SPRING 2018

PROFESSIONAL AND CONTINUING
EDUCATION SCHEDULE

intervention, referral, and employee assistance programs; legal precedents and their application to the community and individuals; confidentiality as it applies to the chemically dependent client; the role of self-help programs; and the effectiveness of controversial deterrents including drug testing and incarceration. Prerequisites: BEHS 801 or 8010 or instructor approval.

BEHS 8090 Chemical Dependency Assessment (4.5)
Class Nbr: 32570
Cost: $550  Instructor: Leslie Rich
Date/Time: 03/19 – 05/18; Mon/Wed 6:00 – 9:00 p.m.  Location: BDC 401C
Required Text:
Brief class description: Diagnosis is the first step toward treatment of mental and chemical addiction disorders. This course provides an introduction to the conceptual foundations of diagnosis and the major diagnosis categories for chemical dependency, chemical abuse, and dual diagnosis disorders. Case studies will be examined to apply such diagnosis tools as the DSM IV. Prerequisites: BEHS 8010

All Semester

BEHS 8070 Practicum: Supervised Field Placement (4.5)
Class Nbr: 32567
Cost: $550*  Instructor: TBA
Date/Time: 01/22 – 05/18; Thursdays 6:00 – 9:00 p.m.  Location: TBA
Required Text:
• Global Criteria: The 12 Core Functions of the Substance Abuse Counselor (6th Edition) by Herdman, J. W.

This course consists of forty-five (45) classroom hours. The instructor will confirm the student is enrolled in the course and is simultaneously completing 255 hours at an approved agency setting where direct supervision is provided by a "qualified staff person." The instructor shall be available for consultation should a problem arise at the agency. The instructor also will be an intermediary among the agency, student and educational institution. Prerequisites: Completion of BEHS 800 or 8000, 801 or 8010, 802 or 8020, 803 or 8030, 804 or 8040, 805 or 8050, 806 or 8060, 808 or 8080, and 809 or 8090 with a C or better.* Price includes liability insurance and Practicum binder.

GEOPHYSICAL INFORMATION SYSTEM

GEOG 8010 Introduction to Map Design (4.5)
Class Nbr: 32718
Cost: $850  Instructor: TBA
Date/Time: 01/22 – 05/18, Mondays 6:00 – 9:00 p.m.  Location: TBA
Required Text:
• GIS Cartography: A Guide to Effective Map Design (2nd Edition) by Peterson, G. N.

The ability to take raw data, manipulate it, and ultimately share it in a concise manner is critical to all organizations. This course focuses on the basics required to make thoughtful and useful maps. Focus will be placed on cartographic methods used in both paper maps and digital reconstructions, and discussion will also focus on alternative methods for map making in a digital age. Prerequisite: GEOG 8000. A skills exam may be administered by the program coordinator for those students with previous GIS education wishing to test out of GEOG 8000.

GEOG 8020 GIS and Decision Making (4.5)
Class Nbr: 32720
Cost: $850  Instructor: TBA
Date/Time: 01/22 – 05/18; Wednesdays 6:00 – 9:00 p.m.  Location: TBA
Required Text:
The ultimate responsibility of any GIS analyst or technician is to safeguard data collection and produce GIS outputs that help an organization make better decisions. This course will take the fundamentals of GIS as well as the understanding of how those tools create intuitive maps or applications, and look at case studies and best practices within current industries. The course is focused more on the analysis of GIS data and how business outcomes are derived with the assistance of GIS technology. There will also be dedicated time and guidance provided to the student in order to complete the capstone project. Prerequisite: Successful completion of GEOG 8010.

HUMAN RESOURCE MANAGEMENT

BA 8042 California Labor Laws & Regulations (3)
Class Nbr: 32722
Cost: $850  Instructor: Tom See
Date/Time: 01/22 – 05/18, Tuesdays 6:00 – 8:00 p.m.  Location: DLC 402D
Required Text:
• 2017 California Labor Law Digest, by California Chamber of Commerce

Review of the entire CA Chamber of Commerce, Labor Law Digest Contemporary issues in State and Federal Labor Law; legal documentation, checklists, and forms. CA specific regulations regarding wage and hour, leaves of absence, discrimination, hiring and discipline will be reviewed in depth. Prerequisite: Successful completion of BA 804 or BA 8040 with a C or better or instructor approval.

OCCUPATIONAL SAFETY & RISK MANAGEMENT

Session I

BA 8020 Advanced Occupational Safety and Risk Management (2)
Class Nbr: 32571
Cost: $570  Instructor: Lee O'Whisenant
Date/Time: 01/22 – 03/16; Thursdays 5:30 – 8:00 p.m.  Location: TBA
Required Text: Continue using textbooks from previous course.

This course will take the fundamentals of GIS as well as the understanding of how those tools create intuitive maps or applications, and look at case studies and best practices within current industries. The course is focused more on the analysis of GIS data and how business outcomes are derived with the assistance of GIS technology. There will also be dedicated time and guidance provided to the student in order to complete the capstone project. Prerequisite: Successful completion of GEOG 8010.
Advanced Occupational Safety and Risk Management continues the instruction of regulatory and legislative material with a focus on construction, agricultural, and oil & gas industries. Expanded concentration on Cal/OSHA, MSHA, and environmental regulations are combined to balance the students’ understanding in safety and risk management fields. Research and presentation skill development culminate to prepare students to conduct effective on-the-job safety meetings. Prerequisites: BA 801 or 8010 with a C or better or instructor approval.

**ADVANCED CERTIFICATIONS IN OCCUPATIONAL SAFETY & RISK MANAGEMENT**

**Session II**

**BA 801 Occupational Safety Standards & Regulations (2)**
Class Nbr: 32869  Cost: $700  Instructor: Geoff Butler  gbutler1@csub.edu  
Date/Time: 03/19 – 05/18; Thursdays 5:30 – 8:00 p.m.  Location: TBA  
Advanced Standards and Regulatory Design is a course structured for the experienced Health, Safety, and Environmental Professional who explores the influence of published safety standards, exemplifies the process of regulatory design, and identifies important resources for structuring and developing training programs. Published safety standard organizations such as the Nation Fire Protection Association (NFPA), American National Standards Institute (ANSI), and the International Organization for Standardization (ISO) form not only the foundation of industry best practices but also can be agency enforceable if incorporated by reference into the regulation. Regulatory design lessons introduce students to the procedures agencies use in developing regulations, how to get involved in the development process, and understanding core implementation structures. The course concludes with supporting the development of training programs to facilitate the effectiveness of training, meet regulatory compliance, and align with established published safety standard guidelines. Prerequisites: Completion of Occupational Safety and Risk Management Certificate; or, an Associate Degree in Health, Safety, and Environmental or Human Resources; or, 2 years of experience in the Occupational Health, Safety, and Environmental field or Human Resources field; or a combination of education and experience of equal value.

**PARALEGAL STUDIES**

This online, intensive, nationally-acclaimed program is designed to educate those who seek to assist trial attorneys, interview witnesses, investigate complex fact patterns, research the law, and assist in preparing cases for courtroom litigation. The instruction is practice-oriented and related to those areas of the law in which paralegals are most in demand.

This program is designed for beginning as well as advanced legal workers or those interested in pursuing career options in this exciting field.

Program offerings start six times a year and are offered in seven-week sessions.

Designed to meet the requirements of California Business and Professions Code §6450

For more information or to get started, go to: www.legalstudies.com/vendor/csu/bakersfield-ext/

**PHARMACY TECHNICIAN**

**NURS 8030 Pharmacy Technician Certification Exam Preparation (8)**
Class Nbr: 32572  Cost: $3500  Instructor: Pat Person  pperson@csub.edu  
Date/Time Lecture: Tues/Thurs 6:30 – 9:00 p.m.  Location: TBA  
Lab: Wed 6:45 – 9:45 p.m.  Location: TBA  
Continue preparation to successfully complete the PTCB pharmacy technician certification exam. This will be the course that will serve as the final review for everything that has been introduced in “Introduction to Pharmacy Technician” and “Introduction to Pharmacology.” This can also serve as a review class for current pharmacy technicians who would like to take the PTCB certification test. This course will bring together all of the previously introduced material, and explain how it all relates to the current practice of pharmacy.
Prerequisites: NURS 801 or 8030 and NURS 802 or 8020 with a C or better or experience of 6 months or more as pharmacy technician with instructor approval.

**PROJECT MANAGEMENT**

All courses are taught by Dr. R. Dohn Kissinger and are offered online via Blackboard.

**MGMT 8010 Introduction to Project Management (1)**
Class Nbr: 32834  Cost: $300  Dates: 01/23 – 02/12  
Required Text:  
This course introduces the concepts, processes, and knowledge areas of projects.

**MGMT 8020 Project Planning & Scheduling (1)**
Class Nbr: 32835  Cost: $400  Dates: 02/13 – 03/12  
Required Text:  
- Microsoft Project 2016 Step by Step by Chatfield and Johnson  
In this course, you will learn how to plan and schedule your projects using Microsoft Office Project.

**MGMT 8030 Managing the Project Team (1)**
Class Nbr: 32836  Cost: $300  Dates: 03/13 – 04/02  
Required Text:  
- The Team Handbook (3rd Edition) by Scholtes et al  
Management of project teams is difficult because of the unique dynamics of a project team. This course emphasizes how improved communication in project teams can help achieve project success.

**MGMT 8040 Project Procurement and Quality Management (1)**
Class Nbr: 32837  Cost: $300  Dates: 04/03 – 04/23  
Required Text:  
- The Team Handbook (3rd Edition) by Scholtes et al  
This course addresses how to procure quality goods and services for your projects. You will also learn how to implement quality management principles in your projects to help improve the quality of your products and services.

**MGMT 8050 Project Ethics and Risk Management (1)**
Class Nbr: 32838  Cost: $300  Dates: 04/24 – 05/14  
Required Text:  
- Identifying and Managing Project Risk (3rd Edition) by Kendrick, T.  
- Ethics 101: What Every Leader Needs to Know (1st Edition) by Maxwell, J.  
This course addresses the ethics involved in projects from the perspective of the PMI® Code of Ethics. You will also learn how to determine what risks may affect your project, how to assess the potential impact of these risks on your project, and how you can protect your project from these risks.

**WEEKLY SEMESTER**

All Semester

**MGMT 8050 Project Ethics and Risk Management (1)**  
Class Nbr: 32838  Cost: $300  Dates: 04/24 – 05/14  
Instructor: Joel Sherman  jsherman@csub.edu  
Date/Time: 03/19 – 05/18; Thursdays 6:00 – 8:00 p.m.  Location: TBA  
Cost: $750  
Prerequisite: Completion of BA 809 or 8090 with a C or better  
After completing this course, students will know how to fill out the application for the PMP exam, what material is covered in the PMP exam, and what types of questions to expect in the PMP exam.

**WORKERS’ COMPENSATION LAW**

**BA 8090 Introduction to Workers’ Compensation Law (2)**
Class Nbr: 32896  Cost: $750  Instructor: Joel Sherman  jsherman@csub.edu  
Date/Time: 01/22 – 03/16; Thursdays 6:00 – 8:00 p.m.  Location: TBA  
Cost: $750  
Prerequisite: Completion of BA 801 or 8010 with a C or better  
Students will be exposed to a broad overview of California’s very complex and ever changing workers’ compensation insurance system. Students will learn to compare the theory with practical applications of materials. The course will familiarize students with: benefits; terminology; compensation disputes and potential resolutions; the adverse roles of system participants; the comparison of labor codes with case laws; research techniques; and new developments in law with an emphasis on paperwork methods.

**BA 8100 Advanced Workers’ Compensation Law (2)**
Class Nbr: 32897  Cost: $750  Instructor: Joel Sherman  jsherman@csub.edu  
Date/Time: 03/19 – 05/18; Thursdays 6:00 – 8:30 p.m.  Location: TBA  
Cost: $750  
Prerequisite: Completion of BA 809 or 8090 with a C or better  
This course will continue to build upon the knowledge gained in the introduction course. You will learn advanced topics and how they apply to everyday situations whether you are an employer, injured employee, paralegal, case manager, safety manager, claims adjuster or other professional.

**CAREERSTEP**

California State University, Bakersfield has partnered with Career Step to help students like you train for a rewarding new career. CareerStep offers fast track to graduation, flexible and convenient on-line training, career-specific education, placement help after graduation, and affordable tuition. Programs available through this partnership include:

- PROFESSIONAL MEDICAL CODING AND BILLING WITH PCS (4-12 months)
- MEDICAL TRANSCRIPTION AND EDITING (4-12 months)
- COMPUTER TECHNICIAN (3-6 months)

For more information or to get started, visit the website at www.CareerStep.com/csub

**CONTACT INFORMATION**

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