatriculated resident credit. Students who have not been admitted to the University prior to will not receive resident credit. Twenty-four units of Open University credit may be applied toward an SDSU undergraduate degree. For graduate students, not more than two units can be taken in Open University prior to admission to an advanced degree or advanced certificate are acceptable on a program of study. For more information, contact Graduate Affairs at gra@sdsu.edu, visit arweb.sdsu.edu/ces/admissions/grad or call (619) 594–5213.

Grading Procedures/Auditing and CR/NC

Auditors must pay the same fee as those taking the course for credit but will not receive resident credit 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 course to take the examination. This audit card at the College of Extended Studies registration office. Classes offered credit/no credit only may not be taken for a letter grade. For auditors, grading change deadlines see Open University Registration Information.

Teacher Education

Only a limited number of extension courses may be applied toward a teaching credential. If you need assistance in your choice of courses or the credential, please contact your district office regarding the applicability of specific courses.

Courses numbered TE X–397 or ED X997 are not acceptable for degree or credential requirements but may be used as in–service credits only.

Course Numbering

Courses numbered 80 through 79 are non–baccalaureate level and are not acceptable for a bachelor’s degree or general education requirements. Those numbered 100 through 299 are lower division (freshman and sophomore years) and are intended for undergraduate students. Those numbered 500 through 599 are upper division and apply to advanced degrees when taken by students admitted to the College of Extended Studies registration office. Courses numbered 600 through 799 are strictly graduate courses; those numbered 800 through 899 are doctoral courses. Course numbers at the 900 level have been assigned to certain professional curricula as part of advanced certificate, professional, 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 acceptable 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 997 are designated as upper division. It is the prerogative of the academic department/collage to determine if 01 through 79 level courses are applicable to a major, a minor, or to the completion of an electives. The 01 through 79 level courses are offered in conjunction with certificate programs only. Courses 01 through 799 level are not acceptable toward an undergraduate or graduate degree.

Extended Studies students who eventually plan to take an undergraduate degree at SDSU should consult the sponsoring academic department to ascertain the applicability of 01 through 799 level courses offered in any certificate program toward their proposed course of study.

Transcripts (for credit courses only)

All transcripts come from the SDSU Office of the Registrar. To obtain an official transcript, online via the SDSU Web Portal at sdsu.edu/webportal. The fee for each transcript is $10. 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 request. Unofficial transcripts are available free on SDSU Web Portal.

Enrollment Verifications (credit and noncredit courses)

To request an enrollment verification, complete the CES enrollment verification request form and mail or fax to the College of Extended Studies registration office at (619) 594–0147. Please allow 10 business days to process your request. Unofficial transcripts are available free on SDSU Web Portal.

Returned Checks/Charges

If your check or charge is returned by the bank for any reason, the cashier’s office will send a letter requesting payment for the amount of the original dishonored item plus $25 dishonored charge for the effort to recover the amount. Nonpayment of fees or fines result in the loss of your student status or any future state tax refund to which you may be entitled.

Students who had checks returned may also be prohibited from writing checks in the future. If you have previously had a dishonored check, no personal checks, credit cards, or debit cards are acceptable on your behalf.

Parking Fee Refunds

For the SDSU parking fee refund schedule, see the SDSU catalog. Refunds can be obtained at the University cashier’s office. The amount of refund is rounded down to the nearest dollar and is made for amounts of less than $10. Refunds may be applied against other due amounts the University.

Veterans Administration Benefits

All veterans must certify that they are aware that any registration changes may alter their payments. The VA will award entitlement to Veterans Administration.

International Students

Regarding student, all nonmatriculated international students (nonresidents) from non–English speaking countries registering for College of Extended Studies programs must have a score of 550 or higher (use the paper version) or 213 or higher (using the computer version) on the Test of English as a Foreign Language (TOEFL). Within the College of Extended Studies, I–20 forms may also be issued to eligible students enrolled in the American Language Institute (ALI).

CSU Accreditation/State Authorizations/Complaint Process

California State University is accredited by the Senior College and University Commission of the Western Association of Schools and Colleges (WASC). California State University monitors developments in state laws in every state. If authorization or licensure is necessary or becomes necessary, California State University will seek out the required additional approvals. Pursuant to the United States Department of Education’s Program Integrity Rule, each institution of higher education is required to provide all prospective and current students with information about applicable state or agencies that handle complaints against postsecondary education institutions offering distance learning. For more information see calstate.edu/acadAff/state-regularatory-authorizations.

SDSU Nondiscrimination Policy

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

Inquiries Concerning Compliance

Students who desire more specific information concerning the application of these laws to programs and activities of SDSU may be referred to the specific campus officer(s) identified above or to the Regional Director of the Office for Civil Rights, United States Department of Education, 50 Beale Street, Suite 2300, San Francisco, CA 94105.

The College of Extended Studies manages the following Foundation programs: Professional Development, American Language Institute, and the annual Writers’ Conferences.