Redefine the Possible with

PROFESSIONAL DEVELOPMENT

Welcome to a world of possibilities.

Our innovative programs can help you grow in a new direction, advance your skills and redefine the possible. Enjoy flexible schedules and small class sizes with our expert instructors, or take online classes that fit your busy lifestyle.

Professional Certificates
Keep your skills fresh with fast and flexible career development.

Degree Completion
With options designed for working adults, going back to school is easier than you think.

916.278.4433 | csus.edu/cce
It’s Your Time – 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.
Program Areas

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“\[I\] couldn’t be more satisfied with this program. It allowed me to continue to focus on my family, business, traveling, and my health, all while being successful at the curriculum.”

– Mark Seymour Taylor, Class of ’19

Bachelor of Arts in Arts & Letters
Crime and Intelligence Analysis
Certificate | Sacramento | 6 months

Arm yourself with the skills necessary for assisting law enforcement in the investigation and apprehension of offenders in the Crime and Intelligence Analysis certificate program.

In this program, you will focus on skill development in collecting and analyzing crime data and identifying crime patterns and trends for the forecasting of future crime occurrences. Participants will also learn how criminal profiles are developed, document illicit relationships and use statistical techniques to prepare predictive and descriptive reports of individuals, associations, flow, operations and threats based on distillation and synthesis of all available information. You will receive practical instruction in crime analysis, criminal investigative analysis, organized crime and intelligence analysis and law enforcement research and statistical methods.

Judicial Administration
Graduate Certificate | Hybrid | 1.5 years

Full program details can be found on page 9.

“Not only would I recommend the Judicial Administration program, I would say it is vital in gaining an edge when applying for an executive management position with the California trial courts. It puts you in the driver’s seat to be ready when the opportunity comes.”

– Rob Klotz, Spring 2015 Cohort
CEO, Superior Court of California, Amador County

$ = Hornet Pricing  = Online Classes
Business and Management Certificates

Human Resource Management Certificate | Sacramento | 7 months

Successful HR professionals enjoy working with others, are detail-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.

Business Analyst Certificate | Sacramento | 6 months

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.

Instructional Design for eLearning Certificate | Sacramento | 7 months

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.

Going through the program earned me recognition and knowledge that helped me excel. In the couple of years it took me to complete the certificate, I went through two job promotions within the HR department.”

– Afshin Azarmanesh
Human Resource Management certificate program graduate

Contract Management Certificate | Online | 4 months

The Contract Management certificate program is fully online, and presents both theoretical and practical problem solving approaches to contract management. Learn about a contract manager’s responsibilities prior to contract award, the communication process in the contract management network, post-award surveillance tools, contract modifications, correcting contractual problems and processing terminations, cancellations and claims.

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Business and Management Certificates

Lean Six Sigma Green Belt Certificate | Sacramento | 4 months

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.

New This Fall!

Business and Management Certificate Digital Badges

Share your achievement by earning a digital badge upon successful completion of these certificate programs.
Meeting and Event Planning $ Certificate | Sacramento | 9 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, the use of social media, 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. Many of the courses include 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.

Employment of meeting, convention and event planners is projected to grow 11 percent from 2016 to 2026, faster than the average for all occupations.

The Meeting and Event Planning certificate program at the College of Continuing Education at Sacramento State can help you enter this exciting career field!

www.cce.csus.edu/mep
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 875 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

“I love the fact that my cohort was so international. I had classmates from all over the world and we all had different experiences to share and learn from.”
– Hudson Berkhouse
IMBA graduate

Classes Fill Quickly | Enroll Today
Judicial Administration
Graduate Certificate | Hybrid | 1.5 years

The Graduate Certificate in Judicial Administration provides students with an opportunity to learn from current leaders in the California judicial system. One of the few programs of its kind in the United States, graduates will learn the skills needed to make a difference in the successful practice of judicial administration – through their courts and their communities.

Education (Curriculum & Instruction)
Master of Arts | Online | 1 year

The Curriculum & Instruction program is intended for teachers in schools and other educational organizations. With an emphasis on classroom-based research, the program focuses on real-world, hands-on issues that instructors face on a daily basis. Educators will learn to develop and enhance expertise in their particular field of interest related to K-12, after-school or adult education.

Pupil Personnel Services Credential in School Social Work
Graduate Certificate | Sacramento | 2 months

School social work (SSW) is a challenging yet rewarding profession. In schools, social workers often serve as the liaison between parents/guardians, the school administration and the community. Completion of this graduate certificate will allow school social workers to serve as a resource to teachers for behavior and classroom management skills, and to gain the tools needed to address challenges and promote student success.

School Nurse Credential + Nursing
Master of Science | Hybrid | 1 year

In California, school nursing is considered to be a highly specialized area of nursing practice requiring additional education and clinical preparation. 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.
Degree Completion

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 | Sacramento or Online Options | 2 years

Fall Application Deadline: August 24
Spring Application Deadline: January 11

The Bachelor of Science in Career and Technical Studies (BSCTS) is a versatile program that can be applied to a variety of disciplines. The degree can serve as a springboard to a master’s degree or as a career ladder into many professions. This program uses instructional techniques suited to adult learners, including real world instruction and personalized academic advising. We also offer networking opportunities and accelerated programming.

The BSCTS program is offered through a partnership between the College of Continuing Education and the College of Education at Sacramento State. Major courses are offered in-person or fully online.

Sac State’s colleges partner with CCE to administer these degree completion programs.
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.

Through video and web-based course delivery, coupled with local face-to-face cohort discussion, students will gain the necessary network and knowledge to complete their degree.

Criminal Justice
Bachelor of Science | Online | 2 years

Sacramento State has been a leader in criminology and public safety education in California for over 50 years. Through this fully online degree program, students will earn a comprehensive education that includes training essential for careers that help to create a safer community.

Psychology
Bachelor of Arts | Online | 2 years

Through this 100% online degree program, students will develop a broad understanding of human behavior, as well as research skills through learning about biological, developmental, social and learning processes.

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.

Student Success Story: Kerstin Morell

Obtaining a bachelor’s degree was a long-term goal for Kerstin Morell. In May 2019, she accomplished this goal by receiving her Bachelor of Arts in our Child Development: Early Development, Care and Education degree completion program.

A family advocate professional for the Sacramento County Office of Education, Kerstin works with families in the community to screen development in children and refer vulnerable families to agencies that will provide health care, food access, and educational support. Serving the Sacramento community means more to Kerstin than just screenings and referrals. “It’s hard for these families to navigate the system,” says Kerstin. “You are not only helping this child, but building a relationship with their entire family.”

California has recently made changes towards requiring a bachelor’s degree for many jobs in the child development professional field. With this increasingly competitive system, Kerstin knew that getting her degree would be essential to her career path.

During her time in the program, Kerstin continued to work during the day while taking classes at night. The cohort-based learning system in the Child Development program provided a framework and support system for Kerstin. She and her peers were able to rely on each other when personal challenges arose during their coursework.

“I have wanted this for a long time and I finally achieved it,” Kerstin says. “If you dream it, it is possible.”

– Kerstin Morrel, Class of ’19
Bachelor of Arts in Child Development
Education

Adult Learning Disabilities
Certificate | Hybrid | 1 year
The needs of adults with learning disabilities (LD) 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.
This 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 (ASL) 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. This program is delivered entirely online.

“Successfully completing high school requires students to experience rigorous and relevant curriculum, rewarding relationships with adults and resiliency.”
– Cynthia Strain
Dropout Prevention Specialist certificate program instructor

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.

Education (Curriculum & Instruction)
Master of Arts | Online | 1 year
For program details, see page 9.

Pupil Personnel Services Credential in School Social Work
Graduate Certificate | Sacramento | 2 months
For program details, see page 9.

Classes Fill Quickly | Enroll Today

Sac State’s colleges partner with CCE to administer these education programs.
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

Education and Innovation for Government Transformation

The Portfolio is an integrated, competency-based training program designed as three separate but complementary certificate programs.

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.

Classes Fill Quickly | Enroll Today
State Supervisory Training
Certificate | Sacramento | 3 months

This in-class program is 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.

“I learned a lot from this program and about myself as a person and a leader. I was able to take tools back to my agency and I used them, and I have a new enthusiasm for the things I do as a leader.”

– Steve Taketa
Bureau Chief, Controller’s Office and program graduate

Leadership for the Government Executive

Pictured with Steve is CCE Professor Keirsten Taillon
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

Start the conversation with a one-on-one consultation.

www.cce.csus.edu/degreecompletion
Certificates for Today’s Professionals

Why choose our certificate programs?
• Finish a certificate quickly and affordably
• Enjoy flexible classes tailored for working adults
• Learn from industry experts who understand workforce needs
• Build you personal network in our cohorts
• New! Receive a digital badge

Why complete a certificate?
• Higher earning potential
• Career advancement
• Greater job security and satisfaction
• Validate your skills
• Personal satisfaction and sense of accomplishment

Visit our site to learn more about gaining your professional edge.

www.cce.csus.edu/bizcertificates
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 a course completion card valid for two years, or become re-certified as a healthcare 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

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.
Sacramento State’s Faculty-Led Study Abroad programs allow students to infuse international, intercultural and global dimensions into their academic experience at Sac State.

Benefits
• Discipline-specific learning that supplements the Sacramento State curriculum
• Short-term programs keep students on track towards graduation
• Country/region-specific learning
• Language acquisition
• Personal and professional development

Audience
• Sac State students who would like to earn academic credit towards graduation
• Community college students, or students from other universities, who would like to earn academic credit from Sacramento State
• Community members who would like to study abroad

Visit our website to learn more about current locations and programs offered.
www.cce.csus.edu/faculty-led-study-abroad
Open University

Registration opens in August

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
Winter Intersession 2019

Registration opens in November

Get three units in 2.5 weeks this coming January!

Winter Session is open to continuing and newly admitted Sac State students, as well as community college students and the general public.

Stay on track with your graduation goals by successfully completing at least 30 units per year.

For more information visit: csus.edu/winter
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.

“I was able to grow my skill set, expand my network and overall gained more confidence in my abilities.”
— Beth Szabo
Project Management certificate program graduate

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.*

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We are located in Napa Hall at:
3000 State University Drive
Sacramento, CA 95819

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Future site of Hornet Commons
(Sac State student apartment complex)
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