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How a Certificate Program Can Benefit You

Certificates Can Help You
- Learn relevant skills for a new career
- Increase job knowledge to justify a promotion
- Network with other professionals
- Obtain Professional or Continuing Education Units (CEUs)
- Stay current in your profession
- Prepare for qualifying industry exams
- Obtain practical, cutting-edge knowledge
- Explore a new career field
- Meet your business needs with customized programs

Frequently Asked Questions

Are the courses graded?
Most programs that receive academic credit offer the option of a letter grade or CR/NC (Credit/No Credit).

Do courses count for academic credit?
Certain courses receive academic credit and this information is listed with each program/course. For more information about course credit, see page 42.

What is an Open University Certificate?
These certificate programs are completed by taking SDSU courses through Open University, and have special admission requirements. For more information, visit us online at neverstoplearning.net/open.

What if my company is paying for the classes?
If your company is paying for the classes with a purchase order, please be sure the PO accompanies the registration. If paying by company check, please mail the check and registration to the College of Extended Studies Registration, San Diego State University, 5250 Campanile Drive, San Diego, CA 92182-1919.

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How do I register?
1. Online: neverstoplearning.net
2. By phone: (619) 594-5152
3. In person: see address
4. By mail: College of Extended Studies Registration, San Diego State University, 5250 Campanile Drive, San Diego, CA 92182-1919
Join Our Preferred Partners

Now it’s even easier to save on select professional development programs. Your company can become a Preferred Partner by choosing SDSU as your learning partner of choice. Once qualified, your company will receive special benefits while you advance your career.

You’ll be in good company when you join these local partners who are already enjoying the benefits of learning with SDSU

AT&T Wireless
Aztec Shops Ltd.
BAE Systems
Chromalloy
City of San Diego
Clark Construction
County of San Diego
Cox Communications
David Allen Company
Department of Homeland Security
Epsilon Systems Solutions
First Allied Securities, Inc.
General Atomics
General Dynamics / Nassco
Greatbatch, Inc.
Hyatt Regency La Jolla
Illumina, Inc.
Kaiser Permanente
KPBS
Lakeside Water District
Lloyd Pest Control Co.
Navy Federal Credit Union
Northrup Grumman
Performance Titanium Group
Propulsion Controls Engineering
Qualcomm Inc.
Robinson Construction Company
Rudolph & Sletten Construction
San Diego Community College District
San Diego Gas & Electric
San Diego Housing Commission
San Diego State University
San Diego Unified School District
Scripps Healthcare
Sharp Healthcare
Southwestern Region Maintenance Center (SWRMC)
Stone Brewing Co.
TaylorMade Adidas Golf Co.
The Redmond Company
UCSD
United States Armed Forces
UTC Aerospace Systems
Zebra Technologies Corporation

Benefits include:

- Special pricing on our noncredit professional development courses – see the Preferred Partner fee listed throughout this catalog and on our website
- Opportunity to preview selected Professional Development programs in advance of sending employees
- Complimentary seats in special seminars and presentations
- Corporate recognition on the College of Extended Studies website, and in the CES digital catalog
- Invitations to VIP events hosted by the College of Extended Studies

neverstoplearning.net/preferredpartner

Don’t see your company listed? To find out how your organization can benefit through our Preferred Partner program, contact us at (619) 594-1153 or send an email to mmyers@mail.sdsu.edu.
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)

SDSU is committed to building a strong employable workforce in San Diego with targeted industry-specific career training programs. These programs ensure employees have the core competency skills and tools they need to help local business thrive. They can choose from a variety of programs to meet their career needs and goals.

Tuition Payment Eligibility
The federal Workforce Innovation and Opportunity Act (WIOA) helps you find a job or train for a new career.

- All adults, age 18 or older, are eligible to receive services.
- Approved programs are complimentary to approved clients.
- America’s Job Centers of California provide services locally. The Job Center near you will determine if you are eligible to receive financial assistance for training from a provider. There are six locations around the SDSU area.

For more information and locations, visit SanDiegoAtWork.com.

Approved Online and Classroom Programs

Professional Certificate Programs

- Business of Craft Beer
- Business of Wine
- Construction Estimating Online
- Construction Practices Online
- Construction Project Management
- Construction Supervision
- Contract Management
- Contract Management, Advanced

- Grant Writing Online
- Human Resource Management
- Lean Enterprise Marketing
- Meeting and Event Planning
- Project Management

Professional Skills Courses

- Accounting Manager Online
- Business Writing for Success
- Clinical Medical Assistant
- EKG Telemetry Technician
- Pharmacy Technician
- TESL/TEFL – Teaching English as a Second Language/Teaching English as a Foreign Language

neverstoplearning.net/workforce (619) 265-SDSU
MyCAA Military Spouses

Use Your Spousal Benefits to Expand Your Career Options

- 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.

Military Spouses: What’s Your Passion? Let Us Help You Find It
Choose certificates and programs from San Diego State University 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.

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

Call (619) 594-3047, visit neverstoplearning.net/military_spouses, or email cesveterans@mail.sdsu.edu. Use priority code AC084.

See also Approved Veteran Education Benefits and Programs on page 8.
Workforce Training and Education
Develop Your Educational Career Portfolio

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

SDSU’s College of Extended Studies Military and Veterans Services Office was created to serve you – the men and women of the United States Armed Forces, and your families. The College offers numerous career training programs, degree programs, and professional skills courses that will equip you with a stronger career portfolio.

Check-in with us online for approved programs at neverstoplearning.net/military

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

Accounting
Open University Certificate in Accounting

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

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

Visit us online at neverstoplearning.net/open for more information on Open University classes.

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

Consider a Career as a Financial Planning Professional

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

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

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

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

Certificate Requirements

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

Executive Financial Planning Curriculum (Each 12-week, three-unit class meets Tuesday afternoons, except FIN 590, which is offered Thursday afternoons) Tentative Schedule:

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.

Estate Planning Feb. 2-April 19, 2016
FIN 705 Identification and analysis of those aspects of federal and state law affecting estate planning and taxation.

Seminar in Investments April 26-July 12, 2016
FIN 651 Characteristics of financial markets and instruments; pricing individual securities; portfolio selection and analysis; measurement of risk.

ACCT 503 Taxation of individuals, including income, deductions, credits, social security taxes, and property transactions.

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, completing several weeks before each CFP exam application deadline. Unlike the other courses which are offered Tuesday afternoons, this class is offered Thursday afternoons.

Students who earn the certificate will complete 18 units of coursework including FIN 522, FIN 590, FIN 651, FIN 657, FIN 705, and ACCT 503.

SDSU offers three CFP® Board-registered financial planning programs that qualify graduates to meet the education requirement to sit for the CFP® Board’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 www.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 average in the program.

sdsu.edu/finplan, tom.warschauer@sdsu.edu

Upon successful completion of this 18-unit program, participants will be awarded an SDSU Executive Financial Planner Advanced Certificate, and will be eligible to sit for the CFP board exam.

Certified Financial Planner Board of Standards Inc. owns the certification marks CFP®, CERTIFIED FINANCIAL PlANNER™ and federally registered CFP® (with flame design) in the U.S., which it awards to individuals who successfully complete the CFP® Board’s initial and ongoing certification requirements.

Approved provider for veterans’ education benefits for this program.

neverstoplearning.net
Let SDSU Come to You for Corporate Learning 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’s staff 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:

- Lean Enterprise
- Lean Six Sigma
- Project Management
- Business Writing
- Essential Management and Leadership

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

**SDSU Research Foundation Program**

“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

neverstoplearning.net

For Certificate requirements and class offerings please visit neverstoplearning.net/contract, call (619) 594-5489, or email cm-ces@sdsu.edu.

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

Endorsed by the National Contract Management Association

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 will 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
- Increase understanding related to subcontracting such as acquisition planning, solicitation development, sourcing, and cost/price analysis

See also Project Management on page 33.

Business, Entertainment

Open University Certificate in Entertainment Management

The certificate in Entertainment Management provides students with specialized knowledge and skills in the area of backstage management of people and technology in the performing arts. The certificate is for students who want to pursue careers as producers, managers, and entrepreneurs, in the areas of live performing arts, as well as professionals in adjacent fields of the not-for-profit performing arts disciplines, and in arts management and production.

Visit http://psfa.sdsu.edu/web/index.php/certificates/entertainment_management, contact Jay Sheehan at (619) 594-4990 or jsheehan@mail.sdsu.edu; or Randy Reinholz at (619) 594-0229 or reinholz@mail.sdsu.edu. For general information, contact the CES coordinator at (619) 594-2517.

Visit us online at neverstoplearning.net/open for more information on Open University classes.

Approved provider for military spouse and veterans’ benefits for this program.
Why Grant Proposal Writing?
San Diego is home to thousands of non-profit 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.

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

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

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.
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.

**Core Courses**

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

**Elective Courses (choose two)**

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

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.

For more information, please email marketingcert@mail.sdsu.edu or visit neverstoplearning.net/marketing.
Business Writing for Success

Whether it’s an important email or a full-blown proposal, your words at work define you. Rightly or wrongly, they reflect your education, your skill level, and the degree of your professionalism, regardless of whether you have a high school diploma or a doctorate. This series of three half-day workshops is designed for professionals who would like to hone their writing skills.

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

To register call (619) 594-5152. For additional information call (619) 594-2193, visit neverstoplearning.net/bw, or email businesswriting@sdsu.edu.

**Corporate and Custom Training**
To find out how your organization can benefit through our Preferred Partner program by bringing this program to your organization, please contact Lisa Howard at businesswriting@sdsu.edu or (619) 594-2193.

SDSU Research Foundation Program

**Topics Include**

**The Five Essential Steps to Effective Business Writing**
Few business skills are more powerful or influential than solid writing skills. Learn proven tools for writing that can be applied directly to any assignment, from a quick note to a full-length proposal. This interactive workshop will focus on the five essential steps of the writing process. Working with this process, you will apply what you learn through practical exercises.

**Editing and Proofreading**
With hands-on exercises, this seminar quickly trains you to perfect the content and appearance of business documents. You will learn ways to make a message accessible, how to write reader-friendly sentences, and how to soften a negative message. You will be able to eliminate wordiness, correct errors, and ensure the accuracy and clarity of your writing projects. Please bring one or two documents that you wish to revise.

**Polishing Your Grammar Skills**
This seminar will give you the tools you need, providing tips and guidelines to prevent common grammar, punctuation, and spelling errors and avoid communication misfires that cost time and money.

**Instructor**
Anne Bromley is a writing instructor and coach based in Encinitas. She is a widely published writer and award-winning educator who has taught professional writing classes for more than 25 years. She has a Master of Fine Arts degree from the University of Massachusetts, and a Master of Education and a Bachelor of Arts in English degree from Virginia Commonwealth University.

**Noncredit Course No.** BW 0009  |  **Fee:** $495  
**Dates:** Wednesdays, Jan. 6, 13, 20, 8:30 am-noon

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**Computers**

Open University Certificate in Computational Linguistics

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

For details, contact the certificate advisor, professor Jean Mark Gawron at (619) 594-0252 or email gawron@mail.sdsu.edu. For general information, contact the CES coordinator at (619) 594-2517 or visit http://www-rohan.sdsu.edu/dept/linguist/.

▶ Visit us online at neverstoplearning.net/open for more information on Open University classes.

The College of Extended Studies is an approved provider for veterans’ benefits for this program.
Advanced Certificate in Web & Mobile Applications Development

The Certificate in Web & Mobile Applications Development provides students with the specialized knowledge that is important in the development of web and mobile computer applications. You will study and gain experience with the languages and frameworks that are most commonly used in web and smartphone apps development such as those used for iPhone applications or Android software, with the design of user interfaces and software systems, and with associated topics such as networking, hosting infrastructure, and security. You will also learn the fundamental principles on which these topics are based, in preparation for the new technologies that are constantly being developed.

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

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

Program Benefits

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

Award of Certificate

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

- CS 545 Introduction to Web Applications Development
- CS 546 Human Computer Interfaces
- CS 547 Programming and Scripting Languages for Web Applications
- CS 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 http://www.cs.sdsu.edu/courses/ to find full course descriptions.

At least two of the four courses taken to earn the certificate must be at the 600 level. Three courses will be offered each fall and spring semester, so the certificate can be completed in as little as two 16-week semesters. Consult with your graduate advisor to see if courses taken in this certificate program may be applied toward the Master’s degree in Computer Science.

Visit http://www.cs.sdsu.edu/applying-to-the-program/ for instructions on how to apply to the program. (Note: The GRE is not required for admission.) For more information, visit the department’s website at www.cs.sdsu.edu, or contact the Computer Science Department Chair, Leland Beck, Ph.D. at beck@mail.sdsu.edu or the Department Coordinator, Amy Jensen, at ajensen@mail.sdsu.edu.

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

Student Testimonials:

“The key strengths for this course were the first-hand experiences gained through projects.”

“Fantastic professor. I will take any class he offers. He was very organized and had very useful course presentations. He was always prepared and made time after and before class. I really felt like I received more than the value I paid for this course. Thank you.”

Instructor Testimonial:

“Employers are calling to ask about our program's students – one even waited outside the classroom to offer my students jobs.”

~ Roger Whitney, Ph.D. (instructor for Mobile Applications Development and Emerging Web and Mobile Technologies)
Professional Certificates in Construction Estimating, Practices, Supervision, Civil Sitework, Project Management

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

Each Course Earns SDSU Professional Development Credit

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

Workplace Benefits
- Proven techniques from experts in construction specialties
- Practical on-the-job skills you can use right away
- The knowledge you need to move into supervisor or management roles

Location of Classes
These certificate programs are held online. Consistent access to the Internet is required.

Units: three | Fee: $594 per course.

For a complete list of online courses, see page 28.

Professional Certificate in Construction Estimating

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

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

Professional Certificate in Construction Practices

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

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

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.

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.
The Construction Project Management program provides an all-encompassing overview of construction project management principles and best practices presented in a clear and concise format. Construction managers have a hand in every aspect of a project – from the planning stage with architects and engineers, to the budgeting stage with cost estimators, to the production stage with laborers, and the close out and occupancy stage with the owner and occupants.

Employment of construction managers is expected to grow 16% from 2012 to 2022, faster than the average rate for all occupations, according to The Bureau of Labor Statistics. Learn the principles of project management – from planning and scheduling, to the legal aspects of construction, contracts and insurance; equipment selection; and the principles of green construction.

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

### Civil Sitework Construction
**(Complete 4 core classes + 1 elective)**

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<tr>
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<tbody>
<tr>
<td>Construction Equipment &amp; Methods ENGR 43</td>
<td>1/11-3/20</td>
<td>6/20-8/26</td>
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<tr>
<td>Practical Applications of Civil Sitework ENGR 44</td>
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<tr>
<td>Estimating Civil Construction ENGR 45</td>
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<tr>
<td>Civil Blueprint Reading and Materials ENGR 46</td>
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<td>Elective courses (complete either 1 of 2)</td>
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<tr>
<td>Planning and Scheduling ENGR 32</td>
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### Civil Sitework Construction
**NEW: Project Management (Complete all 5 courses)**

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### Construction Supervision
**(Complete 6 core classes + 2 electives in area of emphasis)**

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<tr>
<td>Leadership &amp; Motivation ENGR 28</td>
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<tr>
<td>Oral &amp; Written Communication ENGR 30</td>
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<tr>
<td>Problem Solving and Risk Management ENGR 48</td>
<td>4/4-6/10</td>
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<tr>
<td>Construction Productivity and Cost Management ENGR 49</td>
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### Elective Courses (complete 2 in chosen area of emphasis)

**Emphasis in Civil Sitework**

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**Emphasis in Building**

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Spring 1
January 11–March 20
Last day to register: 1/19/16

Spring 2
April 4–June 10
Last day to register: 4/11/16

Summer
June 20–August 26
Last day to register: 6/27/16

Course Fee: $594 | Textbooks: Approximately $100-150/class | LD = last day to register

neverstoplearning.net
### Construction Estimating (Complete any 5 of 6 courses)

<table>
<thead>
<tr>
<th>Course/Course #</th>
<th>SP 2016</th>
<th>SP 2016</th>
<th>SU 2016</th>
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<tbody>
<tr>
<td>Introduction to Construction Estimating (self-paced) ENGR 34</td>
<td>1/11-3/20</td>
<td>4/4-6/10</td>
<td>6/20-8/26</td>
</tr>
<tr>
<td>Essential Construction Math (self-paced) ENGR 35</td>
<td>1/11-3/20</td>
<td>4/4-6/10</td>
<td>6/20-8/26</td>
</tr>
<tr>
<td>Construction Blueprint Reading ENGR 33</td>
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<tr>
<td>Estimating &amp; Bidding II ENGR 22</td>
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<td>4/4-6/10</td>
<td>6/20-8/26</td>
</tr>
<tr>
<td>Construction Materials &amp; Processes ENGR 18</td>
<td>1/11-3/20</td>
<td>4/4-6/10</td>
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### Construction Practices (Complete any 8 of 10 courses)

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**Do you want to only take specific construction classes? You can!**

If completing a full certificate is not an option for you right now, you may enroll in the individual classes that are most relevant to you.

For details, visit [neverstoplearning.net/construction](http://neverstoplearning.net/construction) or visit our FAQ page at [neverstoplearning.net/constructionFAQS](http://neverstoplearning.net/constructionFAQS).

For an online demo go to [constructionclasses.com/potential_student.htm](http://constructionclasses.com/potential_student.htm).

For questions, please call (619) 594-3297, or email construction-ces@sdsu.edu.

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**entrepreneurship starts here**

**Named one of America's Most Entrepreneurial Universities** by FORBES Magazine, San Diego State University is a hub of student invention and innovation. U.S. News & World Report recently ranked SDSU's undergraduate entrepreneurial program No. 8 among the nation’s public universities. With its strong commitment to student success, international experiences, impactful research and entrepreneurship, SDSU is taking its place among the nation’s leading public research universities. [SDSU.edu](http://SDSU.edu)
Many of our class notifications and updates are now sent via email to help save the environment.

Help us to make sure we have your current email address so that you can receive periodical email announcements from the SDSU College of Extended Studies.

To provide or update your email address, simply send us your name, mailing address, and email address today to: extended.std@sdsu.edu

Visit Us On Your Favorite Social Media Sites

College of Extended Studies https://www.facebook.com/SDSU.CES
American Language Institute https://www.facebook.com/ali.sdsu
Writers’ Conference https://www.facebook.com/SDSUWritersconference
Study Abroad https://www.facebook.com/CESstudyabroad
Craft Beer https://www.facebook.com/SDSUCraftBeer
Wine https://www.facebook.com/SDSU.Wine
Web and Mobile https://www.facebook.com/SDSUWebAndMobileAppDevelopment
Osher Lifelong Learning Institute https://www.facebook.com/sdusosher
Meeting and Event Planning https://www.facebook.com/SDSU.MEP
Marketing https://www.facebook.com/SDSUMarketing

College of Extended Studies http://www.linkedin.com/groups/SDSU-College-Extended-Studies-4344224
Regulatory Affairs http://www.linkedin.com/groups?gid=4540378
Contract Management http://www.linkedin.com/groups?gid=3657111
Project Management http://www.linkedin.com/groups?gid=2714025
Lean Enterprise http://www.linkedin.com/groups?gid=4394066
Meeting and Event Planning http://www.linkedin.com/groups?gid=3022073
Marketing http://www.linkedin.com/groups?gid=5166391
Human Resources https://www.linkedin.com/groups?home= &gid=6945066
Writers’ Conference https://www.linkedin.com/groups/sdsu-writers-conference-5141912

Craft Beer https://www.instagram.com/sdsucraftbeer/
Writers’ Conference https://instagram.com/SDSUWritersConf

http://pinterest.com/sdsuces/
http://www.youtube.com/SDSUCES/
https://plus.google.com/115510253676179577201
International Training Center

The International Training Center (also known as ITC) was created as a program of the College of Extended Studies (CES) at San Diego State University in 1984 and became an independent entity in 2002. Well-known live satellite programs, transmitted from KPBS-TV to various nations mostly in the Americas, cover topics such as business and management, job trends and employment, human networks and productivity, telecommunications and information technologies, security, health, demographics, environmental quality, and global competitiveness.

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

American Language Institute (ALI)

Located on the campus of San Diego State University, the ALI has over 40 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@mail.sdsu.edu.

SDSU Research Foundation Program

Workplace English

The American Language Institute (ALI) at San Diego State University offers workplace English training to non-native speakers. Our courses provide the tools for employees to effectively communicate in English.

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

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

SDSU Research Foundation Program

neverstoplearning.net
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.

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

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

Visit us online at neverstoplearning.net/open for more information on Open University classes.

Foreign Language, Arabic, Chinese, Portuguese, Persian, or Russian

Summer 2016: Learn Arabic, Chinese, Portuguese, Persian, or Russian

Save the Date – Summer 2016 will be here before you know it!

Mark your calendar now for the next installment of the Language Acquisition Resource Center’s (LARC) Summer 2016 intensive language courses:

**Session 1**
June 1-July 7

**Session 2**
July 13-August 17

Registration opens April 2016

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

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

For more information about the classes, please visit SDSU’s Language Acquisition Resource Center (LARC) Summer Institute website https://larc.sdsu.edu/intensive-summer-courses/.
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. GIScience is an emerging specialization that combines various aspects of computer science with geographic information systems (GIS), remote sensing, cartographic visualization, spatial statistics, and global positioning systems (GPS) in studying and solving geographical problems.

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

For general information, contact the CES coordinator at (619) 594-2517 or visit http://geography.sdsu.edu/Programs/giscert.html.

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.

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.
**Pharmacy Technician Training and Test Prep**

This comprehensive 59.5-hour program 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; 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.

- Students may find their own externship at a local pharmacy and the required contract will be provided once they complete this course.
- 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).

**Noncredit Course No.** HC 0008 | **Schedule No.** 16SP 99400 WA | **Dates:** Mondays and Wednesdays, March 14-May 9, 6-9:30 pm | **Last Day to Register:** March 14 | **Fee:** $1,599

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**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 taken in class.

**Noncredit Course No.** HC 0015 | **Schedule No.** 16SP 99401 WA | **Dates:** Tuesdays and Thursdays, March 15-August 2, 6-9:30 pm (No class Thursday, March 31) | **Last Day to Register:** March 15 | **Fee:** $2,998

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**EKG Technician Certification**

This comprehensive 52-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.

**Noncredit Course No.** HC 0011 | **Schedule No.** 16SP 99402 WA | **Dates:** Tuesdays and Thursdays, March 15-May 5, 6-9:30 pm (No class Thursday, March 31) | **Last Day to Register:** March 15 | **Fee:** $1,499

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**Health Care, 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 resume and demonstrate to clients that you’re a qualified professional.

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

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

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**Two Certificate Options**

**1. Nutrition for Optimal Health and Wellness Certificate**

Successfully complete the following three online courses:

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

**2. Nutrition for Optimal Health and Wellness and Sports Certificate**

Successfully complete the three courses above plus:

- **Introduction to Sports Nutrition and Performance.**

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**SDSU Research Foundation Program**

neverstoplearning.net
Craft beer is complex and versatile, and it is a growing industry in San Diego.

The city has over 100 craft breweries and was recently named “The Capital of Craft Beer.” 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.

The Program
- Provides the skills necessary to enter the craft beer industry
- Offers professional development opportunities for current industry employees
- Offers preparation for those pursuing Cicerone® certification
- Promotes craft beer literacy for retailers, restaurant owners, service staff, and consumers
- Offers industry connections and networking opportunities within the San Diego brewing community

Classes fill quickly.
Visit neverstoplearning.net/craftbeer for current courses and registration details.

Program Partners

For details, email craftbeer@sdsu.edu, visit neverstoplearning.net/craftbeer, instagram at sdsucraftbeer, twitter at @sdsucraftbeer, or facebook.com/sdsucraftbeer.

10% SDSU Alumni Discount Available. Please call registration directly at (619) 594-5152 for discount. All discounts will be applied to the regular registration price. No double discounts allowed.

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

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

SDSU Research Foundation Program

neverstoplearning.net
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.

Core Courses Include:
- 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) Include:
- MP 201 Introduction to Special Events (six hours)
- MP 203 Starting Your Own Business in the Meeting and Event Planning Industry (six hours)
- MP 204 Tradeshows and Event Security (nine hours)
- MP 205 Sponsorship and Fundraising: Nonprofit Events and Fundraising
- MP 206 Incentive Travel and Destination Management
- MP 207 Event Design and Production
- MP 209 Weddings and Social Events (nine hours)
- MP 211 Technology Tools (six hours)
- MP 213 Effective Networking and Résumés for the Meeting and Events Industry (six hours)
- MP 214 Social Media in Event Marketing and Planning (three hours)
- MP 216 The Art of Selling (three hours)
Professional Certificate in the Business of Wine

How Can Building Your Wine Knowledge Give You a Competitive Edge in Your Career?
The Business of Wine Professional Certificate is designed to prepare participants for success in wine-related occupations. Through engaging discussion and directed tastings, the Business of Wine courses let you experience the world of wine twofold: wine education and business education.

These comprehensive courses are geared for professionals and entrepreneurs in the wine, food, and hospitality fields who want to quickly expand their knowledge of wine topics. The certificate is directed to: restaurant owners and staff, winery employees, event planners, distribution and retail sales employees, wine bar owners and staff, anyone interested in moving into wine or hospitality careers, and wine enthusiasts who desire a professional level education.

Visit neverstoplearning.net/wine.

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

To earn a certificate, participants must complete the required core and elective courses within two years.

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

Visit us online at neverstoplearning.net/wine for current course offerings.

For more information call (619) 594-1138 or email us at wine@sdsu.edu.

SDSU Alumni discount available. Please call registration directly at (619) 594-5152 for discount. All discounts will be applied to the regular registration price. No double discounts allowed.

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

Certificate Requirements

Core Courses (all required)
- Exploring Wine – Spring 2016 (18 hours)
- Wine Making Behind the Scenes (nine hours)

Elective Courses (two required; course offerings may vary each semester)
- The Character of Wine – Spring 2016 (nine hours)
- Wine List Creation (nine hours)
- Sensory Evaluation – Spring 2016 (six hours)

Intensive Courses (three required; nine hours of study each)
- Burgundy Wines – Spring 2016
- California Wines
- Dessert Wines
- French Wines
- Italian Wines – Spring 2016
- South American Wines
- Spanish Wines
- Sparkling Wines
- Australian Wines – Spring 2016
- Austrian/German Wines

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

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

**Each Course Earns Three Units of SDSU Professional Development Credit**

**The Certificate**
The following eight courses are required:
- Introduction to Human Resources, Human Resource Management and the Law
- Talent Acquisition, Human Resources Training and Development
- Performance Management
- Compensation, Health and Safety Management
- Capstone: Applying Human Resource Management

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

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

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

For more information, call (619) 594-2193, email hr-ces@sdsu.edu, or visit neverstoplearning.net/hr.

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

**Instructor:** Dari DeSousa, senior work environment manager, Marriott International.
**Course No.** BA 0022 | **Units:** 3 | **Schedule No.** 16SP 7416 FP | **Dates:** Tuesdays, Jan. 5-March 22, 6-9:30 pm | **Last Day to Register:** Jan. 12 | **Fee:** $549

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

**Instructor:** Jean Center, CEO and Human Capital Management expert.
**Course No.** BA 0028 | **Units:** 3 | **Schedule No.** 16SP 77420 FP | **Dates:** Wednesdays, Jan. 6-March 23, 6-9:30 pm | **Last Day to Register:** Jan. 13 | **Fee:** $549

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

It is required that this be the first course taken in the Human Resource Management program.

**Instructor:** Dawn Myers, SHRM-SCP, director of human resources, San Diego Marriott Gaslamp Quarter.
**Course No.** BA 0020 | **Units:** 3 | **Schedule No.** 16SP 77431 FP | **Dates:** Mondays, Jan. 16SP 08956 FP | **Dates:** Tuesdays, April 5-June 21, 6-9:30 pm | **Last Day to Register:** April 12 | **Fee:** $549

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

**Instructor:** Steve Thompson, ARM, COSS
**Course No.** BA 0035 | **Units:** 3 | **Schedule No.** 16SP 08956 FP | **Dates:** Tuesdays, April 5-June 21, 6-9:30 pm | **Last Day to Register:** April 12 | **Fee:** $549

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

**Instructor:** TBA
**Course No.** BA 0033 | **Units:** 3 | **Schedule No.** 16SP 08971 FP | **Dates:** Wednesdays, April 6-June 22, 6-9:30 pm | **Last Day to Register:** April 13 | **Fee:** $549

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

**Instructor:** Jean Center, CEO and Human Capital Management expert.
**Course No.** BA 0027 | **Units:** 3 | **Schedule No.** 16SP 08960 FP | **Dates:** Thursdays, April 7-June 23, 6-9:30 pm | **Last Day to Register:** April 14 | **Fee:** $549
One Unit Weekend Courses


Community members are welcome to attend SDSU’s One-Unit Weekend Courses, always on hot topics in areas such as public administration, political science, and international security.

Each course is only $199 and meets only twice: typically a Friday/Saturday combination for a total of 15 classroom hours.

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

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

Find current course offerings at neverstoplearning.net/oneunit. For more information, call (619) 594-2099.

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neverstoplearning.net
Professional Development Online Courses (PDOL)

Acquire new skills with e-learning
SDSU College of Extended Studies PDOL certificate programs provide you with a wide range of flexible, affordable, quality learning opportunities. You can continually gain new skills and knowledge while working from the convenience of your own home, office or even while on the road. All you need is an internet connection. Begin learning today!

Unlimited access to all materials for a full year.

Choose from the following course offerings in high-demand fields:
- Accounting and Finance
- Desktop Computer Skills
- Human Resources
- Information Technology
- Project Management
- Operations and Business Management

For more information please go to neverstoplearning.net/pdonline, call (619) 594-2193, or email pdol@sdsu.edu.

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

SDSU Research Foundation Program

Do We Have Your Current Email Address?

Many of our class notifications and updates are now sent via email to help save the environment.

Help us to make sure we have your current email address so that you can receive periodical email announcements from the SDSU College of Extended Studies.

To provide or update your email address, simply send us your name, mailing address, and email address today to:

extended.std@sdsu.edu
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 it’s 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 that you can ask questions or exchange ideas with the instructor or with classmates. Handy links for further reference are also included.

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

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

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

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

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

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

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

Study day or night on your own schedule with convenient six-week online noncredit courses. Visit ed2go.com/cessdsu for details.

Course content and registration offered through our online partner ed2go.

SDSU Research Foundation Program

neverstoplearning.net
Goodbye, Crashing...

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

Registration for spring 2016 will begin on Saturday, Jan. 16, 2016. (Offices will be open.)

Visit neverstoplearning.net/openu for details about our easy NEW Open University registration process for spring 2016. Details posted online Dec. 1.

Note: Students are responsible for meeting all course pre-requisites prior to registration.

Fees

Open University fees are $261 per unit for undergraduate courses and $308 for graduate courses (600-level and above). We accept cash, checks, MasterCard, American Express, Discover Card, and Visa.

CES Registration and Cashiers Office

SDSU Gateway Center Building, Hardy Avenue entrance. 5250 Campanile Drive, San Diego, CA 92182

Phone: (619) 594-5152  Cashier’s: (619) 594-2606

Fax: (619) 594-0147

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

24 hour recorded information: (619) 594-4123

Registration: ces.registrar@sdsu.edu

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

Office Hours

Registration Office: 8 am-5 pm, Monday-Friday

Cashier’s Office: 8 am-5 pm, Monday-Friday

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

The Registration and Cashier’s offices will be closed: Jan. 18, March 31.

Open Minds, Open Doors, Open University

Check our website for detailed information about new Open U Registration policies for Spring 2016 at neverstoplearning.net/openu

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

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

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

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

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

Web Portal Accounts: All Extended Studies students taking credit courses who need access to SDSU online services (transcripts, library, Blackboard, etc.) should create an SDSU web portal account by going to sdsu.edu/e-services.

Blackboard: Open University students must register, complete payment, and create a web portal account prior to signing on to Blackboard.

CES registration Office and Cashier’s Office location and hours are on page 40.

### Spring 2016 Open University Registration Deadlines

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*All credit refunds are subject to a $17 administrative charge plus ASB/student fees will be deducted after first class session. **Registration or withdrawal after deadline dates is by petition only for serious and compelling reasons.*
Let College Change Your Life
...Again

At the Osher Lifelong Learning Institute (OLLI) at SDSU We Know What You Want

Enjoy university-quality courses, without homework, tests or grades, in comfortable classrooms equipped with state-of-the-art technology. Learn from our outstanding instructors, award-winning authors, and artists as you recapture the thrill of intellectual growth and the camaraderie of a vibrant learning community. Become an Osher Institute Member ($20/semester) to enjoy course discounts, book clubs, camera and stage production clubs, special events, off-campus edventures, and more. Additional benefits include SDSU Library access and campus parking while attending classes.

Imagining Coming Back to Campus to Study Topics Such As:

- Philosophy, Religion, and Ethics
- Art History, Film History, and Fine Arts
- Literature and Creative Writing
- Politics, World History, Local History, and Cultural Studies
- Technology and Science
  And so many more! Topics change each term.

Join Us for the Spring Kickoff Event
Friday, Feb. 5, 9-11:30 am

Parma Payne Goodall Alumni Center on the SDSU Campus

Returning, new and prospective members are encouraged to attend to hear important updates, meet your fellow learners, instructors, and staff, and to join us in celebrating the accomplishments of those who have made a significant impact to enhance our learning community.

- Learn more about spring course offerings and exciting leadership opportunities
- Enjoy free refreshments, awards, and an opportunity drawing
- Meet instructors, new and returning members, and the OLLI staff
- Register for classes

Space is limited. RSVP by Jan. 27 at neverstoplearning.net/osher, (619) 594-2863, or osher@mail.sdsu.edu. Attendees will receive event details and parking instructions for the convenient parking garage. The trolley and bus stops are also nearby.

To request a spring OLLI at SDSU catalog, or to learn more about the program, call (619) 594-2863, email osher@mail.sdsu.edu, or visit neverstoplearning.net/olli.

SDSU Research Foundation Program

Wander What it's Like to be Back in Class? In the Words of OLLI Students…

"This is a course I want to take, not have to take. Who knew going back to college could be so fun?"

"One of the greatest benefits of our Osher Institute is convenient access to the SDSU campus. Complimentary parking permits are included with my course registrations for the covered parking structure right next to our classrooms!" ~ Gretchen Pattengill, Osher Advisory Board Member; Marketing and Membership Committee Member
Professional Certificate in Lean Enterprise

The Lean philosophy is a strategy for achieving significant improvement in performance through the elimination of waste in the total business process.

The SDSU Professional Certificate in Lean Enterprise program introduces you to the Lean philosophy by incorporating learning tools that include simulations, exercises, lectures, assignments, and a final project. Throughout the program, you work in project teams applying the Lean concepts to your workplace. A unique added value of SDSU’s Lean Enterprise program includes site tours of San Diego companies to see how they are applying Lean principles. Upon successful completion of the program, you receive a certificate of completion.

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, finance, human resources, production, inventory control, new product development, manufacturing, quality engineering, and supplier management

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”

For more information or to bring all or part of this program to your organization call (619) 594-1153, or email lean@sdsu.edu or R.S.V.P. to our free information session on Feb. 5, 2016.

SDSU Research Foundation Program

Project Management

Professional Certificate in Project Management

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

Who Will Benefit

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

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

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

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

The College of Extended Studies and the SDSU Department of Psychology now offer a Certificate in Industrial/Organizational (I/O) Psychology. Industrial/organizational (I/O) psychology is the scientific study of the workplace. Using psychological theory and methodology, I/O psychologists contribute to evidence based practice designed to improve understanding and management of human resources and organizational behavior. 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 [http://www.psychology.sdsu.edu/community/certificate-in-io-psychology/](http://www.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@mail.sdsu.edu or (619) 594-0706. For general information, contact the CES coordinator at (619) 594-2517.

Public Administration

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, non-profit 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 non-profit 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, non-profit 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 accomplishments in the field of public administration and past academic accomplishments.
ALI TESL/TEFL Certificate (Teaching English as a Second or Foreign Language)

If you are interested in traveling and earning a living at the same time, San Diego State University’s College of Extended Studies has short-term day and night programs that train students to teach English.

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

Job placement assistance is included.

Graduates of this program have taught in more than 40 countries. You don’t have to quit your day job to explore a new career!

Day or evening – the same great program.

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

~Barbara Van Dyken
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 or 454 or 552, 430 or 530 or 551, 555 or 556, and 550. Under certain circumstances, comparable courses taken at other institutions may count toward the certificate. Such courses must be evaluated and approved by the certificate advisor. In addition, there is a 15-hour tutoring practicum requirement.

Visit [http://www-rohan.sdsu.edu/dept/linguist/tesl_tefl_certificates/basic.htm](http://www-rohan.sdsu.edu/dept/linguist/tesl_tefl_certificates/basic.htm) or contact the faculty advisor for the program, Professor Betty Samraj at (619) 594-5882 or email bsamraj@mail.sdsu.edu or Yasmine Panahi at ypanahi@mail.sdsu.edu or (619) 594-1915. For general information, contact the CES coordinator at (619) 594-2517.

Test Prep

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, CSET, GMAT, GRE, LSAT, and SAT. Books and materials are included in the registration fee. Registration is available online, in person or via phone at (619) 594-5152.

**Test Prep Retake Policy**

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

Re-registration is required before the class begins in order to make sure that there is still space in the class that you wish to repeat.

**Location of Classes**

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

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

**GRE – Graduate Record Exam Prep Sessions**

Maximize your test-taking potential on the GRE. Classes provide you with over 20 hours of instruction including important in-class practice, take-home online computer practice testing and a free-repeat policy. Leading experts in the field of test preparation help you to review concepts and skills in the three subject areas on the GRE: (1) quantitative reasoning (arithmetic, algebra, geometry, data analysis, data interpretation, and word problems); (2) verbal reasoning (reading comprehension, text completion, and sentence equivalence); and (3) analytical writing essay tasks (analyze an issue and analyze an argument). The book included in the course fee is written by the faculty of BTPS Testing, *CliffsTestPrep GRE General Test* with CD/ROM including four full-length practice tests for enhanced home study.

**SDSU Research Foundation Program**

**Session 1**

- **Noncredit Course No.** NC 0030 | **Schedule No.** 16SP 99951 XO | **Dates:** Saturdays, Jan. 23-Feb 20, 9 am-3 pm (No class Feb. 13) | **Last Day to Register:** Jan. 29 | **Fee:** $470

**Session 2**

- **Noncredit Course No.** NC 0030 | **Schedule No.** 16SP 99952 XO | **Dates:** Saturdays, March 26-April 16, 9 am-3 pm | **Last Day to Register:** April 1 | **Fee:** $470
GMAT – Graduate Management Admission Test Prep Sessions
Learn key skills and strategies to get the competitive edge on the GMAT. Workshops include a five-point learning advantage developed by the authors of CliffsNotes GMAT® that includes: (1) expert instruction – benefit from over 22 hours of in-class instruction with leading specialists in the field of test preparation; (2) assessment – learn to identify your strengths and target your weaknesses; (3) review – receive instruction about the GMAT content, subject areas, question types, test-taking strategies, scoring and computer-adaptive testing; (4) class materials – receive a comprehensive textbook with four practice tests, important in-class practice by topic, and online integrated reasoning practice; and (5) free repeat policy – repeat the prep class as often as necessary for extra subject-area review.
Topic areas covered on the GMAT are: math ability (problem solving and data sufficiency), reading comprehension, sentence correction, critical reasoning, integrated reasoning, and analytical essay writing assessment. The book included in the course fee is written by the faculty of BTPS Testing CliffsTestPrep GMAT® with CD/ROM (2013).

Session 1
Noncredit Course No. NC 0028 | Schedule No. 16SP 99953 XO
Dates: Saturdays, Jan. 30-Feb. 27, 9 am-3 pm (No class Feb. 13) | Last Day to Register: Feb. 5 | Fee: $470

Session 2
Noncredit Course No. NC 0028 | Schedule No. 16SP 99954 XO
Dates: Saturdays, June 4-25, 9 am-3 pm | Last Day to Register: June 10 | Fee: $470

LSAT – Law School Admission Test Prep Sessions
Let our experts give you important insights into the LSAT with over 20 hours of classroom instruction. Instructors will help you analyze each exam area and apply your knowledge to strategize and respond to LSAT practice questions (note: practice questions are taken from both simulated and actual LSAT exam questions). Learn how to identify your strengths and target your weaknesses as you receive instruction about each question type: analytical reasoning, logical reasoning, reading comprehension (including comparative reading), and the essay writing sample. The textbook provided in the workshop includes a CD-ROM that contains timed practice tests with explanations for enhanced home study.

Noncredit Course No. NC 0049 | Schedule No. 16SP 99955 XO
Dates: Saturdays, May 7-June 11, 9 am-3 pm (No class May 14 & 28) | Last Day to Register: May 13 | Fee: $470

CBEST – California Basic Educational Skills Test Prep Sessions
Let our outstanding teachers give you the edge to pass this very important California state teacher’s exam! Our credentialed instructors provide you with expert in-class instruction, successful test-taking strategies, computer-assisted information, and practice testing by topic area. Test areas covered are: 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. The book included in the course fee is CliffsTestPrep CBEST® preparation guide revised by authors of BTPS Testing.

Noncredit Course No. NC 0016 | Schedule No. 16SP 99950 XO
Dates: Saturdays, Feb. 6-27, 9 am-3 pm (No class Feb. 13) | Last Day to Register: Feb. 19 | Fee: $335

CSET – Multiple Subjects Prep Sessions
Get the edge in preparing for the computer-based CSET! The CSET preparation workshop will cover a five-point learning advantage developed by the authors of CliffsTestPrep CSET® aligned with the Common Core State Standards (CCSS). (1) expert instruction – benefit from in-class instruction with credentialed teachers and specialists in the field of test preparation; (2) assessment – learn to identify your strengths and target your weaknesses; (3) review – receive instruction about the domain areas, question types, test-taking strategies, and scoring; (4) class materials – receive a comprehensive textbook with three full-length practice tests; and (5) free-repeat policy – repeat the prep class as often as necessary for extra subject-area review.
Strategies and techniques for answering the multiple-choice and constructed-response questions will be discussed and selected areas will be reviewed. This workshop is designed to help students apply their knowledge to meet exam requirements in each of the exam subtests, but is not a substitute for formal academic course work. CSET test areas include: subtest I; history/social science and reading, language & literature; subtest II; science and math; subtest III; visual and performing arts, physical education and human development. The book included in the course is written by the faculty of BTPS Testing, CliffsTestPrep CSET® with CD/ROM (2012) including three full-length practice tests for enhanced home study.

Noncredit Course No. NC 0020 | Schedule No. 16SP 99956 XO
Dates: Saturdays, March 19-April 2, 9 am-5 pm | Last Day to Register: March 19 | Fee: $435

SAT – Scholastic Aptitude Test Prep Sessions
Get a competitive advantage on your SAT score and start your path toward college success today. SAT preparation workshops are designed to prepare students for the SAT by providing instruction and practice problems designed to deepen your understanding of the test format, question types, and strategies. This workshop is not meant to be a substitute for formal high school classroom instruction, but will provide you with important learning tools to improve math, reading, and writing skills.
Two meetings of the class will focus on math (including enhanced math question types), and one meeting will focus on analyzing the verbal section of the SAT (including essay writing and multiple choice questions). Classes are taught by credentialed teachers who specialize in mathematics or English. The book included in the course is written by the faculty of BTPS Testing, CliffsTestPrep SAT® with CD/ROM including seven full-length practice tests.

Session 1
Noncredit Course No. NC 0078 | Schedule No. 16SP 99957 XO
Dates: Saturdays, Feb. 6-27, 9 am-3 pm (No class Feb. 13) | Last Day to Register: Feb. 19 | Fee: $350

Session 2
Noncredit Course No. NC 0078 | Schedule No. 16SP 99958 XO
Dates: Saturdays, April 16-30, 9 am-3 pm | Last Day to Register: April 22 | Fee: $350

neverstoplearning.net
**Open University Certificate in Translation and Interpretation**

Bilingual individuals in the 21st century face a unique challenge as well as unprecedented opportunities for advancement in a fast-growing profession with high demand—translation and court interpreting. The Department of Spanish and Portuguese Languages and Literature offers a Certificate in Translation and Interpretation with two concentrations: translation and interpreting. A $35 application processing fee is required. The courses in this certificate consist of regular SDSU courses.

Visit [http://www-rohan.sdsu.edu/~spanish/certificate.htm](http://www-rohan.sdsu.edu/~spanish/certificate.htm) or contact the faculty advisor for the certificate program, Professor Christian Degueldre, at (619) 594-1245 or email cdegueld@mail.sdsu.edu.

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.

For more information, please visit the website for the Department of Women’s Studies: [WomensStudies.sdsu.edu](http://WomensStudies.sdsu.edu) or contact the faculty advisor for the certificate program, Doreen Mattingly at mattingl@mail.sdsu.edu or (619) 594-2952 or via email to tbrock@mail.sdsu.edu.

**Writing**

**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 visit [http://rhetoric.sdsu.edu/](http://rhetoric.sdsu.edu/) or contact the program director, Linn Bekins, at (619) 594-2211 or email lbekins@mail.sdsu.edu.

For general information, contact Professor Steve Merriam, at (619) 594-6331 or email smerriam@mail.sdsu.edu.

Visit us online at neverstoplearning.net/open for more information on Open University classes.
Your Path to Publication Begins Here

32nd Annual SDSU Writers’ Conference
January 22-24, 2016
San Diego Marriott Hotel • Mission Valley

Keynote Speakers:
Richard Curtis, literary agent, and president of Richard Curtis Associates Inc.
Tracy Sherrod, editorial director, Amistad, HarperCollins Publishers

Space is Limited – Register Early for a Great Rate
Early Bird Fee: $449 (through Jan. 4)
Regular Fee: $499 (after Jan. 4)
At the Door: $549

Advance Reading Appointments
Fee: $50 (through Jan. 4, no late submissions accepted)
1:1, 10-minute sessions with editors and agents; submit the first ten pages of your manuscript by Jan. 4.

Consultation Appointments
Early-Bird Fee: $50 (through Jan. 4) 1:1, 10-minute sessions with editors and agents for a Q&A about your project; bring a one-page synopsis.
Regular Fee: $60 (Jan. 5-19)

Register: neverstoplearning.net/writers
Call: (619) 594-0845
Email: sdsuwritersconference@mail.sdsu.edu
Facebook.com/sdsuwritersconference
https://twitter.com/SDSUWritersConf
https://instagram.com/SDSUWritersConf

SDSU Research Foundation Program

Immerse yourself in three days of networking with agents, editors, authors and your fellow writers, at a conference with a long history of launching literary careers.
Friday, 2-6 pm; Saturday, 8 am-6 pm;
Sunday 9 am-noon

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

- Friday: Agent-led sessions from 2-5 pm, followed by a no-host networking reception
- Saturday: Keynote with Literary Agent Richard Curtis, president, Richard Curtis & Associates
- Sunday: Keynote with Tracy Sherrod, editorial director, Amistad, HarperCollins Publishers; and Paula Munier, senior literary agent, Talcott Notch Literary Services, presenting The Well-Sold Story: An Agent’s Secrets To Writing Stories That Sell.
- Saturday & Sunday: 1:1 appointments with editors and agents for direct feedback on your writing (Advance Reading); and input on your project synopsis (Consultation).
- Sunday: Conference Choice Awards – Your submission may be a winner, so don’t leave early!
- All Weekend: Breakout sessions on the craft of writing and the publishing industry from best-selling authors and critically acclaimed instructors.
- Saturday: Breakout sessions on research – Experts from the military, FBI, CIA, and police will clarify the roles, responsibilities, and procedures of law enforcement and answer questions about how it’s really done. Excellent resource for both fiction and nonfiction writers.
- All weekend: Invaluable networking opportunities at Friday and Saturday receptions, Saturday’s luncheon and Sunday’s all-conference meetings.

neverstoplearning.net/writers
Registration Office
SDSU Gateway Center Building, Hardy Avenue entrance.
5250 Campanile Drive, San Diego, CA 92182
Phone: (619) 594-5152  Cashier’s: (619) 594-2606
Fax: (619) 594-0147
After-Hours Drop Box: Gateway Center, Hardy Avenue entrance.
Registration: ces.registrar@sdsu.edu

24 hour recorded information: (619) 594-4123

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

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

Office Hours
Registration Office: 8 am–5 pm, Monday-Friday
Cashier’s Office: 8 am–5 pm, Monday-Friday
After-Hours Drop Box: Gateway Center, Hardy Avenue entrance.
The Registration and Cashier’s offices will be closed: Jan. 18 and March 31.

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.

Admission
Though no formal admission procedures are required for most individual courses in this catalog, students seeking to complete degree or certificate programs must meet admission requirements specific to their desired degree or certificate program.

Registration
You may register for College of Extended Studies courses in person, via the Internet, by mail, and by telephone. Registrations which cannot be processed due to: full classes, missing signatures or information, illegible registration forms, or payment discrepancies 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. Cash is not accepted after 5 pm or on Saturdays. 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 specific to their desired degree or certificate program. Registration deadlines are posted with each program/course and fees in the Osher Lifelong Learning Institute catalog or visit www.ces.sdsu.edu/oshers.

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 records pertaining to the student as well as identifying the student for purposes of financial aid eligibility and disbursement, and the repayment of financial aid and other debts payable to the University. It is also necessary in order to receive Lifetime Learning or Hope Scholarship tax credit. Payments made to the SDSU Foundation do not qualify for Lifetime Learning or Hope Scholarship tax credit. For more information go to http://studentaid.org/taxbenefitspintro.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. 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. For more information on RedID, go to https://sunspot.sdsu.edu/alt_kiosk_info.htm. To look up your RedID, go to https://sunspot.sdsu.edu/pubred/alt_kiosk.main. To generate your RedID, go to neverstoplearning.net and register online.

Online Web Portal Accounts
All Extended Studies students taking credit courses who need to access SDSU online services (transcripts, library, Blackboard, etc.) should create an SDSU web portal account by going to sdsu.edu/e-services.

Smoking Policy
SDSU is a non-smoking campus.

Drops/Refunds/Withdrawals
You may drop/withdraw from a course online at neverstoplearning.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 class. Refunds are not automatic. NO refunds are due unless the course is officially dropped within stated guidelines in the refund schedule. Students can expect to receive refunds approximately four weeks from the date the request is received. Refunds may be applied against other amounts due the University.

neverstoplearning.net
Refund Schedule

a. Withdrawal in person, online, 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 $17 if class fee is $50 or more. (All credit course refunds are subject to a $17 administrative charge plus ASB/student fees will be deducted after the first class session.)

b. Refund requests on or after the first day of class. 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. Online course 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.

c. The following professional development/certificate program online courses have a special refund policy: Accounting Online, Construction Online, and Health Care Online. Prior to receiving a password and logging into your online course, total fee minus $5 if class fee is less than $50 or $17 if class fee is $50 or more. (All credit course refunds are subject to a $17 administrative charge plus ASB/student fees.) Once a student has been issued a password by the online provider, and logged into the course, no refunds will be issued.

d. Professional Development Online (PDOL) refund policy: refunds will not be issued after a course has started. If a course has not started, refunds will be issued up to three months after the enrollment date (no refunds after the three month period), minus a $17 administrative fee.

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

f. Osher Lifelong Learning Institute program refund policies, consult the Osher Institute catalog or visit ces.sdsu.edu/oshier.

g. Decision on withdrawals and refunds will be based on the date when 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 page 31 for drop/refund/withdrawal information for Open University.

Late Program Changes

Adds/drops/refunds requested after deadline dates and/or last day of class 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 2 on Hardy Ave. If you are attending a 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. Permits are also available from the CES registration office with a photo ID.

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.

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

Handicapped Parking: A disabled placard, disabled plate, or a temporary H/C (handicapped) placard issued by the DMV are required to be displayed at all times – in addition to a current CES parking permit.

Visitor pay parking permits are available to all CES/SDSU students if needed. Pay permit machines are located in parking lots: H, M, Q, R, PS 5, and PS 6.

Overflow parking and over-sized vehicle spaces are available in S lot with a valid CES parking permit. Park in SP 800 spaces only.

Aztec Mesa: CES parking permits are valid in Parking Structure 4, levels 1 and 2 only for CES students attending classes in Aztec Mesa.

Open University: Open University and other semester-long program students must purchase an SDSU parking permit for use in all SDSU student lots.

SDSU student decals are not valid in Parking Structure 2.

Official SDSU parking regulations can be found at http://police.sdsu.edu/parkinginfo.htm#Q7.

Legal parking is the responsibility of the individual.

Campus Parking (Open University) (SDSU Student Permits)

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, availability of lots may vary. Parking information and visitor permits are available through the Public Safety Department or Dispatcher in the DPS Building, (619) 594-1991.

Week-long or semester permits (decals) may be purchased online at www.sdsu.edu/parking.

A limited number of motorcycle permits are available.

Motorcycle Lots – A, C, E, F, N, U, W, and PS 1, 2, 3, 4, 5, 6, and 8. Motorcycles must park in motorcycle stalls only. They will be cited if parked in vehicle stalls. Permits are required at all times. If you have a vehicle and a motorcycle you may be eligible for a free motorcycle permit. Please contact the Parking Business Office for more information.

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

Financial Aid Options

CES students are encouraged to check with various banks, credit unions, and lending institutions – many of which now offer private alternative loan programs for continuing education. If you are an SDSU matriculated student you may also wish to check with the SDSU financial aid office at (619) 594-6323. For additional information, please contact the CES registration office at (619) 594-5152.
In-Person Registration
In-person registrations are processed immediately and students walk away with a class confirmation and payment receipt. The registration form inside this catalog is for mail registration only. We will provide forms for those registering in person. Registrations turned in to the drop box during non-registration hours will be accepted and processed as mail.

Online Registration
You may register with your Visa, Discover, American Express, or MasterCard on our SECURE website: neverstoplearning.net. All fees, dates, and other registration policies apply to online registrations. You will receive a confirmation and receipt by email. If you have not received confirmation by the first day of class, attend class and then confirm your registration with Extended Studies. Failure to receive a confirmation is not a valid reason to not attend class. Some classes fill quickly, so early registration is advised. Late registration is not available online.

Mail Registration
To register by mail, complete the registration form in this catalog. Make your check payable to SDSU or complete the credit card section including expiration date. Mail to: College of Extended Studies Registration, 5250 Campanile Drive, San Diego, CA 92182-1919. You will receive a confirmation and receipt by email. If you have not received confirmation by the first day of class, attend class and then confirm your registration with Extended Studies. Failure to receive confirmation is not a valid reason to not attend class. We are not responsible for lost, late, or misdirected mail.

Course Registration Confirmation and CES Parking Permits
Course registration confirmation and CES parking permits are sent via email. Make sure to include your email address when you register so that your confirmation and CES parking permit (if needed) are sent to you automatically via email.

Telephone Registration (not available for Open University)
Register by phone with your Visa, Discovercard, AmericanExpress, or MasterCard at (619) 594-5152. You will receive a confirmation and payment receipt by email. If you have not received confirmation by the first day of class, attend class and then confirm your registration with Extended Studies. Failure to receive a receipt is not a valid reason to not attend class. Late registration is not available by phone.

Fees
All programs offered by the College of Extended Studies are required to be financially self-supporting. Fees for classes and seminars vary with the course offering. Some classes, credit and noncredit, may carry additional costs for field trips, materials, etc. Fees are subject to change without notice.

Fees appear with each course description and are the same for California residents and nonresidents. If paid by check or charge, registration will not be considered complete until payment has been honored by your bank.
A $60 charge will be made for payment returned for any cause ($35 dishonored payment charge; $25 late fee).

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

Course Credit
Extension & Professional Development Credit
The maximum amount of extension credit which may be accepted toward the minimum requirements for the bachelor’s degree is 24 semester units. Extension credit is not counted in satisfaction of the minimum residence requirement. For graduate students, extension courses at San Diego State University may be accepted as fulfilling no more than 30% of the requirements for an advanced degree or advanced certificate, subject to limitations described in the Graduate Bulletin. (For more information, contact the Division of Graduate Affairs at gra@mail.sdsu.edu, visit http://arweb.sdsu.edu/es/admissions/grad or call (619) 594-5213.)

Students enrolled in courses numbered 397, 997, and 01 through 79 earn professional development credit. These courses are designed to meet specific professional curricula and are not applicable to an SDSU degree.

Professional development courses numbered 01 through 49 are designated as lower division and 50 through 79 are designated as upper division. All records of extension and professional development credit are kept by the SDSU Office of the Registrar.

Certificates
There is no limit to the number of certificate courses you may take. However, courses numbered 01 through 79 are professional advancement units offered to meet specific academic needs. Courses 01 through 49 are designated as lower division and 50 through 79 are designated as upper division. It is the prerogative of the academic department/college to determine if 01 through 79 level courses are applicable to a major, a minor, or toward specified electives. These courses are not acceptable toward advanced degree programs. All records of certificate credit are kept by the SDSU Office of the Registrar.

Special Sessions
Special session course credit is resident credit and may be applied toward SDSU degree requirements. For undergraduate degrees, no more than 24 units may be taken prior to admission to SDSU; for advanced degrees or advanced certificates, no more than 30% of the program of study may be taken prior to matriculation. (For more information, contact the Division of Graduate Affairs at gra@mail.sdsu.edu, visit http://arweb.sdsu.edu/es/admissions/grad or call (619) 594-5213.) Once you are matriculated, there is no limit to the number of special session courses you may take. Consult your advisor about the applicability of a specific course. Special session grades are included in the student’s SDSU scholastic average. All records of special session credit are kept by the SDSU Office of the Registrar.
Noncredit
Noncredit courses receive no academic credit and are used for personal enrichment or professional development only. If you plan to ask your instructor for verification of participation, you must attend all sessions and complete all assignments.

Continuing Education Units
The College of Extended Studies awards Continuing Education Units (CEUs) to persons enrolled in, and completing certain noncredit programs. One continuing education unit is defined as 10 contact hours of participation in an organized continuing education experience under responsible sponsorship, capable direction, and qualified instruction. The primary purpose of the CEU is to provide a permanent record of the educational accomplishments of an individual who has completed a noncredit educational program. This record can be used to give employers and professional associations and societies a uniform measure of short-term educational programs completed by an individual. CEUs are not academic units and cannot be applied to degree work at institutions of higher education.

Open University Course Credit
Open University course credit is nonmatriculated resident credit. Twenty-four units of Open University credit may be applied toward an SDSU undergraduate degree. For graduate students, not more than 30% of coursework 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 the Division of Graduate Affairs at gra@mail.sdsu.edu, visit http://arweb.sdsu.edu/es/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 be required to take examinations and will not receive a final grade. You may change from credit to audit, or letter grade to CR/NC, only during the first half of a credit extension course. To change status, complete an audit card at the College of Extended Studies registration office. Classes offered credit/no credit may only be taken for a letter grade. For Open University grade change deadlines, see page 31.

Teacher Education
Only a limited number of extension credits may be applied toward a teaching credential. If you need assistance in your choice of courses, contact the College of Education. While most extension courses are acceptable toward teachers’ salary advancement requirements, teachers should contact their district office regarding the applicability of specific courses. Courses numbered TE X-397 or ED X997 are not acceptable for degree or credential pattern requirements but may be used as in-service credits only.

Course Numbering
Courses numbered 80-99 are non-baccalaureate level and are not acceptable for a bachelor’s degree or general education requirement. Those numbered 100 through 299 are lower division (freshman and sophomore years); those numbered 300 through 499 are upper division (junior and senior years) and are intended for undergraduates. Those numbered 500 through 599 are upper division and also apply to advanced degrees when taken by students admitted to graduate standing. Those numbered 600 through 799 are strictly graduate courses; those numbered 800 through 899 are doctoral courses. Course numbers at the 900-level are reserved for graduate courses in certain professional curricula as part of advanced certificate, credential, and licensure programs and are specifically intended for students admitted to the University with post-baccalaureate classified standing.

Courses numbered at the 900-level are not applicable to other graduate programs. Courses numbered 01 through 79, 397, and 997 are professional advancement units offered only through extension to meet specific academic needs of community groups. Courses 01 through 49 are designated as lower division and 50 through 79 and 397 are designated as upper division. It is the prerogative of the academic department/college to determine if 01 through 79 level courses are applicable to a major, a minor, or toward specified electives. The 01 through 79 level courses are offered in conjunction with certificate programs only. Courses at the 01 through 79 level are not acceptable on advanced degree programs. Courses offered as 397 and 997 are not acceptable toward an undergraduate or graduate degree.

Extended Studies students who eventually plan to pursue an undergraduate degree at SDSU should consult the sponsoring academic department to ascertain the applicability of 01 through 79 level courses offered in any certificate program toward their proposed course of study.

Transcripts (for credit courses only)
All transcripts come from the SDSU Office of the Registrar. To obtain an official transcript, order online via the SDSU Web Portal at sdsu.edu/e-services, and click on “Official Transcripts.” The fee for each transcript is $7. On Demand transcripts can be obtained 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 the web at sdsu.edu/e-services.

Enrollment Verifications (credit and noncredit courses)
To request an enrollment verification, mail (5250 Campanile Drive, San Diego, CA 92182, Attn: CES Registration) or fax (619) 594-0147 a written request with your signature. Include your SDSU RedID number, year, and term of enrollment, and information on where to mail or fax the verification.

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 Aztec Card office SSW, room 2620. Replacement RedID cards cost $20 and can also be purchased from the Extended Studies Cashier.

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

Students who have had checks returned may also be prohibited from writing checks in the future. If you have previously had a dishonored check, no personal checks (even from another person) are acceptable on your behalf.

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**SDSU Parking Fee Refunds and Refund Procedures**

For the SDSU parking fee refund schedule and refund procedures, contact SDSU Parking Services or visit www.sdsu.edu/parking.

**Veterans’ Administration Benefits**

All veterans must certify that they are aware that any registration changes may alter the payments the VA will award, and understand that they will be liable for any overpayment which they may receive from the Veterans Administration.

**International Students**

Regardless of citizenship, all non-matriculated international students (non-residents) from non-English speaking countries registering for College of Extended Studies programs, must present a minimum score of 80 iBT or 550 PBT on the Test of English as a Foreign Language (TOEFL). Within the College of Extended Studies, I-20 forms may only be issued to eligible students enrolled in the American Language Institute (ALI).

**CSU Accreditation/State Authorizations/Complaint Process**

California State University is accredited by the Senior College 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 the contact information for the state agency or agencies that handle complaints against postsecondary education institutions offering distance learning within that state.

**Nondiscrimination Policy**

The Office of the Ombudsman (619) 594-6578, and the Office of Employee Relations and Compliance (619) 594-6464, have been designated to coordinate the efforts of SDSU to comply with all applicable federal and state laws prohibiting discrimination on these bases.

**Race, Color, Ethnicity, National Origin, Age, and Religion**

The California State University does not discriminate on the basis of race, color, ethnicity, national origin, age, or religion in its programs and activities, including admission and access. Federal and state laws, including Title VI of the Civil Rights Act of 1964 and the California Equity in Higher Education Act, prohibit such discrimination.

**Disability**

The California State University does not discriminate on the basis of disability in its programs and activities, including admission and access. Federal and state laws, including sections 504 and 508 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, prohibit such discrimination. Students should address inquiries concerning San Diego State University’s compliance with all relevant disability laws to the director of Student Disability Services (SDS), Calpulli Center, Room 3101, San Diego State University, CA 92182, or call (619) 594-6473 (TDD: (619) 594-2929).

**Sex/Gender/Gender Identity/Sexual Orientation**

The California State University does not discriminate on the basis of sex, gender, gender identity, or sexual orientation in its programs and activities, including admission and access. Federal and state laws, including Title IX of the Education Amendments of 1972, prohibit such discrimination. The California State University is committed to providing equal opportunities to male and female CSU students in all campus programs, including intercollegiate athletics.

**Harassment/Sexual Harassment**

Discrimination on the basis of sex, including sexual harassment and sexual violence, is prohibited by Title VII of the Civil Rights Act and Title IX of the Education Act. Sexual harassment refers to the unwanted imposition of sexual attention, usually in the context of a relationship of unequal power, rank, or status, as well as the use of one’s position of authority in the university to bestow benefits or impose deprivations on another. This policy applies equally to all students, faculty, and staff. Sexual harassment, or other harassment based on a person’s “protected status” includes verbal, nonverbal, and/or physical conduct that has the intent or effect of unreasonable interference with individuals’ or groups’ education or work performance. This may also include actions that create an intimidating, hostile, or offensive working, or learning environment. Both men and women can be the victims of sexual harassment or harassment based on a “protected status.”

**Complaints Alleging Discrimination and/or Harassment**

Students, faculty, and staff who believe they are victims of discrimination and/or harassment, including sexual harassment and sexual violence, should contact the Office of Employee Relations and Compliance, (619) 594-6464. The staff can explain the complaint procedures available to students, faculty, and staff on our campus. Students, faculty, and staff may also contact Jessica Rentto, SDSU Title IX Coordinator and Associate Vice President for Administration, located in Administration, Room 320, (619) 594-6017, jrentto@mail.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 http://oerc.sdsu.edu.

**Inquiries Concerning Compliance**

Inquiries concerning compliance or 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 7200, San Francisco, CA 94105.