



**REGIONAL AND
CONTINUING
EDUCATION**

Special Sessions:
Summer, Intersession,
Off Campus Degree
Programs
Extension
Open University
(Concurrent
Enrollment)

The Office of Regional and Continuing Education (RCE) administers a variety of programs, courses, workshops, seminars and conferences for individuals who seek to expand their interests, improve and broaden their professional preparation, or simply to advance their University degree aspirations. RCE is dedicated to providing people of all ages, professions and backgrounds with the opportunity for lifelong learning in a wide variety of subjects.

Through RCE, individuals have access to both credit and non-credit courses without formal admission to the University. Educational activities are developed with sensitivity to the changing interests of the community and to address the problems of today's society. RCE helps public and private entities establish programs to improve the skills, training and education of their employees.

Courses of study are scheduled throughout the year to accommodate the responsibilities and time constraints of adults and employees, and are aimed at both the continuing student and individuals who have been absent from the classroom for an extended period.

RCE offers individuals the opportunity to enhance their personal and professional lives, to acquire new skills, to refurbish old ones, to experience the personal satisfaction of intellectual accomplishments, and to meet others with similar interests from a wide variety of backgrounds.

SPECIAL SESSIONS

The Special Session offerings qualify for "resident" credit status and serve a variety of student audiences, including individuals seeking to accelerate their undergraduate or graduate programs of study, to "test the academic waters," or simply to study a favorite subject. In the Summer Session there are five distinct sessions scheduled. These sessions cover a wide variety of disciplines, including Business Administration, Engineering,

Education, Social Sciences, Natural Sciences, Fine Arts and Health and Human Services. The sessions, courses and workshops are tailored to meet the needs of individuals who wish to coordinate their regular academic year programs, career opportunities, or employment calendars with additional classwork interests.

The Intersession is a program of study offered in January, which tends to focus on Communication Studies, Social Sciences, Education workshops, and a scattering of other courses which lend themselves to a four-week format.

Finally, RCE administers undergraduate and graduate degree programs located at off-campus sites. These degrees are scheduled on an "as needed" basis and are aimed at professionals who want to go beyond undergraduate studies, to increase their knowledge of selected disciplines, or who want to enhance their career options. The catalogs describing the coursework activities for all Special Sessions are available well in advance of the beginning of the sessions. Call or write to have your name placed on the mailing list.

EXTENSION

Extension is the vehicle through which the resources and facilities of the University are applied to help meet the educational needs of organizations and individuals located throughout the greater Sacramento area and beyond. A variety of opportunities are available to those interested in improving productivity, enhancing careers, redirecting professional interests, or simply improving knowledge of a particular subject – subjects which could range from the rudiments of grammar to the ethics of professionals in a world of large organizations and contrasting goals.

Samples of educational activities offered are:

- Programs of study aimed at upgrading and maintaining the skills of professionals including teachers, career and marriage/

family/child counselors, middle-level managers and chief executive officers of large organizations.

- Postbaccalaureate Degree Programs directed at specific professional groups, e.g., Spanish language teachers and specialists. Programs may also be set up for targeted audiences such as military personnel and employees of public agencies.
- "In-house" training programs tailored to meet the specific educational needs of individual organizations.
- Personal enrichment activities such as health maintenance, mental well-being, improved reading and study skills, folk dancing, music lessons, and photography, to name a few.
- Test preparation courses for individuals readying for examinations in a diversity of areas, e.g., satisfying entry eligibility for graduate records or management degree programs (GRE and GMAT), scholastic aptitude examinations (SAT), or meeting the California Basic Educational Skills Test (CBEST) requirements.
- Courses to help individuals qualify to teach in adult vocational programs.
- A variety of travel study opportunities under the direction of knowledgeable and experienced instructors. These opportunities are generally tied to a particular topic, e.g., traveling to an art exhibit under the direction of a lecturer in art, or exploring the geographical phenomena of Death Valley.

CERTIFICATE PROGRAMS

RCE also offers a number of Certificate Programs on a continuing basis. These are designed for individuals who seek formal recognition for completing an

organized, integrated, specialized program of study. Upon successful completion of the designated course of study, a certificate is awarded. RCE administers Certificate Programs in:

- Materials Management
- Operation and Maintenance of Waste Water Collection System
- Operation of Waste Water Treatment Plant
- Tourism
- Career Development
- Total Quality Management
- Purchasing Management
- Facilities Management
- Training the Trainer
- Medical Transcription
- Human Resource Management
- Telecommunications Management

- Meeting Planning
- C/UNIX

The offerings listed above are scheduled throughout the year and are geared to meet your needs in terms of time and cost. Catalogs, fliers and other informational materials are available by contacting RCE.

OPEN UNIVERSITY (CONCURRENT ENROLLMENT)

The Open University Program allows individuals to enroll in regular University classes without formal matriculation. The benefits of the program include giving an individual the opportunity to take University classes prior to committing oneself to a formal degree program, to raise one's grade point

average, or simply to focus on a particular class or subject. Requirements governing attendance through Open University are that there must be space available in the classroom, that the course prerequisites must be met, and that the instructor must approve.

FEES

All activities offered under the auspices of RCE are scheduled on a "self-support" basis, i.e., developmental, instructional and supportive costs must be offset by the fees required for registration. All fees, however, are governed by a set of criteria issued by the Board of Trustees of The California State University. For information regarding fees, refer to information on each particular program or course of study.

