What **Professional Development** Can Do For You

Explore your potential and achieve the next level. Join thousands of people who have learned how our programs can lead to personal and professional success.

- Quality curriculum
- Expert instructors
- Affordable fees
- Networking opportunities
- Convenient class schedules
- Flexible formats (online or in-person)

916.278.4433 | csus.edu/cce

Classes Fill Quickly, Enroll Today

As a self-supporting educational unit of Sacramento State, the College of Continuing Education receives no public funding for its operation. Fees collected for each class cover instruction and administrative costs.
Contents

4  Administration of Justice
5  Business and Management
10  Degree Completion
12  Education
13  Environment and Sustainability
14  Government
18  Health and Emergency Services
20  Open University
21  Summer Session 2019

$ = Hornet Pricing   $ = Online Classes

“I knew a degree completion program would help me to finally complete my bachelor’s degree and realize my true potential in real time.”
– Veunta Dailey, Class of ’17
Bachelor of Science in Career and Technical Studies
Crime and Intelligence Analysis Certificate | Sacramento | 6 months

Arm yourself with the strategies necessary for solving modern crimes by participating in the Crime and Intelligence Analysis certificate program.

In this program, you will focus on skill development in collecting and analyzing crime data for the forecasting of future crime occurrences. Participants will also learn how criminal profiles are developed, document illicit relationships and use statistical techniques to solve crime problems. You will receive practical instruction in crime analysis, criminal investigative analysis, organized crime and intelligence analysis, and law enforcement research and statistical methods.

Upon successful completion of the program, graduates will receive three certificates from the following organizations:

- **Sacramento State**
  - for completing the required courses

- **California Department of Justice**
  - a designation as Certified Crime and Intelligence Analyst for the State of California

- **Association of Law Enforcement Intelligence Units (LEIU)**
  - a nationally recognized certification

“The program will literally take you from the very basics of intelligence to the techniques that you need to perform your job.”

– Alicia O’Brien

Crime and Intelligence Analysis certificate program graduate and program instructor
Successful HR professionals enjoy working with others, are detailed-oriented and understand the intricacies of personnel issues. They orchestrate a multitude of activities to meet organizational and personnel goals. Our Human Resource Management certificate program is for HR professionals who want to keep current on human resource issues in today's business world. From recruiting and hiring, implementing training and development programs, and evaluating employee performance, the HR professional is a key change agent in the public and private sectors. It is imperative for employees and managers to constantly update their skills in order to face the increasing complexities of changing labor, occupational health and safety legislation, the multicultural and multigenerational workforce and advances in technology.

“[There are so many real-life applications that people in any industry could benefit from the program.]”

– Patrick Zanardelli
Business Analyst certificate program graduate

Advance your career with this industry recognized certificate. This program will help you build and refine one of the most sought-after skill sets in the talent development field. Hands-on curriculum is taught by experts with real-world experience, giving you the tools to design and implement engaging eLearning experiences using the latest technology.

“There are so many real-life applications that people in any industry could benefit from the program.”

– Patrick Zanardelli
Business Analyst certificate program graduate

The role of a business analyst is to provide professional expertise to help the organization work smarter to achieve its mission. This program provides a modern tool set that integrates the best from proven methodologies such as Six Sigma, Lean, Agile, Theory of Constraints, as well as traditional Systems Development Lifecycle. By applying theory to realistic scenarios, analysts can develop their communication, problem solving and implementation skills to translate business possibilities into realities.
The Lean Six Sigma certificate program focuses on continuous improvement and reduction of waste to improve overall customer value. Lean and Six Sigma are powerful tools used in manufacturing, engineering, IT and service organizations. These proven methods, trusted by well-known leaders such as General Electric and Motorola, Inc., are valued in today’s economy. We’ve combined the best of both methods in this program, where participants will learn techniques and tools from both Lean and Six Sigma.

Student Success Story: Rabbil Green

Rabbil Green was one of the first graduates of our Instructional Design for eLearning (IDL) Certificate program. The certification signaled “an actual discipline to instructional design and instilled credibility,” says Rabbil, who expanded his role as a training officer at the California Public Employees’ Retirement System (CalPERS) to a designer of eLearning courses.

He merged his skills leading workshops in multicultural communications with the latest education technologies and trends. “With eLearning, there’s a creative element,” says Rabbil. “Online content has to stimulate your audience. It has to be useful and relevant. And it has to stand on its own.”
Meeting and Event Planning Certificate | Sacramento | 8 months

Learn how to run a successful event through the Meeting and Event Planning certificate program. You’ll learn industry benchmarks for trends and practices as well as new information on current technology, applications and techniques. The program also equips newcomers with the tools necessary to succeed and offers current professionals new information and training. Several classes will include site visits.

Our program curriculum also focuses on sustainability. Each component of the program encompasses “green” or sustainable initiatives aimed at maintaining and sustaining our environment, decreasing waste, minimizing carbon footprints and facilitating a better and healthier living pattern.

Train-the-Trainer Certificate | Sacramento | 6 months

A highly skilled and well-educated workforce is vital for every organization’s success. Training professionals requires thoughtful analysis of skill gaps, the goals of the organization and training alternatives to determine the best means for organizational and workforce development. Whether focused on soft skills, leadership, or technical training content, learn to design, develop and deliver high-quality training programs.

Project Management Certificate | Sacramento | 6 months

Day and night tracks available!

There is a lot riding on your project—its benefit to your organization and how it reflects your abilities. You want to ensure success, but know that it hinges on the expertise and cooperation of others. Learn proven strategies to deliver projects on time and within budget in the Project Management certificate program. You will develop a disciplined approach to projects that includes risk assessment, quality assurance and team communication.

After earning his certificate, Rabbil became the go-to person at CalPERS to turn compliance regulations into meaningful learning experiences. He served as chair of the California Network of Learning Professionals, where he developed eLearning communities around technology and organizational development and contributed to Governor Brown’s initiative to improve civil service. The Sacramento Municipal Utility District (SMUD) offered him a promotion and today, he directly supports the utility’s business and community engagement strategy.

A Sacramento State alumnus ’06 (Communications Studies), Rabbil has come full circle. He has returned to the College of Continuing Education as an instructor in our IDL program, bringing with him the skills and depth of knowledge that advanced his career. “Helping others through education is important to me. I can’t think of a more fitting way to pay it forward than contributing to the same program that opened up multiple doors in my own career.”
Master’s Degrees

Accountancy
Master of Science | Online | 2 years
• Open to students around the world, providing a transferable MSA—one of the main paths to becoming a certified public accountant
• One of U.S. News and World Report’s Top 100 Best Online Graduate Business Programs

EMBA
Master of Business Administration for Executives | Northern California | 15 months
• AACSB-accredited degree designed for experienced professionals who aspire to leadership positions
• Since 2005 over 725 EMBA students have graduated from the program, holding top positions within leading Fortune 500 companies in Sacramento and the Bay Area

IMBA
International Master of Business Administration | Sacramento | 1 year
• Prepares you to be a business leader in the global marketplace
• Learn best practices in international enterprise, expand your network and accelerate your career
Corporate and Customized Trainings

Enroll your employees in regularly scheduled courses

Bring courses to your site, on your schedule

Customize a training solution to meet your organization’s specific needs

Join other companies using allocated tuition assistance programs

Learn More at www.cce.csus.edu/customized-training
There are so many reasons to complete your degree, but they all start with you. Our bachelor’s degree programs allow you to take classes in a flexible format to fit your lifestyle. Whether you are looking for a career change or the next step in your professional path, our unique array of programs will allow you to pursue your passion while enjoying the academic excellence of earning a degree from Sacramento State. The benefits of affordable tuition, financial aid opportunities and personal academic advising will support you on your journey to graduation.

**Arts & Letters**  
Bachelor of Arts | Hybrid | 1–2 years

Through this multi-disciplinary major, students can gain a well-rounded education in many topics, such as art, communication, design, language, history, music, philosophy, theater and dance. The flexible, hybrid format allows students to complete their degree while juggling family and work, with courses offered online and on campus.

**Career and Technical Studies**  
Bachelor of Science | Online | 2 years

This program is designed to prepare individuals with practical, marketable skills to successfully enter new careers or advance in their current fields. Instructional techniques are suited to adult learners, including accelerated programming, personalized academic advising and networking opportunities.

---

*Classes Fill Quickly | Enroll Today*
I am thankful to the encouraging, understanding and knowledgeable instructors and staff. I wouldn’t have made it without them.

– Audrey Sigur, Class of ’17

Bachelor of Science in Criminal Justice

Psychology
Bachelor of Arts | Online | 2 years

Psychology is the scientific study of human behavior, cognition and emotion that includes both basic research and the application of research findings to everyday life. Through a flexible, accessible, and affordable online program, earning a Bachelor of Arts in Psychology at Sac State allows students to pursue a career where they can help others.

Child Development
Bachelor of Arts | Hybrid | 3 years

Developed in response to the critical shortage of well-qualified teachers and administrators working in Early Development, Care & Education (EDCE) settings, the EDCE program allows students to receive their bachelor’s degree to become a teacher or administrator in programs serving infants, toddlers and young children.

Criminal Justice
Bachelor of Science | Online | 2 years

Sacramento State has been a leader in criminal justice and public safety education in California since the early 60s. Completion of this bachelor’s degree opens up many career opportunities in the criminal justice and public safety arena.

“I completed a well-rounded program and was able to gain the skills to move up in leadership and play a role in creating one of the top paramedic programs in the country right here at Sacramento State.”

– Derek Parker, Class of ’10

Bachelor of Science in Career and Technical Studies

Second Bachelor of Science in Communication Sciences and Disorders
Bachelor of Science | Sacramento | 16 months

This program delivers general education in communication and language, anatomy and physiology, and health services for children and adults, while helping you launch your career in speech pathology.

“I am thankful to the encouraging, understanding and knowledgeable instructors and staff. I wouldn’t have made it without them.”

– Audrey Sigur, Class of ‘17

Bachelor of Science in Criminal Justice
Education

Adult Learning Disabilities
Certificate | Hybrid | 1 year

The needs of adults with learning disabilities are complex. Professionals who work with these individuals must possess a high level of expertise in the areas of learning disabilities theory, assessment, educational methodologies, instructional strategies, advising and counseling techniques, service delivery models and knowledge of legal mandates and disability rights.

The Adult Learning Disabilities certificate program provides high quality, relevant coursework that prepares participants to more effectively serve adults with learning disabilities.

American Sign Language
Online | 1 year

American Sign Language is the third most widely used language in America. Through this program, you can develop the necessary communication skills to interact with people who are deaf. The program consists of two online courses that are offered every fall and spring.

Dropout Prevention Specialist
Certificate | Online | 1 year

Through the Dropout Prevention Specialist (DPS) certificate program, you can learn to identify potential dropouts, understand the reasons students leave school and gain the skills to implement prevention strategies in an effective and timely manner. You will learn how to involve all stakeholders (teachers, parents and students) to prevent students from leaving school prematurely.

Accepting Applications for 2019

Community College Faculty Preparation Certificate
Certificate | Sacramento | 16 months

This certificate program provides critical coursework and classroom experience to prepare current and future community college instructors. Through a mentored teaching experience, you can effectively pursue a teaching position at a community college and gain an appreciation of the role and goals of the community college.
Environment and Sustainability

Wastewater Treatment Plant Operation Specialist Certificate | Online | 3 months

In the United States, we expect the water we use to be safely managed and treated. The people responsible for providing these invaluable services are wastewater treatment plant operators.

In order to be employed by a wastewater treatment plant, operators must be licensed or certified by their states. To be eligible to take a state certification exam, operators must provide proof of having earned continuing education units in their chosen field. Our Wastewater Treatment certificate program may be used to satisfy this requirement.

Water Treatment Plant Operation Specialist Certificate | Online | 3 months

The ready availability of a clean, safe drinking water supply is expected in the United States. The people responsible for ensuring the quality and safety of the supply are water treatment plant operators.

In order to be employed by a water treatment plant, operators must be licensed or certified by their states. To be eligible to take a state certification exam, operators must provide proof of having earned continuing education units in their chosen field. Our Water Treatment Plant Operation certificate program may be used to satisfy this requirement.
Leadership Programs for the Government Executive, Manager and Supervisor

Leadership for the Government Executive
Certificate | Sacramento | 8 months

Successful government leaders will be those who know how to embrace and implement positive government transformation and build cross-functional, interjurisdictional relationships. These relationships will be key building blocks for our future leaders. Leadership for the Government Executive expands the practical application of the skills required to achieve success in today’s changing business climate. Government leaders will be challenged to develop and adopt best practices, create nontraditional solutions and develop relationships to implement and sustain government transformation efforts.

Leadership for the Government Manager
Certificate | Sacramento | 5 months

Leadership for the Government Manager brings to life important senior-level managerial concepts such as delivering results and understanding the budget and legislative processes, as well as collaborating across agency and department lines. Participants in this program will examine strategies for making the mission and vision real for their agency or department. This program is ideal for designated managers of business, program and IT branches of agencies or departments.

Leadership for the Government Supervisor
Certificate | Sacramento | 5 months

The next generation of successful government supervisors will be individuals who can embrace and implement transformation and build cross-functional interagency relationships. Leadership for the Government Supervisor challenges senior-level supervisors to supervise across generations, collaboratively solve problems, resolve conflict, foster a service culture mindset and motivate individuals to engage in organizational change efforts. The program also addresses their role in key challenges such as workforce development and succession planning.

The Portfolio is an integrated, competency-based training program designed as three separate but complementary certificate programs.
State Supervisory Training
Certificate | Sacramento | 3 months

This in-class program was designed to meet the requirements of California Government Code Section 19995.4(b) for new supervisor training. The topics will be approached from the standpoint of modern supervision within the state system, and the curriculum is designed for state employees who are new to a supervisory classification. Participants will learn about the role of the supervisor and how it differs from the journey-level worker, making the transition to a supervisory level position and best practices for the new supervisor.

“This program allowed me to form professional relationships and gave me all the tools to serve the people of the State of California.”

– Fred Campbell-Craven
Deputy Chief Counsel of the Franchise Tax Board and Program Graduate

Leadership for the Government Executive

Pictured with Fred is CCE Professor Keirsten Quest
Degree Completion at Sacramento State

Why choose our degree completion programs?

• Finish in less time
• Affordable tuition and financial aid opportunities
• Personal academic advising
• Flexible classes on evenings, weekends and online
• Degrees are awarded by Sacramento State

Why finish your degree?

• Higher earning potential
• Career advancement
• Greater job security and satisfaction
• Fulfill your dream

Going back to school is easier than you think. Start the conversation with a one-on-one consultation.

www.cce.csus.edu/degreecompletion
If you’re not ready to take the plunge into a full certificate program, be sure to check out our upcoming workshops. These short courses come in a wide range of topics to help you learn critical professional development skills that can advance your career.

**January:** Setting & Meeting Your Goals Series  
**February:** Personal Development for Leaders Series  
**March:** Key Professional Skillsets Series  
**April:** Building Sustainable Workplaces & Relationships Series  
**May:** Strategic Thinking & Organizational Development Series  
**June:** Social Entrepreneurship Series

“Effective leaders keep their skills fresh. CCE’s workshops provide an opportunity to gain new skills and stay competitive in today’s workplace.”  
— Kim Tucker, executive director at The Impact Foundry

Learn More at www.cce.csus.edu/workshops
Health and Emergency Services

American Heart Association Certification Courses
Sacramento | 1–2 days

CCE is recognized as an American Heart Association (AHA) Authorized Training Center. Sacramento State was the first campus in the CSU system to earn this approval, allowing us to offer AHA classes on a regular basis.

• Learn basic life support, CPR and AED skills
• Receive an e-card valid for two years, or become re-certified as a health care provider
• Classes are offered on a monthly basis, and each course can be completed in one day

Emergency Medical Technician Course
Sacramento | 9 weeks

In this nine-week course, students will receive basic life support training skills needed to become a certified Emergency Medical Technician (EMT). The classroom structure is divided into lecture and lab time where students get a hands-on learning experience to practice rescue scenario skills.

The College of Continuing Education is an approved provider through the Sacramento County Emergency Medical Services Agency.

Paramedic
Sacramento | 1 year

We are currently accepting applications for the Spring 2019 program!

The mission of this program is to provide excellent and innovative education that prepares paramedics to meet the needs of a diverse community. Our students are prepared for roles as clinicians, advocates, educators and leaders in the changing prehospital health care system. Classes are taught by active paramedics who currently work in the field, representing all disciplines.

Students in this program will master anatomy and physiology, cardiology, respiration, general medicine, obstetrics, pediatrics, trauma and neurology. In addition, students practice and hone their skills during a clinical experience, which prepares them for a field internship.
Starting Soon
School Nurse Credential

Now accepting applications for Spring 2019!

The School Nurse Credential program greatly enhances school nurses’ skills by providing comprehensive coursework, which will enable them to support and advance student success, learning and lifelong achievement.

“I am very grateful for the education I received at Sacramento State. My assessment, public speaking, planning and collaboration skills are much better for having participated in this program. I see myself differently now and believe for the first time that I am a leader in nursing.”

– Pam Whipple, school nurse
Open University

Registration opens in January

The Open University program allows you to attend regular university classes on a space-available basis without formal admission to Sacramento State.

• “Test the waters” before entering or returning to college
• Update or expand your professional skills
• Raise your grade point average in order to qualify for admission into a regular university program

Stay Connected
Registration opens in spring 2019!

Summer Session offers Sac State and visiting students the opportunity to take classes over the summer during two 6-week sessions and one 12-week session.

The short sessions allow students the flexibility to complete graduation requirements and advance toward degree goals while pursuing other interests over the summer.

Summer Session is a great way to stay on track with your graduation goals by successfully completing at least 30 units per year.
Redefine Your Career

Business Strategy Certificates

Gain the skills needed to advance your career and help your organization work smarter to achieve its mission. These industry-recognized certificates are designed for busy working professionals and can be taken as stand-alone programs or as a series.

“You need fresh ideas to grow. And the knowledge I gained has made me more valuable as a project manager.”
—Richard Zhao, IT project manager

Create your business strategy at www.cce.csus.edu/bizstrat
Register

3 Easy Ways to Register!

**Online:**
Select the course(s) you want on our website and look for the "Register Online" button. Students in academic credit programs can register through My Sac State.

**By phone:**
Call us at 916-278-4433 Monday–Friday from 8 a.m. to 5 p.m.

**In-person:**
You can register at the front counter of Napa Hall on the Sacramento State campus.

*Schedules subject to change.*

We are located in Napa Hall at:
3000 State University Drive
Sacramento, CA 95819
Hornet Pricing
Sacramento State alumni are entitled to reduced prices in select noncredit programs. If you see this icon next to a program, it is eligible for Hornet Pricing. To receive this offer, participants must mention their affiliation during registration by phone. Some exclusions apply.

Online Classes
Programs with this icon are completed 100% online. Some technology requirements may apply. Please see our website for more information.

For schedules and fees, please visit csus.edu/cce