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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 support 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 43.

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/opencertificate.

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 check or credit card, please mail the check and registration to the College of Extended Studies Registration, San Diego State University, 9250 Campanile Drive, San Diego, CA 92182-1919.

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, 9250 Campanile Drive, San Diego, CA 92182-1919

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

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

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

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

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

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

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

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

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

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

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

Are you looking to build your educational career portfolio to meet the ever-changing job market? Are you eligible for Veterans’ Education Benefits, and would like to use these benefits to build and enhance your career portfolio? SDSU College of Extended Studies offers top-notch training programs that can meet your needs. SDSU’s College of Extended Studies Military and Veteran Services Office was created to serve you — the men and women of the United States Armed Forces, and your families. The College offers numerous career training programs, degree programs, and professional skills courses that will equip you with a stronger career portfolio.

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

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

MyCAA Military Spouses: What’s Your Passion? Let Us Help You Find It

Choose certificates and programs from SDSU College of Extended Studies that will lead you into a nationally portable, high-growth, high-demand career. Classes are available either online or on-site at SDSU.

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

Designed to Fit Your Needs

Parking is easy and included, and the bus and trolley stop are on campus, making commuting a breeze.
Most classes are held in the evenings, to better fit your work and family schedule.

Online programs available.

Are You Eligible?

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

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

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

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

Visit cbaweb.sdsu.edu/accountancy/certificate or contact the faculty advisor for the certificate program, Leon Chan, Ph.D. at (619) 594-4394 or email bchan@mail.sdsu.edu. For general information, contact the CES coordinator at (619) 594-2517.

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

This program is eligible for military spouse and veterans’ education benefits.
Considering a Career as a Financial Planning Professional

This CFP® Board-certified 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 allows the educational requirements to sit for the CFP® Board exam.

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

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

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

Certificate Requirements

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

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

SDSU offers three CFP® Board-certified financial planning programs that qualify graduates to meet the education requirement to sit for the CFP® exam and comprehensive exam. In addition to the six-course (18 unit) program described here, students may also qualify for the CFP® Board exam by earning either of the following on-campus degrees:

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

How to Apply

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

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

Executive Financial Planning Curriculum

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

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<tr>
<td>FIN 705</td>
<td>Federal Taxation of Individuals, Tax Planning, Plumbers &amp; Pipers</td>
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<td>FIN 652</td>
<td>Individual Insolvency Management</td>
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<td>ACCT 503</td>
<td>Financial Accounting and Analysis, Financial Accounting and Analysis, Plumbers &amp; Pipers</td>
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<tr>
<td>FIN 522</td>
<td>Financial Statement Analysis, Financial Statement Analysis, Plumbers &amp; Pipers</td>
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<tr>
<td>FIN 657</td>
<td>Personal Financial Planning Practicum, Personal Financial Planning Practicum, Plumbers &amp; Pipers</td>
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For more information, visit sdsu.edu/finplan, or email tom.warschauer@sdsu.edu.
Partner with our team for comprehensive, cost-effective, and customized professional development programs designed to support your organization’s key strategic objectives and meet your employees’ specific development goals.

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

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

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

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

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

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

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

Our Most Popular Programs Include:

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

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

SDSU Research Foundation Program

Let SDSU Come to You for Corporate Training and Performance

For more information, visit http://ttf.sdsu.edu/index.php/degree_programs/certificate-in-entertainment-management; contact Jay Sheehan at (619) 594-2517. For more information, you may also email kmcetchin-w@sdsu.edu or call (619) 594-3946. Approved provider for military spouse and veterans’ benefits for this program.

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

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

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

Visit http://ttf.sdsu.edu/index.php/degree_programs/certificate-in-entertainment-management; contact Jay Sheehan at (619) 594-2517. For more information, you may also email kmcetchin-w@sdsu.edu or call (619) 594-3946. Approved provider for military spouse and veterans’ benefits for this program.
Grant Writing

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

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

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

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

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

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

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

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

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

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

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

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

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

SDSU Research Foundation Program

Business Writing

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

Starting this fall, SDSU’s College of Extended Studies will offer a fully online business writing course, making it easy for you to stay ahead of the curve by taking the writing process, you can ensure that your every communication reflects your professionalism.

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

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

SDSU Research Foundation Program

Computers

Open University Certificate in Computational Linguistics

The College of Extended Studies and the SDSU Department of Linguistics and Asian/Middle Eastern Languages now offer a Certificate in Computational Linguistics. This four-course program is designed for undergraduates 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 linguistics.sdsu.edu/certificates/computational.html.

The College of Extended Studies is an approved provider for veterans’ benefits for this program.
Computers

Advanced Certificate in Web and Mobile Applications Development

The Certificate in Web and Mobile Applications Development provides students with the specialized knowledge that is important in the development of web and mobile computer applications. You will study and gain 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 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 546 Introduction to Web Applications Development
- CS 546 Human Computer Interfaces
- CS 547 Programming and Scripting Languages for Web Applications
- CS 546 Advanced Web Applications Development
- CS 546 iPad and iPhone Mobile Applications Development
- CS 546 Android Mobile Applications Development
- CS 548 Emerging Web and Mobile Technologies

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

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

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

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

Note: The GRE is not required for admission.

For more information, visit the department’s website at cs.sdsu.edu, or contact the Computer Science Department Chair, Leland Beck, Ph.D. at beck@mail.sdsu.edu.

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

Web and Mobile Applications Development Program
Still Booming at SDSU

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

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

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

Constructions

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 10 weeks. Discussions using an online bulletin board afford the opportunity to examine everyday construction challenges shared by others in the industry. Students should budget five to seven hours per week for each class.

Each Course Earns SDSU Professional Development Credit

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 supervisory or management roles

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

Professional Certificate in Construction Estimating

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

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

Courses (Complete any eight of 10 courses)
ENGR 18 Construction Materials and Processes
ENGR 21 Estimating and Bidding I
ENGR 22 Estimating and Bidding II
ENGR 31 Contract Documents and Construction Law
ENGR 32 Planning and Scheduling
ENGR 33 Construction Blueprint Reading
ENGR 34 Introduction to Construction Estimating (self-paced)
ENGR 35 Essential Construction Math (self-paced)

“the knowledge gained was extremely practical and directly construction-related, and has helped me advance in my field. The online learning platform was very practical and easy to use. Every instructor was knowledgeable and knew the industry very well. Excellent program and my favorite online platform of most courses taken at other universities.”

— Wendy Fitzgerald

Click Here for Current Schedule

Construction continued
Professional Certificate in Construction Project Management

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

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

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

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

Professional Certificate in Construction Supervision

Construction supervision requires a wide variety of skills including: people skills (effective leadership, accident prevention, and clear communication), technical skills (planning, scheduling, cost control, and productivity improvement), and management skills (project management, contract and document comprehension, and complex problem-solving).

The Certificate in Construction Supervision is a variation on the popular AGC Supervisory Training Program with added material such as web tours, expanded topic studies, and group problem-solving sessions addressing common industry issues.

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

Courses
- ENGR 31 Leadership and Motivation
- ENGR 32 Oral and Written Communication
- ENGR 33 Contract Documents and Construction Law
- ENGR 34 Planning and Scheduling
- ENGR 35 Problem Solving and Risk Management
- ENGR 43 Construction Productivity and Cost Management
- Elective Courses (two in chosen area of emphasis)

Emphasis in Civil Sitework
- ENGR 44 Construction Equipment and Methods
- ENGR 45 Practical Applications of Civil Sitework

Emphasis in Building
- ENGR 34 Building Green Buildings: The Contractor’s Perspective
- ENGR 47 Construction Project Management
Workplace English

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

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

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

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

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

SDSU Research Foundation Program
Education

Professional Development for Educators

Designed to fit the need of educators and administrators looking for graduate-level professional development credit. Offered for semester units at the 900 graduate-level that appear on an SDSU academic transcript, these courses may be used for career or salary advancement. Each course is offered in conjunction with a teaching partner organization. Contact the agency teaching the course to register and pay applicable fees before registering with SDSU for credit. The following courses are all offered online through Continuing Education Associates (variety of units per course) and have a prerequisite of a bachelor’s degree.

Three Unit Courses

The Language of Behavior: Effective Classroom Strategies for Managing Difficult Behavior Provide a harmonious classroom environment and better learning experiences for all students by knowing how to deal with a variety of student behaviors on a daily basis. Grant Writing Made Easy Learn what it takes to research, select, prepare for, and write a successful grant application by applying for two grants that have the potential to enhance your classroom or school. Teaching in Online and Blended Environments Explore the advantages of online and technology-enriched instruction, define your role in the online environment, and gain sound methodology and practical strategies teaching using the Internet. Teaching with Tablets Increase your understanding of how to operate a tablet, use it as a supplement to classroom course work, and assess student learning. Tomorrow’s Technology in Today’s Classroom Through peer-to-peer and instructor interactions, learn about free technological resources and how to effectively implement them in a traditional classroom.

Two Unit courses

Best Practices in English Language Learning Instruction Master the newest best-practice guidelines in all aspects of English Language Learning instruction for students in grades 1-12, including those with learning disabilities. Growing up with Autism Learn about the identification and treatment of Autism Spectrum Disorders, and specific interventions for educating children throughout their lifespan, including community integration and employment. Using Augmentative/Alternative Communication to Build Academic Skills Learn how to improve the academic success of students using AAC devices — such as word prediction software, communication boards, and speech generating devices — regardless of cognitive ability.

One Unit Courses

Mindset: The New Psychology of Success Explore how a student’s potential can be fulfilled through clarity and understanding of beliefs about their capabilities, and how those beliefs influence learning and the paths taken in life. Effective Differentiated Instruction Techniques for the Classroom Learn practical strategies for developing and implementing differentiated instruction for the diverse learning needs of students, thus improving student achievement.

Digital Citizenship Digital Citizenship refers to safe, responsible and appropriate use of technology. Teachers, technology leaders, and parents will learn what students/children should know to use technology appropriately. iPads Apps and Instructional Strategies The correct approach to integrating technology into the classroom is to first define the need, then find the tool. Learn how to do exactly that by researching, evaluating and implementing iPad apps.

Professional Certificate in Cultural Competence

The Professional Certificate in Cultural Competence for Educators is designed for those looking to develop culturally relevant teaching strategies to address issues related to teaching in diverse school settings.

This Four-Course, 12-Unit Program:

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

- Is targeted for all educators, including counselors, principals, managers, faculty, staff, and administrators.
- Prerequisites: None.

The certificate requires successful completion of four courses:

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

Courses are eight weeks in duration.

For information, visit go.sdsu.edu/education/cultural-competence-certificate.aspx.
Open University Certificate in Environmental Studies

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

This professional development program offers a multi-disciplinary approach to environmental studies for natural resource managers, teachers, community activists, and others who are concerned about the interaction of people and the environment. Students must complete the required units with a 2.5 grade point average. A bachelor’s degree from a university is also required. Students interested in the Environmental Studies Certificate will normally enroll in courses through Open University. Prior to enrollment, contact Professor Donna L. Ross, School of Teacher Education, to develop an approved program of coursework.

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

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

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

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

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

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

Open University Certificate in Geographic Information Science

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

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

For general information, contact the CES coordinator at (619) 594-2517 or visit geography.sdsu.edu/Programs/giscert.html. For more information, you may also email kmcetchin-w@sdsu.edu or call (619) 594-3946. Approved provider for military spouse and veterans’ benefits for this program.
Health Care Career Programs

Make your mark in an expanding career field that will change your life while making a difference in the lives of others.

According to the U.S. Bureau of Labor Statistics, eight of the top 20 fastest-growing professions are in the health care industry — an industry with more than 13 million jobs. And thanks to advances in medicine, and the country’s aging population, the demand for medical professionals is only increasing.

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

For more information, call (619) 594-3297 or email healthcare.ces@sdsu.edu.

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

SDSU Research Foundation Programs

Program Features

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

SDSU Research Foundation Programs

EKG Technician Certification

This comprehensive 52.5-hour classroom course will prepare students to perform as an EKG Technician and sit for the American Society of Phlebotomy Technician (ASPT) Electrocardiograph (EKG) Technician exam. Important practice and background information on anatomy and physiology of the heart, disease processes, electrocardiography and stress testing, medical terminology, medical ethics, and legal aspects of patient contact are covered. Additionally, students receive hands-on training including introduction to the function and proper use of the EKG machine, proper lead placement, and background check at their own cost (approximately $300 for externship).

For more information, call (619) 594-3297 or email healthcare.ces@sdsu.edu.

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

SDSU Research Foundation Programs

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 externship opportunity at a local health care service provider for students who qualify.

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

For more information, call (619) 594-3297 or email healthcare.ces@sdsu.edu.

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

SDSU Research Foundation Programs

Pharmacy Technician Training and Test Prep

This comprehensive 59.5-hour program and 80-hour optional clinical externship will prepare students to work as a pharmacy technician in a retail pharmacy or other pharmacy setting. Course content, delivered through classroom lecture and hands-on labs includes: pharmacy medical terminology; the history of pharmacy; pharmacy practice in multiple environments; pharmacy calculations and measurements; reading and interpreting prescriptions; defining drugs by generic and brand names; dispensing of prescriptions; and inventory control. The course material assists in preparation for the Pharmacy Technician Certification Board’s (PTCB) PTCE exam. The last two sessions of this course will focus solely on reviewing the new PTCE exam study guide and practice test. This program also includes an 80-hour clinical externship opportunity at a local health care service provider for students who qualify. Students will be required to provide immunization records, PPD (TB) test results, a negative nine-panel drug screen, and background check at their own cost (approximately $300 for externship).

For more information, call (619) 594-3297 or email healthcare.ces@sdsu.edu.

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

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

Certificate Levels
- Level One (Essential Certificate) — Take six classes to earn a certificate. Can be completed in one academic year.
- Level Two (Expanded Certificate) — Take nine classes to earn a certificate. Can be completed in 1.5 academic years.

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

For more information, call (619) 594-3237, email healthcare.ces@sdsu.edu, or visit neverstoplearning.net/nutrition.

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

For more information, call (619) 594-1138, visit neverstoplearning.net/craftbeer, instagram at sdsucraftbeer, twitter at @sdsucraftbeer, or facebook.com/sdsucraftbeer. 10% SDSU Alumni Discount Available. Please call registration directly at (619) 594-5152 for discount. All discounts will be applied to the regular registration price. No double discounts allowed.

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

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

SDSU Research Foundation Program
Professional Certificate in Meeting and Event Planning

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

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

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

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

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

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

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

Build Your Wine Knowledge for 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.

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

SDSU Research Foundation Program
Hospitality
Wine

Business of Wine
Student Brings Napa Experience to Cruise-Goers
Click Here

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

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

Business of Wine
Student Shares Insights
Click Here

Hospitality
Wine

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

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

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

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

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

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

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

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

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

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

Professional Certificate in Human Resource Management

Human resources is the human side of business — take yourself and your employees to new heights by obtaining a certificate in HR management. This program helps 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 talent
- Understand the role of OSHA, safety, and compensation issues in the workplace

The Certificate

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Don’t see what you want?

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

Online Courses

Course: Business Writing
Credit: 3

Course: Computers, Web and Mobile Applications Development
Credit: 3

Course: Advanced Certificate in Web and Mobile Applications Development
Credit: 3

Course: Contract Management
Credit: 3

Course: Professional Certificate for Contract Management/Advanced Contract Management
Credit: 3

Course: Construction
Credit: 3

Course: Professional Certificate in Civil Sitework Construction
Credit: 1

Course: Professional Certificate in Construction Estimating
Credit: 1

Course: Professional Certificate in Construction Practices
Credit: 1

Course: Professional Certificate in Construction Project Management
Credit: 1

Professional Development Online Courses (PDOL)

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

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

For more information, please go to neverstoplearning.net/pdolonline, call (619) 594-2193, or email pdol.ces@sdsu.edu. For more information, you may also email kmetchin-w@sdsu.edu or call (619) 594-3946.

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

SDSU Research Foundation Program
Study Day or Night with Convenient Six-week Online Courses

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

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

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

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

A Sampling of Topic Areas:

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

Open Minds, Open Doors, Open University

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

High School Graduates, Working Adults, and Students from Other Universities: Take SDSU Courses Through Open University

The Open University program allows you to attend regular SDSU classes if space is still available once matriculated students have registered. University admission is not required, and the registration process is easy. You can select from the courses offered in SDSU’s current class schedule. Open University classes are offered on a space-available basis; admission is not guaranteed.

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

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

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

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

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

Click Here for Current Schedule

To learn more, visit neverstoplearning.net/olli, email osher@mail.sdsu.edu, or call (619) 594-2863.
The Lean philosophy is a strategy for achieving significant improvement in performance through the elimination of waste in the total business process. The SDSU Professional Certificate in Lean Enterprise program introduces you to the Lean philosophy by incorporating learning tools that include simulations, exercises, lectures, assignments, and a final project.

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

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

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

Professional Certificate in Lean Enterprise

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

SDSU Research Foundation Program
Spring 2018 program accepting applications through May 31.

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

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

Psychology

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

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

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

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

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

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

Public Administration

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

The Curriculum

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

Eligibility

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

For application, tuition, and deadline information, please email rsobie@mail.sdsu.edu or visit us at neverstoplearning.net/mpa.
Application Information
Application for Fall 2018 opens on Oct. 1, 2017. For instructions on how to apply, visit MPH in Health Promotion and Behavioral Science Online. Deadline for Fall 2018 application is August 1, 2018.

Public Health
Master of Public Health

Spring 2018: SDSU Offers New Online Master of Public Health Program
San Diego State University’s fully online Master of Public Health (MPH) degree in Health Promotion and Behavioral Science is offered through the SDSU Graduate School of Public Health, and administered by the College of Extended Studies.

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

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

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

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

Course Descriptions and Registration
PH 062 Biostatistics
Statistical reasoning applied to public health; probability, hypothesis testing, regression and correlation, analysis of variance, measurement theory and modeling.
Prerequisite: Consent of instructor

PH 061 Theoretical Foundations of Health Promotion
Psychological, sociological, economic, and political theories relevant to the mission and processes of health promotion.
Prerequisite: Public Health 290

PH 062 Motivating Health Behavior
Application of behavioral change techniques and health education methodology to health promotion targeting individuals and whole communities.
Prerequisite: Public Health 303

PH 066 Health Promotion Program Planning and Assessment
Program planning and assessment, theories, systems and procedures relevant to health promotion and education.
Prerequisite: Public Health 661, 662

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

Master of Public Health Online Video

Regulatory Science

Regulatory Science

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

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

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

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

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

U.S. News & World Report ranked San Diego State University’s Speech, Language, and Hearing Sciences (SLHS) graduate program No. 1 in California and No. 24 in the nation.

To meet the demand for this renowned program, SDSU is now offering the online Speech-Language Pathology Essentials program.

**Fully Online Speech-Language Pathology Essentials Program Details**

- Eight-week online courses
- Led by lecturers from SDSU’s SLHS department
- Geared toward working professionals
- Take only the courses you need, based on interest or graduate program prerequisites
- Non-cohort

**Additional Online Courses Coming Soon**

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

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

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**Teaching English as a Second Language**

**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

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

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

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

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

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

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

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

Registration is available online at neverstoplearning.net/testprep, in person, or via phone at (619) 594-3946.

SDSU Research Foundation Programs

Test Prep Retake Policy
We have a free repeat policy for the CBEST, GMAT, GRE, and LSAT 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.

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

Textbook: CliffsNotes GRE® General Test Prep.

Test Prep continued
GMAT — Graduate Management Admission Test

Computer-Adaptive Test

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

Textbook: *CliffsNotes GMAT® Test Prep.*

LSAT — Law School Admission Test

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


Test Prep Retake Policy

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

CBEST — California Basic Educational Skills Test

Written or Computer-Based Test

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

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

Textbook: *CliffsNotes CBEST® Test Prep.*
Translation and Interpretation

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

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

Women’s Studies

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

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

For more information, contact the Department of Women’s Studies at (619) 594-2517.

Writing

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

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

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

Watch the website or social media for updates.

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

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

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

Registration Office
SDSU Gateway Center Building, Hardy Avenue entrance, 5250 Campanile Dr., San Diego, CA 92128
Phone: (619) 594-5152
Cashier's: (619) 594-2606
Fax: (619) 594-0147

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

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

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

Office Hours
Registration Office
8 am–5 pm, Monday–Friday
Cashier's Office
8 am–5 pm, Monday–Friday

After Hours Gateway Center, Hardy Avenue entrance.

Please call (619) 594-5152 to find out about Registration and freshmen’s office course closures.

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

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

Admission
Though no formal admission procedures are required for most individual courses, students seeking to complete degree or certificate programs must satisfy the 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, late payment, and/or penalties 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. Late $25 late fee and/or deadline penalties will apply if you do not meet registration deadlines.

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

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

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

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

Use of Social Security Number/Tax Credit Information
Applicants are required to show their Social Security Number in designated places on applications pursuant to the authority contained in Title 5, California Code of Regulations, Section 41201. The Social Security Number is used as a means of verifying records pertaining to the student as well as identifying the student for purposes of financial aid eligibility and disbursement, and the repayment of financial aid and other debts payable to the University. It is also necessary in order to receive Lifetime Learning or Hope Scholarship tax credit.

Payments made to the SDSU Foundation do not qualify for any Learning or Hope Scholarship tax credit. For more information, go to http://bfa.sdsu.edu/tmc/cts/ta/creditref.html.

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

To look up your RedID, go to sdusu.edu/redid.

To generate your RedID, go to neverslopeatlarning.net and register online.

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

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

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

Drop/Refunds/Withdrawals
You may drop/withdraw from a course online at neverslopeatlarning.net by completing an official transaction form at the College of Extended Studies. Students who stop attending credit courses without officially dropping will receive a grade of WU or No Credit in the course. Refunds are not automatic. NO refunds are due unless the course is officially dropped within stated guidelines in the refund schedule. Students can expect to receive their refund 60–120 days after the date the request is received. Refunds may be applied against other amounts due the University. No refund is made for amounts of less than $10.

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

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

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

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

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

f. Some programs not listed above may have special refund policies. Please consult the website for specifics.

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

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

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

Parking Rules for Gateway/Extended Studies Center Users (CES Permits)
CES parking permits are required 24 hours a day, seven days a week in Parking Structure 6 (formerly 2) on Hardy Avenue If you are attending an eligible course sponsored by the College of Extended Studies (not Open University) you will receive your parking permit by email, as part of your class confirmation. This CES registration confirmation serves as your parking permit. Place the confirmation on your dashboard. Duplicate registration confirmation permits are also available from the CES registration office. If you receive your CES registration confirmation by email immediately print your parking confirmation in color and display it on your dashboard. If you do not bring your confirmation, you will need to pay for SDSU visitor parking on the first day of the course.
Financial Aid Options

There are several financial aid opportunities available to students who wish to complete programs at the College of Extended Studies. To ensure you receive the financial aid you are eligible for, please read the specific information for each student. All financial aid is awarded on a first-come, first-served basis until funds are exhausted. Financial aid is subject to the conditions and regulations of the College of Extended Studies and is subject to change without notice.

Workforce Development Financial Aid

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

Military Spouse Financial Aid

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

Local Lending Institutions

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

Company Tuition Reimbursement

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

SDSU Student Financial Aid

If you are a matriculated SDSU student in a degree program, you are eligible to take an extended studies course during the winter quarter at SDSU. If you are undergradaug initiatives for our students, you may be eligible to qualify for SDSU financial aid. Check with the SDSU financial aid office at (619) 594-3757. For additional information, please contact the SDSU financial aid office at (619) 594-3752.

In-Person Registration

In-person registrations are processed immediately and walk-in students are processed prior to any enrollment. Persons who have completed an associate degree and who have completed at least one year of college to determine if 01 through 79 level courses are applicable to a major, a minor, or toward specified requirements. Certificates and advanced certificates, no more than 30% of the requirements for an advanced degree may be accepted. No more than 30% of the program may be accepted at the College of Continuing Education. The maximum amount of extension credit which may be accepted toward a degree may not exceed 75 semester units. No more than 30% of the requirements for an advanced degree may be accepted. No more than 30% of the program may be accepted at the College of Continuing Education. The maximum amount of extension credit which may be accepted toward a degree may not exceed 75 semester units.

No parking is permitted at any time in the following areas: special permit areas, handicapped zones, service areas, any area marked or painted red, or any 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 license plate issued by the DMV is required to be displayed at all times — in addition to a current SDSU parking permit.

Visitor pay parking permits for $2 per hour are available to all SDSU/SDSU students if needed. Pay permit machines are located throughout campus; the closest to Gateway/Extended Studies Center is Lots 3, 6B, 7, 8, 10, and 12.

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 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. Phone: (619) 594-1981.

Week-long or semester permits (decals) may be purchased online at the Aztec Parking Portal. SDSU student decals are not valid in Parking Structure 6.

For information on current SDSU parking permit fees, go to online at the Aztec Parking Portal. SDSU student decals are not valid in Parking Structure 6.

No parking is permitted at any time in the following areas: special permit areas, handicapped zones, service areas, any area marked or painted red, or any 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 license plate issued by the DMV is required to be displayed at all times — in addition to a current SDSU parking permit.

Visitor pay parking permits for $2 per hour are available to all SDSU/SDSU students if needed. Pay permit machines are located throughout campus; the closest to Gateway/Extended Studies Center is Lots 3, 6B, 7, 8, 10, and 12.

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 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. Phone: (619) 594-1981.

Week-long or semester permits (decals) may be purchased online at the Aztec Parking Portal. SDSU student decals are not valid in Parking Structure 6.

For information on current SDSU parking permit fees, go to online at the Aztec Parking Portal. SDSU student decals are not valid in Parking Structure 6.

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Open University Courses

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

Grading Procedures/Auditing and CR/NC

Auditors must pay the same fee as those taking the course for credit but will not receive make-up 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 course, if permission is granted. You will receive an audit card at the College of Extended Studies registration office. Classes offered credit/no credit only may not be taken for a letter grade. For more information, see change deadlines for Open University Registration Information.

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 credential program. 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 and ED X97 are not acceptable for degree or credential program requirements but may be used 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 requirements. Courses 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 programs. Courses numbered 600 through 799 are strictly graduate courses; those numbered 800 through 899 are doctoral courses. Course numbers at the 900 level and higher are used in certain professional curricula as part of advanced certificate, credential, and licensure programs and are specifically intended for students admitted to the University with postbaccalaureate classified standing.

Courses numbered at the 900 level are not applicable to other graduate programs. Courses numbered through 79, 397, and 997 are professional advancement units offered only through extension to meet specific academic needs of community groups.

Veterans Administration Benefits

All veterans must certify that they are aware that any registration changes may result in payment changes and you will have to understand that you will be liable for any overpayment which they may receive from the Veterans Administration.

International Students

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

Transcripts (for credit courses only)

All transcripts come from the SDSU Office of the Registrar. To obtain an official transcript, online via the SDSU Web Portal at sdsu.edu/webportal. The fee for each transcript is $10. Refunds may be applied against other amounts due and noncredit courses). The amount of refund is rounded down to the nearest dollar. No refund is made for amounts of less than $10. Refunds may be applied against other amounts due for credit courses 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 course, if permission is granted. You will receive an audit card at the College of Extended Studies registration office. Classes offered credit/no credit only may not be taken for a letter grade. For more information, see change deadlines for Open University Registration Information.

Enrollment Verifications (credit and noncredit courses)

To request an enrollment verification, complete the CES enrollment verification request form and mail or fax to the College of Extended Studies registration office at (619) 594-0147. Please allow 10 business days to process the request.

Returned Checks/Charges

If your check or charge is returned by the bank for any reason, the cashier’s office will send a letter requesting payment for the amount of the original dishonored item plus a $35 dishonor payment charge. A $25 late fee will also be charged if applied to the account on which payment was not received. The state has the authority to withhold any aid or support until the amount is paid in full.

Disability

The California State University does not discriminate on the basis of race, color, ethnicity, national origin, age, 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 Title II of the Americans with Disabilities Act of 1990, prohibit such discrimination. Students should address inquiries concerning San Diego State University’s compliance with all relevant federal and state laws to the Director of Student Disability Services (SDS), Calpulli Center, Room 301, San Diego State University, CA 92182, or call (619) 594-6473, TDD: (619) 594-2929.