**COMPUTER BASED/ON-LINE CONTINUING EDUCATION FOR TEACHERS**

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.

TO REGISTER: for one or more courses, please contact us at (661) 654-2441. You can download a registration form at www.csub.edu/extension or request one by e-mail at extensionprogram@csub.edu.

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.

Cost is $160 per unit and you are awarded quarter unit credit*.

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>COURSES OFFERED</th>
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<tbody>
<tr>
<td>EDCI 604</td>
<td>Advanced Classroom Management: Children as Change Agents</td>
<td>3</td>
</tr>
<tr>
<td>EDCI 509A</td>
<td>Attention Deficit Disorder: Information &amp; Interventions for Effective Teaching</td>
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</tr>
<tr>
<td>EDCI 508</td>
<td>Behavior is Language: Strategies for Managing Disruptive Behavior**</td>
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<tr>
<td>EDSP 604</td>
<td>Child Abuse: Working with Abused &amp; Neglected Children**</td>
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<tr>
<td>EDUC 595</td>
<td>Drugs &amp; Alcohol in Schools: Understanding Substance Use &amp; Abuse**</td>
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<tr>
<td>EDCI 520</td>
<td>Educational Assessment: Assessing Student Learning in the Classroom</td>
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<tr>
<td>EDCS 605</td>
<td>Infant &amp; Toddler Mental Health: Issues &amp; Information for Educators</td>
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<tr>
<td>EDCI 596</td>
<td>Talented &amp; Gifted: Working with High Achievers**</td>
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</tr>
<tr>
<td>EDCI 588</td>
<td>Teaching Diversity: Influences &amp; Issues in the Classroom</td>
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</tr>
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<td>EDCI 596</td>
<td>Traumatized Child: The Effects of Stress, Trauma, &amp; Violence on Student Learning</td>
<td>3</td>
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<td>Understanding Aggression: Coping with Aggressive Behavior in the Classroom</td>
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<td>Violence in Schools: Identification, Prevention, &amp; Intervention Strategies</td>
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<td>Ethics &amp; Safety in Education</td>
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<tr>
<td>EDCI 605</td>
<td>Reading and Writing in Content Area</td>
<td>3</td>
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<tr>
<td>EDCI 605</td>
<td>Reading Fundamentals #1</td>
<td>3</td>
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<tr>
<td>EDCI 605</td>
<td>Reading Fundamentals #2</td>
<td>3</td>
</tr>
<tr>
<td>EDCI 605</td>
<td>Reading Fundamentals #3</td>
<td>4</td>
</tr>
<tr>
<td>EDCI 605</td>
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<td>3</td>
</tr>
<tr>
<td>EDCI 605</td>
<td>Try DI!: Planning &amp; Preparing a Differentiated Instruction Program</td>
<td>4</td>
</tr>
<tr>
<td>EDCI 605</td>
<td>Why DI?: An Introduction to Differentiated Instruction**</td>
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</tr>
<tr>
<td>EDCI 605</td>
<td>Understanding and Implementing Common Core Standards**</td>
<td>4</td>
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</tbody>
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To view a syllabus for any of these courses please visit http://www.virtualeduc.com/csub

*Courses are not applicable towards a degree at CSU, Bakersfield

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Policies/Regulations ................................................................................. 7  

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### Extension Programs Staff

**Kelly Mallon, Director**  
(661) 654-6148  
kmallon@csub.edu

**Samantha Monsalvo, Student Assistant**  
(661) 654-6350  
samantha_monsalvo@firstclass1.csubak.edu

**Extension Programs Web site**  
www.csub.edu/extension

**Extension Programs E-mail Address**  
extensionprograms@csub.edu

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### Extended University  
**General Information**

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

**Office Hours First Week of Each Quarter:**  
Monday through Thursday  8:00 a.m. to 6:00 p.m.  
Friday  8:00 a.m. to 5:00 p.m.

**Phone Numbers:**  
Main Number: (661) 654-2441  
Fax Number: (661) 654-2447

**Mailing Address:**  
Extended University Division  
30 BDC  
9001 Stockdale Highway  
Bakersfield, CA  93311-1022

**Web site:**  
www.csub.edu/eud

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# Drug and Alcohol Studies Certificate Program

<table>
<thead>
<tr>
<th>CLASS NBR</th>
<th>COURSE</th>
<th>CLASS INFORMATION</th>
<th>COST</th>
</tr>
</thead>
<tbody>
<tr>
<td>82909</td>
<td>BEHS 800 3.0 CEU/30 HOURS PROFESSIONAL WRITING FOR THE CDC</td>
<td>Monday September 15 to November 17 6:00 - 9:00 p.m. Room: TBA Instructor: D. Blackwood</td>
<td>$350</td>
</tr>
<tr>
<td>82910</td>
<td>BEHS 801 4.5 CEU/45 HOURS INTRODUCTION TO CHEMICAL DEPENDENCY COUNSELING (New Students Must Take This Course) Required Text: Substance Abuse: Information for School Counselors, Social Workers, and Counselors by Gary L. Fisher and Thomas C. Harrison Prerequisites: Formal admittance to the Drug and Alcohol Studies Program</td>
<td>Wednesday September 17 to November 19 6:00 to 10:00 p.m. Room: BDC-401C (EUD Classroom) Instructor: D. Blackwood</td>
<td>$375*</td>
</tr>
<tr>
<td>82911</td>
<td>BEHS 803 4.5 CEU/45 HOURS LAW AND ETHICS Required Text: The Essentials of California Mental Health Law by Stephen H. Behnke; and Issues and Ethics in the Helping Professions by Gerald Corey Prerequisites: BEHS 800 and 801</td>
<td>Tuesday September 16 to November 25 6:00 to 10:00 p.m. Room: TBA Instructor: K. Wheelan</td>
<td>$350</td>
</tr>
<tr>
<td>82912</td>
<td>BEHS 804 4.5 CEU/45 HOURS INTRODUCTION TO CASE MANAGEMENT Required Text: Global Criteria: The 12 Core Functions of the Substance Abuse Counselor by John W. Herdman Prerequisites: BEHS 800 and 801</td>
<td>Wednesday September 17 to November 19 6:00 to 10:00 p.m. Room: TBA Instructor: E. Moss</td>
<td>$350</td>
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<tr>
<td>82914</td>
<td>BEHS 805 4.5 CEU/45 HOURS CHEMICAL DEPENDENCY COUNSELING: INDIVIDUAL, FAMILY, AND GROUP COUNSELING Required Text: Essential Interviewing: A Programmed Approach to Effective Communication by David R. Evans; Substance Abuse Counseling Theory and Practice by Patricia Stevens and Robert L. Smith. Prerequisites: BEHS 800, 801, 802, 803, 804, 808, 809</td>
<td>Monday September 15 to November 17 6:00 to 10:00 p.m. Room: BDC-401C (EUD Classroom) Instructor: E. Eggert</td>
<td>$350</td>
</tr>
<tr>
<td>82915</td>
<td>BEHS 806 4.5 CEU/45 HOURS PERSONAL AND PROFESSIONAL GROWTH Required Text: Becoming Naturally Therapeutic by Jacquelyn Small Prerequisites: BEHS 800, 801, 802, 803, 804, 808, 809</td>
<td>Tuesday September 16 to November 25 (No class November 11 - Holiday) 6:00 - 10:00 p.m. Room: BDC-401C (EUD Classroom) Instructor: R. Bishop</td>
<td>$350</td>
</tr>
</tbody>
</table>

For course descriptions visit our web site at www.csub.edu/extension.

Register by September 12 to avoid a $25 late fee.

The CSUB Extended University Drug and Alcohol Studies Program is an approved program by CFAAP/CAADAC® through the year 2016.
MANAGING HUMAN RESOURCES CERTIFICATE PROGRAM

This certificate program consists of three courses and is meant to provide working professionals with practical, hands-on professional development in the field of human resource management.

The program sequence begins in Fall with the Basic course. The Intermediate course will follow in Winter quarter and finishes in Spring quarter with the Advanced course. All three courses must be completed to receive a certificate of completion.

To acquire an application please visit our web site at www.csub.edu/extension or call our office at (661) 654-2441 or visit us in person during regular business hours.

<table>
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<tbody>
<tr>
<td>82916</td>
<td>BA 803 3.0 CEU/30 HOURS MANAGING HUMAN RESOURCE - BASIC</td>
<td>Wednesday September 17 to November 19 6:00 - 9:00 p.m. Room: DLC 402 Instructor: T. See</td>
<td>$400</td>
</tr>
</tbody>
</table>

This practical, interactive class is designed to give a basic, realistic view of human resource management.

Topics to be explored include:
- Federal and State Labor Laws
- Legal Reporting and Compliance
- Job Analysis
- Designing Job Descriptions and Specifications
- Recruiting Channels
- Basic Interviewing
- Assessments
- Selection

About the Instructor:
Tom See has over thirty years in the people business. He has a bachelor's degree in Business Administration from Cal Poly San Luis Obispo and a Master's Degree in Public Administration from CSUB. He was on the American Arbitration Association’s Panel of Labor Arbitrators. He started his own consulting company, Tom See & Associates, in 1994. Tom’s “mission” is to help companies develop their strategic business plan and weave human capital and quality processes throughout that plan. He specializes in helping Family Owned Businesses.

On-line registration is now available for this program. You will be sent instructions, after your application has been accepted, on how to register on-line via myCSUB.

Register by September 12 to avoid a $25 late fee.
PROJECT MANAGEMENT CERTIFICATE PROGRAM

The certificate program is offered completely on-line via Blackboard®. It 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.

The course content is based on A Guide to the Project Management Body of Knowledge (PMBOK® Guide) published by the Project Management Institute (PMI®).* Project Management Professional (PMP®) Certification is available through the Project Management Institute.

CSUB Extended University is a designated Global Registered Education Provider by the Project Management Institute®. Candidates can satisfy educational contact hour requirements by enrolling in the entire certificate program or the individual courses.

To acquire an application please visit our web site at www.csub.edu/extension or call our office at (661) 654-2441.

All courses are taught by Dr. R. Dohn Kissinger, MBA, PhD, PMP²
Dr. Kissinger has over 25 years of business and project management experience, and is the developer of The 7 Steps of Project Success™. He was awarded an MBA at California State University, Sacramento and a PhD in Engineering from Purdue University. He is certified as a Microsoft Certified Technology Specialist (MCTS) in both Microsoft Project and Microsoft Project Server, as a Microsoft Certified IT Professional (MCITP) in Enterprise Project Management, as a Six Sigma Green Belt by the American Society for Quality (ASQ), and as a Project Management Professional (PMP) and Scheduling Professional (PMI-SP) by the Project Management Institute (PMI).

<table>
<thead>
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<th>DATES</th>
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<tbody>
<tr>
<td>82917</td>
<td>MGMT 801 1.2 PDU/12 HOURS INTRODUCTION TO PROJECT MANAGEMENT</td>
<td>Sept. 16 to Oct. 6</td>
<td>$235</td>
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<tr>
<td>82918</td>
<td>MGMT 802 1.6 PDU/16 HOURS PROJECT PLANNING AND SCHEDULING</td>
<td>Oct. 7 to Nov. 3</td>
<td>$315</td>
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<tr>
<td>82919</td>
<td>MGMT 803 1.2 PDU/12 HOURS MANAGING THE PROJECT TEAM</td>
<td>Nov. 4 to 24</td>
<td>$235</td>
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</tbody>
</table>

On-line registration is now available for this program. You will be sent instructions, after your application has been accepted, on how to register on-line via myCSUB.

REFUND 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.

*PMI® and PMBOK® are registered trademarks of the Project Management Institute, Inc.
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:
Download and complete an Extended University Registration Form from web site at www.csub.edu/eud

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 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.

HOW TO CONTACT US:
By Phone: (661) 654-2441
By Fax: (661) 654-2447
By E-mail: extensionprograms@csub.edu
Website: www.csub.edu/extension
Mailing Address:
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