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**EXTENDED UNIVERSITY INFORMATION**

**Regular Office Hours:**
Monday through Friday 8:00 a.m. to 5:00 p.m.

**Phone Numbers:**
Main Number: (661) 654-2441
Fax Number: (661) 654-2447

**Mailing Address:**
Extended University Division
30 BDC
9001 Stockdale Highway
Bakersfield, CA 93311-1022

**E-mail:** extensionprograms@csub.edu

**Web Site:** www.csub.edu/euprofessional

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**IMPORTANT DATES**

**CAMPUS CLOSED**
November 26 and 27 - Thanksgiving
December 25 to January 1
Christmas & New Year Holidays
Monday, January 18
Martin Luther King Jr.’s Birthday

**CLASSES BEGIN JANUARY 4TH, 2016**

**PROFESSIONAL DEVELOPMENT PROGRAMS STAFF**

**Jennifer Patino, Director**
(661) 654-2427
jpatino@csub.edu

**Samantha Monsalvo, Student Assistant**
(661) 654-6350
samantha_monsalvo@firstclass1.csubak.edu
### DRUG AND ALCOHOL STUDIES CERTIFICATE PROGRAM

<table>
<thead>
<tr>
<th>CLASS NBR</th>
<th>COURSE</th>
<th>INFORMATION</th>
<th>COST</th>
</tr>
</thead>
<tbody>
<tr>
<td>12509</td>
<td>BEHS 806  Personal and Professional Growth</td>
<td>Wednesdays January 4 to March 14 6:00 to 10:00 p.m. Room: TBD Instructor: J. Bell</td>
<td>$500</td>
</tr>
<tr>
<td></td>
<td><strong>Required Text:</strong> <em>Becoming Naturally Therapeutic</em> by Jacquelyn Small</td>
<td></td>
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<tr>
<td></td>
<td><strong>Prerequisites:</strong> BEHS 800, 801, 802, 803, 804, 808, 809</td>
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</tr>
<tr>
<td>12511</td>
<td>BEHS 808  BASIC COUNSELING THEORIES</td>
<td>Wednesdays January 4 to March 14 6:00 to 10:00 p.m. Room: EUD 401 Instructor: E. Moss</td>
<td>$500</td>
</tr>
<tr>
<td></td>
<td><strong>Required Text:</strong> <em>Becoming Naturally Therapeutic</em> by Jacquelyn Small; <em>Theory and Practice of Counseling, 9th edition</em> by Gerald Corey.</td>
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<tr>
<td></td>
<td><strong>Prerequisites:</strong> BEHS 800 and 801</td>
<td></td>
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<tr>
<td>12512</td>
<td>BEHS 809  CHEMICAL DEPENDENCY ASSESSMENT</td>
<td>Mondays January 4 to March 14 (No class meeting Jan. 18) 6:00 to 10:00 p.m. Room: EUD 401 Instructor: E. Eggert</td>
<td>$500</td>
</tr>
<tr>
<td></td>
<td><strong>Required Text:</strong> <em>Dual Diagnosis</em>; and <em>Quick Reference to the Diagnostic Criteria for DSM-V-TR</em> by the American Psychiatric Association; <em>Co-Occurring Disorders</em> by Charles Atkins; <em>Integrated Treatment for Co-Occurring Disorders</em> by Jack Klott.</td>
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<tr>
<td></td>
<td><strong>Prerequisites:</strong> BEHS 800 and 801</td>
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<tr>
<td>12513</td>
<td>BEHS 802  PHYSIOLOGY AND PHARMACOLOGY</td>
<td>Tuesdays January 4 to March 14 6:00 to 10:00 p.m. Room: EUD 401 Instructor: K. Wheelan</td>
<td>$500</td>
</tr>
<tr>
<td></td>
<td><strong>Required Text:</strong> <em>Uppers, Downers, and All-Arounders, 8th edition.</em></td>
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<tr>
<td></td>
<td><strong>Prerequisites:</strong> BEHS 800 and 801</td>
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For course descriptions visit our web site at [www.csub.edu/euprofessional](http://www.csub.edu/euprofessional)

CSUB Extended University is an Approved School by CCAPP (formerly known as CAADAC)

[CCAPP Logo]

[Last Day to Register without a Late Fee is January 4]
The Project Management Certificate program is offered completely on-line via Blackboard®. It is designed to give project managers and team members the tools and skills necessary to successfully manage and contribute to the success of their projects, regardless of industry or specialization.

The course content is based on *A Guide to the Project Management Body of Knowledge* (PMBOK® Guide) published by the Project Management Institute (PMI®).* Project Management Professional (PMP®) Certification is available through the Project Management Institute.

CSUB Extended University is a registered Global Registered Education Provider by the Project Management Institute®. Candidates can satisfy educational contact hour requirements by enrolling in the entire certificate program or individual courses.

All courses are taught by Dr. R. Dohn Kissinger, MBA, PhD, PMP®
Dr. Kissinger has over 25 years of business and project management experience, and is the developer of The 7 Steps of Project Success™. He was awarded an MBA at California State University, Sacramento and a Ph.D. in Engineering from Purdue University. He is certified as a Project Management Professional (PMP®) by the Project Management Institute (PMI®) a Blue Belt in Microsoft Project and as a Black Belt Professional in Microsoft Server by the International Institute for Learning (IIL). He is member of PMI and MPA, the official association for Microsoft Office Project.

<table>
<thead>
<tr>
<th>CLASS NBR</th>
<th>COURSE</th>
<th>DATES</th>
<th>COST</th>
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<tbody>
<tr>
<td>12514</td>
<td>MGMT 804  PROJECT PROCUREMENT &amp; QUALITY MANAGEMENT</td>
<td>1.2 PDU/12 hours</td>
<td>January 5 - 25</td>
</tr>
<tr>
<td>12515</td>
<td>MGMT 805  PROJECT ETHICS &amp; RISK MANAGEMENT</td>
<td>1.2 PDU/12 hours</td>
<td>January 26 to February 15</td>
</tr>
<tr>
<td>12516</td>
<td>MGMT 806  PMP® EXAM PREPARATION*</td>
<td>1.6 PDU/16 hours</td>
<td>February 16 to March 14</td>
</tr>
</tbody>
</table>

*PMP® Exam Preparation course is not required for the CSUB Project Management Certificate. We offer it to assist individuals to prepare for the PMP® Exam offered through the Project Management Institute.

Course descriptions can be found on our website at www.csub.edu/euprofessional.

**REFUND POLICY FOR PROJECT MANAGEMENT**
Drop **BEFORE** first date of class and receive a full refund minus $25. Drop **AFTER** first date but **BEFORE** fourth date and receive a 60% refund. No refund after the fourth date of class. Dates include weekends and holidays. Application fees are non-refundable.

PMI®, PMP®, and PMBOK® are registered trademarks of the Project Management Institute, Inc.
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<thead>
<tr>
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<tbody>
<tr>
<td>12517</td>
<td>BA 804 MANAGING HUMAN RESOURCE - INTERMEDIATE 3.0 CEU</td>
<td>Tuesdays January 4 to March 14 6:00 - 9:00 p.m. Room: DLC 402 Instructor: T. See</td>
<td>$500</td>
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</tbody>
</table>

This course is the second in a series of three courses designed to provide the student with progressive information related to the human resources field.

This intermediate course will explore:
- Employee Selection
- Training and Development
- Performance Management
- Compensation
- Benefit Administration

Register and pay on-line through your myCSUB account

**About the Instructor - Tom See, MPA, SPHR**
Mr. See graduated from California State Polytechnic University, San Luis Obispo in 1968; majored in Business Administration with concentrations in Industrial Relations and Psychology, and Master of Public Administration at CSUB. He has earned the distinction of Senior Professional in Human Resources from the Human Resources Certification Institute and the Society of Human Resource Management (SHRM). Also, Tom successfully completed the "Mediating the Litigated Case" program offered by Pepperdine University School of Law, Straus Institute for Dispute Resolution. He is a listed mediator for the Kern County Superior Court.

Recently, SHRM selected Tom to participate as a taskforce member to develop “Measures and Metrics Standards” that an effective HR organization should capture.

He has over forty years of experience in the Human Resource field (Shell Oil, Williams Brothers Engineering, and California Production Service), is an Adjunct Lecturer and the instructor for the Human Resources Certificate program at CSUB, and was on the American Arbitration Association’s Panel of Labor Arbitrators. Also, he has served on the Miscellaneous Personnel Civil Service Commission for the City of Bakersfield as a commissioner.

As a Management Consultant, Tom’s “mission” is to help companies develop their strategic business plan and weave human capital and quality processes throughout that plan. He specializes in helping Family Owned Businesses.

Tom See was awarded 2014 Outstanding HR Professional by Kern County Chapter of SHRM.
Workers’ Compensation Law Certificate Program

ABOUT THE PROGRAM
The Workers’ Compensation Law Certificate Program is designed to help you gain knowledge of the basic components of the law as well as current practice in California’s ever changing workers’ compensation system. Workers’ compensation laws are designed to ensure that employees who are injured or disabled on the job are provided with fixed monetary awards, eliminating the need for litigation. As an employer or someone working with an injured person, you need to know how workers’ compensation works and how to protect your company or client.

The certificate program is designed for safety managers, business owners, paralegals, physicians, human resource managers, adjusters and others who deal with this complicated body of legislation.

The courses are graded on a credit/no credit basis. Students who successfully complete both courses will be awarded a certificate of completion.

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<tbody>
<tr>
<td>12518</td>
<td>BA 809</td>
<td>Thursdays January 4 to March 14 6:00 - 9:00 p.m. Room: TBD Instructor: J. Sherman</td>
<td>$500</td>
</tr>
</tbody>
</table>


Prerequisite: None

About the Instructor - Joel Sherman
Joel Sherman is the Director of Safety, Workers’ Compensation and Regulatory Compliance for Grimmway Farms. Mr. Sherman oversees three departments responsible for the safety and workers’ compensation issues for more than 7,500 employees and contract laborers.

A graduate of California State University Bakersfield, Joel has more than thirty years experience in the safety and workers’ compensation field. He has served in a variety of capacities including claims adjuster, loss control consultant, policy services representative, and as the workers’ compensation liaison for a large industrial medicine practice. A certified self-insurance administrator, Joel presently teaches Introduction to Workers’ Compensation at CSUB. He was the Chairman of the board of directors of the California Coalition on Workers’ Compensation (CCWC) for 2009 and 2010 and was recently elected to the board of directors of the California Self-Insurance Association (CSIA). Actively involved in the comp reforms of 2004, he continues to participate in legislative reform of the system. In December of 2010, Governor Schwarzenegger appointed him to the Fraud Assessment Commission. Joel was also recently invited to participate in the Agricultural Sector of the NIOSH National Occupational Research Agenda, and is a member of the Cal/OSHA Advisory Committee.
**PHARMACY TECHNICIAN CERTIFICATE**

**About the Program:**
Students will learn the necessary skills to become a successful Pharmacy Technician. Class topics include:

- Pharmacy law and ethics
- Pharmaceutical calculations
- Prescription interpretation and processing
- Third-party insurance billing
- Brand and generic drug names
- Drug classes
- Indications for use and pharmacology

You will be introduced to a variety of pharmacy workplace environments and taught the skills that will enable you to compete for jobs in these professional areas such as:

- Community pharmacy (chain and independent)
- Hospital and long term care
- Nuclear
- Compounding
- Industrial

Classes will be taught by licensed pharmacy professionals with years of knowledge and experience to provide you with the tools you will need to enjoy a career working in this highly-respected, ever-changing profession.

Hands-on training will be included as part of the coursework, and the pharmacy lab will provide you with opportunities to learn and practice many of the duties that you will be expected to perform. You will have opportunities to work on a prescription processing computer program, to learn how to accurately input, bill, and label prescriptions. Your enrollment in this program will also provide you with access to Pharmacy Technician University, an online learning source that will further enhance your learning experience.

**Course Description:**
This course will serve as the introductory phase of the pharmacy technician training program. During the course, the student will be introduced to the following: The expanding role of the pharmacy technician and the profession of pharmacy itself. The various pharmacy practice settings, and pharmacy professional organizations that offer technician membership. They will learn pharmacy and medical terminology, and information about the top 200 selling prescription drugs (brand name, generic name, drug classification, and indication for use). The laws pertaining to the pharmacy profession, the technician’s duties and responsibilities, and laws governing the handling and dispensing controlled substances. Basic pharmaceutical calculations and conversions. The handling, preparation and distribution of a variety of dosage forms. Students will also be instructed on the concepts surrounding insurance plans, billing, and reconciliation as they relate to the practice of pharmacy. Finally, the student will receive introductory level instruction on the pharmacology of many of the medications that they will be handling on a daily basis.

**Cost:**
$3500 per course. Fee includes all textbooks, labcoat and a parking permit.

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<tr>
<th>CLASS NBR</th>
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<tbody>
<tr>
<td>12533</td>
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<tr>
<td>NURS 801</td>
<td>Intro. to Pharmacy Tech. 8.0 CEU</td>
<td>Tues. &amp; Thurs. Lecture Room: TBD Wed. Lab: SCI III 239 Instructor: P. Person</td>
</tr>
</tbody>
</table>
ABOUT THE PROGRAM
Students will be introduced to the subject of occupational safety and risk management through a curriculum guiding them to understand the field of safety which utilizes a structure of in-class lectures, individual reading, research and analysis, team projects, and writing assignments. Course subject matter will include:

- The history and future of occupational safety and risk management
- Introduction to OSHA
- Organizational safety cultures and corporate responsibility
- Communication and writing skills
- The purpose and process of effective recordkeeping and reporting
- Behavior and the human factor in safety
- Fundamental employer safety programs
- OSHA and Cal/OSHA General Industry regulations

At the conclusion of this course, students should have developed a baseline understanding of safety topics and have displayed proficiency in the skills and elements discussed within the coursework.

Class night is either Tuesday or Thursday evenings - first come, first served! Register early to get your pick.

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<tbody>
<tr>
<td>12519</td>
<td>BA 801 INTRO. TO OCCUPATIONAL SAFETY &amp; RISK MGMT. 3.0 CEU</td>
<td>Tuesdays January 4 to March 14 6:00 - 9:00 p.m. Room: TBD Instructor: G. Butler</td>
<td>$800</td>
</tr>
<tr>
<td>12520</td>
<td>BA 801 INTRO. TO OCCUPATIONAL SAFETY &amp; RISK MGMT. 3.0 CEU</td>
<td>Thursdays January 4 to March 14 6:00 - 9:00 p.m. Room: TBD Instructor: G. Butler</td>
<td>$800</td>
</tr>
</tbody>
</table>

ABOUT THE INSTRUCTOR - GEOFFREY BUTLER
Geoffrey Butler has a long history in the Kern County area, serving the major industries in the community such as Oil and Gas, Agriculture, and Construction. He earned a Bachelor of Science in Business Management from University of Phoenix, Bakersfield Campus, graduating with honors; and, obtained a Master of Science in Administration from California State University, Bakersfield. Geoffrey brings fundamental safety experience and understanding in both small, local business operations and multi-national corporations. His background and perspective in safety and risk management are well-rounded through his extensive work in health, safety, and environmental program development and implementation, compliance services, recordkeeping, and strategic management. Focusing projects to not only encompass the elements for the assurance of personnel safety and organizational compliance, but also to include the critical aspects for improving processes and efficiencies, Geoffrey strives to lead by example with a goal for both personal and organizational betterment. The core of his leadership is set within the understanding that safety management equates to prioritizing people, diversity, and education into the change management process.


**REFUND/DROP POLICY**

**Course Cancellation for any Reason**
A full refund of fees will be made.

**Certificate Programs**
Application fees are non-refundable. Course fees are refunded as follows: if course dropped BEFORE first class meeting you will receive a full refund minus $25. If you drop a course after the first class meeting, but PRIOR to the third class meeting you will receive a 60% refund. No refund after the third class meeting.

Other refund policies are listed on individual program/course pages.

Refund request and drop forms are available at the Extended University office. It is the student’s responsibility to complete a drop form and request a refund.

**REGISTRATION**

To register for a course:
Complete an Extended University Registration form and submit it with the appropriate fees.

In person:
Visit the Extended University Office during regular business hours. Call (661) 654-2441 for hours.

By mail:
CSUB Extended University
30 BDC
9001 Stockdale Highway
Bakersfield, CA 93311-1022

Some courses/programs allow on-line registration through myCSUB. If a course/program allow on-line registration it will be noted on the schedule page.

You are not registered until course fees are paid.

**Nondiscrimination Policy**
EUD does not discriminate on the basis of race, color, national origin, sex, physical handicap, or sexual orientation in the educational programs or activities it conducts. Students admitted with physical, perceptual or learning disabilities will be given necessary accommodations provided that their disability has been verified by the CSUB Office of Services for Students with Disabilities (661-654-3360).

**SOCIAL SECURITY NUMBERS**

Students are required to provide the University with their correct social security numbers (individual taxpayer identification numbers) pursuant to the authority contained in Section 41201, Title 5, California Code of Regulations, and Section 6109 of the Internal Revenue Code. The University uses the social security number to identify records pertaining to the student and, if needed, to collect debts owed to the University. Also, the Internal Revenue Service requires the University to file information returns that include the student’s social security number and other information such as the amount paid for qualified tuition, related expenses, and interest on educational loans. That information is used to help determine whether a student or a person claiming a student as a dependent may take credit or deduction to reduce federal income taxes. Students who do not have a social security number at the time of enrollment will be required to obtain a social security number and submit it to the University within sixty (60) days. Failure to supply a correct social security number may result in the imposition of a penalty by the Internal Revenue Service.

**CSUB Extended University 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.

**HOW TO CONTACT US:**
By Phone: (661) 654-2441
By Fax: (661) 654-2447
By E-mail: extensionprograms@csub.edu
Website: www.csub.edu/euprofessional
Mailing Address:
CSUB Extended University
30 BDC
9001 Stockdale Hwy
Bakersfield, CA 93311-1022