EXTENDED UNIVERSITY

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.
Summer 2017

Important Dates & Deadlines

Upcoming Term Dates:
Summer 2017:
- 10-Week Session: May 30 - August 8
- 5-Week Session I: May 30 - July 5
- 5-Week Session II: July 5 - August 8
Fall 2017:
- August 28 - December 19
Spring 2018:
- January 22 - May 18, 2018

Drop Policy for Summer 2017 Term
10-Week Courses: May 30 – August 8
- June 06 - Last day to add classes
- June 15 - Last day to withdraw from classes without a “W” being recorded
- July 13 - Last day to withdraw from classes for a serious and compelling reason*

5-Week Courses Session I: May 30 – July 5
- June 01 - Last day to add classes
- June 07 - Last day to withdraw from classes without a “W” being recorded
- June 15 - Last day to withdraw from classes for a serious and compelling reason*

5-Week Courses Session II: July 5 – August 8
- July 10 - Last day to add classes
- July 17 - Last day to withdraw from classes without a “W” being recorded
- July 20 - Last day to withdraw from classes for a serious and compelling reason*

*Requires approval from instructor and Extended University. Dates listed are subject to change. Please consult the academic calendar at csub.edu for the most up-to-date information.
Bachelor of Arts in Communications at College of the Canyons

The Bachelor of Arts Degree in Communications, located on the College of the Canyons (COC) campus, provides coursework to prepare students for careers as communications professionals. The curriculum stresses knowledge of communications processes, an expected proficiency in writing and practice, awareness of professional responsibilities, knowledge of ethical practices, and acquaintance with laws governing the use of mass media. Graduates find rewarding careers as journalists, public relations professionals, marketing professionals, bloggers, writers, social media managers, and more.

The program presents a combination of theoretical knowledge, practice, and analytical skills oriented to the recognition and solution of communication problems as they occur in their various forms and within diverse contexts and media. Students will complete a concentration in either Public Relations or Journalism; however, the general emphasis of this degree program is toward breadth and flexibility within the major.

Students complete the equivalent of two years of coursework at a community college prior to applying for admission. Transfer courses will include all lower division general education requirements, and students are advised to have all general education coursework certified. Sixty transferable semester units or 90 quarter units are required for admission to CSUB.

Learn more: www.csub.edu/eud/communications

Summer 2017 Course Offerings

**COMM 3220 Public Relations Strategies and Tactics (3)**
Course #: 51042
Cost: $900
Location: Online
Date/Time: 7/5 – 8/8 (login to Blackboard the first day of class)
Instructor: Dr. K. Hang
Email: khan1@csub.edu

Study and application of strategies and tactics used in the public relations profession with an emphasis on written communication through news releases, brochures, newsletters, annual reports, magazines, media kits, and other public relations communication tools. Discussion of media relations and placement. Emphasis on the planning and execution of public relations communication. Discussion and application of communication theories that inform public relations writing and communication.

**NOTE: This course is 5 weeks in length and does not coincide with the semester dates. The course begins on 7/5 and ends on 8/8.**

**COMM 3260 Public Relations Management (3)**
Course #: 51043
Cost: $900
Location: Online
Date/Time: 7/5 – 8/8 (login to Blackboard the first day of class)
Instructor: Dr. K. Hang
Email: khan1@csub.edu

Analysis and application of public relations management strategies, with an emphasis on public relations research. Focus on the four-step process of public relations and current management practices in the profession including the use of research to identify organizational goals and objectives in public relations planning and research. Emphasizes crisis communications and issues management. Also addresses other important management elements of the profession and the advisor/counselor role of the public relations professional.

**NOTE: This course is 5 weeks in length and does not coincide with the semester dates. The course begins on 7/5 and ends on 8/8.**
Bachelor of Arts in Sociology at College of the Canyons

Located on the College of the Canyons (COC) campus, the Bachelor of Arts in Sociology emphasizes the systematic study of human behavior in social groups. It focuses on how people coordinate their activities to achieve both individual and collective goals. Sociology places primary importance on the social group within the larger society and seeks to explain the broad range of human behavior as it is influenced by the social context. Thus, Sociology studies the major issues of our times and seeks to understand their complexity and predict their future. It investigates how patterns of social activity originate, what sustains them, why they take one form rather than another, and how they change.

Career opportunities for Sociology majors abound. Graduates find successful careers as counselors, social workers, family planners, teachers, marketing professionals, law enforcement professionals, consumer researchers, realtors - the list goes on!

Students complete the equivalent of two years of lower division coursework at a community college prior to applying for admission to CSUB. Transfer courses will include all lower division general education requirements, and students are advised to have all general education coursework certified. Sixty transferable semester units or 90 quarter units are required for admission to CSUB.

Learn more: www.csub.edu/eud/sociology

Summer 2017 Course Offerings

SOC 2018 Self and Society (3)
Course #: 51039
Cost: $900
Location: Online
Date/Time: 5/30 – 7/05 (login to Blackboard the first day of class)
Instructor: Prof. D. Arrieta
Email: darrieta@csub.edu

What is a self? How is one acquired? Most people have asked themselves the question, who am I? And perhaps wondered how do I fit in within society? When thinking about these questions, what role does society play in shaping who we are? In this course, we will examine these questions from sociological perspectives and through sociological research on the self. We will explore the interrelation between self and social identity and how these ideas can be applied to student's own experiences and sense of social well-being. Topics for discussion include language and meaning making, socialization, self-esteem, the significance of roles, emotional experience, deviance, and social identities of race, gender, class, and sexual orientation. Students will explore the personal and social implications of defining selfhood in certain ways. Satisfies general education requirement SELF.

NOTE: This course is 5 weeks in length and does not coincide with the semester dates. The course begins on 5/30 and ends on 7/5.

SOC 3040 Sociology of Deviance (3)
Course #: 51040
Cost: $900
Location: Online
Date/Time: 5/30 – 7/05 (login to Blackboard the first day of class)
Instructor: Prof. D. Rasmussen
Email: drasmussen4@csub.edu

This course surveys past and present experiences and perceptions of social deviance in American society. This involves assessing the history and consequences of deviance and deviant behavior specifically as the definition of deviance changes across time and space. The course materials include discussion of the theories sociologists advance to explain deviance, the social and demographic distribution of deviance, and an analysis of the efficacy of social policy designed to control and/or eliminate deviance.

NOTE: This course is 5 weeks in length and does not coincide with the semester dates. The course begins on 5/30 and ends on 7/5.

SOC 4038 Technology and Society (3)
Course #: 51041
Cost: $900
Location: Online
Date/Time: 5/30 – 7/05 (login to Blackboard the first day of class)
Instructor: Prof. A. Sanchez
Email: asanchez49@csub.edu

This course offers a broad introduction to the social dimensions of technology and of emerging information and communication technologies. An emphasis will be placed on the specific historical and cultural contexts that shape practices of technology. Attention will be given to the diverse ways technology shapes social life, including culture, science, the economy, education, and the military. We will also examine how social structures of gender, race, class, sexuality, and nation are reproduced or reconfigured by technology. Satisfies general education Revolutionary Ideas and Innovations upper division Area D.

NOTE: This course is 5 weeks in length and does not coincide with the semester dates. The course begins on 5/30 and ends on 7/5.
Online Fast Track RN to BSN

Health care is rapidly expanding and evolving daily. Advancements in both patient care techniques and the accompanying technology has made the need for quality, highly-educated nurses greater than ever.

The Bachelor of Science in Nursing (BSN) degree is increasingly recognized as the degree that properly prepares nurses for the current healthcare environment. BSN nurses are noted for their skills in critical thinking, leadership, case management, and health promotion.

The Online Fast Track RN to BSN program at CSU Bakersfield will give you the skills to not only meet the demands of modern health care, but will allow you to also advance your career. You will learn concepts of management and leadership that are critical for advancing into management and leadership positions. Through the program, you will also obtain your Public Health Nursing Certificate, which allows you to work in a variety of public health settings.

As health promotion and outpatient programs increase, this certificate will be vital to your career. BSN holders also earn on average 25 percent more than their Associate Degree in Nursing (ADN) counterparts.

The Fast Track Format
The Online Fast Track RN to BSN program allows students to complete the program in as little as one year.

Learn more: www.csub.edu/eud/rntobsn

Summer 2017 Course Offerings

NURS 4210 Healthcare Ethics (3)
Course #: 51029
Cost: $1650
Location: Online
Date/Time: 5/30 – 8/8 (login to Blackboard the first day of class)
Instructor: Dr. A. Huynh
Email: ahuynh@csub.edu

The ethics of providing appropriate healthcare is a global problem. This course will review the history of ethical theory, bioethics, and decision-making models. The student will be challenged to apply bioethics and decision-making to various dilemmas confronting populations across cultures and the lifespan and the providers who care for them. Both classical and newly evolving dilemmas involving healthcare recipients and/or providers will be the primary focus of discussion.

Prerequisites: Advanced Composition (ENGL 1109) and Critical Thinking (PHIL 1019, 2019, or SOC 1018).

NURS 4220 Community and Public Health Nursing Theory (RN-BSN) (3)
Course #: 51030
Cost: $1650
Location: Online
Date/Time: 5/30 – 8/8 (login to Blackboard the first day of class)
Instructor: Prof. J. Yadon, Prof. K. Urso
Email: jyadon2@csub.edu, kurso@csub.edu

Principles, theories, and concepts of community/public health nursing are utilized to generate an understanding of the roles and functions of community health nurses. Focus is given to the nursing process and examination of cultural, environmental, and social systems in order to promote maximum health status of individuals, families, groups, communities, and populations. This course is designed to encourage critical thinking necessary to perform competently in community/public health nursing.

Prerequisite: NURS 3250. Corequisite: NURS 4221. RN-BSN students only.

NURS 4221 Community and Public Health Nursing Clinical (RN-BSN) (3)
Course #: 51032
Cost: $1650
Location: Online
Date/Time: 5/30 – 8/8 (login to Blackboard the first day of class)
Instructor: Staff TBD
Email: N/A

Concepts and theories of community and public health nursing are utilized in the application of the nursing process to individuals, families, groups, communities, and populations. Physiological, socio-cultural, psychological, environmental, and political influences are examined in the delivery of effective community health nursing care.

Prerequisite: NURS 3250. Corequisite: NURS 4220. RN-BSN students only.
Online Master of Arts in Education: Curriculum & Instruction

Develop your leadership skills and build on a strong foundation of collaboration, advanced problem solving, and analytical thinking that will take you to the next level of becoming a transformational educator! The Curriculum & Instruction degree emphasizes the core concepts of equity, educational technology integration, and the 4 C’s (critical thinking, creativity, communication, and collaboration) that will give you the knowledge and confidence to lead school reform and improve student learning, as well as benefiting the larger community.

Upon completion of the degree, you will have mastered the skills to become an effective and influential leader in your educational institution.

▶ Learn more: www.csub.edu/eud/ci

Summer 2017 Course Offerings

EDCI 6100 Research Methods for Educational Leaders (3)
Course #: 51017
Cost: $1260
Location: Online
Date/Time: 5/30 – 8/8 (login to Blackboard the first day of class)
Instructor: Dr. B. Evans-Santiago
Email: bevans9@csub.edu

The course is intended to give educators and teachers as leaders (pre-service, in-service, beginning teachers, mentoring teachers) an opportunity to explore their collaborative roles as researchers in various school settings. It also provides them with a base for decision-making processes regarding effective instructional strategies and treatments. Using a self-reflective systematic and scholarly inquiry, the course offers participants an opportunity to formulate meaningful research questions, identify appropriate methods to use in answering a variety of research questions, and design and implement an action plan for change as they reflect on current practice. This class will help participants to play their optimal roles as researchers and instructional leaders in their diverse schools.

EDCI 6200 Teaching for Diversity and Social Justice (3)
Course #: 51018
Cost: $1260
Location: Online
Date/Time: 5/30 – 8/8 (login to Blackboard the first day of class)
Instructor: Dr. A. LaGue
Email: alague@csub.edu

This course is intended to provide candidates an advanced exploration of the various critical issues pertaining to social justice and diversity in the American education system. It will provide a foundation for building the understanding and skills candidates will need to develop culturally relevant curriculum and pedagogy for all students. The course will build educational leadership skills and engage candidates in challenging social inequities in schools and their broader communities.

EDCI 6300 Educational Leadership (3)
Course #: 51019
Cost: $1260
Location: Online
Date/Time: 5/30 – 8/8 (login to Blackboard the first day of class)
Instructor: Dr. S. Schmidt
Email: sschmidt3@csub.edu

This online course focuses on the educational leadership paradigms to define teacher roles as professionals and leaders in schools. It also helps participants develop knowledge and skills in educational leadership as they supervise, coach, mentor, network, and collaborate with other participants in the school community.

EDCI 6400 Curriculum Teaching for Diversity and Social Justice (3)
Course #: 51020
Cost: $1260
Location: Online
Date/Time: 5/30 – 8/8 (login to Blackboard the first day of class)
Instructor: Dr. A. Alteparmakian
Email: aalteparmakian@csub.edu

This course focuses on the development of curriculum at the K-12 level. Students will explore research and theory of curriculum revision and the principles of curriculum development and design. The development of needs assessments and analysis of results to inform curriculum transformation is covered in depth. Emphasis is on the interdependence of assessment, data and curriculum planning on student achievement.
Online MA - Curriculum & Instruction
Summer 2017 Course Offerings Continued

EDLT 6400 Comprehension Strategies, Assessment, and Intervention (3)
Course #: 51021
Cost: $1260
Location: Online
Date/Time: 5/30 – 8/8 (login to Blackboard the first day of class)
Instructor: Dr. M. Suleiman
Email: msuleiman@csub.edu

This course focuses on the place of comprehension as one of the most significant aspects of promoting a culture of literacy. Current theory and research on the relationship between comprehension and literacy acquisition/proficiency are explored. Instructional/intervention strategies and materials to support comprehension for all students, including English Learners and students with special needs at the early, intermediate, and fluent levels are studied. Specific topics include background knowledge, culturally responsive pedagogy, response to intervention, concept formation, vocabulary development, narrative and expository text structure analysis, independent reading, and cross-cultural practices.

EDCI 6710 Advanced Topics: Standardized Testing & Data Driven Decision Making (3)
Course #: 51022
Cost: $1260
Location: Online
Date/Time: 5/30 – 8/8 (login to Blackboard the first day of class)
Instructor: Dr. K. Patino
Email: kpatino@csub.edu

Offered as an optional course in the Curriculum and Instruction Master's program, this in-depth study of the history and purpose of standardized testing in education will serve as the foundation for discussing and evaluating implementation strategies and assessment tools. Print and video gathered from a wide array of sources will be used with the focus being on the immediate application of learning.

Culminating Activity
If you are ready to register for your Culminating Activity, please email Raushel Salyards (rsalyards@csub.edu) to discuss your options and to obtain your registration documents.

EDCI 6710 Advanced Topics: Extending Beyond the Common Core: Next Generation Science Standards, English Language (3)
Course #: 51023
Cost: $1260
Location: Online
Date/Time: 5/30 – 8/8 (login to Blackboard the first day of class)
Instructor: Dr. G. Ramirez
Email: gramirez2@csub.edu

Offered as an optional course in the Curriculum and Instruction Master's program, this in-depth study of the origin and design of the Next Generation Science Standards and Next Generation ELD Standards and their impact on instruction will serve as the foundation for discussing and evaluating implementation strategies and assessment tools. Print and video gathered from a wide array of sources will be used with the focus being on the immediate application of learning.
Online Master of Science in Administration (MSA)

At CSU Bakersfield, we believe that Leadership is Learned and is a vital trait for anyone seeking career advancement or any organization seeking focus and direction.

As an outcome-driven program, the online Master of Science in Administration (MSA) not only provides the management theories and principles used by successful leaders around the globe, but also their application – giving students the opportunity to put theory into practice.

Dedicated students can complete the challenging master’s program in as little as 12 months. The MSA is delivered entirely online, allowing students to keep their day job while enhancing their mobility and salary potential.

The curriculum is comprehensive. The faculty is world-class. Whether you are located in Bakersfield or around the globe, the online MSA at CSUB will give you the tools to become a dynamic and effective leader in your organization.

Learn more: www.csub.edu/msa

Summer 2017 Course Offerings

**ADM 5120 Leadership (3)**
- **Course #:** 51027
- **Cost:** $1350
- **Location:** Online
- **Date/Time:** 5/30 – 8/8 (login to Blackboard the first day of class)
- **Instructor:** Dr. R.S. Daniels
- **Email:** rdaniels@csub.edu

This course is designed to prepare students to understand and be successful in leadership roles. Topics include historical and contemporary models of leadership, effective leadership behaviors, power and influence, change process, self-assessment, personal character in leadership, and leadership in the future. Upon completion of the course, students should be able to assess their own strengths and weaknesses as a leader, inspire and motivate others toward a common purpose, and articulate a personal vision for organizational leadership.

**ADM 5140 Benefit-Cost Analysis (3)**
- **Course #:** 51028
- **Cost:** $1350
- **Location:** Online
- **Date/Time:** 5/30 – 8/8 (login to Blackboard the first day of class)
- **Instructor:** Dr. A Hegde
- **Email:** shegde@csub.edu

Techniques for evaluating the benefits and costs of projects and policies. Topics include time value of money and financial math, decision rules, expected inflation and relative price changes, discount rates, after-tax analysis, replacement analysis, risk and uncertainty, input constraints and benefit-cost ratios, and use of cost-effectiveness analysis when goals are mandated. Upon completion of the course, students should be able to use benefit-cost analysis to evaluate projects, utilize spreadsheets to make benefit-cost calculations, and concisely report the assumptions and conclusions of a benefit-cost analysis.
Drug and Alcohol Studies Certificate Program (DAS)

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, LCSW, RN). 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.

Learn more: www.csub.edu/eud/das

Summer 2017 Course Offerings

BEHS 8050 Chemical Dependency Counseling: Individual, Family, and Group (4.5)
Course #: 51033
Cost: $500
Location: BDC 401C (EUD)
Date/Time: 5/31 – 7/19; Mon/Wed 6 – 9 p.m.
Instructor: John French
Email: jfrench@csub.edu

Required Text:
- Substance Abuse Counseling: Theory and Practice (5th Edition) by Stevens, P. and Smith, R. L.

This course examines the theories of chemical dependency counseling as they apply to individuals, families, and groups. The course also explores the objectives of chemical dependency counseling, including techniques that direct the client to explore his/her chemical dependency problems and outcomes and helps motivate the client towards appropriate decision making for recovery. Appropriate treatment settings and limitations of counselor practice are also examined.

Prerequisite: BEHS 801 or 8010 and BEHS 808 or 8080 or instructor approval.

Geographic Information Systems Certificate Program (GIS)

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 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.

Learn more: www.csub.edu/eud/gis

Summer 2017 Course Offerings

GEOG 8010 Introduction to Map Design (4.5)
Course #: 51037
Cost: $850
Location: SCI-III 239
Date/Time: 5/30 – 8/8; Tues/Thurs 5:30 – 8 p.m.
Instructor: Luke Hamlin
Email: lhamlin@csub.edu

Required Text:

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.
### 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.

›Learn more: www.csub.edu/eud/safety

### Summer 2017 Course Offerings

**BA 8020 Advanced Occupational Safety & Risk Management (2)**

- **Course #**: 51034
- **Cost**: $700
- **Location**: BDC 401C (EUD)
- **Date/Time**: 5/30 – 6/27; Tuesdays 5:30 – 9:30 p.m.
- **Instructor**: Lee'o Whisenant
- **Email**: leeo.whisenant@gmail.com

**Required Text:**
- Continue using textbooks from BA 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.

**Prerequisite:** BA 801 or 8010 with a C or better or instructor approval.

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### Online Continuing Education Courses for Educators Offered in partnership with VESi

CSUB Extended University has partnered with Virtual Education Software, Inc., to offer graduate-level continuing education courses for K – 12 educators 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.

All courses are compatible on most devices. **Cost is $165 per unit.**

›Learn more: www.csub.edu/eud/vesi

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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.

This 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 the 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 Paralegal Certificate Course and Advanced Paralegal Certificate Course 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!
- May 1 – June 16, 2017
- June 26 – August 11, 2017
- August 21 – October 6, 2017
- October 16 – December 1, 2017

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

Learn more: www.csub.edu/eud/paralegal

Computer Technician Certificate

About the Program
The program curriculum was developed in partnership with the Computer Technology Industry Association (Comp TIA). This program is designed to prepare students for the Comp TIA A+ certification exams. The training is offered entirely online, providing 24/7 access to all material and allowing you to progress through the curriculum on your own schedule and at your own pace.

Students learn about hardware, operating systems, networking, security, and troubleshooting as well as more specialized topics such as mobile devices, laptops, and printers.

Who is this Program for?
This program is designed for beginners as well as those with a basic knowledge base, as there are no specific skills or experience required as a prerequisite for entry into the Computer Technician program.

The Computer Technician Certificate program at CSUB requires the following:
- Be at least 18 years of age
- Have a high school diploma or a General Education Development (GED) Certificate, or pass the Career Step Pre-Enrollment Assessment Test.

For more information, call Career Step at (877) 225-7151 or visit www.careerstep.com/csub

Required Coursework
There are 305 completion hours required and the program is broken into modules, or course subjects, all of which focus on helping you build the essential knowledge and skills of a computer technician. The curriculum is built on the exam objectives published by CompTIA, and the midterm and final exams are even designed as mock exams that mirror the A+ exams so you can measure your readiness for the certification exams. This format ensures that you’ll be prepared to earn your CompTIA A+ certification immediately upon completion.

Registration
To register for the Computer Technician Certificate program, please visit www.careerstep.com/csub or call Career Step at (877) 225-7151 for more information.

Learn more: www.csub.edu/eud/computertech
Medical Coding and Billing Certificate

About the Program
The Medical Coding and Billing Certificate program is offered entirely online, providing 24/7 access to all material and allowing you to progress through the curriculum on your own schedule and at your own pace. The curriculum was developed by American Health Information Management Association (AHIMA)-Approved ICD-10-CM/PCS Trainers as well as a number of other experts with decades of experience working in and teaching medical coding. This experience has led us to a 3-part program design:

Foundations
This first section of the program will teach you things like computer fundamentals, the health information management process, and reimbursement methodologies to ensure you thoroughly understand how medical coding fits within healthcare and have the basics down.

Biomedical Sciences
In order to correctly assign codes, you’ll need a good understanding of medical terminology, anatomy, pathophysiology, and pharmacology, and this section of the course teaches all of that from a coding perspective.

Code Training
This final section introduces you to all of the different code sets and teaches you how to use them. You’ll practice coding actual medical records and reports (provided by our employer partners) and use the 3M encoding software so you have lots of hands-on experience and graduate ready to earn your credential and start working.

Who is this Program for?
This program is designed for beginners, as there are no specific skills or experience required as a prerequisite for entry into the Medical Coding and Billing program. The Medical Coding and Billing Certificate program at CSUB requires the following:

- Be at least 18 years of age
- Have a high school diploma, or a General Education Development (GED) Certificate

For more information, call Career Step at (877) 225-7151 or visit www.careerstep.com/csub

Required Course Work
The Medical Coding and Billing Certificate program requires 640 completion hours. The program is broken into modules, or course subjects, and has been designed by experts with decades of experience working in and teaching medical coding.

Registration
To register for the Medical Coding and Billing Certificate program, please visit www.careerstep.com/csub or call Career Step at (877) 225-7151 for more information.

Learn more: www.csub.edu/eud/medicalcoding

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Medical Transcription and Editing Certificate

About the Program
The Medical Transcription and Editing Certificate program is offered entirely online, providing 24/7 access to all material and allowing you to progress through the curriculum on your own schedule and at your own pace. The program is broken into modules, or course subjects, with the first half devoted to building your knowledge base while the second half is an extensive practicum designed to help you gain the practical experience you need.

Who is this program for?
This program is designed for beginners, as there are no specific skills or experience required as a prerequisite for entry into the Medical Transcription and Editing program.

The Medical Transcription and Editing Certificate program at CSUB requires the following:

- Be at least 18 years of age
- Have a high school diploma, or a General Education Development (GED) Certificate

For more information, call Career Step at (877) 225-7151 or visit www.careerstep.com/csub

Required Coursework
The Medical Transcription and Editing Certificate program requires 640 completion hours. Included in the 640 hours are 41 hours of real-life doctor dictations included in the Medical Transcription program and the medical transcription section of the Medical Transcription Editor program. These dictations cover a wide variety of medical specialties as well as the full spectrum of doctor accents and dictation style. The Medical Transcription Editor program also includes 16 hours of additional dictation in the editing practicum section.

Registration
To register for the Medical Transcription and Editing Certificate program, please visit www.careerstep.com/csub or call Career Step at (877) 225-7151 for more information.

Learn more: www.csub.edu/eud/medicaltranscription
Degree Program Policies and Information

Graduation Deadlines
All graduates must submit an Application for Graduation, whether or not you intend to participate in commencement ceremonies. All deadlines, as well as the application forms and fee requirements, are listed at www.csub.edu/admissionsandaid/graduation/. Complete the application and return with payment to the Extended University office. Applications can be received via email, fax, or mail. Payment can be submitted in the form of personal check or paid online through your myCSUB account. We will ensure the appropriate documentation is included with your application prior to forwarding it to the office of Admissions and Records for processing. If you submit your application directly to Admissions and Records, you could face additional delays in processing.

Advising
Advising is available each semester online (via email) and phone. It is very important that all students participate in email advising. Aside from ensuring you are taking the appropriate classes to graduate, you are also given information regarding upcoming scheduling plans and graduation information. Undergraduate students should contact Dalia Ramirez at dramirez54@csub.edu and Graduate students should contact Raushel Salyards at rsalyards@csub.edu for advising.

Professional and Continuing Education Policies and Information

Application Deadline for Certificate Programs – July 1, 2017
- Advanced Occupational Safety and Risk Management
- Drug & Alcohol Studies
- Geographic Information Systems
- Human Resource Management
- Occupational Safety and Risk Management
- Project Management
- Pharmacy Technician
- Workers’ Compensation Law

Paralegal Studies – Has multiple deadlines throughout year, refer to website: www.legalstudies.com/vendor/csu-bakersfield-ext-u/

CareerStep – enroll anytime for the programs below at www.careerstep.com/csub
- Professional Medical Coding and Billing with PCS
- Medical Transcription and Editing
- Computer Technician

Please refer to Extended University – General Policies section for registration, payment, drop, and refund policies and deadlines.

Extended University General Policies

Important Dates:
Summer Semester 2017: May 30 – August 8
July 4th – Independence Day – Campus Closed

CSUB Student Email
All CSUB students have been assigned an official university email account. All correspondence between the university and students will be conducted through the assigned account. Students are responsible for checking this email regularly. For assistance with your CSUB email account, please contact the Help Desk at (661) 654-2307.

Registration & Payment:
As some classes fill rapidly, registrations are date stamped for the purpose of class limits and priority registration. Determination is made at the first class meeting whether enrollments justify the continuance of the class.

By Mail
Complete registration form and mail with full payment to:
CSUB Extended University
9001 Stockdale Highway – 30 BDC
Bakersfield, CA 93311-1022
(Forms of payment accepted: personal check, Mastercard or Visa, or money order)

Online via myCSUB
(May not be available for first-time degree program students)
To Register: Go to my.csub.edu and login using your NetID and password. Step-by-Step instructions on how to register can be found here: www.csub.edu/training/student/index.html
Extended University
General Policies Continued

If your attempts are unsuccessful when trying to register via myCSUB, you will have to submit a Registration form an alternate way listed.

To Make a Payment: Once logged in myCSUB, from your Student Center, click on Account Inquiry in the Finances section. Your Account Summary appears. If you have outstanding charges, it will show the charges due. The What I Owe section provides a breakdown of the charges. To make a payment, click the Make A Payment link.

In-Person
Please visit us at the CSUB Extended University office during regular business hours- typically Monday - Friday, 8 a.m. - 5 p.m. Please call (661) 654-2441 for operating hours during the summer and winter holidays.
9001 Stockdale Highway - BDC Building C
Bakersfield, CA 93311-1022

Fax/Email
You may fax your registration form to (661) 654-2447 or email your advisor. For security reasons, do not include your payment information.

Payment must be submitted via mail, myCSUB, or in-person. We cannot accept payment information via fax, email, or over the phone.

Returned Check Policy
A returned check charge of $25 is assessed for a check returned to the cashier unpaid by the bank for any reason. A stop payment order of a check does not constitute an official withdrawal nor does it relieve the student’s financial obligation for the course.

Drop Policy for Summer 2017 Semester
10-Week Courses: May 30 – August 8
June 6 - Last day to add classes
June 15 - Last day to withdraw from classes without a “W” being recorded
July 13 - Last day to withdraw from classes for a serious and compelling reason; Requires approval from instructor and Extended University Division

5-Week Courses Session I: May 30 – July 5
June 1 - Last day to add classes
June 7 - Last day to withdraw from classes without a “W” being recorded
June 15 - Last day to withdraw from classes for a serious and compelling reason; Requires approval from instructor and Extended University Division

5-Week Courses Session II: July 5 – August 8
July 10 - Last day to add classes
July 17 - Last day to withdraw from classes without a “W” being recorded
July 20 - Last day to withdraw from classes for a serious and compelling reason; Requires approval from instructor and Extended University Division

Refund Policy for Summer 2017 Semester
If the course is canceled for any reason, student will receive a 100% refund. Failure to withdraw from a course in which one is officially registered but does not complete will result in a grade of F or No Credit.

10-Week Courses: May 30 – August 8
Course cancellation - 100% refund
On or before June 3 - 100% refund
On or before June 20 - 60% refund
After June 20 - No refund

5-Week Courses Session I: May 30 – July 5
Course cancellation - 100% refund
On or before June 3 - 100% refund
On or before June 8 - 60% refund
After June 8 - No refund

5-Week Courses Session II: July 5 – August 8
Course cancellation - 100% refund
On or before July 9 - 100% refund
On or before July 14 - 60% refund
After July 14 - No refund

Refunds are based on the date when the official withdrawal is received in the Extended University office. If you need to drop a class, you may do so via your myCSUB account, in person, email, fax or mail through the Extended University office, (661) 654-2441. The day you drop online or when the form is received is the official date of withdrawal and determines the amount of refund, if any. Allow up to six weeks for refunds to be processed. If you do not receive your refund by that time, please call the Extended University office at (661) 654-2441. A delay in dropping online or submitting required forms may result in a reduced refund and/or subject to $25 administrative fee.

Nondiscrimination
CSUB Extended University 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.
Extended University
General Policies Continued

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

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.