Continuing Education

NEW Coding & Cyber Tech Bootcamps
Condensed, immersive programs taught by industry experts in convenient 100% live online formats.
semester highlights

NEW! Coding Bootcamp
csueastbay.edu/coding-bootcamp
Learn the in-demand coding skills you need to launch your tech career. You’ll go from novice to professional and gain the tools to land a job in one of the world’s highest-paying industries.

NEW! Cyber Bootcamp
csueastbay.edu/cyber-bootcamp
Get the skills you need to join the fight against cybercrime. You’ll go from novice to cybersecurity professional and gain the tools to land a job in one of the world’s highest-paying industries.

Nonprofit Management
csueastbay.edu/nonprofit
Meet the increasingly challenging demands of nonprofit administration and learn how to improve your organization’s effectiveness with a comprehensive, flexible program designed for working adults.

Human Resource Management
csueastbay.edu/human-resource-management
Sharpen your skills and gain a working knowledge of all evolving aspects of the human resource field with a flexible, all-purpose program designed for working adults.

upcoming info sessions

Meet the program director, learn more about program requirements and course offerings, as well as network with other professionals.

Nonprofit Management
Tuesday, June 1
5:00-6:00pm
RSVP at csueastbay.edu/nonprofit

Paralegal Studies
Thursday, July 22
6:00-7:00pm
RSVP at csueastbay.edu/paralegal

contact us

Phone (510) 885-3605
(800) 730-2784
Fax (510) 885-4817
Email ce@csueastbay.edu
In Person Student & Faculty Support Building 102, Hayward Campus

For complete information on Continuing Education programs and policies, visit our website at www.ce.csueastbay.edu.

This catalog is published by Cal State East Bay University Extension. Not printed at state expense. © 2020-2021

Credits: Dan Bellone, Vanessa Ann Llave, Jade Vierra, Erin Merdinger, and Elias Barboza
## table of contents

### Art & Design
- Art Museum & Gallery Studies Certificate Program 4

### Behavioral & Health Sciences
- Chemical Dependency Studies Certificate Program 5
- Recreation Therapy Certificate Program 22

### Business & Management
- Nonprofit Management Certificate Program 16
- Payroll Practice & Management Certificate Program 21
- Technical Writing Certificate Program 24

### Continuing Education for Licensure
- Notary Public Training 17

### Construction & Sustainability
- Construction Management Certificate Program 6

### Education
- Continuing Education for Teachers 18
- eLearning Design Certificate Program 10
- eLearning Technology Certificate Program 11
- Online Teaching & Learning Certificate Program 19

### Engineering & Project Management
- Six Sigma Training 23

### Legal Studies
- Paralegal Studies Certificate Program 20

### Medical
- Medical Terminology Certificate Program 15
- Pharmacy Technician Certificate Program 21

### Tech Bootcamps
- Coding Bootcamp 8
- Cyber Bootcamp 9

### Test Preparation
- Cyber Security Professional Test Prep Courses 7
- HR Certification Preparation Course 14

### Transportation
- Freight Broker/Agent Training Certificate Program 12

### Veterinary
- Veterinary Assistant Certificate Program 24

## on the cover

### NEW Cal State East Bay Tech Bootcamps

Transform your career in as few as 26 weeks! Powered by award-winning Fullstack Academy, the Cal State East Bay Tech Coding and Cyber Bootcamps provide condensed, immersive programs taught by industry experts in convenient 100% live online formats. Bootcamp grads leave ready for lucrative high-tech careers in California and beyond.
Supporting Indigenous Language Revitalization Through eLearning

Cal State East Bay graduate teaches Hawaiian language courses to off-island, remote learners

By Erin Merdinger

When Cal State East Bay alumna Clarisse Choy was growing up in Honolulu, Hawaii in the 1970s, the option to learn the Hawaiian language wasn’t widely available. In fact, the Hawaiian language was in serious danger of extinction.

“In the time that I was growing up, the Hawaiian language was present but you heard it mostly in songs and hula and culture,” said Choy, whose grandparents and parents immigrated from China to Hawaii. “It wasn’t spoken every day. It was seen as a cultural and intellectual language but not spoken every day and was in jeopardy of dying out.”

It wasn’t until the early 1980s when a grassroots organization, 'Aha Pūnana Leo, was created to support the revitalization of the Hawaiian language and help lift a nearly 90-year-old ban on using the Hawaiian language in schools. With the establishment of its first Hawaiian language immersion preschool in 1984, Pūnana Leo—which translates to “language nest” or “nest of voices”—and later the expansion to Hawaiian medium K-12 schools, a new generation of native Hawaiian speakers was on the rise.

Now, years later, Choy is doing her part to help continue the revival of this endangered language as a Hawaiian language learner and instructor in the Bay Area.

“As a Hawaiian language learner and speaker, I support indigenous language revitalization,” Choy said. “I intend to continue teaching Hawaiian language, especially to learners who live off-island and need to learn remotely.”

Choy, who moved to the Bay Area to attend undergraduate school at UC Berkeley, understands firsthand the importance of distance learning. After joining a hālau hula, or hula school, in Berkeley as a way to stay connected to Hawaiian culture, it was this connection with Hawaii and love of hula dancing that encouraged her to formally learn the language as an adult through a distance learning program.

“For someone like me who was always exposed to the [Hawaiian] language but didn’t really understand it, I always wanted to have that understanding and the facility to speak it,” said Choy. “Especially because if the language was in jeopardy of dying out—it’s a beautiful language, a beautiful culture, a beautiful people—I wanted to do what I could to preserve and perpetuate that language.”

Choy began studying the Hawaiian language in 2008 through a distance learning program based in Hilo, HI. It was her own experience as an online learner that sparked her interest in online teaching and ultimately led her to enroll in CSUEB’s MS in Education, Option in Online Teaching and Learning program (which has since been elevated to the MS in eLearning program in fall 2020).

Choy currently teaches a beginning Hawaiian language course to several cohorts of students based in Northern California, and although the course is open to anyone interested in the Hawaiian
language and culture, the majority of her students are actively engaged in the hula community.

“In hula, the Hawaiian language is very important because, unlike other dance forms, the movements and everything you do in hula is tied to the text of the dance. If you don’t understand what the text says and you’re just sort of pantomiming, you’re not really doing hula,” said Choy, who has been studying hula for over 15 years.

Choy graduated from the master’s program this summer and credits the eLearning program for providing the building blocks on how to structure her Hawaiian language classes.

“As a student in the program, I learned sound pedagogy, instructional design models, assessment methods, and other building blocks of eLearning course design. That foundational knowledge, combined with practical real-world application, gave me the confidence to create courses and teach online.”

In addition to her beginner-level Hawaiian language class, which is normally taught in a hybrid format but due to the Covid-19 pandemic is now taught entirely online, Choy is also designing a self-paced online course on one of the foundational works of Hawaiian literature, The Epic Tale of Hi’iakaikapoliopele. The story offers a wealth of knowledge that every hula dancer should know, Choy says, by providing details into the geographic landscape of the islands, social and religious practices, Hawaiian hierarchy systems, healing arts and other Hawaiian cultural practices and customs.

For Choy, it is this deeper understanding of the Hawaiian language and hula that has been the main motivating force behind her passion for language revitalization.

“There’s so much depth in the language and the stories and the culture so that’s what really drives me to just do my part to keep that alive, to perpetuate it,” explained Choy.

But even with passionate language learners and instructors like Choy, many indigenous languages are still considered threatened.

According to the Endangered Languages Project—a project that supports language preservation and documentation around the world—over 40 percent of the world’s approximate 7,000 languages are at risk of disappearing. The Hawaiian language is still one of them. “So much knowledge is tied to language, especially indigenous languages,” said Choy. “The way they named their plants, the way that they order time, or even just the way you express yourself, your feelings and your thoughts. When those things are not used and English words are adopted for it, that knowledge is lost. That happens with a lot of languages.”

Choy takes her role as a language instructor very seriously and refers to a Hawaiian proverb “I ulu no ka lālā i ke kumu,” which means the branches grow because of the trunk, to explain her appreciation for her teachers and hula community and the knowledge they have shared with her over the years.

“There’s a saying in Hawaiian that you’re an extension of your teacher. It’s really important to me as a teacher to be able to represent my teachers well,” said Choy. “Whatever I’m doing, especially when language instruction and cultural instruction is involved, I want to do it in a very careful and sensitive way that acknowledges the teachers and people who shared the knowledge with me.”

To learn more about CSUEB’s MS in eLearning Program visit csueastbay.edu/elearning

“There’s so much depth in the language and the stories and the culture so that’s what really drives me to just do my part to keep that alive, to perpetuate it.”

– Clarisse Choy
Art Museum & Gallery Studies CERTIFICATE PROGRAM

Program Highlights

WEBSITE  csueastbay.edu/art-museum-gallery-studies
LENGTH  Self-paced
TUITION  $2,800 (Tuition fees are subject to change at any time.)

Set yourself apart with university training led by an internationally known instructor and secure your position in art museums, galleries, and cultural centers in the U.S. or internationally.

Summer 2021 Courses

EXTX 400  Gallery and Museum Exhibition
EXTX 401  Theories and Practices of Galleries and Museums
EXTX 402  Internship

Admission

Admission is available to any interested student who has a high school diploma or GED equivalent. No application is needed to enter this program. To get started, visit the program website to register.
Chemical Dependency Studies CERTIFICATE PROGRAM

Program Highlights

WEBSITE csueastbay.edu/chemical-dependency
LENGTH 12-24 months
TUITION $4,019-$4,435 (Tuition fees are subject to change at any time.)

Gain the cutting-edge techniques and skills you need to successfully treat substance abuse and help advance your career in the rewarding field of addiction counseling.

Summer 2021 Courses

EPSY 810 Behavioral Pharmacology
EPSY 811 Chemical Dependency and the Family
EPSY 816 Counselor Burnout
EPSY 817 Certification Seminar in Chemical Dependency Studies
EPSY 818 Supervised Field Practicum

Admission

Admission to the Chemical Dependency Studies Certificate Program is open to all students who can satisfactorily complete the program coursework and meet the track-specific requirements:

The CCAPP Track: Minimum of a High School diploma or GED equivalent; minimum of one year sobriety; has successfully completed a college level English writing course.

The CSUEB Certificate Track: AA degree or an equivalent number of college units (84 quarter/56 semester); minimum of one year sobriety.

To apply to the program, please complete the certificate application online at ce.csueastbay.edu, as well as submit official transcripts*.

*Please note: if you studied at Cal State East Bay, you do not need to provide an official transcript.
Construction Management CERTIFICATE PROGRAM

Program Highlights

- **WEBSITE**: csueastbay.edu/construction-mgmt
- **LENGTH**: 12 months
- **TUITION**: $4,725 *(Tuition fees are subject to change at any time.)*

Gain the skills and knowledge necessary to advance in the construction industry with a convenient, hands-on program designed for working adults.

Summer 2021 Courses

- **EXTX 208** Practical Applications of Construction Management

Admission

It is recommended you have knowledge of basic construction math and understanding of construction contracting as well as three years of experience in the construction industry before enrolling. However, admission is available to any interested student who has a high school diploma or GED equivalent. No application is needed to enter this program. To get started, visit the program website to register.

If you’re not quite ready to commit to the full program, individual courses may be taken without formal admission to the certificate program.
Cyber Security Professional TEST PREP COURSES

Program Highlights

- **WEBSITE**: csueastbay.edu/cyber-security
- **LENGTH**: Self-paced; 6-12 months depending on course
- **TUITION**: $395-850 *(Tuition fees are subject to change at any time.)*

Gain the skills and knowledge to successfully secure data in today’s cyber world through courses geared toward working adults.

Summer 2021 Courses

- **EXTX 250**  Information Systems Security Pro (CISSP) Exam Prep
- **EXTX 252**  Information Systems Auditor (CISA) Exam Prep

Admission

Admission is available to any interested student who has a high school diploma or GED equivalent. No application is needed to enter this program. To get started, visit the program website to register. These courses are offered via partnership with World Education.

Before enrolling, visit the program website and review the eligibility requirements for each exam.
Coding Bootcamp TECH BOOTCAMP

Program Highlights

WEBSITE        csueastbay.edu/coding-bootcamp
LENGTH         26 weeks
TUITION         $11,995 (Tuition fees are subject to change at any time.)

Learn the in-demand coding skills you need to launch your tech career. You’ll go from novice to professional and gain the tools to land a job in one of the world’s highest-paying industries.

Summer 2021 Courses

EXTX 350  Coding Bootcamp

Admission

Admission is available to any interested student who is at least 18 years old and has a high school diploma or GED equivalent. To enter the program a successful completion of our online application and assessment is required. To learn more and get started, visit the program website. This course is offered via partnership with Fullstack Academy.
Cyber Bootcamp  TECH BOOTCAMP

Program Highlights

<table>
<thead>
<tr>
<th>WEBSITE</th>
<th>csueastbay.edu/cyber-bootcamp</th>
</tr>
</thead>
<tbody>
<tr>
<td>LENGTH</td>
<td>26 weeks</td>
</tr>
<tr>
<td>TUITION</td>
<td>$11,995 (Tuition fees are subject to change at any time.)</td>
</tr>
</tbody>
</table>

Get the skills you need to join the fight against cybercrime. You’ll go from novice to cybersecurity professional and gain the tools to land a job in one of the world’s highest-paying industries.

Summer 2021 Courses

EXTX 351  Cyber Bootcamp

Admission

Admission is available to any interested student who is at least 18 years old and has a high school diploma or GED equivalent. To enter the program a successful completion of our online application and assessment is required. To learn more and get started, visit the program website. This course is offered via partnership with Fullstack Academy.
eLearning Design CERTIFICATE PROGRAM

Program Highlights

WEBSITE  csueastbay.edu/elearning-design
LENGTH   In as little as 16 weeks
TUITION  $1,326 per course (Tuition fees are subject to change at any time.)

Become an effective online learning designer and gain the skills and expertise needed to increase your marketability in this growing field with a program designed for busy working professionals.

Summer 2021 Courses

OTL 601  Introduction to Online Teaching and Learning
OTL 602  Instructional Methods for Online Learning
OTL 604  Designing Curriculum for Online Instruction
OTL 608  Critical and Contemporary Practice in eLearning Design and Technology
OTL 672  Content Development for Online Learning

Admission

Admission is available to any interested student who has a bachelor’s degree or higher. No application is needed to enter this program. To get started, visit the program website to register.

Related Interest

If you are interested in continuing your education in the future, earning your eLearning Design Certificate fulfills the initial course requirements of Cal State East Bay’s MS in eLearning (MSeL), a program accredited by the Western Association of Schools and Colleges. You can transfer up to nine semester units (equivalent to three OTL courses) and will only need seven additional courses to earn the MS degree. For more information about the MSeL degree, visit the program website at csueastbay.edu/elearning.
eLearning Technology CERTIFICATE PROGRAM

Program Highlights

- **WEBSITE**: csueastbay.edu/elearning-technology
- **LENGTH**: In as little as 16 weeks
- **TUITION**: $1,326 per course (*Tuition fees are subject to change at any time.*)

Become an effective online learning designer and gain the skills and expertise needed to increase your marketability in this growing field with a program designed for busy working professionals.

Summer 2021 Courses

- OTL 601  Introduction to Online Teaching and Learning
- OTL 603  Technology Tools for Online Instruction
- OTL 608  Critical and Contemporary Practice in eLearning Design and Technology
- OTL 681  Creating Digital Media for Online Instruction
- OTL 682  Designing and Implementing User Interface for Online Instruction

Admission

Admission is available to any interested student who has a bachelor’s degree or higher. No application is needed to enter this program. To get started, visit the program website to register.

Related Interest

If you are interested in continuing your education in the future, earning your eLearning Technology Certificate fulfills the initial course requirements of Cal State East Bay’s MS in eLearning (MSeL), a program accredited by the Western Association of Schools and Colleges. You can transfer up to nine semester units (equivalent to three OTL courses) and will only need seven additional courses to earn the MS degree. For more information about the MSeL degree, visit the program website at csueastbay.edu/elearning.
Freight Broker/Agent Training CERTIFICATE PROGRAM

Program Highlights

- **WEBSITE**: csueastbay.edu/freight-broker-training
- **LENGTH**: Self-paced; 6 months maximum
- **TUITION**: $1,950 *(Tuition fees are subject to change at any time.)*

Join the fast-growing and exciting trucking and transportation industries as a freight broker or agent with a self-paced, online program designed for busy professionals.

Summer 2021 Courses

- **EXTX 107** Freight Broker/Agent Training

Admission

Admission is available to any interested student who has a high school diploma or GED equivalent. No application is needed to enter this program. To get started, visit the program website to register. This course is offered via partnership with ed2go.
Human Resource Management CERTIFICATE PROGRAM

Program Highlights

WEBSITE: csueastbay.edu/human-resource-management
LENGTH: 4-8 months
TUITION: $215 per course (Tuition fees are subject to change at any time.)

Sharpen your skills and gain a working knowledge of all evolving aspects of the human resource field with a flexible, all-purpose program designed for working adults.

Summer 2021 Courses

- EXTX 500 Overview of Human Resource Management
- EXTX 502 Employment Law
- EXTX 514 EEO
- EXTX 515 Recruitment and Selection
- EXTX 518 Compensation Management
- EXTX 519 Benefits Administration
- EXTX 522 Job Analysis
- EXTX 525 HRIS/HCM for Human Resource Professionals
- EXTX 527 E-Discovery for the HR Professional
- EXTX 528 HR Assessment Tools
- EXTX 529 Organizational Design: Aligning Structure, Jobs and Skills
- EXTX 532 Talent Management
- EXTX 532 Perception and Personality; How to Understand Others Better
- EXTX 534 Become a Great HR Business Partner: Learn to Adapt Through Crisis

For a full list of courses being offered this term, visit the program website.

Admission

Admission is available to any interested student who has a high school diploma or GED equivalent. No application is needed to enter this program. To get started, visit the program website to register.

If you’re not quite ready to commit to the full program, individual courses may be taken without formal admission to the certificate program.
HR Certification Preparation  TEST PREP COURSE

Program Highlights

<table>
<thead>
<tr>
<th>WEBSITE</th>
<th>csueastbay.edu/hr-cert-prep</th>
</tr>
</thead>
<tbody>
<tr>
<td>LENGTH</td>
<td>1 semester</td>
</tr>
<tr>
<td>TUITION</td>
<td>$705 (Tuition fees are subject to change at any time.)</td>
</tr>
</tbody>
</table>

Take part in the leading HR certification preparation course that equips you with the knowledge and skills to successfully pass your HR exams and gain the credentials you need to distinguish yourself in the human resource field.

Summer 2021 Courses

EXTX 531  aPHR Certification Preparation Course

Admission

Before enrolling, visit the program website and review the Certification Exam eligibility requirements.
Medical Terminology CERTIFICATE PROGRAM

Program Highlights

WEBSITE  csueastbay.edu/medical-terminology
LENGTH  Self-paced; 6 months maximum
TUITION  $850 (Tuition fees are subject to change at any time.)

Gain the knowledge necessary to effectively communicate with other healthcare professionals as well as prepare for further studies in the healthcare field.

Summer 2021 Courses

EXTX 155  Medical Terminology

Admission

Admission is available to any interested student who has a high school diploma or GED equivalent. No application is needed to enter this program. To get started, visit the program website to register. This course is offered via partnership with ed2go.
Nonprofit Management CERTIFICATE PROGRAM

Program Highlights

<table>
<thead>
<tr>
<th>WEBSITE</th>
<th>csueastbay.edu/nonprofit-management</th>
</tr>
</thead>
<tbody>
<tr>
<td>LENGTH</td>
<td>6-9 months</td>
</tr>
<tr>
<td>TUITION</td>
<td>$147-294 per course (Tuition fees are subject to change at any time.)</td>
</tr>
</tbody>
</table>

Meet the increasingly challenging demands of nonprofit administration and learn how to improve your organization’s effectiveness with a comprehensive, flexible program designed for working adults.

Summer 2021 Courses

**REQUIRED COURSES**
- EXTX 552 Fundraising Fundamentals
- EXTX 553 Marketing and Communications for Nonprofit Organizations

**ELECTIVE COURSES**
- EXTX 561 Strategic Planning for Nonprofit Organizations
- NEW! EXTX 569 Fundamentals of Community Engagement for Nonprofit Leaders
- NEW! EXTX 581 Nonprofit Consulting Foundations

Admission

Admission is available to any interested student who has a high school diploma or GED equivalent. No application is needed to enter this program. To get started, visit the program website to register.

If you’re not quite ready to commit to the full program, individual courses may be taken without formal admission to the certificate program.
Notary Public Training COURSE

Program Highlights

| WEBSITE | csueastbay.edu/notary-public-training |
| LENGTH  | 1 day                                  |
| TUITION  | $84-$150 per course (Tuition fees are subject to change at any time.) |

Start your own business, become a more valuable employee, earn additional income, or get re-commissioned with Cal State East Bay’s selection of Notary Public Training courses.

Summer 2021 Courses

- EXTX 100  Become a Notary in One Day
- EXTX 101  Renewing Your Notary Commission
- EXTX 102  Become a Certified Loan Signing Agent

Admission

Admission is available to any interested student who has a high school diploma or GED equivalent. No application is needed to enter this program. To get started, visit the program website to register.
Online Continuing Education for Teachers

Program Highlights

<table>
<thead>
<tr>
<th>WEBSITE</th>
<th>csueastbay.edu/teacher-education</th>
</tr>
</thead>
<tbody>
<tr>
<td>LENGTH</td>
<td>Self-paced</td>
</tr>
<tr>
<td>TUITION</td>
<td>$480-635 (\text{Tuition fees are subject to change at any time.})</td>
</tr>
</tbody>
</table>

Earn academic units for professional advancement while gaining new skills and knowledge with courses specifically designed for busy working teachers.

Summer 2021 Courses

- **EPSY 800** Harassment, Bullying, & Cyber Intimidation in School
- **EPSY 801** Early Childhood: Family Centered Services
- **EPSY 802** Early Childhood: Infant & Toddler Mental Health
- **EPSY 803** Early Childhood: Observation & Assessment
- **EPSY 804** Early Childhood: Program Planning
- **TED 800** Practical and Powerful Management Strategies for all Students in Inclusive Classrooms
- **TED 801** Advanced Classroom Management: Children as Change Agents
- **TED 802** Early Childhood: Typical & Atypical Development
- **TED 803** Child Abuse: Working with Abused and Neglected Children

For a full list of courses being offered this term, visit the program website.

Admission

Admission is available to any interested student who has a high school diploma or GED equivalent. No application is needed to enter this program. To get started, visit the program website to register.
Online Teaching & Learning CERTIFICATE PROGRAM

Program Highlights

WEBSITE  csueastbay.edu/online-teaching-certificate
LENGTH  In as little as 16 weeks
TUITION  $1,326 per course (Tuition fees are subject to change at any time.)

Become an effective online educator or trainer and learn how to create teaching materials optimized for virtual classrooms with a program that focuses on learner engagement and authentic learning outcomes.

Summer 2021 Courses

OTL 601  Introduction to Online Teaching and Learning
OTL 602  Instructional Methods for Online Learning
OTL 603  Technology Tools for Online Instruction
OTL 604  Designing Curriculum for Online Instruction

Admission

Admission is available to any interested student who has a bachelor’s degree or higher. No application is needed to enter this program. To get started, visit the program website to register.

Related Interest

If you are interested in continuing your education in the future, earning your OTL Certificate fulfills the initial course requirements of Cal State East Bay’s MS in eLearning (MSeL), a program accredited by the Western Association of Schools and Colleges. You can transfer up to nine semester units (equivalent to three OTL courses) and will only need seven additional courses to earn the MS degree. For more information about the MSeL degree, visit the program website at csueastbay.edu/elearning.
Paralegal Studies  CERTIFICATE PROGRAM

Program Highlights

WEBSITE   csueastbay.edu/paralegal
LENGTH    12 months
TUITION   $6,910 (Tuition fees are subject to change at any time.)

Build your credentials with a flexible, highly regarded program that empowers you with the educational foundation necessary for a successful career as a paralegal. This program is approved by the American Bar Association (ABA).

Paralegals cannot provide legal advice, except as directed by an attorney, nor can they establish a client/business relationship or represent a client in court.

Summer 2021 Courses

REQUIRED COURSES
POSC 805  Litigation II
POSC 808  Contract Law
POSC 810  Ethics and Professional Responsibilities for Paralegals
POSC 811  Paralegal Internship

ELECTIVE COURSES
POSC 814  Family Law
POSC 815  Criminal Law
POSC 819  Intellectual Property Law
POSC 822  eDiscovery, Advanced Legal Research and Motion Writing
POSC 825  Law Office Management

Admission

New students are admitted to the program twice a year, in fall and spring semester. To be admitted to the program, you must have 80 quarter units or 53 semester units of college credits. Of the 80 quarter/53 semester units, at least 27 quarter/18 semester units must be in at least 3 different areas of Liberal Arts (General Studies). To apply to the program, please complete the certificate application online at ce.csueastbay.edu, as well as submit official transcripts*. If you are an International student, please visit the program website for admission requirements.

*Please note: if you studied at Cal State East Bay, you do not need to provide an official transcript.
Payroll Practice & Management  CERTIFICATE PROGRAM

Program Highlights

| WEBSITE   | csueastbay.edu/payroll-practice-management |
| LENGTH    | Self-paced; 6 months maximum               |
| TUITION    | $1,850 (Tuition fees are subject to change at any time.) |

Sharpen your skills and expand your knowledge of all aspects of payroll management. Build your credentials and set yourself apart in this constantly evolving field.

Summer 2021 Courses

EXTX 106  Payroll Practice and Management

Admission

Admission is available to any interested student who has a high school diploma or GED equivalent. No application is needed to enter this program. To get started, visit the program website to register. This course is offered via partnership with ed2go.

Pharmacy Technician  CERTIFICATE PROGRAM

Program Highlights

| WEBSITE   | csueastbay.edu/pharmacy-technician          |
| LENGTH    | Self-paced; 12 months maximum               |
| TUITION    | $2,565 (Tuition fees are subject to change at any time.) |

Gain the knowledge you need to make an impact in the medical field. Master the skills required to sit for the PTCB National Certification Exam and earn an entry-level position as a pharmacy technician.

Summer 2021 Courses

EXTX 156  Pharmacy Technician

Admission

Admission is available to any interested student who has a high school diploma or GED equivalent. No application is needed to enter this program. To get started, visit the program website to register. This course is offered via partnership with ed2go.
Recreation Therapy CERTIFICATE PROGRAM

Program Highlights

<table>
<thead>
<tr>
<th>WEBSITE</th>
<th>csueastbay.edu/recreation-therapy</th>
</tr>
</thead>
<tbody>
<tr>
<td>LENGTH</td>
<td>2 semesters</td>
</tr>
<tr>
<td>TUITION</td>
<td>$6,300 (Tuition fees are subject to change at any time.)</td>
</tr>
</tbody>
</table>

Build your credentials with a flexible, online program that empowers you with the educational foundation necessary for a successful career in recreation therapy.

Summer 2021 Courses

REC 360  Foundations in Recreation Therapy

Admission

New students are admitted to the program three times a year, in fall, spring, or summer term. To be admitted to the program, you must hold a minimum of a bachelor’s degree in any field. Recreation Therapy work experience is recommended.

To apply to the program, please complete the certificate application online at ce.csueastbay.edu, as well as submit official transcripts*.

*Please note: if you studied at Cal State East Bay, you do not need to provide an official transcript.
Six Sigma Training CERTIFICATE PROGRAM

Program Highlights

WEBSITE csueastbay.edu/six-sigma-training
LENGTH Self-paced; 8-12 months depending on course
TUITION $1,095-$2,315 (Tuition fees are subject to change at any time.)

Gain the critical skills needed to drive process improvements in your organization. Use data-driven methodologies to eliminate product defects and operational inefficiencies that hinder organizational growth.

Summer 2021 Courses

EXTX 570 Six Sigma Yellow Belt with Exam Prep
EXTX 571 Six Sigma Green Belt with Exam Prep
EXTX 572 Six Sigma Black Belt with Exam Prep

Admission

Admission is available to any interested student who has a high school diploma or GED equivalent. No application is needed to enter this program. To get started, visit the program website to register. These courses are offered via partnership with World Education.
Technical Writing CERTIFICATE PROGRAM

Program Highlights

- **WEBSITE**: csueastbay.edu/technical-writing
- **LENGTH**: Self-paced; 6 months maximum
- **TUITION**: $1,850 *(Tuition fees are subject to change at any time.)*

Develop your technical writing abilities to a professional level and meet the demands of a growing field with a flexible, online program designed for working adults.

Summer 2021 Courses

- **EXTX 105  Technical Writing**

Admission

Admission is available to any interested student who has a high school diploma or GED equivalent. No application is needed to enter this program. To get started, visit the program website to register. This course is offered via partnership with ed2go.

Veterinary Assistant CERTIFICATE PROGRAM

Program Highlights

- **WEBSITE**: csueastbay.edu/veterinary-assistant
- **LENGTH**: Self-paced; 6-12 months depending on course
- **TUITION**: $2,080-$3,290 *(Tuition fees are subject to change at any time.)*

Employ your passion for animals and prepare yourself for an exciting and fast-paced career in the veterinary services industry with a flexible, fully online program.

Summer 2021 Courses

- **EXTX 299  Veterinary Assistant**
- **EXTX 315  Veterinary Assistant Specialist**

Admission

Admission is available to any interested student who has a high school diploma or GED equivalent. No application is needed to enter this program. To get started, visit the program website to register. These courses are offered via partnerships with ed2go and World Education.
Open University enables you to experience Cal State East Bay excellence without formal admission.

For complete details, visit csueastbay.edu/open-u.