CSUB SUMMER 2016 QUARTER
Classes Begin June 20th

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PROFESSIONAL DEVELOPMENT PROGRAMS STAFF

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Phone: (661) 654-2441
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Summer Office Hours:
Monday through Thursday 7:00 a.m. to 6:00 p.m.

www.csub.edu/euprofessional

IMPORTANT DATES:
Summer quarter is June 20th - Aug. 10th
Campus Closed - Monday, July 4th

REGISTRATION:
Registration begins May 16th
Last day to register for Summer classes is June 14.
If you register AFTER June 14th there is a $25 late fee.
### DRUG & ALCOHOL STUDIES CERTIFICATE PROGRAM

<table>
<thead>
<tr>
<th>CLASS NBR</th>
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<th>CLASS INFORMATION</th>
<th>DATES</th>
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| 51198     | BEHS 806 Personal & Professional Growth 4.5 CEU | Required Text: Becoming Naturally Therapeutic by Jacqulyn Small  
Prerequisites: BEHS 801 | Tues/Thurs 6:00 - 8:30 p.m.  
Room: EUD 401  
Instructor: J. Bell | June 20 - Aug. 10 | $500 |
| 51199     | BEHS 808 - Basic Counseling Theories 4.5 CEU | Required Text: Becoming Naturally Therapeutic by Jacqulyn Small, AND Theory and Practice of Counseling 10th Edition by Gerald Corey  
Prerequisites: BEHS 801 | Mon/Wed 6:00 - 8:30 p.m.  
Room: *TBD  
Instructor: C. Bradford | June 20 - Aug. 10 | $500 |
| 51200     | BEHS 809 - Chemical Dependency Assessment 4.5 CEU | Required Text: Desk reference to the diagnostic criteria from DSM-5 by American Psychiatric Association; AND Co-occurring Disorders by Charles Atkins  
Prerequisites: BEHS 801 | Mon/Wed 6:00 - 8:30 p.m.  
Room: EUD 401  
Instructor: E. Eggert | June 20 - Aug. 10 | $500 |

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### PHARMACY TECHNICIAN CERTIFICATE

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| 51201     | NURS 803 - Pharmacy Technician Exam Prep. 6 CEU | Required Text: Continue using texts from previous courses  
Prerequisites: Successful completion of NURS 801 & 802 OR Working as a Pharmacy Technician for six (6) months or more. | Tues/Thurs 7:00 - 9:45 pm  
LAB - Wed 7-9:30 pm  
Room: TBD  
LAB: TBD  
Instructor: J. Person | June 20 - Aug. 10 | $3500 |

### PARALEGAL STUDIES CERTIFICATE

ABOUT THE PROGRAM

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.  
The Paralegal Certificate Program will teach you how to work as a full-time or part-time paralegal, or how to open your own freelance business.  

WHO IS THIS PROGRAM FOR?

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.

Required Courses

- Paralegal Certificate Course (online)  
- Advanced Paralegal Certificate (online)

Both the Introduction Paralegal Certificate and Advanced Paralegal Certificate must be completed to be recognized as a Paralegal by the State of California. California Business and Professions Code 6450

This program has several session starts dates to fit your schedule!  
June 27 - Aug. 12  
Aug. 22 - Oct. 7  
Oct. 17 - Dec. 2

REGISTRATION

To register for the Paralegal Studies Certificate program, please visit our website for more information at: www.csub.edu/eud/professional/paralegal

For more information on all our programs or course descriptions, please visit www.csub.edu/euprofessional
PROJECT MANAGEMENT CERTIFICATE PROGRAM

### ABOUT THE PROGRAM

The Project Management Certificate Program is offered 100% online. The 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.

Admission is permitted any quarter. If you are going to complete all five courses for the certificate, you must complete an application form and pay the application fee ($35). Application forms can be obtained by contacting the Extended University Office at (661) 654-2441 or visiting our web site at www.csub.edu/euprofessional or e-mail us at extensionprograms@csub.edu

### REFUND POLICY FOR PROJECT MANAGEMENT ONLY

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. Registrations received after the class start date will be charged a $25 late fee.

### Summer 2016 Course Offerings

#### CLASS NBR | COURSE | CLASS INFORMATION | DATES | COST
---|---|---|---|---
Prerequisites: For the certificate: MGMT 801, 802, & 803 | Online | June 21 - July 11 | $300

Prerequisites: For the certificate: MGMT 801, 802, 803, & 804 | Online | July 12 - Aug. 1 | $300

OCCUPATIONAL SAFETY & RISK MANAGEMENT

### ABOUT THE PROGRAM

The Occupational Safety and Risk Management Certificate Program is designed to develop the foundation of health, safety, and environmental knowledge necessary to understand safety and risk management programs; develop and conduct effective safety meetings; and, research and interpret safety and health regulations.

This three course certificate program familiarizes students with the discipline of occupational safety, health, and environmental risk management and establishes leadership competencies to promote effective decision-making within organizations. This program goes beyond the primary focus of safety and health education by engaging students to use critical thinking and sharpen soft skills such as communicating, writing, and researching.

Additionally, the program integrates the fundamental elements of the human factor by understanding the key role it plays within safety and health risk management along with the relevant organizational and individual considerations affecting the outcomes of decisions and behaviors in the workplace.

### IMPORTANT DATES:

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- Registration begins May 16th
- Last day to register for Summer classes is June 14.

**IF you register AFTER June 14th there is a $25 late fee.**
HOW TO CONTACT US:

Phone: (661) 654–2441
Fax: (661) 654–2447
E-mail: extensionprograms@csub.edu
Web: www.csub.edu/euprofessional

Mailing Address:
CSUB Extended University
30 BDC
9001 Stockdale Hwy
Bakersfield, CA 93311–1022

POLICIES AND INFORMATION

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.

REGISTRATION
To register for the classes:
Complete an Extended University Registration form and submit it with the appropriate fees. You are not registered until course fees are paid.

Mail the completed form with payment (check, credit card information, or money order) to:
CSUB Extended University
30 BDC
9001 Stockdale Highway
Bakersfield CA 93311–1022

Or register in person at our office during regular business hours. Please call (661) 654–2441 for current operating hours.

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:
1. Cancel courses due to low enrollment;
2. Change the day and/or time of classes;
3. Close courses to additional enrollment;
4. Change instructors of a course;
5. Move class locations.

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9001 Stockdale Hwy
Bakersfield, CA 93311–1022

For more information on all our programs or course descriptions, please visit www.csub.edu/euprofessional

Summer 2016 Course Offerings
VISION
The CSU Bakersfield Extended University Division will be recognized as a respected and valued educational partner on our campus and in the community. We will be recognized as an energetic, positive thinking, responsive, supporting, and helpful organization – a valued resource in our community.

MISSION
We will create innovative educational opportunities locally, regionally, and worldwide. And through this activity we will contribute to individual and regional economic development.

VALUES
QUALITY
We dedicate ourselves to deliver quality service and quality programs to our students.

INTEGRITY
Integrity means trustworthiness in all our dealings with others and treating others as we would be treated.

STUDENT SERVICE
We exist because our students trust us and appreciate what we do for them. Our future depends on our continuing dedication to our students’ welfare.

CREATIVITY/INNOVATION. Our success depends on bringing innovation to program development and to the processes we use to deliver our programs.

GROWTH. We will grow our Division and its programs to serve our community’s evolving educational needs.

COMPETENCE. We believe in continuing education and professional development for ourselves in order to continually improve our ability to deliver excellent service on the job.

COLLABORATION. The sum is greater than the parts. We work with others because our partners complement our strengths.

For more information on all our programs or course descriptions, please visit www.csub.edu/euprofessional
There are several exciting whitewater river rafting trips close to Bakersfield. The Kern River offers whitewater experiences from Class I through Class V.