

# Professional Development



**Take your career to the next level.  
Certificates/CEUs/Degrees**



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# Information Sessions

Meet the instructors and SEIE staff/coordinators, get to know the program and ask questions!

[RSVP to receive your Zoom join link](#)

## Professional Development

### **Advanced HR Management Certificate**

Tuesday, January 11, 2022  
6–7 pm

### **Compassion Cultivation Training**

Wednesday, January 19, 2022  
5:30–6:30 pm

### **Construction Management Certificate**

Tuesday, January 25, 2022  
7–8 pm

### **Human Resource Management Certificate**

Tuesday, January 11, 2022  
6–7 pm

### **Non-Profit Management Certificate**

Tuesday, January 25, 2022  
6–7 pm

### **Process Improvement Management Certificate (Lean Six Sigma Green Belt)**

Wednesday, January 12, 2022  
5–6 pm

### **Project Management Certificate**

Tuesday, January 11, 2022  
6:30–7:30 pm

**All info sessions are subject to change.**

## Academic Credit/Degrees

### **B.A. Liberal Studies Degree Completion @ North Bay Community Colleges**

Wednesday, January 12, 2022 @ 6:30–7:30 pm

### **B.S. Business Degree Completion Program @ North Bay Community Colleges**

Tuesday, January 25, 2022 @ 6:30–7:30 pm

### **Saturday Hybrid B.A. Liberal Studies Degree Completion @ SSU**

Saturday, January 22, 2022 @ 12–1pm

### **M.A. Spanish**

Monday, February 7, 2022 @ 5–6 pm

**Info sessions held monthly.  
Check online for new dates.**



Photo by Scott Blake @sunburned\_surveyor on Unsplash

# Construction Management Certificate

The Construction Management Certificate provides education and training for contractors, subcontractors, project managers, superintendents, owner representatives, design professionals, and anyone interested in advancing or transitioning to a career in the construction industry.

Courses may be taken alone to fulfill an individual's specific need for specialized knowledge, or to complete the requirements for the Construction Management Certificate. The Construction Management Certificate is an 8-course, 240-hour program, that can be completed in 2 years or less.

## Overview of California Building Codes

Class Dates	Time	Location	Units	ID	Cost
Wed, Feb 9–Apr 20	7–10pm	Virtual	3 CEUs	#3758	\$375
Wed, Apr 27 (Flex Day)*	7–10pm	Virtual	-	-	-

*No class on March 23*

\*Please Note: A flex class has been added at the end of the course to make up for a possible class cancellation due to a campus closure.

During this course, you'll learn more about:

- Code development, code format/utilization & interpretation
- California residential codes
- California business/residential codes - plan reviews
- California business/residential codes - inspections
- California building codes - accessibility
- California codes - electrical, mechanical, plumbing

### Instructor

Jesse Oswald

## Construction Management Health and Safety/OSHA

Class Dates	Time	Location	Units	ID	Cost
Tue, Feb 8–Apr 19	7–10pm	Virtual	3 CEUs	#3759	\$375
Tue, Apr 26 (Flex Day)*	7–10pm	Virtual	-	-	-

*No class on March 22*

\*Please Note: A flex class has been added at the end of the course to make up for a possible class cancellation due to a campus closure.

This in-depth 10-week program covers Federal OSHA/Cal OSHA overview of rules and regulations and safety record keeping. You will participate in hands-on classroom exercises that include fall protection and prevention, electrical safety, lockout, tag-out, hazcom and chemical safety controls, confined space training, fire protection, scaffolds and platform safety, etc.

### Instructor

Eric Peterson

## Construction Project Management

Class Dates	Time	Location	Units	ID	Cost
Thu, Feb 10–Apr 28	7–10pm	Virtual	3 CEUs	#3760	\$375
Tue, May 6 (Flex Day)*	7–10pm	Virtual	-	-	-

\*Please Note: A flex class has been added at the end of the course to make up for a possible class cancellation due to a campus closure.

This course will provide an overview and application of Construction Project Management techniques. These techniques will be presented through lectures and small group discussions, focusing on the various stages of a construction project. This class is geared for students of construction, trade professionals, small business owners and any other professionals seeking to expand their skill set in Project Management.

### Course Outline

- Introduction
- Pre Construction / Marketing
- Contract Documents
- Contracts / Subcontracts / Purchase Orders
- Safety
- Scheduling
- Submittals / Shop Drawings
- Documentation
- Managing Labor
- Quality Control
- Change Order Management
- Job Cost Control
- Punch List
- Project Close-Out
- Post Construction

### Instructor

Wesley Barry II



Photo by Amy Hirschi @amyhirschi on Unsplash

# Human Resource Management Certificate

## Questions?

Contact the Program Coordinator: [email Dr. Craig Nathanson](#)

## Register or learn more at :

[Human Resource Management webpage](#)

## Earn your certificate

Pass the Human Resources Management course  
—all 12 modules (36 hours) of instruction

**Info Session** Tuesday, January 11 @ 6–7pm

This is a 12-week intensive course covering the main functional areas of Human Resource Management, addressing subjects relating to People, Organization, Workplace and Strategy. Rather than using only one instructor for the course, we have slated multiple instructors so that an expert in the field will lead each of the weekly topics. In short, we have opted for professional expertise for each class over instructor continuity throughout the course. We believe the program will be of value to a wide range of individuals, from the HR professional preparing for the SPHR/PHR or SHRM certification exams, line managers, small business owners, to a prospective HR professional seeking to establish a career in the HR field. No prior experience or education is required for admission to this program.

This program has been designated as a Preferred Provider and is recognized by SHRM to offer Professional Development Credits (PDCs) for the SHRM-CPSM or SHRM-SCPSM.

Class Dates	Time	Location	Units	ID	Cost
Tue, Feb 1–Apr 26	6:45–9:45pm	Virtual	3.6 CEUs	#3761	\$825
Tue, May 3* (Flex Day)	6:45–9:45pm	Virtual	-	-	-

*No class on March 22*

\*Please Note: A flex class has been added at the end of the course to make up for a possible class cancellation due to a campus closure.

### Textbook (recommended):

Lussier and Hendon (2018), *Human Resource Management: Functions, Applications, and Skill Development*, Third Edition. SAGE Publications, Inc. ISBN 9781506360348 (paperback) or 9781506360331 (looseleaf)  
<https://edge.sagepub.com/lussierhrm3e>

### Program Coordinator & Instructor

Dr. Craig Nathanson  
nathancr@sonoma.edu

### Guest Speakers:

There are eight program speakers throughout the course.  
To view their bios go to:  
[Human Resource Management webpage](#)





Photo by Jo Szczepanska @joszczepanska on Unsplash

# Advanced Human Resource Management

## Questions?

Contact the Program Coordinator: [email Dr. Craig Nathanson](#)

## Register or learn more at :

[Advanced Human Resource Management webpage](#)

## Earn your certificate

Pass the Advanced Human Resource Management course

**Info Session** Tuesday, January 11 @ 6–7pm

This unique, 8-week 100% online program will guide students through an exploration and discussion of emerging topics for the HR professional. HR is a fast-changing field and there are many changes and challenges in the world of work. Today, more focus is being placed on HR professionals to be strategic, creating innovation centers at work, and ensuring a strong culture. HR needs to move from just recruiting, to marketing and branding strategies, for the organization to attract and recruit a new workforce. For organizational sustainability, it is important for leaders to put people first, apply a humanistic approach and enable new ideas to be implemented right away.

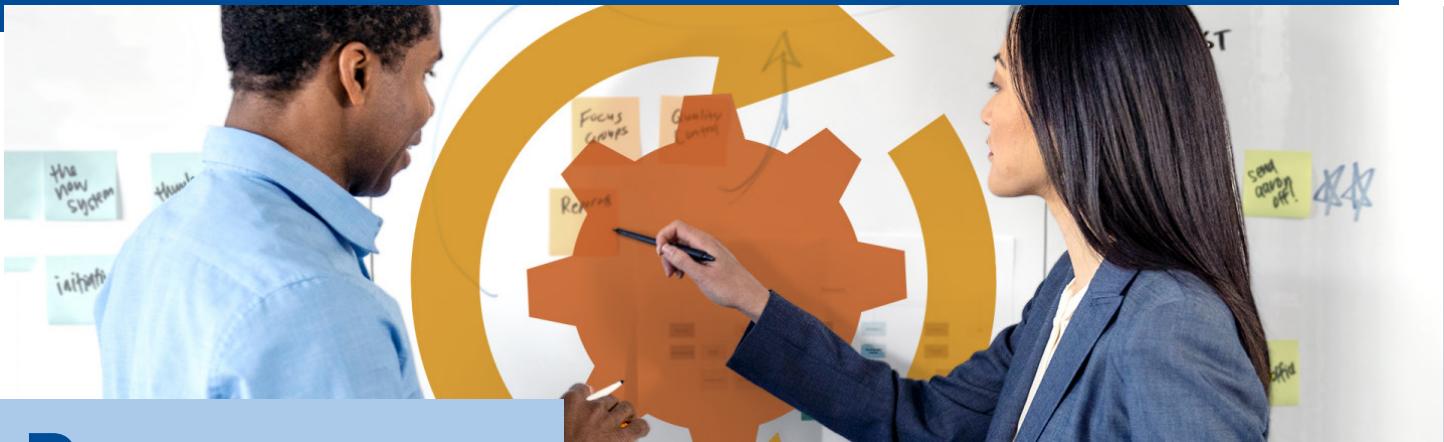
Course topics include:

- The changing nature of work and the future of work
- The new workforce and the future of HR
- Leadership in HR
- Employer branding and marketing
- HR technology
- Diversity, inclusion, and appreciation at work
- How to enable a motivated workforce
- The importance of enabling meaning and joy at work
- Data analytics

Class Dates	Time	Location	Units	ID	Cost
Mon, Feb 7–Apr 8	Online	N/A	4 CEUs	#3764	\$1,100

## Instructor

Dr. Craig Nathanson  
nathancr@sonoma.edu



# Process Improvement Management Certificate

## Lean Six Sigma (Green Belt)

The Process Improvement Management Certificate Program is comprised of the most beneficial process improvement methods and tools that have been utilized in many industries.

This 10-week, intensive course will give you a practical overview of the methodology and framework in lean and change management principles, while preparing you for the journey in becoming a Process Improvement Leader.

The class will cover the theory of lean process improvement with hands-on exercises that can be applied to your day to day work and projects.

### Course Topics:

- Process Improvement Overview and DMAIC Methodology
- Team Collaboration
- Presentation Skills
- Project Charter Elevator Pitch
- Process Mapping
- Voice of the Customer
- Metrics & Importance of Data
- Change Management
- Facilitation & Chart Writing
- Root Cause Analysis
- Practical Problem Solving
- Create Flow (Standard Work, Single Piece Flow, Kanban)
- Solution Selection and Prioritization
- Visual Management
- Control (Governance Plans)

Class Dates	Time	Location	Units	ID	Cost
Wed, Jan 26–April 6	6–8:30PM	Virtual	3 CEUs	#3766	\$1,500
Wed, April 13* (Flex Day)	6–8:30PM	Virtual	-	-	-

*No class on March 23*

\*Please Note: A flex class has been added at the end of the course to make up for a possible class cancellation due to a campus closure.

### Program Coordinators and Instructors

Stephane Deblock, LSS Master Black Belt  
Lee-Anne Ostby, LSS Black Belt

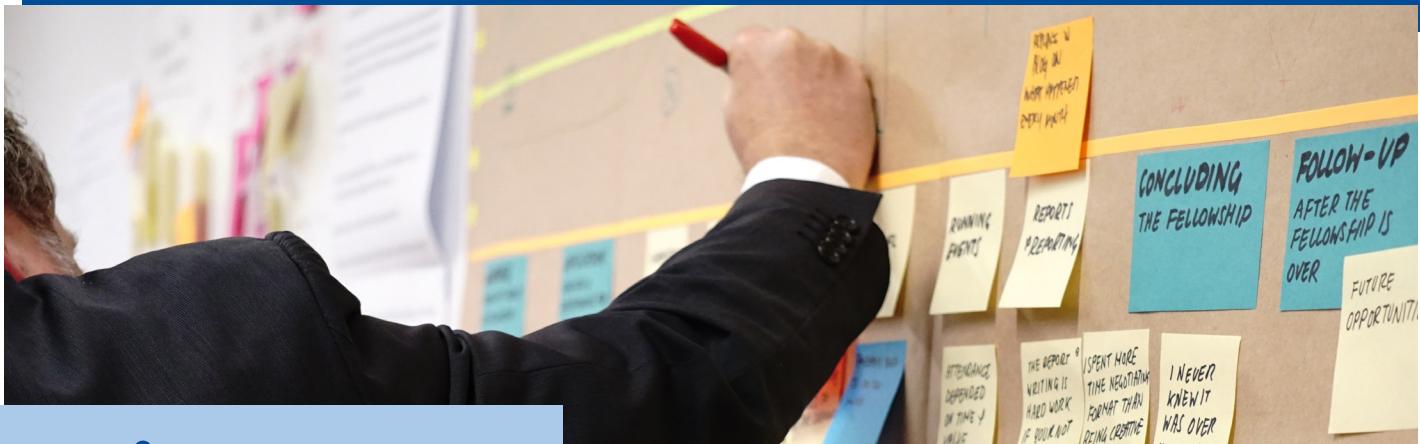


Photo by Jo Szczepanska @joszczepanska on Unsplash

# Project Management Certificate

## Questions?

Contact the Program Coordinator: [email Craig Whan](mailto:craig.whan@sonoma.edu)  
craig.whan@sonoma.edu

## Register or learn more at :

[Project Management webpage](#)

## Earn your certificate

Pass the Project Management course

**Info Session** Tuesday, January 11 @ 6:30–7:30pm

The Project Management Certificate presents the skills, tools, processes, and mindset for successfully and confidently managing projects, plus reviews the Project Management Institute (PMI.org) standard for project management processes and knowledge areas.

Some topics include:

- Project management concepts and terminology
- Project budget, quality and risk
- Predict project impacts from schedule and budget variances
- Effectively communicating and leading teams

This course is for anyone in charge of project deliveries within their organization, as well as leaders of organizations seeking better delivery capabilities based on the benefits of project management principles and processes.

In addition to receiving a Certificate in Project Management from Sonoma State University, upon successful completion, you will also have completed the educational requirements necessary to sit for the Project Management Professional (PMP®) examination, offered by the Project Management Institute (<http://www.pmi.org>).

Class Dates	Time	Location	Units	ID	Cost
Tue, Jan 25–May 3	6–9pm	Virtual	4.2 CEUs	#3762	\$1,975
Tue, May 10 (Flex Day)*	6–9pm	Virtual	-	-	-

*No class on March 22*

\*Please Note: A flex class has been added at the end of the course to make up for a possible class cancellation due to a campus closure.

## Textbook (recommended):

*A Guide to the Project Management Body of Knowledge (PMBOK® Guide) 7th Edition*, Published by the Project Management Institute (PMI). ISBN# 1-62825-664-2

## Program Coordinator & Instructor

Craig Whan, B.A., M.A., PMP  
[craig.whan@sonoma.edu](mailto:craig.whan@sonoma.edu)



Photo by Christina @wocintechchat.com on Unsplash

# Nonprofit Management Certificate

## Questions?

Contact the Program Coordinator: [email Eleanor Smith](#)

**Register or learn more at :**

[Nonprofit Management webpage](#)

## Earn your certificate

Pass the Non-Profit Management course

**Info Session**    Tuesday, January 25 @ 6–7pm

This 10-week online course will present essential introductions to nine key components of the management of non-profit (or social sector) organizations. Taught by experienced non-profit management professionals, this course will provide real-life examples and case studies and offer students opportunities to practice basic skills in each subject area.

For those transitioning from the for-profit or public sector, this course will provide many opportunities to better understand how their existing skills and experiences may transfer to this industry. Substantial resources will be provided for students by the instructors to facilitate further learning with the different subjects that are covered each week.

Topics include:

- Introduction to the Non-profit Sector
- Non-profit Law
- Non-profit Finance
- Non-profit Human Resources
- Fundraising Overview
- Grant Writing
- Program Development
- Program Evaluation
- Boards & Governance
- Diversity, Equity & Inclusion

Class Dates	Time	Location	Units	ID	Cost
Tue, Mar 1–May 10	6–9pm	Virtual	3 CEUs	#3765	\$900
Tue, May 17 (Flex Day)*	6–9pm	Virtual	-	-	-

*No class on March 22*

\*Please Note: A flex class has been added at the end of the course to make up for a possible class cancellation due to a campus closure.

## Program Coordinator & Instructor

Eleanor Smith

## Guest Speakers:

There are seven program speakers throughout the course.

To view their bios go to:

[Nonprofit Management webpage](#)



Photo by Jonathan Velasquez @jonathanvez on Unsplash

# Audio Recording Production Certificate

The Audio Recording Production Certificate program will cover the basics of audio technology and production focusing on the electronics and techniques involved in recording, mixing, editing, performing and listening. The course will involve lecture, critical listening, discussion, writing and hands on projects utilizing digital audio hardware and software in a professional studio setting on the Sonoma State University campus.

## Audio & Recording Production II (Spring)

This course will cover advanced techniques of audio technology and production focusing on the electronics and techniques involved in recording, mixing, editing, performing, and listening.

Course objectives:

- Understand the basics of audio technology and production
- Use digital software to record, edit and mix audio

### Questions?

Contact the Program Coordinator: [email Dr. Thomas](#)

**Apply for Fall 2022 or learn more at :**

[Audio Recording Production webpage](#)

### Earn your certificate

Pass Audio & Recording Production I (Fall) and  
Audio & Recording Production II (Spring)

Class Dates	Time	Location	Units	ID	Cost
Tue, Jan 25–May 10	6–7:40pm	Ives 32	2 CEUs	#3757	\$450

*No class on March 22*

**Prerequisite:** Completion of Audio & Recording Production I

### Textbook (recommended)

*Modern Recording Techniques*. 9th Edition. David Miles Huber and Robert E. Runstein. Boston, MA.: Focal Press, 2017.  
ISBN # 978-1138954373

### Program Coordinator & Instructor

Dr. Thomas Limbert



# Flexible Online Professional Development

**Want to gain an edge on your resume?  
Have you been considering a career change?  
Are you re-entering the workforce and need to update your job skills?**

Sonoma State University offers hundreds of non-credit online courses and certificate programs designed by industry professionals. Online courses are convenient with open enrollment. You can register when it is convenient for YOU! A few of the in-demand certificates available:

- Digital Arts Certificate
- Professional Bookkeeping with Quickbooks
- Grant Writing
- Certified Master Wedding and Event Planner
- Cybersecurity
- Medical Billing and Coding
- Certified Clinical Medical Assistant
- Business Operations Specialist
- Emergency Management
- Certificate in Data Analytics
- HVAC/R Certified Technician
- Residential Electrician
- Medical Billing and Coding
- Finance Careers

**Register or learn more at:  
[Online Learning Center webpage](#)**



# Compassion Cultivation Training

## Questions?

Contact the Program Coordinator: [email Dr. Andy Wallace](#)

## Register or learn more at :

[Compassion Cultivation Training webpage](#)

## Earn your certificate

Complete all Compassion Cultivation course requirements

**Info Session** Wednesday, January 19 @ 7:30–8:30 pm

The Compassion Cultivation Training (CCT) curriculum was developed by research psychologists and clinical psychologists at Stanford University Medical School in association with the Center for Compassion and Altruism Research and Education (CCARE). These scholars and scientists translated training protocols and concepts from ancient wisdom traditions into a secular vernacular, which all persons can use, regardless of religious or spiritual affiliations and traditions, or lack thereof. The aim of CCT is to introduce students to psychological concepts and practices for the development of compassion and related pro-social dispositions, such as, kindness, forgiveness, gratitude and generosity. Instructors of CCT must complete a rigorous training and certification program.

CCT draws upon mindfulness-based practices to stabilize and expand awareness. No prior experience with these practices is necessary. You will learn how to become more mindful while learning how to become more compassionate towards others and yourself. Empirical evidence shows that becoming more mindful and compassionate is strongly associated with many health and wellness benefits. Although this course is beneficial for all persons, it is especially useful for anyone in leadership positions and in care-giving professions.

Class Dates	Time	Location	Units	ID	Cost
Mon, Feb 7–Apr 4	6–8pm	Virtual	1.4 CEUs	#3763	\$395
Mon, Apr 11* (Flex Day)	6–8pm	Virtual	-	-	-

*No class on March 21*

\*Please Note: A flex class has been added at the end of the course to make up for a possible class cancellation due to a campus closure.

## Instructor

Dr. Andy Wallace



# Intuition: The Light of Inner Guidance

## Questions?

[Contact Dr. David Sowerby](#)

## Register or learn more at :

[seie.sonoma.edu/programs/extension-courses/register](http://seie.sonoma.edu/programs/extension-courses/register)

Learn how to recognize and develop your intuition in order to guide you in various areas of your life—relationships, career, health & well-being, spirituality, decision-making, problem solving, financial prosperity, sports, and creativity.

The emphasis of this course is on the development of practical intuitive skills that you can apply immediately to your life. Literature and research from various disciplines will be presented regarding how intuition is recognized, interpreted, and developed.

You can choose to take the course for academic credit or for CEU credit. MySSU registration is not available for this class.

Class Dates	Time	Location	Units	ID	Cost
Sat, Feb 5 + Feb 12	9am-5pm	Virtual	1 Unit	#3767	\$305
Sat, Feb 5 + Feb 12	9am-5pm	Virtual	1.4 CEU	#3770	\$154

## Instructor:

Dr. David F. Sowerby

# Contract Credit

If your organization offers professional development courses, programs, or conferences, consider offering extra value to your students with transcribed credit through SEIE's Contract Credit Program.

## Guidelines

Courses may be offered for continuing education hours (CEU), academic credit, or a choice of either. Credit is awarded for instructional activity only; breaks, meals, conference registration, or other non-instructional time is not included. Additional criteria and approvals are required for academic unit contracts. All contract credit courses are recorded by the University and transcripts may be requested.

## It's Easy!

Simply submit a proposal outlining your organization's course, program, or conference activities and the basis of award of credit, along with instructor qualifications. Upon approval, you can offer continuing education units and/or academic credit, which students may use for their career or academic goals.

## Affordable Fees

CEU's range from \$60 to \$155 (0.1 to 10.0 CEU) per student. Academic units are \$75/unit per student.

Registration for contract credit is managed through SEIE enrollment services.

**For full details and guidelines, visit:**  
[Contract Credit webpage](#)

**Questions?**  
[Contact Jessica Hansen](#)  
707.664.4167

# Contract Credit Courses for Educators

## Buck Institute for Education: PBL Works

Project Based Learning (PBL) is a teaching method in which students learn by actively engaging in real-world and personally meaningful projects.

### PBL 101: An Introduction to Project Based Learning

In this workshop, you will begin your PBL journey with this foundational course where you'll learn to design, assess and manage a Gold Standard PBL project for your students.

Class Dates	Time	Location	Units	Cost
Tue + Thu, Apr 5–7	7:00am–2:00pm	Virtual	1.8	\$599
Sat, Apr 16–30	7:00am–2:00pm	Virtual	1.8	\$599
Sat, May 14–28	7:00am–2:00pm	Virtual	1.8	\$599
Tue + Thu, May 24–26	6:00am–1:00pm	Virtual	1.8	\$599
Tue + Thu, May 24–26	7:00am–2:00pm	Virtual	1.8	\$599

### PBL Coaching Workshop

*Prerequisite: PBL 101 or equivalent*

In this workshop, you will deepen your expertise as a PBL instructional coach or leader by engaging in this three day experience where you will create a PBL Coaching Toolkit to help you support teachers with implementation of Gold Standard PBL.

Class Dates	Time	Location	Units	Cost
Tue–Thu, May 24–26	6:00am–1:00pm	Virtual	1.8	\$599

**Register here: [sonoma.education/PBLSpring22](http://sonoma.education/PBLSpring22)**



# Online Certificate in Wine Business Management

Developed and taught by wine business experts, this program will advance your knowledge of wine business operations. Whether you're a current wine industry professional, a winemaker or viticulturist, or someone seeking entry to the wine industry, this program provides the business acumen necessary to grow your career.

Professionals interested in pursuing the accredited Sonoma M.B.A. in Wine Business can waive the two-year industry experience admission requirement with successful completion of the Foundation and Intermediate course levels.

## Questions?

[Contact Wine Business](#)

Submit your application for the Spring 2022 cohort by January 14, 2022.:

[Wine Business Management webpage](#)

## Earn your certificate

Complete the Foundation, Intermediate and 2 Advanced courses of your preference.

### Foundation: Introduction to Wine Business

Class Dates	Time	Location	Units	ID	Cost
Thu, Jan 27–Feb 24	5:30–6:30pm	Virtual	1.6 CEUs	#3775	\$795

This four-week course provides a pertinent overview of key aspects of a successful wine operation in today's marketplace, while considering future prospects and opportunities. Students will learn from the same materials and resources current operating wineries consider daily, including: regulations, production options, distribution, sales and marketing techniques and successful business perspectives.

**Prerequisites:** Acceptance of application and resume. [Apply at the Wine Business Management webpage](#)

#### Instructor

Michael Kush

## Intermediate: A Survey of Key Drivers in Wine Business

Class Dates	Time	Location	Units	ID	Cost
Thu, Mar 10–May 5	5:30–6:30pm	Virtual	2.4 CEUs	#3774	\$1,100

This intermediate course provides a pertinent overview of key aspects of a successful wine operation in today's marketplace, while considering future prospects and opportunities. You will learn from the same materials and resources current operating wineries consider daily, including: regulations, production options, distribution, sales and marketing techniques and successful business perspectives.

### Learning Objectives

1. Understand business issues associated with viticulture, enology, production, marketing, distribution, and points of sale.
2. Evaluate alternative approaches associated with those issues.
3. Calculate costs across all of the component areas.
4. Evaluate the contribution of the component areas to the value of a wine product.
5. Expand on the understanding of distribution and regulatory issues to include the international wine market.
6. Assess the internal environment, identifying the opportunities and threats to a wine business.
7. Evaluate a SWOT analysis and draw a plan for going to market with a new wine business product.
8. Plan for and consider future wine markets and alternative channels of wine commerce.

**Prerequisite:** Successful completion of *Foundation: Introduction to Wine Business*

### Instructor

David Bower

## Advanced: Direct to Consumer Marketing & eCommerce for the Wine Industry

Class Dates	Time	Location	Units	ID	Cost
Tue, Jan 18–Mar 17	5:30–6:30pm	Virtual	2.4 CEUs	#3772	\$1,100

This course will take students through the evolution of eCommerce and digital marketing, from its beginnings in simple transactions to the larger role it plays today in customer relationship management (CRM) and omni-channel retail marketing ("commerce anywhere"). With the high costs of customer acquisition, maintaining a relationship with those customers to maximize customer lifetime value is more critical than ever. In this course, students will learn how to drive consumer brand discovery and more fully engage their customers, create more sales by converting prospects into customers, and build an online customer user experience that they've come to enjoy with their own favorite online retailers. Students will also learn how to develop digital strategies, tactics, and budgets by utilizing the latest digital marketing tools to drive profitable wine sales.

**Prerequisite:** Successful completion of *Foundation* and *Intermediate* courses.

### Instructor

Pierre Costa

For additional info about Spring 2022 Wine Business Management Certificate courses,  
go to: [sbe.sonoma.edu/wine-business-management](http://sbe.sonoma.edu/wine-business-management)



# Data Analytics Certificate for Wine Business

Many wineries do not have someone on staff to analyze their data and think through new strategies for business solutions and opportunities. Level up your career in the wine industry by adding data analytics to your skillset. Now is your opportunity to learn how to evaluate and optimize winery data and make data-driven decisions with confidence.

The Data Analytics Certificate for Wine Business is a 16-week program that includes a Foundation and an Intermediate course, and two 4-week Master Courses with a business focus of your choice. \*Focus options coming soon.

## Who Should Enroll:

- Managers and leaders who wish to learn how data analytics can help improve their decision-making processes.
- Wine industry professionals looking to develop a more data-driven mindset.
- Wine Industry professionals looking to excel in your current role and lead your team to success.
- Consultants looking to expand their services to the wine industry.

**Prerequisite:** Proficient in Microsoft Excel

## Data Visualization for Wine Business

Class Dates	Time	Location	Units	ID	Cost
Wed, Feb 16–Mar 16	6–7pm	Virtual	1.6 CEUs	#3821	\$795

We all deal with data on a daily basis. The goal of data visualization is to quickly present the data in such a way to get usable information from the data. By looking a profit line that quickly approaches 0 can provide insight into how a company is doing. This course will utilize the visual format (graphing, lines, combining data) to allow a user to create information from data. The course will be setup using portions of Excel and Tableau.

The course has been setup so that no experience in data visualization in Excel or Tableau is required.

The course will guide you through the steps necessary to create your first visualization from the beginning based on data context, setting the stage for you to advance to the next course in the Specialization. Leveraging the visualizations, you created you will create dashboards that help you identify the story within your data. You will able to structure and organize your story for maximum impact. Learn and work with concepts, tips, and techniques to help you explore data, identify meaningful findings, and then explain them through the power of data visualization and storytelling. Determine the who, what, why, and how of the story and discover the importance of planning before you start. By the end of this course, you will be able to define what a story is and build a basic framework for presenting your story.

## Instructor

Peter Drewes



# Post-Master's Family Nurse Practitioner Certificate

## Science & Theory

The Post-Master's Family Nurse Practitioner Certificate Program, offered in partnership between the Nursing Department and the School of Extended and International Education (SEIE), is a two-year, 36-unit program designed for nurses who already hold a Master of Science in Nursing.

## California BRN Approved

Program meets criteria specified in section 1484, Title XVI of the California Administrative Code and is fully approved by the California BRN and the ACEN Accreditation. Graduates are eligible and encouraged to seek national certification.

## Financial Aid Eligible

Take your career to the next level with accessible options for payment.

## Courses

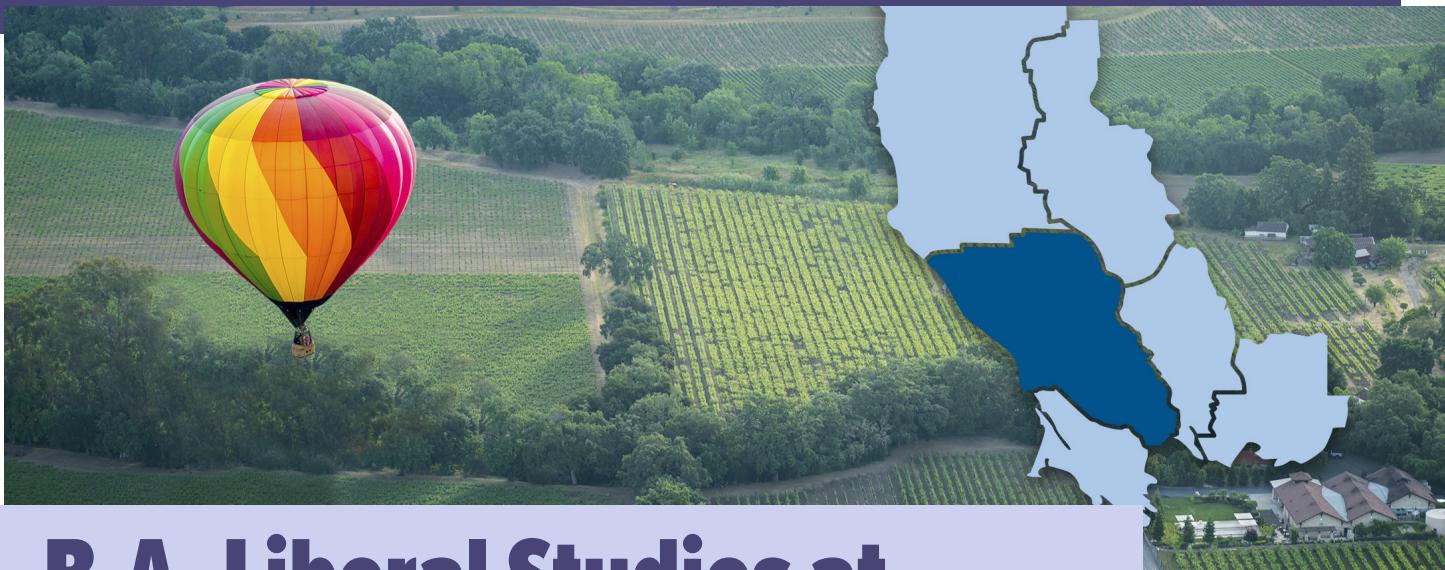
- NURS 501 Health Promotion: Righting Disparities
- NURS 509 Advanced Health Assessment
- NURS 549 Health Promotion Practice in Primary Care
- NURS 540 Pathophysiological Concepts in Primary Care
- NURS 552 Pharmacology in Primary Care
- NURS 540B Pathophysiologic Concepts in Primary Care II
- NURS 550A Clinical Practice in Primary Care
- NURS 550B Clinical Practice in Primary Care II
- NURS 550C Clinical Practice in Primary Care III
- NURS 555 FNP Expanded Clinical Practice (optional)
- NURS 562 Advanced Practice in Primary Care Systems

**Questions?** [Contact Kristi Hellman](#), Administrative Coordinator, 707.664.2682

## Apply for Fall'22

Applications accepted between October 1–December 31, 2021

**Visit:** [Post-Master's Family Nurse Practitioner webpage](#)



# B.A. Liberal Studies at North Bay Community Colleges

## Degree Completion

### Bringing SSU Classes Near You to Fit Your Schedule

This program offers a variety of evening, weekend and online courses taught by SSU faculty at the College of Marin Indian Valley Campus (Novato), Napa Valley College and the Solano Community College Vallejo Center.

### Expansive Horizons

Explore a broad range of topics, from behavioral sciences, to arts and humanities, to science and technology.

### Be Prepared

The B.A. in Liberal Studies provides excellent preparation for students interested in careers in teaching, counseling, social work, public service, law, and business.

### Program Overview:

Sonoma State University offers an upper-division hybrid program leading to a Bachelor of Arts in Liberal Studies. The program offers a wide variety of courses from the social sciences, humanities, and natural sciences. Courses taught by SSU faculty are scheduled evenings, weekends, and online for the working student. The major consists of 50 units of coursework in a variety of disciplines, organized into three broad areas.

Weeknight & Saturday Classes  
Arts/Humanities: 15 units  
Behavioral/Social Sciences: 15 units  
Natural Science: 6 units  
SSCI 300/400 Core: 4 units  
Electives: 10 units

Questions? [Contact Katie O'Brien](#), Student Services & Advising Coordinator, 707.664.2738

### Apply for Fall'22

Fall applications accepted between  
October 1, 2021–March 30, 2022

Visit: [Degree Completion webpage](#)



# B.A. Liberal Studies Saturday Hybrid at SSU

## Degree Completion

### Thinking Before Knowing

Learn to best articulate your changing understanding of the world around you. Discuss with your classmates in a supportive learning community.

### Student Support

Your Advising Coordinator provides individualized guidance from pre-admissions advising through acting as your on-site liaison for those matters that can be challenging for students to handle from off campus.

### Flexibility

Designed for the working adult, this hybrid program combines 4-5 Saturday seminars per semester on campus with weekly online seminars.

### Program Overview:

This program offers an alternative route to completing a Bachelor of Arts in Liberal Studies for working adults who have finished lower-division transfer coursework and whose schedules do not permit them to attend regular campus classes. Thematic readings on current issues allow students to share their understanding and work toward solutions. Integrated assignments can be completed in your home or work settings. Cohort model builds a strong learning community to support students throughout the program.

- One 10-unit course per semester
- LIBS 380 Identity & Society
- LIBS 381 Technology & The Environment
- LIBS 470 Senior Project
- LIBS 382 Work & the Global Future

Questions? [Contact Amy Unger](#), Student Services & Advising Coordinator, 707.664.2601

### Apply for Fall'22

Fall applications accepted between  
October 1, 2021–March 30, 2022

Visit: [Degree Completion webpage](#)



Photo by Christina @vocintechai.com on Unsplash

# B.S. Business Administration at North Bay Community Colleges

## Degree Completion

### Conveniently Located

Earn your Sonoma State Business degree without leaving Marin, Solano, or Lake County. Classes are held online and at the College of Marin (Kentfield Campus), the Solano Community College Vallejo Center, the Lake County Campus of Woodland Community College, and the Lake Center of Mendocino College.

### Focused & Effective

This hybrid program provides all upper-division requirements needed to complete a Bachelor's degree in Business Administration with a concentration in Management. A full-time student can finish in two years when taking Summer and Winter Intersession courses offered through Sonoma State University.

### Advance Your Career

The foundational Business Core classes give you a solid set of tools to use wherever you may be positioned, and the concentration provides the in-depth knowledge you need to move up or move on to something better.

### AACSB Accredited

The most recognized form of specialized and professional accreditation an institution and its business programs can earn.

### Core Courses

- BUS 316 Production/Operations Management
- BUS 319 Management Information Systems
- BUS 320 Business Data Analysis & Interpretation
- BUS 344 Organizational Behavior
- BUS 360 Introduction to Marketing
- BUS 370 Introduction to Managerial Finance
- BUS 491 Seminar in Management Strategy & Policy

Questions? [Contact Nina Mendoza](#), Program Coordinator & Advisor, 707.664.2682



### Apply for Fall'22

Fall applications accepted between October 1, 2021–March 30, 2022

Visit: [Degree Completion webpage](#)





Photo by Filip Gieda @filipovsky on Unsplash

# M.A. Spanish

## Pro Researcher

Be able to conduct masterful research on applied and theoretical Spanish linguistics and literature.

## Perfectly Rounded

Study Spanish linguistics, culture, and pedagogy; complete a mentored teaching practicum internship; and pursue your own interests with upper-division and graduate-level electives.

## Designed for Teachers

M.A. Spanish is designed to fit into the schedule of hard-working teachers. Program courses are scheduled mostly over three summers with a light course load during the academic year. Students can also sign up for a teaching credential program during the Fall and Spring terms.

## Courses

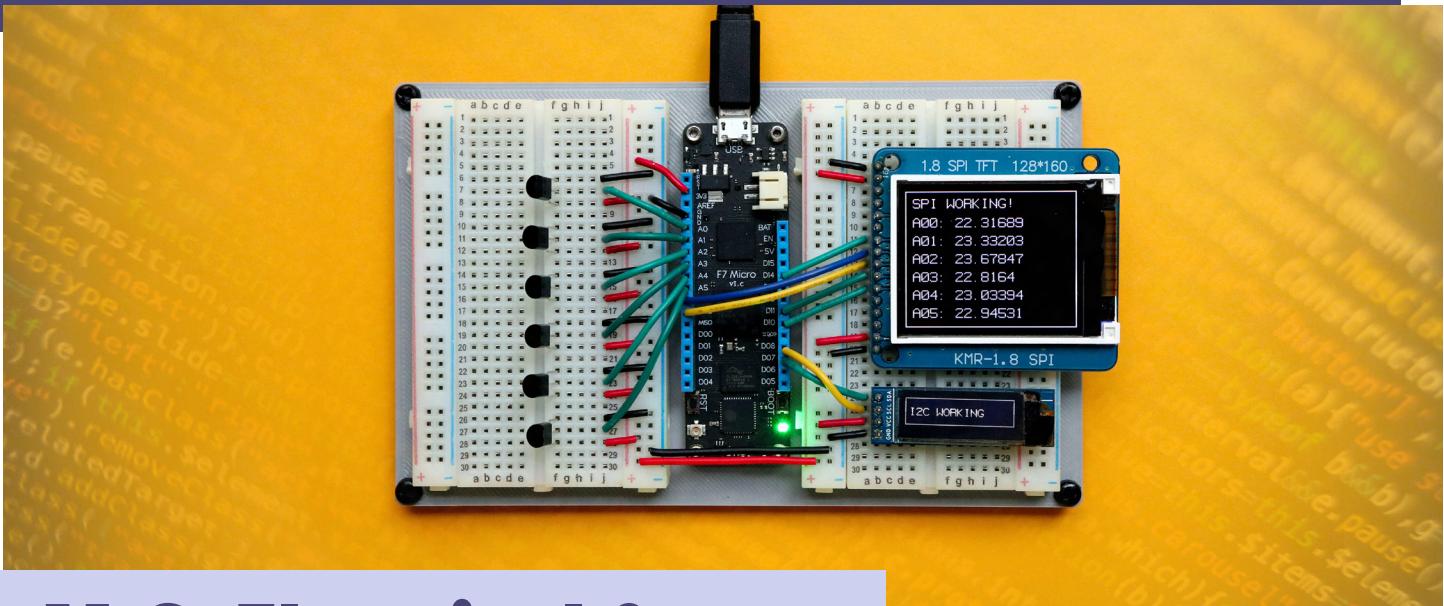
- SPAN 500 Spanish Second Language Pedagogy
- SPAN 501 Teaching Practicum/Internship
- SPAN 502 Advanced Linguistics
- SPAN 503 Practical Linguistics
- SPAN 504 Hispanic Literature I
- SPAN 505 Hispanic Literature II
- SPAN 506 Hispanic Literature III
- SPAN 595 Special Topics

Questions? [Contact Dr. Parissa Tadrissi](#), Faculty Coordinator/Program Advisor, 707.664.3163

## Apply for Summer'22

Summer applications accepted between October 1, 2021–March 30, 2022.

Visit: [M.A. Spanish webpage](#)



# M.S. Electrical & Computer Engineering

## Multidisciplinary Foundations

Choose between Communications & Photonics or Computer Hardware & Software Systems. In this Professional Science Master's program, advanced coursework in Physics, Mathematics, Computer Science, and Electrical Engineering will prepare you to further your career.

## State-of-the-Art Experience

Small classes taught by industry professionals and hands-on lab time with top-quality equipment and simulation tools.

## Professional Skills

Model and analyze scientific and engineering problems, applying theory and implementing efficient systems. An array of professional skill-development activities ensures that you'll be competitive and highly valuable to employers in your field—ready to become an industry leader.

## Be a part of the North Bay and Silicon Valley High-Tech future

Take your MS ECE degree to the high-tech industries that need your skills and demand an advanced degree. Apply your knowledge and skills in these world-class companies in Northern California and around the world.

Questions? [Contact Dr. Mohamed Salem](#), Faculty Coordinator/Program Advisor

## Apply for Fall'22

Fall applications accepted between  
October 1, 2021–March 30, 2022

Visit: [seie.sonoma.edu/programs/ms-electrical-and-computer-engineering](#)



# Sonoma Executive Wine M.B.A.

## Strategic Communicator

Develop your strategic decision-making and leadership communication skills to converse on an executive level with all functional areas of the wine business.

## Specialized Expertise

Build strategic leadership skills through consulting and capstone projects. Explore collaborative work in residencies and intensive team exercises specializing in Wine Business Leadership.

## Engaged Learning

Study with a tight group of like-minded industry professionals from around the world who bring a broad range of experience and perspectives to the challenges faced at all levels of the wine business.

## Internationally Accredited

Delivered with the relevance and leadership focus that accomplished working professionals demand.

**Questions?** [Contact Nicki Orser](#), Graduate Programs Admissions Specialist, 707.664.3547

## Program Options

### Executive Wine M.B.A.

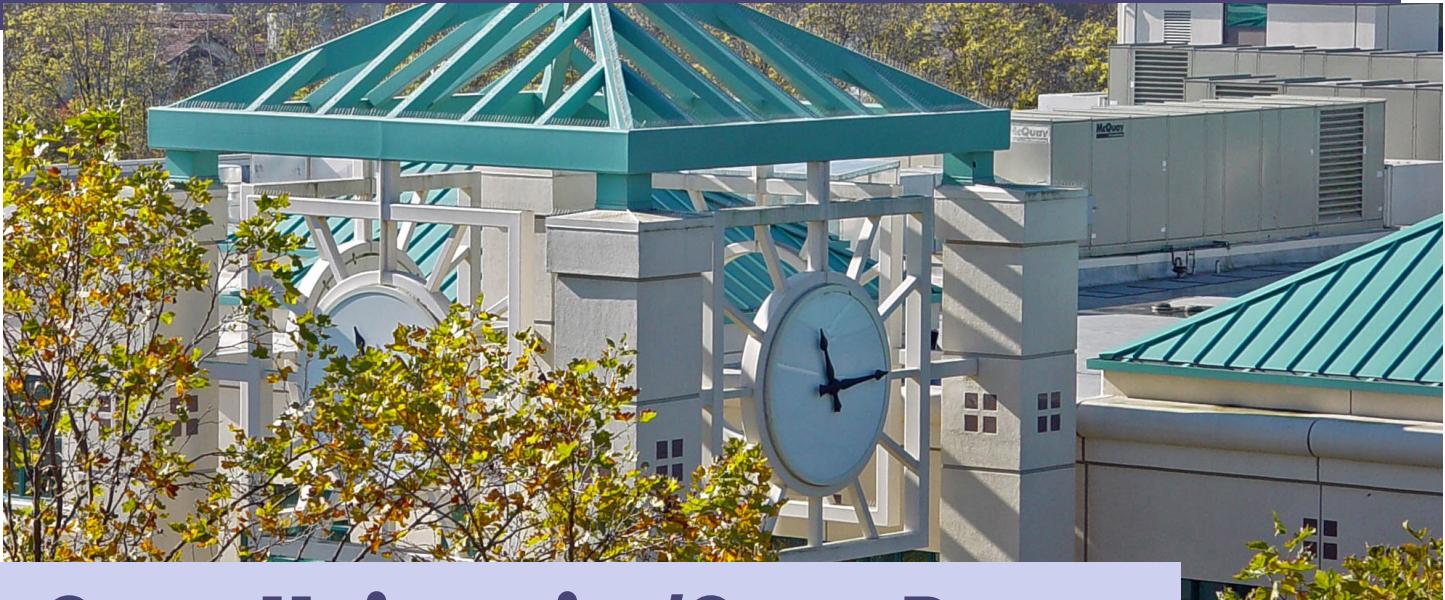
- Next cohort begins April 2022
- Classes on the SSU main campus
- Priority deadline for applications is November 30, 2021

### Global Executive Wine M.B.A.

- Next cohort begins October 2022
- Classes online and in 2-week residencies
- Priority deadline for applications is June 30, 2022

## Apply for Spring '22 or Fall '22

**Visit:** [Sonoma Executive Wine Business webpage](#)



# Open University/Open Door

Take SSU courses to prepare for an academic degree or for personal or professional development!

## No formal university admission required!

Are you....

**Preparing for university admission to a degree program?**

**Updating your professional training and job skills?**

**Exploring personal interests?**

**Looking for next steps if you have been academically or administratively disqualified at SSU or another CSU?**

If so, taking a university course through SSU Open University/Open Door could be an option for you.

## How to Register

### Open University | Fall/Spring Semesters

Undergrad \$325/unit; Grad \$450/unit

Registration is on a space-available basis, on or after the first day of the semester.

1. Choose your class
2. Fill out a registration form
3. Obtain required signatures

### Open Door | Summer Session

Undergrad \$350/unit; Grad \$400/unit

1. Choose your class
2. Register by phone at 707.664.2394, or fill out a registration form

For full details, visit: [Open University/Open door webpage](#)

Questions? [Contact Customer Service](#), 707.664.2394

# Our Staff



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# How to Register

Our registration system is the easiest way to sign up for Professional Development classes!

## Step-by-Step

1. Visit the [registration webpage](#)
2. Click "**Login/Create Account**," located just below the Sonoma State University logo
3. Click "**Create New Profile**"
4. Select your Profile Type. Single users should select Student Profile. Parents registering for their children should select Household Profile
5. Enter a valid e-mail address, and create your unique password. This will be how you log in to your account.  
Click "**Continue.**"
6. Fill in the required fields (marked by an asterisk) and click "**Continue.**"
7. Once your profile is created, you can now select "**Catalog**" or "**Classes**" to view current offerings at SSU.

Selecting a class will bring up important information and a class description. You can then add to cart and proceed to checkout in order to register.

# Registration & Policies for Professional Development Certificates

For more information, please contact customer service via live chat or go to [our website](#).

## Registration Methods

In-person or phone registration is not available at this time. To register, [please visit us online](#).

## Enrollment Policy

Enrollments are accepted in order of receipt of completed registration and payment.

Enrollment is not complete until both the registration form and payment are received by SEIE. Enrollment confirmation will be sent via email.

## Payment Methods

Cash not accepted. Fees can be paid online with VISA, MasterCard, American Express or Discover.

Other payment methods will need to be specially arranged with SEIE.

## Fee Subsidies

Students whose fees are to be paid by an agency should file an agency authorization with SEIE or submit one with the registration form.

## Course Changes & Cancellations

SEIE makes every effort to reach students to notify them ahead of time of any course changes or cancellations. If there is not a sufficient number of students to assure continuance of the class, the class will be canceled and all fees will be refunded.

SEIE reserves the right to: Cancel courses due to low enrollment; Change the day and/or time of classes; Close courses to additional enrollment; Change instructors of a course; Move class locations.

## Refund Policy & Course Dropping

For the latest drop/refund policy information, please visit the [refund policy webpage](#).

## Refund Schedule

There is a \$25 admin fee for all drops.

All fees, minus the admin fee, are refunded when a Class Drop and Refund Request form is received at least one day before the first class meeting.

65% of fees are refunded when a Class Drop and Refund Request form is received on or after the first class meeting and before 25%

of the course time has elapsed.

No fees are refunded after 25% of course time has elapsed.

## Non-Discrimination Policy

The California State University does not discriminate on the basis of sex, gender, or sexual orientation in its education programs or activities. Title IX of the Education Amendments of 1972, and certain other federal and state laws, prohibit discrimination on the basis of sex in all education programs and activities operated by the university (both on and off campus). Title IX protects all people regardless of their gender or gender identity from sex discrimination, which includes sexual harassment and violence.

For more information, please visit the [Title IX webpage](#).

## Contact the School of Extended & International Education

### Live Chat:

sonoma.education/livechat  
(Hours: Monday–Friday, 9am–4pm PDT)

Email: [extendeded@sonoma.edu](mailto:extendeded@sonoma.edu)  
Website: [seie.sonoma.edu](http://seie.sonoma.edu)

## Spring Holiday Schedule

**January 17** MLK Day  
**March 21–25** Spring Break

**March 31** César Chavez Day

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 SSU Extended and  
International Education

 SSU School of Extended  
& International Education