the MBA Online Program. All MBA courses are three (3) credit units each and are offered on a twelve (12) week schedule. The program is offered in four (4) terms or sessions each year. Students can enroll and begin studies in the Spring and Fall sessions. The curriculum consists of the following components:

Prerequisite Coursework

- Required Core Courses 21 Units
- Electives 9-12 Units

Prerequisite coursework covers nine business core competency areas that provide the necessary background for advanced graduate study. Competency areas consist of the disciplines of financial accounting, marketing, business law, economics, management, operations research, finance, information systems and business statistics.

Students who hold an undergraduate degree in business administration, commerce, or a related field from an accredited institution may be deemed to have acquired competency in the core areas and if the core courses were completed with a grade of "C" (or equivalent) or higher.

Students who hold an undergraduate degree in a field other than business administration or in a related area will be required to demonstrate competency in the business core areas. Competency can be demonstrated by completing necessary coursework at an accredited institution prior to beginning graduate studies at CSUDH or by completing appropriate bridge courses offered through the MBA Online Program.

Concentrations

Students can choose from seven (7) areas of concentration available in the MBA program:
- General Business
- Finance
- Marketing
- International Business
- Management
- Human Resource Management
- Information Technology Management
- Logistics Management

Cost

The fee for the MBA online program is $440 per unit or $1,320 for a 3 unit course. Course fees are the same for resident and international students. Fees subject to change.

For more information:
visit the web site http://mbaonline.csudh.edu/
or call (310) 243-3646
email mbaonline@csudh.edu
Fax: (310) 516-4178
**Master of Public Administration (MPA)**

**Online**

The Online MPA Program is designed to meet the needs of adult learners who work in the public, nonprofit and private sectors.

**The Program**

The Master of Public Administration (MPA) program is designed to provide a quality graduate professional education for individuals entering or currently employed in public service and non-profit professions.

**What You Will Learn**

The MPA program prepares students for careers as professional managers of public sector or non-profit organizations as well as for research, consulting, and teaching careers. The MPA curriculum is developed on a theoretical foundation for the practice of effective public management in a wide range of public service functional areas at all levels of government. The MPA Online Program is offered in four or six sessions each year. Students can enroll and begin studies in the Spring and Fall sessions. The 36-unit MPA curriculum consists of core and elective courses (3 credit units each) offered in an eight week or twelve week schedule.

**Special Features**

**Program Delivery System**

All Online MPA courses are offered online. After meeting prerequisite requirements, students may complete all other program requirements within one year by taking two (2) courses per session during a four session timeframe.

**Eligibility Requirements**

Applicants for admission to the MPA Online Program must meet the California State University Dominguez Hills admission requirements for post-baccalaureate or graduate study and the graduate admission requirements of the Department of Public Administration. Applicants will be considered for admission if they satisfy the following:

- Hold an acceptable baccalaureate degree from an accredited college or university,
- Are in good standing at the last institution attended,
- Have an overall GPA of at least 3.0 in the last 60 semester (90 quarter) upper division units, or 2.75 overall GPA
- Attain a minimum score of 550 paper-based, 213 CBT or 80 IBT. The TOEFL or the ILETS (minimum score of 6.5 for the ILETS) is required for all applicants who have received all, or a significant portion, of their education in a language other than English.

Students who have no prior public administration related coursework or who have limited public agency administrative experience (as determined by the MPA program department) will be required to take one to three undergraduate bridge courses.

**Costs**

Tuition for all MPA Online courses is $440 per unit for the 12 week classes, and $600 per unit for the 8 week classes. Course fees are the same for both resident and international students. All fees are subject to change.

**Accreditation**

The Master of Public Administration Program is additionally accredited by the National Association of Schools of Public Affairs and Public Administration. The MPA program is also WASC accredited through the University

Applications for the MPA Online program are available on csumentor.edu. The website for prospective MPA students http://mpaonline.csudh.edu provides additional information on the application procedure, requirements, fees, and deadlines.

**Application and Registration Deadlines**

For application and registration deadlines consult the MPA Program Coordinator.

For more information visit the MPA Online website: http://mpaonline.csudh.edu or call 310-243-3646 or email: MPAOnline@csudh.edu

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**Cal State Online Bachelor of Science in Applied Studies**

Your access to an affordable degree completion program

Bachelor of Science Applied Studies (APS) program is accessible

- On campus at CSUDH in Carson
- Distance learning through CAL STATE ONLINE an using online course management platform with video lectures by instructors in selected courses

**The Program**

The Bachelor of Science in Applied Studies is a degree completion program designed to meet the needs of community college students with backgrounds or degrees in technical fields for which there is no apparent bachelor’s program into which they may readily transfer and pursue upper division coursework. The Applied Studies program major blends business and liberal arts courses and involves integration of transferable skills. Students with technical or vocational associate degrees are able to obtain a four-year degree and prepare to advance in their occupations. Program Curriculum available at: http://www.appliedstudies.tv/curriculum.php

**Who Should Attend**

- Working adults who, because of location or schedule, are not able to attend University classes on a campus
- Individuals who wish to complete a four-year degree, particularly those with associates in technical or vocational fields
- Individuals interested in career advancement with a 4 year degree

**Features of the APS Program**

- Affordable degree in convenient format for working adults
- Alternative formats of delivery available
- Advising and support throughout the program
Interdisciplinary and integrative curriculum blending problem-solving skills and perspectives from liberal arts, social science, and technical fields

Scheduled courses year-round making possible timely completion of upper division coursework

Enrollment in courses permitted to qualified students before admission

Admission as a Transfer Student
The best way to prepare to transfer to CSUDH and be admitted as an upper division student in Applied Studies is to obtain an associate degree at a California Community College and a certification of completion of the California State University lower-division General Education requirements. Most students will enter the program with an associate’s degree or equivalent completed. Refer to the CSUDH admissions website for information about qualifying for admission.

http://www3.csudh.edu/student-affairs/ois/transfer-students/admissions-criteria/default.html

For CAL STATE Online application coaching, phone 800-247-5168.

Costs
- For CSUDH on campus degree students, refer to the Fall 2013 Course Schedule online at www.csudh.edu
- To get started with CalState online Applied Studies refer to the website https://www.calsateonline.com/cso/home/dominguezHillsBSAS

Proposed CAL State Online B.S. Applied Studies Summer Term (two eight-week sessions)

Check website for schedule updates: www.appliedstudies.tv/schedule.php

1st session Jan 6 - Mar 2
SBS 318 Cultural Pluralism
MKT 350 Marketing Principles
APS 300 Ethos of the Liberal Arts
COM 300 Organizational Communications

2nd session Mar 3 - Apr 27
POL 335 International Politics
APS 490 Seminar in Occupational Leadership
PUB 304 Administration of Public Policy
PUB 324 Analytic Decision Making

BS in Quality Assurance - See Page 59

B.S. Applied Studies Cal State Online
Preadmission Coaching 800-247-5168.

For more information on B.S. Applied Studies program offered on campus
Dr. Jeff Badrtalei, APS Director
(310) 243-3575 email: jbadrtalei@csudh.edu
Ineki Fike, Advisor
(310) 243-3448 email: ifike@csudh.edu

Construction Project Management Certificate of Completion

The Program
This course is designed to provide students with the knowledge and skill sets needed to successfully manage projects in today’s construction industry.

What You Will Learn
Students will gain practical knowledge and skills needed to manage and/or supervise projects in today’s construction industry. Students will learn how to successfully plan, manage and coordinate construction projects and activities including an understanding of project budgets, scheduling, construction contracts and law, and construction safety.

Who Should Attend
This innovative and timely program is designed for construction personnel, architects, engineers, property owners, developers and those who wish to develop and expand their managerial skills in construction.

Eligibility Requirements
There are no prerequisites required for the program. A background in construction, architecture, engineering or real estate is desirable.

Special Features
All program instructors are experienced practitioners in their field of expertise. They bring practical application of project management practices to their classes. All classes are scheduled in the evenings or on Saturdays on the CSUDH campus at the Extended Education complex to meet the needs of working adults.

Courses are offered for Continuing Education Units (CEUs). Nationally recognized standards govern attendance requirements to earn CEU credit. A permanent record of attendance is established and students may obtain a copy of their transcripts by calling the Records Office at (310) 243-3621.

Certificate Requirements
A Certificate of Completion is awarded upon successful completion of eight required courses. Those who do not wish to pursue a certificate may take individual courses.

Plan Reading should be taken before Estimating. Bidding Scheduling & Field Project Management should be taken as the last two classes.

Program Instructors
Kathleen Flachmeier, MPA, has over 25 years in the construction industry, including seven years with the CSU.
Jay Jefferson, Construction Manager, CSU Office of the Chancellor with over 30 years of experience in construction management.
SCHEDULED CLASSES

Field Project Management
1.8 CEUs
(For Fall Cohort)
This class should be taken towards the end of the series.

Become a successful project manager by learning the basic principles and responsibilities of construction project management and how to key relate to the total construction process. Learn how to identify and manage the vital components of project planning, budgeting, and scheduling, resource allocation, legal requirements and ethical considerations, construction safety, and project supervision.

Date: Jan 14 - Feb 18, 2015
Time: Wed 6:30–9:30pm
Meetings: 6

Plan Reading
1.2 CEUs
This class should be taken before Estimation CMX 902.

This course provides a survey of the fundamentals of Construction Math and plan reading. Materials included.

Date: Jan 13 - Feb 3
Time: Tue 6:30–9:30pm
Meetings: 4
Location: EE 1218
Fee: $240
Instructor: Jay Jefferson
Course No.: CMX 920 Sec 01
Reg. No.: 22246

Estimation
1.8 CEUs
Students should take Plan Reading before Estimation.

This course provides cost estimating with emphasis on quantity survey and pricing. Plan Reading should be taken before this class.

Date: Feb 10 - Mar 17
Time: Tue 6:30–9:30pm
Meetings: 6
Location: EE 1218
Fee: $240
Instructor: Larry Kaltman
Course No.: CMX 902 Sec 01
Reg. No.: 22248

Construction Safety
1.8 CEUs
This course provides an overview of safety procedures, regulations and their application as they apply to the Southern California construction industry. Also included will be a series of lectures supported by printed material given by an industry working safety specialist. Areas such as fall protection, working in confined spaces, excavation safety procedures, CAL/OSHA regulations and procedures, and Federal OSHA are covered.

Date: Mar 25 - Apr 29
Time: Wed 6:30–9:30pm
Meetings: 6
Location: EE 1217
Fee: $240
Instructor: Jay Jefferson
Course No.: CMX 905 Sec 01
Reg. No.: 22249

Construction Accounting
.9 CEUs
This course reviews accounting theory, offering an understanding of the terminology of accounting. Payroll accounting will focus on workers compensation insurance, cost allocation and control. Other subjects include types of businesses and organizations, lien law, construction cost control, progress payments and subcontractor invoices, back charges, cash flow and cost of sales.

Date: Apr 25 - May 9

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Title</th>
<th>CEUs</th>
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<tbody>
<tr>
<td>CMX 903</td>
<td>Plan Reading</td>
<td>1.2</td>
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<tr>
<td>CMX 902</td>
<td>Estimating</td>
<td>1.8</td>
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<tr>
<td>CMX 926</td>
<td>Construction Safety</td>
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<tr>
<td>CMX 904</td>
<td>Construction Accounting</td>
<td>0.9</td>
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<tr>
<td>CMX 921</td>
<td>Law for Construction</td>
<td>1.8</td>
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<tr>
<td>CMX 905</td>
<td>Financing Real Estate Acquisitions</td>
<td>0.6</td>
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<tr>
<td>CMX 925</td>
<td>Bidding &amp; Scheduling</td>
<td>1.8</td>
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<tr>
<td>CMX 920</td>
<td>Field Project Management</td>
<td>1.8</td>
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</tbody>
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Construction Project Management
Certificate of Completion
(continued)

Field Project Management
1.8 CEUs
This class should be taken towards the end of the series.

Become a successful project manager by learning the basic principles and responsibilities of construction project management and how to key relate to the total construction process. Learn how to identify and manage the vital components of project planning, budgeting, and scheduling, resource allocation, legal requirements and ethical considerations, construction safety, and project supervision.

Date: Jul 29 - Sep 2
Time: Wed 6:30–9:30pm
Meetings: 6
Location: EE 1218
Fee: $240
Instructor: Jay Jefferson
Course No.: CMX 920 Sec 01
Reg. No.: TBA

For more information:
Email bwald@lists.csudh.edu or Visit the website
www.csudh.edu/ee/construction.html

Global Logistics
Certificate of Completion

The Program
The Global Logistics program is designed to provide training for operational staff in freight forwarding companies, small to medium size shipping department supervisors and export/import office staff. Additional exposure to warehouse operations, trucking operations and the handling of hazardous material procedures as well as international finance provides for a pragmatic program, with immediate, applicable job skills.

What You Will Learn
The curriculum is based upon a sequence of courses that cover the body of knowledge to enter the field of logistics or improve current job skills for individuals already employed in the field. An overview of logistics, designed to introduce and define terms leads to specific courses that will enrich knowledge of how transportation plays such a major role in the world economy. The program will explore all modes of transportation both domestic and international and provide the groundwork to identify and handle commodities that require special attention, including security, dangerous goods and government compliance. The curriculum is focused on the operational level of logistics.

Who Should Attend
Individuals who desire an entry level position or improved job skills with a freight forwarder, small package company, trucking company or warehouse. Additionally, many small to medium size manufacturing and distribution firms depend upon a shipping supervisor to be familiar with the many facets of logistics; the various topics of the courses in this program would satisfy that need.

Program Benefits
- Program of six courses can be completed in less than four months
- Participants will acquire skills needed to enrich many employer’s lean program
- Program emphasizes a practical body of operational skills that can be immediately put to use
- Participants will enter a dynamic field, with many levels of career opportunities and specialty areas

Certificate of Completion Requirements
A certificate is awarded upon successful completion of the six required courses comprised of 70 classroom hours

Program Cost
- Total Program Fee: $1190.00
- Books/Parking - Program $450.00 (Approx.)

Advisory Committee
W. Guy Fox, MBA, Licensed Customs Broker Chairman of the Board, Global Transportation Services,
Carol Rowen, Founder, International Trade Education Programs (ITEP, Inc.)
Amy Grat, CEO, ITEP, Inc.
Fred Prinz, LAUSD CTE unit

Courses
Introduction to Logistics
1.0 CEU
This course provides an overview of logistics. The goal is to define terms and identify the different segments of logistics. Topics...
Global Logistics Certificate of Completion

(Continued)

include warehousing, inventory control, material handling, transportation modes, INCOTERMS, the role of all logistical parties and intermodal activities.

Date: Jan 31 & Feb 7
Time: Sat 9am – 3pm
Meetings: 2
Location: SAC 1102
Fee: $170
Instructor: Duane Murphy
Course No.: GLX 900 Sec 01
Reg. No.: 22325

Importing and Exporting

1.0 CEU
This course provides an introduction to importing and exporting, by both sea and air. Students will learn advanced shipping terminology, financial terms, and the role of government in logistics and the importance of security in transportation. Cost analysis and protection of funds and goods will be introduced.

Date: Feb 21 & 28
Time: Sat 9am – 3pm
Meetings: 2
Location: SAC 1102
Fee: $170
Instructor: Duane Murphy
Course No.: GLX 901 Sec 01
Reg. No.: 22452

Global Logistics

2.0 CEUs
This course focuses on the transportation of goods. Emphasis is placed upon freight forwarding, analyzing and selecting the proper mode of transportation consistent with the goods being transported. Covered is the importance of proper documentation, the role of the third party in financing, boycotts, embargoes, NAFTA and other consortiums. Upon completion the student should be able to arrange and coordinate the transportation of goods globally.

Date: Mar 7-28
Time: Sat 9am – 3pm
Meetings: 4
Location: SAC 1102
Fee: $340
Instructor: Duane Murphy
Course No.: GLX 902 Sec 01
Reg. No.: 22453

Transportation Management / Physical Distribution

2.0 CEUs
This course introduces modern warehouse shipping procedures such as packing, crating, kitting, security, perishable goods storage, hazardous materials storage and record keeping. Container loading and transport vehicle selection are introduced; long term storage is not included. The course covers selection of trucking companies, railroads, freight forwarding, small package services, reverse logistics and global carriers. The emphasis will be on domestic transportation, inland freight, rate negotiation, dealing with brokers and OTI carriers. Cost, performance and time will be overriding themes.

Date: Apr 11 - May 2
Time: Sat 9am – 3pm
Meetings: 4
Location: SAC 1102
Fee: $340
Instructor: Duane Murphy
Course No.: GLX 903 Sec 01
Reg. No.: 22454

Financial Instruments of International Trade

0.5 CEU
This course introduces the student to the international banking process. Emphasis is placed upon letters of credit, and also includes sight/time drafts, invoice procedures, pro-forma invoices, open accounts and other payment transactions. The detail and complexity of letters of credit demand that most of the session covers this important transaction method.

Date: May 9
Time: Sat 9am – 3pm
Meetings: 1
Location: SAC 1102
Fee: $85
Instructor: Diana Da Costa
Course No.: GLX 904 Sec 01
Reg. No.: 22455

Hazardous Materials

0.5 CEU
This course introduces the student to CFR49 and other resources required to properly identify, store, pack, mark and prepare a HAZMAT shipment for transportation. Examples of packaging materials, labels, placards will be presented. Safety and compliance is the focus of this course.

Date: May 16
Time: Sat 9am – 3pm
Human Resource Management Certificate of Completion
(Continued)

Eligibility Requirements
This course is open to all students interested in entering or learning more about the Human Resource field.

Special Features
All classes are scheduled in the evenings to meet the needs of working adults. Courses are offered for Continuing Education Units (CEUs). Nationally recognized standards govern attendance requirements to earn CEU credit. A permanent record of attendance is established and students may obtain a copy of their transcripts by calling the Cashier’s Office at (310) 243-3821.

Certificate Requirements
A Certificate of Completion is awarded upon successful completion of four required courses. Students may attend classes in any order according to their needs.

State Bar of California MCLE Provider #3897
Board of Behavioral Science Provider #PCE 1676

Required Courses
Establishing Human Resource Systems HRX 901
Total Rewards HRX 903
Labor and Employment Law HRX 905
Communication Dynamics HRX 907

Advisory Board Members
Christine Becker, SPHR, HR Generalist, Pelican Products
Ben Boish, Comp & Training Manager, CSUDH
Jesse Bosque, President, Professional Solutions
Gary Bradley, Esq. Bradley & Gmelich
Corey Curties, Manager, Blockbuster Video
Michelle Jaure, PHR, HR Manager, Webcor
Anne Laguzza, M.A., Human Resources Consultant with over 17 years of Leadership Development experience.

Program Instructors
Genoveva Perez, M.A. Human Resources Manager, Ace Clearwater Enterprises.

Jeanie Talbot, PHR, Consultant with over 17 years of experience in the Human Resource field.


Note: This program utilizes Blackboard. Be sure to get your password and instructions on how to access MyCSUDH when you register. Be sure to download and print materials for the first class.

Establishing Human Resource Systems
1.2 CEUs
Find and hire the right candidate. Build effective internal HR management systems to meet the personnel needs of the company and to assist with the management of the human resource function. Students will take a “hands-on” approach to building an effective human resource management structure to support company operations by developing effective employment applications, personnel policies and procedures as well as completing an employee handbook.

Date: Jan 20 - Feb 10
Time: Tue 6:30-9:30pm
Meetings: 4
Location: SAC 1104
Fee: $279
Course No.: HRX 901 Sec 01
Reg. No.: 22238

Date: Jan 21 - Feb 11
Time: Wed 6:30-9:30pm
Meetings: 4
Location: SAC 1104
Fee: $279
Course No.: HRX 901 Sec 02
Reg. No.: 22239

Labor & Employment Law
1.2 CEUs
This course will satisfy the two hours of sexual harassment training required by the state.

Corporate and company success is more and more dependent on the ability of the organization to effectively manage employees in an environment of dramatic change, increasing legal constraints, and workplace conflict. This class will examine the increasingly important role Human Resources plays in managing the workplace, and provide you with the tools and knowledge necessary to develop personnel systems to effectively address the myriad of employee/management problems faced in today’s workplace.

Date: Mar 17 - Apr 14
Time: Tue 6:30-9:30pm
Meetings: 4 (No class 3/31)
Location: SAC 1104

Register by Phone (310) 243-3741 • eeinfo@csudh.edu • http://www.csudh.edu/ee
SPRING 2015

Human Resource Management Certificate of Completion
(Continued)

Fee: $279
Course No.: HRX 905 Sec 01
Reg. No.: 22242

Date: Mar 18 - Apr 15
Time: Wed 6:30-9:30pm
Meetings: 4
Location: SAC 1104
Fee: $189
Course No.: HRX 905 Sec 02
Reg. No.: 22243

Communications Dynamics .9 CEUs
Change that “No” to a “Yes” when you meet resistance. Learn to “speak the other person’s language” to communicate more effectively. Avoid the pitfalls of group communications. Learn to listen actively. This highly participative class will provide you with the tools for better communication and understanding in the workplace, and in any other communication situation.

Fee: $279
Course No.: HRX 905 Sec 01
Reg. No.: 22242

Meetings: 3
Date: Apr 21 - May 5
Time: Tue 6:30-9:30pm
Location: SAC 1104
Fee: $189
Course No.: HRX 905 Sec 02
Reg. No.: 22243

Date: Apr 22 - May 6
Time: Wed 6:30-9:30pm
Meetings: 3
Location: SAC 1104
Fee: $189
Course No.: HRX 905 Sec 02
Reg. No.: 22245

Find us on Facebook
For more information:
Email bwald@lists.csudh.edu or
Visit the website
www.csudh.edu/ee/hr.html

Human Resources Certification Preparation

SHRM-CP & SHRM-SCP
EARN THE NEW STANDARD IN HR CERTIFICATION

The Program
Establish yourself as a globally-recognized human resource expert by earning the new standard in HR Certification: SHRM Certified Professional (SHRM-CP™) and SHRM Senior Certified Professional (SHRM-SCP™). Ensure you’re prepared with CSUDH’s new SHRM prep, designed for SHRM credential candidates. Expand and test your knowledge and practical, real-life competencies in areas critical for HR career success.

This intensive 12-week/36-hour program combines expert instruction with the SHRM Learning System so you will learn faster, retain more knowledge and track for success on the exam.

What You Will Learn
This is an exciting and pivotal time in the HR profession. Now, more than ever, HR teams are required to assume a greater leadership role, contributing to the strategic direction of their organization. The profession is no longer just about what you know — but how you do your job.

SHRM certification is poised to become the new standard for HR professionals around the globe, as it is among the first HR certifications that is focused on teaching and testing the practical, real-life information HR professionals need to excel in their careers today, including knowledge, skills and behavioral competencies.

The SHRM-CP™ and SHRM-SCP™ encourage HR professionals to acquire the competencies and knowledge they’ll need to effectively perform their jobs and achieve career success, now and in the future. This certification, built with employers in mind, will help set the global standard for excellence in HR and grow certification throughout the HR profession.

Are you ready to enhance your competence and knowledge to become a strategic, global-minded HR leader?

Who Should Attend
To make certification accessible to all HR professionals, SHRM has created eligibility requirements that minimize participation barriers, reflect current HR roles and expand opportunities for HR practitioners employed in non-traditional work arrangements. For complete eligibility requirements go to: http://certification.shrm.org/ecertification/credits

Special Features
As part of your course, you will receive the 2015 SHRM Learning System® for SHRM-CP™/SHRM-SCP™. This new and comprehensive program is filled with unique features, including innovative SmartStudy™ tools, comprehensive learning modules, and interactive online multi-media resources to help streamline your study time, expand your competencies and knowledge and build confidence for passing the certification exam.

SmartStudy steps to success
• ASSESS: Complete the online assessments to determine your current knowledge and gaps, with the results weighted against tested areas on the SHRM-CP™ or SHRM-SCP™ certification exam.
• STUDY: Use assessment results to identify your learning priorities, create your personal study plan, estimate study time and apply learned knowledge.
• PASS: Complete the post-test and use other testing preparation tools to validate your learning and refine your study plan as you prepare to pass the exam.
SmartStudy™ is like having a compass pointing toward content you must need to study.

Comprehensive learning modules
The SHRM Learning System for SHRM-CP™/SHRM-SCP™ includes five modules covering a comprehensive body of competency and knowledge so you’ll learn everything you need for the SHRM-CP™ or SHRM-SCP™ exam.

1. HR Competencies
   • Leadership & Navigation
   • Ethical Practice
Human Resources Certification Preparation (continued)

- Relationship Management
- Consultation
- Critical Evaluation
- Global & Cultural Effectiveness
- Communication

2. People
- Talent Acquisition & Retention
- Employee Engagement
- Learning & Development
- Total Rewards

3. Organization
- Structure of the HR Function
- Organizational Effectiveness & Development
- Workforce Management
- Employee Relations
- Technology & Data

4. Workplace
- HR in the Global Context
- Diversity & Inclusion
- Risk Management
- Corporate Social Responsibility
- Employment Law & Regulations (U.S. only)

5. Strategy
- Business & HR Strategy

Online multi-media resources
Whatever your learning style, you’ll find ways to test your knowledge and build confidence with online study tools. Check out the Online Learning Center for a wealth of supplemental study materials:
- Assessment – Identify topics you already know and those areas that require more time and attention.
- Tests – Test your situational judgment, knowledge and comprehension with more than 1,000 questions.
- Post-test – Gain experience with the SHRM-CP/SHRM-SCP exam format by completing the post-test that mimics the certification exam in style, function, timing and weighted topics.
- Online Resource Center – Download flashcards (printed or online) and access HR updates, related links, feedback feature and more.

Best of all, you can access the SHRM Learning System via your PC, laptop, mobile device, or e-reader—making it easy to study wherever and whenever you have time.

Costs
$1,199 for the course which includes the SHRM Learning System ® print modules, access to the Online Learning Center, including a wealth of supplemental study materials, and 36 hours of classroom instruction.

YOU MAY QUALIFY FOR TUITION REIMBURSEMENT FROM YOUR EMPLOYER.

There are no refunds after the first class. You must register by Jan 12 for the $1199 rate. For those who register after Jan 12, the fee is $1249.

Program Instructor
Christine Becker, SPHR, Regional Human Resource Manager, Pelican Products.

Scheduled Class

SHRM Learning System
Noncredit
Date: Jan 26 - Apr 20
Time: Mon 6:30pm - 9:30pm
Meetings: 12 (no class 2/16)
Location: EE 1210
Instructor: Christine Becker
Course No.: NBHR 101 Sec 01
Fee: $1,199
(must register by Jan 12)
Reg. No.: 22320
Fee: $1,249
(for registration after Jan 12)
Reg. No.: 22323

www.facebook.com/#!/societyforhumanresourcemanagement?ref=ts

For more information:
Email: bwald@lists.csudh.edu or Visit the website www.csudh.edu/ee/shrm.html

Management & Supervision Certificate of Completion

The Program
Participants will learn specific management skills and techniques required to be an effective manager or supervisor and to increase their value to their organization and/or company. The courses will expose participants to the myriad of laws and regulations directly impacting their work as supervisors, managers and agents of their employer.

What You Will Learn
Through this two course, eight-week program, students will cover major topics of importance for the success of managers and supervisors in today’s workplace. Each class session will focus on “real world” situations, developing participant skills and techniques to effectively address workplace issues and concerns.

Who Should Attend
Current leads, supervisors, line and middle managers, as well as individuals seeking to position themselves as viable candidates for promotion into management.

Eligibility Requirements
This course is open to all students currently working in a management or supervisory capacity or individuals seeking knowledge to advance into a management or supervisory position.

Special Features
Courses are offered for Continuing Education Units (CEUs). Nationally recognized standards govern attendance requirements to earn CEU credit. A permanent record of attendance is established and students may obtain a copy of their transcripts by calling the Cashier’s Office at (310) 243-3821.

Certificate Requirements
A Certificate of Completion is awarded upon the successful completion of two required courses. Classes may be taken in any order according to individual needs. The program can be completed within one semester.
Management & Supervision Certificate of Completion (Continued)

Required Courses
MGX 921 - Management & Supervision: Organizational Role
MGX 923 - Management & Supervision: Team Management

Note: This program utilizes Blackboard. Be sure to get your password and instructions on how to access MyCSUDH when you register.

Be sure to download and print materials for the first week.

About the Instructor

Scheduled Classes
Management & Supervision: Organizational Role
1.2 CEUs
This course provides practical approaches to effectively manage employees. Participants identify their role of managing people including legal responsibilities. Effective approaches to problem-solving, conflict resolution and successful candidate selection through behavioral interviewing techniques are covered. This course utilizes interactive discussions, case studies and student projects/presentations to build knowledge, skills and abilities that contribute to the company’s success.
Date: Feb 2 - Mar 2
Time: Mon 6:30-9:30pm
Meetings: 4
Location: Sac 1104
Fee: $285
Course No.: MGX 921 Sec 01
Reg. No.: 22223

Management & Supervision: Team Management
1.2 CEUs
This course provides practical approaches to effectively build and manage employee teams. Participants learn team-building techniques; how to effectively implement change in the workplace; how to utilize coaching and corrective approaches to employee performance and behavioral issues; and how to use communication tools to achieve desired outcomes. This course utilizes interactive discussions, case studies and projects/presentations to build knowledge, skills and abilities to contribute to the company’s success.
Date: Mar 9 - Apr 6
Time: Mon 6:30-9:30pm
Meetings: 4
Location: Sac 1104
Fee: $285
Course No.: MGX 923 Sec 01
Reg. No.: 22223

For more information:
Email bwald@lists.csudh.edu or Visit the website: www.csudh.edu/ee/managementsupervision.html

Meeting and Event Planning Certificate of Completion

The Program
Meeting and Event Planning is a rapidly growing, multi-billion dollar global industry with conferences, meetings, trade shows and social events hosted regularly. During the 2012 calendar year, 1.83 million meetings were held in the US, attended by 225 million participants. Meetings contribution to GDP surpasses that of air transportation, motion picture, sound recording, performing arts and spectator sport industries.
In a recent report produced by the Convention Industry Council (CIC) in 2012, meetings employed nearly 1.8 million people. That translates to 8.3% more jobs created by meetings in 2012 than in 2009. The Bureau of Labor Statistics projects meeting, convention and event planner employment growth of 33.2 percent between 2012 and 2022, adding 31,300 more jobs. Favorable job prospects help this profession rank No. 53.

What You Will Learn
The program provides an overview of the industry and information regarding resources, professional organizations, and career possibilities and answers the following questions:
• How can I become a meeting professional and what are my opportunities?
• What types of jobs are available?
• Should I work for myself or someone else?
• What salary can I expect to make?

Employment Outlook
What positions might this certificate lead to?
Meeting Planner, Event Director, Meeting Coordinator, Wedding Planner, Special Event Planner, Destination Management Planner, Corporate Planner, Association Planner, Independent Meeting Planner.

Who Should Attend
Individuals who should attend include:
• Individuals who coordinate meetings, conferences, weddings, fundraisers, sport programs, social functions, or other types of events.
• Individuals who are considering making a career change and seeking a comprehensive introduction to the field of Meeting and Event Planning.
• Employees of the hospitality industry, such as hotel sales and convention service managers, who work with meeting and event planners.
• Those who work in related fields such as entertainment, lighting, audio/visual, sound, and catering who are looking for additional knowledge to further their skills and enhance their competitive edge.

Eligibility Requirements
No prerequisites are required for the certificate. Some experience in meeting and event planning is helpful, but not necessary.

Special Features
All courses are taught by industry professionals, and are experts at what they do. The courses are scheduled for Saturdays for the convenience of working professionals. Most classes are offered on the CSUDH campus located at 1000 East Victoria Street in Carson. Some classes will be held off campus as indicated.

Certificate Requirements
A Certificate of Completion will be awarded upon the completion of seven required courses, and one elective. Those who do not
Meeting and Event Planning Certificate of Completion

wish to pursue a certificate may take individual classes. All courses provide Continuing Education Units (CEUs).

Required Courses
Introduction and Fundamentals of Meeting Planning MEX 901
Special Event Management MEX 902
Negotiations and Contracts MEX 903
Site Selection and Inspections MEX 904
Marketing and Promotion Financial Management MEX 905
Food & Beverage Management Room Set Ups MEX 906
Audio Visual and Technology Today MEX 907

Elective Courses
(Offered Alternate Semesters)
Planning Global and Incentive Meetings MEX 908
Wedding Planning MEX 909

Program Instructors
Marla Harr, CMP, has more than 18 years of experience in wedding planning, and special events.
Michael Herman has managed audiovisual departments of the finest hotels in Los Angeles and Santa Monica.
Carroll Reuben, CMP, CMM, has been a corporate and association event director for more than 25 years.
Marjorie Y. Risinger, CMP, has been a meeting planner for 30 years.
Gary Rosenberg, CMP, is a Professional Meeting Planner and has 25 years industry experience.
Charmaine Wilkerson is the Catering and Event Manager for Hewlett Packard.

SCHEDULED CLASSES

Introduction and Fundamentals of Meeting Planning .6 CEUs
This course provides an overview of the industry and information regarding resources, professional organizations, and career possibilities. Students will learn the step-by-step plans to ensure that their meeting fits the needs of the audience, stays within budget, and remains on time. Topics covered:
• Meeting Planning as a career, expectations and opportunities
• Meeting Planner disciplines
• Core Competencies
• Program Design
• Room layouts and formulae
• Resources
• Legal issues, ethics and safety

Negotiations and Contracts .6 CEUs
This course will help you identify what is negotiable, and how to ask for what your client needs. Contract clauses and liability issues will be discussed. Topics include: definition of negotiations; tactics one may use; knowledge one should have prior to negotiating; costs of hotels and profit centers; what is negotiable; and contract inclusions.

Marketing and Promotion/Financial Management .6 CEUs
You will learn the basic steps to identify the often forgotten hidden charges, discounts and fees that lead to budget over runs, as well as how to prepare and present reports that will impress your management. This course will also cover some of the basics of marketing.

Special Event Management .6 CEUs
This course will provide you with tools to improve the effectiveness of your special events. You will learn to improve catering quality while maintaining budgets.

Site Selection and Inspections .6 CEUs
In this course you will learn how to conduct the site inspection, which will result in the selection of a suitable venue. Topics which will be covered include: your impression upon arriving at the site; process of researching sites; profile of the group; knowledge available to the Meeting Planner; how to conduct the Site Visit.

Audio Visual and Technology Today .6 CEUs
Knowledge of audio visual technology has become more critical in this age of computers and electronics. You will learn about the audio visual technology which is available, and how to use the equipment effectively. Topics will include teleconferencing, multimedia, and the planning of successful productions.
Meeting and Event Planning Certificate of Completion (Continued)

Planning Global and Incentive Meetings .6 CEUs
This course provides insights into implications of politics, culture, current affairs, and etiquette and protocol on meeting planning. You will learn about dealing with language and money issues, and valuing vendor and supplier partnerships.

Date: Mar 7
Time: Sat 9am-4 pm (1 hour lunch)
Meetings: 1
Location: CSUDH EE 1217
Fee: $125
Instructor: Marla Harr
Course No.: MEX 908 Sec 01
Reg. No.: 22464

Food and Beverage Management/Room Set Ups .6 CEUs
One of the largest expenditures of any meeting is food and beverage. In this course you will learn how to select food and beverage items as well as what to select to fit your attendees’ needs.

Date: Mar 14
Time: Sat 9am-4pm
Meetings: 1
Location: CSUDH EE 1222
Fee: $125
Instructor: Marjorie Y Risinger, CMP
Course No.: MEX 906 Sec 01
Reg. No.: 22462

For more information:
email: creuben@cox.net
To register, call 310-243-3741
www.csudh.edu/ee/meetingandevent.html

Project Management Certificate of Completion

The Program
Obtain the management skills required to bring projects in on time and within budget. The results of successfully completing coursework in this program will be visible in your overall job performance, leadership effectiveness, risk analysis and decision-making capabilities, and improved management style.

CSUDH, College of Extended and International Education is an official Global Registered Education Provider by the Project Management Institute (PMI).

What You Will Learn
The curriculum is based on an organized sequence of courses that cover the Project Management Body of Knowledge (PMBOK), which serves as the fundamental knowledge base for project management.

As a result, those who qualify will be better prepared to sit for the Project Management Professional Exam. Recognized domestically and internationally, the PMP Certification has a standard for excellence in project management. Obtaining use of the PMP designation distinguishes you as an expert in the profession.

Who Should Attend
Individuals in any discipline who work on projects in either the public or private sector will benefit from course work. Those with 3-5 years work experience who are not currently working in this field will be prepared to pursue career opportunities specifically in the area of project management upon completion of the program. Individuals who are considering a career change will get a good overview of the project management profession to aid in their career decisions.

Program Benefits
• Individual course certificates showing CEUs and PDUs are awarded to students who do not miss any of the class sessions.

“I have enjoyed my journey of learning. I discovered I really do love learning and now that I have “time on my hands” I may just take a Project Management course. Thank you for your help and encouragement.” - Sally Kaye, Production Planner, Younger Optics, Torrance, CA

- Obtain a proven, practical body of project management knowledge and skills that will help you avoid making costly mistakes.
- Helps students prepare to sit for the Project Management Professional (PMP) and Certified Associate in Project Management (CAPM) exams.
- Learn techniques for effectively coordinat- ing and managing all aspects of a project including team leadership, project risk and financial analysis, evaluation and control techniques, project planning and decision-making.
- Explore the international dimensions of project management

Certificate Requirements
A certificate is awarded upon successful completion of five required courses.

Instructors
Kamal Vinayak Inamdar, Ed.D, PMP, has over 30 years of combined experience in engineering, manufacturing management, project management and finance. He has taught business and management at two CSU campuses and UCI.

Tammo T. Wilkens, MBA, P.E., PMP, has 31 years of experience in Project Management. He has managed various projects in software, engineering and construction industries, both in the private and public sectors. He has lectured and presented numerous papers and is a recognized subject matter expert in planning & scheduling and earned value management. He has mentored employees, delivered PMI exam prep courses and continues to receive overwhelmingly positive feedback from students.

Courses
Intro & Overview of Project Mgt PMX 900
Project Human Resource & Procurement Management PMX 901
Project Quality and Communications Management PMX 902
Project Risk & Scope Management PMX 903
Project Management Certificate of Completion
(Continued)

Project Time and Cost Management PMX 904
PMX 900 is a prerequisite for PMX 901, 902, 903 & 904, which can be taken in any order.

Note: This program utilizes Blackboard. Be sure to get your password and instructions on how to access MyCSUDH when you register.

CSUDH PMX classes are PMI Certified

Books for the Certificate should be purchased in the CSUDH bookstore or the Project Management Institute (pmi.org) or other retailer.

Required Textbooks:
• “Project Management - A Systems Approach to Planning, Scheduling and Controlling”, 11th Edition by Harold Kerzner, PhD, John Wiley & Sons

SCHEDULED CLASSES
SPRING - SUMMER 2015

Introduction & Overview of Project Management
This course is a prerequisite for PMX 901, 902, 903 & 904
0.6 CEUs, 6 Seat-Time Hours, 6 PDUs
Students gain an understanding of project management as a scientific and professional business function. This is the first course in a five-course certification and will be the prerequisite for all other classes. The course introduces detailed descriptions of projects, project life cycles, and project integration.

Date: Jan 17 & 24
Time: Sat 9am-Noon
Meetings: 2
Location: EE 1218
Fee: $135
Instructor: Kamal Inamdar
Course No. PMX 900 01
Reg. No. 22226

Date: Jan 22 & 29

Project Human Resource and Procurement Management
1.5 CEUs, 15 Seat-Hours, 15 PDUs
Students gain an understanding of the disciplines involved in managing project team members and managing contracts and purchase orders. Major human resource related topics include project team organizations, responsibilities, team building and leadership. Major procurement related topics include contract specification, solicitation, award and administration; contract types and billing/payment options.

Date: Jan 31 - Feb 28
Time: Sat 9am-Noon
Meetings: 5

“I want to commend Dr. Inamdar for his superb and sincere work in conducting his project management courses. I have been a design engineer for more than 35 years. With Dr. Inamdar’s help, I am putting pieces together and learning details that only a highly educated and experienced person can make look simple. He has gone beyond the hours allotted and worked with students explaining details of project management techniques and methods. He has also helped us practice for the CAPM and PMP exams. Dr. Inamdar is an asset to CSUDH and I congratulate you for having him on board.
I would also like to add that your PMX program is the best for the price in Los Angeles and Orange Counties.”
Chris Khecho Asadorian, P.E.
Principal Instrumentation Controls Engineer
WorleyParsons
Monrovia, California

Time: Thu 6-9pm
Meetings: 2
Location: EE 1218
Fee: $135
Instructor: Tammo Wilkens
Course No. PMX 900 02
Reg. No. 22227

Date: Apr 11
Time: Sat 9am-4pm
Meetings: 1
Location: EE 1222
Fee: $135
Instructor: Tammo Wilkens
Course No. PMX 900 03
Reg. No. 22232

Project Risk and Scope Management
1.5 CEUs, 15 Seat-Hours, 15 PDUs
Students gain an understanding of the disciplines involved in managing project risk and scope. Major risk related topics include the basic nature of project risk, as well as risk assessment, analysis and mitigation. Major scope related topics include defining the purpose and scope of the project, planning the execution of the project,
establishing and using a work breakdown structure, controlling the scope and verifying that the delivered project matches the specified scope.

Date: Apr 18 - May 16
Time: Sat 9am-Noon
Meetings: 5
Location: EE 1218
Fee: $294
Instructor: Kamal Inamdar
Course No. PMX 904 01
Reg. No 30076

For project managers. Students will take a simulated exam on the last day of class.

Books
Students should purchase the most current edition of Rita’s Course in a Book for Passing the PMP Exam, Rita Mulcahy, RMC Publications.

Please bring it to the first class meeting.

Scheduled Classes

PMP Exam Prep Course
This 30-hour course was developed for those professionals who are currently working in the field of project management who would like to take the PMP exam.

Date: Feb 1 - Mar 1
Time: Sun 9am-4pm
Meetings: 5
Location: EE 1202
Fee: $750
Instructor: Kamal Inamdar
Course No.: NM PM 101 sec. 01
Reg. No.: 22237

For more info:
www.csudh.edu/pmpexamprep.html

Project Management Professional (PMP) Examination Preparation

The Program
The test preparation course was developed for professionals who are currently working in the field of project management and are interested in taking the Project Management Professional (PMP) exam. Passing the PMP is a challenge and requires 60 to 80 hours of practice. This course will provide direction and strategies to be successful with passing the test.

What You Will Learn
Students will learn strategies to help them pass the PMP exam. Students will also learn how practice will help to improve their chances for passing the exam.

Who Should Attend
Individuals who are interested in taking the PMP exam.

Eligibility Requirements
Students must be qualified to take the PMP exam. For details, go to www.pmi.org. Students should have completed all Project Management courses and be knowledgeable in all process areas as set in PMBOK.

Special Features
Course instructors PMPs and are practicing
Project Management
Microsoft Project

(Continued)

and Construction Project Management (CMX) certificate programs who need training in the software.
• Individuals who wish to gain proficiency in using Microsoft Project.
• Individuals who wish to enter the project management profession at the entry level with scheduling software knowledge.
• Individuals who wish to train their project management and scheduling/ planning staff in the proficiency of Microsoft Project
• Students who wish to learn how to configure Microsoft Project for compliance with PMI’s PMBOK® Guide and Practice Standard for Scheduling.

Eligibility Requirements
Students should have a general understanding of computers. Experience with Microsoft Office Tools is a plus.

Special Features
Students will have an opportunity to create a project plan, track progress and design and print reports.

Books
Microsoft Project 2010 Software Training Guide, Wilkens
Available in the CSUDH bookstore. Please bring it to the first class meeting.

Scheduled Classes
Microsoft Project 2010
1.8 CEUs, 18 Seat-Hours, 15 PDUs
The course is structured to cover all aspects of the software and how to use it effectively. This course is supplemental to the “Certificate in Project Management” program (PMX-900 series) and the “Certificate in Construction Project Management” program (CMX-900 series). This course also supports scheduling principles as documented in PMI’s PMBOK® Guide and Practice Standard for Scheduling.

Date: Mar 8-29
Time: Sun 9am-2pm
Meetings: 4
Location: EE 1202
Fee: $499
Instructor: Tammo Wilkens
Course No.: PMX 951 Sec 01
Reg. No.: 22236

For more info:
www.csudh.edu/ee/microsoftproject.html

Special Major Bachelor of Arts Degree
A Special Major degree for those who have completed the Production and Inventory Control Certificate Program

The Program
Students who have completed the Supply Chain Management / Production and Inventory Control program at California State University, Dominguez Hills, are invited to apply the credits earned to a bachelor’s degree program as part of a unique program entitled Special Major. Through this program, students can integrate their studies in Supply Chain Management with at least two other disciplines to obtain the degree. Working with an advisory committee, participants design a path that best suits their individual and career objectives. Working adults and their employers will appreciate the career-specific approach of this innovative course of study.

Eligibility Requirements
Formal admittance to the University is not required for participation in the Supply Chain Management / Production & Inventory Control Certificate program, but is required for participation in the balance of the Bachelor’s Degree Program. All students are required to pay extension tuition for these courses. Students desiring to enter the University to earn a Special Major BA must follow standard University application procedures as outlined in the University Catalog.

Program Requirements
The Special Major Bachelor of Arts degree requires the completion of 120 semester hours including both lower and upper division course work. Participating students must complete all general studies program requirements (52-59 semester units) and integrate at least one other discipline outside of the College of Business and Public Policy with the PIX units to achieve a total of 24 units of upper division credit to complete the Special Major. Students must also complete an acceptable University minor.

Other graduation requirements are listed in the general University Catalog. The minimum requirement for the Special Major is 24 semester units of approved upper division work. The credit hours earned while completing the Supply Chain Management / Production and Inventory Control Certificate serve as the foundation for the Special Major. The remaining upper division credit hours, in consultation with the student’s advisory committee, should be chosen from at least one other department outside the School of Management.

Residence Requirements
A minimum of 30 semester units (of which 24 must be upper division units) must be completed in residence at CSU Dominguez Hills. This does not include the credits earned as part of the PIX certificate program because credits earned through extension are not considered residence credit. Please see the University Catalog for other residence and transfer credit requirements.

The Minor
In addition to the Special Major, participating students are required to complete a regular academic minor.

University Requirements
A student working towards the Special Major PIX degree is subject to university-wide policy relative to admission, scholastic standards and graduation requirements (please refer to the University Catalog). A maximum of 24 semester units through extension, correspondence and the United States Armed Forces Institute may be accepted toward a bachelor’s degree. Each PIX course successfully completed counts as 3 of the 24 acceptable units.

Sample Programs
For complete requirements, please consult the University Catalog at: http://www.csudh.edu/catalog/2011-2013/SpecialMajor.htm and a program advisor. Additional prerequisite units may be required in the major and minor.
Two Online Certificate Programs in Supply Chain Management:
- Supply Chain Management
- Purchasing

Who Should Attend
The Certificate programs are designed for those who wish to gain a broad education in the principles of supply chain management. Those already in this growing field as well as those anticipating a career change will benefit from this practical training taught by leading professionals currently employed in production and inventory control and/or purchasing. In addition to providing a comprehensive introduction to supply chain management, the coursework is designed to help students prepare for the national CPIM Certification Exams or ISM (NAPM) Purchasing CPM Certification Exams.

Employment Opportunities
Production & Inventory Control and Purchasing Certificate holders find employment in aerospace, electronics, military, hospitals, retail, and warehousing.

Requirements
Courses are offered three trimesters each year and each course provides three (3) units of upper division degree-applicable academic credit. Students must complete 5 courses and achieve an over-all grade point average of 2.5 (C+) or better to receive the certificate. The certificate must be completed within 3 years once the student has started the program.

Supply Chain Management Certificate Program

Courses
Supply Chain Fundamentals PIX 351
(PX 351 is the foundation course and must be taken first)
Supply Chain Scheduling PIX 353

Books and Materials
Please purchase the most current edition:

Students must obtain textbooks prior to their first class.

Program Instructor
Joan Hall, MA, is a Lifetime CPIM with APICS and has over 25 years of experience in production and inventory control. She has been teaching the Production and Inventory Control certificate program for over 20 years for CSUDH which included company in-house programs, television, on campus and now the internet. Joan has a BS in Business Education and an MA in Secondary Education from CSULB.

Supply Chain Fundamentals
3 units
Supply chain management covers the flow of a product from the supplier to the manufacturer through the distribution system to the customer. This includes planning, forecasting, purchasing, manufacturing, moving, storing and tracking a product from conception to customer possession. This course provides an overview of the fundamental concepts and vocabulary to prepare students for the remaining courses in the certificate program.

Date: Jan 5 - Apr 3
Location: Online
Fee: $555
Instructor: Joan Hall
Course No. PIX351 Sec 41
Reg. No. 20008

Supply Chain Planning
3 units
This course covers demand management and its relationship to strategic and business planning. This includes forecasting, how to develop an achievable master schedule, and distribution planning which covers the concepts of establishing distribution centers, replenishing centers and transporting the product from the supplier to the customer.

Date: Jan 5 - Apr 3
Location: Online
Fee: $555
Instructor: Joan Hall
Course No. PIX357 Sec 41
Reg. No. 20009

Summer 2015

Supply Chain Fundamentals
3 units
Supply chain management covers the flow of a product from the supplier to the manufacturer through the distribution system to the customer. This includes planning.

Supply Chain 2015 Course Schedule

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<thead>
<tr>
<th>Class</th>
<th>Title</th>
<th>Credits</th>
<th>Spr '15</th>
<th>Sum '15</th>
<th>Fall '15</th>
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<tbody>
<tr>
<td>PIX 351</td>
<td>Supply Chain Fundamentals</td>
<td>3 Ext</td>
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<tr>
<td>PIX 353</td>
<td>Supply Chain Scheduling</td>
<td>3 Ext</td>
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<td>PIX 355</td>
<td>Supply Chain Operations</td>
<td>3 Ext</td>
<td>●</td>
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<td>PIX 357</td>
<td>Supply Chain Planning</td>
<td>3 Ext</td>
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<td>PIX 359</td>
<td>Supply Chain Strategies</td>
<td>3 Ext</td>
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Schedule subject to change

Register by Phone (310) 243-3741 • einfo@csudh.edu • http://www.csudh.edu/ee
**Supply Chain Management Certificate Program**

(Continued)

Forecasting, purchasing, manufacturing, moving, storing and tracking a product from conception to customer possession. This course provides an overview of the fundamental concepts and vocabulary to prepare students for the remaining courses in the certificate program.

**Courses**

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<tr>
<td>PRX 200</td>
<td>Purchasing Fundamentals</td>
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<td>PIX 351</td>
<td>Supply Chain Fundamentals</td>
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<tr>
<td>PRX 310</td>
<td>Cost-Price Analysis and Negotiation</td>
<td>3 Ext</td>
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<tr>
<td>PRX 330</td>
<td>Public Sector Procurement</td>
<td>3 Ext</td>
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<tr>
<td>PRX 340</td>
<td>Advanced Purchasing Concepts</td>
<td>3 Ext</td>
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</tbody>
</table>

Instructor

**Frank Putz,** MBA, A.P.P., C.P.M., and CPIM, with over 30 years of active experience in electronics, material planning and military procurement practices.

For more information:

Email: bwald@lists.csudh.edu
Visit the website: www.csudh.edu/supplychainmanagement/

**Required Texts**

Please purchase the most current edition.

*C.P.S.M. Study Guide*, Edition 2 #CPSMSG2

**Cost-Price Analysis and Negotiation**

3 Units

Course provides an overview of the tools and techniques required for determining the reasonableness of cost and price, the relationships between the two and establishes the basis for negotiating a final contract between buyers and sellers.

**Public Sector Procurement**

3 Units

Course examines the relative aspects unique to Public Sector Purchasing as well as comparing and contrasting the legal and regulatory consideration inherent to this environment with those of private sector procurement.

**Purchasing Year 2015 Internet Schedule**

<table>
<thead>
<tr>
<th>Class</th>
<th>Title</th>
<th>Credits</th>
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<td>Advanced Purchasing Concepts</td>
<td>3 Ext</td>
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</table>
Purchasing Certificate Program
(Continued)

Course No. PRX 200 Sec 41
Reg. No. 30080

Public Sector Procurement
3 Units
Course examines the relative aspects unique to Public Sector Purchasing as well as comparing and contrasting the legal and regulatory consideration inherent to this environment with those of private sector procurement.

Date: Apr 6 - Jul 3
Location: online
Fee: $555
Instructor: Frank Putz
Course No. PRX 330 Sec 41
Reg. No. 30065

Advanced Purchasing Concepts
3 Units
Through the detailed examination of case studies, students explore the real-world application of purchasing concepts including: specification, standardization, simplification, supply, legal and ethical issues, partnering, total quality procurement and logistics.

Date: Apr 6 - Jul 3
Location: online
Fee: $555
Instructor: Frank Putz
Course No. PRX 340 Sec 41
Reg. No. 30066

Solar PV Entry Level Installer

The Program
About half of all solar PV installers work in California, a State that provides many incentives for solar electric power. Because solar power requires a large upfront investment, tax credits and other government incentives help make it a more affordable option for individuals and businesses. Given the trend in favorable government incentives, analysts expect that the solar-power industry will continue to grow rapidly.

Course is designed to prepare students to work as entry level installers who assemble, install and maintain solar photovoltaic (PV) systems on roofs or other structures in compliance with site assessment and schematics. Part of the job requirements include measuring, cutting, assembling, and bolting solar modules to structural framing, as well as perform minor electrical work such as current checks.

As part of the course, students will be prepared and eligible to test for the Electronics Technicians Association’s (ETA) level one installer’s exam. ETA is one of the leading organizations in Solar PV training. Individuals with residential construction experience are best suited for this course; however there are no prerequisites or experience required.

Employment Outlook
According to the Occupational Labor Handbook, job prospects are expected to be excellent, particularly for those who have completed training from an accredited technical school or a formal apprenticeship.

SCHEDULED CLASSES
Solar Panel Installation Training
Dates: Mar 7, 8, 14, 15, 21, 22
Time: Sat-Sun 8am-5pm
Meetings: 6
Location: Taller San Jose
           810 N. Poinsettia
           Santa Ana, CA 92701
Fee: $1,000
Instructor: Marius Cucurni
Course No.: NHSF 106
Reg. No.: TBA

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