Welcome to the fall 2017 catalogue of Extended University courses at CSUB. Each year we offer programs and courses that can help you advance in your career, change careers, or enter a new field of work.

Today, more than ever before, mid-career professionals need to keep their skills up to date. Changes in technology, policies, and best practices continue to evolve, whatever your field of work. We bring you courses taught by university professors and other recognized experts. In some cases, instructors will be practitioners in their field. They bring insights into practical issues that you face every day.

In your courses, you will also have a chance to meet and network with fellow professionals. These networking opportunities can lead to new career options and to resources that can support you in your work.

I’ve mentioned many of the career advantages that come with continuing your education. And these motivate most of us as adults to return to school. But adult education also offers an opportunity to exercise our brains, share ideas with others, and learn something new. Adult education differs from most of your past experience with school. Instructors value the input of adult students. You will work in groups, get involved in discussions, bring your experience to the classroom.

In the case of online programs, you can work at your own pace, at your own time, guided by the instructor. Online education offers flexibility, but also a chance to work with others virtually. Many adults find that online programs fit their busy lives.

So, you have many reasons to get back in the education game – professional development, personal development, and the joy of learning. We look forward to seeing you in one of our programs this fall.

Regards,

Mark Novak, Dean
Fall 2017

Important Dates & Deadlines

Upcoming Term Dates:
Fall 2017:
- 16-Week Session: August 28 - December 19
- 8-week Session I: August 28 - October 20
- 8-Week Session II: October 23 - December 19

Spring 2018:
- January 22 - May 18, 2018

Drop Policy for Fall 2017 Term
16-Week Course: August 28 – December 19
- September 06 - Last day to add classes
- September 25 - Last day to withdraw from classes without a “W” being recorded
- November 09 - Last day to withdraw from classes for a serious and compelling reason*

8-Week Course Session I: August 28 – October 20
- September 01 - Last day to add classes
- September 11 - Last day to withdraw from classes without a “W” being recorded
- September 28 - Last day to withdraw from classes for a serious and compelling reason*

8-Week Course Session II: October 23 – December 19
- October 27 - Last day to add classes
- November 6 - Last day to withdraw from classes without a “W” being recorded
- November 22 - 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 refer to page 49 for Refund Policy. Please consult the academic calendar at csub.edu for the most up-to-date information.

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.
B.A. in Communications
(College of the Canyons)

B.A. in Communications (College of the Canyons), 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 must complete the equivalent of two years of 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 ninety quarter units are required for admission to CSUB.

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

Fall 2017 Course Offerings

COMM 3000 Theories of Communication (3)
Course #: 82984
Cost: $900
Location: Online
Date/Time: 8/28 – 12/19 (log into Blackboard the first day of class)
Instructor: Dr. D. Simmons
Email: dsimmons2@csub.edu

How theories are constructed. Survey of theoretical approaches to communication drawing on the social sciences and humanities.

Prerequisite: COMM 2020 or the equivalent for majors.

COMM 3008 Technical & Report Writing (3)
Course #: 82986
Cost: $900
Location: Online
Date/Time: 8/28 – 12/19 (log into Blackboard the first day of class)
Instructor: Prof. M. Slaughter
Email: mslaughter@csub.edu

Extensive practice in writing clearly and persuasively in technical and specialized forms such as reports of experiments, abstracts, business reports and proposals, letters, memoranda.

Prerequisite: ENGL 1109 or the equivalent with a grade of “C-” or better and upper division standing. Satisfies General Education requirement GWAR.
COMM 3010 Mass Media Law (3)
Course #: 82985
Cost: $900
Location: Online
Date/Time: 8/28 – 12/19 (log into Blackboard the first day of class)
Instructor: Prof. J. Pratt
Email: jpratt@csub.edu

Designed to broaden the student’s understanding of laws that pertain to the mass media. Philosophical appreciation of the legal framework within which the mass media operates and pragmatic familiarity with the legal problems most often encountered by journalists and related professionals is anticipated. The course will examine the development of the law regarding the First Amendment to the U.S. Constitution and such related legal areas such as libel, obscenity, censorship, privacy, free press and fair trial, journalist’s privilege, the right of access to government information, access to the press, the doctrine of commercial speech (advertising), and copyright.

COMM 3058 Intercultural Communications (3)
Course #: 82987
Cost: $900
Location: TBD
Date/Time: 8/28 – 12/19
Instructor: TBD
Email: TBD

This course is designed to enhance the student’s understanding of the importance of culture in human interaction and the linkages between communication and culture. Interdisciplinary approaches examine the influence different cultural backgrounds have on communication in everyday life, social service encounters, business, and international services. Satisfies General Education Sustainability and Justice upper division Area C.

COMM 3130 Feature Writing (3)
Course #: 83015
Cost: $900
Location: UCEN 213
Date/Time: Thursdays 5-7pm (8/31; 9/21; 10/19; 11/9) and Online (log into Blackboard the first day of term)
Instructor: Prof. J. Franco
Email: jfranco15@csub.edu

Study of newspaper, magazine and online feature stories - their resources, their methods, and their appeal. Frequent exercises in the art of writing feature stories, with concentration on the human-interest feature.

Prerequisite: ENGL 1109 or the equivalent with a grade of “C” or better and upper division standing.

COMM 3140 Public Affairs Reporting (3)
Course #: 83016
Cost: $900
Location: UCEN 213
Date/Time: Thursdays 5-7pm (9/7; 9/28; 10/26; 11/16) and Online (log into Blackboard the first day of term)
Instructor: Prof. J. Franco
Email: jfranco15@csub.edu

Detailed investigation of covering public affairs, including reporting on public and government agencies, researching public records, and writing clear articles. Students will be trained in Data Literacy. Study of structure and function of state and local government, state open meeting and public records laws, structure of judicial and criminal justice systems. Students will adopt a local government agency, attend meetings, establish news sources within the agency, and write articles about agency meetings and issues.
B.A. in Sociology  
(College of the Canyons)

The B.A. in Sociology (College of the Canyons) 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. 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 must 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 ninety quarter units are required for admission to CSUB.

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

Fall 2017 Course Offerings

SOC 3008 Social Psychology (3)  
Course #: 82982  
Cost: $900  
Location: Online  
Date/Time: 8/28 – 12/19 (log into Blackboard the first day of class)  
Instructor: Dr. A. Kebede  
Email: akebede@csub.edu

Sociological social psychology focuses on the construction of cultural meaning, the use of symbols to convey meaning, and meanings and symbols as the basis of interaction. Topics include language and socialization, processes by which meanings are negotiated, the production of the social self, presentation of self, self-fulfilling prophecies, group differences in the construction of meanings, and the effects of inequality in the production of cultural meaning. Satisfies General Education Quality of Life and upper division Area D.

SOC 3100 Classical Social Theory (3)  
Course #: 82981  
Cost: $900  
Location: Online  
Date/Time: 8/28 – 12/19 (log into Blackboard the first day of class)  
Instructor: Dr. I. Kasselstrand  
Email: ikasselstrand@csub.edu

Provides an analysis of the major theoretical perspectives that provide the conceptual basis for sociological research and analysis. Emphasis is on the terminology, assumptions, and implications of the dominant theoretical frameworks in classical sociology, including conflict theory, structural functionalism, and symbolic interaction theory. A grade of C or higher is required for graduation. Students who do not achieve the minimum grade will have to retake the course and get a grade of C- or higher to graduate. This course is reserved for students majoring in Sociology.

SOC 3520 Older Adults in Society (3)  
Course #: 82976  
Cost: $900  
Location: UCEN 209  
Date/Time: Tuesdays 5-7pm (8/29; 9/19; 10/17; 11/21) and Online (log into Blackboard the first day of term)  
Instructor: Dr. D. Rasmussen  
Email: drasmussen4@csub.edu

This course offers a broad introduction to the social dimensions of the aged and the aging process in diverse social settings. The course covers biological, intellectual, sexual, and social effects of aging as well as the role of the aged within the family, community, and institutions for the aged. It compares the aged of various cultures, including those few societies around the world where elderly people have found their Shangri-La. Finally, the course considers the different ways in which the aged prepare for (or ignore) the final life process, dying.

SOC 4000 Social Stratification (3)  
Course #: 82983  
Cost: $900  
Location: Online  
Date/Time: 8/28 – 12/19 (log into Blackboard the first day of class)  
Instructor: Dr. J. Armentor  
Email: jarmentor@csub.edu

Analysis of theories and concepts explaining patterns of social stratification. Focus on race, class, sex, age, and power, privilege and prestige in contemporary American society and other nations. The study of mobility, including trends in occupational mobility, is also considered.
Health care is rapidly expanding and evolving. Advancements in both patient care techniques and the accompanying technology have made the need for quality, highly-educated nurses greater than ever.

The Bachelor of Science in Nursing (BSN) degree 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 meet the demands of modern health care and allow you to advance your career. You will learn concepts of management and leadership that are critical for advancing to 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 Online Fast Track RN to BSN program format allows students to complete the program in as little as one year.

›Learn more: www.csub.edu/eud/rntobsn

Fall 2017 Course Offerings

**NURS 4240 Professional Nursing Career Development (2)**
Course #: 82973
Cost: $1100
Location: Online
Date/Time: 8/28 – 12/19 (log into Blackboard the first day of class)
Instructor: Dr. D. Dawkins
Email: ddawkins@csub.edu

This course elaborates on the principles of career management and development. Students conduct a detailed personal skill assessment and author a comprehensive career portfolio under faculty supervision. Additional opportunities are provided to explore professional development pathways in nursing leadership or becoming a preceptor.

*Prerequisite: Admission to RN-BSN program or senior status in Traditional BSN program.*

**NURS 4250 Special Leadership Project (RN-BSN) (3)**
Course #: 82975
Cost: $1650
Location: Online
Date/Time: 8/28 – 12/19 (log into Blackboard the first day of class)
Instructor: Prof. M. Kinder
Email: mkinder@csub.edu

Focuses on the nurse’s role as a leader in a healthcare setting. Emphasis is placed on the implementation of leadership principles and how they are used to define the nurse’s leadership style. Students will complete a culminating project within their own practice setting that demonstrates nursing leadership. Students will identify a nurse leader within their organization to mentor them in completing this culminating project.

*Prerequisite: NURS 4902. RN-BSN students only.*

**NURS 4918 Leadership in Nursing (Capstone) (RN-BSN) (3)**
Course #: 82974
Cost: $1650
Location: Online
Date/Time: 8/28 – 12/19 (log into Blackboard the first day of class)
Instructor: Prof. M. Kinder
Email: mkinder@csub.edu

Focuses on theoretical principles to provide RN-BSN nurses with the knowledge to be an effective leader in today’s healthcare environment. Students will identify their own leadership style. The concepts of power, strategic planning, conflict resolution, change, quality improvement, informatics, teamwork, and collaboration will be discussed.

*Prerequisite: NURS 3250. RN to BSN students only. Satisfies General Education requirement Capstone.*

**COMM 3058 Intercultural Communications (3)**
Course #: 82988
Cost: $1650
Location: Online
Date/Time: 8/28 – 12/19 (log into Blackboard the first day of class)
Instructor: TBD
Email: TBD

This course is designed to enhance the student’s understanding of the importance of culture in human interaction and the linkages between communication and culture. Interdisciplinary approaches examine the influence different cultural backgrounds have on communication in everyday life, social service encounters, business, and international services. Satisfies General Education Sustainability and Justice upper division Area C.
M.A. in Education - Curriculum and 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 Cs (critical thinking, creativity, communication, and collaboration) that will give you the knowledge and confidence to lead school reform, improve student learning, and benefit 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

Fall 2017 Course Offerings

EDCI 6100 Research Methods for Educational Leaders (3)
Course #: 82962
Cost: $1260
Location: Online
Date/Time: 8/28 – 10/20 (log into 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.

Note: This course is 8 weeks long and does not coincide with semester dates. The course begins on 8/28 and ends on 10/20.

EDCI 6200 Teaching for Diversity and Social Justice (3)
Course #: 82963
Cost: $1260
Location: Online
Date/Time: 8/28 – 10/20 (log into 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.

Note: This course is 8 weeks long and does not coincide with semester dates. The course begins on 8/28 and ends on 10/20.

EDCI 6300 Educational Leadership (3)
Course #: 82964
Cost: $1260
Location: Online
Date/Time: 10/23 – 12/19 (log into 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.

Note: This course is 8 weeks long and does not coincide with semester dates. The course begins on 10/23 and ends on 12/19.

EDCI 6400 Curriculum Teaching for Diversity and Social Justice (3)
Course #: 82965
Cost: $1260
Location: Online
Date/Time: 10/23 – 12/19 (log into 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.

Note: This course is 8 weeks long and does not coincide with semester dates. The course begins on 10/23 and ends on 12/19.
M.A. in Education - Curriculum and Instruction

Fall 2017 Course Offerings Continued

EDCI 6710 Advanced Topics: Common Core Foundations (3)
Course #: 82968
Cost: $1260
Location: Online
Date/Time: 8/28 – 10/20 (log into 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 origin and design of the Common Core State Standards and their impact on instruction will serve as the foundation for discussing and evaluating implementation strategies. Print and video gathered from a wide array of sources will be used with the focus being on the immediate application of learning.

Note: This course is 8 weeks long and does not coincide with semester dates. The course begins on 8/28 and ends on 10/20.

EDLT 6100 Creating a Culture of Literacy in Diverse Settings (3)
Course #: 82966
Cost: $1260
Location: Online
Date/Time: 8/28 – 10/20 (log into Blackboard the first day of class)
Instructor: Dr. M. Suleiman
Email: msuleiman@csub.edu

This course will examine the fundamentals of literacy development. It focuses on landmark and current research (both qualitative and quantitative) related to the components of literacy acquisition process. Course content will include the strategic use of literacy levels across various contexts including the role of technology in literacy development. Topics also include the following: orality; phonemics and phonetics; word recognition, fluency, reading comprehension, visualization, vocabulary development; written language development, motivation, and other aspects of the developmental and socio-cultural experience. By the end of the course it is expected that students will be able to articulate a sound vision of a culture of literacy which is conducive to the unique needs of all students and is consistent with the classroom, school, district, and community expectations.

Note: This course is 8 weeks long and does not coincide with semester dates. The course begins on 8/28 and ends on 10/20.

EDLT 6200 Writing Strategies, Assessment, and Intervention (3)
Course #: 82967
Cost: $1260
Location: Online
Date/Time: 10/23 – 12/19 (log into Blackboard the first day of class)
Instructor: Dr. K. LaGue
Email: klague@csub.edu

This introductory course examines the following: (a) current research and theory on what constitutes an effective culture of literacy including reading, writing, listening, and speaking; (b) role of assessment/evaluation in written language development through instruction and differentiation, (c) written language development of English Language and English Only Learners.

Note: This course is 8 weeks long and does not coincide with semester dates. The course begins on 10/23 and ends on 12/19.

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.
M.S. in Administration (MSA)

At CSU Bakersfield, we believe 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) explores the management theories and principles used by successful leaders around the globe and their application, giving students the opportunity to put theory into practice.

Dedicated students can complete the challenging master’s program in as few 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

Fall 2017 Course Offerings

ADM 5100 Advanced Technical Communication (3)
Course #: 82971
Cost: $1350
Location: Online
Date/Time: 8/28 – 10/20 (log into Blackboard the first day of class)
Instructor: Prof. R. Hewett
Email: rhewett@csub.edu

Principles and practices of writing material particular to science, technology, and specialized professions. Includes expanded definitions, technical descriptions, process explanations, instructional pamphlets, laboratory reports, proposals, writing for the web, communicating with international audiences, and managing effective presentations. Upon completion of the course, students should be able to effectively write various types of technical documents, adapt rhetorical forms to technical communications, and provide constructive feedback regarding written communication in collaborative and leadership settings. Satisfies General Education requirement GWAR.

Note: This course is 8 weeks long and does not coincide with semester dates. The course begins on 8/28 and ends on 10/20.

ADM 5150 Project Management (3)
Course #: 82969
Cost: $1350
Location: Online
Date/Time: 8/28 – 12/19 (log into Blackboard the first day of class)
Instructor: Dr. D. Kissinger
Email: rkissinger@csub.edu

The process of integrating and harmonizing systems, techniques, and people to achieve the desired results of a project within established goals of time, budget, and quality. Upon completion of the course, students should be able to identify a project, articulate its goals and objectives, plan all aspects of its execution, execute and control the project, close out the project, and devise appropriate follow-up activities.

ADM 5200 Quantitative Decision Making (3)
Course #: 82970
Cost: $1350
Location: Online
Date/Time: 8/28 – 12/19 (log into Blackboard the first day of class)
Instructor: Dr. A. Grammy
Email: agrammy@csub.edu

Quantitative methods for solving real world problems encountered in various professions. The hands-on, case-study approach is utilized in the diagnosis of problems and search for statistical solutions. Upon completion of the course, students should be able to formulate research questions and experimental designs, collect and analyze data, estimate models, and interpret statistical results to assist with decision support.

Prerequisite: one statistics course.

ADM 5250 Human Resource Management Foundation (3)
Course #: 82972
Cost: $1350
Location: Online
Date/Time: 10/23 – 12/19 (log into Blackboard the first day of class)
Instructor: Dr. C. McNearney
Email: ladycaronm@gmail.com

This course is an examination of the Human Resource foundation. Students will complete a series of projects that focus on the labor market, the external legal environment, and the manager’s view of the employee life cycle (recruiting and selection, training, supervision, and termination). Upon completion of this course, students should be able to analyze the legal and market forces affecting jobs, perform a job analysis, hire an employee, supervise employees, identify initial training needs and methods, and separate an employee from an organization.

Note: This course is 8 weeks long and does not coincide with semester dates. The course begins on 10/23 and ends on 12/19.
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 and 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 for everyone interested in learning professional counseling skills to better serve those affected by chemical dependency.

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

Fall 2017 Course Offerings

<table>
<thead>
<tr>
<th>BEHS 8010 Introduction to Chemical Dependency Counseling (4.5)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Course #: 82977</td>
<td></td>
</tr>
<tr>
<td>Cost: $500</td>
<td></td>
</tr>
<tr>
<td>Location: BDC 401C (EUD)</td>
<td></td>
</tr>
<tr>
<td>Date/Time: 8/28 – 10/20; Mon/Wed 6:00 – 9:00 p.m.</td>
<td></td>
</tr>
<tr>
<td>Instructor: Beverly Rhodes</td>
<td></td>
</tr>
<tr>
<td>Email: <a href="mailto:brhodes@csub.edu">brhodes@csub.edu</a></td>
<td></td>
</tr>
</tbody>
</table>

Required Text:
- Substance Abuse: Information for School Counselors, Social Workers, and Counselors (5th Edition) by Fisher and Harrison

This course examines the history of alcohol and other mood altering drugs in the United States and the world, the myths and stereotypes of alcohol use, the sociocultural factors which contribute to the use of drugs, and the patterns and progressions of chemical dependency. The course discusses theories of human behavior that are relevant to chemical dependency counseling, including the importance of treating the whole family. It also surveys current acceptable, as well as controversial, approaches to recovery from chemical dependency.

<table>
<thead>
<tr>
<th>BEHS 8040 Introduction to Case Management (4.5)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Course #: 82978</td>
<td></td>
</tr>
<tr>
<td>Cost: $500</td>
<td></td>
</tr>
<tr>
<td>Location: BDC 401C (EUD)</td>
<td></td>
</tr>
<tr>
<td>Date/Time: 8/28 – 10/20; Tues/Thurs 6:00 – 9:00 p.m.</td>
<td></td>
</tr>
<tr>
<td>Instructor: Eric Moss</td>
<td></td>
</tr>
<tr>
<td>Email: <a href="mailto:emoss@csub.edu">emoss@csub.edu</a></td>
<td></td>
</tr>
</tbody>
</table>

Required Text:
- Global Criteria: The 12 Core Functions of the Substance Abuse Counselor (6th Edition) by Herdman, J. W.

Beginning with the initial intake through aftercare planning, this course explores the skills and knowledge necessary for effective case management in chemical dependency treatment. Both in-patient and out-patient treatment models are explored. The class examines the multidisciplinary team approach to treatment as well as examining administrative issues such as clinical staffing, clinical supervision and realistic expectations of treatment programs.

<table>
<thead>
<tr>
<th>BEHS 8000 Professional Writing (2)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Course #: 82989</td>
<td></td>
</tr>
<tr>
<td>Cost: $500</td>
<td></td>
</tr>
<tr>
<td>Location: TBA</td>
<td></td>
</tr>
<tr>
<td>Date/Time: 10/23 – 12/15; Mon/Wed 6:00 – 7:30 p.m. (hybrid)</td>
<td></td>
</tr>
<tr>
<td>Instructor: Eric Moss</td>
<td></td>
</tr>
<tr>
<td>Email: <a href="mailto:emoss@csub.edu">emoss@csub.edu</a></td>
<td></td>
</tr>
</tbody>
</table>

Confident, skilled and precise writing increases the knowledge and skills of the primary case manager or counselor. This computer lab based course will consist of didactic course work utilizing technology to complete assignments. Course work will emphasize the use of professional and technical terms that complete required written documentation. This course will be an introduction which incorporates comprehension of written material, documentation of client progress, peer collaboration and growth of personal portfolio. Students will also build or expand Microsoft Word and Power point skills as well as their general knowledge of a personal computer.
BEHS 8030 Law and Ethics (4.5)
Course #: 82979
Cost: $500
Location: BDC 401C (EUD)
Date/Time: 10/23 – 12/15; Tues/Thurs 6:00 – 9:00 p.m.
Instructor: Victor Hinojos
Email: vhinojos@csub.edu

Required Texts:
- The Essentials of California Mental Health Law (1st Edition) by Behnke, S. H.
- Issues & Ethics in the Helping Profession (9th Edition) by Corey et al

This course reviews the community response to chemical dependency problems on a county, state and national level. Both private and public sector issues are reviewed. Topics include: outreach, prevention, intervention, referral, and employee assistance programs; legal precedents and their application to the community and individuals; confidentiality as it applies to the chemically dependent client; the role of self-help programs; and the effectiveness of controversial deterents including drug testing and incarceration.

Prerequisites: BEHS 801 or 8010 or instructor approval.

GEOG 8000 GIS Fundamentals (4.5)
Course #: 83000
Cost: $850
Location: TBA
Date/Time: 8/28 – 12/19; Mondays 6:00 – 9:00 p.m.
Instructor: Chris Schultz
Email: cschultz3@csub.edu

Required Texts:
- GIS Fundamentals: A First Text on Geographic Information Systems (5th Edition) by Bolstad, P.

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.

Geographic Information Systems Certificate Program (GIS)

Millions of decisions are made using the power of geospatial technologies. 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

Fall 2017 Course Offerings

GEOG 8000 GIS Fundamentals (4.5)
GEOG 8010 Introduction to Map Design (4.5)
Course #: 83034
Cost: $850
Location: TBA
Date/Time: 8/28-12/19; Tuesdays 6:00-9:00 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.

GEOG 8020 GIS and Decision Making (4.5)
Course #: 83002
Cost: $850
Location: TBA
Date/Time: 8/28 – 12/19; Thursdays 6:00 – 9:00 p.m.
Instructor: TBD
Email: TBD

The ultimate responsibility of any GIS analyst or technician is to safeguard data collection and produce GIS outputs that help an organization make better decisions. This course will take the fundamentals of GIS as well as the understanding of how those tools create intuitive maps or applications, and look at case study and best practices within current industries. The course is focused more on the analysis of GIS data and how business outcomes are derived with the assistance of GIS technology. There will also be dedicated time and guidance provided to the student in order to complete the capstone project.

Prerequisite: Successful completion of GEOG 8010.

Human Resource Management Certificate

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 - 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.

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

Fall 2017 Course Offerings

BA 8041 Managing Human Resources (3)
Course #: 82990
Cost: $850
Location: TBA
Date/Time: 8/28 – 12/19; Wednesdays 6:00 – 8:00 p.m.
Instructor: Tom See
Email: tsee@csub.edu

Required Text:
- Human Resource Management (15th Edition) by Mathis and Jackson

This practical, interactive class is designed to give a basic, realistic view of human resource management basics. Gain knowledge and classroom experience in Federal labor law, State labor law, legal reporting/compliance basics, job analysis, design, descriptions and specifications, recruiting channels, planning, tracking, basic interviewing, assessments, selection, tracking/analysis, and legal compliance. Students will gain knowledge in performance appraisal, promotions, compensation and benefits, employee relations, legal issues, developing and administering a compensation plan, documentation, benefits plan types, legislation (FMLA, COBRA-ERISA), employee health and welfare programs, termination and rehires, references for former employees, and sexual harassment, policy and procedures, violence in the workplace, strategic HR planning, succession planning, training, needs assessment, training administration, training evaluation, employee development vs. training, career development, mentoring programs, labor relations, collective bargaining, grievance management.
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

### Fall 2017 Course Offerings

**BA 8010 Introduction to Occupational Safety & Risk Management (2)**

- **Course #:** 82991
- **Cost:** $700
- **Location:** TBA
- **Date/Time:** 8/28 – 10/20; Thursdays 5:30 – 8:00 p.m.
- **Instructor:** Lee’o Whisenant
- **Email:** lwhisenant@csub.edu

**Required Texts:**

- Occupational Safety and Health for Technologists, Engineers, and Managers (8th Edition) by Goetsch, D.
- Human Factors and Behavioural Safety (1st Edition) by Stranks, J.

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

**BA 8011 Core Occupational Safety & Risk Management (2)**

- **Course #:** 82992
- **Cost:** $700
- **Location:** TBA
- **Date/Time:** 10/23 – 12/15; Thursdays 5:30 – 8:00 p.m.
- **Instructor:** Lee’o Whisenant
- **Email:** lwhisenant@csub.edu

**Required Text:**

- Continue using textbooks from previous course.

Core Occupational Safety and Risk Management 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. BA 8011 is a prerequisite course for enrollment into BA 8020 Advanced Occupational Safety and Risk Management.

**Prerequisite: Successful completion of BA 801 or BA 8010 with C or better.**
Pharmacy Technician Certificate

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 few as nine months!

> Learn more: www.csub.edu/eud/pharmacy

Fall 2017 Course Offerings

**NURS 8010 Introduction to Pharmacy Technician (8)**

Course #: 83004  
Cost: $3500  
Location: TBA  
Date/Time: 8/28 – 10/20; Lecture: Tues/Thurs 6:30 – 9:00 p.m.; Lab: Wed 6:45 – 9:45 p.m.  
Instructor: Pat Person  
Email: jperson@csub.edu

This course will serve as the introductory phase of the pharmacy technician training program. During the course, the student will be introduced to the following: The expanding role of the pharmacy technician and the profession of pharmacy itself. The various pharmacy practice settings, and pharmacy professional organizations that offer technician membership. They will learn pharmacy and medical terminology, and information about the top 200 selling prescription drugs (brand name, generic name, drug classification, and indication for use). The laws pertaining to the pharmacy profession, the technician’s duties and responsibilities, and laws governing the handling and dispensing controlled substances. Basic pharmaceutical calculations and conversions. The handling, preparation and distribution of a variety of dosage forms. Students will also be instructed on the concepts surrounding insurance plans, billing, and reconciliation as they relate to the practice of pharmacy. Finally, the student will receive introductory level instruction on the pharmacology of many of the medications that they will be handling on a daily basis.

**NURS 8020 Introduction to Pharmacology (8)**

Course #: 83006  
Cost: $3500  
Location: TBA  
Date/Time: 10/23 – 12/15; Lecture: Tues/Thurs 6:30 – 9:00 p.m.; Lab: Wed 6:45 – 9:45 p.m.  
Instructor: Pat Person  
Email: jperson@csub.edu

This course will serve as the second phase of the pharmacy technician training program. This course will provide a more in-depth look into the profession of the pharmacy and the technician’s role. The student will receive instruction on the following: The student will receive more advanced instruction on pharmaceutical calculations and review those that were previously introduced in PHR1. The student will also continue with the instruction on pharmacology, this time focusing on a new set of drug classes and disease states. The student will also be introduced to compounding (sterile and non-sterile) and receive training on how to perform some of the duties required to work in that particular setting. The student will learn about medication errors, the financial impact that they have on the health care delivery system, and most importantly, receive instruction on how to prevent them from happening. The student will also learn about the non-dispensing duties of the pharmacy technician. Finally, the student will receive instruction on HIPAA and how it effects the profession of pharmacy. In addition to the coursework mentioned above, the student will also receive assistance with job seeking skills (resume’ writing, interviewing) and will begin preparations to take the PTCB exam.

Prerequisites: Completion of NURS 801 or 8010 with a C or better.
Project Management Certificate

Since the inception of the Project Management Institute (PMI®) in 1969, project management has grown in popularity as a profession and as a skillset 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 manage successfully and to 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.

Learn more: www.csub.edu/eud/professional/projectmanagement

Fall 2017 Course Offerings

MGMT 8010 Introduction to Project Management (1)
Course #: 82995
Cost: $300
Location: Online via Blackboard
Date/Time: 8/29 – 9/18
Instructor: R.D. Kissinger
Email: rkissinger@csub.edu

Required Text:

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

MGMT 8020 Project Planning & Scheduling (1)
Course #: 82996
Cost: $400
Location: Online via Blackboard
Date/Time: 9/19 – 10/16
Instructor: R.D. Kissinger
Email: rkissinger@csub.edu

Required Text:
• The Team Handbook (3rd Edition) by Scholtes et al

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.

MGMT 8030 Managing the Project Team (1)
Course #: 82997
Cost: $300
Location: Online via Blackboard
Date/Time: 10/17 – 11/06
Instructor: R.D. Kissinger
Email: rkissinger@csub.edu

Required Text:
• The Team Handbook (3rd Edition) by Scholtes et al

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.
MGMT 8040 Project Procurement and Quality Management (1)
Course #: 82998
Cost: $300
Location: Online via Blackboard
Date/Time: 11/07 – 11/27
Instructor: R.D. Kissinger
Email: rkissinger@csub.edu

Required Text:
• The Team Handbook (3rd Edition) by Scholtes et al

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.

MGMT 8050 Project Ethics and Risk Management (1)
Course #: 82999
Cost: $300
Location: Online via Blackboard
Date/Time: 11/28 – 12/18
Instructor: R.D. Kissinger
Email: rkissinger@csub.edu

Required Text:
• The Team Handbook (3rd Edition) by Scholtes et al
• Ethics 101: What Every Leader Needs to Know (1st Edition) by Maxwell, J.

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.

Workers’ Compensation Law Certificate Program

The Workers’ Compensation Law Certificate program is designed to help the student learn the basic components of the law and 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. 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.

Learn more: www.csub.edu/eud/professional/workerscomplaw

Fall 2017 Course Offerings

BA 8090 Introduction to Workers’ Compensation Law (2)
Course #: 82993
Cost: $750
Location: TBA
Date/Time: 8/28 – 10/20; Thursdays 6:00 – 8:30 p.m.
Instructor: Joel Sherman
Email: jsherman@csub.edu

Required Text:

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.
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 with all devices, making it easy for you to complete anytime, anywhere!

Cost is $165 per unit.

<table>
<thead>
<tr>
<th>COURSE TITLE</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advanced Classroom Management: Children as Change Agents</td>
<td>2</td>
</tr>
<tr>
<td>Attention Deficit/Hyperactivity Disorder: Information &amp; Interventions for Effective Teaching</td>
<td>2</td>
</tr>
<tr>
<td>Behavior is Language: Strategies for Managing Disruptive Behavior</td>
<td>3</td>
</tr>
<tr>
<td>Child Abuse: Working with Abused &amp; Neglected Children</td>
<td>2</td>
</tr>
<tr>
<td>Drugs &amp; Alcohol in Schools: Understanding Substance Use &amp; Abuse</td>
<td>2</td>
</tr>
<tr>
<td>Educational Assessment: Assessing Student Learning in the Classroom</td>
<td>2</td>
</tr>
<tr>
<td>Harassment, Bullying &amp; Cyber-Intimidation in Schools</td>
<td>2</td>
</tr>
<tr>
<td>Infant &amp; Toddler Mental Health: Issues &amp; Information for Educators</td>
<td>2</td>
</tr>
<tr>
<td>Reading &amp; Writing in Content Area</td>
<td>2</td>
</tr>
<tr>
<td>Reading Fundamentals #1: An Introduction to Scientifically-based Research</td>
<td>2</td>
</tr>
<tr>
<td>Reading Fundamentals #2: Laying the Foundation for Effective Reading Instruction</td>
<td>2</td>
</tr>
<tr>
<td>Reading Fundamentals #3: The Elements of Effective Reading Evaluation &amp; Assessment</td>
<td>3</td>
</tr>
<tr>
<td>Talented &amp; Gifted: Working with High Achievers</td>
<td>2</td>
</tr>
<tr>
<td>Teaching Diversity: Influences &amp; Issues in the Classroom</td>
<td>2</td>
</tr>
<tr>
<td>Teaching Elementary Math Conceptually: A New Paradigm</td>
<td>2</td>
</tr>
<tr>
<td>Traumatized Child: The Effects of Stress, Trauma &amp; Violence on Student Learning</td>
<td>2</td>
</tr>
<tr>
<td>Try DI!: Planning &amp; Preparing a Differentiated Instruction Program</td>
<td>3</td>
</tr>
<tr>
<td>Understanding &amp; Implementing Common Core Standards</td>
<td>3</td>
</tr>
<tr>
<td>Understanding Aggression: Coping with Aggressive Behavior in the Classroom</td>
<td>3</td>
</tr>
<tr>
<td>Violence in Schools: Identification, Prevention &amp; Intervention Strategies</td>
<td>2</td>
</tr>
<tr>
<td>Why DI?: An Introduction to Differentiated Instruction</td>
<td>3</td>
</tr>
</tbody>
</table>

Learn more: www.csub.edu/eud/professional/vesi

BA 8100 Advanced Workers’ Compensation Law (2)
Course #: 82994
Cost: $750
Location: TBA
Date/Time: 10/23 – 12/15; Thursdays 6:00 – 8:30 p.m.
Instructor: Joel Sherman
Email: jsherman@csub.edu

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.

Prerequisite: Completion of BA 809 or 8090 with a C or better.
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 and 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 start dates to fit your schedule:
- June 26 – August 11, 2017
- August 21 – October 6, 2017
- October 16 – December 1, 2017
- January 8 - February 23, 2018

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

Learn more: www.csub.edu/eud/professional/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, allowing you to progress through the curriculum according to 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 and those with a basic knowledge base. No specific skills or experience are required as prerequisites 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
305 completion hours are broken into modules, or course subjects, all of which will help you build the essential knowledge and skills of a computer technician. The curriculum is built on the exam objectives published by CompTIA. The midterm and final exams are designed to mirror the A+ exams so you can measure your readiness for the certification exams. This format ensures that you will 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, allowing you to progress through the curriculum according to 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 and 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 the basics of medical coding and how it fits within the health care field.

Biomedical Sciences
To assign codes correctly, you’ll need a good understanding of medical terminology, anatomy, pathophysiology, and pharmacology. This section of the program addresses these matters 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.

Who is this Program for?
This program is designed for beginners. No specific skills or experiences required as prerequisites 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](http://www.careerstep.com/csub).

Required Course Work
The Medical Coding and Billing Certificate program requires 640 completion hours.

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

Learn more: [www.csub.edu/eud/medicalcoding](http://www.csub.edu/eud/medicalcoding)

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, allowing you to progress through the curriculum according to 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. 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. No specific skills or experience required as prerequisites 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](http://www.careerstep.com/csub).

Required Coursework
The Medical Transcription and Editing Certificate program requires 640 completion hours. 41 hours of real-life doctor dictations are included in the medical transcription section of the program. These dictations cover a wide variety of medical specialties and the full spectrum of doctor accents and dictation styles. 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](http://www.careerstep.com/csub) or call Career Step at (877) 225-7151 for more information.

Learn more: [www.csub.edu/eud/medicaltranscription](http://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.csusb.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 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@csusb.edu and Graduate students should contact Raushel Salyards at rsalyards@csusb.edu for advising.

Professional and Continuing Education Policies and Information

Application Deadline for Certificate Programs – December 1, 2017
- Advanced Occupational Safety and Risk Management
- Human Resource Management
- Project Management
- Workers’ Compensation Law

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

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

Extended University General Policies

Important Dates:
Fall Semester 2017: August 28 – December 19
8-Week Session I: August 28 – October 20
8-Week Session II: October 23 – December 19
September 04 – Labor Day – Campus Closed
November 06 – Veteran’s Day Observed – Campus Closed
November 23 – 24 – Thanksgiving – 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.csusb.edu and login using your NetID and password. Step-by-Step instructions on how to register can be found here: www.csusb.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 below.

To Make a Payment: Once logged into myCSUB, from your Student Center, click on Account Inquiry in the Finances section. Your Account Summary appears. If you have outstanding charges, the charges will be shown. 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 Fall 2017 Semester
16-Week Course: August 28 – December 19
September 6 - Last day to add classes
September 25 - Last day to withdraw from classes without a “W” being recorded
November 9 - Last day to withdraw from classes for a serious and compelling reason; Requires approval from instructor and Extended University Division

8-Week Course Session I: August 28 – October 20
September 1 - Last day to add classes
September 11 - Last day to withdraw from classes without a “W” being recorded
September 28 - Last day to withdraw from classes for a serious and compelling reason; Requires approval from instructor and Extended University Division

8-Week Course Session II: October 23 – December 19
October 27 - Last day to add classes
November 6 - Last day to withdraw from classes without a “W” being recorded
November 22 - Last day to withdraw from classes for a serious and compelling reason; Requires approval from instructor and Extended University Division

Refund Policy for Fall 2017 Semester
If the course is cancelled 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.

16-Week Course: August 28 – December 19
Course cancellation - 100% refund
On or before September 1 - 100% refund
On or before September 18 - 60% refund
After September 18 - No refund

8-Week Course Session I: August 28 – October 20
Course cancellation - 100% refund
On or before September 1 - 100% refund
On or before September 12 - 60% refund
After September 12 - No refund

8-Week Course Session II: October 23 – December 19
Course cancellation - 100% refund
On or before October 27 - 100% refund
On or before November 7 - 60% refund
After November 7 - 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. 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 be 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. Call (661) 654-3360 to make arrangements.
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 courses
- 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. This 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.
Fall 2017 Schedule of Courses