

MANAGEMENT & LEADERSHIP

Degree Programs

Negotiation, Conflict Resolution and Peacebuilding, Master of Arts . . . 75
 Master of Business Administration MBA Online 76
 Master of Public Administration (MPA) 77
 Quality Assurance, Master of Science 91

Certificate Programs and Courses

CEO Roundtable 76

Construction Project Management Certificate of Completion 77
 Human Resource Mgmt. Certificate of Completion 82
 Advanced HR Mgmt. Certificate of Completion 84
 SHRM Certification Preparation . . . 81
 CSUDH Leadership Institute 85
 Project Management Certificate of Completion 86
 Volunteer & Nonprofit Organizations & Board Governance 87
Online Management Courses 87

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 to finish the program. Students must remain in continuous enrollment from first enrollment to program completion.

Degree Requirements

- A. Required Courses (21 units)
 To be taken in the order listed in sequence NCR 500, 503, 504, 507, 508, 522 and 525 or 544 or 527.
- B. Elective Courses: (9-12 units, depending on whether a thesis is the approved culminating event.)
- C. The Graduate Writing Assessment Requirement (GWAR)
- D. Capstone (Successful Culminating Event) Portfolio (3 units)/ Thesis (6 units but only available after the approval of program director.)

Cost

Current fees are \$250 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 \$750 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>

Master of Arts in Negotiation, Conflict Resolution and Peacebuilding Online

The online Master's Degree program in Negotiation, Conflict Resolution and Peacebuilding at California University, Dominguez Hills teaches participants valuable conflict resolution and conflict management skills, techniques and knowledge that may be applied directly to police 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, as well as public policy advising, social work, teaching, non-profit organization management and resolution of inter-cultural and community conflicts, corporate contract 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; and
3. 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.

Students are admitted only twice a year on a cohort basis. Applicants will be considered for Fall and Spring 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, and no later than November 1st preceding the Spring semester.

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

Master of Business Administration (MBA) Online

The Program

The MBA at CSUDH provides a solid qualification in business management with courses that are wide-ranging in content, covering the essential areas of knowledge and skills required in today's competitive business environment. The curriculum is focused on providing students with the tools for solving business problems and making decisions within the framework of a strategic plan. The MBA is designed not only to impart the knowledge of accounting, economics, finance, management, and marketing but also to equip graduates with the foundation for effective team building, quantitative and qualitative decision making, and creative problem solving.

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 and between students. Each class combines text materials, lecture videos, case studies, group interaction among students, threaded discussions, interactive netmeetings and video conferencing.

The 30 unit MBA curriculum can be completed online within 15 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 any of the four terms. 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: 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 if the degree is not more than ten years old 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 nine (9) areas of concentration available in the MBA program:

- General Business
- Finance
- Entrepreneurship
- Marketing
- International Business
- Management
- Human Resource Management
- Information Technology Management
- Logistics Management

Cost

The fee for the MBA online program is \$440 per unit or \$1,320 for a 3 unit course.

The Master of Business Administration (M.B.A.) Distance Learning program at California State University, Dominguez Hills (CSUDH), has been rated among the top 10 least expensive among major universities in America according to a national survey. GetEducated.com, LLC

For more information:

visit the web site
<http://mbaonline.csudh.edu/>
or call

Kenneth Poertner, Program Director
kpoertner@csudh.edu
or Cathi Ryan, Program Coordinator
cryan@csudh.edu, (310) 243-2714
Fax: (310) 516-4178

Forbes magazine identified CSUDH as one of the top 20 Cyber Universities in the United States, recognizing its leadership in distance learning.



The CSU Dominguez Hills Leadership Institute, in collaboration with **Artilent Academy**, now offers programs designed **exclusively for leaders** experiencing change within their organizations including **Managers, Executives, CEO's and Business Owners**. Programs include:

- CEO Roundtable
- Leaders as Change Agents
- Leaders as Conflict Managers
- Leaders as Evaluators
- Business Booster (2nd Ed.)

Please send application and enquiries to:
CSUDH@Artilent.com

For details and enrollment, visit:
www.ArtilentAcademy.com

California State University
Dominguez Hills



Master of Public Administration (MPA) Online

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

The Program

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

What You Will Learn

The MPA program prepares students for careers as professional managers of public sector or non-profit organizations as well as for research, consulting, and teaching careers. The MPA curriculum is developed on a theoretical foundation for the practice of effective public management in a wide range of public service functional areas at all levels of government.

The MPA Online Program is offered in four (4) terms or sessions each year. Students can enroll and begin studies in any of the four terms. The 36-unit MPA curriculum consists of core and elective courses (3 credit units each) offered in a twelve (12) week schedule.

Special Features

Program Delivery System

All Online MPA courses are offered online through an Internet based delivery system. After meeting prerequisite requirements, students may complete all other program requirements within one year by taking three (3) courses per session during a four session timeframe. A second alternative is for a student to take two (2) courses for six sessions.

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 a regionally accredited college or university,

- Are in good standing at the last institution attended,
- Have achieved a minimum undergraduate grade point average of at least 3.0 in the last 60 semester (90 quarter) upper division units,
- Attain a minimum score of 550 on the test of English as a foreign language (TOEFL) (required only of students who have received all, or a significant portion, of their education in a language other than English).
- The Graduate Record Exam (GRE) is required. Acceptable GRE scores must be in the 15th percentile or above in each of the following areas: verbal, quantitative, and analytical. You may refer to <http://GRE.com> for additional test information. The GMAT exam (minimum score of 450) may be accepted in lieu of the GRE.

Students admitted with classified status who do not have prior public administration related coursework or who have less than two years public agency administration experience may be required to complete from one to three undergraduate courses.

Costs

Tuition for all MPA Online courses is \$1320 (U.S.) per three unit course effective Spring 2009. 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 accredited by the National Association of Schools of Public Affairs and Public Administration.

Applications for the MPA Online program are available on the MPA Online web-page <http://www.mpaonline.csudh.edu>. The website provides information on the application procedure, requirements, fees, and deadlines.

Application and Registration Deadlines

Contact the MPA Online Program Office at (310) 243-3917 or email mpaonline@online.csudh.edu

For more information visit the MPA Online website: <http://mpaonline.csudh.edu/> or call Ken Poertner (310) 243-3165, or Malaika Horne, Program Administrative Coordinator (310) 243-3917 email mhorne@csudh.edu

CEO Roundtable Program

The Program

The CEO Roundtable Program (CRP) is designed to surround you with your peers monthly, in ½-day sessions, which will be advised and coached by experts of Artilent Management Partners. The approach of the CRP is to support Business Owners and Entrepreneurs who are committed to measuring their business results, understanding what these results are telling them and then planning to create the future they desire. A 12-month enrollment is suggested in order to maximize the value obtained from this program.

Special Features

1. Each roundtable will be limited to 8 - 10 CEO's of non-competing companies.
2. The sessions will be conducted in a boardroom setting.
3. Sessions will be held every 2nd Saturday of the month at the CSU Dominguez Hills Extended Education campus. .
4. Each session will start 8:00 AM and go on till noon. Breakfast will be served.
5. Each CEO will have a one-on-one meeting once a quarter with the facilitator.
6. There will be expert guest speakers, per roundtable member requests.
7. An informal networking meeting (optional) will be encouraged between sessions.

Schedule

Sessions shall be held every 2nd Saturday of the month.

Cost

CRP Fees: \$2,995 for six months (6 consecutive sessions). Fees includes the following:

- Breakfast at every session
- Hour long One-on-One with facilitator every quarter
- Materials

For further information and for enrollment, please email: CRP@Artilent.com or call 626.381.9759. Enroll online at www.ArtilentAcademy.com

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.

"Just to let you know, I received a promotion to Facilities Project Manager - 1 with LAUSD in January 2009. I appreciate all of your quality teaching, experience & information. I have directly benefited from the CSUDH Construction Project Management Certificate Program. "

Dan Crawford
Facilities Project Manager - 1
LAUSD Maintenance & Operations
Projects Unit

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.

Attendance is required at all classes.

Program Instructors

Mike Gugert, Senior Project Manager, RMG Building Specialty, a general contractor in the health care field.

W. John (Jack) Irwin II, PE: Mechanical Engineer and Building/Construction Consultant with 30 years experience in

construction, design, management, construction claims and disputes.

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.

"The CMX certificate program was a great experience and has enhanced my career not only with education but also new opportunities. I learned a great deal more than I thought I knew, met a lot of good people and made some lasting friendships. The instructors were excellent. They presented the courses in an interesting and well structured manner. The literature, data and knowledge they provided us with is invaluable. I am very satisfied with the education I received for my money and have recommended this program to many of my friends and colleagues."

Mark Potochniak, 3D International

SCHEDULED CLASSES

Plan Reading

1.2 CEUs

This course provides a survey of the fundamentals of Construction Math and plan reading. This class should be taken before

CONSTRUCTION PROJECT MANAGEMENT Eight Required Classes					
Course No.	Title	CEUs	Fall 09	Spring 10	Summer 10
CMX 903	Plan Reading	1.2	●	●	●
CMX 902	Estimating	1.8	●	●	●
CMX 926	Construction Safety	1.8	●	●	●
CMX 904	Construction Accounting	0.9	●	●	●
CMX 921	Law for Construction	1.8		●	●
CMX 905	Financing Real Estate Acquisitions	0.6	●	●	●
CMX 925	Bidding & Scheduling	1.8	●	●	●
CMX 920	Field Project Management	1.8	●	●	●
<i>(subject to change)</i>					

Construction Project Management Certificate of Completion

(continued)

Estimation. Materials included. *This class should be taken before Estimation CMX 902.*

Date: Sep 1-22
 Time: Tue 6:30–9:30pm
 Meetings: 4
 Location: CSUDH EE 1218
 Fee: \$198
 Instructor: Larry Kaltman
 Course No.: CMX 903 Sec 01
 Reg. No.: 42726

Field Project Management

1.8 CEUs

Become a successful project manager by learning the basic principles and responsibilities of construction project management and how to they 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. *This class should be taken towards the end of the series.*

Date: Sep 9 - Oct 14
 Time: Wed 6:30–9:30pm
 Meetings: 6
 Location: CSUDH EE 1217
 Fee: \$230
 Instructor: Michael Gugert
 Course No.: CMX 920 Sec 01
 Reg. No.: 41940

Construction Accounting

.9 CEUs

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

Date: Sep 12 - 26
 Time: Sat 8:30 – 11:30am
 Meetings: 3
 Location: CSUDH EE 1222
 Fee: \$120
 Instructor: Garry Jones
 Course No.: CMX 904 Sec 01
 Reg. No.: 41941

Estimation

1.8 CEUs

This course provides cost estimating with emphasis on quantity survey and pricing. Plan Reading should be taken before this class. Bring plans from Plan Reading CMX 903 to class. *Students should take Plan Reading before Estimation.*

Date: Oct 6 - Nov 10
 Time: Tue 6:30–9:30pm
 Meetings: 6
 Location: CSUDH EE 1218
 Fee: \$220
 Instructor: Larry Kaltman
 Course No.: CMX 902 Sec 01
 Reg. No.: 42725

Construction Safety

1.8 CEUs

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

Date: Oct 21 -Dec 2
 Time: Wed 6:30–9:30pm
 Meetings: 6
 Location: CSUDH EE 1217
 Fee: \$230
 Instructor: Michael Gugert
 Course No.: CMX 926 Sec 01
 Reg. No.: 42728

Bidding & Scheduling

1.8 CEUs

This course covers the different bidding strategies used in the construction industry; methods of selling or buying out the construction project, whether from the owners' or contractors' perspective. Learn to read, analyze and create your own bar chart and critical path method schedules. Learn to monitor and control time, money and other resources with the schedule. Learn how to use the schedule to measure the effect of changes and delays on the project. *This class should be taken towards the end of the series.*

Date: Oct 24 - Nov 7
 Time: Sat 8:30am – 3:30 pm
 Meetings: 3
 Location: CSUDH EE 1201 & 1221
 Fee: \$230
 Instructor: Jack Irwin

Course No.: CMX 925 Sec 01
 Reg. No.: 42729

Financing Real Estate Acquisitions

.6 CEUs

This course will focus on the nature of development projects, sources of funds, mortgages, permanent and construction loan processing and administration for both portfolio and for the sale projects.

Date: Nov 14
 Time: Sat 9am-4pm
 Meetings: 1
 Location: CSUDH EE 1218
 Fee: \$100
 Instructor: David Stern
 Course No.: CMX 905 Sec 01
 Reg. No.: 42727

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.

Will be held in January 2010

For more information:

Email bwald@lists.csudh.edu or

Visit the website

www.csudh.edu/ee/construction.html

Change Orders in Construction Contracts

The Course

This course will discuss why change orders are necessary in construction contracts, typical causes of change orders and the contract clauses that allow and control change orders to the construction contract. It will discuss how cost and time adjustments are computed for change orders. It will discuss the proper procedures to process and manage change orders on the construction project. It will also cover strategies for controlling changes and the resulting change orders and/or claims.

Change Orders in Construction Contracts

(Continued)

What You Will Learn

The student will learn the basics of contracts and modifications (or changes) to the contract and how that is accomplished through the means of change orders along with the benefits and the dangers of change orders.

The student will also learn how change orders are prepared, processed, and negotiated to reflect changes in contract scope of work, price and time as well as construction management procedures used to control change orders.

Who Should Attend

This innovative course is designed for all students who are taking or who have already taken courses for and/or received the Certificate in Construction Management. Architects and engineers; construction project managers from private owners, public agencies, developers and consulting firms, and managers from contractors and subcontractors will all benefit.

Eligibility Requirements

There are no prerequisites required for the course. A background in construction and/or construction management 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.

This course provides Continuing Education Units (CEUs). Attendance is required at all sessions in order to be awarded the CEUs.

Scheduled Class

Change Orders in Construction Contracts

1.2 CEUs

Change Order management is one of the most important aspects of construction project management. Once the contract is signed and work begins, changes are inevitable. Adjustments to the contract scope, price and time due to changes may be negotiated and executed to become part of the contract between the owner and the contractor. The student will learn what is a change order and why they are necessary, contract clauses on change orders, the typical causes of change orders, the procedures for managing change orders, how price and time adjustments are calculated for the change order, how changes may lead to claims and disputes, and strategies for controlling and managing change orders.

Date: Dec 5-12
 Time: Sat 9am-4pm
 Meetings: 2
 Location: CSUDH EE 1217
 Fee: \$200
 Instructor: Jack Irwin
 Course No.: CMX 931 Sec 01
 Reg. No.: 42730

For more information:

Email bwald@lists.csudh.edu or

Visit the website

www.csudh.edu/extension/cm.x.htm

Introduction to Green Building Construction



The Course

Green building is the practice of creating structures and using processes that are environmentally responsible and resource-efficient throughout a building's life-cycle from siting to design, construction, operation, maintenance, renovation and deconstruction.

This practice expands and complements the classical building design concerns of economy, utility, durability, and comfort. Green building is also known as a sustainable or high performance building.

By adopting green building strategies, we can maximize both economic and environmental performance. Green construction methods can be integrated into buildings at any stage, from design and construction, to renovation and deconstruction. However, the most significant benefits can be obtained if the design and construction team takes an integrated approach from the earliest stages of a building project. Potential benefits of green building can include:

Environmental benefits

- Enhance and protect biodiversity and ecosystems
- Improve air and water quality
- Reduce waste streams
- Conserve and restore natural resources

Economic benefits

- Reduce operating costs
- Create, expand, and shape markets for green product and services
- Improve occupant productivity
- Optimize life-cycle economic performance

Social benefits

- Enhance occupant comfort and health
- Heighten aesthetic qualities
- Minimize strain on local infrastructure
- Improve overall quality of life

Who Should Attend

This innovative course is designed for all students who are taking or who have already taken courses for and/or received the Certificate in Construction Management. Architects and engineers; construction project managers from private owners, public agencies, developers and consulting firms, and managers from contractors and subcontractors will all benefit.

Eligibility Requirements

There are no prerequisites required for the course. A background in construction and/or construction management 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 on the

Green Building Construction

(Continued)

CSUDH campus at the Extended Education complex to meet the needs of working adults. This course provides Continuing Education Units (CEUs). Attendance is required at all sessions in order to be awarded the CEUs.

Scheduled Classes

Introduction to Green Building Construction

1.8 CEUs

Green Building certification, rating systems (e.g. LEED and other certification) and techniques and strategies for successfully achieving Green Building certification for construction projects will be covered in this course. Students will read and discuss case studies. Course discussions will include city requirements for green building codes, rebates and incentives for incorporating sustainable technologies. Students will tour a Green Building project.

By the end of the course students will be able to

- Evaluate a construction project's potential for LEED certification
- Interpret LEED submittal documentation
- Complete USGBC LEED Construction Templates using the methods and techniques learned in this class
- Demonstrate making informed design decisions based on sustainable building practices
- Explain how to avoid pitfalls and difficulties with constructing and documenting sustainable buildings

Date: Oct 1-Nov 5
 Time: Thu 6:30-9:30p
 Meetings: 6
 Location: EE1222
 Fee: \$230
 Instructor: Ryan McEvoy
 Course No.: CMX 932 Sec 01
 Reg. No.: 42896

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

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
- 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

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

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 note that to earn either the PHR or SPHR designation candidates are required to have at least two years of exempt-level experience in the HR field.

REGISTER NOW. CLASSES FILL QUICKLY AND SPACE IS LIMITED.

Human Resources Certification Preparation

(continued)

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 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

\$1,149 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 of classroom instruction. YOU MAY QUALIFY FOR TUITION REIMBURSEMENT FROM YOUR EMPLOYER.

There are no refunds after the first class.

In order to be assured delivery of your SHRM learning system on the first day of class, please register at least two weeks prior to the start of the program.

PROGRAM INSTRUCTOR

James D. Vigneau, SPHR, Human Resources executive and consultant with over 25 years of experience in the Human Resources field.

SCHEDULED CLASS

SHRM Learning System

Noncredit

Date: Sep 14 - Nov 30
 Time: Mon 6:30pm - 9:30pm
 Meetings: 12
 Location: EE1217
 Fee: \$1,149
 Instructor: Jim Vigneau
 Course No.: NBHR 101 Sec 01
 Reg. No.: 42713

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 5
 Time: Sat 8:30am - 4:30pm
 Meetings: 1
 Location: EE1206
 Fee: \$99
 Instructor: Jim Vigneau

Course No.: NBHR 102 Sec 01
 Reg. No.: 42720

For more information:

Email bwald@lists.csudh.edu or
 Visit the website
www.csudh.edu/ee/hr.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.

Human Resource Management Certificate of Completion

(continued)

Special Features

All classes are scheduled in the evenings to meet the needs of working adults. Classes are offered at the Franklin Community Center, 850 Inglewood Avenue, Redondo Beach. 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	BUX 998
Compensation & Benefits	BUX 971
Labor and Employment Law	BUX 982
Communication Dynamics	BUX 980

Costs

All materials are included with the course fee.

Advisory Board Members

- Jesse Bosque**, President, Professional Solutions
- Fred B. Griffin**, Partner, Burke, Williams & Sorensen, LLP.

Anne Laguzza, M.A., Human Resources Consultant with over 17 years of Leadership Development experience.

Jeanie Talbot, Consultant with over 15 years of experience in Human Resource.

James D. Vigneau, SPHR, Human Resource executive and consultant with over 27 years of experience in the Human Resource field.

Program Instructors

Anne Laguzza, M.A., Human Resources Consultant with over 17 years of Leadership Development experience.

Jeanie Talbot, Consultant with over 15 years of experience in Human Resource.

James D. Vigneau, SPHR, Human Resource executive and consultant with over 27 years of experience in the Human Resource field.



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.

Date: Aug 31 - Sep 28
Time: Mon 6:30-9:30pm
Meetings: 4 (no class 9/7)
Location: Franklin Center 8
Fee: \$269
Course No.: BUX 998 Sec 01
Reg. No.: 42695

Date: Sep 9-30
Time: Wed 6:30-9:30pm
Meetings: 4
Location: Franklin Center 8
Fee: \$269
Course No.: BUX 998 Sec 02
Reg. No.: 42696

"It was such a pleasure to participate in these classes. Thanks so much for structuring the courses to provide realtime information for the workplace. It was very interesting to learn that there are so many various approaches that I could be taking (and have already started to take) to get positive employee relations and business solutions. Thank you"

Telioka Hechnova
HR Generalist
Stan Tashman & Associates
Culver City, CA

Compensation & Benefits

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.

Date: Oct 5-26
Time: Mon 6:30-9:30pm
Meetings: 4
Location: Franklin Center 8
Fee: \$269
Course No.: BUX 971 Sec 01
Reg. No.: 42697

Date: Oct 7-28
Time: Wed 6:30-9:30pm
Meetings: 4
Location: Franklin Center 8
Fee: \$269
Course No.: BUX 971 Sec 02
Reg. No.: 42699

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

Human Resource Management Certificate of Completion

(continued)

necessary to develop personnel systems to effectively address the myriad of employee/management problems faced in today's workplace.

Date: Nov 2-23
 Time: Mon 6:30-9:30pm
 Meetings: 4
 Location: Franklin Center 8
 Fee: \$269
 Course No.: BUX 982 Sec 01
 Reg. No.: 42701

Date: Nov 4-25
 Time: Wed 6:30-9:30pm
 Meetings: 4
 Location: Franklin Center 8
 Fee: \$269
 Course No.: BUX 982 Sec 02
 Reg. No.: 42703

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.

Date: Nov 30 - Dec 14
 Time: Mon 6:30-9:30pm
 Meetings: 3
 Location: Franklin Center 8
 Fee: \$169
 Course No.: BUX 980 Sec 01
 Reg. No.: 42706

Date: Dec 2-16
 Time: Wed 6:30-9:30pm
 Meetings: 3
 Location: Franklin Center 8
 Fee: \$169
 Course No.: BUX 980 Sec 02
 Reg. No.: 42708

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

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.

- Analyzing Human Resources
- Enhancing the Value of Human Resources
- Behavioral Interviewing
- Union Organizing in the Workplace
- Understanding Worker's Compensation
- Ethical Issues in Human Resource Mgt.
- Conducting Workplace Investigations
- Employee Discipline & Termination

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. Classes are offered at the Franklin Community Center, 850 Inglewood Avenue, Redondo Beach. 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 course.

Required Course

Advanced Human Resource Management
 BUX 929

Costs

All materials are included with the course fee.

Advisory Board Members

Jesse Bosque, President; Professional Solutions

Fred B. Griffin, Partner, Burke, Williams & Sorensen, LLP.

Anne Laguzza, M.A., Human Resources Consultant with over 17 years of Leadership Development experience.

Jeanie Talbot, Consultant with over 15 years of experience in Human Resource.

James D. Vigneau, SPHR, Human Resource executive and consultant with over 27 years of experience in the Human Resource field.

Program Instructor

Jeanie Talbot, Consultant with over 15 years of experience in Human Resource.

SCHEDULED CLASS

Advanced Human Resources Management

2.4 CEUs

Date: Sep 15 - Nov 3
 Time: Tue 6:30-9:30pm
 Meetings: 8
 Location: Franklin Center 8
 Fee: \$508
 Course No.: BUX 929 Sec 01
 Reg. No.: 42694

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

**CSUDH
Leadership
Institute**

Leaders as Change Agents

Audience: Leaders experiencing change within their organizations including Managers, Executives, CEO's and Business Owners
Benefit to audience: Leaders will understand the nature of change as a constant process that must be managed in order for organizations to succeed. Leaders will be able to define their role within the change process and apply leadership concepts and principles that facilitate the process. Leaders participate in intense knowledge and skill building, opportunities to integrate new skills and reflect upon their impact in real time and make sustainable changes to their organizations through their own leadership.

Date: Oct 15
Duration: 40 hours (20 hours of in-class and 20 hours online)
Fee: \$2,995
Includes: 1 hour free assessment - recommendations around leadership and management and corporate assessment

Leaders as Conflict Managers

Audience: Leaders responsible for managing differences in workplace dynamics including Managers, Executives, CEO's and Business Owners
Benefit to audience: Leaders can develop understanding and build skills to manage conflict for themselves and others. They will learn a process of collaborative negotiation which includes the concepts of conflict, culture and communication and how they work together. Then leaders will learn about the benefits of mediation as a process used to facilitate conflict resolution among team members. They will learn how to mediate conflict within their role as leaders.

Date: Nov 5
Duration: 40 hours (20 hours of in-class and 20 hours online)
Fee: \$2,995
Includes: 1 hour free assessment - recommendations around leadership and management and corporate assessment

Leaders as Evaluators

Audience: Leaders responsible for strategy and accountability including Managers, Executives, CEO's and Business Owners
Benefit to audience: Leaders in change are required to identify shared outcomes and design plans that promote thoughtful

change. Leaders must document the achievement of shared outcomes through an intentional process of accountability. Leaders will understand the process of evaluation within strategic planning and will become familiar with tools used to develop evaluation plans.

Date: Nov 12
Duration: 30 hours (20 hours of in-class and 10 hours online)
Fee: \$2,495
Includes: 1 hour free assessment - recommendations around leadership and management and corporate assessment

Instructors: Elizabeth Waetzig, Rachele Espiritu and Suganya Sockalingam

For more information:
Contact Jason Vogel
310-243-3355 or 310-756-9908 (cell)
For Enrollment and detailed syllabus,
please visit: www.ArtillientAcademy.com

**Project Management
Certificate of Completion**

The Program

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

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

What You Will Learn

The curriculum is based on an organized sequence of courses that cover the Project Management Body of Knowledge (PMBOK), which serves as the fundamental knowledge base for project management. As a result, those who qualify will be better prepared to sit for the Project Management Professional Exam. Recognized domestically and internationally, the PMP Certification has a standard for excellence in project management. Obtaining use of the PMP designation distinguishes you as an expert in the profession.



Who Should Attend

Individuals in any discipline who work on projects in either the public or private sector will benefit from course work. Those with 3-5 years work experience who are not currently working in this field will be prepared to pursue career opportunities specifically in the area of project management upon completion of the program.

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.
- Benefits those qualified to sit for the Project Management Professional exam.
- 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

Certificate Requirements

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

Instructors

Tammo T. Wilkens, P.E., PMP, Program Advisor, has 30 years of experience in planning, scheduling and project management. He has managed various projects in a variety of industries and taught project management courses at the University of Washington. His range of projects include large capital project engineering and design, large project construction in the private and public sectors, as well as IT projects involving software and hardware systems design and deliveries. Mr. Wilkens has made numerous presentations and published articles on the subjects of scheduling, earned value management techniques, cost control and configuration management. He has conducted professional development programs in the area of project management and taught PMP exam preparation courses.

Kim Fields, Ed.D., PMP is an experienced IT project manager with over 20 years experience in a variety of industries, including automotive, business services, and

Project Management Certificate of Completion

(continued)

health care. In addition to her doctorate degree, she earned a Master of Science in Information Technology from USC as well as a MBA from Pepperdine University. She was recently a Sr. Project Manager at Toyota Financial Services, where she implemented several multi-million dollar packaged application implementations utilizing the SDLC methodology in order to effectively plan, schedule, and control business projects. She has taught project management and business analysis courses for over 10 years at various universities, including UC, Irvine and the University of Phoenix. Dr. Fields has presented at conferences on requirements analysis and testing validation. She has taught PMP prep exam courses in the area of risk management. She is a member of the PMI Orange County Chapter, having served on the Board of Directors for two years.

CSUDH PMX Courses are PMI Certified

Courses

Intro & Overview of Project Mgt PMX 900
 Project Human Resource & Procurement Management PMX 901
 Project Quality and Communications Management PMX 902
 Project Risk & Scope Management PMX 903
 Project Time and Cost Management PMX 904
 PMX 900 is a prerequisite for PMX 901, 902, 903 & 904, which can be taken in any order.

.....
 : Students must obtain textbooks prior to :
 : their first class. :
 :

SCHEDULED CLASSES

Introduction & Overview of Project Management

This course is a prerequisite for PMX 901, 902, 903 & 904

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

Date: Sep 26
 Time: Sat 9am-4pm
 Meetings: 1
 Location: EE11218
 Fee: \$125
 Instructor: Tammo Wilkens
 Course No. PMX 900 01
 Reg. No. 41774

Project Human Resource and Procurement Management

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

Date: Jul 23 - Aug 20
 Time: Thu 6-9pm
 Meetings: 5
 Location: EE 1218
 Fee: \$270
 Instructor: Tammo Wilkens
 Course No. PMX 901 01
 Reg. No. 30417

Date: Jul 25 - Aug 22
 Time: Sat 9am - Noon
 Meetings: 5
 Location: EE 1221
 Fee: \$270
 Instructor: Kim Fields
 Course No. PMX 901 02
 Reg. No. 30773

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.

Date: Aug 27 - Sep 24
 Time: Thu 6-9pm
 Meetings: 5

Location: EE 1218
 Fee: \$270
 Instructor: Tammo Wilkens
 Course No.: PMX 902 Sec 01
 Reg. No.: 41775

Date: Aug 29 - Sep 26
 Time: Sat 9am - Noon
 Meetings: 5
 Location: EE 1210
 Fee: \$270
 Instructor: Kim Fields
 Course No. PMX 902 02
 Reg. No. 42627

Project Risk and Scope Management

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

Date: Oct 1 - 29
 Time: Thu 6-9pm
 Meetings: 5
 Location: EE 1218
 Fee: \$270
 Instructor: Tammo Wilkens
 Course No. PMX 903 01
 Reg. No. 41778

Date: Oct 3-31
 Time: Sat 9am - Noon
 Meetings: 5
 Location: EE 1205 & 1222
 Fee: \$270
 Instructor: Kim Fields
 Course No. PMX 903 02
 Reg. No. 42626

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. This course

Project Management Certificate of Completion

(continued)

addresses the benefits of a tight integration of the schedule and the cost tracking systems.

Date: Nov 5 - Dec 10
 Time: Thu 6-9pm
 Meetings: 5 (No class 11/26)
 Location: EE 1218
 Fee: \$270
 Instructor: Tammo T. Wilkens
 Course No. PMX 904 01
 Reg. No 41780

Date: Nov 7 - Dec 12
 Time: Sat 9am - Noon
 Meetings: 5 (No class 11/28)
 Location: EE 1222
 Fee: \$270
 Instructor: Kim Fields
 Course No. PMX 904 02
 Reg. No. 42634

Books for the Certificate should be obtained either from The Project Management Institute (pmi.org) or other retailer prior to entering the program.

Required Textbooks:

- "A Guide to the Project Management Body of Knowledge" (PMBOK® Guide) - Fourth Edition, Paperback
- "Project Management - A Systems Approach to Planning, Scheduling and Controlling", 10th Edition by Harold Kerzner, PhD, John Wiley & Sons

Optional Textbook :

- "Project Management Workbook to Accompany Project Management 10th Edition" by Harold Kerzner, PhD (not available from pmi.org)

For more information about the Project Management Institute and their PMP Certification program go to:
<http://www.pmi.org>

For CSUDH PM Program information:
 Email: bwald@lists.csudh.edu
www.csudh.edu/ee/projectmanagement.html

Introduction to Volunteer and Nonprofit Organizations

This one-day program provides an overview of the administrative, legal and financial aspects of volunteer and nonprofit organizations and how they are governed by boards.

Who Should Attend

This course is designed for new, potential and experienced individuals who are considering or currently serving on a volunteer or nonprofit board of directors such as student organizations, homeowner's associations, volunteer associations, nonprofit corporations. Additionally, it is a great course for those recruiting potential board members and for recently recruited board members. Those interested in learning about how nonprofits function also will benefit from the course.

What You Will Learn

- Different types of organizations, such as all-volunteer organizations and staffed
- Basic legal implications of serving on a nonprofit board
- Roles and responsibilities of being a board member or volunteer
- Different kinds of nonprofits and their financial and legal frameworks
- Key indicators to predetermine a board's effectiveness

About the Instructor

Raquel Beltrán, MBA, President, B.G. Unlimited; Raquel consults with and provides marketing and management training for organizations, businesses and community programs. She brings over 35 years of public and private sector as well as community-based experience working with diverse groups of individuals.

Fall 2009

Introduction to Volunteer & Nonprofit Organizations & Board Governance

This course provides an understanding of the legal and financial aspects of volunteer and nonprofit organizations and how they are

governed by boards. Areas covered include the current climate under which these organizations operate; how the mission statement should drive decisions-making; transparency and accountability at all levels of the organization; basic board procedures to insure sound decision-making; and how volunteers can be involved in organizations

Scheduled Classes

Date: Oct 3
 Time: Sat 9am - 4pm
 Fee: \$95
 Location: EE 1206
 Instructor: Raquel Beltrán, MBA
 Course No: NBGB 120 Sec 71
 Reg No: 42854

For further information
 Email: jzitelli@csudh.edu
www.csudh.edu/extended/volunteer.htm

Online Management Courses

**ONLINE, INSTRUCTOR-LED
Management Courses Only \$99!**

- (Managing) Customer Service
 - Distribution and Logistics Management
 - (Successful) Construction Business Management
 - Creating your Own Nonprofit
 - High Speed Project Management
 - Introduction to Nonprofit Management
 - Marketing Your Nonprofit
 - Project Management Fundamentals
 - Project Management Applications
 - (Principles of) Sales Management
 - (Fundamentals of) Supervision and Management
 - (Fundamentals of) Supervision and Management II
 - Supply Chain Management Fundamentals
 - Supply Chain Management Applications
- Courses are instructor-facilitated and target essential core competencies and provide viable options for working professionals. A full list of our online ProfessionalDevelopment courses can be viewed at:
www.csudh.edu/exed/ed2go
- A new section of the courses will begin on **Aug 19, Sep 16, Oct 21, Nov 18, Dec 16**