PROFESSIONAL DEVELOPMENT PROGRAMS STAFF

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

www.csub.edu/euprofessional
CSUB SPRING 2016 QUARTER
Classes Begin March 28th

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Contact Extended University for classroom assignments beginning
March 21-25. (661) 654-2441

The campus will be closed on the following days:
Thursday, March 31 (Cesar Chavez Day Observed)
Monday, May 30 (Memorial Day)
<table>
<thead>
<tr>
<th>CLASS NBR</th>
<th>COURSE</th>
<th>CLASS INFORMATION</th>
<th>COST</th>
</tr>
</thead>
<tbody>
<tr>
<td>32273</td>
<td>BEHS 800 Professional Writing for the CDC (Recommended for New Students)</td>
<td>Mondays March 28 - June 6 (No class May 30) 6:00 - 9:30 p.m. Room: *LAB Instructor: E. Moss</td>
<td>$500</td>
</tr>
<tr>
<td>32277</td>
<td>BEHS 801 Intro. to Chemical Dependency Counseling (Required for New Students)</td>
<td>Wednesdays March 28 - June 6 6:00 - 10:00 p.m. Room: *TBD Instructor: B. Rhodes</td>
<td>$500</td>
</tr>
<tr>
<td>32278</td>
<td>BEHS 803 Law and Ethics</td>
<td>Tuesdays March 28 - June 6 6:00 - 10:00 p.m. Room: EUD 401 Instructor: K. Wheelan</td>
<td>$500</td>
</tr>
<tr>
<td>32279</td>
<td>BEHS 804 Introduction to Case Management</td>
<td>Wednesdays March 28 - June 6 6:00 - 10:00 p.m. Room: *TBD Instructor: E. Moss</td>
<td>$500</td>
</tr>
<tr>
<td>32280</td>
<td>BEHS 805 Chemical Dependency Counseling: Individual, Family, &amp; Group Counseling</td>
<td>Mondays March 28 - June 6 (No class May 30) 6:00 - 10:00 p.m. Room: EUD 401 Instructor: E. Eggert</td>
<td>$500</td>
</tr>
</tbody>
</table>

**IMPORTANT DATES:**
February 22 - Registration begins for CONTINUING Students
March 1 - Application Deadline for NEW Students for Spring 2016
March 23 - Spring Orientation & Registration for NEW DAS Students
March 21 - REGISTRATION DEADLINE for Spring 2016. Any registrations received after this date will be charged a $25 late fee.
### 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!
- March 7 - April 22
- May 2 - June 17
- June 27 - August 12

#### REGISTRATION
To register for the Paralegal Studies Certificate program, please visit our website for more information at: www.csub.edu/eud/professional/paralegal
HUMAN RESOURCE MANAGEMENT CERTIFICATE PROGRAM

In this course you will add to the knowledge gained in the Basic and Intermediate courses and explore topics such as sexual harassment, policy and procedures, violence in the workplace, strategic HR planning, needs assessment, and succession planning, and much more.

Last day to register without a late fee is March 21, 2016
Registrations received after the class start date will be charged $25 late fee.

<table>
<thead>
<tr>
<th>CLASS NBR</th>
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<th>CLASS INFORMATION</th>
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<tbody>
<tr>
<td>32281</td>
<td>BA 805 Advanced Human Resource Management</td>
<td>Wednesdays March 28 - June 6 6:00 - 9:00 p.m. Room: EUD 401 Instructor: T. See</td>
</tr>
</tbody>
</table>

Required Text: Continue to use text from prior course
Prerequisites: Successful completion of BA 803 & BA 804

$500

WORKERS’ COMPENSATION LAW CERTIFICATE PROGRAM

ABOUT THE COURSE
This advanced course will continue to build upon the knowledge gained in the introduction course (BA 809). Students 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.

Last day to register without a late fee is March 21, 2016
Registrations received after the class start date will be charged $25 late fee.

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<tr>
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<th>COST</th>
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<tbody>
<tr>
<td>32282</td>
<td>BA 810 Advanced Workers’ Compensation Law</td>
<td>Thursdays March 28 - June 6 6:00 to 9:00 p.m. Room: *TBD Instructor: J. Sherman (No Class March 31)</td>
<td>$500</td>
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</tbody>
</table>

Required Text: Continue to use text from prior course.
Prerequisites: Successful completion of BA 809.

$500

IMPORTANT DATES:
February 22 - Registration begins for Spring 2016
Any registrations received after this date will be charged a $25 late fee.
PROJECT MANAGEMENT CERTIFICATE PROGRAM

### ABOUT THE PROGRAM
The Project Management Certificate Program is offered 100% on-line. 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 AND LATE REGISTRATION POLICY FOR PROJECT MANAGEMENT COURSES
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 incur a $25 late fee.*

### CLASS NBR | COURSE | CLASS INFORMATION | COST
|-----|-----------------|------------------|------|
| 32285 | **MGMT 801 Introduction to Project Management**
1.2 PDU/12 hours


*Prerequisites:* Must have access to the internet and a working knowledge of a computer.

<table>
<thead>
<tr>
<th></th>
<th>March 29 to April 18</th>
<th>$300</th>
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| 32286 | **MGMT 802 Project Planning & Scheduling Using Microsoft® Project**
1.6 PDU/16 hours


*Prerequisites:* Must have access to the internet and a working knowledge of a computer.

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<th></th>
<th>April 19 to May 16</th>
<th>$400</th>
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</table>
| 32287 | **MGMT 803 Managing the Project Team**
1.2 PDU/12 hours


*Prerequisites:* Must have access to the internet and a working knowledge of a computer.

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<thead>
<tr>
<th></th>
<th>May 17 to June 6</th>
<th>$300</th>
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OCCUPATIONAL SAFETY & RISK MANAGEMENT

<table>
<thead>
<tr>
<th>CLASS NBR</th>
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<th>CLASS INFORMATION</th>
<th>COST</th>
</tr>
</thead>
<tbody>
<tr>
<td>32283</td>
<td><strong>BA 802 Advanced Occupational Safety &amp; Risk</strong> 3.0 CEU</td>
<td>Tuesdays  March 28 - June 6 6:00 to 9:00 p.m. Room: *TBD  Instructor: G. Butler</td>
<td>$800</td>
</tr>
<tr>
<td></td>
<td>Required Texts: Continue to use text from prior course  Prerequisites: Successful completion of BA 801</td>
<td></td>
<td></td>
</tr>
<tr>
<td>32284</td>
<td><strong>BA 801 Intro to Occupational Safety &amp; Risk</strong> 3.0 CEU</td>
<td>Thursdays  March 28 - June 6 (No Class March 31) 6:00 to 9:00 p.m. Room: *TBD  Instructor: G. Butler</td>
<td>$800</td>
</tr>
<tr>
<td></td>
<td>Required Texts: <em>Occupational Safety and Health for Technologists, Engineers, and Managers (8th Edition)</em> and <em>Human Factors and Behavioural Safety</em>  Prerequisite: MUST apply and be accepted into the program BEFORE registering for class.</td>
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</tr>
</tbody>
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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 two course certificate program familiarizes students with the discipline of occupational safety, health, and environmental risk management and establishing leadership competencies of interactions 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 and the relevant organizational and individual considerations affecting the outcomes of decisions and behaviors in the workplace.

New students must submit an application by March 1, 2016

Last day to register without a late fee is March 21, 2016
Registrations received after the class start date will be charged $25 late fee.

IMPORTANT DATES:
February 22 - Registration begins for Spring 2016
March 1 - Application Deadline for NEW Students for Spring 2016
Any registrations received after this date will be charged a $25 late fee.
CSUB Extended University has partnered with Virtual Education Software, Inc. to offer graduate level continuing education courses for K-12 educators on CD-Rom or online. These interactive courses provide expert instruction at a pace that fits your schedule.

VESi® recommends that you check with your school district and/or state licensing agency to verify these course offerings will meet your district and/or state requirements for salary advancement and/or state certificate re-licensure.

**Most courses are now tablet compatible!**

**Cost is $160 per unit**

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>COURSES OFFERED</th>
<th>QTR UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDCI 605</td>
<td>Ethics &amp; Safety in Education</td>
<td>3</td>
</tr>
<tr>
<td>EDCI 509A</td>
<td>Attention Deficit Disorder: Information &amp; Interventions for Effective Teaching</td>
<td>2</td>
</tr>
<tr>
<td>EDCI 508</td>
<td>Behavior is Language: Strategies for Managing Disruptive Behavior</td>
<td>4</td>
</tr>
<tr>
<td>EDSP 604</td>
<td>Child Abuse: Working with Abused &amp; Neglected Children</td>
<td>3</td>
</tr>
<tr>
<td>EDUC 595</td>
<td>Drugs &amp; Alcohol in Schools: Understanding Substance Use &amp; Abuse</td>
<td>3</td>
</tr>
<tr>
<td>EDCI 590</td>
<td>Harassment, Bullying &amp; Cyber-Intimidation in Schools</td>
<td>3</td>
</tr>
<tr>
<td>EDCS 605</td>
<td>Infant &amp; Toddler Mental Health: Issues &amp; Information for Educators</td>
<td>3</td>
</tr>
<tr>
<td>EDCI 596</td>
<td>Talented &amp; Gifted: Working with High Achievers</td>
<td>3</td>
</tr>
<tr>
<td>EDCI 588</td>
<td>Teaching Diversity: Influences &amp; Issues in the Classroom</td>
<td>3</td>
</tr>
<tr>
<td>EDCI 596</td>
<td>Traumatized Child: The Effects of Stress, Trauma, &amp; Violence on Student Learning</td>
<td>3</td>
</tr>
<tr>
<td>EDCI 596</td>
<td>Understanding Aggression: Coping with Aggressive Behavior in the Classroom</td>
<td>4</td>
</tr>
<tr>
<td>EDCI 509B</td>
<td>Violence in Schools: Identification, Prevention, &amp; Intervention Strategies</td>
<td>3</td>
</tr>
</tbody>
</table>

These are just a few of the courses offered - check our website for more

[www.csub.edu/eud/professional/VESI](http://www.csub.edu/eud/professional/VESI)
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.

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 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 tax payer identification numbers) pursuant to the authority contained in Section 4 1201, 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.

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

For course descriptions, visit www.csub.edu/euprofessional
Agricultural commodities exported from Kern County include almonds, apricots, beans, cabbage, cantaloupe, carrots, citrus, and grapes. These commodities are shipped to over 85 foreign countries.