



University
of San Diego®

PROFESSIONAL AND
CONTINUING EDUCATION

SPRING 2016 CATALOG



ALWAYS MOVE FORWARD



Courses and Programs

ENROLLMENT OPEN

Online, Independent Study and Classroom

(619) 260 - 4585

PCE.SanDiego.edu

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**Online and Independent Study – Register Any Time
Classroom – Spring 2015**

Dean's Message



The University of San Diego's Division of Professional and Continuing Education has become a key career resource for professionals in San Diego, Southern California, throughout the US, and even beyond. PCE students have come to expect academic excellence and practical applications for the knowledge and skills they gain in our courses and certificate programs. The opportunities to enhance, change, and accelerate careers keep our students excited about continuing their education and engaging in lifelong learning.

The Division of Professional and Continuing Education has responded to 21st century demands. Our courses, certificates, and programs are current and accessible for the audiences that we serve. Adult learners are our focus – their educational, career, and learning needs shape all of our course and program considerations. We recognize that PCE is most successful when we support the goals of the professionals and adult learners seeking new learning opportunities to advance their careers.

We continuously review and seek to improve, and expand our course, program, and certificate offerings. We strive to offer excellent student services and support. We desire to present real value opportunities for the individuals and organizations that come to us for learning, training, and skill and competency building. My goal is to make sure that PCE offers an excellent academic experience, as well as a pleasant, personally supportive and engaging learning environment.

Best wishes,

Jason Lemon, PhD

Dean, Professional and Continuing Education

Mission and Values

The University of San Diego's Division of Professional and Continuing Education (PCE) offers a robust portfolio of courses and programs needed by aspiring professionals that continually evolves in response to their professional development in the fields of business, education, and health care.

PCE nurtures key partnerships on the local, national and international level to better serve the working professionals who seek to enhance or build careers, as well as with their employers, to help achieve their highest value and potential. With University of San Diego faculty, other experts and accomplished practitioners, we create educational opportunities and programs that students need to:

- Improve performance with new skills and knowledge
- Advance in their careers and open doors to new opportunities
- Make positive, meaningful change in their organizations and communities

The Mission of the University of San Diego

The University of San Diego is committed to advancing academic excellence, expanding liberal and professional knowledge, creating a diverse and inclusive community, and preparing leaders dedicated to ethical conduct and compassionate service. The Division of Professional and Continuing Education shares this mission through academic outreach to adult and professional students.

Values

The Division of Professional and Continuing Education is an agile and innovative academic organization committed to university and community partners in ways that serve working professionals and their employers. Thousands of returning students, current students, and employers have put their trust in PCE to provide excellent educational opportunities for their personal and professional growth.

Distinctions

- Recognized as a Community Engagement Institution by the Carnegie Foundation
- Member of Ashoka's Changemaker Campus Consortium
- Ranked by US News & World Report, Business Week, and others

Accreditation

USD is accredited by the Western Association of Schools and Colleges, (WASC).



Registration Process

Enrolling in a Course(s)

Enrolling in a course(s) is easily done online at <http://PCE.SanDiego.edu/>

1. Use the Search tool to find the course(s) you want to enroll in and navigate to the course information page.
2. Click on Add to Cart (Choose a section from the bottom of the course page. Then select Add to Cart at the top of the section block.)
3. You will automatically be taken to the Checkout page. Either click Continue Checkout or Keep Shopping, if you want to add additional courses.
4. Follow the Checkout Steps
 - **Click Continue Checkout.**
 - A. If you have a student account, enter your username and password, then click Continue Checkout again.
 - B. If you do not have an account, you will create one here, then click Continue Checkout again.
 - C. Please note: If you registered and took classes prior to July 22, 2013, an account was automatically created for you. You will need to use the Forgot Username and Forgot Password links to recover your login information.
 - **Enter your Credit/Debit Card Payment information.**
 - **Read the Registration Policies and check the box in Policy Confirmation section at the bottom.**
 - **Click Continue Checkout to complete the transaction.**

If you prefer to mail in your course fee, send your full name, contact information (street, state, zip, email account, and phone number), course details (course number, course section, course title) and check to:

**Professional and Continuing Education
University of San Diego
Attn: Student Services Center, MCC 113
5998 Alcalá Park, San Diego, CA 92110-2492**

Paying a Certificate Fee

Payment of the certificate fee is easily done during the checkout process. Each time you add a course to the cart that is part of a certificate program, you will find that the Certificate Fee is available. If you are also planning to complete a certificate, simply check the box next to the certificate fee to add it when enrolling in one or more of the courses, click Re-Calculate, then Continue Checkout. Only add the Certificate Fee one time.

Why complete a certificate program?

See page 10 to learn more!

Applying a Discount or Coupon

If a discount is available, it will appear in the section block on the course page and in the Shopping Cart.

1. Add to Cart the section desired
2. At the Checkout page
 - A. Discounts: Choose the Discount available, for example, Early Registration (only one discount is available for each transaction), then click Re-Calculate, then Continue Checkout
 - B. Coupon: Enter the Promo Code in the Discounts box provided, click Re-Calculate, then Continue Checkout

Please contact us with any questions or for more information on enrolling.

(619) 260-4585 | (866) 321-6658 | continuinged@sandiego.edu



Registration Policies

Refund Policies

Students who need to drop a course may receive a refund, if the request is received according to the policies listed below by course Instructional Method.

- Classroom Courses:** To receive a refund, students need to drop the course through the MyContinuingEducation@USD student account portal prior to the first day or start date of the course. The refund of the course fee will be returned less a processing fee of 10% of the course tuition or \$50, whichever is greater. There are no refunds once the course begins.
- Online Fixed-Date Courses:** To receive a refund, students need to drop the course through the MyContinuingEducation@USD student account portal before midnight on the third day of the course. The refund of the course fee will be returned less a processing fee of 10% of the course tuition or \$50, whichever is greater. No refunds will be issued after this deadline.
- Online Self-Paced and Independent Study Courses:** To receive a refund, students need to drop the course through the MyContinuingEducation@USD student account portal within three (3) days of registration. The refund of the course fee will be returned less a processing fee of 10% of the course tuition or \$50, whichever is greater. Refund requests will not be processed after this 3-day period.

A full refund is processed without penalty, if PCE cancels the course.

Exception: if students leave the tuition funds in their account to apply to a future enrollment prior to the above deadlines, the drop fee is waived.

Drop Policy

A course section Drop Request is accepted anytime, however, please read the Refund Policies for more information regarding any tuition fee refund that may apply. Students dropping courses after the refund period will receive a grade of "W" on transcripts. Students can request a drop through the MyContinuingEducation@USD student account portal.

Note: Students who do not submit a drop and have not submitted assignments to complete the course by the time of grading will be graded as NG (no grade).

Transfer Policy

Students can request a transfer, if the request is received according to the policies listed below by course Instructional Format. No transfers will be issued after the deadline.

The Transfer Request must be sent from MyContinuingEducation@USD student account portal and be received as follows:

Classroom Courses: Prior to the first day or start date of the course.

Online Fixed-Date Courses: Prior to midnight on the third day of the course.

Online Self-Paced and Independent Study Courses: Within three days of registration.

Other Policies

Smoking and Tobacco-Free Policy

The university is dedicated to providing a healthy, comfortable and productive environment for its employees, students and guests. The Surgeon General of the United States has determined that cigarette smoking is the leading preventable cause of illness and premature death in the nation. Moreover, research indicates that non-smokers who are regularly exposed to passive (secondhand) tobacco smoke are also at increased risk of illness. Passive smoke appears to be especially deleterious to the health of certain populations, including the elderly, children and individuals with allergies, asthma, respiratory disease, or cardiovascular disease. For these reasons, the Surgeon General has urged employers to implement broadly based health promotion programs with special emphasis on smoking cessation. The response to the Surgeon General's advice and the medical evidence has been an overwhelming trend toward protection of the health and safety of non-smokers.

Therefore, as an institution committed to providing a safe and healthful environment, the University of San Diego prohibits smoking and the use of any smoking or tobacco products at all times on or in any USD-owned or USD-leased property or facility, either indoor or outdoor. Effective August 18, 2015, all USD property shall be smoking and tobacco free.

For the most recent and complete listing of all policy information, visit our [website](#).



Classroom

Classroom courses are offered in a traditional classroom. This learning environment facilitates a communication on a given subject in real time, enables immediate feedback, and fosters interaction with the instructor and like-minded classmates. To see if a course is being offered in a location near you please click on the SEARCH FOR COURSES on the website's left navigation; then Filter by SUBJECT AREA/PROGRAM and LOCATION. Classroom courses have a scheduled start and end date, and you are expected to attend all course sessions.



Online Fixed-Date

Online Fixed-Date courses offer a convenient, yet rigorous style of learning that allows you to structure your education to suit your schedule while keeping on pace and achieving your educational goals. Online courses have fixed start and finish dates similar to classroom courses, but as an online student, you will have access to your classroom at any time and can view your assignments, syllabus and course resources from any computer connected to the Internet.

Our online courses offer the same high-quality content and expert instruction as the courses held on-ground at the University of San Diego. Instructors facilitate courses through engaging multimedia presentations and provide prompt feedback to questions within 24 hours week days and 48 hours over week ends. Online learning allows students to interact with classmates worldwide and offers rich and meaningful interactions through weekly discussion forums, chats and email communication.

Online Self-Paced

Online Self-Paced courses are a perfect blend of accessibility, convenience and flexibility, so you can control your learning pace. You will use course textbooks, manuals, assignments, and exams to learn and earn credit. Depending on the course, you may also use streaming audio and video, CD-ROM, and downloaded embedded materials through the Internet. Communication with your instructor will take place through your course site online. Your instructor will provide feedback via written responses on your assignments and exams. Grades are based on completed projects, assignments and exams. You can register at any time and you will have six months from the time of registration to complete your course.

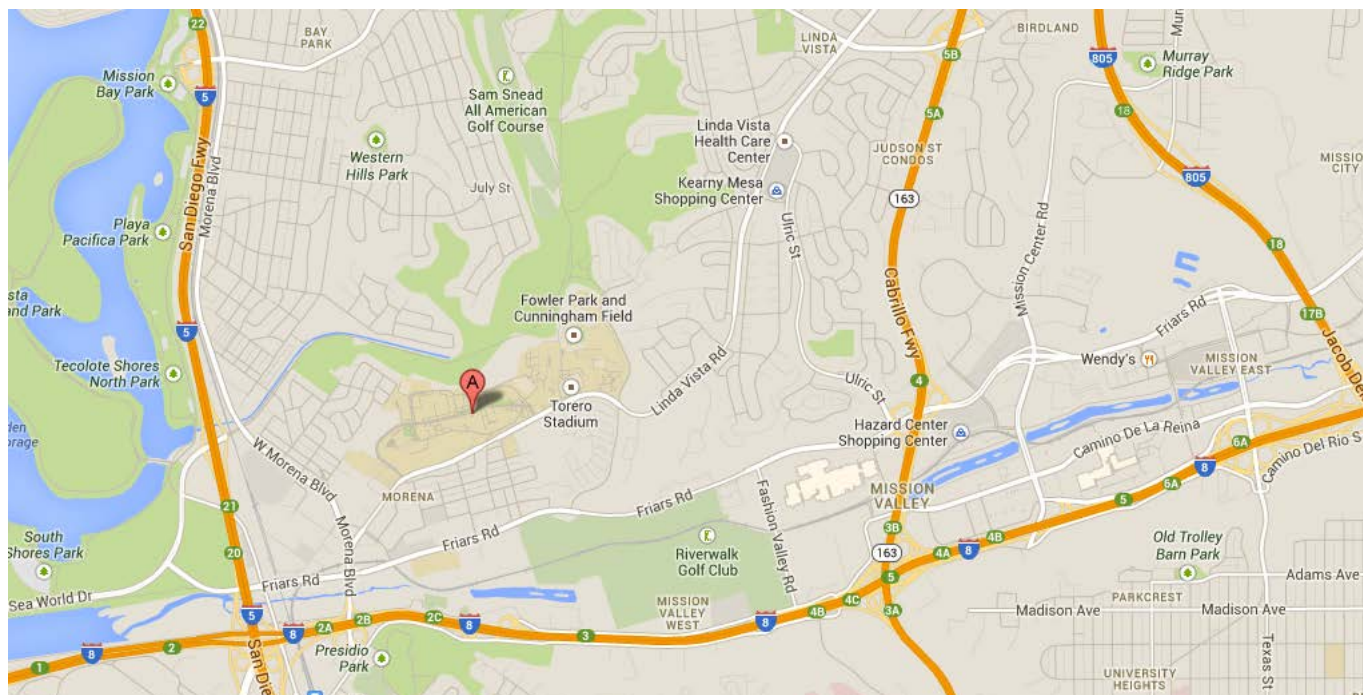


Independent Study

Independent Study Self-Paced courses offer flexibility and the ability to complete a course faster than a traditional live course. Our courses deliver the same high-quality content and expert instruction as traditional, "face-to-face courses." These courses work well for:

- Working professionals with tight schedules
- Students who require a specific course to meet professional development or recertification requirements
- Students living in remote locations
- Students who cannot easily attend courses due to injury or illness
- Students who are self-motivated and conscientious

You can register at any time, and you will have nine months from the time of registration to complete your course. Completed course work is submitted electronically through your student account.



Directions to the University of San Diego

The University of San Diego is located 10 minutes from downtown San Diego, San Diego International Airport, Sea World, San Diego Bay and five minutes from Old Town and Mission Bay.

■ From the North

Use I-5 (South), exit at Sea World Drive and Tecolote Road (just past the Hilton Hotel on Mission Bay). Turn left on Tecolote Road. Right at Morena Blvd. Left on Napa Street to Linda Vista Road.

Make a left at the second stoplight on Linda Vista Road, Marian Way, USD's West Entrance.

■ From the South

Use I-5 (North) to I-8 (East) and exit at the first exit, Morena Blvd. Follow Morena Blvd, and veer right onto Linda Vista Road.

Make a left at the second stoplight on Linda Vista Road, Marian Way, USD's West entrance.

■ From the East

Use I-8 (West), exit at Morena Blvd. Veer right onto Linda Vista Road.

Make a left at the second stoplight on Linda Vista Road, Marian Way, USD's West Entrance.

■ When on Campus

Professional and Continuing Education offices are located in Founders Hall. From the West Entrance of campus, go directly up the hill. Go straight through your first four way stop sign. Founders Hall, is the third building on your left. Street parking is available to visitors leading up the hill, as well as in the West Parking Structure.

If visitors can only park on the hill & in the west parking structure, why describe going through the 4-way stop? Mention of the tram from the parking structure would be nice.

To access an interactive campus map online, [CLICK HERE](#).

Is Online Study Right For Me?

Online courses offer a convenient, yet rigorous style of learning that allow you to structure your education to suit your schedule while keeping on pace and achieving your educational goals. As an online student, you will have access to your classroom at any time and can view your assignments, syllabus, and course resources from any computer connected to the Internet.

Our online courses offer the same high-quality content and expert instruction as the courses held on-ground at the University of San Diego. Instructors facilitate courses through engaging multimedia presentations and provide prompt feedback to questions within 24 hours on week days and 48 hours over weekends. Online learning allows students to interact with classmates worldwide and offers rich and meaningful interactions through weekly discussion forums, chats and email correspondence.

Online Learner Support

Instructor Support: Online instructors will provide clear facilitation and instruction throughout each course. The curriculum they teach is designed to keep online students engaged through different learning activities and interactive assignments. Instructors are responsive and make themselves available to answer questions regarding discussions or subject material.

Student Services Center: PCE's Student Services Center assists students and prospective students with various tasks such as enrollment, drop, transfer and transcript requests, website navigation and answers to questions about courses and programs.

Online Orientation Course: An Online Orientation Course is provided one to two weeks prior to every course start date to familiarize students with the online format. The course guides students through a tour of the course site and illustrates how to upload assignments, post to the discussion forum, and review grades in the grade book.

Technical Support: PCE's online learners have access to technical support through our effective and responsive helpdesk options available during business hours.



Technical Requirements for Online Courses in Blackboard

- **High-speed Internet** connection strongly encouraged (DSL or better)
- **Browser:** Firefox is the recommended browser for use with Blackboard on both the Mac and PC. The Final Release Channel version of Firefox (**Currently version 11.0**) is listed as certified or compatible with Blackboard. Safari (Mac), Internet Explorer (Windows), and Chrome (Mac/Windows) are also supported browsers. Blackboard lists the most current browser compatibility information on its site. [Click here.](#)
- **Browser Plug-ins** (more specific media requirements or plug-ins will be listed in your course):
 - **Windows Media Player**
(or Flip4Mac if you use a Mac)
 - **QuickTime**
 - **Flash**
 - **Shockwave**
 - **Adobe Acrobat Reader**
 - **Java**
(Sun Java Runtime Environment 1.4 or greater)
JavaScript must be installed and enabled on your browser
 - **Pop-Up Blockers** must be disabled
 - **Microsoft Office**

What is a Certificate?

A certificate is a rigorous program of study that demonstrates a progression of learning and the mastery of a specific body of knowledge.

Certificates at USD are a minimum of eight semester units of coursework and have gone through extensive community reviews, curricular oversight, and university approvals before they are offered for continuing education or professional development.

NOTE: Any course in a certificate program can be taken individually

Business Certificates

Event Management
 Entrepreneurship and Small Business Management
 Management and Leadership
 Marketing
 Nonprofit Management
 Project Management
 Real Estate Finance, Investments and Development
 Strategic Online Marketing

Engineering

Lean Tools & Techniques
 Six Sigma Green Belt
 Lean Six Sigma
 Six Sigma Black Belt
 Six Sigma Master Black Belt - Offered as Corporate Training only

Education Certificates

Bullying Prevention in Our Schools
 Character Education Development
 Effective Classroom Management Solutions
 Independent Schools Professional Teaching
 Knowledge Quest
 Learning and Teaching in a K-12 Digital Classroom
 Love of Language
 Mental Health First Aid
 Teacher Leader
 TESOL (Teaching English to Speakers of Other Languages)

English Language Academy

TEFL (Teaching English as a Foreign Language) Certificate

Health & Human Services

Health Care Informatics

Why Complete a Certificate Program?

- Document your academic achievement in an area of specialized expertise to assist you in advancing your career and possibly moving up the salary schedule; all PCE certificates earned are recorded on your transcript as well as awarded a Certificate Document suitable for framing
- Complete your certificate within four to 18 months, less time than it typically takes to earn a graduate degree
- Develop and update your professional skills and knowledge to make you more effective in your field with in-depth learning
- Provide expertise in a specific area of study and provide value-added benefits that are highly visible in your organization

Awarding Certificates

All credit courses within the certificate program must be completed with a "C" or higher grade. The final GPA should be 2.5 (out of 4) or higher, based only on credit courses taken from the USD Division of Professional and Continuing Education.

Unless otherwise stated, you have five years after payment of the certificate fee to complete your certificate program requirements.

Registering for a Certificate Program

To be considered eligible for earning a Certificate, each participant must pay a non-refundable certificate enrollment fee of \$100. Certificate candidates are encouraged to register in the certificate program as early as possible to take advantage of additional benefits:

- Lock in your curriculum to avoid additional requirements if the Certificate requirements change after you have started the program of study
- Receive valuable advising and guidance to assist you with a broad range of topics, such as courses, certificates, educational planning
- Receive access to the priority enrollment period assigned for Certificate candidates in each course, if applicable
- Record your achievement on your transcript as part of your permanent academic record of accomplishment
- Receive a Certificate document suitable for framing

Los Angeles Classroom Courses

Classroom – 9 Locations in Los Angeles County New Courses Offered Four Times a Year

- **WINTER** Starts January
- **SPRING** Starts April
- **SUMMER** Starts July
- **FALL** Starts September

Who Should Attend: These courses are designed for Pre-K - 12 educators.

Credit: Courses have been approved for three (3) semester units of graduate level extension credit. Course credit may be used for salary step increases and professional development.

Prior district approval for salary advancement units is recommended and the responsibility of each student.

W 2016 EDU-X738L Students through a Looking Glass

"I think I would make a very good astronaut. To be a good astronaut you have to be intelligent and I'm intelligent. You also have to understand how machines work and I'm good at understanding how machines work. You also have to be someone who would like being on their own in a tiny space-craft thousands of miles away."

— **Christopher** in **Curious Incident of a Dog in the Night-Time**, **Mark Haddon**

The value of knowing and understanding your students is immeasurable. In order to effectively teach, educators must possess a genuine understanding of their charges and need to tailor-made design lesson. This course will explore research regarding genetics and development and participants will become more aware of the impact of the family, the school and society on learning.

- Increase awareness of current research regarding genetics and development
- Discover methods to teach students with various backgrounds and needs
- Reduce stress at school to increase learning
- Utilize fiction to discover point of view and increase empathy
- Determine the value of observation and discovery
- Increase support to parents

W 2016 EDU-X739L Inside/Out of the Classroom Workshop

"Anyone who does anything to help a child in his life is a hero to me."

— **Fred Rogers**

Helping a child emotionally and intellectually is a great achievement. Educators have a window of opportunity to offer guidance to students on a daily basis. Conducting research, collaborating with others, developing creative lessons and discovering useful teaching techniques will help improve student achievement.

- Master the strategy of Cooperative Learning
- Provide genuine student recognition
- Set viable and specific objectives
- Create an environment for learning
- Assist students in extending and applying knowledge

SP 2016 EDU-X748L Showcase Culture for Meaning

"It always seems impossible until it's done."

— **Nelson Mandela**

Culture is part of our genetic make-up. Humans connect to culture to establish meaning and to help us understand new information. Culture can help us progress or it can be destructive in nature. Multi-cultural inclusion in school facilitates respect, fosters fairness, and can impact equitable policies and actions. Thoughtful planning in education can contribute to positive outcomes for students and schools.

- Contribute to equity and fairness in education
- Promote knowledge and understanding of various cultures and ethnic backgrounds
- Include creative methods to explore cultural awareness in various curriculum arenas
- Utilize multiple resources to gather information about multi-cultural education
- Establish a safe climate to explore diverse



SP 2016 EDU-X749L Value of Character Workshop

“Character is the firm foundation stone upon which one must build to win respect. Just as no worthy building can be erected on a weak foundation, so no lasting reputation worthy of respect can be built on weak character.”

— **R. C. Samuel**

Character cannot be taught; it has to be built upon by experience, guided by knowledge, and nurtured by example. Teachers are in a position to foster character in students. Providing examples of individuals with character and helping to develop critical thinking skills can assist in character development. Reflective thinking can help a person meet challenges and overcome obstacles in life. Building character in a society that is self-absorbed is a challenging task. This course is designed to offer guidelines to provide character-building opportunities for students.

- Infuse character education into the curriculum
- Provide models of character traits
- Create deep understanding of the self through hard work
- Understand the relationship between self-mastery and fulfillment
- Discover the gift of humility

[Register Today!](#)

9 Classroom Locations in Los Angeles County

West Los Angeles

Felicia Mahood Center
 11338 Santa Monica Blvd, LA 92005
 (Parking 1 block So. behind the Civic Ctr. bld.)
 Karen Rose, Coordinator
k100pc@yahoo.com | 310-745-1099

Valley (Sherman Oaks)

Congregational Church of the Chimes
 14115 Magnolia Blvd, Sherman Oaks 91423
 (Parking on church grounds)
 Jennifer Krauss, Coordinator
jenkrauss@gmail.com | 805-559-3060

Los Alamitos

Los Alamitos Community Center
 10911 Oak Street, Los Alamitos 90720
 Tim Brown, Coordinator
timbrown1@me.com / 310-292-1039

Downey

Columbia Memorial Space Center
 12400 Columbia Way, Downey 90242
 Craig Yokoi, Coordinator
craig.yokoi@me.com | 310-874-4090

Downtown Los Angeles

Gratts Learning Academy
 309 South Lucas Ave, LA 90017
 (FREE parking available)
 Craig Yokoi, Coordinator
craig.yokoi@me.com | 310-874-4090

Burbank

Hampton Inn & Suites
 750 N. Glenoaks Blvd., Burbank 91504
 Scott Cody, Coordinator
scottmody@gmail.com | 323-496-3318

Monterey Park

Lincoln Plaza Hotel
 123 South Lincoln, Monterey Park 91755
 (FREE and SECURE parking available)
 Jim Burk, Coordinator
jimb Burk7@gmail.com | 1-800-664-6130

Santa Clarita

Residence Inn by Marriott
 25320 The Old Road Santa Clarita, CA 91381
 Scott Cody, Coordinator
scottmody@gmail.com | 323-496-3318

South Bay (Carson)

Carson Community Center
 801 E. Carson St., Carson 90745
 Karen Rose, Coordinator
k100pc@yahoo.com | 310-745-1099

Course Schedule and Enrollment Links	Term	Location Format	Price
EDU-X738L Students through a Looking Glass	W	Classroom	\$329
EDU-X739L Inside/Out of the Classroom Workshop	W	Classroom	\$329
EDU-X748L Showcase Culture for Meaning	SP	Classroom	\$329
EDU-X749L Value of Character Workshop	SP	Classroom	\$329

[Learn more about current course offerings!](#)

Call the Coordinator at the location of your choice or our PCE Student Services Center at (619) 260-4585 or visit SanDiego.edu/EducatorsPrograms

Read, Empower, Act, Discover (R.E.A.D.) Part I and Part II Courses

Independent Study Self-Paced

Turn Your Reading Into Positive and Effective Improvement in Your Classroom or at Your School

Read, Empower, Act, Discover (R.E.A.D.) Part I Series consists of one-unit independent study courses designed for educators who wish to launch a critical dialogue on today's issues and concerns that affect our schools. Engage with literature to promote continuous improvement and professional development.

Journey further with the same subject matter and take the optional corresponding Read, Empower, Act, Discover (R.E.A.D.) Part II (two-units) course to build on the ideas and perspectives learned in the chosen book, pursuing avenues of further research and action to improve education.



Book Categories:

- | | | |
|-------------------------|---------------------------|---|
| Arts Education | Educational Leadership | Health, Physical Education and Coaching |
| Classroom Practice | Educational Technology | Mathematics |
| Community Connection | English Language Arts | Science |
| Diversity and Inclusion | English Language Learners | Social Studies |

Who Should Attend: K-12 teachers, administrators, early-childhood educators, community college level instructors, museum personnel, and other educators interested in earning professional growth through the powerful act of reading.

NOTE: Department of Defense Education Activity (DoDEA) does not accept R.E.A.D. courses. If you are a DoDEA educator, refer to our [Project READ for DoDEA/Int'l School Educators series](#), which is acceptable by DoDEA.

Featured Books (These and many more book titles available in this series. For the complete R.E.A.D. book list [click here](#).):

Course Schedule and Enrollment Links	Term	*Location Format	Price
EDU-X742LA R.E.A.D. Part I/Arts Education - Art Lab for Kids: 52 Creative Adventures in Drawing, Painting, Printmaking, Paper, and Mixed Media-For Budding Artists of All Ages (Lab Series)	Register Any Time	IS Self-Paced	\$129
EDEDU-X714LA R.E.A.D. Part I/Mathematics - Learning to Love Math: Teaching Strategies That Change Student Attitudes and Get Results	Register Any Time	IS Self-Paced	\$129
EDU-X718LA R.E.A.D. Part I/Health PE Coaching - The Essential Wooden: A Lifetime of Lessons on Leaders and Leadership	Register Any Time	IS Self-Paced	\$129
EDU-X760LA R.E.A.D. Part I/Health PE Coaching - Leaders Eat Last: Why Some Teams Pull Together and Others Don't	Register Any Time	IS Self-Paced	\$129
EDU-X717LA R.E.A.D. Part I/Diversity and Inclusion - Quiet: The Power of Introverts in a World That Can't Stop Talking	Register Any Time	IS Self-Paced	\$129

EDUCATORS INDEPENDENT STUDIES COURSES

Featured Books (These and many more book titles available in this series. For the complete R.E.AD. book list [click here](#)):

Course Schedule and Enrollment Links	Term	*Location Format	Price
EDU-X747LA R.E.A.D. Part I/Mathematics - How the Brain Learns Mathematics	Register Any Time	IS Self-Paced	\$129
EDU-X766LA R.E.A.D. Part I/Classroom Practice - Mindset: The New Psychology of Success	Register Any Time	IS Self-Paced	\$129
EDU-X728LA R.E.A.D. Part I/Classroom Practice - Promoting Social Skills in the Inclusive Classroom	Register Any Time	IS Self-Paced	\$129
EDU-X748LA R.E.A.D. Part I/Diversity and Inclusion - Research-Based Strategies to Ignite Student Learning: Insights from a Neurologist and Classroom Teacher	Register Any Time	IS Self-Paced	\$129
EDU-X778LA R.E.A.D. Part I/Educational Technology - From STEM to STEAM: Using Brain-Compatible Strategies to Integrate the Arts	Register Any Time	IS Self-Paced	\$129
EDU-X724LA R.E.A.D. Part I/Classroom Practice - The Essential 55: An Award-Winning Educator's Rules for Discovering the Successful Student in Every Child	Register Any Time	IS Self-Paced	\$129
EDU-X745LA R.E.A.D. Part I/English Language Arts - Less Is More: Teaching Literature with Short Texts, Grades 6-12	Register Any Time	IS Self-Paced	\$129
EDU-X725LA R.E.A.D. Part I/Classroom Practice - Kids in the Syndrome Mix of ADHD, LD, Autism Spectrum, Tourette's, Anxiety, and More!: The One Stop Guide for Parents, Teachers, and Other Professionals	Register Any Time	IS Self-Paced	\$129
EDU-X788LA R.E.A.D. Part I/Science - The Immortal Life of Henrietta Lacks	Register Any Time	IS Self-Paced	\$129
EDU-X702MA R.E.A.D. Part I/Social Studies - Building Literacy in Social Studies: Strategies for Improving Comprehension and Critical Thinking	Register Any Time	IS Self-Paced	\$129
EDU-X750LA R.E.A.D. Part I/Classroom Practice - Making Thinking Visible: How to Promote Engagement, Understanding, and Independence for All Learners	Register Any Time	IS Self-Paced	\$129
EDU-X736LA R.E.A.D. Part I/English Language Arts - Image Grammar: Teaching Grammar as Part of the Writing Process	Register Any Time	IS Self-Paced	\$129
EDU-X738LA R.E.A.D. Part I/English Language Arts - Write Like This: Teaching Real-World Writing Through Modeling and Mentor Texts	Register Any Time	IS Self-Paced	\$129
EDU-X791LA R.E.A.D. Part I/Science - Outliers: The Story of Success	Register Any Time	IS Self-Paced	\$129
EDU-X710MA R.E.A.D. Part I/Community Connections - Empathy: Why It Matters and How to Get It	Register Any Time	IS Self-Paced	\$129

*Independent Study Self-Paced

Learn more! (619) 260-4585 | SanDiego.edu/EducatorsPrograms

Implementation Planning Courses

Independent Study Self-Paced

Turn that New Idea into Well-Developed Planning for Successful Classroom or School Site Improvement

These courses are designed to encourage K-12 educators who attend a conference, workshop, read a book, watch an online resource, or have an original idea, to plan an effective classroom lesson or unit; or to plan to implement a school site improvement. Take the time to thoughtfully plan and prepare your implementation and earn credit for doing so. Each teacher will select, with administrative concurrence, a project that will take at least 25 out-of-class hours to prepare.

Courses: Enroll in one or more courses in this series. Begin with EDU-X790K course.

With administrative approval, the course can be taken more than once by using a different idea for project implementation each time. Enroll in the next course in the series each time (i.e. Implementation Planning I, Implementation Planning II, Implementation Planning III ...). Even though more than 25 hours may be spent in the planning of one implementation idea, multiple units are unavailable for any one course.

Who Should Attend: K-12 educators looking to earn credit for time spent on planning for the successful implementation of a new idea to enhance student learning and/or school improvement.



Courses and Enrollment Links	Term	*Location Format	Price
EDU-X790K – EDU-X794K Implementation Planning 1 unit each	Register Any Time	IS Self-Paced	\$129

Annenberg Learner - Implementation Planning Courses

Independent Study Self-Paced

Turn that New Idea into Well-Developed Planning for Successful Classroom or School Site Improvement



The University of San Diego has developed these courses in conjunction with the nonprofit Annenberg Foundation's education division of Annenberg Learner and their multimedia resources, to help teachers increase their expertise in their fields and assist them in improving their teaching. These courses are designed to encourage K-12 educators, who view the designated Annenberg Learner sequence of videos in each course, to plan a project inspired by the videos that will enhance their teaching and/or lead toward school site improvement.

Courses: Enroll in one or more courses in this series. Currently, only certain videos in the Annenberg Learner video library are designated for this series.

With administrative approval, more than one course can be taken from this series using a different Annenberg Learner video from our approved course list. Even though more than 25 hours may be spent in the planning of one implementation idea, multiple units are unavailable for any one course.

Who Should Attend: K-12 educators (some courses are applicable toward community college level instructors) looking to earn credit for time spent on planning for the successful implementation of a new idea to enhance student learning and/or school improvement.

Courses and Enrollment Links	Term	*Location Format	Price
EDU-X700Z – EDU-X709Z Annenberg Learner - Implementation Planning 1 unit each	Register Any Time	IS Self-Paced	\$129

*Independent Study Self-Paced

[Learn more!](#) (619) 260-4585 | SanDiego.edu/EducatorsPrograms

Knowledge Quest Courses

Independent Study Self-Paced

Become a Lifelong Learner by Expanding Your Subject Knowledge and Passing It on to Your Students

This program addresses the need for educators to be lifelong learners with a thirst for knowledge, while meeting the academic needs of their students. The Knowledge Quest Certificate program is designed for educators to begin a quest for knowledge guided by an audio or video-course from The Great Courses published by The Teaching Company. The journey begins by studying and reflecting on ideas, topics and texts in academic disciplines inside and outside of subject areas you teach and culminates with independent writing, research and curriculum projects. One, two, and three-unit courses available (unit value is determined by the number of lectures in the lecture course). After completing six units, take the Knowledge Quest Capstone course, EDU-X771K, with a directed emphasis (such as Writing, Literature, Math, Science, History, Art, Music, Religion, Philosophy, Business, Economics, etc.).

Courses and Certificate Program: Enroll in one or more courses, or complete a combination of six (6) units of courses, plus the 3-unit Knowledge Quest Capstone course (EDU-X771K), 9 units total to successfully earn a professional certificate.

Who Should Attend: These courses are designed for all K-12 teachers, as well as community college educators wanting to increase and/or refine their knowledge base in a particular subject area.

Subject Area Exploration is part of the Knowledge Quest Certificate program, which addresses the need for educators to be lifelong learners with a thirst for knowledge while meeting the academic needs of the students they teach. In this program, participants will explore individual courses published by The Teaching Company focused on a teaching related subject area or other academic discipline, including Literature, Language, Math, Science, History, Art, Music, Economics, Business, Philosophy, Religion and many more.

EDU-X750K – EDU-X759K Knowledge Quest - Subject Area Exploration 1 - 10 | 1 unit each

Designed for educators to begin a quest for knowledge guided by an audio or video-course (from 24 to 47 lectures), from The Great Courses published by The Teaching Company. The journey begins by studying and reflecting on ideas, concepts, topics and referenced materials and/or texts in a specific subject area and culminates with independent writing, research and curriculum projects.

EDU-X760K – EDU-X766K Knowledge Quest - Subject Area Exploration 1 - 7 | 2 units each

Designed for educators to begin a quest for knowledge guided by an audio or video-course (from 48 to 66 lectures), from The Great Courses published by The Teaching Company. The journey begins by studying and reflecting on ideas, concepts, topics and referenced materials and/or texts in a specific subject area and culminates with independent writing, research and curriculum projects.

EDU-X767K – EDU-X770K Knowledge Quest - Subject Area Exploration 1 - 4 | 3 units each

Designed for educators to begin a quest for knowledge guided by an audio or video-course (72 or more lectures), from The Great Courses published by The Teaching Company. The Journey begins by studying and reflecting on ideas, concepts, topics and referenced materials and/or texts in a specific subject area and culminates with independent writing, research and curriculum projects.

EDU-X771K Knowledge Quest – Capstone | 3 units

Knowledge Quest - Capstone is the culminating course in the Knowledge Quest Certificate program. It addresses the need for educators to be lifelong learners with a thirst for knowledge while meeting the academic needs of the students they teach. This course will allow you to reflect and review the previously completed courses in a subject area, research on related topics in this area, create and implement a plan to apply this knowledge in your classroom, and analyze the effectiveness of adding this knowledge to your teaching.



EDUCATORS INDEPENDENT STUDIES COURSES

Course Schedule and Enrollment Links	Term	*Location Format	Price
EDU-X750K - EDU-X759K Subject Area Exploration 1 - 10 1 unit each	Register Any Time	IS Self-Paced	\$129
EDU-X760K - EDU-X766K Subject Area Exploration 1 - 7 2 units each	Register Any Time	IS Self-Paced	\$237
EDU-X767K To EDU-X770K Subject Area Exploration 1 - 4 3 units each	Register Any Time	IS Self-Paced	\$376
EDU-X771K Knowledge Quest – Capstone 3 units	Register Any Time	IS Self-Paced	\$129**
Certificate Fee (one-time fee)			\$100

*Independent Study Self-Paced

** Limited Time Special Offer (3 units for the price of 1)

[Learn more!](#) (619) 260-4585 | SanDiego.edu/EducatorsPrograms

Literacy Toolbox Courses

Independent Study Self-Paced

Implement New Teaching Tools to Increase Student Literacy in Your Classroom

The Literacy Toolbox Professional Program is designed for all K-12 educators to explore instructional/curricular tools that improve student literacy. This series allows for new teachers to be introduced to and develop instructional skill with literacy tools and veteran teachers to re-examine/diversify the literacy tools they currently use.

Courses and Professional Distinction: Enroll in one or more courses in this professional program, or complete a combination of twelve (12) units of courses in this program successfully for professional distinction noted on your transcript. By meeting the requirements of each course, participating teachers will earn one to three semester units of graduate level extension credit from the University of San Diego.

Who Should Attend: Grade K-12 teachers that want to develop strategies that will significantly improve their ability to advance the literacy skills of their students.

EDU-X781I Literacy Tool Box I - Retooling Student Literacy | 3 units

Examine and utilize a wide range of literacy tools to promote student learning and improve academic success.

EDU-X782I Literacy Tool Box II - More Tools for Retooling Student Literacy | 3 units

Examine and utilize even more literacy tools (than covered in Literacy Toolbox I) to promote student learning and improve academic success.

EDU-X783I Dynamic Vocabulary Instruction | 3 units

Examine and diversify literacy tools for vocabulary instruction to promote learning and improve academic success.

EDU-X784I Engaging Students with Socratic Seminar | 3 units

Designed to help K-12 educators using Socratic seminar as a literacy tool to promote student learning and improve academic success.

EDU-X785I Inspiring Active Reading with Literature Circles | 3 units

Use literature circles as a literacy tool to promote student learning and improve academic success.

EDU-X700I Teaching for Concrete Comprehension | 3 units

Learn to use, develop, and modify seven comprehension strategies that will increase knowledge on how to relay comprehension concepts and produce creative, inviting and engaging lessons for students.

EDU-X786I Retooling Student Literacy – Planning | 2 units

Plan curriculum for K-12 classrooms using a myriad of literacy tools.

EDU-X787I Retooling Student Literacy – Implementation | 1 unit

Implement the unit planned in Retooling Student Literacy - Planning, EDU-X786I and reflect on its effectiveness.

Course Schedule and Enrollment Links	Term	*Location Format	Price
EDU-X781I Literacy Tool Box I - Retooling Student Literacy	Register Any Time	IS Self-Paced	\$376
EDU-X782I Literacy Tool Box II	Register Any Time	IS Self-Paced	\$376
EDU-X783I Dynamic Vocabulary Instruction	Register Any Time	IS Self-Paced	\$376
EDU-X784I Engaging Students with Socratic Seminar	Register Any Time	IS Self-Paced	\$376
EDU-X785I Inspiring Active Reading with Literature Circles	Register Any Time	IS Self-Paced	\$376
EDU-X700I Teaching for Concrete Comprehension	Register Any Time	IS Self-Paced	\$376
EDU-X786I Retooling Student Literacy - Planning	Register Any Time	IS Self-Paced	\$237
EDU-X787I Retooling Student Literacy - Implementation	Register Any Time	IS Self-Paced	\$129

*Independent Study Self-Paced

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Love of Language Courses

Independent Study Self-Paced

Bring Language Back into Your Life and Share the Love of Language with Your Students.

The Love of Language Series is designed to rekindle an appreciation of the beauty and power of language. This series allows participants to select individual courses focused on an area of language and/or literature that sparks a personal interest, ranging from writing and grammar (yes, grammar!) to a variety of literary genres. Courses in this series will be guided by audio-courses (which average about 7 hours), published by the Recorded Books Modern Scholar, in a journey that begins by studying and reflecting on language and literature and concludes with independent writing, research or curriculum projects.

Courses and Certificate Program: Enroll in one or more courses, or complete a combination of six (6) 1 unit courses, plus the 3 unit Love of Language Capstone course (EDU-X771K), 9 units total to successfully earn a professional certificate.

Who Should Attend: Grade K-12 teachers that want to develop a greater appreciation for language topics, literature genres and/or certain authors' works and share this rekindled or new found interest with their students.

EDU-X739I Love of Language: Writing and Persuasion | 1 unit

Designed to rekindle an appreciation of beauty and power of writing and persuasion, covering the following topics: rhetoric, audience, argument, logic, logical fallacies, logos-ethos-pathos, figures of speech, word choice, speech patterns and accent.

EDU-X740I Love of Language: Literature | 1 unit

Designed to rekindle an appreciation for the beauty and power of literature, covering the following literature-based topics: language, text, author, audience, genre, poetry, prose, postmodernism, identity, culture and the literary canon.

EDU-X741I Love of Language: Grammar | 1 unit

Designed to rekindle an appreciation for the beauty and power of grammar, covering the following grammar-based topics: a sensible approach to grammar, a history of the English language, spelling, word classes, pronouns, nouns, verbs, transformations, phrases, clauses and punctuation

EDU-X742I Love of Language: Poetry | 1 unit

Designed to rekindle an appreciation for poetry, covering poetry from the following sources and authors: oral tradition, Anglo-Saxon, Middle English, Early Renaissance, Metaphysicals, Milton, eighteenth-century poets, romantics (Blake, Shelley, and Keats), Victorians, American Poetry, Modernism, Late Modernism and poetry today.

EDU-X741J Love of Language: Children's Literature | 1 unit

Designed to rekindle an appreciation for the language and stories of children's literature, including Alice in Wonderland, Peter Pan, the Harry Potter series and many more classic and contemporary works that have responded to and shaped childhood.

EDU-X742J Love of Language: J.R.R. Tolkien and Fantasy Literature | 1 unit

Designed to rekindle an appreciation for works of J. R. R. Tolkien, including The Hobbit, The Fellowship of the Ring, The Two Towers, The Return of the King, The Silmarillion and Unfinished Tales, as well as other works and authors within the genre of fantasy literature.

EDU-X743J Love of Language: C.S. Lewis | 1 unit

Designed to rekindle an appreciation for the works of C. S. Lewis, including The Chronicles of Narnia, The Space Trilogy (Out of the Silent Planet, Perelandra, and That Hideous Strength) and his apologetic writings.

EDU-X744J Love of Language: Science Fiction | 1 unit

Designed to rekindle an appreciation for the genre of science fiction, as it has evolved from Mary Shelley's Frankenstein and the works of Jules Verne and H. G. Wells through the "golden age" of science fiction and beyond, including the contributions of Isaac Asimov, Robert A. Heinlein and Arthur C. Clarke, Frank Herbert, Kurt Vonnegut, Philip K. Dick, Ursula K. Le Guin, Orson Scott Card, Octavia Butler and many more.



EDU-X745J Love of Language: Detective Fiction | 1 unit

Designed to rekindle an appreciation for the power of detective stories, including Edgar Allan Poe, Arthur Conan Doyle, Agatha Christie, Raymond Chandler, Dashiell Hammett, Ian Fleming, Robert Ludlum, Tom Clancy, Sue Grafton and many more.

EDU-X746J Love of Language: He Said/She Said | 1 unit

Designed to increase awareness and appreciation for the differences in communication that develop as a result of gender, including the following topics: conversations between women and men, children at play, cross-cultural approaches, ambiguity, indirectness, talking at home and work, public and private speaking.

EDU-X747J Love of Language: The English Language | 1 unit

Designed to foster an appreciation for historical development of the English language, as it has progressed from Germanic roots to Old and Middle English and finally to its modern form.

EDU-X711K Love of Language: Bible as Literature | 1 unit

Designed to develop a literary and historical appreciation for the Bible, focusing on key scenes, stories, forms and books of the Bible beginning with Genesis and concluding with the Book of Revelations.

EDU-X712K Love of Language: Greek Mythology | 1 unit

Designed to develop an appreciation for Greek myths, heroes and gods, including Hercules, Zeus, Achilles, Athena, Aphrodite and others.

EDU-X713K Love of Language: Chaucer | 1 unit

This course begins by studying and reflecting on the language and works of Geoffrey Chaucer and concludes with an independent writing, research or curriculum project.

EDU-X714K Love of Language: Shakespeare’s Tragedies | 1 unit

This course is a journey that begins by studying and reflecting on the language and dramatic elements of Shakespeare’s tragedies and concludes with an independent writing, research or curriculum project.

EDU-X715K - Love of Language: Shakespeare’s Comedies | 1 unit

Designed to study and foster an appreciation for Shakespeare’s comedies. Conclude with an independent writing, research or curriculum project.

EDU-X716K Love of Language: British Romantic Poets | 1 unit

This course is designed to develop a literary appreciation for the poetic works of the British Romantic Poets, including Robert Burns, William Wordsworth, Samuel Taylor Coleridge, William Blake, Lord Byron, Percy Byssche Shelley and John Keats.

EDU-X717K Love of Language: Walt Whitman | 1 unit

This course is designed to develop a literary appreciation for the poetic works of Walt Whitman, including how he broke with European literary forms to establish a broad new voice for American poetry. How Whitman influenced his contemporaries and those that came after him to in the cultural formation of the United States will be discussed.

EDU-X718K Love of Language: George Orwell | 1 unit

Develop an appreciation for the literary works of George Orwell, including his classic dystopian novel 1984 and the political satire of Animal Farm.

EDU-X719K Love of Language: Mark Twain | 1 unit

Gain a better appreciation for one of the most important - and most influential - of all American authors—Mark Twain.

EDU-X723K Love of Language: Capstone | 3 units

Designed as a culminating experience for educators who have completed 6 units of coursework within the Love of Language series. This course will facilitate educators applying completed coursework to teaching, curriculum and personal academic growth.

Course Schedule and Enrollment Links	Term	*Location Format	Price
Love of Language Elective Courses 1 unit each	Register Any Time	IS Self-Paced	\$129
EDU-X723K Love of Language - Capstone 3 units	Register Any Time	IS Self-Paced	\$129**
Certificate Fee (one-time fee)			\$100

*Independent Study Self-Paced

**Limited Time Special Offer (3 units for the price of 1)

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Planning & Implementation Professional Program: English Language Learner

Independent Study Self-Paced

Plan an English Language Arts Instructional Unit and Then Implement It in Your Classroom

The Planning and Implementation Professional Program - English Language Learner are courses are designed to facilitate focused, high-quality planning and implementation of instructional units by elementary, middle and high school teachers of English language learners. Courses in this program are divided into Planning and Implementation courses. In order to enroll in and complete any of the Implementation courses in the Planning and Implementation Professional Program - English Language Learner, one must first take the Planning course in the corresponding area. For example, English Language Learner Elementary - Planning is a prerequisite for English Language Learner Elementary - Implementation.

Who Should Attend: K-12 teachers that want to design and deliver new well-planned instructional units to the English language learners in their classroom.

EDU-X753I English Language Learner Elementary - Planning | 2 units

Plan instructional units for your English language learners. English Language Learner Elementary - Planning is designed to allow you to take the time needed to plan curriculum for English language learners in an elementary school. By meeting the requirements of this class, participating teachers will earn two semester units of graduate level extension credit from the University of San Diego, a fully accredited university. If you also enroll in and complete the requirements of the English Language Learner Elementary - Implementation EDU-X754I course, you will earn another semester unit. That would give you a total of three semester units for planning and implementing a unit of instruction for your English language learners. In order to enroll in English Language Learner Elementary - Implementation EDU-X754I, one must first complete this planning course.

EDU-X754I English Language Learner Elementary - Implementation | 1 unit

Implement your unit plan for English language learners. English Language Learners Elementary - Implementation is designed for you to implement the unit that you planned in the prerequisite course and reflect on its effectiveness. By meeting the requirements of the class, participating teachers will earn one semester unit of graduate level extension credit from the University of San Diego.

EDU-X755I English Language Learner Secondary - Planning | 2 units

Plan instructional units for your English language learners. English Language Learner Secondary - Planning is designed to allow you to take the time needed to plan curriculum for English language learners in middle or high school. By meeting the requirements of this course, participating teachers will earn two semester units of graduate level extension credit from the University of San Diego, a fully accredited university. If you also enroll in and complete the requirements of the English Language Learner Secondary - Implementation EDU-X756I course, you will earn another semester unit. That would give you a total of three semester units for planning and implementing a unit of instruction for your English language learners.

EDU-X756I English Language Learner Secondary - Implementation | 1 unit

Implement your unit plan for English language learners. English Language Learner Secondary - Implementation is designed for you to implement the unit that you planned in the prerequisite course and reflect on its effectiveness. By meeting the requirements of the class, participating teachers will earn one semester unit of graduate level extension credit from the University of San Diego, a fully accredited university.

Course Schedule and Enrollment Links	Term	*Location Format	Price
EDU-X753I English Language Learner Elementary - Planning	Register Any Time	IS Self-Paced	\$237
EDU-X754I English Language Learner Elementary - Implementation	Register Any Time	IS Self-Paced	\$129
EDU-X755I English Language Learner Secondary - Planning	Register Any Time	IS Self-Paced	\$237
EDU-X756I English Language Learner Secondary - Implementation	Register Any Time	IS Self-Paced	\$129

*Independent Study Self-Paced

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Travel, Learn, Teach Series Courses

Independent Study Self-Paced

Exploring Beyond the Classroom and Beyond Textbooks to Optimize Your Teaching

Invalidate your teaching with explorations either within your community or beyond. Bring your discoveries back to the classroom to inspire students to learn more and become lifelong learners through exploring. These courses allow you to become motivated to turn your travels into creative learning enhancements that allow students to make real world connections. Each course requires either creating a new lesson plan or augmenting a current one that combines your newfound knowledge or materials. Teacher resources abound from visits to museums, national or state parks, memorials, presidential libraries, local businesses or cultural learning centers. Turn your travels into more rewarding experiences with purposeful learning for the classroom!

Courses: Three courses available, that can be taken multiple times with a new location each time. Take up to 9 months to complete work from the time of enrollment.

Who Should Attend: Grade K-14 teachers that want to incorporate regional/national/world travel and/or community resources into their teaching to enhance student learning and motivate lifelong learning.

EDU-X701P through EDU-X710P Travel, Learn, Teach: Exploring Community Resources for Learning | 1 unit each

Explore your community by visiting a specific place to acquire new knowledge and resources to enhance your teaching. This course allows K-14 educators to purposely discover the richness of their region's resources and turn those findings into valuable teaching enhancements. Promote the real world, community connection with students. It can also be taken in preparation to an upcoming field trip with the class or in preparation for a guest presenter. Local museums, nearby regional or state parks, a local recycling plant, local businesses, a community garden, and cultural learning centers are just a few ideas that can help maximize learning opportunities for you and your students.

EDU-X721P through EDU-X730P Travel, Learn, Teach: Exploring National Resources for Learning | 1 unit each

Explore our country by visiting a specific place to acquire new knowledge and resources to enhance your teaching. This course allows K-14 educators to purposely discover the richness of our nation's resources and turn those findings into valuable teaching enhancements to promote the real world connection with students. Museums, national and/or state parks, businesses, memorials, presidential libraries, and cultural learning centers are just a few ideas that can help maximize learning opportunities for you and your students.

EDU-X751P through EDU-X760P Travel, Learn, Teach: Exploring International Resources for Learning | 1 unit each

Explore an international destination to acquire new knowledge and resources to enhance your teaching. Geography, culture, history and language are just a few aspects to be discovered in traveling abroad. This course allows K-14 educators to purposely discover the richness of our world's resources and turn those findings into valuable teaching enhancements to promote the real world connection with students. Museums, environmental/ecological parks, historical monuments, homes of historical figures, and cultural learning centers are just a few ideas that can help maximize learning opportunities for you and your students.

Course Schedule and Enrollment Links	Term	*Location Format	Price
EDU-X701P thru EDU-X710P Exploring Community Resources for Learning	Register Any Time	IS Self-Paced	\$129 ea.
EDU-X721P thru EDU-X730P Exploring National Resources for Learning	Register Any Time	IS Self-Paced	\$129 ea.
EDU-X751P thru EDU-X760P Exploring International Resources for Learning	Register Any Time	IS Self-Paced	\$129 ea.

*Independent Study Self-Paced

[Learn more!](#) (619) 260-4585 | SanDiego.edu/EducatorsPrograms

More Independent Study Self-Paced Courses

EDU-X700P Using Inquiry, Discussion, and Experience to Develop Critical Thinkers and Inspire Lifelong Learning | 3 units

This course promotes the real-world skills and lifelong learning all educators hope to foster by eliciting certain high-level responses among students: careful observation, cooperation, clear thinking and planning, persistence, resourcefulness and adaptability.

Who Should Attend: K-12 educators looking to promote critical thinking skills and instill lifelong learning to their students.

EDU-X757I - The Solar System Hands-on Activities, Grades 4-8 | 3 units

Teach your science unit with hands-on activities. The focus of this course is on getting students actively involved in learning about the solar system using experience-based explorations. There are three parts to this course: 1) A staff training component for you on problem solving and the importance of discovery, 2) Three prerequisite introductory student activities that help introduce the study of the solar system, and give practice on research and writing skills, and 3) A number of student explorations (experiments and simulations) that engage students in a variety of scientific behaviors.

Who Should Attend: 4th through 8th grade educators wanting to promote student learning with meaningful experiential activities in their science curriculum.

EDU-X721J - Learning with Literature (K-3) | 3 units

Create literature lessons in the differentiated classroom. Learning with Literature (K-3) is designed to teach K-3 educators how to use children's books to become better equipped to teach language arts. The use of children's books will provide more interest which leads to more meaningful lessons. This course provides you with various learning levels for you to differentiate lessons for each student. Start with preselected children books and then choose your own books to create lesson plans. Differentiate in the classroom and plan creative and well thought out literature units for the current and/or upcoming school year!

Who Should Attend: Elementary teachers for grade levels of kindergarten through third grade who want to know how to use any children's book or story to teach the standards and objectives necessary for their grade level in an interesting and fun manner.

EDU-X732L - Teaching Literature to English Language Learners | 2 units

This course focuses on strategies for implementing literature into the classroom with English language learners. The curriculum provides a rationale for the use of literature in the classroom with language learners and principles for selecting appropriate reading materials and activities. It suggests criteria for selecting and evaluating materials for classroom use and identifies some of the distinctive features of novels, short stories, poems and plays so that these can be explored in the classroom.

Who Should Attend: Pre-Service and In-Service K-12 Educators who teach English Language Learners. The materials are suited for implementation with middle and high school students, but can be adapted with younger and adult learners.

EDU-X741M Classroom Website Creation and Enhancement | 2 units

This course is designed to allow educators to employ strategies to create effective classroom websites and/or enhance ones that are currently being used. This course introduces the usage of various online open source tools that can be used to integrate classroom content, media, projects, assessments, and Web 2.0 content available to students and their parents, to provide an innovative interactive online environment.

Who Should Attend: Educators wanting to create an innovative classroom website that includes various content, media, assignments, projects, and assessments in an interactive educational online environment.

Course Schedule and Enrollment Links	Term	*Location Format	Price
EDU-X700P Using Inquiry, Discussion, and Experience to Develop Critical Thinkers and Inspire Lifelong Learning	Register Any Time	IS Self-Paced	\$376
EDU-X757I The Solar System Hands-on Activities, Grades 4-8	Register Any Time	IS Self-Paced	\$376
EDU-X721J Learning with Literature (K-3)	Register Any Time	IS Self-Paced	\$376
EDU-X732L Teaching Literature to English Language Learners	Register Any Time	IS Self-Paced	\$237
EDU-X741M Classroom Website Creation and Enhancement	Register Any Time	IS Self-Paced	\$237

*Independent Study Self-Paced

"It was a lot of work but my students really enjoyed it and we learned much more about the solar system than if we would have just used our science textbook. It was a great course, and I am glad I took it. Both my students and I benefitted from it."

- Denise Davis, Teacher, 5th grade

Learn more! (619) 260-4585 | SanDiego.edu/EducatorsPrograms

Bullying Prevention In Our Schools Courses

Online Fixed-Date

Bullying is one of the most concerning issues facing students and teachers in schools today, and yet few educators are equipped to handle this pervasive problem. This intense subject is thoroughly covered in a four-course series that provides a solid foundation in effective early identification, prevention, victim support, cyber-bullying awareness, and school culture changes that can provide real and lasting solutions.

Courses and Certificate Program: Enroll in individual courses or complete all four courses in the program for a total of 9 units.

Who Should Attend: All new and experienced teachers and school staff will benefit from this research-based program of study that incorporates real-world scenarios and current events.

EDU-X717A Bullying: An Introduction | 3 units

Become a Champion for Bullying Prevention with Online Convenience. According to current research, most teachers find bullying hard to accurately identify and are unsure of how to address it, yet it affects our classrooms and school climates and is a factor in student learning and success. This course (and certificate) will provide participants an introduction to the research, information, helpful resources and practical strategies to prevent bullying.

EDU-X718A Bullying: Issues of Gender and Race | 2 units

Build on Your Understanding and Application of Bullying Prevention Practice. This course will review the different forms of bullying and, in particular, how those forms are practiced by different gender and ethnic groups. The course will also explore bullying among gender groups and ethnic groups as well as differences in cultural views related to bullying. Real-world scenarios and research articles will challenge you to consider how to address the differences among groups so you can prevent the impact in your classroom and school campus.

EDU-X719A Bullying and the Internet | 2 units

This course will address issues regarding safety for children and adolescents that have arisen due to access to the Internet. Issues that will be discussed and addressed will focus on cyber-bullying, but will also consider other safety concerns on the Internet. Cyber-stalking, classroom Internet abuse and inappropriate usage of images, information and social networking tools will be explored.

EDU-X720A Bullying: Prevention | 2 units

Participants build a “toolbox” that they can use to identify, prevent and address bullying. Review research-based programs that have been effective, as well as practical strategies and approaches that can be implemented into the classroom immediately.



Course Schedule and Enrollment Links Required	Term	Location Format	Price
EDU-X717A Bullying: An Introduction	FA, SP, SU	Online Fixed-Date	\$500
EDU-X718A Bullying: Issues of Gender and Race	FA, SP, SU	Online Fixed-Date	\$400
EDU-X719A Bullying and the Internet	FA, SP, SU	Online Fixed-Date	\$400
EDU-X720A Bullying: Prevention	FA, SP, SU	Online Fixed-Date	\$400
Certificate Fee (one-time fee)			\$100

[Learn more!](#) (619) 260-4585 | SanDiego.edu/EducatorsPrograms

Character Education Development Courses

Online Fixed-Date

In collaboration with USD School of Leadership and Education Sciences, Professional and Continuing Education has developed a character education program that uses best practices to help you plan, deliver and assess character education. Teachers and school leaders will learn to motivate and develop students’ habits of good character. Explore existing and emerging best practices that can be integrated into the classroom, school, and district.

Courses and Certificate Program: Enroll in individual courses or complete all four courses to earn a certificate.

Who Should Attend: K-12 teachers and administrators interested in learning how to plan and implement character development education into the classroom, school and/or district.

EDU-X731A Instructional Strategies in Character Education | 2 units

Incorporate Social and Emotional Learning in Your Teaching. This course examines several instructional strategies that have been found effective for teaching character development. Among the strategies to be studied are those that relate to literature-based programs, the importance of language, cooperative learning, teaching for thinking, conflict resolution, and parental involvement.

EDU-X722J Character Education: Curriculum & Programs | 2 units

Develop and Evaluate Programs to Build Student Character. Learn to examine and critique character education programs in state and local school districts and assess commercial curricula and programs using a specific set of best practice standards. You will develop your skills to plan, organize, implement, and evaluate character education initiatives and intervention programs in your school and school district.

EDU-X723J Character-based Classroom Management | 2 units

Build Your Skills to Develop Students As Model Citizens. This course will enhance knowledge and skills in managing all aspects of the modern day classroom while attending to the social-emotional growth of students. You will develop an understanding and appreciation of strategies that work and don’t work and why. You will examine effective management practices based on experienced teachers’ recommendations and the current research.

EDU-X726L Social-Emotional Learning and Teaching: Home, School, Work | 2 units

This course examines the why, what, and how of why emotions and social skills matter in school, homes, and the workplace.

Course Schedule and Enrollment Links	Term	Location Format	Price
EDU-X731A Instructional Strategies in Character Education	FA, SP, SU	Online Fixed-Date	\$400
EDU-X722J Character Education: Curriculum & Programs	FA, SP, SU	Online Fixed-Date	\$400
EDU-X723J Character-Based Classroom Management	FA, SP, SU	Online Fixed-Date	\$400
EDU-X726L Social-Emotional Learning and Teaching: Home, School, Work	FA, SP, SU	Online Fixed-Date	\$400
Certificate Fee (one-time fee)			\$100

The Character Education Development program is also available as a customized version for a private schedule at your organization.

“...It took me time, but I learned a lot about managing students’ behavior. I will recommend it to other teachers. It was worth it!”

- Angel Maldonado

Learn more! (619) 260-4585 | SanDiego.edu/EducatorsPrograms

Mental Health First Response Courses

Online Fixed-Date

This certificate program provides teachers and other school professionals with training on how to identify, interact, make appropriate referrals and respond to emotional, mental and social issues within the school setting, specifically those that may lead to gun violence and/or harm to self or others. Learn how to work with community resources to create and implement an appropriate preparedness plan and use “universal precautions” to preserve staff and other student safety. In much the same way that traditional first aid is designed to save the life of a person in crisis, Mental Health First Response will focus on saving lives by recognizing the emotional distress, depression and other issues impacting students—issues that are increasingly leading to suicide, violence and harm to self or others when not appropriately addressed in a timely manner.

Courses and Certificate Program: Enroll in individual courses or complete all five courses to earn a certificate.

Who Should Attend: K-12 educators, as well as other school professionals, such as school nurses, psychologists, counselors and administrators. Parents and school volunteers can also benefit from this program.

EDU-X791J Introduction to Mental Health First Response | 3 units

Become a Leader with Mental Health First Response Awareness. In much the same way that traditional first response is designed to save the life of a person in crisis, Mental Health First Response focuses on saving lives by recognizing the emotional distress, depression and other issues impacting students—issues which increasingly lead to suicide, violence and harm to self or others when not appropriately addressed in a timely manner. This course will prepare teachers and other school professionals how to identify, interact, make appropriate referrals and respond to emotional, mental and social issues within a school setting, specifically those that may lead to gun violence and/or harm to self or others.

EDU-X792J Mental Health Prevention Programs and Process | 2 units

The main focus of this course is crisis prevention and response coordination efforts. It is said an ounce of prevention is worth a pound of cure; certainly no better example could be found than that of mental health prevention measures. School systems have historically been reactive rather than proactive when it comes to mental health issues. This course is designed to tackle those tough topics related to mental health prevention including public and private fears concerning “labels,” privacy and confidentiality, why school based mental health prevention services are needed more now than ever, and prior precedents. Emphasis will be on creating age appropriate prevention measures that are proactive, yet sensitive to the concerns of parents and community.

EDU-X793J Mental Health Triage | 2 units

The focus of this course is to assist school employees, volunteers and ancillary staff to determine the nature and severity of a potential mental health problem or emotional distress in a student. Mental health triage is much like traditional medical triage in that you are determining the nature and severity of potential risk to the individual, other students or staff; it becomes possible to determine the immediacy and type of required response. An emphasis will be placed on action, understanding and compassion.

EDU-X794J Mental Health Matters | 2 units

Mental Health Matters is one of five courses in the Mental Health First Response Certificate program. This course is a symposium of timely topics and serial studies related to safe schools and Mental Health First Response.

EDU-X795J Mental Health Re-Entry | 2 units

This course will address the issues in school re-entry after a behavioral health crisis has occurred. Students frequently encounter barriers when returning to school. Research has found a lack of consistency in program protocols that address school re-entry plans. Concerns over copy-cat and contagion events exacerbate the problem and may impede proper community communication. Last but not least, the lack of support, structured planning, and limited communication between providers, family, and school may increase secondary and/or tertiary risk factors for academic, social and emotional outcomes among students.



Course Schedule and Enrollment Links	Term	Location Format	Price
EDU-X791J Introduction to Mental Health First Response	FA, SP, SU	Online Fixed-Date	\$525
EDU-X792J Mental Health Prevention Programs and Process	FA, SP, SU	Online Fixed-Date	\$400
EDU-X793J Mental Health Triage	FA, SP, SU	Online Fixed-Date	\$400
EDU-X794J Mental Health Matters	FA, SP, SU	Online Fixed-Date	\$400
EDU-X795J Mental Health Re-Entry	FA, SP, SU	Online Fixed-Date	\$400
Certificate Fee (one-time fee)			\$100

[Learn more!](#) (619) 260-4585 | SanDiego.edu/EducatorsPrograms

Teacher Leader Courses

Online Fixed-Date

This program provides teachers with training in educational issues, laws, and programs to enable them to transition into the role of “Teacher Leader” on campus. A “Teacher Leader” is a teacher who is assigned special duties or takes on leadership roles on the school campus which provides them with experience pertinent to future careers as administrators.

Courses and Certificate Program: Enroll in individual courses or complete all five courses to earn a certificate.

Who Should Attend: K-12 teachers interested in eventually pursuing an administrative credential or just wanting to increase their leadership role at their school or district.

EDU-X772I Preparing for School Leadership | 2 units

In this rigorous, graduate-level course, you will build core competencies that educational leaders apply every day: communication, prioritization, and decision-making, as well as an understanding of available resources and legal constraints. You will apply these skills to common issues of student discipline, instructional leadership, and the process of developing and communicating a shared vision for school improvement.

EDU-X773I Program Evaluation and Improvement | 2 units

Being able to evaluate the strengths of your school’s programs, and determine areas for continued growth and improvement, are a large and difficult component of being a school leader. Knowing and understanding program requirements, what to evaluate and measure, and the resources to make you effective at this task, are an important leadership task. This course will introduce you to the data resources, the mandated requirements, tools, and monitoring procedures that will help you be a teacher leader or school administrator who can effectively analyze a school’s performance and areas for change.

EDU-X774I Student Discipline, Intervention & Support | 2 units

Leaving the classroom does not mean no interaction with students - but it does mean DIFFERENT interaction with students, and their parents! Now you are the one disciplining them based on the teacher’s referral and having to make tough legal and judgment calls. This course will provide you with an introduction as well as problem solving opportunity around CA Education Law regarding student service issues: discipline, attendance, special education, 504s, intervention and support.

EDU-X775I Instructional Leadership | 2 units

Instructional leadership is at the heart of being a school leader. And in the current climate of assessment, evaluation and competitive comparison between schools, making sound instructional decisions as well as being an instructional resource is key to being a successful leader. This course will address instructional evaluation and assessment, review instructional strategies that can be used in coaching teachers and provide support to facilitate growth and improvement on a campus.

EDU-X776I Understanding and Managing Resources | 2 units

Being a leader also means you need to be a manager. Education is a business, a people business, making it critical to understand not only the management of financial resources, but the human resources and needs that an administrator is responsible for. This course will introduce you to the fiscal and legal responsibilities of all the types of resource allocation and management.



Course Schedule and Enrollment Links	Term	Location Format	Price
EDU-X772I Preparing for School Leadership	FA, SP, SU	Online Fixed-Date	\$445
EDU-X773I Program Evaluation and Improvement	FA, SP, SU	Online Fixed-Date	\$445
EDU-X774I Student Discipline, Intervention & Support	FA, SP, SU	Online Fixed-Date	\$445
EDU-X775I Instructional Leadership	FA, SP, SU	Online Fixed-Date	\$445
EDU-X776I Understanding and Managing Resources	FA, SP, SU	Online Fixed-Date	\$445
Certificate Fee (One-time fee)			\$100

Learn more! (619) 260-4585 | SanDiego.edu/EducatorsPrograms

TESOL (Teaching English to Speakers of Other Languages) Courses

Online Fixed-Date

Develop a Deeper Understanding in the Field of Second Language Acquisition (SLA)

The TESOL certificate program allows participants to acquire the specialized training and skills needed for a successful career teaching or preparing to teach ESL to non-native English speaking students. University of San Diego (USD) faculty will provide a theoretical foundation for second or foreign language teaching, new innovative insights, activities, and techniques, which can be integrated into the classroom.

Courses and Certificate Program: Enroll in individual courses or complete all 5 courses to earn a certificate. Six units of credit is transferrable to the MEd in TESOL.

Who Should Attend: Recent graduates, career changers, and educators who wish to develop their competencies in the field of TESOL.

ELTS-X701 Essentials in Second Language Acquisition Theories | 2 units

Students will trace the historical development of the theories and concepts in the field of SLA, and study methods of implementing current theories in the ESL classroom.

ELTS-X702 Methods of Teaching ESL | 2 units

Students will synthesize theoretical knowledge in the field of linguistics and second language acquisition with the “practice” of creating materials and utilizing instructional methodologies in the ESL classroom.

ELTS-X703 Teaching English as a Global Language | 2 units

Students will explore the theoretical foundations of communicative classrooms and understand its implication within current classroom practice.

ELTS-X704 Linguistics for Teaching English to Speakers of Other Languages | 2 units

Students will gain an understanding of important concepts in the field of linguistics as it applies to pedagogical methods and language learning in an ESL classroom.

ELTS-X705 Practicum: Field Experience in a Foreign/Second Language Classroom| 2 units

Students will survey various aspects of an ESL classroom including such areas as classroom interaction, teacher views, student views, teaching styles, and classroom format. They will observe one aspect that interests them and write a critical paper based on their observations. Students will also be required to teach a lesson in an ESL classroom.



Course Schedule and Enrollment Links	Term	Location Format	Price
ELTS-X701 Essentials in Second Language Acquisition Theories	FA, SP, SU	Online Fixed-Date	\$449
ELTS-X702 Methods of Teaching ESL	FA, SP, SU	Online Fixed-Date	\$449
ELTS-X703 Teaching English as a Global Language	FA, SP, SU	Online Fixed-Date	\$449
ELTS-X704 Linguistics for Teaching English to Speakers of Other Languages	FA, SP, SU	Online Fixed-Date	\$449
ELTS-X705 Practicum: Field Experience in a Foreign/Second Language Classroom	FA, SP, SU	Online Fixed-Date	\$449
Certificate Fee (one-time fee)			\$100

The TESOL program is also available as a customized version for a private schedule at your organization.

[Learn more!](#) (619) 260-4585 | SanDiego.edu/EducatorsProgram

Fundamentals for Teachers Courses

Online Fixed-Date

The University of San Diego currently offers four fundamental education courses that introduce or refresh subject matter and teaching strategies in the areas of computer technology, health and mainstreaming. Brush up on introductory computer skills that promote successful classroom organization. Understand the health needs of students. Promote inclusion of all students in the classroom.

All courses can be taken individually by any educator for content knowledge and/or for professional growth purposes. Please note that this subject matter is currently embedded in teacher education programs in the State of California. You may have already taken coursework that covers this content.

For non-clear credentialed teachers in the State of California, please check with your district/employer for approval to take any of the courses for the health, mainstreaming and/ or computer requirements in the State of California prior to enrolling. You are responsible to check with your preliminary university or school district to be sure these classes are approved to take, prior to enrolling. *These courses do not satisfy induction requirements.* Contact your program induction sponsor's coordinator for more information before choosing to enroll in one or more of these courses.

The University of San Diego does not recommend candidates for the California Clear Credential.

Who Should Attend: Teachers wanting to enhance computer skills; learn more about mainstreaming, and learn more on health care in the educational setting.

EDU-X743A Mainstreaming | 3 units

This course will provide the general education teacher with knowledge of resources, techniques, strategies and applications of mainstreaming, integration or inclusive education for special needs students and the mandates governing that education. Students receive presentations on special education terminology and law, disability overviews, assessment, Section 5004, participating in the IEP team meeting, curriculum adaptations/modifications, behavior management, communication and myths, and being the educator for students with special needs in the regular classroom.

EDU-X792A Health Care Perspectives | 3 units

The course is designed to help the classroom teacher understand the health needs of children including their physical, psychological and social needs. Students will learn valuable resources for their K-12 students and families, as well as school health and the law. NOTE: This course is no longer required for out-of-state teachers wanting to teach in the State of California.

EDU-X763H Computer for the Educator - Level I | 3 units

This course covers general and specialized skills in the use of computers in educational settings. To be successful you must know how to operate a computer, send email, and connect to the Internet and to the printer that you will be using. Lessons cover the following topics: create word processing, spreadsheet, database, drawing and desktop publishing documents; write a standards-based integrated lesson; learn technology terms; print documents.

You will also research computer history, technology ethics, the use of computers in education, and much more. The course is not designed for novice computer users.

EDU-X764H Computer for the Educator - Level II | 3 units

This course assumes the student has already completed a course in basic computer skills. Lessons cover the following topics: databases and spreadsheets; Webpage and presentation tools; common technology tools used to assess student learning inquiry based learning using online tools; online communication tools: email, websites, blogs, listservs and newsgroups; online A/V resources; collaboration with staff to incorporate technology into the curriculum ; current research on the use of technology in education; awareness of site based technology planning including short and long-term planning.



Course Schedule and Enrollment Links	Term	Location Format	Price
EDU-X743A Mainstreaming	FA, SP, SU	Online Fixed-Date	\$500
EDU-X792A Health Care Perspectives	FA, SP, SU	Online Fixed-Date	\$500
EDU-X763H Computer for the Educator - Level I	FA, SP, SU	Online Fixed-Date	\$500
EDU-X764H Computer for the Educator - Level II	FA, SP, SU	Online Fixed-Date	\$500

*Enroll in only 1 section for each course

[Learn more!](#) (619) 260-4585 | SanDiego.edu/EducatorsPrograms

Curriculum Design

Online Self-Paced *

- 1 or 3 units
- 2, 4, or 6 units

Who Should Attend: K-12 educators interested in planning customized curriculum and/or lesson plans.

Revise or Build New Curriculum with these Convenient Online Self-Paced Courses

SP 2016 EDU-X700N Develop Your Curriculum with Thoughtful Planning | 1 or 3 units

Plan for the current or upcoming school year by developing meaningful curriculum and lesson plans for your classroom. This course will give K-12 educators the opportunity to plan for the future and customize their lesson plans to incorporate new subject matter, district standards (such as Common Core), or any new goals or projects to maximize student learning. Teachers can complete this course at their convenience and earn units for planning.

You can choose from either 1 or 3 semester units (please choose one) with our online self-paced format and complete the course over the Fall 2015/ Spring 2016 terms. Submit assignments throughout the course to receive instructor feedback as you work toward a culminating project of a portfolio that details all of your planning and preparation. Enrollment is open now through February 15 (3 unit course) and March 15 (1 unit course). **Final assignment is due April 15.**

OPEN 2016 EDU-X766L Practical Instructional Planning for the Classroom | 2, 4 or 6 units

This course is designed to give teachers the opportunity to plan and create curriculum for the upcoming academic school year. Improve your instructional planning by receiving feedback from an experienced instructor. This course will enable you to plan before the new school year in a multitude of areas of teaching including creating brand new curriculum, integrating new ideas and standards (including Common Core State Standards), adopting new textbooks, and initiating plans for your new grade level or even renovating your plans for your current grade level. This course will enable you to produce engaging curriculum that will encourage student success in the classroom.

You can choose from either 2, 4, or 6 semester units (**please choose one**) and complete the course over the Spring/Summer term with our online self-paced format.* Work at your own pace and submit assignments throughout the course to receive instructor feedback as you work toward a culminating project of a portfolio that details all of your planning and preparation. Enrollment is open March 1, 2016 through June 30 (6-unit course), July 8 (4-unit course) and July 22 (2-unit course). **Final assignment is due on or before August 19th.**

Courses and Enrollment Links Section	Enrollment and Schedule	Location Format	Price
EDU-X700N Develop your Curriculum with Thoughtful Planning - 3 units - 1 unit	Enrollment Open Now Through Feb 15 (3 units) Mar 15 (1 unit) All assignments must be completed no later than April 15 for all sections	Online Self-Paced*	\$349 \$129
EDU-X766L Practical Instructional Planning for the Classroom - 6 units - 4 units - 2 units	Enrollment Open March 1st Through Jun 30 (6 units) Jul 8 (4 units) Jul 22 (2 units) All assignments must be completed no later than August 19th for all sections	Online Self-Paced*	\$679 \$490 \$250

*Online Self-Paced within given schedule. Online Self-Paced courses are a perfect blend of accessibility, convenience and flexibility for you to control your learning pace. Your instructor will provide feedback via written responses on your assignments and final project. Grades are based on assignments and completed projects. Final project is due on or before the last date of the schedule. Transcript completion date will reflect the date final project is submitted.

[Learn more!](#) (619) 260-4585 | SanDiego.edu/EducatorsPrograms

Beginning Teachers Courses

Online Self-Paced

Start Your Teaching Career with Best Practices - Flexible Online Self-Paced Courses

Courses: Register at any time and have six months from the time of registration to complete your course.

Who Should Attend: K-12 teachers who are new to the teaching profession and those educators that want to sharpen their practices.

New!

EDU-X790H Beginning Teacher: Mastering the Elements of Effective Curriculum Design | 3 units

This course allows beginning teachers, or those that want to focus on the need for stronger curricula design, to leverage achievement data, assess student needs, and apply current educational research theory to inform future curricular planning.

EDU-X775 Aligning Standards, Curriculum & Assessment | 2 units

This course provides an overview of creating, implementing, and assessing curriculum aligned to standards. Students will learn how to create lesson plans and develop teaching tools that are aligned to standards and promote academic achievement.

EDU-X776 Classroom Management | 2 units*

Learn to create a student friendly learning environment with clear expectations, stimulating and accessible materials, and appropriate teaching methods. Discover inventive ways to recognize, interpret, and respond to the daily events in the classroom.

EDU-X777 Families as Partners | 2 units

Explore the idea of schools as communities and theoretical models of family-school relations. Participants will develop tools to increase and enhance communications with parents and plan strategies for increasing parent involvement.

EDU-X778 Strategic Planning | 2 units

Learn to set goals for yourself and your students, adjust goals as the needs and abilities of your students become apparent, think about how to route classroom traffic, distribute and collect materials, and build in strategies so that all students become active participants.

EDU-X779 Teaching Methods for All Learners | 2 units

Identify the needs presented by diverse students in an inclusive classroom and the instructional strategies to meet those needs. You will focus on implementing research-based strategies to proactively expand access and provide differentiated instruction.

EDU-X780 Adolescent Literacy | 2 units

Learn strategies that promote and support adolescent literacy in the contemporary urban classroom with unmotivated and special needs students.

EDU-X781 Teaching Strategies for ELLs | 2 units

Identify assessment approaches that measure student achievement within a linguistically diverse classroom and explore research-based strategies for differentiating instruction.

EDU-X782 Becoming a Professional | 2 units

Learn ideas, strategies and resources to become a professional that reflects, engages in dialogue with colleagues and develops a portfolio of personal best practices.

EDU-X783 Identifying Resources | 2 units

This course focuses on the ability of teachers to utilize a variety of resources for free and/or low-cost materials.



EDUCATORS ONLINE SELF-PACED COURSES

Course Schedule and Enrollment Link	Term	Location Format	Price
EDU-X790H Beginning Teacher: Mastering the Elements of Effective Curriculum Design	Register Any Time	Online Self-Paced	\$489

Course Schedule and Enrollment Links	Term	Location Format	Price
EDU-X775 Aligning Standards, Curriculum & Assessment	Register Any Time	Online Self-Paced	\$307
EDU-X776 Classroom Management	Register Any Time	Online Self-Paced	\$307
EDU-X777 Families as Partners	Register Any Time	Online Self-Paced	\$307
EDU-X778 Strategic Planning	Register Any Time	Online Self-Paced	\$307
EDU-X779 Teaching Methods for All Learners	Register Any Time	Online Self-Paced	\$307
EDU-X780 Adolescent Literacy	Register Any Time	Online Self-Paced	\$307
EDU-X781 Teaching Strategies for ELLs	Register Any Time	Online Self-Paced	\$307
EDU-X782 Becoming a Professional	Register Any Time	Online Self-Paced	\$307
EDU-X783 Identifying Resources	Register Any Time	Online Self-Paced	\$307

*Applicable toward Effective Classroom Management Solutions Certificate

[Learn more!](#) (619) 260-4585 | SanDiego.edu/EducatorsPrograms

Cognitive Learning Courses

Online Self-Paced

Know and Use Cognitive Skills to Captivate Your Students' Interest

Courses: Register at any time and have six months from the time of registration to complete your course.

Who Should Attend: Grade K-12 teachers who want to make teaching more effective by understanding how their students learn.

EDU-X752J Teaching with the Brain in Mind | 3 units

Insights into brain development and its effects on learning is one of the least understood areas in education, yet one of the most important in promoting healthy brain development and learning. Information provided in this course will assist lesson design by connecting brain-compatible learning strategies to synthesis, application, and recall of prior knowledge to new learning experiences.

EDU-X751J The Digital Brain and Learning in the 21st Century - Coming Soon!



Course Schedule and Enrollment Links	Term	Location Format	Price
EDU-X752J Teaching with the Brain in Mind	Register Any Time	Online Self-Paced	\$489
EDU-X751J The Digital Brain and Learning in the 21st Century	Coming Soon!	Online Self-Paced	TBD

Learn more! (619) 260-4585 | SanDiego.edu/EducatorsPrograms

Common Core Standards Courses

Online Self-Paced

Make the Common Core Standards Connection in Your Classroom

Courses: Register at any time and have six months from the time of registration to complete your course.

Who Should Attend: Elementary/Middle School/High School educators, specialists/coaches, and principals working in states/districts that are or will be in the process of converting to the Common Core State Standards.

English Language Arts:

EDU-X771J: Introduction and Unpacking - Elementary English Language Arts (K-6) | 2 units

Learn about the new Common Core State Standards for English Language Arts at the Elementary level (K-6) and how they differ from current standards and teaching practices in your state and/or district.

EDU-X772J Introduction and Unpacking - Secondary English Language Arts (6-12) | 2 units

The purpose and the history of the Common Core State Standards will be explored, as well as an introduction to using the Common Core State Standards within the English Language Arts secondary classroom (6-12). Learn how to align with current state and professional teacher standards, as well as what districts currently require. Also, begin to develop an outline for vertical alignment.

EDU-X778J Curriculum Design and Lesson Planning - Elementary English Language Arts (K-3) | 2 units

This course focuses on the English Language Arts Common Core State Standards for grades K-3. Students will gain a more in-depth understanding of the standards and be able to use the standards to plan curriculum and lessons for their current or future teaching. In particular, students will be able to determine what is missing from their current programs/curriculum to meet the Common Core State Standards and use this information to develop a curriculum map and multiple lesson plans that address these new standards.

EDU-X779J Curriculum Design and Lesson Planning - Elementary English Language Arts (3-6) | 2 units

This course focuses on the English Language Arts Common Core State Standards for grades 3-6. Students will gain a more in-depth understanding of the standards and be able to use the standards to plan curriculum and lessons for their current or future teaching. In particular, students will be able to determine what is missing from their current programs/curriculum to meet the Common Core State Standards and use this information to develop a curriculum map and multiple lesson plans that address these new standards.

EDU-X736M Curriculum Design and Lesson Planning - Middle School English Language Arts (6-8) | 2 units

With the adoption of the Common Core State Standards, middle school English Language Arts teachers must redesign their units and lessons to match the rigor of the new assessments. This class focuses on writing curricula that meets the 21st Century skills in reading, writing, language, speaking, and listening demanded by the new standards. Educators will create a classroom-ready, Common Core State Standards-aligned curriculum map, unit, and lesson plans that fit into a year-long scope and sequence for their grade level. Those interested in backward planning should take the course Assessments with the Common Core Standards: Middle School English Language Arts (6-8) prior to or along with this course.

EDU-X755M Curriculum Design and Lesson Planning - High School English Language Arts (9-12) | 2 units

This course will equip English Language Arts educators for grades 9-12 in planning and executing lessons for the Common Core. It will focus on reading, writing, and speaking and listening standards, and developing units and lessons that integrate specifically in ELA, but also examine them across the curriculum.

EDU-X780J Assessments - Elementary English Language Arts (K-3) | 2 units

This course will prepare teachers to assess students on mastery of the Common Core State Standards in ELA for grades K-3. Students in this course will examine various methods of assessment (including rubrics, quizzes/tests, performance tasks, checklists and anecdotal notes) and determine which method of assessment would be most beneficial for various standards and grade levels. Students will create assessments that will accurately measure performance on the Common Core State Standards.

EDU-X781J Assessments - Elementary English Language Arts (3-6) | 2 units

This course will prepare teachers to assess students on mastery of the Common Core Standards in English Language Arts. Students will examine various methods of assessment and determine which method of assessment would be most beneficial for various Common Core Standards. Students will examine previously-used assessments and determine if they meet Common Core Standards or need modification and will write assessments for Common Core Standards.

EDU-X756M Assessments - High School English Language Arts (9-12) | 2 units

This course focuses on assessments with the Common Core Standards which will equip instructors with how to use formative and summative assessments with the CCSS Standards. This program is intended for ELA teachers, grade 9-12, who are implementing the CCSS at their site/district. The intention of the program is to give teachers and administrators the tools necessary to begin implementation and for this particular course, a way to develop and administer the assessment of the standards.

Mathematics:

EDU-X744M Introduction and Unpacking - Elementary Mathematics (K-6) | 2 units

The Common Core State Standards (CCSS) in Mathematics are meant to move United States students into the future equipped for the expectations of college and careers. This course, designed for teachers in grades K-6, focuses on the national context in which these standards were developed and the overall structure of the standards. The course is intended to provide information as to the goals and pedagogy that underlie these standards. Specifically, teachers will gain an overview of the five content domains and the eight standards for mathematical practice.

EDU-X746M Curriculum Design and Lesson Planning – Elementary Mathematics (K-2) | 3 units

This course is intended to provide teachers in grades K-2 with curriculum and lesson plan ideas to teach the following domains in the Common Core Standards: counting and cardinality; operations and algebraic thinking; number and operations in base ten; measurement and data; and geometry.

EDU-X747M Curriculum Design and Lesson Planning – Elementary Mathematics (3-6) | 3 units

This course is intended to provide teachers in grades 3-6 with curriculum and lesson plan ideas to teach the following domains in the Common Core State Standards: Operations & Algebraic Thinking and Expressions & Equations, Number & Operations in Base Ten, Number & Operations-Fractions and Ratio and Proportional Relationships, Measurement, Data, Statistics and Probability, and Geometry.

EDU-X750M Curriculum Design and Lesson Planning - Middle School Mathematics (6-8) | 3 units

This course provides teachers in grades 6-8 with curriculum and lesson plan ideas to teach the following domains in the Common Core State Standards: Ratios & Proportional Relationships, The Number System, Expressions & Equations, Geometry, and Statistics & Probability.

EDU-X749M Assessments - Elementary Mathematics (3-6) | 2 units

This course provides you with theory and practice of understanding the development of the assessments for the Common Core State Standards. Included in this course will be an analysis of the two consortia, both of which have designed the Common Core assessments, The Smarter Balanced Assessment Consortium (Smarter Balanced) and the Partnership for Assessment of Readiness for College and Careers (PARCC). Both formative and summative classroom level and grade appropriate measures of assessment will be addressed.

Course Schedule and Enrollment Links	Term	Location Format	Price
EDU-X736M Curriculum Design and Lesson Planning - Middle School English Language Arts (6-8)	Register Any Time	Online Self-Paced	\$307
EDU-X744M Introduction and Unpacking - Elementary Mathematics (K-6)	Register Any Time	Online Self-Paced	\$307
EDU-X755M Curriculum Design and Lesson Planning - High School English Language Arts (9-12)	Register Any Time	Online Self-Paced	\$307
EDU-X771J: Introduction and Unpacking - Elementary English Language Arts (K-6)	Register Any Time	Online Self-Paced	\$307
EDU-X772J Introduction and Unpacking - Secondary English Language Arts (6-12)	Register Any Time	Online Self-Paced	\$307
EDU-X778J Curriculum Design and Lesson Planning - Elementary English Language Arts (K-3)	Register Any Time	Online Self-Paced	\$307
EDU-X779J Curriculum Design and Lesson Planning - Elementary English Language Arts (3-6)	Register Any Time	Online Self-Paced	\$307
EDU-X780J Assessments - Elementary English Language Arts (K-3)	Register Any Time	Online Self-Paced	\$307
EDU-X781J Assessments - Elementary English Language Arts (3-6)	Register Any Time	Online Self-Paced	\$307
EDU-X746M Curriculum Design and Lesson Planning - Elementary Mathematics (K-2)	Register Any Time	Online Self-Paced	\$489
EDU-X747M Curriculum Design and Lesson Planning – Elementary Mathematics (3-6)	Register Any Time	Online Self-Paced	\$489
EDU-X749M Assessments - Elementary Mathematics (3-6)	Register Any Time	Online Self-Paced	\$307
EDU-X750M Curriculum Design and Lesson Planning - Middle School Mathematics (6-8)	Register Any Time	Online Self-Paced	\$489
EDU-X756M Assessments - High School English Language Arts (9-12)	Register Any Time	Online Self-Paced	\$307

Learn more! (619) 260-4585 | SanDiego.edu/EducatorsPrograms

Learning and Teaching in a K-12 Digital Classroom Courses

Online Self-Paced

This online program provides teachers and administrators with the knowledge to enhance teaching and learning in the 21st century, K-12 classroom. Explore ways, existing and emerging technologies, such as tablets (iPads, Chrome Notebook, Netbooks), iPods, smartphones, and e-readers are becoming learning tools and how they can be integrated into the classroom. This unique online program equips teachers and school leaders with the skills needed to be effective educators in a digital learning environment. Customize your own learning. Choose from our one- and two-unit courses that best fulfill your classroom instructional needs. All courses in the program are offered in the convenient online self-paced format.

Courses and Certificate Program: Enroll in individual courses or earn a certificate by completing the three core courses, plus any four elective courses from this program.

Who Should Attend: K-12 teachers and administrators, interested in learning how to plan and implement digital learning in the classroom. This program will provide you with the essentials to plan, deliver, and assess digital learning in the 21st Century learning environment, including Common Core State Standards.

EDU-X750L Digital Literacies for the 21st Century Classroom | 1 unit (Core)

This course focuses on what digital literacies mean and provides students with an introduce to the emerging technologies and pedagogically relevant resources to promote student learning in our schools. This course will also look at the influence technology has on the Common Core State Standards. Students will develop basic levels of digital literacy skills and acquire a shared understanding of the technical language related to mobile devices. Understand and articulate research surrounding both the technical and pedagogical aspects of a variety of mobile technologies. Understand the capabilities and limits of mobile devices.

EDU-X751L Developing Digital Citizens | 1 unit (Core)

This course is designed to equip educators with knowledge and skills to infer how digital technology has impacted the world we live in today and to assist them in developing appropriate structures for students to participate in the digital sphere, in and out of the classroom. Through readings and viewings and personally relevant assignments and projects, educators will create a plan for student use of technology in the classroom and determine how to educate their students about navigating today’s digital landscape and using technology outside of the school safely.

EDU-X752L Designing & Facilitating Student-Centered Learning | 2 units (Core)

This course focuses on the use of emerging technologies to promote student learning in our schools. Gain an understanding of the various models of technology integration. Know and apply the components of Problem Based Learning (PBL) research and practice and the components of the flipped classroom. Incorporate differentiation strategies through Universal Design for Learning (UDL) and Response to Intervention (RTI).

EDU-X758L Social Media for Teaching & Learning | 1 unit (Elective)

Discover how to facilitate student learning and collaboration in and out of the classroom using social media tools and platforms. Not only will you create or augment your own online professional learning community, but you will also be able to identify and understand techniques for building community among learners. Developing a foundation whereby you can understand the pros and cons of various tools for connecting and communicating with groups and individuals will allow you to promote digital literacy best practices in your classroom. In addition to developing digital resources and strategies, you will also develop policies and procedures necessary to maintain student privacy while using social media.

Coming Soon:

- EDU-X753L PBL Design and Web 2.0/1 unit (Elective)
- EDU-X754L Digital Tools for Assessment/1 unit (Elective)
- EDU-X755L Curating and Sharing Information Digitally/1 unit (Elective)
- EDU-X756L Managing Technology in the Classroom/1 unit (Elective)
- EDU-X760L Leadership of the Digital School or District/1 unit (Elective)

Course Schedule and Enrollment Links	Term	Location Format	Price
EDU-X750L Digital Literacies for the 21st Century Classroom	Register Any Time	Online Self-Paced	\$164
EDU-X751L Developing Digital Citizens	Register Any Time	Online Self-Paced	\$164
EDU-X752L Designing & Facilitating Student-Centered Learning	Register Any Time	Online Self-Paced	\$307
EDU-X758L Social Media for Teaching & Learning	Register Any Time	Online Self-Paced	\$164

Learn more! (619) 260-4585 | SanDiego.edu/EducatorsPrograms

Technology Courses

Online Self-Paced

Flipping Classroom Instruction Courses

Weave Technology Into Your 21st Century Classroom

Courses: Register at any time and have six months from the time of registration to complete your course. Enroll in one or more courses in this professional program or successfully complete both courses for professional distinction noted on your transcript.

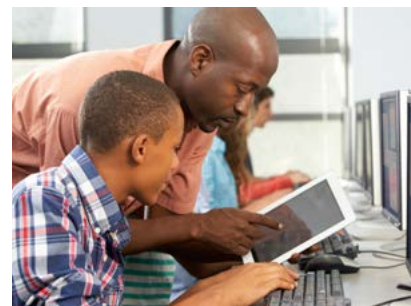
Who Should Attend: K-12 educators that want to incorporate technology in their classrooms to motivate students and increase learning.

EDU-X782J Flipping Classroom Instruction with Technology | 2 units

Review the research behind the flipped model of learning, participate in activities to clarify thinking and understanding of student-centered learning, and explore the tools needed to implement this process in your educational environment.

EDU-X783J Technology Tools for Empowering Students | 2 units

In this course, educators will learn how to use various tools, such as online collaboration, Web hosting, and other Web 2.0 resources to see how their classroom can transform into a student-centered, technology rich environment.



Course Schedule and Enrollment Links	Term	Location Format	Price
EDU-X782J Flipping Classroom Instruction with Technology	Register Any Time	Online Self-Paced	\$307
EDU-X783J Technology Tools for Empowering Students	Register Any Time	Online Self-Paced	\$307

More Technology Courses

EDU-X772M Google Tools for Collaborative Teaching | 2 units

Bring the world of information into your 21st Century classroom. With Google tools teachers can foster 21st Century skills while creating a safe learning environment for students. Educators will learn the basics of some of the Google tools, while designing lessons and units for students aligned with the Common Core State Standards and ISTE Technology Standards.

EDU-X789K Coding for Educators: An Introduction | 2 units

Provide students with the building blocks of technology through coding. Become cognizant and confident about computer coding/programming and able to introduce this STEM based learning to K-12 students. This is a new and innovative course that begins the journey for educators to introduce computer coding to students in innovative ways. Learn how to integrate 21st Century digital skills to facilitate student learning, skill acquisition, and motivation. Educators are encouraged to apply the knowledge gained to develop lesson plans that can be immediately implemented in the classroom.



Course Schedule and Enrollment Links	Term	Location Format	Price
EDU-X772M Google Tools for Collaborative Teaching	Register Any Time	Online Self-Paced	\$307
EDU-X789K Coding for Educators: An Introduction	Register Any Time	Online Self-Paced	\$307

Learn more! (619) 260-4585 | SanDiego.edu/EducatorsPrograms

Using the Internet Courses

Online Self-Paced

Use Technology to Promote Student Learning

Courses: Register at any time and have six months from the time of registration to complete your course.

Who Should Attend: K-12 teachers looking to enhance their teaching with 21st Century technology tools to promote student learning. Staff developers wanting to increase technology usage in their school site and/or district will also benefit from this series.

EDU-X750H The Tech Savvy Teacher | 2 units

Students receive an overall introduction to integrating technology into the K-12 curriculum where they will explore various visual, audio, and communication tools.

EDU-X751H Information Literacy | 2 units

Learn about the crucial skill of evaluating websites for classroom use. Teachers learn how to share those skills with students, how to find educative resources online and examine how technology and information literacy can meet the diverse needs of students.

EDU-X754H Going Public: Writing and Publishing on the Web | 2 units

Explore how digital technologies are enhancing and redefining student literacy, examine new digital literacies and learn practical classroom-based strategies for writing and publishing on the Web.

EDU-X755H Stop, Look and Listen: Digital Audio-Visual Resources | 2 units

Explore visual, interactive, video, and audio resources, and then empower class lessons with these multimedia tools. Support the individual learning needs of diverse students through engagement, technology, and multisensory cognition.

EDU-X756H Internet Safety | 2 units

Examine ways to help make students safer, more aware and careful with their online behaviors involving classroom management and teaching critical thinking skills to help students evaluate web sites.

EDU-X757H Digital Storytelling | 2 units

Bring learning to life! Engage students through the motivational narrative of collaborative storytelling, Web-based storytelling, and video games. Explore techniques and approaches to digital storytelling, how these resources support teaching and learning, and the 21st-century literacies that they support.

EDU-X758H Literacy in the Digital Age | 2 units

This course will introduce participants to several web-based resources which target student literacy skills for the K-12 curriculum and provide opportunities to explore how digital technologies are enhancing and extending student literacy.



Course Schedule and Enrollment Links	Term	Location Format	Price
EDU-X750H The Tech Savvy Teacher	Register Any Time	Online Self-Paced	\$307
EDU-X751H Information Literacy	Register Any Time	Online Self-Paced	\$307
EDU-X754H Going Public: Writing and Publishing on the Web	Register Any Time	Online Self-Paced	\$307
EDU-X755H Stop, Look and Listen: Digital Audio-Visual Resources	Register Any Time	Online Self-Paced	\$307
EDU-X756H Internet Safety	Register Any Time	Online Self-Paced	\$307
EDU-X757H Digital Storytelling	Register Any Time	Online Self-Paced	\$307
EDU-X758H Literacy in the Digital Age	Register Any Time	Online Self-Paced	\$307

Learn more! (619) 260-4585 | SanDiego.edu/EducatorsPrograms

Historical Spotlights Courses

Online Self-Paced

Begin this Exploration and Bring History into Today's Classroom

Courses: Register at any time and have six months from the time of registration to complete your course. New courses added each semester!

Who Should Attend: K-12 Teachers interested in developing and refining their knowledge and appreciation for history to include in their teaching.

EDU-X758J Trojan War | 2 units

This course is designed for K-12 educators to develop an appreciation for the Trojan War. In this course you will be guided by an audio-course, published by the Recorded Book's Modern Scholar, in a journey that begins by studying and reflecting on the Trojan War. Focus will be on an examination of the Trojan War using archeological and literary evidence. Participants will conclude with a final course project in which a virtual learning experience is created for K-12 students.

EDU-X759J Ancient Greece | 2 units

This course is designed for K-12 educators to develop an appreciation for the history, culture, contributions and legacy of Ancient Greece. In this course you will be guided by an audio-course, published by the Recorded Book's Modern Scholar, in a journey that begins by studying and reflecting on Ancient Greece. Begin with the Minoans, travel through the rise of democracy and end with Alexander the Great. Participants will conclude with a final course project in which a virtual learning experience is created for K-12 students.

EDU-X760J Ancient Rome | 2 units

This course is designed for K-12 educators to develop an appreciation for the history, culture, contributions and legacy of Ancient Rome. In this course you will be guided by an audio-course, published by the Recorded Book's Modern Scholar, in a journey that begins by studying and reflecting on Ancient Rome. This course begins with the founding of Rome and ends with the fall of the Western Empire. Participants will conclude with a final course project in which a virtual learning experience is created for K-12 students.

EDU-X761J The Celts | 2 units

This course is designed for K-12 educators to develop an appreciation for Iron-Age Celts. In this course you will be guided by an audio-course, published by the Recorded Book's Modern Scholar, in a journey that begins by studying and reflecting on Iron-Age Celts. This course focuses on an examination of the Iron-Age Celts and their cultures using historical and archeological evidence. Participants will conclude with a final course project in which a virtual learning experience is created for K-12 students.

EDU-X762J Castles - Coming Soon!

EDU-X764J Native America | 2 units

Participants will look into the general history of Native American tribes throughout the United States and have the opportunity to explore the issues surrounding modern Native communities. With a culminating opportunity to reflect and analyze the course content, participants will create a final project in the form of a virtual museum that will certainly enhance any educator's understanding of the Native American community both past and present, also allowing them to utilize the content within the classroom in the form of a lesson plan.

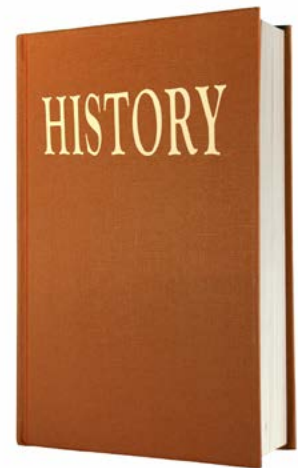
EDU-X767J Baseball | 2 units

This course is designed for K-12 educators to foster an understanding of the history of baseball. Start with a journey that begins by studying and reflecting on "America's National Pastime" over the last 150 years."

EDU-X768J World War I | 2 units - Coming Soon!

EDU-X769J The Holocaust | 2 units

This course is designed for K-12 educators to foster an understanding of the Holocaust. In this course you will be guided by an audio-course, published by the Recorded Book's Modern Scholar, in a journey that begins by studying and reflecting on the Holocaust. Participants will conclude with a final course project in which a virtual learning experience is created for K-12 students.



Course Schedule and Enrollment Links	Term	Location Format	Price
EDU-X758J Trojan War	Register Any Time	Online Self-Paced	\$307
EDU-X759J Ancient Greece	Register Any Time	Online Self-Paced	\$307
EDU-X760J Ancient Rome	Register Any Time	Online Self-Paced	\$307
EDU-X761J The Celts	Register Any Time	Online Self-Paced	\$307
EDU-X762J Castles	Coming Soon!	Online Self-Paced	TBD
EDU-X764J Native America	Register Any Time	Online Self-Paced	\$307
EDU-X767J Baseball	Register Any Time	Online Self-Paced	\$307
EDU-X768J World War I	Coming Soon!	Online Self-Paced	TBD
EDU-X769J The Holocaust	Register Any Time	Online Self-Paced	\$307

Learn more! (619) 260-4585 | SanDiego.edu/EducatorsPrograms

Illuminating Libraries and Research Series

Online Self-Paced and Independent Study Self-Paced

Help Your Students Uncover the Research Skills Needed to Succeed Today

Courses: Register at any time and have six months (Online Self-Paced) or nine months (Independent Study) from the time of registration to complete your course. Enroll in one or more courses in this series.

Who Should Attend: Pre-K-12 teachers from all content areas, who are interested in enhancing their own information literacy skills, will learn to design successful student research projects, and will discover ways to teach these skills to their students. Library media teachers or technicians who are seeking to update or refresh their skills to keep up with technology and changing research trends will also benefit from this program.

EDU-X725K Illuminating Libraries for Student Success - Coming Soon!

EDU-X726K Teaching 21st Century Research - Elementary School | 3 units

Design research units that incorporate effective use of technology and teach even the youngest students to find information and to think critically about the information they encounter.

EDU-X727K Teaching 21st Century Research - Middle School | 3 units

Design effective research units that will give students the tools to succeed in today's complex information environment.

EDU-X728K Teaching 21st Century Research - High School | 3 units

Explore what it means to be information literate, and the skills high school students must learn in order to engage in effective, meaningful research. The remainder of the course will focus on the research process, examining the components of a strong research unit, the skills students learn at each step, and methods for maximizing student engagement and success.

EDU-X729K Online Resources for Teachers | 2 units

Learn how free online resources can enhance your teaching and student learning. Investigate some of the best online resources for engaging students, teaching 21st Century skills, developing instructional materials and lesson plans, and finding free professional development opportunities.



Course Schedule and Enrollment Links	Term	Location Format	Price
EDU-X725K Illuminating Libraries for Student Success	Coming Soon!	IS Self-Paced	TBD
EDU-X726K Teaching 21st Century Research - Elementary School	Register Any Time	Online Self-Paced	\$489
EDU-X727K Teaching 21st Century Research - Middle School	Register Any Time	Online Self-Paced	\$489
EDU-X728K Teaching 21st Century Research - High School	Register Any Time	Online Self-Paced	\$489
EDU-X729K Online Resources for Teachers	Register Any Time	IS Self-Paced	\$237

Learn more! (619) 260-4585 | SanDiego.edu/EducatorsPrograms

It IS Easy Being Green!: A Teaching “Green” Series Courses

Online Self-Paced and Independent Study Self-Paced

Teach Green Concepts to Your Students Now to Make Positive Changes in Our Environment Forever!

Courses: Register at any time and have six months (Online Self-Paced courses) or nine months (Independent Self-Paced) from the time of enrollment to complete your course. Enroll in one or more courses in the series.

Who Should Attend: Educators looking to stay current in the ever-changing field of environmental sustainability. These courses can relate to all subjects taught.

EDU-X775K – It IS Easy Being Green! – Elementary | 2 units

This course will provide strategies that help young people learn about the ecosystems where they live, and what is needed to sustain them. In addition, educators will learn how to teach their students to explore what it takes to live sustainably on this planet. Student-tested teaching strategies that promote interdisciplinary hands-on learning about natural systems and foster critical thinking about environmental issues, both local and global at an age-appropriate level are provided. The course will instill background information and instructions for practical “green” projects and activities on numerous topics. Most importantly, it provides innovative ideas for incorporating green themes into the classroom that all elementary educators can use.

EDU-X776K – It IS Easy Being Green! – Middle School | 2 units

It IS Easy Being Green! – Middle School makes it simple to engage adolescents in learning the fundamentals of adapting to the 21st century. Educators of middle school students understand that they are going through major mental, physical, and emotional changes. This course will illustrate the changes that our world is experiencing as well, while catering to ages 10-14. Learn how to teach students to explore what it takes to live sustainably on this planet.

EDU-X777K – It IS Easy Being Green! – High School | 2 units – coming soon!

EDU-X778K – Planning for a “Greener” Classroom | 2 units

This course is designed to produce focused and quality planning of instructional units from elementary, middle and high school teachers in all content areas. This course will aid in the production of your own teaching strategies that promote interdisciplinary hands-on learning for a greener planet.

EDU-X779K – Implementing for a “Greener” Classroom | 1 unit

Designed to implement the unit planned in the prerequisite course, EDU-X778K, and reflect on its effectiveness in the classroom. You will evaluate your lesson by measuring student performance and work, by review of assessments, reflect on teaching and learning, and assess the need for future changes.

Course Schedule and Enrollment Links	Term	Location Format	Price
EDU-X775K – It IS Easy Being Green! – Elementary	Register Any Time	Online Self-Paced	\$307
EDU-X776K – It IS Easy Being Green! – Middle School	Register Any Time	Online Self-Paced	\$307
EDU-X777K – It IS Easy Being Green! – High School	Coming Soon!	Online Self-Paced	TBD
EDU-X778K – Planning for a “Greener” Classroom	Register Any Time	Independent Study Self-Paced format	\$237
EDU-X779K – Implementing for a “Greener” Classroom	Register Any Time	Independent Study Self-Paced	\$129

Learn more! (619) 260-4585 | SanDiego.edu/EducatorsPrograms

Infusing Art in the 21st Century Classroom Courses

Online Self-Paced and Independent Study Self-Paced

Bring Art Back into the Classroom

The Infusing Art in the 21st Century Classroom Series courses are designed to give K-12 educators a knowledge base and appreciation for the visual arts. Budget cuts, the intense focus on standardized testing, and the concentrated attention to Math, Science, and English Language Arts have minimized art inclusion in the classroom. This series promotes 21st Century learning skills that promote enhancing creativity, increasing self-confidence, promoting collaboration, and offers alternative ways in assessing learning. These courses prepare educators with the confidence and practice to infuse strategies into curriculum, no matter what level of artistic talent. Courses cover a variety of topics including elements of art, art history, artist styles, and specific art mediums. Choose the area that interests you and begin your creative exploration!

Courses: Register at any time and have six months (Online Self-Paced) or nine months (Independent Study) from the time of registration to complete your course. Enroll in one or more courses in this series.

Who Should Attend: Grade K-12 teachers looking to foster a deeper appreciation for art, and instill the same in their students, while making Common Core State Standards connections. Visual art educators and non-visual art educators will benefit from these courses.

EDU-X743K Infusing Art in the 21st Century Classroom - Printmaking without a Press: Block Printing | 2 units

This course is project-based, in-depth investigation of block printing. Beginning with using found-objects as stamps, and culminating with an edition of multi-colored reductive prints, students will investigate the process of block printing in the beauty of its simplicity and the grandeur of its complexity. Through the experience, students will explore the Common Core and ways that these standards can be integrated into printmaking lessons. A comprehensive printmaking lesson with integrated Common Core activities that is ready to use in your K-12 classroom will be created in this course.

EDU-X737L Infusing Art in the 21st Century Classroom - Elements of Art for the K-5 Classroom | 3 units

This course introduces the basics of art (color, line, shape, form, texture, value and space). Students of this course will tell a story/send a message with their artwork through the use of the elements of art. Art making can inspire curiosity, openness, and dialogue. Early art appreciation will stimulate creative thinking and interdisciplinary learning. The extremely important influence of culture and history will be communicated. Teachers can adjust provided art lesson plans into their K-5 curriculum and fulfill Common Core State Standards. Through viewing art, discussing it, and creating artwork teachers will go through the same creative process their students will.

EDU-X794 Visual Literacy for Educators | 2 units

Visual Literacy offers a dynamic and engaging opportunity for educators and learners alike to deeply understand the formal, educational and cultural complexity of visual images inundated in our society today. You will learn how to critically analyze images so that you can better communicate complex ideas as they pertain to education, society and basic human experience. This valuable training will support a variety of disciplines and age groups in understanding complex and nuanced information more deeply and critically.

Course Schedule and Enrollment Links	Term	Location Format	Price
EDU-X743K Printmaking without a Press: Block Printing	Register Any Time	Online Self-Paced	\$307
EDU-X737L Elements of Art for the K-5 Classroom	Register Any Time	Independent Study Self-Paced	\$376
EDU-X794 Visual Literacy for Educators	Register Any Time	Online Self-Paced	\$307

Learn more! (619) 260-4585 | SanDiego.edu/EducatorsPrograms

More Online Self-Paced Courses

Courses: Register at any time and have six months from the time of registration to complete your course.

Character Education

[EDU-X720L Enhancing Social and Emotional Learning through the Use of Film and Drama | 2 units](#)

Suggested models for using film as an enhancement tool for character-based curriculum will be reviewed in this course. Participants will view selected films showing the presence and absence of character traits, learn to develop pre- and post-screening questions for class discussion, facilitate class discussions, and direct students in dramatic skits reenacting film scenes and creating real life scenarios modeling character traits.

Who Should Attend: K-12 educators looking to enhance social and emotional learning within their classrooms and/or school sites with the use of film and drama



[EDU-X736L Civic Education for the 21st Century | 2 units](#)

This course brings educators up-to-date on civic education, including state education laws and codes, current school and state programs, and also reviewing relationships between character education, civic education and citizenship education. This course provides opportunities to examine the research, the literature, civic education programs and instructional strategies.

Who Should Attend: K-12 teachers and administrators, social studies teachers and youth agencies personnel interested in learning the latest on civic education and civic engagement, with the intent to revitalize civic education in schools and communities.



Science

Scientific Discoveries Series

The Scientific Discoveries Series is designed to help you explore a scientific area of interest from Anatomy to Astronomy. This series allows you to dive deeper into your subject area of choice.

Who Should Attend: Grade K-12 teachers that want to explore a scientific topic and use their learning to interest students in learning more about science.

[EDU-X701K Scientific Discoveries - Astronomy I | 2 Units](#)

This course is designed to foster an appreciation for astronomy by advancing your knowledge in this field and share newfound wonders with your students.

Teacher Wellness Courses

Online Self-Paced and Independent Study Self-Paced

The **Teacher Wellness Series** courses promote positive change and personal growth in the teaching profession. Being able to maintain one’s wellness is of utmost importance to today’s teacher. Lessen stress, reduce the potential of illness and promote positive interactions with others. These courses help K-12 educators to become the best that they can be, and how to incorporate wellness into the classroom with their students. Courses cover a variety of topics including burnout, compassion fatigue, and self identity.

Courses: Register at any time and have six months (Online Self-Paced) or nine months (Independent Study) from the time of registration to complete your course. Enroll in one or more courses in this series.

Who Should Attend: All educators wanting to promote positive change within their lives (and their students’) by becoming more aware of their own health and wellness

EDU-X787K Banish Burnout - Educator’s Guide to Stopping Burnout Before It Stops You! | 3 units

Burnout affects us all at some point in our careers. Learn to recognize and pay careful attention to the signs of burnout to work toward creating a balanced professional life.

EDU-X768L Art and Identity for Educators | 3 units

This course is designed to inspire the classroom teacher to honor themselves. Following Maslow’s hierarchy of needs (physiological, security, love, self-esteem, cognitive, aesthetic and self actualization), discover informative material on identity with the use of different art forms (visual, performance, music, dance, poetry, writing). Students will participate in several identity exercises with a goal of achieving balance in all areas of their life.

EDU-X768L Introduction to the Mindful Classroom – The Art & Science of Well-being for Staff and Students | 3 units – coming in March 2016!

Learn how to enhance classroom productivity, decrease stress and cultivate a caring and peaceful classroom that enhances the sense of well-being among students and staff while encouraging collaboration and fostering a sense of excitement about learning.

Course Schedule and Enrollment Links	Term	Location Format	Price
EDU-X787K Banish Burnout - Educator’s Guide to Stopping Burnout Before It Stops You!	Register Any Time	Online Self-Paced	\$489
EDU-X768L Art and Identity for Educators	Register Any Time	Independent Study Self-Paced	\$376
EDU-X768L Introduction to the Mindful Classroom – The Art & Science of Well-being for Staff and Students	Register Any Time	Online Self-Paced	\$489

Learn more! (619) 260-4585 | SanDiego.edu/EducatorsPrograms

Effective Classroom Management Solutions Courses

Online Self-Paced

Good classroom management is necessary to have an effective learning environment for ALL students. Make the classroom a place where both you and your students can focus on educational goals and be successful! These courses help new teachers develop a classroom management approach and offers experienced teachers opportunities to improve their existing practices.

Courses and Certificate Program: Enroll in individual courses or complete the designated four courses to earn a certificate.

Who Should Attend: K-12 teachers interested in learning how to improve on their current classroom management plan and implement positive change to promote student learning.

EDU-X776 Classroom Management | 2 units

earn to create a student friendly learning environment with clear expectations, stimulating and accessible materials, and appropriate teaching methods. Discover inventive ways to recognize, interpret, and respond to the daily events in the classroom. Ideas, strategies and resources are presented that are based on the latest in thinking about the art and practice of teaching.

EDU-X702A Teaching Positive Social Skills to Students | 3 units

Explore the social traits and skills needed by students in order to become productive members of society. Topics in the social skills curriculum include: responsibility, respect, cooperation, citizenship, compassion, perseverance, peer relationships, goal setting, accepting differences and dealing with bullies. Through readings and online discussion, participants explore social skills, as well as learn and share strategies and best practices for enabling students to internalize these skills and apply them in their interactions with others. Positive social skills developed will result in a more conscientious work attitude, increased school productivity and improved student learning.

EDU-X700A Teaching Methods for Diverse Learners | 3 units

This course focuses on the concept that each student deserves access to education, and a teacher must nurture and support each student’s learning. Students will identify the needs presented by diverse classrooms: diversity of ability; linguistic diversity; developmental diversity; socioeconomic diversity; racial diversity; ethnic diversity; gender diversity; and students with identified special needs in an inclusive classroom. Students will focus on implementing classroom strategies to proactively expand access, differentiate instruction, and provide interventions that support such diverse students.

EDU-X796 Maximizing Student Achievement through Classroom Management (Elementary) | 3 units

This course will provide teachers with a variety of resources and strategies to help manage their classrooms to promote student achievement. The focus will be on both effective prevention as well as intervention approaches. Examine well-managed classrooms where students know what is expected of them, materials are stimulating and accessible, and teaching methods are appropriate to the students’ learning styles and needs.

EDU-X797 Maximizing Student Achievement through Classroom Management (Secondary) | 3 units

his course will provide teachers with a variety of resources and strategies to help manage their classrooms. The focus will be on both effective prevention as well as intervention approaches. Examine well-managed classrooms where students know what is expected of them, materials are stimulating and accessible, and teaching methods are appropriate to the students’ learning styles and needs.

Course Schedule and Enrollment Links	Term	Location Format	Price
EDU-X776 Classroom Management	FA, SP, SU	Online Self-Paced	\$307
EDU-X702A Teaching Positive Social Skills to Students	FA, SP, SU	Online Self-Paced	\$399
EDU-X700A Teaching Methods for Diverse Learners	FA, SP, SU	Online Self-Paced	\$399
EDU-X796 Maximizing Student Achievement through (Elementary)	FA, SP, SU	Online Self-Paced	\$399
EDU-X797 Maximizing Student Achievement through (Secondary)	FA, SP, SU	Online Self-Paced	\$399
Certificate Fee (one-time fee)			\$100

[Learn more!](#) (619) 260-4585 | SanDiego.edu/EducatorsPrograms

Professional Teachers Program Courses

Online Self-Paced

As part of USD's Professional Teachers Program series, you can participate in any of several courses designed for teachers. This series features scheduled and self-paced online courses led by experienced USD education facilitators. Online courses are convenient and fun, and allow you to manage your own learning style. Take the time you need to read, ponder, and compose responses. Dress as you like. Work anytime, 24/7, at your convenience. No driving. No parking. Eating is optional. Online learning is a great way to add time to your life!

Who Should Attend: K-12 teachers looking to improve upon their current practices.

EDU-X700A Teaching Methods for Diverse Learners | 3 units*

Focus on the concept that each student deserves access to education, and a teacher must nurture and support each student's learning. Learn differentiated instructional strategies to reach diverse learners, many of whom may not succeed using only traditional teaching methods.

EDU-X701A Adolescent Literacy | 3 units

Help create life-long readers. Learn strategies that promote and support adolescent literacy in the contemporary urban classroom. In addition, identify the specific academic, linguistic, and social needs of English Language Learners.

EDU-X702A Teaching Positive Social Skills to Students | 3 units*

Help Students Build Character. Explore the social traits and skills needed by students in order to become productive members of society. Topics in the social skills curriculum include responsibility, respect, cooperation, citizenship, compassion, perseverance, peer relationships, goal setting, accepting differences, and dealing with bullies.

EDU-X703A Balanced Literacy in Action | 3 units

Learn how to create a classroom environment that supports effective literacy instruction for all learners. The components of balanced literacy, including the readers' and writers' workshop models, are explored.

EDU-X704A Balanced Literacy Writer's Workshop | 3 units

Learn how to create a classroom environment that supports effective writing instruction for all learners. Explore the components of writers workshop.

EDU-X705A The Special Education Student in the Inclusion Classroom | 3 units

In this course, explore the dynamics of teaching a general education class with special education students included. Examine strategies to deal with various behavior management and academic issues. Models of team teaching and classroom strategies to differentiate instruction are presented that can improve outcomes for both special and general education students in the inclusion classroom.

EDU-X706A Web Apps for Educators | 3 units

Teachers will complete several projects throughout the course, and learn tips and techniques for integrating digital resources and projects seamlessly throughout the curriculum. Technology skills such as online research and information literacy are introduced, along with web-based projects, such as virtual field trips, blogging, social networking and multimedia.

EDU-X707A Smart Use of Your Interactive Whiteboard in the Classroom | 3 units

Develop skills to utilize interactive whiteboard technology in a practical, classroom-based manner. Learn integration of this technology in various subject areas, linking technology to classroom practice, while also addressing the specific needs of diverse learners and ELL students.

EDU-X708A Reading and Writing in the Digital Age | 3 units

Does text messaging hurt students' ability to write? Is blogging real writing? Are e-books real books? In this course, participants explore the evolving meaning of literacy and gain the needed skills to reach contemporary students and prepare them to communicate effectively in the 21st century.

EDU-X709A Making the Most of Web 2.0 in the Classroom | 3 units

This is a cutting edge course that introduces teachers to innovative websites and explores ways to promote 21st Century teaching and learning. Discover how to integrate web resources across the curriculum, create hands-on technology projects, and understand how Web 2.0 tools impact student learning, skill acquisition, and motivation.

EDU-X710A Promoting Healthy Lifestyle Skills | 3 units*

Examine the behaviors and actions students need in order to acquire a healthy lifestyle. Topics, such as, nutrition, physical activity, outside influences of peer pressure and media influence, addictions, emotional wellness, online safety, risky behavior, decision making, creating a healthy lifestyle plan and the role of the school in promoting a healthy lifestyle, are explored.

EDUCATORS ONLINE SELF-PACED COURSES

EDU-X711A Math is Not Only Numbers: Infusing Literacy and Brain Research in Teaching Math Concepts | 3 units

This online course utilizes brain and learning styles research to teach mathematics to diverse learners. Literacy skills, including promoting “accountable” talk, vocabulary, writing, and literature will be employed to teach math concepts.

EDU-X796 Maximizing Student Achievement Through Classroom Management (Elem) | 3 units

The focus will be on both effective prevention as well as intervention approaches. Examine well-managed classrooms where students know what is expected of them, materials are stimulating and accessible, and teaching methods are appropriate to the students’ learning styles and needs.

EDU-X797 Maximizing Student Achievement Through Classroom Management (Sec) | 3 units*

The focus will be on both effective prevention as well as intervention approaches. Examine well-managed classrooms where students know what is expected of them, materials are stimulating and accessible, and teaching methods are appropriate to the students’ learning styles and needs.

EDU-X798 Strategic Lesson Planning & Aligning Standards | 3 units

Identify the importance of advanced planning, learn to set achievable goals, and identify resources to implement plans. In order to align curriculum, assessment, and instruction, teachers will examine the goals and standards set forth by their regions.

EDU-X799 Develop Partnerships with Families, Find Resources & Become a Reflective Professional | 3 units

Explore the three components of professionalism in this online course: developing partnerships with families, cultivating educational resources, and reflecting on practice. Strategies will be presented to develop relationships with parents in order to improve outcomes for students’ education.

Course Schedule and Enrollment Links	Term	Location Format	Price
EDU-X700A Teaching Methods for Diverse Learners	Register Any Time	Online Self-Paced	\$399
EDU-X701A Adolescent Literacy	Register Any Time	Online Self-Paced	\$399
EDU-X702A Teaching Positive Social Skills to Students	Register Any Time	Online Self-Paced	\$399
EDU-X703A Balanced Literacy in Action	Register Any Time	Online Self-Paced	\$399
EDU-X704A Balanced Literacy Writer's Workshop	Register Any Time	Online Self-Paced	\$399
EDU-X705A The Special Education Student in the Inclusion Classroom	Register Any Time	Online Self-Paced	\$399
EDU-X706A Web Apps for Educators	Register Any Time	Online Self-Paced	\$399
EDU-X707A Smart Use of Your Interactive Whiteboard in the Classroom	Register Any Time	Online Self-Paced	\$399
EDU-X708A Reading and Writing in the Digital Age	Register Any Time	Online Self-Paced	\$399
EDU-X709A Making the Most of Web 2.0 in the Classroom	Register Any Time	Online Self-Paced	\$399
EDU-X710A Promoting Healthy Lifestyle Skills	Register Any Time	Online Self-Paced	\$399
EDU-X711A Math is Not Only Numbers: Infusing Literacy and Brain Research in Teaching Math Concepts	Register Any Time	Online Self-Paced	\$399
EDU-X796 Maximizing Student Achievement Through Classroom Management (Elem)	Register Any Time	Online Self-Paced	\$399
EDU-X797 Maximizing Student Achievement Through Classroom Management (Sec)	Register Any Time	Online Self-Paced	\$399
EDU-X798 Strategic Lesson Planning & Aligning Standards	Register Any Time	Online Self-Paced	\$399
EDU-X799 Develop Partnerships with Families, Find Resources & Become a Reflective Professional	Register Any Time	Online Self-Paced	\$399

* Applicable toward Effective Classroom Management Solutions Certificate

[Learn more!](#) (619) 260-4585 | SanDiego.edu/EducatorsPrograms

Entrepreneurship and Small Business Management Series and Certificate

Classroom

According to the Kauffman Index of Entrepreneurial Activity Interactive California “experienced a large increase in rates of entrepreneurial activity.” To support the entrepreneur whether in a small business or a branch of a large one, University of San Diego Professional Studies has created a series of courses that can provide the critical knowledge and skills you need to sustain and grow a business. Faced with many challenges, these applied-based courses in business will save you time and money.

Courses and Certificate Program: Enrollment is open for individual courses. Also, students may take the required three core courses to receive a Professional Award; or they may take the required three core courses and 2 units of elective courses to earn the Certificate of Completion in Entrepreneurship.

Who Should Attend: This professional series has been created for current and potential business owners to help them put their ideas into strategic actions and to build a successful business model. Others who may benefit from this program are key executives, managers, and those responsible for business development within an organization.

BUS-X801 Entrepreneurship and Business Management Fundamentals | 2 Unit | Core

If you are venturing into opening a small business, this program is designed for you. Learn critical business concepts in this course including: mission, vision, values, and business life-cycle, business model, systems and structures, lead generation, sales, and more!

BUS-X802 Developing and Presenting a Business Plan to Investors | 2 Units | Core

The course will walk students through writing a business plan that is suitable to present to potential financial investors; followed by presenting the plan to a panel of local investors led by Jerry Rollins, owner and founder of Sage Executive Group and the Solice Capital Group (private funding firm) as their final project.

BUS-X803 Advance Sales and Business Development| 2 Units | Core

Increase your knowledge and ability to effectively sell products/services to targeted customers/clients with education and training. Specific emphasis will be on increasing sales skills through planning and managing the selling process; and how to perform as a professional salesperson. Students will develop core competency selling skills to grow business revenue and achieve professional success.

BUS-X804 Human and Organization Development | 2 Units | Elective

This course will guide you through the maze of human development criteria while providing a solid foundation for effective leadership. Topics include: departmental staffing plans, hiring people with the appropriate skills for jobs, monitor and manage performance, functioning teams, promotional opportunities, and succession planning, among others.



Students may also take elective courses from the Other Electives list below

Core Course Schedule and Enrollment Links Core Courses Required	Term	Location Format	*Price
BUS-X801 Entrepreneurship and Business Management Fundamentals	FA, SU	Classroom	\$725
BUS-X802 Developing and Presenting a Business Plan to Investors	FA, SU	Classroom	\$725
BUS-X803 Advanced Sales Training and Business Development	FA, SP	Classroom	\$725
BUS-X804 Human and Organization Development	SP	Classroom	\$725
Certificate Fee (One-time fee)			\$100

Save 10%! Early registration discount available.

Other Electives:

Management and Leadership

[MGT-X851 Strategic Planning and Management](#)

[MGT-X852 Introduction to Financial Planning](#)

[MGT-X876 Leading Innovation – Coming soon.](#)

[MGT-X877 Personal Leadership, Self-Inquiry, and Discovery – Coming soon.](#)

Nonprofit Management

[MGT-X800 Overview of the Nonprofit Sector](#)

Project Management

[PMP-X800 Project Management Overview](#)

Marketing

[MKT-X810 Building Your Brand and Website Foundation](#)

[MKT-X811 Principles of SEO and Onsite Optimization](#)

[MKT-X812 Offsite SEO Strategies](#)

[MKT-X804 Email, Blogging and Video Marketing](#)

[MKT-X805 Social Media Marketing](#)

[MKT-X806 Online Advertising](#)

[MKT-X807 Web Analytics](#)

[MKT-X850 Marketing Fundamentals](#)

[MKT-X851 Marketing Strategies](#)

[MKT-X852 Marketing Research and Consumer Behavior](#)

Learn more! (619) 260-4585 | PCE.SanDiego.edu

Event Management Certificate

Classroom and Online

As one of the most comprehensive professional development programs of its kind in the region and the world, the University of San Diego's Event Management Certificate provides students with a competitive advantage to enter this growing field. According to the Bureau of Labor Statistics, the job outlook for event planners for meetings, conventions, events, and conferences are growing at a rate much faster than average at 33%.

Courses and Certificate Program: Enroll in individual courses or complete all 6 courses to earn a certificate.

Who Should Attend: Entry level event planners and people who are new to the industry. Whether you are an administrative assistant, entrepreneur, manager, or current event professional at an entry level position, who is interested in becoming responsible for coordinating small to large-scale events including meetings, fundraisings, conferences, corporate programs, weddings, reunions, sporting events, and more, this program is for you!

BUS-X800 Internship | 1 unit | Core

During the length of the program, you will acquire an internship(s) and complete at least 50 hours of internship work. Throughout the experience. You will learn to compile a professional portfolio, including an updated resume, writing sample, artifact, online profile and collection of business cards/contacts that represent part of your new professional network.

BUS-X835E Event Entertainment and Audio-Visual | 1 unit | Core

Learn how to create and build an effective event entertainment strategy using available tools and resources and given an overview of the technology and best practices of the AV business as this type of technology is a key part of most staged events.

BUS-X836E Event Overview and Planning | 2 units | Core

Focus is on the pragmatic fundamentals of the special events industry giving you a basic understanding of what can be expected as a professional event planner. In addition, you learn the necessary tools to transform a concept into a completed event.

BUS-X837E Event Coordination and Production | 2 units | Core

You will learn the basic components of event coordination and production from the initial goals and objectives through all phases of event management, including research, design, pre-event, on-site production, show management, and post-event evaluation.

BUS-X838E Catering: Food and Beverage Coordination | 1 unit | Core

As an event coordinator it is critical to understanding all aspects of catering. This class will give you hands-on experience and an insight into the catering world.

BUS-X839E Risk Management and Capstone Project | 2 units | Core

This course covers two areas: risk management techniques and legal issues that might arise in areas of contracts, torts (personal and property), intellectual property rights and laws and regulations germane to the industry; and guidance in finalizing your capstone projects: portfolio, which you could later present to potential clients.

Course Schedule and Enrollment Links	Term	Location Format	*Price
BUS-X800 Internship: Career Building Skills and Tools	Register Anytime	Online Self-Paced	\$379
BUS-X835E Event Entertainment and Audio-Visual	SP, SU	Classroom	\$379
BUS-X836E Event Overview and Planning	FA, SP	Classroom	\$725
BUS-X837E Event Coordination and Production	FA, SP	Classroom	\$725
BUS-X838E Catering: Food and Beverage Coordination	SP, SU	Classroom	\$379
BUS-X839E Risk Management and Capstone Project	SP, SU	Classroom	\$725
Certificate Fee (one-time fee)			\$100

*Save 10%! Early registration discount available. **Receive a \$100.00 value coupon towards your certificate fee when you enroll in the Internship course

"The Event Management Program at USD is truly unique as it not only provides us with new knowledge delivered by highly qualified instructors about a fast growing and exciting field; but also offers us the opportunity to apply that knowledge through hands-on practical trainings as part of its practicum component."

- Neveen A. Shadi

"I completed the event management program in 2000. Since the program I have been working in the event industry at wedding venues, hotels and catering companies. Just over 3 years ago I opened a bridal shop/event management company and we have been very successful. If I had not completed the program at USD I do not think I would be as successful as I am now." - Jennie Streitberger, Owner & Wedding Planner, Magnifique Boutique

[Learn more!](#) (619) 260-4564 | SanDiego.edu/BusinessPrograms

Management & Leadership Series and Certificate

Classroom and Hybrid

If you are a new manager or aspire to be a manager, you need important new knowledge and skills. Management requires a solid understanding of business and financial planning, the skills to both manage and lead a team, and solve problems and make decisions. Learn the difference between management and leadership and how to apply leadership techniques to motivate, engage, coach and mentor staff in different situations to achieve goals.

Courses and Certificate Program: Enrollment is open for individual courses. Also, students may take the required three core courses to receive a Professional Award; or they may take the required three core courses and 2 units of elective courses to earn the Certificate of Completion in Management and Leadership.

Who Should Attend: New managers or aspiring managers looking to enhance their management and leadership skills will find these courses valuable. Whether you are a business manager, marketing manager, nonprofit manager, entrepreneur, small business owner or project manager, you will benefit from these courses.

MGT-X851 Strategic Planning and Management | 2 Unit | Core | Hybrid

This hybrid course provides critical elements necessary for success in organizations. Topics include: strategic management, industry analysis, competition analysis, execution tools for selecting and developing meaningful metrics.

MGT-X852 Introduction to Financial Planning | 2 Units | Core | Classroom

As in introductory course in finance, you will build a knowledge-based framework and basic tools to make sound financial decisions. Topics include: understanding the financial statements, concept of time value of money, principles of valuation, concept of risk, financial forecasting, financial planning, annual projection, estimation of cash needs, and more!

MGT-X875 Leadership Foundations | 2 Units | Core | Classroom

Aspiring, new and current managers, as well as career changers, will learn the critical fundamentals of leadership traits for success, and the challenges faced by leaders at all levels. You will explore the differences between management and leadership and various leadership traits to project a vision and inspire others to follow you in both profit and nonprofit companies and organizations.

MGT-X876 Leading Innovation | 2 Units | Elective | Classroom - Coming Soon!

The ability of turning ideas into action is a critical competence to gain competitive advantage in today's business world. The course is designed to help students develop the skills to foster a culture of innovation in their organizations.

MGT-X877 Personal Leadership, Self-Inquiry, and Discovery | 2 Units | Elective | Classroom - Coming Soon!

The complexity of leadership is explored through classic and contemporary leadership theories with explicit connection to leadership practice. You will learn about leadership concepts on an individual, group, and systemic level.

Students may also take elective courses from the Other Electives list below

Core Course Schedule and Enrollment Links - Core Courses Required	Term	Location Format	*Price
MGT-X851 Strategic Planning and Management	SP	Hybrid	\$725
MGT-X852 Introduction to Financial Planning	FA, SU	Classroom	\$725
MGT-X875 Leadership Foundations	FA, SP	Classroom	\$725
MGT-X876 Leading Innovation	SU	Classroom	\$725
MGT-X877 Personal Leadership, Self-Inquiry, and Discovery	SU	Classroom	\$725

*Save 10%! Early registration discount available. Tuition subject to change.

Other Electives:

Entrepreneurship and Small Business Management

[BUS-X801 Entrepreneurship and Business Management Fundamentals](#)

[BUS-X802 Developing and Presenting a Business Plan to Investors](#)

[BUS-X803 Advance Sales Training and Business Development](#)

[BUS-X804 Human and Organization Development](#)

Nonprofit Management

[MGT-X800 Overview of the Nonprofit Sector](#)

Project Management

[PMP-X800 Project Management Overview](#)

Marketing

[MGT-X800 Overview of the Nonprofit Sector](#)

[MKT-X811 Principles of SEO and Onsite Optimization](#)

[MKT-X812 Offsite SEO Strategies](#)

[MKT-X804 Email, Blogging and Video Marketing](#)

[MKT-X805 Social Media Marketing](#)

[MKT-X806 Online Advertising](#)

[MKT-X807 Web Analytics](#)

[MKT-X850 Marketing Fundamentals](#)

[MKT-X851 Marketing Strategies](#)

[MKT-X852 Marketing Research and Consumer Behavior](#)

[Learn more! \(619\) 260-4585 | PCE.SanDiego.edu](#)

Marketing Series and Certificate

Classroom and Online

Marketing is one of the most important functions of a business. By supporting the primary elements of the 4Ps of marketing including product, price, place and promotion, it drives revenue to sustain and grow an organization. Marketing services includes monitoring trends, identifying potential products, customers and markets, determining the demand for products and services, and more. If you are new to marketing or aspire to be a marketer, it is imperative to be knowledgeable and able to implement the latest and most sophisticated marketing strategies and tactics; and the University of San Diego professional studies Marketing Series can provide you with the tools and the knowledge!

Courses and Certificate Program: Enrollment is open for individual courses. Also, students may take the required three core courses to receive a Professional Award; or they may take the required three core courses and 3 -units of elective courses to earn the Certificate of Completion in Marketing.

Who Should Attend: This professional series has been created to assist people who have marketing related responsibilities in their current job position, but haven't had the formal education; entry-level to mid-career marketing managers who would like to enhance skills; business owners who need to have knowledge regarding all aspects of their business marketing; and anyone making a career change to this field.

MKT-X850 Marketing Fundamentals | 1 Unit | Core | Classroom | Online

As a comprehensive overview of the basics of marketing, you will learn how marketing influences every department in an organization, and how understanding the consumer can make a major impact to produce successful results.

MKT-X851 Marketing Strategies | 2 Units | Core | Classroom

You will learn to set attainable goals and objectives; and implement the latest and most sophisticated marketing strategies in product, pricing, placement and promotion to create a strong-memorable brand and increase profitability.

MKT-X852 Marketing Research and Consumer Behavior | 2 Units | Core | Classroom

Learn basic research methods, including how to collect and interpret data, and how to put data into meaningful application. Additionally, the course will focus on researching and understanding consumer behavior, enabling marketers to build campaigns and craft messaging that influences and persuades the consumer.

MKT-X853 New Product Development | 2 Units | Elective | Classroom

New product innovation and design is the driving force for corporate growth. This course helps deconstruct the mystery behind which products and services make it, and which are deemed failures. This hands-on course will tap into the creative and intellectual thought process, guiding students to uncover new products and services.

MKT-X854 Pricing Strategies | 2 Units | Elective | Classroom

You will learn the different pricing models and where they are best applied based on product category, cost, etc. Apply pricing tools and techniques to determine various prices including price elasticity and examine ROI.

MKT-X855 Marketing Storytelling for Brand Building and Content Development | 2 Units | Elective | Classroom

Leading companies use storytelling to engage and build stronger relationships with their audience. Ride the wave of this new marketing trend! Learn and apply the principles of good storytelling to improve the effectiveness of marketing communication.

Students may also take elective courses from the Other Electives list below



Core Course Schedule and Enrollment Links - Core Courses Required	Term	Location Format	*Price
MKT-X850 Marketing Fundamentals	FA, SP	Classroom	\$379
MKT-X851 Marketing Strategies	SP	Classroom	\$725
MKT-X852 Marketing Research and Consumer Behavior	FA, SU	Classroom	\$725
MKT-X853 New Product Development and Marketing	SP	Classroom	\$725
MKT-X854 Pricing Strategies	SU	Classroom	\$725
MKT-X855 Marketing Storytelling for Brand Building and Content Development	SU	Classroom	\$725

*Save 10%! Early registration discount available.

Other Electives:

Entrepreneurship and Small Business Management

[BUS-X801 Entrepreneurship and Business Management Fundamentals](#)

[BUS-X802 Developing and Presenting a Business Plan to Investors](#)

[BUS-X803 Advance Sales Training and Business Development](#)

[BUS-X804 Human and Organization Development](#)

Management and Leadership

[MGT-X851 Strategic Planning and Management](#)

[MGT-X852 Introduction to Financial Planning](#)

[MGT-X875 Leadership Foundations](#)

[MGT-X876 Leading Innovation](#)

[MGT-X877 Personal Leadership, Self-Inquiry, and Discovery](#)

Project Management

[PMP-X800 Project Management Overview](#)

Strategic Online Marketing

[MKT-X810 Building Your Brand and Website Foundation](#)

[MKT-X811 Principles of SEO and Onsite Optimization](#)

[MMKT-X812 Offsite SEO Strategies](#)

[MKT-X804 Email, Blogging and Video Marketing](#)

[MKT-X805 Social Media Marketing](#)

[MKT-X806 Online Advertising](#)

[MKT-X807 Web Analytics](#)

[Learn more!](#) (619) 260-4585 | PCE.SanDiego.edu

Nonprofit Management Courses

PCE in partnership with



Online Fixed-Date

Improve your management skills to successfully lead a nonprofit organization with this in-depth eight course program from the University of San Diego Division of Professional and Continuing Education (USD PCE). Each course is designed to build critical and practical skills for nonprofit management. This program thoroughly examines what you need to know and provides you with the solid foundation you will need to lead a nonprofit organization successfully. USD PCE offers the only certificate program in the San Diego community that complements the master's degree program in Nonprofit Leadership and Management offered through USD's School of Leadership and Education Sciences.

Courses and Certificate Program: Enroll in individual courses or complete 8 courses (5 core and 3 electives) to earn a certificate for a total of: \$3,132.

Who Should Attend: Experienced and new nonprofit sector employees, professionals transitioning to the nonprofit sector, current or prospective board members, or potential or veteran volunteers will benefit from this research-based program of study.

MGT-X800 Overview of the Nonprofit Sector | 1 unit | Core | Online Fixed-Date

Become a skillful nonprofit leader and make a greater difference. Students will learn about the characteristics of nonprofit organizations/nonprofit organizational structures, dimensions of the nonprofit sector, how the nonprofit sector developed in the U.S. and understand theories about why the sector exists in its current form. The economics of the nonprofit sector and emerging sector trends will be explored.

MGT-X801 Introduction to Fundraising | 1 unit | Core | Online Fixed-Date

Nonprofits secure revenue from a variety of different sources – individuals, corporations, foundations, and government, and through a variety of different means – membership dues, gifts, events, grants and contracts. Understanding the funding landscape, and how that landscape varies from place to place, is key to developing a successful fundraising strategy. While approaching each contributor requires its own strategy, this course will provide students with the basic components needed for making a compelling fundraising case.

MGT-X803 Introduction to Nonprofit Financial Management | 1 unit | Core | Online Fixed-Date

Learn how to best ensure financial success for your nonprofit. This class is structured for those with little or no experience in financial management and will introduce the student to financial organizational structures and internal financial controls, basic accounting concepts, interpreting and analyzing required financial documents, financial reporting, and budgeting.

MGT-X806 Developing Effective Nonprofit Boards | 1 unit | Core | Online Fixed-Date

Recruit, retain, and engage board members for greater success. Many board members lack an understanding of the true role of the board, what are the expectations of board members, and how board members will be evaluated. Because many boards lack of training, board meetings can be run inefficiently with no set of objectives to be achieved. This class will teach nonprofit leaders how to recruit, retain and engage board members for the mutual benefit of the organization and those who serve on its board.

MGT-X807 Fundamentals of Program Evaluation | 1 unit | Core | Online Fixed-Date

Nonprofits often launch programs without knowing exactly how they will determine whether or not an initiative has achieved its expected outcome. Understanding basic evaluation methods and how simple evaluation tools can best be deployed, will help your organization determine whether or not its programs are making an impact and/or, how that impact can be strengthened.

MGT-X804 Attracting and Retaining the New Volunteer Workforce for Today's Nonprofit Organization | 1 unit | Elective | Online Fixed-Date

Most nonprofits fall short of understanding the talent management component of attracting, retaining and sustaining volunteers within their organizations. This class will provide an overview of how the demographic of today's volunteers is changing, how best to deploy the talents of these multi-generational volunteers, and understand how to provide a structured objective framework to be accomplished by the volunteer corps.

MKT-X850 Marketing Fundamentals | 1 Unit | Online Fixed-Date

This course provides a comprehensive overview of the basics of marketing, how marketing influences every department in an organization, and how understanding the consumer can make a major impact to produce successful results

MGT-X802 Managing Today's Nonprofit Teams Through Effective Risk Management | 1 unit | Elective | Online Fixed-Date

This course is designed to provide participants with the basic skills needed to manage nonprofit teams. Nonprofit teams may include: executive staff, management staff, line staff and volunteers. Students will develop supervisory, verbal and communication skills as well as human resource basics and



legal and ethical practices for managing people.

MGT-X811 Leveraging Technology for Nonprofit Success | 1 unit | Elective | Classroom

This course will teach students how to use technology to maximize efficiency and effectiveness in a nonprofit environment. Upon class completion, students will be able to make recommendations for more efficient and effective technology implementation for the nonprofit's overall strategic plan.

Core Course Schedule and Enrollment Links - All Required	Term	Location Format	*Price
MGT-X800 Overview of Nonprofit Sector	FA, SP, SU	Online Fixed-Date	\$379
MGT-X801 Introduction to Fundraising	FA, SP, SU	Online Fixed-Date	\$379
MGT-X803 Introduction to Nonprofit Financial Management	SP	Online Fixed-Date	\$379
MGT-X806 Developing Effective Nonprofit Boards	SU	Online Fixed-Date	\$379
MGT-X807 Fundamentals of Program Evaluation	SU, FA	Online Fixed-Date	\$379
Elective Course Schedule and Enrollment Links - 3 Required	Term	Location Format	*Price
MGT-X802 Managing Today's Nonprofit Teams Through Effective Risk Management	SP	Online Fixed-Date	\$379
MGT-X804 Attracting and Retaining the New Volunteer Workforce for Today's Nonprofit Organizations	SP, FA	Online Fixed-Date	\$379
MKT-X850 Marketing Fundamentals	SP, FA	Classroom and Online Fixed-Date	\$379
MGT-X811 Leveraging Technology for Nonprofit Success	SU	Classroom	\$379
Certificate Fee (one-time Fee)			\$100

*Save 10%! Early registration discount available. Tuition subject to change.

[Learn more! \(619\) 260-4585 | SanDiego.edu/BusinessPrograms](#)

Project Management Courses

Classroom, Online Fixed-Date or Hybrid



Build professional-level skills to be a successful project leader through the Project Management Certificate program from Professional and Continuing Education. This program offers a thorough course of study that includes the essential five Process Groups and ten Knowledge Areas outlined in a *Guide to the Project Management Body of Knowledge, (PMBOK® Guide) - Fifth Edition, Project Management Institute, Inc., 2013.*

Courses and Certificate Program: Enroll in individual courses or complete 5 core courses to earn a certificate for a total of: \$3,379.

Who Should Attend: Anyone who wants to be a Project Manager should be trained in these important skills to keep projects on task, on time, and on budget. If you are looking to separate your resume from others with credentialing or to add new and much needed skills for today's workplace, this certificate is for you.

PMP-X800 Project Management Overview: Framework, Process Groups and Integration | 2 units | Certificate | Online Fixed-Date or Classroom

This course provides the solid foundation needed for project success and builds an understanding and knowledge of the project management framework as defined by the *PMBOK® Guide*.

PMP-X801 Human Factor: Build and Communicate with the Project Teams | 1 unit | Certificate | Online Fixed-Date or Classroom

With a focus on the project management Knowledge Areas of Human Resources and Communication, this course prepares you to select and lead a team to plan, manage, and follow through on activities associated with the project.

PMP-X802 Project Management: Time, Cost and Risk | 2 units | Certificate | Online Fixed-Date or Classroom

In this course, you learn a uniform approach for Earned Value Project Management (EVM) and examine processes and procedures that the Engineers/Program/Project Financial Managers may encounter when monitoring and reviewing reports.

PMP-X803 Managing Project Quality, Negotiations, Contracting and Procurement | 2 units | Certificate | Online Fixed-Date or Classroom

This course covers two major areas of study required to ensure positive outcomes. The first deals with quality management and focuses on the history and major concept areas and practices within the field of quality. The second area is that of supply chain management and focuses on the major areas of sourcing, negotiation, contracting and contract management.

PMP-X804 Capstone Team Project | 2 units | Certificate | Online Fixed-Date or Classroom

This course pulls together all the knowledge and learning experiences of the other four core courses. You will work with other classmates on a team project that will provide an experiential learning environment. This simulated approach puts the team in a realistic project situation that will enforce and reinforce Project Management skills.

PMP-X805 Agile Principles | 1 unit | Professional Development | Classroom

Designed for busy business professionals, this course provides the basics of Agile Methodology. You will be introduced to Agile thinking, methodologies, tools, techniques, and processes; and ways to use these to deliver value to your organization in the form of efficiency and proficiency.

PMP-X851 Advanced Agile with SCRUM | 2 unit | Professional Development | Classroom

This applied-based course is the continuation to the Agile Principles course; where you were introduced to Agile thinking, methodologies, tools, techniques, and processes; now it's time to put that knowledge into practice!

PMP-X852 PM Leadership and Change Management | 2 unit | Professional Development | Hybrid

This course will provide the leadership skills for the project leader, project team and organization and focus in the human side of the organization to ensure that the change is well received, adopted and utilized by the employees who have to do their jobs differently as a result of the project.

PMP-X809 PMP Boot Camp | 3 units | Professional Development | Online Fixed-Date

This course is designed as a rigorous review of content that must be known in order to successfully pass the PMP® examination. The purpose of the course is to transfer project management knowledge so that you are better prepared for the PMP® examination. General topics or focus of this course are the 5 processes and 10 knowledge areas of study which comprise the project management framework as documented in the *PMBOK® Guide*.



PMI, PMP, PMBOK and the PMI Registered Education Provider Logo are registered marks of the Project Management Institute, Inc.

Certificate Course Schedule and Enrollment Links (required)	Term	Location Format	*Price
PMP-X800 Project Management Overview: Framework, Process Groups and Integration	FA, SP, SU	Online Fixed-Date and Classroom	\$725
PMP-X801 Human Factor: Build and Communicate with the Project Teams	FA, SP, SU	Online Fixed-Date and Classroom	\$379
PMP-X802 Project Management: Time, Cost and Risk	FA, SU	Online Fixed-Date and Classroom	\$725
PMP-X803 Managing Project Quality, Negotiations, Contracting and Procurement	SP, FA	Online Fixed-Date and Classroom	\$725
PMP-X804 Capstone Team Project	SP, SU, FA	Online Fixed-Date and Classroom	\$725
Certificate Fee (one-time Fee)			\$100
Professional Development Course Schedule and Enrollment Links (not required)	Term	Location Format	*Price
PMP-X805 Agile Principles	FA	Classroom	\$379
PMP-X851 Advanced Agile with SCRUM	SP	Classroom	\$725
PMP-X852 PM Leadership and Change Management	FA , SP	Hybrid	\$725
PMP-X809 Boot Camp	FA, SP	Online Fixed-Date	\$789

*Save 10%! Early registration discount available. Tuition subject to change.

The Project Management program is also available as a customized version for a private schedule at your organization.

[Learn more!](#) (619) 260-4585 | SanDiego.edu/BusinessPrograms

Real Estate Finance, Investments and Development Courses

PCE in partnership with

BURNHAM-MOORES
CENTER FOR REAL ESTATE
 UNIVERSITY OF SAN DIEGO

Classroom

The University of San Diego's Burnham-Moores Center for Real Estate, in collaboration with the USD Division of Professional and Continuing Education, has developed this certificate program for real estate, finance and development industry professionals who want to expand their practical knowledge base and learn today's most cutting-edge real estate best practices. Each course is designed to provide top competitive skills in the financing, developing, managing, and selling of a commercial real estate project.

Courses and Certificate Program: Enroll in individual courses or complete all 8 courses (6 core and 2 electives) plus 1 seminar to earn a certificate for a total of: \$3825.

Who Should Attend: Professionals who wish to obtain a foundation for a career in real estate. Students who seek knowledge in other real estate disciplines or specialization within the real estate industry. Individuals interested in pursuing further professional study without committing to a graduate program.

REP-X809 Urban Development Strategies | 1 unit | Core

Students will explore the design, construction, marketing, economic development and social implications of urban infill, as well as the political and community dimensions of projects. The course will also include guest appearances by expert practitioners who will discuss openly and candidly their urban development experiences.

REP-X810 Managing the Entitlement Process | 1 unit | Core

The course will identify the various regulatory criteria that may affect project design and the inter-connective, consecutive, and sequential processes required for governmental review and approval. Learn to recognize the policy documents, zoning regulations, and environmental studies that may affect your project budgets and timelines.

REP-X813 Real Estate Investment and Income Analysis 101 | 1 unit | Core

Gain skills necessary to analyze financials. The objective of this course is to acquire an understanding of finance and investment fundamentals in the real estate world. This class will examine the basics of financial analysis that informs the real estate investor in decision-making and the lender for underwriting.

REP-X816 Real Estate Finance | 1 unit | Core

This course will give the student a working knowledge of the types of income properties with emphasis on underwriting the cash flows from each of the four main property types. It will also identify sources of capital and analyze the types of financing available in today's commercial real estate markets.

REP-X817 Legal Aspects of Real Estate | 1 unit | Core

This course will provide an overview of all legal aspects of acquiring, developing and operating commercial projects. The course curriculum will be taught from a hands-on perspective, focusing upon core legal principles utilizing numerous case studies, and a variety of sample legal documents.

REP-X827 Development Feasibility | 1 unit | Core

This course examines the real estate development and redevelopment strategies including commercial, residential and industrial land uses necessary to succeed in a rapidly changing marketplace. Students will explore issues related to market research, entitlement processing and permitting, capital and financing resources, and developer management preparation for the next real estate cycle.

REP-X814 Real Estate Investment and Income Analysis 102 | 1 unit | Elective

Build financial models for the acquisition and refinancing of commercial real estate. Students will prepare financial models and analysis for the case studies to determine the overall profitability and feasibility and to identify the risk attributes that can affect the investment.

REP-X818 Property Management | 1 unit | Elective

Learn how sophisticated property management impacts the bottom line. The operations, administration and executive functions related to the management of real estate properties will be presented by an instructor with onsite and corporate property management and "do's and don'ts" of property management and provide students with real-life views of this aspect of the real estate profession.

REP-X828 Asset Management | 1 unit | Elective

This course will provide a basis for understanding the strategies, key concepts and practices for managing real estate assets as investments. Discussions will include development of investment criteria, management of risk, management of the land and real property, strategies for maximizing value and investment, and the assessment of investment risk and return.

REP-X812 CEQA and Other Environmental Regulations | 1 unit | Elective

Shape community development through the application and knowledge of environmental regulations. This course will benefit professionals involved in land development by providing an overview of the key local, state and federal environmental regulations that govern land use. It will also identify the major environmental issues confronting land use development and offer proactive site planning and design techniques to minimize environmental impact and promote sustainability.

REP-X811 The Real Estate Process Seminar | Required Seminar

Examine the array of fundamental, legal, financial, and technical issues involved in the world of real estate. This introductory seminar offers a prelude to a more comprehensive approach to the areas of real estate financial instruments, development, investment and acquisitions. A downtown walking tour will be offered each summer for students that have enrolled in the seminar.

Core Courses and Enrollment Links - 6 Required + Seminar	Term	Location Format	**Price
REP-X809 Urban Development Strategies	FA	Classroom	\$450
REP-X810 Managing the Entitlement Process	SU	Classroom	\$450
REP-X811 The Real Estate Process Seminar	SP, SU	Classroom	\$125
REP-X813 Real Estate Investment & Income Analysis 101	SP	Classroom	\$450
REP-X816 Real Estate Finance	SP	Classroom	\$450
REP-X817 Legal Aspects of Real Estate	SU	Classroom	\$450
REP-X827 Development Feasibility	SU	Classroom	\$450
Elective Courses and Enrollment Links - 2 Required	Term	Location Format	**Price
REP-X814 Real Estate Investment and Income Analysis 102	SP	Classroom	\$450
REP-X818 Property Management	SP	Classroom	\$450
REP-X828 Asset Management	FA	Classroom	\$450
REP-X812 CEQA and Other Environmental Regulations	FA	Classroom	\$450
Certificate Fee (one-time fee)			\$100

** Save 10%! Early registration discount available. Tuition subject to change.

[Learn more!](#) (619) 260-4585 | SanDiego.edu/BusinessPrograms

Strategic Online Marketing Courses

Classroom

University of San Diego offers an affordable 8-month program that will take you one step closer to developing a strategic online marketing plan for your business. The Strategic Online Marketing program is the solution for marketing professionals and small to medium-sized businesses to take their business to the next level. Courses are taught in a small group setting to maintain a highly interactive environment.

Courses and Certificate Program: Enroll in individual courses or complete all 8 courses to earn a certificate for a total of: \$3,132.

Who Should Attend: Marketers, business owners, business professionals, and others who have the responsibility of creating a marketing plan to increase sales or visibility of their company or organization; those who require online marketing continuing education to seek professional promotion; anyone who is considering a career change and desires a comprehensive introduction to the field of online marketing to assist with future employment opportunities or position a company to compete more successfully online.

MKT-X810 Building Your Brand and Website Foundation | 1 unit

In this course you will learn how to define your brand, differentiate from your competition, create an RFP, understand the principles of UX (User Experience) design, and the vocabulary associated with proper website design.

MKT-X811 Principles of SEO and Onsite Optimization | 1 unit

Students will learn how search engines work, the principles behind search engine algorithms and how those algorithms should directly impact your website design process, website layout and onpage keyword usage.

MKT-X812 Offsite SEO Strategies: Link Building, Content Marketing and Website Authority | 1 unit

This course builds upon the onsite SEO concepts and strategies taught in the prior course and will help give students an additional (yet critical) layer of SEO knowledge pertaining strictly to offsite optimization.

MKT-X804 Email, Blogging and Video Marketing | 1 unit

You will learn how best to leverage existing online marketing tools such as email marketing platforms, ghost blogging, online article publishers, leveraging SEM and link building best practices, best practices in video creation, and VSEO, landing page, lead generation.

MKT-X805 Social Media Marketing | 1 unit

We will discuss strategically approaching social media as well as understanding what networks your customers are using and how they are using them.

MKT-X806 Online Advertising | 1 unit

You will learn the key elements and strategies behind successful online advertising as well as the best practices needed to implement a successful campaign. The objective of this course is for you to understand the benefits of creating and buying online advertising as well as implementing and running campaigns online.

MKT-X807 Web Analytics | 1 unit

You will learn how to pick the right analytics tools for your needs and will immerse yourself in the world of data.

MKT-X808 Capstone Project Presentation | 1 unit

You will utilize previously learned online strategies and tactics to develop a working Online Marketing Plan that can be put to use immediately in your business. Students will be asked to present their Capstone Project for final evaluations.



Course Schedule and Enrollment Links	Term	Location Format	**Price
MKT-X810 Building Your Brand and Website Foundation	FA, SU	Classroom	\$379
MKT-X811 Principles of SEO and Onsite Optimization	FA, SP	Classroom	\$379
MKT-X812 Offsite SEO Strategies: Link Building, Content Marketing and Website Authority	FA, SP	Classroom	\$379
MKT-X804 Email, Blogging and Video Marketing	FA, SU	Classroom	\$379
MKT-X805 Social Media Marketing	SP, SU	Classroom	\$379
MKT-X806 Online Advertising	SP, SU	Classroom	\$379
MKT-X807 Web Analytics	SP, SU	Classroom	\$379
MKT-X808 Capstone Project Presentation	SU, SP, FA	Classroom	\$379
Certificate Fee (one-time Fee)			\$100

**Save 10%! Early registration discount available. Tuition subject to change.

[Learn more! \(619\) 260-4585 | SanDiego.edu/BusinessPrograms](#)

Lean and Six Sigma Certificate Programs

Project-based Hybrid

Lean and Six Sigma programs prepare individuals in the area of Quality and Process Improvement. USD Shiley-Marcos School of Engineering, ranked 14th among non-doctoral engineering programs by U.S. News & World Report, and Professional and Continuing Education offers unique, world-class, project-base programs taught by USD professors in intensive four month schedules.

Who Should Attend: Individuals responsible for managing or participating significantly in business process improvement in manufacturing or design including managers, professional staff, and hands-on line staff in operations, systems, finance, and business administration.

ENG-X815 Lean Tools & Techniques Certificate | 8 units

Learning Lean tools and techniques can dramatically improve your organization by removing non-value added activities, while improving cycle-time, products costs, and reducing inventory. Some of the topics include 5S, Value Stream Mapping, SMED, Kanban, and Kaizen. The integrated learning environment provides participants hands-on practice in six sessions using the tools in a real life scenario.

ENG-X801 Six Sigma Green Belt Certificate | 8 units

The Six Sigma Green Belt program is a subset within the Black Belt body of Knowledge and follows the structured Six Sigma “DMAIC” methodology to introduce proven process improvement principles, tools, and techniques to improve processes within your organization. Methodology use for leading small to medium improvement projects.

ENG-X806 Lean Six Sigma Certificate | 8 units

Use Lean tools and techniques to remove non-value added activities, while improving cycle-time, products costs, and reducing inventory reduction. At the same time apply Six Sigma DMAIC (Define, Measure, Analyze, Improve, and Control) mythology to launch a project, develop and transition it from phase to phase, complete a project and evaluate its success. The program follows the ASQ “Body of Knowledge” for the Six Sigma Green Belt program which is a subset within the Black Belt body of Knowledge.

ENG-X802 Six Sigma Black Belt Certificate | 8 units

The Six Sigma Black Belt Certificate program develops team leadership skills and an understanding of all aspects of the “DMAIC” methodology in accordance with Six Sigma process improvement principles, tools, and techniques that improve processes within your organization. The DMAIC is an acronym for the five phases of Six Sigma methodology –Define, Measure, Analyze, Improve, and Control– that is based on established statistical process control techniques, data analysis and planning and experimental design methods. Students will also develop the skills necessary to analyze statistical methods such as ANOVA, Regression, Control Charts, and Design of Experiments. Students are taught the tools and techniques in order to successfully launch a project, develop and transition it from phase to phase, and finally, how to complete a project and evaluate its success. The certificate program follows the ASQ “Body of Knowledge” for the Six Sigma Black Belt and includes twenty training sessions and five report-out sessions.



Course Schedule and Enrollment Links	Term	Location Format	*Price
ENG-X815 Lean Tools & Techniques Certificate	FA, SP	Hybrid	\$3840
ENG-X801 Six Sigma Green Belt Certificate	FA, SP	Hybrid	\$3840
ENG-X806 Lean Six Sigma Certificate	FA, SP	Hybrid	\$5260
ENG-X802 Six Sigma Black Belt Certificate	FA, SP	Hybrid	\$5260
Certificate Fee (one-time fee)			\$100

* Save 10%! Early registration discount available

The Lean Methods and Six Sigma programs are also available as a customized version for a private schedule at your organization.

“We have implemented a very aggressive Lean Six-Sigma implementation throughout our organization and across all business areas including business processes and administration. Thanks to instructors Keith Boyle and Leonard Perry, we have made dramatic improvements in how we satisfy our customers and our employees.”

- Paul Stephens, Manager, Lean Six-Sigma Southwest Marine

[Learn more!](#) (619) 260-4580 | SanDiego.edu/SixSigma

Intensive English Language Programs

Intensive English Language

The Intensive English Language Program provides non-native English speakers with specific English language skills for students seeking a U.S. university education. The English Language Academy (ELA) maintains a rigorous academic course of study, with a focus on five core skills and TOEFL preparation. Many of our successful graduates have gone on to undergraduate and graduate programs across the country.

Who Should Attend: International students who are considering entering a U.S. college or university.

Intensive English Language – 10 & 14 week Program | 25 units

The English Language Academy is a premier university offering:

- Highly qualified, experienced professors
- Small class sizes of 20
- State-of-the-art computer technology
- Assistance with I-20s, if needed



Accreditation

ELA is a member of the American Association of Intensive English Programs (AAIEP) and Association of International Educators (NAFSA).

Course Schedule and Enrollment Links	Term	Location Format	Price
ELA-X700 Intensive English Language	January-May May-August August-December	USD Campus Classroom	\$6,100
Application Fee (one-time fee)			\$200

[Learn more!](#) Or Contact Us to Apply.

English Language Academy Programs: Francine Chemnick, Director
(619) 260-7621 | francinechemnick@san Diego.edu

TEFL (Teaching English as a Foreign Language)

Travel and teach English in the U.S and abroad!

This pathway to TEFL Certification program is for educators and aspiring teachers who are looking for professional opportunities to develop their knowledge and skills in Teaching English as a Second, Foreign and an International Language. The program provides an introduction to understanding the structure of the English language, the process of language learning and acquisition, and the methods for teaching English as a second, foreign and international language to children, as well as adults, in academic, business, and other vocational settings.

Who should attend:

Recent graduates, career changers, aspiring teachers and educators who wish to develop their competencies in the fields of TEFL and TESOL. People looking for an international experience by teaching English abroad.

ELTF-X750 Foundations in TEFL | 2 units

In this course you take the first step toward TEFL Certification and will be introduced to the field of teaching English as a Foreign Language in the U.S. and abroad. You will learn the foundational concepts in the fields of language acquisition, linguistics, methods of teaching, and what it means to teach English as a global language in today's context.

ELTF-X751 TEFL Immersion | 8 units

In this course you will synthesize theoretical knowledge in the field of linguistics and second language acquisition with the "practice" of creating materials and utilizing instructional methodologies in the ESL classroom. Classroom in **San Diego**.



Course Schedule and Enrollment Links	Term	Location Format	Price
ELTF-X750 Foundations in TEFL	FA, SP, SU	Online Fixed-Date	\$370
ELTF-X751 TEFL Immersion	FA, SP, SU	USD Campus Classroom in San Diego	\$1,050
Certificate Fee (one-time fee)			\$100

[Learn more!](#) Or Contact Us to Apply.

English Language Academy Programs: Francine Chemnick, Director
(619) 260-7621 | francinechemnick@sandiego.edu

Career Advanced English Customized Programs

These programs are available as customized versions for a private schedule at your organization or at our site.

Contact us for customized training proposal for your organization! (619) 260-7621 | francinechemnick@sandiego.edu



Accent Modification Professional Program

Increase Your Career Growth Opportunities with More Effective Communication Skills in Business and Social Situations

The Accent Modification Program is a customized instructional program for people who speak English as a second language and who have average to advanced English skills. It addresses the need for effective verbal skills in every profession. Managing people, sharing new ideas, speaking on the telephone, and growing a business all require clear and effective pronunciation. A strong accent may interfere with the ability to be understood.

Who Should Attend: Attorneys, Scientists, Medical Personnel, Executives, Customer Service Representatives, Managers, or Employees who speak English as a Second Language and whose job requires clear and effective communication in English. An intermediate or above level of English is required.



Aviation English Program

Advance in Aviation School with Specific English Learning Development

Achieve a command of the Six ICAO Level 4 Language Proficiency Levels required in the Aviation Industry. The Aviation English Operational Level 4 program is designed to complement the student's flight training. For students with specific language requirements, participating in Aviation English classes may actually reduce the total cost of flight training. By the end of the program, the student will have a good command of the English skills required in the aviation industry, and in all areas of communications for radiotelephony use.

Who Should Attend: This program is for professionals who speak English as a Second Language, and who are planning to or are already taking part in flight training programs or Air Traffic Control (ATC) training programs. An intermediate or above level of English is required.



Business English Program

Develop and Expand English Language Skills

The Business English program is focused on building conversational English language skills to help business professionals comfortably converse in a business setting. Areas of concentration include vocabulary work, presentations, telephone skills, meetings and negotiations, business writing, socializing, and developing cultural competence in Business English situations. Oral skill development will include an emphasis on clear speech patterns for effective communication in spoken English.

Who Should Attend: Business professionals who speak English as a Second Language, and who want to advance in their profession and improve their business writing, presentations, and communication in an American business setting.

Summer International Youth Program

Classroom



Summer International Youth Program

The English Language Academy offers a residential Summer Program at the beautiful University of San Diego campus. Beginning in end of June through mid-August, non-native English speakers who are between the ages of 14 and 17 can practice their language skills in and out of the classroom. In-class instruction includes skill development in reading/writing and listening/speaking. Students can use their new skills as they participate in field trips, activities, and social events in the afternoons and on weekends.

- An intensive all-English environment to practice and refine language skills
- Afternoon cultural workshops
- Field trips that provide opportunities to interact with the local population to reinforce English and culture
- Small class sizes of 8 average, 10 maximum
- Flexible program options for a minimum of 2 weeks to a maximum of 4 weeks

Who Should Attend: Non-native English speakers who are between the ages of 14 and 17.

SUYP-X780 Summer International Youth + Discover Southern CA | 2-4 weeks

In-class instruction includes skill development in reading/writing and listening/speaking. Students can use their new skills as they participate in field trips, activities and social events in the afternoon and on weekends.

Contact Francine Chemnick for more information about the Summer International Youth Program!

Francine Chemnick

619) 260-7621 | francinechemnick@sandiego.edu

Courses Schedule and Enrollment Links	Term	Location Format	Price
SUYP-X780 Summer International Youth + Discover Southern CA	Weeks available from: June 27-August 5, 2016 All courses : 9:00-12:30 PM	USD Campus Classroom	*Varies by no. of weeks
SUYP-X781 Summer International Youth + College Prep	Weeks available from: July 4-22, 2016 All courses : 9:00-12:30 PM	USD Campus Classroom	*Varies by no. of weeks

Graduate Writing Workshop

Classroom

Write Graduate Level Papers with Improved College Level Writing Skills

The Graduate Writing Workshop is designed for English language learners who need to improve their sentence accuracy as writers in an academic setting. Students will use the writing assignments required for the courses in their degree program as the basis for study

Who Should Attend: This course is designed for international students enrolled in graduate programs at the University of San Diego who need to improve their academic writing skills for communicating effectively through research papers or other writing assignments at the graduate level.

EDU-X700XB Graduate Writing Workshop | 3 units

This seminar style course will help students understand the written assignment, identify their strengths and weaknesses in their writing, develop self-editing strategies, and strengthen their grammatical skills.

EDU-X701XB Graduate Legal Writing Workshop | 3 units

Designed for English Language Learners who are enrolled in a comparative law program, and who wish to improve their academic writing. Students will be given the types of writing projects typically assigned in law school, thus preparing them for future writing assignments.



Courses Schedule and Enrollment Links	Term	Location Format	Price
EDU-X700XB Graduate Writing Workshop	FA, SP	USD Campus Classroom	\$475
EDU-X701XB Graduate Legal Writing Workshop	FA, SP	USD Campus Classroom	\$700

Learn more! (619) 260-4585 | SanDiego.edu/EnglishLanguageAcademy

Health Care Informatics Certificate

Classroom

Become a Qualified Health Care Informatics Professional

Learn to apply technologies and assist in the design, development and ongoing modification of computerized health care systems and communicate effectively with both health care providers and IT professionals in this intensive one-year certificate program. According to the U.S. Department of Labor Bureau of Labor Statistics, the job outlook for informatics nurse specialists and medical records and health information technicians is expected to increase 21% from 2010 -2020, faster than the average for all occupations.

Courses and Certificate Program: Students can enroll in individual core or related courses or complete all five Core courses to earn a certificate. Students can complete the certificate in one year, and courses taken for the certificate program may be applied toward a USD graduate degree in Health Care Informatics.

Who Should Attend: Health care practitioners, researchers and educators, as well as, computer science and systems professionals interested in entering the health care sector.

HCIN-U541 Introduction to Health Care Delivery Systems | 3 units | Prerequisite*

Required for non-clinician students as determined by the Academic Coordinator. Students who have at least two years of experience in a hospital or clinical setting can waive this course. The course provides an overview of the health care delivery system, professional roles, care delivery models, and relevant regulatory environment in the United States.

HLTH-X810 Medical Terminology | 2 units | Prerequisite* | Online Self-Paced

Designed to help students learn and comprehend medical terminology, this course is based on the body systems method to satisfy the assigned pre-requisite for health care programs including Health Care Informatics certificate, pre-nursing, and other pre-health professional programs.

HCIN-U540 Introduction to Health Care Information Management | 3 units | Core

Emphasizes basic understanding of computer hardware, network architecture, clinical application of electronic health records, and health care software applications.

HCIN-U542 Systems Analysis and Design for Health Care Informatics | 3 units | Core

Prepares students in the planning, analysis, design, and implementation of computer-based information and technology systems including systems development life cycle, project management skills, requirement analysis and specification, feasibility and cost-benefit analysis, logical and physical design, prototyping, system validation, deployment, human factors, and post-implementation review.

HCIN-U543 Database Design and Knowledge Management | 3 units | Core

Addresses applied skills in database design, data structure, modeling, and development of database management systems to resolve problems in health care informatics and research settings.

HCIN-U544 Advanced Health Care Information Management | 3 units | Core

Emphasizes design, implementation, and evaluation of electronic health record and clinical decision support systems, as well as regulatory, reimbursement, ethical issues, and emerging technology in health care informatics.

HCIN-U545 Residency in Health Care Informatics Capstone | 3 units | Core

Provides an integrative field experience to synthesize and apply knowledge attained in the Health Care Informatics core courses and includes related practices and seminar experiences that foster achievement of career goals related to health care informatics.

HCIN-U550 Health Care Six Sigma Green Belt | 3 units | Related Course (Not Part of the Certificate)

Following the structured Six Sigma "DMAIC" methodology, this course introduces proven process improvement principles, tools, and techniques in order to successfully launch a project, develop and transition it from phase to phase, and finally, to complete a project and evaluate its success.



HCIN-U551 Introduction to Geohealth | 3 units | Related Course (Not Part of the Certificate)

This course provides the student interactive experiences to map clinic data and to conduct geographical modeling decisions, while incorporating an active learning environment for students to develop a practical understanding of GIS software.

HCIN-U552 Clinical Documentation: Electronic Medical Record Systems | 3 units | Related Course (Not Part of the Certificate)

An introduction to theory and applied practice of clinical documentation systems is provided as a foundation in applicable regulatory requirements for electronic medical records such as HIPPA, Meaningful Use Requirements, security applications, and federal breach reporting.

HCIN-U553 Clinical Documentation Systems: Specialist Role | 3 units | Related Course (Not Part of the Certificate)

Students learn the foundations of electronic medical coding and applications of international coding standards for billing of health care service by fostering skills in applying diagnostic coding standards utilized to meet quality, regulatory and billing requirements.

HCIN-U554 Telehealth and Emerging Technology | 3 units | Related Course (Not Part of the Certificate)

An introduction to the emerging discipline of telehealth, a historical perspective of various types of telehealth, an overview of relevant hardware and software requirements for a telehealth program, and federal and state regulations covering telehealth are covered in this course. Students will also develop an understanding of consumer grade health monitoring devices and emerging health care technology.

Prerequisite Course Schedule and Enrollment Links	Term	Location Format	**Price
HCIN-U541 Introduction to Health Care Delivery Systems*	FA	Classroom	\$3,833.25
HLTH-X810 Medical Terminology*	Register Any Time	Online Self-Paced	\$298
Core Course Schedule and Enrollment Links	Term	Location Format	**Price
HCIN-U540 Introduction to Health Care Information Management	FA	Classroom	\$3,833.25
HCIN-U542 Systems Analysis and Design for Health Care Informatics	FA	Classroom	\$3,833.25
HCIN-U543 Database Design and Knowledge Management	SP	Classroom	\$3,833.25
HCIN-U544 Advanced Health Care Information Management	SP	Classroom	\$3,833.25
HCIN-U545 Residency in Health Care Informatics Capstone	SU	Classroom	\$3,833.25
Certificate Fee			\$100
Related Course Schedule and Enrollment Links (Not Part of the Certificate)	Term	Location Format	**Price
HCIN-U550 Health Care Six Sigma Green Belt	SP	Classroom	\$3,833.25
HCIN-U551 Introduction to Geohealth	SP	Classroom	\$3,833.25
HCIN-U552 Clinical Documentation: Electronic Medical Record Systems	FA	Classroom	\$3,833.25
HCIN-U553 Clinical Documentation Systems: Specialist Role	SU	Classroom	\$3,833.25
HCIN-U554 Telehealth and Emerging Technology	FA	Classroom	\$3,833.25

*For individuals who do not have at least two years of experience in a hospital or clinical setting.

**Tuition subject to change.

NOTE: Tuition subject to change.

[Learn more!](#) (619) 260-4585 | PCE.SanDiego.edu

Paralegal Program

Classroom

- Day
- Evening

Graduates of the University of San Diego Paralegal Program are prepared to assist in the effective delivery of legal services in law firms, banks, corporations and government agencies as trained members of a legal team who work under the supervision of attorneys. Through classroom lectures, readings, and practical assignments, students become familiar with the role of the paralegal in the legal environment.

Who Should Attend: Individuals interested in finding a job in the legal profession and establishing a career in law as paralegals, legal assistants, or lawyers' assistants.

Day | Total hours: 343.5 hours

This program can be completed in one intensive term, for the student who wishes to enter the legal profession quickly, or split across two terms, allowing the student to complete the program at a slower pace. A bachelor's degree is required.

Evening | Total hours: 300 hours

This program can be completed in just under one year, ideal for candidates who are working full time and are seeking a career change or advancement.

ABA Approval

Approved by the American Bar Association (ABA), the program offers day and evening classes, employment assistance, financial aid and internship opportunities. Classes cover topics such as legal research, intellectual property, civil and business litigation, contracts, real estate, bankruptcy and criminal law. Self-paced options are available.



Course Schedule and Enrollment Links	Term	Location Format	Price
Paralegal Certificate Day	FA, SP, SU	Classroom	\$6,000
Paralegal Certificate Evening	FA, SP, SU	Classroom	\$6,000

Learn more! (619) 260-4579 | SanDiego.edu/Paralegal

Test Preparation Courses

Classroom

Test at your best!

If you are seeking admission to law school, graduate school/college or a professional certification, you will benefit from the exceptional instruction provided by the University of San Diego Test Preparation Courses. For 35 years, USD has helped thousands of students succeed on the LSAT, GMAT, GRE, SAT and ACT. Studies have shown that students who receive tutoring on test-taking skills and strategies develop confidence and competence to attain the highest possible score. Counseling and personal assistance with admission essays and statements is also provided.

Who Should Attend: Individuals seeking admission to law school, graduate school, or college or to advance their careers.

LSAT Course

Apply critical reading methods, analytical skills and diagramming techniques to aggressively tackle the multiple choice sections of the LSAT.

GMAT Course

Develop and apply verbal, analytical and writing skills. Review basic and complex mathematical principles to sharpen your ability on all question types.

GRE Course

Develop and apply vocabulary skills and critical reading methods to aggressively tackle the exam. Review basic and complex mathematical principles to sharpen your ability to move smoothly through the GRE.

SAT/ACT Courses

For high school juniors and seniors, these courses provide test-taking strategies and practice on actual exams. Understand the exam's scoring system and develop strategies to maximize correct responses within given time limits.

FE Fundamentals of Engineering Exam, Other Disciplines Preparation

Today's busy engineering professional will gain the skills necessary to pass the State Examination and become certified as an Engineer-in-Training (EIT). The course is geared toward passing the NCEES Computer Based Tests (CBTs) on the first attempt.

Certified Paralegal

Gain substantive knowledge of legal concepts. Sharpen writing and research skills to communicate effectively and pass the Certified Paralegal exam.



Course Schedule and Enrollment Links	Term	Location Format	Price
LSAT Course - 27 Hours - 42 Hours	Register Any Time	Classroom	\$945 \$1195
GMAT Course - 21 Hours - 42 Hours	Register Any Time	Classroom	\$695 \$1195
GRE Course - 21 Hours - 42 Hours	Register Any Time	Classroom	\$695 \$1195
SAT Courses - 25 Hours	Register Any Time	Classroom	\$695
ACT Courses - 25 Hours	Register Any Time	Classroom	\$695
FE Fundamentals of Engineering Exam, Other Disciplines Preparation	Register Any Time	Classroom	\$795
Certified Paralegal Exam Preparation	Register Any Time	Classroom	\$695

Learn more! (619) 260-4579 | SanDiego.edu/TestPrep

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- STEAM – Science, Technology, Engineering, Arts & Mathematics
- Literacy and Digital Learning
- Universal Design for Learning & Inclusive Education

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"I love that I now have the option of earning my Master of Education from a very highly respected university even though I work full time teaching in the classroom and don't live near the campus. I have wanted to find a program like this for a long time, where I wouldn't have to sacrifice quality for the convenience of an online program."

– LeeAnn Rupley, USD MEd Online Student



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Open Campus

Concurrent enrollment for the community in USD campus courses.

Open Campus at the University of San Diego provides a unique opportunity for professionals, students and high school graduates, to take fully accredited campus courses on a space-available basis at the University of San Diego.

[Search for Open Campus Courses](#)

Application Process

Open Campus enrollment is available for students wishing to attend the University of San Diego's regular campus courses.

The application process for Open Campus does not require University admission. In order to apply please see the suggested steps for application below. Classes in open campus are offered on space-available basis. Once accepted to Open Campus students are not guaranteed entry to courses. Instructor approval is required for course.



Steps for Application

1. Search for classes in our [MySanDiego Campus Schedule](#).
2. Identify the courses you wish to take and email opencampus@sandiego.edu with the detail. In the email please include the class name, number (CRN), times and instructor.
3. Create a PCE student account using the "[Account Login](#)" link from the top of <http://pce.sandiego.edu>.
4. Complete the [Application Form online](#).
5. Print the [Instructor Approval Form](#) for instructor approval for the course you want to attend. This will help you confirm that space is available in the class and the instructor will be able to determine if there are any prerequisites to completed for the specific class. Please ensure that this form is signed both by the instructor and the department Chair. Applications without both signatures will not be accepted.
6. Submit the [Instructor Approval Form](#) to Professional and Continuing Education Open Campus Office located in Manchester Conference Center room 117.
7. Pay the registration and course fee by the deadline.

Please note the following items before applying:

- All applications must be accompanied by a \$100.00 non-refundable application fee.
- Required credentials:
 - A. Official transcripts of any attempted college work.
 - B. Official final high school transcript or proof of high school graduation or equivalent.
- Open Campus limited to a maximum of six courses per semester, with a cumulative total of eighteen semester units maximum.
- All semester [deadlines](#) apply in the case of Open Campus. Those enrolled in Open Campus attend class with degree-seeking students and participate in the same course activities and requirements.
- Please check transferability requirements of your home institution if you plan to transfer credits earned through USD's Open Campus. USD does not guarantee transfer of credit. All transfer decisions are up to your home institution.
- Financial aid and university housing are NOT available to Open Campus students.
- International students with F-1 visa status are eligible for Open Campus if they are enrolled full-time at another institution and have maintained good immigration standing. A letter from your immigration advisor supporting part-time enrollment at USD must be submitted with your application including copies of your current Form I-20, passport page, visa page and I-94 card (front and back). International students with visa types other than F-1 may be eligible to apply and must consult with the International Admissions Counselor. International students seeking to study may contact P&CE as some programs and course loads will qualify them for a student visa.
- All students at USD, including those enrolled through Open Campus, are responsible for maintaining standards of conduct and academic integrity as outlined in [USD campus policies](#).

[Learn more!](#)

Contact Us (619) 260-4585 | (888) 321-6658 | continuinged@sandiego.edu

Corporate Training For Corporate, Business and Other Organizations

To Improve the Skills and Productivity of Employees

Give employees the necessary skills to keep your organization competitive in today's challenging environment. Professional and Continuing Education at the University of San Diego establishes partnerships with organizations and industries to deliver training programs and educational resources. We draw on the university's strong connections to the community and its proven commitment to academic excellence.

Create a solution with us!

- USD Education Specialist as the main-point of contact
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- Credit validation for in-service training from an Accredited University
- Course delivery onsite on USD's beautiful campus or online



[Learn More!](#)

Contact Jodi Waterhouse to discuss your needs and request a proposal.

(619) 260-4231 | (888) 321-6658 | jodiw@sandiego.edu

K-12 Educators Professional Development

Over 300 programs are offered in:

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- Classroom Management
- Computers and Technology
- Mathematics and Science
- Mental Health First Response
- Mobile Technology Learning
- Reading, Writing and Literature
- Social Studies and Travel
- Special Education
- Teacher Leadership
- Teaching Techniques
- TESOL Professional

Cyber Security

Training, Consulting and Auditing areas:

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- Cyber Security Engineering
- Network Security and Analysis
- Software Security Development and Toolkits
- Security Assessment and Testing
- Forensics, Incident Response, and Recovery
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- Foundations of Cyber Security and Privacy
- Cyber Security Law and Policy
- Mitigating the Risk of Insider Threat
- Cyber Security and Intellectual Property
- Cyber Security Strategy (Military and Law Enforcement Only)
- Cyber Security Leadership
- Cyber Security and Supply Chain Management
- Cyber Security Operational Planning and Intelligence (Military and Law Enforcement Only)

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- Management
- Marketing
- Project Management
- Real Estate
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Character Education Development

Help Students Develop Good Character Habits and Good Citizenship

Designed by education professionals from the Character Development Center at the School of Leadership and Education Sciences, this program provides instructional strategies for teaching character that strengthens student social and emotional skills and behaviors within Common Core Standards. K-12 teachers and administrators learn how to plan and implement character development education in the classroom, school or district.

[Request a proposal.](#)



Learning and Teaching in a K-12 Digital Classroom Courses

Engage Your Leadership Team to Shape Your District's Mobile Technology Learning Program

This unique online program equips teachers and school leaders with the skills needed to be effective educators in a mobile technology learning environment. The Mobile Technology Learning Center is the only university-based research center in the field of mobile technology in K-12 education. The Center uses its ongoing research in school districts across the U.S. to inform the curriculum offered through our certificate program.

[Request a proposal.](#)

Project Management

Develop the Knowledge and Skills Needed to Ensure Project Quality and Projected Outcomes

Build a solid foundation for project success and exposes you to the Project Management Body of Knowledge framework. Anyone who is or is planning to be a Project Manager should be trained in these important skills to keep projects on task, on time, and on budget. If you are looking to separate your resume from others with credentialing or to add new and much needed skills in today's workplace, the USD Project Management Certificate is for you. [Request a proposal.](#)



Lean and Six Sigma Certificates

Gain the Critical Skills You Need to Lead a Process Improvement Team

\$4m savings was achieved by a recent cohort of student graduates who collectively saved their companies the \$4m. Lean and Six Sigma programs are designed to prepare you with the background you need for Quality and Process Improvement. USD offers several program tracks with hands-on project-based learning opportunities. You can choose an individual Six Sigma track as a standalone course or combine tracks to earn a Certificate in Lean Six Sigma. [Request a proposal.](#)

Center for Cyber Security Engineering and Technology

Training, Consulting, Audit, and Operational Services

CCSET's Training, Consulting, Audit, and Operational (TCAO) services have been developed to help organizations in creating a cyber-security minded corporate culture, to address relevant cyber security topics your organization faces and mitigate threat. CCSET/TCAO services are customizable to cover specific cyber security areas unique to your organization.

CCSET provides programs tailored to specific organizational needs. Programs can be anything from a ½ day program for general staff cyber cultural development, to in-depth, multi-day, interactive trainings for staff, middle management, and or executives. These programs are meant to transfer applied knowledge and skill in a focused, immersive fashion. Our trainings are conducted by members of our highly trained and experienced faculty/fellow practitioners and are an easy way for your organization to stay current in this critical and rapidly changing field.

[Request for proposal.](#)



Join Our Team Of Accomplished Practitioner Instructors!

Do you want to teach and develop knowledge and skills in others?

Professional and Continuing Education (PCE) is continually growing, expanding, and updating a wide variety of courses and programs of study. Last year alone, there were over 35,000 enrollments in over 400 courses. Many of those courses were new.

As part of a top ranked university, PCE hires instructors who are experienced practitioners that can develop and/or teach in a stimulating and participative learning environment for students. Being an instructor is a rewarding role for anyone that has knowledge and practical real-world experience. If you are currently an instructor or ready to become one as an expert in your field, contact us.



Contact Us to Discuss Your Interests and apply to be an Instructor or Subject Matter Expert.

Business Programs: Pamela Cappiello, Director
(619) 260-4772 | pcappiello@sandiego.edu

Educators Programs: Roxanne Morrison, Director
(619) 260-4749 | roxannemorrison@sandiego.edu

English Language Programs: Francine Chemnick, Director
(619) 260-7621 | francinechemnick@sandiego.edu

Paralegal Programs: Tara Murphy, Director
(619) 260-4579 | taramurphy@sandiego.edu

Test Preparation: Gretchen Veihl, Assistant Director
(619) 260-4579 | gretchenv@sandiego.edu

Customized Programs: Jodi Waterhouse, Director
(619) 260-4231 | jodiw@sandiego.edu

Third Party Recruiters, Agents and International Students

Are you an expert in educational advising and student recruitment?

The English Language Academy (ELA) at the University of San Diego (USD) is looking for agents with connections in different parts of the world who are interested in recruiting students to one of the top English language programs in the United States. ELA draws a large number of students for its effective, quality programs offered on the beautiful USD campus in San Diego, and welcomes new agent applicants to help expand our network.

Our Intensive English Language Program, for example, prepares students for academic study in the U.S. with customized core and elective courses. Each student receives a personalized course schedule that is based on current English proficiencies assessed on 6-levels of English comprehension and competency.

As an advising agent and recruiter, you will be involved in activities such as contacting university counselors, students, corporations, business and professional associations and other relevant groups for the purpose of providing accurate information and recruiting prospective students. The advising Agent is required to comply with the professional practices and policies of the University of San Diego.

English Language Academy is a member of the American Association of Intensive English Programs (AAIEP) and the Association of International Educators (NAFSA).

ELA prior to partnering with a third party recruiter expects the agent to adhere closely to the standards established by the American International Recruitment Council (AIRC) for international student placement. These standards safeguard the interest of both international students and enrolling institutions through the promotion of ethical and standards-based international recruitment strategies.

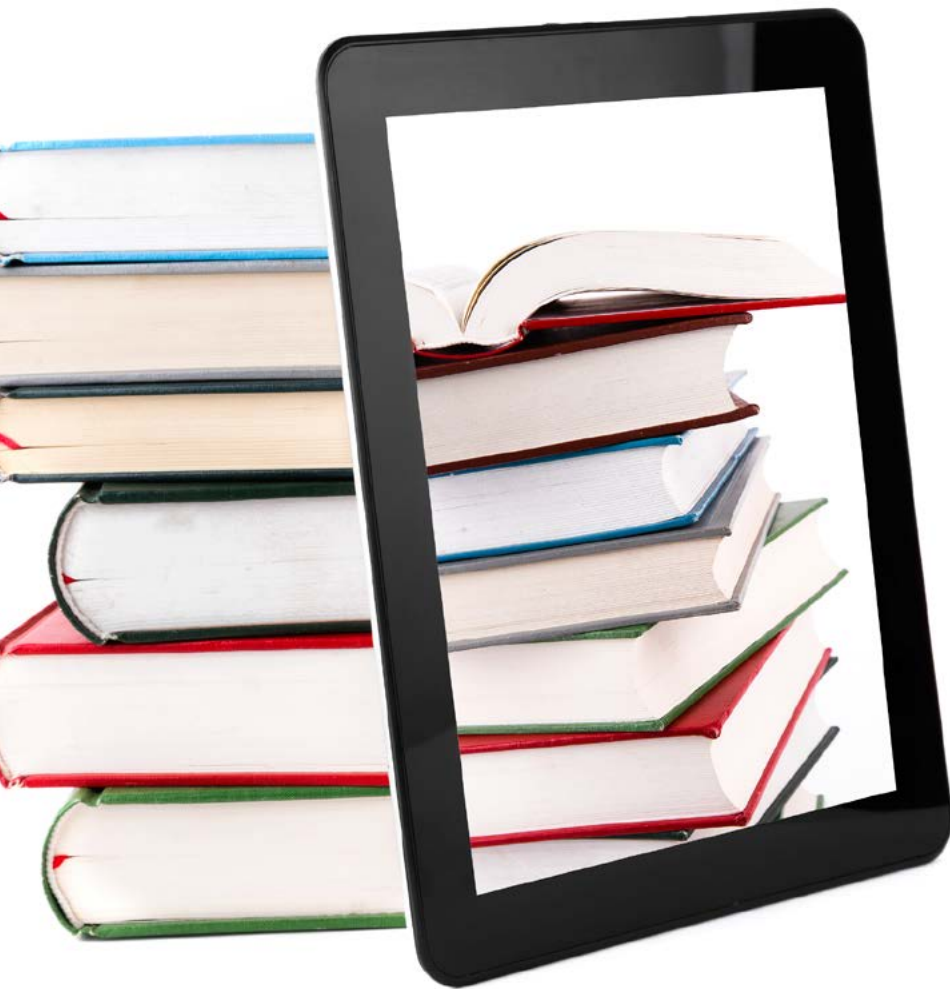
Visit the [AIRC website](#) and review the standards, then complete the [Agent Profile](#) form and forward to the email below to apply. An Agent Agreement, Letter of Representation and promotional materials will be forwarded depending on the outcome of the reference check.

Contact Us

English Language Academy Programs: Francine Chemnick, Director
(619) 260-7621 | francinechemnick@sandiego.edu

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