Additionally, participants will improve their corporate contracts and purchasing, inter-cultural and community conflicts, profit organization management, resolution of policy advising, social work, teaching, non-mediator, negotiation, arbitration, public dispute resolution (ADR) services such as mediation, negotiation, conflict resolution and valuable negotiation, conflict resolution and peacebuilding skills, techniques and knowledge that may be applied directly to law enforcement work, counseling, education administration, human resources management, labor relations, law, business negotiations, supervision and administration, government and the foreign service.

Other career applications include alternative dispute resolution (ADR) services such as mediation, negotiation, arbitration, public policy advising, social work, teaching, non-profit organization management, resolution of inter-cultural and community conflicts, corporate contracts and purchasing.

Additionally, participants will improve their computer, listening, speaking, writing, critical thinking and problem solving skills. This is a 36-semester unit graduate program, which can be completed in two years without coming to the Dominguez Hills campus. Courses run 12 weeks each term. Students complete a portfolio as a culminating event (unless the program director approves a special topic for a thesis).

The program involves a comprehensive study of the practical skills, techniques, methods, theory, and research needed to be an effective mediator, negotiator and conflict manager. The degree addresses many needs of beginning and mid-career professionals in law enforcement, government, business, and non-profit organizations, and those interested in a career change.

Admission Requirements

1. A bachelor’s degree with any major and a GPA of 3.2 or above (4-point scale) in the last 60 semester or 90 quarter units from any accredited college or university;
2. Three letters of recommendation;
3. The Graduate Record Exam (GRE) Score; and
4. A 500-word biographical essay. The biographical essay and letters of recommendation must address:
   - what in the applicant’s background indicates this subject matter is appropriate for the applicant,
   - why applicant desires this degree program, and
   - what does applicant plan to do with this degree once obtained.

Personal interviews may be required. Students are admitted only once a year on a cohort basis. Applicants will be considered for Fall admission only. Completed applications and supporting documentation must be received no later than May 1st preceding the Fall semester of the academic year for which admission to the program is sought.

Special Features

The degree can be completed without ever coming to the campus by anyone anywhere in the world with access to the Internet. Any student with a PC Pentium II and reliable access to the Internet should be able to attend class online. Classes are asynchronous (tasks completed on- or off-line at the student’s convenience), with on demand video lectures for students to view. Additional features include home pages for students and instructors, chat and discussion rooms, electronic submission and return of papers, and individual, secure, access to personal course records at all times.

Students who cannot complete the course of study in two years have up to five years from date of admission to finish the program. Students must remain in continuous enrollment from first enrollment to program completion.

Degree Requirements

A. Required Courses (24 units) To be taken in the order listed in sequence NCR 500, 503, 504, 507, 508, 522, 525 and 544.

B. Elective Courses: (9-12 units, depending on whether a thesis is the approved culminating event.)

C. The Graduate Writing Assessment Requirement (GWAR) must be taken and passed during the first semester of enrollment.

D. Capstone (Successful Culminating Event) Portfolio (3 units)/ Thesis (6 units but only available after the approval of program director.) NOTE: Culminating Event Course (NCR 591) must be the last required course in the program for the student, and may be taken together with only one remaining elective course.
Special Features
The MBA can be completed entirely online through the MBA Online Program. Courses feature a high level of interaction between faculty and students. Each class combines text materials, lecture videos, case studies, group interaction among students, threaded discussions, interactive netmeetings and video conferencing.

The 30-33 unit MBA curriculum can be completed online within 18 months through the CSUDH 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

Certificate in Mediation and Conflict Resolution
Valuable for those seeking careers or career advancement as attorneys, counselors, educational administrators, teachers, human resource professionals, managers and others who must deal with conflict in professional and personal situations. A one semester program that satisfies the educational requirements of the Dispute Resolution Program Act of California.

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

Cost
Current fees are $275 per unit, or $9,000 for the entire degree. Additional expenses (at current rates, subject to change) are a $35 examination fee (for the Graduation Writing Exam if needed), a $35 diploma fee, books estimated at $1200 total, and whatever the student’s personal Internet fees cost.

Information should be requested from:
Negotiation, Conflict Resolution & Peacebuilding Program
CSU Dominguez Hills
1000 E. Victoria Street LIB -E510
Carson, CA 90747 USA
Negotiation, Conflict Resolution & Peacebuilding Program
Tel. 310-243-3237
Fax 310-516-4268
E-mail: negotiation@csudh.edu or visit the website: http://www.csudh.edu/negcon
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 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**
APS Cal State Online program is especially suited for
- 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.calstateonline.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 Sept 2 - Oct 26
APS 300 Ethos of the Liberal Arts in the World of Work
COM 100 Mass Media and Society
MGT 312 Organizational Behavior
PUB 302 Administration of Financial Resources

2nd session Oct 27 - Dec 21
APS 490 Seminar in Occupational Leadership
COM 365 Introduction to Public Relations
HRM 313 Human Resources Management
PUB 301 Administrative Behavior and Leadership

BS in Quality Assurance - See Page 71

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.

Courses

Required Courses
- Plan Reading CMX 903
- Estimating CMX 902
- Construction Safety CMX 926
- Law for Construction CMX 921
- Construction Accounting CMX 904
- Financing Real Estate Acquisitions CMX 905
- Bidding & Scheduling CMX 925
- Field Project Management CMX 920

The program is designed so students taking one course at a time can complete the program in eight months.

Note: Most courses in this program utilize Blackboard. Be sure to get your password and instructions on how to access MyCSUDH when you register.

Attendance is required at all 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

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, and Federal OSHA are covered.

Date: Aug 20 - Sep 24
Time: Wed 6:30–9:30pm
Meetings: 6
Location: EE 1205
Fee: $240
Instructor: Jay Jefferson
Course No.: CMX 926 Sec 01
Reg. No.: 42277

Law for Construction

1.8 CEUs

This course provides an overview of the legal system: contractor’s license law, contract laws, real estate law, labor law, OSHA, employment law, litigation and arbitration, contractor’s liability in tort-negligence, mechanic’s liens, plus basic contract principles and responsibilities.

Date: Oct 2 - Nov 6
Time: Thu 6:30–9:30pm
Meetings: 6
Location: EE 1222 / EE1218
Fee: $240
Instructor: Paul Makris
Course No.: CMX 921 Sec 01
Reg. No.: 42277

Construction Accounting

0.9 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: Oct 11-25
Time: Sat 8:30 – 11:30am
Meetings: 3
Location: EE 1213
Fee: $125
Instructor: Garry Jones
Course No.: CMX 904 Sec 01
Reg. No.: 42276

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.

Date: Nov 12 - Dec 17
Time: Wed 6:30–9:30pm
Meetings: 6
Location: EE 1218
Fee: $240
Instructor: Kathy Flachmeier
Course No.: CMX 925 Sec 01
Reg. No.: 42275

Construction Project Management Certificate of Completion

Garry A. Jones, Principal of Garry A. Jones & Associates, Certified Public Accountant with over 25 years experience, prior construction controller, continued client involvement.

Larry Kaltman, Architect and General Contractor, has over 40 years of experience in design and building.

Paul Makris, PE, PSP, JD, has over 30 years of experience in construction, engineering, construction management, forensic engineering, and claims analysis.

David Stern, PE, Founder and President, Westec Construction, Inc. David has over 30 years of experience in the construction industry.

Instructor: David Stern
Course No.: CMX 905 Sec 01
Reg. No.: 30325

Law for Construction

1.8 CEUs

This course provides an overview of the legal system: contractor’s license law, contract laws, real estate law, labor law, OSHA, employment law, litigation and arbitration, contractor’s liability in tort-negligence, mechanic’s liens, plus basic contract principles and responsibilities.

Date: Oct 2 - Nov 6
Time: Thu 6:30–9:30pm
Meetings: 6
Location: EE 1222 / EE1218
Fee: $240
Instructor: Paul Makris
Course No.: CMX 921 Sec 01
Reg. No.: 42277

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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.

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Fee: $240
Instructor: Kathy Flachmeier
Course No.: CMX 925 Sec 01
Reg. No.: 42275

Construction Project Management Eight Required Classes

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

Register by Phone (310) 243-3741 • eeinfo@csudh.edu • http://www.csudh.edu/ee
Construction Project Management Certificate of Completion (continued)

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

Date: Aug 16 & 23
Time: Sat 9am – 3pm
Meetings: 2
Location: SAC 1102
Fee: $170
Instructor: Duane Murphy
Course No.: GLX 901 Sec 01
Reg. No.: 42218

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: Sep 6 & 13
Time: Sat 9am – 3pm
Meetings: 2
Location: SAC 1102
Fee: $170
Instructor: Duane Murphy
Course No.: GLX 902 Sec 01
Reg. No.: 42219

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: Sep 20 - Oct 18
Time: Sat 9am – 3pm
Meetings: 4
Location: SAC 1102
Fee: $340
Instructor: Duane Murphy
Course No.: GLX 902 Sec 01
Reg. No.: 42220

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

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Global Logistics Certificate of Completion

(Continued)

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 forwarders, 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: Oct 25 - Nov 15
Time: Sat 9am – 3pm
Meetings: 4
Location: SAC 1102
Fee: $340
Instructor: Duane Murphy
Course No.: GLX 903 Sec 01
Reg. No.: 42221

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: Nov 22
Time: Sat 9am – 3pm
Meetings: 1
Location: SAC 1102
Fee: $85
Instructor: Diana Da Costa
Course No.: GLX 904 Sec 01
Reg. No.: 42222

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: Dec 6
Time: Sat 9am – 3pm
Meetings: 1
Location: SAC 1102

Fee: $85
Instructor: Diana Da Costa
Course No.: GLX 905 Sec 01
Reg. No.: 42223

For more information:
Call Charles Hunt 310-243-2336 email: chunt@csudh.edu
www.csudh.edu/ee/logistics.html

Human Resource Management Certificate of Completion

The Program

This course provides the knowledge and practical skills for career enhancement and job advancement in human resource management. The focus is on current business and personnel management systems to teach how to successfully meet the challenges encountered in today's competitive business environments. The program also meets and exceeds the requirements for PHR (Professional in Human Resources) and SPHR (Senior Professional in Human Resources) recertification.

What You Will Learn

• How to develop and administer practical HR systems
• How to measure and benchmark HR success
• How to avoid costly mistakes when hiring and dealing with HR issues
• How to develop strategies for reducing corporate risk and liability through effective HR practices

Who Should Attend

• Human Resource specialists who need to expand their knowledge and expertise in all aspects of HR management
• Those considering entering the field of human resource management
• Business owners and executives
• PHR’s and SPHR’s who need to meet recertification requirements
• Business attorneys
• Business consultants
• MBA students

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
Total Rewards
Labor and Employment Law
Communication Dynamics

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.

Human Resource Management Certificate of Completion
(Continued)

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.

Scheduled Classes

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.

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<tr>
<th>Date</th>
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<th>Location</th>
<th>Fee</th>
<th>Course No.</th>
<th>Reg. No.</th>
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<tr>
<td>Sep 8-29</td>
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<td>SAC 1104</td>
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<tr>
<td>Sep 9-30</td>
<td>Tue 6:30-9:30pm</td>
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<td>SAC 1104</td>
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Total Rewards
1.2 CEUs
How do I build an entire compensation program for my company? What benefits are right for my company’s employees and how do I manage them? This class will develop the tools needed to accomplish these tasks through an intensive “hands-on” skills development approach. Students will build a compensation plan to be implemented under the parameters established by law and corporate policy. Students will also build a benefits tracking and measurements systems to take back to their workplaces.

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Meetings</th>
<th>Location</th>
<th>Fee</th>
<th>Course No.</th>
<th>Reg. No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nov 3-24</td>
<td>Mon 6:30-9:30pm</td>
<td>4</td>
<td>SAC 1104</td>
<td></td>
<td>HRX 901 Sec 02</td>
<td>42470</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Meetings</th>
<th>Location</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nov 4-25</td>
<td>Mon/Tue 6:30-9:30pm</td>
<td>4</td>
<td>SAC 1104/1106</td>
<td>$279</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Meetings</th>
<th>Location</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dec 2-16</td>
<td>Tue 6:30-9:30pm</td>
<td>3</td>
<td>SAC 1104</td>
<td>$189</td>
</tr>
</tbody>
</table>

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

“Anne,
I just want to thank you so much for your wonderful classes! CSUDH is very lucky to have you. I truly enjoyed your teaching style and you definitely know your topics. I wanted to brush up on my H/R and being in this industry for over 30 years, one can tell when people know their stuff and have a passion for something, and you definitely have both.
You made the classes fun and interesting and I am sure you’re making a huge impact on many lives.
I appreciated your knowledge and delivery.
Again, thanks!”

-Eva D’Avella
Regional Employee Relations Specialist
ABM Services
Commerce, CA
Advanced Human Resource Management
Certificate of Completion

The Program
Rather than focus on a basic understanding of employment wage and hours, and labor laws, this program emphasizes detailed understanding of processes, systems, and practical “how-to” knowledge for administering HR programs and moving into strategic positions on the company management team.

What You Will Learn
Intended for the seasoned Human Resource Professional, the Certificate of Completion in Advanced Human Resource Management is a series of specific topic areas that focuses on today’s important HR management issues. Students will learn about:
- strategic partnerships
- the impact of laws, regulations and court cases
- global/international environment
- corporate culture
- strategic project model
- analytical and measurement models
- safety and security practices
- workplace privacy practices
- union and non-union environments
- negotiation techniques
- ethics
- investigations

Who Should Attend
- Specialists in the Human Resource field who need to expand their knowledge and expertise in all aspects of Human Resource Management
- Business owners and executives
- Business attorneys
- Business consultants
- MBA students

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 the required courses.

Required Courses
<table>
<thead>
<tr>
<th>Course</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Strategic HR Management HRX 951</td>
<td>1.8</td>
</tr>
<tr>
<td>Benchmarks and Trends HRX 953</td>
<td>1.2</td>
</tr>
<tr>
<td>Human Resources Practices HRX 955</td>
<td>1.2</td>
</tr>
</tbody>
</table>

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

Advisory Board Members
Christine Becker, SPHR, Human Resources Generalist, Pelican Products
Ben Boish, Comp & Training Manager, CSUDH
Jesse Bosque, President, Professional Solutions
Gary Bradley, Esq, Bradley & Omelich
Corey Curties, Manager, Blockbuster Video
Fred Griffin, Esq., Liner Yankelevitz Sunshine & Regenstein LLP
Michelle Jaure, PHR, HR Manager, Webcor
Anne Laguzza, M. A., Human Resources Consultant

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

SCHEDULED CLASSES

Strategic HR Management 1.8 CEUs
Students will focus on practical approaches and advanced techniques to strategically position the HR function within the business enterprise. This course is specifically designed to satisfy strategic knowledge and skill development required for continuing education for SHRM/HRCI recertification. This highly interactive course consists of discussions, case studies and projects to build student knowledge, skills and abilities to contribute to company’s success at a strategic level. A certificate award will be awarded upon successful completion of this course.

Date: Sep 3 - Oct 8
Human Resources Certification Preparation

**SHRM LEARNING SYSTEM®**

**The Program**
The Human resources certification preparation featuring the SHRM Learning System Course is an intensive 12-week program designed primarily for individuals seeking certification as a Professional in Human Resources (PHR®) or Senior Professional in Human Resources (SPHR®).

**What You Will Learn**
We offer this program in partnership with the Society for Human Resource Management (SHRM). The curriculum, designed by subject matter experts, covers the HRCI Body of Knowledge and includes application exercises that develop specific competencies and decision-making skills. As a certification preparation program, it consistently beats the national pass rate.

By attending our course, you will develop new knowledge and skills that will improve your workplace effectiveness immediately. By enrolling in our classroom-based format, you also get the added benefit of:
- A structured classroom environment that enhances learning and helps you stay on track
- An experienced instructor to explain concepts and apply them to your industry
- Opportunities to network and share real-world experiences with other HR professionals
- Minimizing travel and maximizing employer tuition assistance

There’s never been a better time to pursue your PHR or SPHR designation. With our blended approach, you’ll learn from printed workbooks, software, online tools and a dynamic classroom experience.

**Who Should Attend**
The course is designed for managers and staff in general management or human resource management positions:
- HR professionals planning to take the PHR or SPHR certification exam

**Special Features**
The SHRM Learning System offers a variety of study features that reinforce concepts and help students prepare for the certification exam:
- Periodic online updates cover significant changes in legislation and HR policies
- Comprehensive bank of test questions — more than 1,600 in all
- Practice tests that are formatted to mimic the current HRCI exam experience
- An interactive case study featuring real-life scenarios to test students’ ability to apply concepts learned throughout the course.
- Preparation Book to help students take a more strategic approach, applying information across functional areas
- Access to the SHRM Learning System Resource Center, featuring HR updates, Webcasts, test-taking tips, related links, and eFlashcards that can be printed or downloaded to a PDA

- PHR professionals seeking to “upgrade” their certification to SPHR
- Certified HR professionals needing credits for PHR/SPHR recertification
- HR practitioners seeking professional development to advance their careers
- Experienced managers who are new to the HR field
- Other mid-level managers pursuing a career change or promotion
- Individuals needing recertification credits

If you’ve been planning to earn your Professional Human Resources (PHR®) or Senior Professional in Human Resources (SPHR®) designation, now is the time to enroll in our updated and expanded Human Resource Certification Institute (HRCI) exam preparation course based on the SHRM Learning System.

**Certification Information**
Please check with www.shrm.org for eligibility requirements.

**REGISTER NOW. CLASSES FILL QUICKLY AND SPACE IS LIMITED.**

**Course**
The six learning modules cover full array of HR topics. The SHRM Learning System course provides an in-depth study of key areas in human resource management. Course materials include six extensive print modules that correspond to the six functional areas, responsibilities, and associated knowledge defined by HRCI:

- **Strategic Management**
  Includes the role of HR in organizations, the strategic planning process, assessing the internal environment, scanning the external environment, evaluating HR’s strategic contributions, ethical issues affecting organizations, and HR and the legislative and regulatory environment.

- **Workforce Planning and Employment**
  Covers key legislation affecting employee rights, privacy and consumer protection, EEO/Affirmative Action, gender discrimination and harassment, organizational staffing requirements, job analysis and documentation, recruitment, flexible staffing, selection and retention, organizational exit, and employee records management.

- **Human Resource Development**
  Examines key legislation, HRD and the organization, organizational development initiatives, adult learning and motivation, training and development, talent management, developing leaders, and performance management.

- **Total Rewards**
  Includes key compensation legislation, total rewards and the strategic focus of the organization, compensation structure, compensation systems, introduction to benefit programs and key benefits legislation, government-mandated benefits, deferred
Human Resources Certification Preparation

(continued)

compensation plans, health-care benefits, other nonstatutory benefits, compensation and benefits for international employees, and evaluating the total rewards system and communicating it to employees.

- Employee and Labor Relations
Covers laws affecting employee and labor relations, employee relations and organizational culture, employee involvement strategies, measuring employee attitudes, policies, procedures, and work rules, discipline and complaint resolution, labor relations legislation and union organizing, unfair labor practices, collective bargaining, and strikes and secondary boycotts.

- Risk Management
Examines organizational risk, key legislation, safety, health, security, and privacy.

Costs
$1,199 for the course which includes the SHRM Learning System ® print modules, online learning software or CD-ROM, access to the online Resource Center, instructor handouts, 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 Sep 8 for the $1199 rate. For those who register after Sep 8, the fee is $1249.

Program Instructor
Christine Becker, SPHR, Human Resource Generalist, Pelican Products.

Scheduled Class

SHRM Learning System
Noncredit
Date: Sep 22 - Dec 8
Time: Mon 6:30pm - 9:30pm
Meetings: 12
Location: EE 1206
Instructor: Christine Becker
Course No.: NBHR 101 Sec 01
Fee: $1,199
Reg. No.: 42481

Fee: $1,249
(for registration after Sep 8)
Reg. No.: 42481

Saturday Test Prep Review Session

HRCI Exam Prep CRAM Course
Noncredit
An eight-hour test prep Cram course offered by the College of Extended and International Education.
Date: Dec 6
Time: Sat 8:30am - 4:30pm
Meetings: 1
Location: EE 1210
Fee: $99
Instructor: Christine Becker
Course No.: NBHR 102 Sec 01
Reg. No.: 42483

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

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

Mediation and Conflict Resolution Certificate Program

The Program
The State of California increasingly favors resolving disputes before they evolve into litigation or, alternatively, before litigation requires a trial. Mediation is the primary method of "alternative dispute resolution" because it allows disputants to resolve their issues voluntarily and quickly with the aid of a trained mediator, thereby reducing costs for both the disputants and the court system. CSUDH College of Extended and International Education’s Mediation and Conflict Resolution Certificate Program offers the most comprehensive training available in any single-semester program in this fast-growing field.

This extension certificate program consists of three courses and awards four (4) graduate extension units. It combines theory with application and practice over the duration of one semester.

What You Will Learn
The Mediation and Conflict Resolution Program actively engages mediation providers in the community to develop opportunities for its students. Participants receive hands-on mediation and conflict resolution training that actively reinforces the classroom training.

Who Should Attend
Because this certificate program is so comprehensive, it is also valuable for those seeking careers or career advancement as counselors, educational administrators, teachers, human resource professionals, managers and others who must deal with conflict in professional and personal situations.

Eligibility Requirements
To be admitted into the program, an applicant must:
- Have a bachelor’s degree from an accredited college or university
- Have been in good academic standing at the last educational institution attended
- Have a strong command of English both orally and in writing.

Program Benefits
Students will have the opportunity to network with LA’s top mediators and work directly with organizations that utilize mediators. Students who complete the program receive a certificate intended to satisfy the educational requirements of the Dispute Resolution Program Act (DRPA) of California. Students in the Negotiation, Conflict Resolution and Peacebuilding Masters program at CSUDH will be able to use these courses as electives in their program. Students are eligible for MCLE credit.

Certificate Requirements
A CSUDH certificate in Mediation and Conflict Resolution will be issued to learners who successfully complete the requirements of the program as outlined. Participants must earn a cumulative GPA of 2.7 or higher with no course grade below a C.
Meetings: 6  
Date: Sep 6–Dec 6  
Reflective practitioners. Participants are encouraged to become  
skills learned in concurrently-taken courses.  
A theoretical framework for mediation and to  
this course is to provide participants with the  
provides participants with the legal nuts and bolts essential to mediating  
Participants will also attain a  
comprehension-level understanding of the  
Participants will also learn case management processes, from intake to resolution, with various conflict resolution  
Providers in the community. The objective of this course is to provide participants with the  
Participants are encouraged to become reflective practitioners.  

Cost  
The cost of the program is $2496  

Program Instructors  
Jack R. Goetz, Esq., MBA, PhD, Academic Lead, has over 30 years as a law professor and bar exam expect. He was the founding dean and president of Concord Law School, the nation's first fully online nationally accredited law school.  
Kari Fletcher, MA, is an organizational consultant, educator and community organizer. She's current the director of an English Language School serving students from all over the world. She has lived in Asia, Europe and in various regions of the United States.  

Scheduled Classes  

Fundamental Mediation Skills and Techniques  
2 units  
This comprehensive course will guide participants through learning, applying, and practicing fundamental skills in conflict resolution and mediation through course instruction, role playing, and simulations. Participants will also attain a comprehension-level understanding of the legal nuts and bolts essential to mediating litigated cases. Finally, participants will learn case management processes, from intake to resolution, with various conflict resolution providers in the community. The objective of this course is to provide participants with the theoretical framework for mediation and to synthesize the practical and communication skills learned in concurrently-taken courses. Participants are encouraged to become reflective practitioners.  

Mediation Practicum  
1 unit  
The objective of this practicum is for participants to gain practical experience in the community and further refine their mediation skills and conflict-resolution training developed in their concurrently taken courses. Participants will engage in 5 sessions of mediation experience in litigated cases (civil harassment and small claims) in Los Angeles Superior Court courtrooms throughout the county, followed by submission of assignments and discussions synthesizing those experiences with the theory learned in the concurrent courses.  
Date: Sep 6-Dec 6  
Time: Weekdays  
Meetings: 5  
Location: EE 1221 and online  
Fee: $1,248  

Diversity & Cross-Cultural Communication for Conflict Resolution  
1 unit  
This online course will prepare students with the knowledge and skills necessary to communicate with cross-cultural competence. Students will learn and comprehend the underlying influences that culture and differences have on belief systems, perceptions, and communication styles. They will gain expertise in how to effectively bridge differences to discover common meanings and reach common goals.  
Satisfactory completion of this course is a pre-requisite to satisfying the classroom requirements under the California Dispute Resolution Program Act (DRPA).  
Date: Sep 6-Dec 6  
Time: Sat. various times  
Meetings: 6  
Location: EE1221 and online  
Fee: $1,248  

Instructor: Goetz  
Course No.: M CX 551 Sec 01  
Reg. No.: 42832  

For more information:  
Visit the website  
www.csudh.edu/ee/mediation.html  

Meetings contribution to G D P 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,
Meeting and Event Planning
Certificate of Completion

(Continued)

- 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. Our instructors are eager to share their knowledge, and improve the professionalism of the industry.

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

Required Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction and Fundamentals of Meeting</td>
<td>6</td>
</tr>
<tr>
<td>Planning</td>
<td>MEX 901</td>
</tr>
<tr>
<td>Special Event Management</td>
<td>6</td>
</tr>
<tr>
<td>Negotiations and Contracts</td>
<td>MEX 902</td>
</tr>
<tr>
<td>Site Selection and Inspections</td>
<td>6</td>
</tr>
<tr>
<td>Marketing and Promotion Financial Management</td>
<td>6</td>
</tr>
<tr>
<td>Food &amp; Beverage Management</td>
<td>6</td>
</tr>
<tr>
<td>Room Set Ups</td>
<td>MEX 903</td>
</tr>
<tr>
<td>Audio Visual and Technology Today</td>
<td>6</td>
</tr>
<tr>
<td>Audio Visual and Technology Today</td>
<td>MEX 904</td>
</tr>
<tr>
<td>Marketing and Promotion Financial Management</td>
<td>MEX 905</td>
</tr>
<tr>
<td>Special Event Management</td>
<td>6</td>
</tr>
<tr>
<td>Negotiations and Contracts</td>
<td>MEX 906</td>
</tr>
<tr>
<td>Site Selection and Inspections</td>
<td>6</td>
</tr>
<tr>
<td>Marketing and Promotion Financial Management</td>
<td>6</td>
</tr>
<tr>
<td>Food &amp; Beverage Management</td>
<td>6</td>
</tr>
<tr>
<td>Room Set Ups</td>
<td>MEX 907</td>
</tr>
</tbody>
</table>

Elective Courses

(Offered Alternate Semesters)

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Planning Global and Incentive Meetings</td>
<td>6</td>
</tr>
<tr>
<td>Wedding Planning</td>
<td>MEX 908</td>
</tr>
<tr>
<td>Non-Certificate Course</td>
<td>6</td>
</tr>
<tr>
<td>NMEP 105 Resume Writing and Job Searching</td>
<td>MEX 909</td>
</tr>
<tr>
<td>and Self Promotion for Event Planners</td>
<td></td>
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<tr>
<td>(Note: NMEP 105 does not count towards cert-</td>
<td></td>
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<tr>
<td>tificate)</td>
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</tbody>
</table>

Program Instructors

<table>
<thead>
<tr>
<th>Instructor</th>
<th>Years of Experience</th>
</tr>
</thead>
<tbody>
<tr>
<td>Marla Harr, CMP, has more than 18 years of experience in wedding planning, special events and meeting management.</td>
<td>18</td>
</tr>
<tr>
<td>Michael Herman has managed audiovisual departments of the finest hotels in Los Angeles and Santa Monica. As an AV Director he has providing audiovisual services for every conceivable event. Michael has an MBA in Management of the Arts.</td>
<td>18</td>
</tr>
<tr>
<td>Carolyn Reuben, CMP, CMM, has been a corporate and association event director for more than 25 years and provides event-consulting services for the corporate, hotel and association industries. She is a frequent industry speaker and has published several textbooks.</td>
<td>25</td>
</tr>
<tr>
<td>Marjorie Y. Risinger, CMP, has been a meeting planner for 30 years. Having worked with top hotel executive chefs in the country, she stays on the leading edge of trends, sustainable ingredients, and dietary requirements, all the while keeping a close eye on the bottom line.</td>
<td>30</td>
</tr>
<tr>
<td>Gary Rosenborg, CMP, is a Professional Meeting Planner with GJR &amp; Associates and has 25 years industry experience. He is a past president of the Southern California Chapter of Meeting Professionals International and is currently serving on the Advisory Board of Convention Planners.</td>
<td>25</td>
</tr>
<tr>
<td>Charmaine Wilmkerson is the Catering and Event Manager for Heiteltd Packard. She has been on the management team of three Presidential Inaugurations, the Opening of the Reagan Library, and the Oscars and Emmy's Governor's Ball.</td>
<td>30</td>
</tr>
</tbody>
</table>

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. This class will provide quick tips for success identifying goals and objectives, developing timelines and budgets, and establishing a meeting design. Students will learn to write specifications for the venue, establish registration procedures, and manage and evaluate the event.

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

Date: Sep 13
Time: Sat 9am–4pm
Meetings: 1
Location: CSUDH EE 1222
Fee: $125
Instructor: Carroll Reuben, CMM
Course No.: MEX 901 Sec 01
Reg. No.: 42728

Special Event Management
6 CEUs
This course will provide you with tools to improve the effectiveness of your special events. Develop your skills as an Event Manager as you identify the potential challenges to a successful event and select appropriate solutions. You will be provided with essential information for success for developing profitable planning strategies, identifying event goals and objectives, working with planning committees, and managing volunteers. You will learn to improve catering quality while maintaining budgets, and how to market your event.

Date: Sep 20
Time: Sat 9am–4pm
Meeting and Event Planning Certificate of Completion

(Continued)

Meetings: 1
Location: CSUDH EE 1222
Fee: $125
Instructor: Charmaine Wilkerson
Course No.: MEX 902 Sec 01
Reg. No.: 42729

Marketing and Promotion/Financial Management

.6 CEUs

A comprehensive budget is the backbone of an event and a dynamic process that occurs from event concept to completion. However, creating a budget can be an overwhelming task that intimidates many planners. This course will demystify the process. You will learn the basic steps to identify the often forgotten hidden charges, discounts and fees that lead to budget overruns, 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, types of promotional materials, as well as important tips for working with designers, typesetters, and printers.

Date: Sep 27
Time: Sat 9am–4pm
Meetings: 1
Location: CSUDH EE 1222
Fee: $125
Instructor: Carroll Reuben, CMM
Course No.: MEX 905 Sec 01
Reg. No.: 42732

Site Selection and Inspections

.6 CEUs

Choosing the right site for an event or meeting is an acquired skill. 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
- The process of researching sites
- The profile of the group
- How to match the program with the appropriate facilities
- What resources are available to the Meeting Planner
- How to conduct the Site Visit
- What to do if you can’t visit the Site

Date: Oct 25
Time: Sat 9am–4pm
Meetings: 1
Location: CSUDH EE 1221
Fee: $125
Instructor: Michael Herman
Course No.: MEX 907 Sec 01
Reg. No.: 42734

Food and Beverage Management/Room Set Ups

.6 CEUs

One of the largest expenditures of any meeting is food and beverage. It is also the biggest complaint or compliment given by attendees. Today’s meeting attendees are sophisticated because people today eat out more and therefore, expect more at their meetings. Gone are the days of the deli plate! In this course you will learn how to select food and beverage items as well as what to select to fit your attendees’ needs. Working with the catering manager or chef can result in unique and special menus that surpass the expectations of your attendees. Special diets are very popular today. Are you required to handle them? What are the trends and how can you fit them into your budget? What type of service and room set is best for you to reach your goals? How can you serve healthy but tasty? This class includes many tips from the top chefs in the industry.

Date: Nov 8
Time: Sat 9am–4pm
Meetings: 1
Location: CSUDH EE 1221
Fee: $125
Instructor: Marjorie Y Risinger, CMP

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 technology which is available, and how to use the equipment effectively. Topics such as teleconferencing, multimedia, and the planning of successful productions will be discussed.

Date: Oct 25
Time: Sat 9am–4pm
Meetings: 1
Location: CSUDH EE 1221
Fee: $125
Instructor: Gary Rosenberg, CMP
Course No.: MEX 904 Sec 01
Reg. No.: 42731

Negotiations and Contracts

.6 CEUs

To obtain the best contract, it is necessary to learn to negotiate skillfully. This course will help you identify what is negotiable, and how to ask for what your client needs. Specifically, contract clauses and liability issues will be discussed.

The following topics will be reviewed:
- Definition of negotiations and preparation before the process begins
- Tactics one may use
- Knowledge one should have prior to negotiating
- Perceptions planners and suppliers have of one another
- Costs of hotels and profit centers
- Effect of economy on negotiations
- What is negotiable
- Contract inclusions

Date: Oct 18
Time: Sat 9am–4pm
Meetings: 1
Location: CSUDH EE 1209
Fee: $125
Instructor: Gary Rosenberg, CMP
Course No.: MEX 903 Sec 01
Reg. No.: 42730

Wedding Planning

.6 CEUs

Wedding planning is an exciting and fast-growing field. Nowadays, many brides — and their mothers — are too busy to devote months of time to planning a wedding. And the modern bride feels that it’s very important to host a special day that will be remembered as an event with a unique style and flavor. For these reasons, a growing number of couples now seek the outside assistance of a professional wedding planner. Today 45% of couples getting married in the US hire a wedding planner.

This course addresses what you need to know about the art and business of wedding planning. From selecting a venue, creating a guest list, hiring vendors, developing the budget, timelines and to do lists, to creating a beautiful wedding design, we cover everything you need to orchestrate a memorable event.

Date: Nov 1
Time: Sat 9am–4 pm (1 hour lunch)
Meetings: 1
Location: CSUDH EE 1221
Fee: $125
Instructor: Marla Harr
Course No.: MEX 909 Sec 01
Reg. No.: 42735

Register by Phone (310) 243-3741 • eeinfo@csudh.edu • http://www.csudh.edu/ee
# The Paralegal Certificate Course® Online!

## The Program
This intensive, nationally acclaimed program is designed for beginning as well as advanced legal workers. The complete Paralegal Certificate Course – (Core and Advanced) – can be completed in four seven-week sessions.

### What You Will Learn
Students will be trained to assist trial attorneys, interview witnesses, investigate complex fact patterns, research the law, and assist in preparing cases for courtroom litigation. The instruction is practice-oriented and relates to those areas of the law in which legal assistants are most in demand. There are no prerequisites, but students will be expected to complete a significant amount of homework for each weekend session. This program will help students learn new marketable job skills and increase their office’s efficiency, productivity, and billable hours.

Students will receive a certificate after successfully completing the Core; and another certificate for successfully completing the Advanced. To receive a Certificate, students must pass twelve quizzes and successfully complete five legal document writing assignments. Certificates will be mailed to successful graduates within 4 to 6 weeks of completion of the Core and the Advanced portions of the course. All classes are online.

## Texts
For the most up-to-date list of texts needed for the CORE go to: [http://www.legalstudies.com/courses/paralegal.htm#onlinebooks](http://www.legalstudies.com/courses/paralegal.htm#onlinebooks)
For the most up-to-date lists of texts for the Advanced: [http://www.legalstudies.com/courses/advancedparalegal.htm](http://www.legalstudies.com/courses/advancedparalegal.htm)

Additional textbooks will vary depending on the topic(s) taken.

### Financial Aid
- **Sallie Mae Career Training Loan:** 1-888-2-SALLIE, [www.salliemae.com](http://www.salliemae.com)
- **Wells Fargo Student Loan:** 800-658-3567 or [www.wellsfargo.com/student](http://www.wellsfargo.com/student)

### Scheduled Classes
#### Paralegal Certificate Core
- **Noncredit**
- **Subject matter to be covered in Core includes:**
  - Legal Terminology, Documents, Ethics, and the Litigation Process
  - Introduction to the Evidentiary Predicate
  - Identifying Relevant Authority
  - Introduction to Legal Research
  - Legal Research Practice
  - Legal Writing, Appellate Procedure
  - Introduction to Computers and Law Office Administration
- **Date:** Aug 25 – Dec 5

#### Paralegal Certificate Advanced
- **Noncredit**
- **To receive a certificate, students must complete at least 6 of the 15 substantive law topics.** Students may choose any of the following topics:
  - Advanced Legal Research and Writing
  - Bankruptcy Law Practice
  - Business Law Practice
  - Constitutional Law and Civil Liberties
  - Criminal Law
  - Criminal Procedure
  - Education Law
  - Estate Planning: Probate, Wills and Trusts
  - Family Law
  - Immigration Law
  - Intellectual Property
  - Mediation and Other Forms of ADR
  - Real Property Law
  - Victim Advocacy
  - Water Law
- **Date:** Oct 20 – Feb 27

#### Paralegal Certificate Advanced
- **Date:** Aug 25 – Dec 5 (No classes – week of 10/10)
- **Fee:** $1189
- **Course No.:** NBLG 201 Sec 41
- **Reg. No.:** 41178

#### Paralegal Certificate Advanced
- **Date:** Oct 20 – Feb 27 (No classes – 12/6 - 1/11)
- **Fee:** $1189
- **Course No.:** NBLG 201 Sec 41
- **Reg. No.:** 20003

#### Paralegal Certificate Advanced
- **Date:** Aug 25 – Dec 5 (No classes – week of 10/10)
- **Fee:** $1650
- **Course No.:** NBLG 202 Sec 41
- **Reg. No.:** 41179

#### Paralegal Certificate Advanced
- **Date:** Oct 20 – Feb 27 (No classes – 12/6 - 1/11)
- **Fees:** $1,650
- **Course No.:** NBLG 202 Sec 41
- **Reg.No.:** 20005

### The Center for Legal Studies
- **For more information:** 310-243-3741, bwald@lists.csudh.edu, [http://www.csudh.edu/paralegalonline](http://www.csudh.edu/paralegalonline)

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“I really enjoyed the CSUDH program and the online delivery format. Completing your program led to a promotion for me at work. Another benefit of the CSUDH program is that I was able to obtain a certificate which led to my promotion much faster than if I had completed the coursework via the traditional classroom delivery format. Thanks so much!”
- Rich Torix, Tulsa, OK, Former student

These Certificates provide an individual with the recognition that he or she has achieved the level of professional knowledge and competency necessary to work within the legal field, and it is designed to satisfy the requirements of California Business Professionals Code §6450.

On-campus classes begin again on Jan 12, 2015.

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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 (PMP) and Certified Associate in Project Management (CAPM) exams.

Learn techniques for effectively coordinating and managing all aspects of a project including teamwork, time, cost, risk and communication as well as 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 experience in project management. He has taught at the University of California, Los Angeles (UCLA), California State University, Long Beach (CSULB), and California State University, Dominguez Hills (CSUDH). He has managed various projects in software, 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 PHMP exam prep courses and continues to receive overwhelmingly positive feedback from students.

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

• 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 coordinating 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

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

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
"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 Asadoodarian, P.E.
Principal Instrumentation & Controls
WorleyParsons
Monrovia, California

**Project Time and Cost Management**
1.5 CEUs, 15 Seat-Hours, 15 PDUs

Students gain an understanding of the disciplines involved in managing the project schedule and expenditures. Major time related topics include using the work breakdown structure to establish the project schedule, optimizing the project execution plan, establishing the project schedule baseline, reporting actual progress and costs, and communicating project costs and forecasts to the stakeholders. Major cost related topics include using the project schedule as the basis for the project cost estimate, estimating costs, establishing the project cost baseline, reporting actual costs and communicating project costs and forecasts to the stakeholders. This course addresses the benefits of a tight integration of the schedule and the cost tracking systems.

**Project Quality and Communications Management**
1.5 CEUs, 15 Seat-Hours, 15 PDUs

Students gain an understanding of the disciplines involved in managing project quality and communications. Major topics related to quality include establishing a quality assurance program, executing the appropriate quality control measures, and assuring that the customer’s needs are met. Major topics related to communications include the principles of communication, how to improve the effectiveness of communications and what specific communications tools are used on projects.

**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.
Project Management
Professional (PMP)
Examination
Preparation

(Continued)

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 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: Oct 12 - Nov 9
Time: Sun 9am-4pm
Meetings: 5
Location: EE 1202
Fee: $750
Instructor: Kamal Inamdar
Course No.: NMPM 101 sec. 01
Reg. No.: 42197

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 PMP® & CAPM® certification programs.

Date: Sep 7-28
Time: Sun 9am-2pm
Meetings: 4
Location: EE 1202
Fee: $499
Instructor: Tammo Wilkens
Course No.: PMX 951 Sec 01
Reg. No.: 42196

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

Find us on Facebook

For more info:
www.csudh.edu/ee/pmpexamprep.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 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 Production and Inventory Control 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 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 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:
• Production & Inventory Control
• 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.

Production & Inventory Control Certificate Program

Courses
Supply Chain Fundamentals PIX 351
(PIX 351 is the foundation course and must be taken first)
Supply Chain Scheduling PIX 353
Supply Chain Operations PIX 355

Register by Phone (310) 243-3741 • eeinfo@csudh.edu • http://www.csudh.edu/ee
Production & Inventory Control Certificate Program

(Continued)

Supply Chain Planning       PIX 357
Supply Chain Strategies      PIX 359

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.

“Frank, once more, I wanted to thank you for the additional time that you spend in explaining both the homework assignments and how they pertain to daily situations. I have already learned more since taking the classes that you’ve taught than I have in the last 30 years of work. I appreciate the additional effort that you put into the class.”

- Susi Guszella
   Director of Operations
   Mobius Photonics, Inc.
   Mountain View, CA

for material and capacity scheduling. This includes detailed descriptions of the material requirements, planning and capacity requirements, planning processes and the impact of inventory management, procurement, and supplier planning on these processes.

Date:               Sep 8 - Dec 5
Location:           Online
Fee:                $555
Instructor:         Joan Hall
Course No.          PIX353 Sec 41
Reg. No.            41181

Spring 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, 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

For more information:
Email: bwald@lists.csudh.edu
Visit the website: www.csudh.edu/supplychainmanagement/
Purchasing Certificate Program

Courses
- Purchasing Fundamentals: PRX 200
- Cost/Price Analysis and Negotiation: PRX 310
- Public Sector Procurement: PRX 330
- Advanced Purchasing Concepts: PRX 340
- Supply Chain Fundamentals: PIX 351

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.

Required Texts
Please purchase the most current edition.
- C.P.S.M. Study Guide, Edition 2 #CPSMSG2

SCHEDULED CLASSES
Fall 2014

Purchasing Fundamentals
3 Units (PRX 200 is the foundation course and must be taken first.)
Course examines the fundamental elements of purchasing. Emphasis is placed on current business trends and their impact on the purchasing profession. Fundamental concepts, methods, and techniques used to evaluate requirements for purchasing goods and services are discussed. Case studies allow for application to real-world situations.
Date: Sep 8 - Dec 5
Location: online
Fee: $555
Instructor: Frank Putz
Course No. PRX 200 Sec 41
Reg. No. 41182

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.
Date: Sep 8 - Dec 5
Location: online
Fee: $555
Instructor: Frank Putz
Course No. PRX 310 Sec 41
Reg. No. 41183

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: Sep 8 - Dec 5
Location: online
Fee: $555
Instructor: Frank Putz
Course No. PRX 340 Sec 41
Reg. No. 41212

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: Jan 5 - Apr 3
Location: online
Fee: $555
Instructor: Frank Putz
Course No. PRX 330 Sec 41
Reg. No. 20014

Spring 2015

Purchasing Fundamentals
3 Units (PRX 200 is the foundation course and must be taken first.)
Course examines the fundamental elements of purchasing. Emphasis is placed on current business trends and their impact on the purchasing profession. Fundamental concepts, methods, and techniques used to evaluate requirements for purchasing goods and services are discussed. Case studies allow for application to real-world situations.
Date: Jan 5 - Apr 3
Location: online
Fee: $555
Instructor: Frank Putz
Course No. PRX 200 Sec 41
Reg. No. 20013

For more information:
Email: bwald@lists.csudh.edu
Visit the website: www.csudh.edu/purchasingonline
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: Sep 27, 28, Oct 4, 5, 11
Time: Sat-Sun 8am-5pm
Meetings: 5
Location: Taller San Jose
810 N. Poinsettia
Santa Ana, CA 92701
Fee: $1,000
Instructor: Marius Cucurni
Course No.: NHSF 106
Reg. No.: 42308

For further information about this program please visit:
http://www.csudh.edu/ee/solar.html

Business Courses Online
Hundreds of Online Business, Management and Legal Courses Available!
CSUDH offers hundreds of online Business courses to help you advance your career. For certificate and certification courses, visit http://careertraining.ed2go.com/csudh. For introductory courses, visit http://www.ed2go.com/csudh.

Master of Science Quality Assurance Online!
Concentrations in:
Healthcare Manufacturing Service
For further information:
See Page 63
www.csudh.edu/msqa
email: msqa@csudh.edu
310-243-3880

Workforce Investment Board
FREE TRAINING for a New Career

More than 40 programs at CSUDH’s College of Extended and International Education are approved by the Workforce Investment Board (WIB), which means you may qualify to earn a professional certificate for FREE.

Develop your professional skills
From technical writing to project management, from green job skills to pharmacy technician training, develop the practical work-ready skills you need to stand out from the crowd.

Get ahead without falling behind
Work your professional training around your job search and your busy life, with convenient classroom and online programs.

Build a career pathway that makes sense
If you have been downsized from a no-growth field, seize the opportunity! Explore the many professional certificates we offer in high-growth fields from healthcare to accounting.

Take the first step!
Contact the
Workforce Investment Board at
310-970-7700