Extended Learning

College of Extended Learning

Sierra Hall, Room 134
(909) 537-5975 College of Extended Learning website (http://cel.csusb.edu)

The College of Extended Learning (CEL) at California State University, San Bernardino offers a variety of programs and serves as the main outreach arm of the University to extend its educational services to local communities and audiences across the nation and internationally.

California State University, San Bernardino considers its Extended Learning credit and noncredit programs as an integral part of the University. These programs are an extension of the University’s educational services and are in concert with its overall mission and purpose. Academic programs and courses offered through CEL meet the standards of quality which the University sets for all its programs and courses in terms of resources, faculty, level of instruction, evaluation and support services.

The College of Extended Learning serves a wide variety of audiences that range from school children, young adults, working professionals and mature adults, by offering programs that meet their educational needs for academic preparation, professional growth, career advancement or personal enrichment. All programs offered through the College of Extended Learning are offered on a self-supporting basis without any state funds.

Academic Degree Programs and Courses

In partnership with other colleges within the University, the College of Extended Learning offers degree and certificate programs at off-campus locations nationally and internationally, through the use of distinct technologies such as online delivery. These programs, known as “Special Sessions,” are fully self-supporting. Programs may be offered at off-campus locations nationally and internationally, as well as online. Special Sessions degree and/or certificate programs are identical in quality to those offered on campus. Students must be admitted to the University in order to enroll. Through Special Sessions, the College of Extended Learning, in collaboration with other Colleges and departments, extends the University’s high quality academic programs to audiences that otherwise could not be served. For more information on Special Sessions available through the College of Extended Learning, call (909) 537-3982.

Open University

Most courses listed in the University catalog are open to non-matriculated students through the College of Extended Learning Open University program. Members of the community may enroll in regular campus courses on a space-available basis. Students can apply up to a maximum of 36 units earned through Open University toward a bachelor’s degree and 13 units toward a master’s degree (subject to approval by the appropriate department).

Open University is designed for those who:

- Have missed the deadline for admission to CSUSB;
- Have stopped attending CSUSB and wish to re-enter;
- Want to improve their GPA in order to reenter an academic program;
- Wish to take selected CSUSB courses that will transfer to another university and/or
- Want to take a course for the enjoyment of learning.

Students who desire to enroll in Open University classes are required to obtain a registration form from the College of Extended Learning and approval of the instructor. Graduate-level and education credential courses are not available through Open University, and certain other courses are restricted and require departmental approval. Matriculated students are not allowed to enroll concurrently in the Open University program. For more information, call (909) 537-5975.

Extension Programs

A variety of credit and noncredit extension courses are offered to meet the lifelong educational needs of residents in the Inland Empire and beyond. Taught by university faculty and academically qualified practitioners, many of these courses provide professional development in business, management, education, health care, human services and other fields, with the aim of improving one’s effectiveness on the job or opening doors to new careers.

The College of Extended Learning offers many certificate programs, online and in the classroom, that can help participants gain a competitive edge for upward mobility in their workplace. Current certificate programs and workshops include topic areas such as:

- Business/Management:
  - Grant Development and Management
  - Human Resources Management
  - Computer Technician (online)
  - Executive Assistant (online)

- Education:
  - Correctional and Alternative Education
  - CPR for Professional Clear Credential Candidates
  - Early Orientation for Designated Subjects
  - Learning and Teaching Strategies (online)
  - Reading Fundamentals
  - SAT Test Preparation
  - School Business Management
  - Spanish Interpretation and Translation
  - U.S. Constitution Challenge Examination

- Health Care:
  - Basic Audiometry and Hearing Problems
  - Dietetics
  - Health Information Technology (online)
  - Medical Administrative Assistant (online)
  - Medical Billing (online)
  - Medical Transcription/Editor (online)
  - Pharmacy Technician (online)
  - Professional Medial Coding and Billing (online)

- Online High School Courses:
  - Advanced Placement
  - English
  - Foreign Language
The 1000-level extension courses offered through Extended Learning are designed with professional growth in mind and, in most cases, apply toward continuing education requirements and salary advancement for teachers.

Extended Learning also offers numerous online career training programs and personal enrichment classes in areas such as test preparation, local history and recreation. For more information, call (909) 537-5976.

**In-service Credit for Training Programs**

Schools, school districts and other organizations interested in planning special staff development programs may contact the College of Extended Learning to arrange for university credit. Training programs that meet academic criteria set forth by CSUSB can provide participants with CEU hours or extension credit (non-degree applicable credit) that can be used toward school district requirements for salary increases. The application process is simple and quick. For more information, call (909) 537-5976.

**Workplace Training / Contract Programs**

The College of Extended Learning provides training development programs, certificate programs and educational components for grants on a contractual basis for business (large and small), private industry, health care organizations, not-for-profit organizations and government agencies.

In direct consultation with the participating organization, the College of Extended Learning will develop custom-designed professional development programs, including language programs, to accelerate the professional effectiveness, productivity and problem-solving skills of the organization’s staff. For more information, call (909) 537-3982.

**Online Career Training Programs**

The College of Extended Learning offers online continuing education programs and courses designed to provide the workforce skills necessary to acquire professional caliber positions in many in-demand occupational areas such as business, education, health care, health sciences, education, electronic arts and information technology. The programs are designed to develop expertise in desired fields and/or prepare participants for industry certification exams.

In addition, Extended Learning offers hundreds of individual online personal enrichment, skill building and training courses in nearly every subject imaginable. For more information, visit Online Career Training Program website. (http://cel.csusb.edu/online)

**Osher Lifelong Learning Institute**

The Osher Lifelong Learning Institute is a partnership between the College of Extended Learning and CSUSB’s Palm Desert Campus and is made possible through generous funding from the Bernard Osher Foundation. Through quarterly and weekly memberships in this Institute, mature adults can choose courses from an impressive array of noncredit offerings taught by CSUSB faculty and local experts. Its college-level learning for the pure joy of it — no tests, no grades, no stress — just stimulating courses at the beautiful Palm Desert Campus and other satellite locations in the Coachella Valley. For more information, call (760) 341-2882 ext. 14428.

**International Extension Programs**

The College of Extended Learning’s International Extension Programs (IEP) office encompasses and supports CEL’s many international programs and initiatives, including the very popular English Language Program (ELP) and Homestay.

**The English Language Program (ELP)**

ELP is designed for international students, visitors and professionals seeking:

- An intensive English experience focusing on reading, writing and speaking English
- An introduction to American culture
- Conditional admission to most academic programs
- Pre-MBA/graduate studies preparation
- GMAT preparation
- TOEFL preparation
- Academic counseling
- I-20 form for student visas
- Educational and extra-curricular activities
- A pathway degree program at CSUSB with TOEFL waiver

The English Language Program offers a 10-week program each quarter and a summer camp for youth, ages 16-18. Many ELP students eventually matriculate to California State University, San Bernardino.

**International Training and Education Programs (ITEP)**

Other programs offered through the International Extension Programs division include:

- Short-term language contract programs tailored to the needs of specific groups (groups of 15 or more), focusing on second language for special purposes;
- International extension and continuing education programs including travel/study abroad programs, domestic workplace English programs, international extension workshops, contract training programs focused on international professional practices and culture.

**Homestay Program**

Homestay is a housing option for ELP or ITEP students who want to improve their English in an immersion setting and learn how American families live. Host families from the area want students to become members of their families. This means spending time with the family in the evenings and on weekends, having fun with them and participating in daily family activities. Homestay program provides a room (single or double), three meals a day and transportation to and from school.

For information on ELP, ITEP, Homestay or any of the international programs offered through the College of Extended Learning’s International Extension Programs office, call IEP at (909) 537-5978.