Drug and Alcohol Studies (DAS) Certificate Program

The Drug and Alcohol Studies Certificate Program provides anyone interested in a career helping people overcome addiction with the necessary tools and training. Potential careers include alcohol and drug counseling, as well as other human service professions (MFT's, LCSW's, R.N.'s).

The program provides the training necessary for professional certification by the California Consortium of Addiction Programs and Professionals (CCAPP), formerly CAADAC. The program is open to all those who are interested in learning professional counseling skills to better serve those affected by chemical dependency.

Spring 2017 Course Offerings

BEHS 8080 Basic Counseling Theories (4.0 CEU)

Nbr: 31819
Cost: $500
Location: BDC 401 C (EUD)
Dates & Times: Jan. 23 – Mar. 16; Tues/Thurs 6:00 – 8:30 p.m.
Instructor: Eric Moss
Required text:
1. Becoming Naturally Therapeutic, by Jacquelyn Small, Bantam, Revised Edition

This course will provide fundamental and essential information concerning current theory and practice of counseling. Through lectures, discussions and a side variety of hands-on activities, participants will gain substantial knowledge of and practice with proven counseling techniques.

Prerequisites: BEHS 8010

BEHS 8090 Chemical Dependency Assessment (4.0 CEU)

Nbr: 31820
Cost: $500
Diagnosis is the first step toward treatment of mental and chemical addiction diseases. 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

BEHS 8020 Physiology & Pharmacology (4.0 CEU)

Nbr: 31838  
Cost: $500  
Location: BDC 401 C (EUD)  
Dates & Times: Mar. 20 – May 18; Tues/Thurs 6:00 – 8:30 p.m.  
Instructor: Kristin Wheelan  
Required text: Uppers, Downers, and All-Arounders, by Inaba & Cohen, 8th Edition  

This course is designed to acquaint the participant with the effects of alcohol and other drugs on the body’s systems, including potential damage to the major body organs. Detoxification, withdrawal, and tolerance will be discussed as they pertain to successful treatment and recovery. Course topics include: current research on addictive disease; the pharmacological issues surrounding the most commonly used drugs; tolerance, cross-tolerance and synergistic effect of alcohol and other drugs; human sexuality and addictive disease; pediatric, geriatric and gender issues; and treatment and recovery strategies.

Prerequisites: BEHS 8010

BEHS 8060 Personal & Professional Growth (4.0 CEU)

Nbr: 31839  
Cost: $500  
Location: BDC 401 C (EUD)  
Dates & Times: Mar. 20 – May 18; Mon/Wed 6:00 – 8:30 p.m.  
Instructor: Jennie Bell
Required text: Becoming Naturally Therapeutic, by Jacquelyn Small, Bantam, Revised Edition

In a peer group setting the student explores how his/her own personal strengths and limitations as a chemical dependency counselor affects his/her personal and professional growth. Implications of burn-out, counselor codependency, personal therapy, and the needs of self-help groups for the counselor are explored. Students are evaluated on their ability to be empathetic, concrete and genuine while exploring the impact of these traits in the client. The student must receive a positive mid-term evaluation by the instructor as well as successfully complete the course to be accepted in the practicum course.

Prerequisites: BEHS 8010

GI 9000 CCAPP Written Exam Preparation

Nbr: 31821
Cost: $175
Location: Online via Blackboard
Dates & Times: Jan. 23 – May 18
Login to Blackboard the first day of class: Jan. 23rd
Instructor: Kristin Wheelan

This online course will help you prepare for the exam and is self-paced. You will have access to instructor feedback and discussion. You will complete modules on what and how to prepare for the exam and have access to practice exam questions. You must have internet access and e-mail. You will be given access to the course for 5 months. There is no refund once you have logged into the course.

You should not register for this course until your portfolio has been accepted by CCAPP.

Geographical Information Systems (GIS) Certificate Program

Every day, millions of decisions are made using the power of geospatial technologies and the need to harness these tools in the southern Central Valley has never been greater. Private industry, government agencies, and non-profit organizations across the valley are utilizing GIS resources on a daily basis, yet the lack of GIS-trained staff and new recruitments has led to staffing shortages and hard-to-fill positions. CSUB’s Extended University has identified this educational gap and believes that, through a comprehensive GIS training program, the local need for educated and skilled entry-level GIS professionals can be met.

Nationally, geospatial technology jobs are in high demand. In 2015, the U.S. Department of Labor found that because of the widespread and diverse use of GIS applications and geospatial technologies in business, the market for skilled GIS employment is growing at an estimated annual rate of 35 percent nationally. In turn, GIS education now leads to more frequent job opportunities
for graduates within the information technology and physical sciences disciplines – jobs that require this specific education. Furthermore, the Department of Labor found that, the public is generally not aware of the skill sets and competencies necessary for geospatial employment, a challenge that this GIS Certificate Program intends to solve.

**Spring 2017 Course Offerings**

GEOG 8000 GIS Fundamentals (4.5 CEU)

- **Nbr:** 32628
- **Cost:** $850
- **Location:** TBA 6:00 – 7:59 p.m.
- **Lab:** TBA 8:00 – 9:00 p.m.
- **Dates:** Jan. 23 – May 18; Tuesdays
- **Instructor:** Chris Schultz

This course will serve as the introductory session within the three-course GIS certificate program. The course is designed to provide the following fundamental skills/knowledge within the GIS discipline: geospatial concepts; raster vs. vector data collection; GIS-specific terminology; tour ArcGIS and other software platforms; satellite driven data collection; common tools and operations within GIS software; and industry trends. Approval of capstone project methodology will occur in this course.

*Prerequisites: Formal acceptance into the GIS certificate program*

**Human Resource Management Certificate Program**

This certificate program consists of two courses and provides working professionals with practical, hands-on professional development in the field of human resource management. The program provides practical, up-to-date information on handling your organization’s human resources.

Learn how to minimize potential liabilities in tough areas such as: hiring, terminations, workers’ compensation, and sexual harassment, which will save your company money. You will also learn the best practices in performance appraisals, better hiring techniques, planning benefit packages, and maintaining a safe work environment which can help you recruit and retain a top notch workforce.
Spring 2017 Course Offerings

BA 8042 California Labor Laws & Regulations (3.0 CEU)

Nbr: 31832  
Cost: $850  
Location: DLC 402  
Dates & Times: Jan. 23 – May 18; Tuesdays 6:00 – 8:00 p.m.  
Instructor: Tom See  
Required text: 2017 California Labor Law Digest, by California Chamber of Commerce (discounted rate through Tom See)

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 absences, discrimination, hiring and discipline will be reviewed in depth.

Prerequisites: BA 8041 or previous completion of Human Resource Management Certificate Program.

Occupational Safety & Risk Management Certificate Program

The Occupational Safety and Risk Management Certificate Program is designed to develop the knowledge and understanding of health, safety, and environmental management. Our program targets key topics such as:

- Fundamental skills necessary to promote safety and risk management within the workplace
- How to develop and conduct effective safety meetings
- The administration of regulatory and compliance management
- Behavioral theories and the human factor in safety
- Creating and improving employer safety programs

This three course certificate program familiarizes students with the discipline of occupational safety, health, and environmental risk management and spotlights the importance of organizational leadership competencies.

Spring 2017 Course Offerings

BA 8010 Introduction to Occupational Safety & Risk Management (2.0 CEU)

Nbr: 32616  
Cost: $700
Location: TBA
Dates & Times: Jan. 23 – Mar. 16; Tuesdays 5:30 – 8:00 p.m.
Instructor: Lee'o Whisenant
Required text:

2. Human Factors and Behavioral Safety

This first course of the safety professional development program providing an educational foundation to establish the underlying competencies of common safety elements in the general industry standards. This course covers topics to introduce the student to the occupational safety, health, and environmental industries, develop writing and basic recordkeeping techniques, and understand the fundamental general industry safety along with introducing the students to regulatory interpretation.

*Prerequisites: Forma acceptance into the Occupational Safety & Risk Management Certificate Program.*

BA 8020 Advanced Occupational Safety & Risk Management (2.0 CEU)

Nbr: 31831
Cost: $700
Location: TBA
Dates & Times: Jan. 23 – Mar. 16; Thursdays 5:30 – 8:00 p.m.
Instructor: Lee'o Whisenant
Required text: Continue using textbooks from previous course

The course concludes the instruction with a focus on construction and oil & gas industries. Expanded concentration on workers’ compensation elements, regulatory and statute interpretation, change management techniques, and incident investigation are combined to balance the students’ understanding in safety and risk management fields. The development of presentation skills round off the coursework in preparing students to conduct effective on-the-job safety meetings.

*Prerequisites: BA 8010 & 8011*

BA 8011 Core Occupational Safety & Risk Management (2.0 CEU)

Nbr: 32617
Cost: $700
Location: TBA
Dates & Times: Mar. 20 – May 18; Tuesdays 5:30 – 8:00 p.m.
Instructor: Lee'o Whisenant
Required text: Continue using textbooks from previous course
This course continues the instruction of regulatory and legislative material by reinforcing further the subjects within the general industry standards, strengthening the elements of behavior and the human factor in safety, and diversifying the regulatory instruction with a focus on agricultural, MSHA, and environmental regulations to balance the students’ understanding in safety and risk management fields. Augmenting the students’ soft-skills by developing research competencies complement the safety and risk management readiness by preparing students to locate and discover facts for the decision-making process and promoting a safe workplace.

Prerequisites: BA 8010

Advanced Certificates in Occupational Safety & Risk Management

Advanced Occupational Safety and Risk Management focuses on construction and oil & gas industries. Expanded concentration on workers’ compensation elements, regulatory and statute interpretation, change management techniques, and incident investigation are combined to balance the students’ understanding in safety and risk management fields. The development of presentation skills round off the coursework in preparing students to conduct effective on-the-job safety meetings.

Spring 2017 Course Offerings

BA 8021 Advanced Standards and Regulatory Design (2.0 CEU)

Nbr: 32222  
Cost: $700  
Location: TBA  
Dates & Times:  Mar. 20 – May 18; Thursdays 5:30 – 8:00 p.m.  
Instructor: Geoff Butler  
Required text: The textbook and materials will all be in digital format. These materials are in the public domain and will be free for the students to download. The main textbook is a lengthy legal government whitepaper "Regulatory Use of Standards: The Implications for Standards Writers" by Philip J. Harter

This course is structured for the experienced Health, Safety, and Environmental Professional which explores the influence of published safety standards, explains the process of regulatory design, and identifies important resources for structuring and developing training programs. Published safety standard organizations such as the National 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 the 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.

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**Pharmacy Technician Certificate Program**

Pharmacy Technicians enjoy an exciting career in the ever-evolving field of health care and prescription management – and the field is growing! Recent estimates provided by the Bureau of Labor Statistics indicate that the need for more qualified Pharmacy Technicians will grow by 20 percent in the next seven years.

The Pharmacy Technician Certificate program at CSUB will prepare you for this dynamic and in-demand career, giving you the skills and hands-on training necessary for success! It’s easy to get started and you can complete the program in as little as nine months!

**Spring 2017 Course Offerings**

**NURS 8030 Pharmacy Technician Certification Exam Preparation (8.0 CEU)**

- **Nbr:** 31833
- **Cost:** $3,500
- **Dates:** Jan. 23 – May 18
- **Lec:** Tues/Thurs 6:30 – 9:00 p.m.; TBA
- **Lab:** Wed 6:30 – 9:30 p.m.; TBA
- **Instructor:** Pat Person
- **Required text:** Continue using textbooks from previous courses (NURS 8010 & 8020)

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 8010 & 8020
Project Management Certificate Program

Since the inception of the Project Management Institute (PMI®) in 1969, project management has grown in popularity as a profession and as a skill-set sought by many organizations. Organizations increasingly need to maximize productivity while minimizing resources and seek employees that possess these skills.

The Project Management Certificate Program 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. Best of all it is 100% online, so even busy professionals can participate when it is most convenient for them.

Spring 2017 Course Offerings

MGMT 8010 – Introduction to Project Management (1.0 CEU)

Nbr: 31822
Cost: $300
Location: Online via Blackboard
Dates & Times: Jan. 23 – Feb. 10
Login to Blackboard the first day of class: 1/23
Instructor: R.D. Kissinger

This course introduces the concepts, processes, and knowledge areas of projects.

Prerequisites: Formal acceptance to the Project Management program.

MGMT 8020 – Project Planning and Scheduling (1.0 CEU)

Nbr: 31825
Cost: $400
Location: Online via Blackboard
Dates & Times: Feb. 13 – Mar. 3
Login to Blackboard the first day of class: 2/13
Instructor: R.D. Kissinger
Required text:
   2. Step by Step Microsoft® Project, 2013

In this course, you will learn how to plan and schedule your projects using Microsoft Office
Project.

Prerequisites: MGMT 8010

MGMT 8030 – Managing the Project Team (1.0 CEU)

Nbr: 31826  
Cost: $300  
Location: Online via Blackboard  
Dates & Times: Mar. 6 – Mar. 24  
Login to Blackboard the first day of class: 3/06  
Instructor: R.D. Kissinger  
Required text:  

Brief class description: 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.

Prerequisites: MGMT 8010 & 8020

MGMT 8040 – Project Procurement and Quality Management (1.0 CEU)

Nbr: 31827  
Cost: $300  
Location: Online via Blackboard  
Dates & Times: Mar. 27 – Apr. 21  
Login to Blackboard the first day of class: 3/27  
Instructor: R.D. Kissinger  
Required text:  

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.

Prerequisites: MGMT 8010, 8020, & 8030

MGMT 8050 - Project Ethics and Risk Management (1.0 CEU)

Nbr: 31828  
Cost: $300
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.

Prerequisites: MGMT 8010, 8020, 8030 & 8040

Workers’ Compensation Law Certificate Program

The Workers’ Compensation Law Certificate program is designed to help you learn the basic components of the law, as well as current practices 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. But 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 your client.

This certificate program is designed for safety managers, business owners, paralegals, attorneys, doctors, human resource managers, those employed by government agencies, and others who must deal with this complicated body of legislation.

Spring 2017 Course Offerings

BA 8090 Introduction to Workers’ Compensation Law (2.0 CEU)

Nbr: 31843
Cost: $750
Location: TBA
Dates & Times: Jan. 23 – Mar. 16; Thursdays 6:00 – 8:30 p.m.
Instructor: Joel Sherman  

Students will receive 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.  

Prerequisites: Formal acceptance to the Workers’ Compensation Law program.

BA 8100 Advanced Workers’ Compensation Law (2.0 CEU)  
Nbr: 31844  
Cost: $750  
Location: TBA  
Dates & Times: Mar. 20 – May 18; Thursdays 6:00 – 8:30 p.m.  
Instructor: Joel Sherman  
Required text: Continue to use text from prior course.  

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.  

Prerequisites: BA 8090