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Osher Lifelong Learning Institute

Over 50? Osher Lifelong Learning Institute (OLLI) courses are now offered in Temecula.

See page 48.
BUSINESS & PROFESSIONAL DEVELOPMENT

Human Resources

Human Resource Management Certificate

The human resource function is a crucial element in your organization's successful operation and integral in attaining its goals. This certificate program is designed especially for HR professionals, small business owners and others who are responsible for the human resource function. Our program focuses on the critical skills you need to manage the day-to-day HR related responsibilities and strategic HR vision — from recruiting hard-to-find talent to being a strategic partner in guiding your organization's growth and success.

Required Courses
• Human Resources' Role in Today's Workplace
• Performance Management
• Legal Issues for HR Professionals
• Training & Development
• Compensation Fundamentals
• Recruiting & Retaining Top Talent Employees
• Benefit Fundamentals
• The Strategic Role of Human Resources

Earn Certificate in 1 year

Course No.: CH9Temecula
Date: Wednesdays
Location: Temecula
Fee: $3,752 for Entire Certificate
$469 for individual classes
Web keywords: Human Resources

Cal State San Marcos Extended Learning is an approved provider for recertification credits by the Human Resources Certification Institute (HRCI). Each course has been approved for 19.25 recertification credit hours toward PHR and SPHR recertification. For more information about certification and recertification, please visit the HRCI homepage at www.hrci.org.

Also of interest:
Payroll Practice & Management, (p. 20)

Training & Development

This course will provide you with knowledge of current issues surrounding Training & Development (T&D) and an understanding of the major elements of T&D including needs analysis, program design, training methods, and evaluation of the effectiveness of an organization's Training & Development initiatives. Participants will identify the links between an organization's business objectives, its training and development strategy and employee's career management strategies.

This course is required for:
Human Resources Management Certificate

Course No.: CH9042610T
Date: Mon., Apr. 26 – June 7
Time: 6:00 – 9:00 pm
Location: Temecula
Fee: $469
Instructor: Madeleine Mestman, SPHR, VP
Owner, People Partners, LLC
Web keywords: Training

Compensation Fundamentals

In today's uncertain economy, it is critical for an organization to offer a competitive compensation package to attract and retain quality employees. This course covers the essentials of compensation management, including organizational strategies; program development and design; important terms and definitions; and a review of the related legal environment.

This course is required for:
Human Resources Management Certificate

Course No.: CH9061610T
Date: Wed., June 16 – July 28
Time: 6:00 – 9:00 pm
Location: Temecula
Fee: $469
Instructor: Bryan Levine, SPHR, CPP
Manager, Compensation & Benefits, Pechanga Resort & Casino
Web keywords: Compensation

Benefits Fundamentals

Explore the use of benefits and services as a means of attracting and retaining employees who match your company's vision. You will review the history and philosophy of benefits and services to learn why this area has become so competitive. You will learn how to create and administer a benefits and services program and how to develop and deliver it to attract and retain the best employees.

This course is required for:
Human Resources Management Certificate

Course No.: CH10080410T
Date: Wed., Aug. 4 – Sept. 15
Time: 6:00 – 9:00 pm
Location: Temecula
Fee: $469
Instructor: Joe Dildy
Web keywords: Benefits

Strategic Role of Human Resources

This capstone course builds on and integrates all of the program courses and provides strategies for and skills needed to position HR as a strategic partner in the organization. Discussions and projects will focus on measuring HR's overall effectiveness in implementing initiatives such as change management, restructuring options, and development of core competencies of a successful senior level HR professional.

This course is required for:
Human Resources Management Certificate

Course No.: CH10092210T
Date: Wed., Sept. 22 – Nov. 3
Time: 6:00 – 9:00 pm
Location: Temecula
Fee: $469
Instructor: TBA
Web keywords: Strategic Role

Human Resources' Role in Today's Workplace

This foundation course provides you with an overview of the human resource function and the key roles and responsibilities for helping an organization become an industry “employer of choice.” Class discussions focus on a variety of topics, including recruiting and retention; managing a diverse workforce; legal issues; compensation; safety issues; performance management; and future trends in human resources.

This course is required for:
Human Resources Management Certificate

Course No.: CH101T
Date: 2011 TBA
Time: 6:00 – 9:00 pm
Location: Temecula
Fee: $469
Instructor: TBA
Web keywords: Human Resources

Legal Issues for HR Professionals

Each day, HR professionals implement a variety of state, federal and local laws associated with various employment-related situations. This course will assist you in becoming better informed about how your role and responsibilities can impact the organization's overall bottom line. You'll also learn how written policies and procedures impact employees and the organization, and how you can minimize the company's exposure to costly employee lawsuits and administrative fees.

This course is required for:
Human Resources Management Certificate

Course No.: CH101T
Date: 2011 TBA
Time: 6:00 – 9:00 pm
Location: Temecula
Fee: $469
Instructor: TBA
Web keywords: Legal Issues
Recruiting & Retaining Top Talent
This course will show you how to develop a recruiting plan that quickly and efficiently attracts and retains the workforce talent that your organization needs to succeed in today’s competitive workplace. In-class discussions and projects will incorporate your own work-related situation and highlight ways to simultaneously increase the candidate selection pool, heighten employee loyalty and improve retention rates.

This course is required for:
Human Resources Management Certificate

Course No.: CH10T
Date: 2011 TBA
Time: 6:00 – 9:00 pm
Location: Temecula
Fee: $469
Instructor: TBA
Web keywords: Recruiting

Performance Management
Creating effective systems that provide the information necessary to manage employee performance is more critical than ever. This course explores some of the tools, processes, and systems used to establish the credible performance management systems that organizations need to reward, discipline, maximize productivity, and continuously improve employee performance.

This course is required for:
Human Resources Management Certificate

Course No.: CH10T
Date: 2011 TBA
Time: 6:00 – 9:00 pm
Location: Temecula
Fee: $469
Instructor: TBA
Web keywords: Employee Performance

PHR/SPHR Certification Review Course
Facing the challenge of maintaining day-to-day business issues as well as staying current with the latest management practices, workplace regulations and employment laws are vital to today’s HR professional. While there are numerous ways to stay informed, your HR professional certification is an excellent way to update your knowledge of the HR field and maintain your professional edge. Extended Learning now offers three Certification Review programs to assist you with your professional goals.

This test preparation program, based on the Learning System developed by the Society for Human Resource Management (SHRM), focuses on the seven key functional areas in HR management. Participant materials reflect the most up-to-date content in the body of knowledge outlined by the Human Resource Certification Institute (HRCI) for professional development and include: Strategic Management, Workforce Planning and Employment, Human Resource Development, Total Rewards, Employee and Labor Relations, and Risk Management.

Supervision & Management

Supervising Employees Certificate
You know the realities of today’s workplace. Less staff are doing more work than ever before. Successful managers know they must continue to sharpen their management skills. Taking a supervision program most targeted to your needs could be your smartest move of all – for your own effectiveness, your team’s success and your organization’s performance.

This eight-week program provides new or soon-to-be promoted supervisors and managers with a solid foundation in the essentials of supervising employees. Participants will leave each session with higher levels of self-confidence, backed by skills that can be immediately applied when they return to their worksite.

Required Courses
- Management Basics
- Transition from Peer to Supervisor
- Managing Within the Law
- Performance Management
- Communication Skills
- Managing Diversity Conflicts
- Goal Setting & Time Management
- Coaching & Feedback

Earn Certificate in Eight Weeks

Course No.: CS10T
Location: Temecula
Fee: $999 for Entire Certificate
$139 for individual classes
Web keywords: Supervision

Management Basics
In the last 20 years, the rapid rise of technology and globalization has created more change in the world of work than in all of history. To be a successful leader, you will need to understand the big picture before you can begin dealing with the details of people and productivity issues. This class will help you understand your role as it relates to the overall organization and help you begin building the traits of an effective leader.

This course is required for:
Supervising Employees Certificate

Course No.: CS10072810T
Date: Wed., July 28
Time: 8:30 am – 12:00 pm
Location: Temecula
Fee: $139
Web keywords: Supervisors

Transition from Peer to Supervisor
As a new supervisor, you will encounter many new challenges. You’ll quickly learn that your technical expertise is of little help to you in the midst of managing people problems and productivity issues. Establishing yourself as someone people will listen to, respect, collaborate with and follow is not an easy task. You may even face the scrutiny of co-workers who may be thinking, “Why were they promoted?” This class covers the basics of supervision skills, behaviors and attitudes you need to transition successfully from a member of the team to the leader of the team.

This course is a pre-requisite for:
Supervising Employees Certificate

Course No.: CS10080410T
Date: Wed., Aug. 4
Time: 8:30 am – 12:00 pm
Location: Temecula
Fee: $139
Web keywords: Peer

Managing within the Law
Managers and supervisors make decisions every day that can have significant legal implications for not only themselves but for their companies as well. This class will highlight some of the relevant federal and state laws and their application to the daily operations and functions of a supervisor, including preventative employment practices, harassment situations and health and safety guidelines.

This course is required for:
Supervising Employees Certificate

Course No.: CS10081110T
Date: Wed., Aug. 11
Location: Temecula
Fee: $139
Web keywords: Supervisors

Effective Communication Skills
As a manager, your ability to effectively communicate with your staff is key to a successful and productive department or team. The ability to influence and motivate people whose values, styles and ability to listen are different from your skills that may not come easily, but can be learned. You’ll have the opportunity to assess your own communication styles and perceptions and see how they translate to interactions with your staff and others.

This course is a pre-requisite for and required for:
Supervising Employees Certificate

Course No.: CS100811810T
Date: Wed., Aug. 18
Time: 8:30 am – 12:00 pm
Location: Temecula
Fee: $139
Web keywords: Effective Communication
Managing Invisible Diversity Conflicts
Managers and supervisors often find themselves ill-equipped to handle challenges and conflicts that center on invisible diversity issues such as sexual orientation, religious and political affiliation, age, marital and parental status, and personality. Failing to address these challenges can derail work performance and sometimes careers. The key to successfully handling these issues lies in developing cultural competence and diversity coaching skills. This class will introduce supervisors to their responsibility and role in managing a variety of issues related to a diverse workforce.

This class is required for:
Supervising Employees Certificate

Course No.: CS10091510T
Date: Wed., Sept. 15
Time: 8:30 am – 12:00 pm
Location: Temecula
Fee: $139
Web keywords: Goal Setting

HEALTHCARE

Kinesiology

Bachelor of Science in Kinesiology
Kinesiology - the study of movement - comes from the Greek “kinesis” (to move). The current societal concern for the physical well-being of the American population, rekindled by the 2001 Surgeon General’s “Call to Action to Prevent and Decrease Overweight and Obesity,” has sparked renewed interest in the study of physical education and kinesiology. As such, the B.S. in Kinesiology at Cal State San Marcos prepares students for a wide variety of careers in the areas of rehabilitation, wellness, fitness, and education.

Bachelor of Science in Kinesiology, with an option in:
• Health Science

Prerequisites
• Completion of the equivalent of 60 semester units of study at a community college or university;
• Minimum 2.0 GPA in the last 60 semester units completed;
• Completion of CSU general education transfer requirements;
• Completion of an Extended Learning pre-advising application form;
• Application to the CSU

Required Courses
• BIOL 104 – Principles of Biology; Human Emphasis
• BIOL 175 – Introduction to Anatomy and Physiology I
• BIOL 176 – Introduction to Anatomy and Physiology II
• CHEM 105/105L – Organic and Biochemistry of Life with lab
• PSYC 100 – Introduction to Psychology
• BIOL 323 – Physiology of Nutrition & Disease
• PHIL 345 – Bioethics and Medical Ethics
• PSYC 356 – Developmental Psychology: Adolescence/Aging
• SOC 303 – Families and Intimate Relationships
• SOC 314 – Health & Society
• ANTH 301 – Culture and Medicine - Healers and Healing Practices
• KINE 300 – Community Health Promotion
• KINE 316 – Stress Management
• KINE 326 – Introduction to Exercise Physiology
• KINE 336 – Nutrition, Health, and Human Performance
• KINE 403 – Measurement and Evaluation in Kinesiology
• KINE 404 – Introduction to Epidemiology
• KINE 405 – Health and Drug Education
• KINE 407 – Health Education & Promotion
• KINE 495 – Internship

Application deadline: July 1
Earn Degree in Two Years
Units: 74
Location: Temecula
Fee: $300 per semester unit, plus student fees
Web keywords: Kinesiology, Kinesis

NOTE:
This is a cohort based, non-impacted program.

Nursing

ABSN (Accelerated Bachelor of Science in Nursing)
This fast-paced, 24-month “Additional Bachelor’s Degree” program is designed for students who hold a degree in a discipline outside of Nursing and who have not completed any LVN or RN coursework. Students will complete approximately 66 semester units of study in both didactic and clinical coursework.

Upon completion of the program, students will be awarded the degree of Bachelor of Science in Nursing from California State University San Marcos. Completion of the degree program enables individuals to sit for the NCLEX examination for RN licensure.

Prerequisites
• Bachelor’s degree (from a regionally accredited institution, or U.S. equivalent for degree coursework completed outside of the U.S.).
• Minimum of 2.5 G.P.A. in the last 60 units completed.
• Completion of the Pre-Nursing Core.
• Minimum of 2.75 G.P.A. in Pre-Nursing Core (“C” grades or higher, “C-” grades are not acceptable).
• Completion of additional CSUSM lower-division GE BRN-required courses, and other CSUSM graduation requirements.
• Passage of the T.E.A.S. exam with a minimum 71.0% composite score.

Required Courses
• NURS 300 – Fundamentals of Nursing Communication and Skills
• NURS 301 – Practicum: Fundamentals of Nursing
• NURS 302 – Intro to Pharmacology
• NURS 314 – Health Assessment, Teaching, & Health Promotion
Programs for Nurses

ABSN (Accelerated Bachelor of Science in Nursing), pages 13 & 45

MSN (Master of Science in Nursing), pages 15 & 46

Registered Nurse Refresher, page 36 & 46

RN to BSN (Bachelor of Science in Nursing), pages 16 & 47

RN to MSN (Master of Science in Nursing), pages 17 & 47

- NURS 315 – Practicum: Health Assessment and Teaching
- NURS 316A – Pathophysiology
- NURS 316B – Pathophysiology
- NURS 322 – Nursing of Adults in the Acute Care Setting
- NURS 323 – Practicum: Nursing of Adults in the Acute Care Setting I
- NURS 324 – Nursing of Adults in the Acute Care Setting II
- NURS 325 – Practicum: Nursing of Adults in the Acute Care Setting II
- NURS 330 – Nursing Care of Women, Childrearing Families, and Children
- NURS 331 – Practicum: Nursing Care of Women, Childrearing Families, and Infants
- NURS 352 – Nursing Research
- NURS 360 – Psychiatric-Mental Health Nursing
- NURS 361 – Practicum: Psychiatric-Mental Health Nursing
- NURS 440 – Community Health Nursing
- NURS 442 – Nursing Case Management
- NURS 447 – Practicum: Community Health Nursing and Nursing Care Management
- NURS 450 – Nursing Leadership and Health Care Issues
- NURS 451 – Practicum: Nursing Leadership and Advanced Medical/Surgical Nursing
- NURS 490 – Transition to Nursing Practice Seminar
- NURS 491 – Transition to Nursing Practice Internship
- NURS 495 – Internship forAccelerated Students

NOTE:
This is a cohort based, non-impacted program.

Application fee: $50
Application deadlines: July 1
Earn Degree in 24 months

Units: 66
Location: Temecula
Fee: $32,000 for Entire Degree
$365 per unit for didactic
$465 per unit for clinical
Plus student fees
Web keywords: Nursing Programs, BSN, RN Programs, Accelerated BSN, Nursing Degrees

MSN (Master of Science in Nursing)

The MSN program is a part-time program designed for the working RN who holds a baccalaureate degree in nursing. The program may be completed in 2-1/2 years if the part-time option is selected; 2 years if the full-time option is selected.

Students will have the option to pursue one of three concentrations. The first is the Nursing Education concentration, which offers the student courses in the theories of adult learning, curriculum design and development, and classroom and online teaching strategies. The second concentration is Clinical Nurse Specialist which prepares the student for advanced practice nursing through courses in advanced assessment, advanced pathophysiology/pharmacology and advanced practice management of the chronically ill in the acute care and community settings. The third concentration is Clinical Nurse Leader which prepares the student to be a leader, manager and educator at the unit level.

Prerequisites
- BSN degree from a CCNE or NLN accredited program, minimum GPA of 3.0 for the last 60 semester hours of undergraduate course work, and evidence of satisfactory completion of physical assessment, inferential statistics and nursing research with a grade of “C” or better at the baccalaureate level. One year of recent Registered Nurse experience is required prior to advancement to candidacy. Proof of licensure as a registered nurse in California. Three letters of reference and a two-three page essay outlining professional and educational goals.

Application fee: $50
Application deadlines: July 1
Earn Degree in 2-1/2 years part-time, 2 years full time

Units: 45 – 58, depending on the concentration
Location: CSUSM and Temecula
Fee: $330 per unit, plus student fees
Web keywords: Nurse Refresher, Training for Nurses

Registered Nurse Refresher

The Registered Nurse Refresher Program is designed to address the needs of the inactive registered nurse or the registered nurse who has been employed in a non-acute care setting. Also known as a re-entry program, the coursework provides the registered nurse the opportunity to review and update nursing theory and practice skills in a supervised environment.

Upon completion of this refresher program, the participant will be better prepared to function as a professional registered nurse in the current acute medical-surgical inpatient setting.

Prerequisites:
- Current California RN License

Required classes:
- Didactic Component = 72 BRN Hours
The Didactic Component consists of 80 hours of classroom instruction, 72 of which meet BRN criteria. On the final day of class, each participant will complete a cumulative learning evaluation. A passing score of 80% must be achieved.

Classroom topics include:
- Contemporary Nursing
- Communication
- The Nursing Process, Care Planning, and Documentation
- Patient Teaching
- Age Specific Care Delivery
- Culturally Competent Care Delivery
- Adult Health Assessment Review
- Pharmacology and Medication Administration
- Pressure Ulcers
- Pain Assessment and Management
- Infection Control Issues
- Fall Prevention and Use of Restraints
- Fluids and Electrolytes
- Disorders: Renal, Endocrine, Neurological, Infectious, Respiratory, Cardiovascular, Musculoskeletal, Gastrointestinal

Clinical Practicum = 32 BRN Hours
The Clinical Practicum consists of 96 hours (32 BRN) of supervised hands-on patient care delivery at a North County medical facility. Clinical Practicum outcome competencies include:
- Assessment
- Diagnosis
- Planning
- Implementation
- Evaluation

Application fee: $25
Application Deadline: Sept. 3
Earn Certificate in 10 Weeks
Special credits: 72 BRN Hours

Date: Sept. 17 – Nov. 19
Location: Temecula
Fee: $2,499 for Entire Certificate
Web keywords: Nurse Refresher, Training for Nurses
**Required Courses**

- Students must complete all prerequisite and
- Minimum GPA of 2.0; applies to both
- Completion of the Pre-Nursing Core,
- A California RN License and completion
- Prerequisites
- A California RN License and completion
- Minimum GPA of 2.0; applies to both
- Students must complete all prerequisite and
- Required Courses
- BIOL 323 – The Physiology of Nutrition and Disease (3)
- PHIL 345 – Bioethics and Medical Ethics (3)
- ANTH 301 – Culture and Medicine-Healers & Healing Practices (3)
- SOC 303 – Families and Intimate Relationships (3)
- NURS 310 – Nursing Assessment for the RN (2)
- NURS 311 – Nursing Assessment for the RN Laboratory (1)
- NURS 312 – Pathophysiology and Pharmacology (2)
- NURS 350 – Role Transition for the RN (2)
- NURS 351 – Role Transition Seminar for the RN (1)
- NURS 352 – Nursing Research (3)
- NURS 370 – Health Promotion and Patient Education (3)
- NURS 440 – Community Health Nursing (3)
- NURS 441 – Community Health Nursing Laboratory (3)
- NURS 442 – Nursing Case Management of Vulnerable Populations (3)
- NURS 443 – Nursing Case Management of Vulnerable Populations Laboratory: Acute Care (3)
- NURS 445 – Nursing Case Management of Vulnerable Populations Laboratory: Community-Based (3)
- NURS 450 – Nursing Leadership and Health Care Issues (3)
- NURS 451 – Practicum: Nursing Leadership and Management Laboratory (2)
- NURS 499: Independent Study in Nursing (1-6)

**RN to BSN (Bachelor of Science in Nursing)**

The RN to BSN program at California State University San Marcos is a part-time program designed for the working RN. Upon completion of this program students will receive a Bachelor of Science degree in Nursing (BSN). The BSN degree allows individuals to assume leadership roles within the clinical setting and establishes a foundation for graduate-level studies. The program is designed for students who currently possess an ADN degree from a regionally accredited institution.

The program is designed to fulfill the needs of the working RN. Classes are offered one-day per week and all course work required for degree completion may be completed within 6 academic terms. The program utilizes a cohort model, admitting 24 students per location every Fall Semester. Students pursuing this program option may take classes at the main-campus, or at our site in Temecula.

**Prerequisites**

- A California RN License and completion of college course work from a regionally-accredited college/university, such as WASC (or other regional affiliate), including LVN coursework, if taken separately.
- Completion of the Pre-Nursing Core, or their equivalents (a complete list of Pre-Nursing Core classes is available online at www.csusm.edu/el).
- Completion of the additional RN to BSN Preparatory courses, or their equivalents.
- Minimum GPA of 2.0; applies to both overall college/university GPA and cumulative GPA for the Pre-Nursing Core and RN to BSN Preparatory courses.
- Students must complete all prerequisite and preparatory to the RN - BSN nursing major courses with a grade of C or better, and courses (and labs) with substandard grades (C- or below) can be repeated only once.

**RN to MSN (Master of Science in Nursing)**

The RN to MSN program is designed for the RN student who holds a valid California license and who has graduated from an Associate Degree program in nursing. The program is accelerated in that some of the BSN content will be offered at the MSN level.

Students will have the option to pursue one of three concentrations. The first is the Nursing Education concentration, which offers the Nurse Specialist which prepares the student for advanced practice nursing through courses in advanced assessment, advanced pathophysiology/pharmacology and advanced practice management of the chronically ill in the acute care and community settings. The third concentration is Clinical Nurse Leader which prepares the student to be a leader, manager and educator at the unit level.

**Prerequisites**

- Associate degree from an accredited community college, completion of all courses in the Pre-Nursing Core (Oral Communication, Written Communication, Critical Thinking, Math, Anatomy, Physiology, Microbiology, and Chemistry) with an overall GPA of 2.75 in the Core and with no grade lower than a C (2.0). Nursing courses and Pre-Nursing Core courses for which the student earns less than a grade of C (2.0) may be repeated once with consent of instructor, but only on a space-available basis. Proof of licensure as a registered nurse in California and one year of recent Registered Nurse experience is required prior to advancement to candidacy.

**Application fees**

- Application fee: $50
- Application deadlines: July 1

**Units**

- 44 – 50

**Locations**

- CSUSM and Temecula Campus

**Fee**

- $15,000 for Entire Degree
- $300 per unit for didactic
- $400 per unit for clinical
- Plus student fees

**Web key words**

- RN, BSN, Nursing Degree

**NOTE:**

This is a cohort based, non-impacted program.

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**TEST PREPARATION**

**SAT Test Preparation**

*Be Prepared for the SAT!* These workshops are designed to prepare students for the SAT by reviewing all the question types, including the new Writing sections (essay and multiple choice). Two of the four meetings will focus on math (with the enhanced math question types also covered). One meeting will be used to analyze Critical Reading and Sentence Completion, and one meeting will focus on the Writing Sections (essay and multiple choice). The classes are taught by credentialed teachers who specialize in mathematics or English.

**Course No.:** TBD  
**Date:** TBD  
**Time:** TBD  
**Location:** Temecula  
**Fee:** $325

If you are interested in taking the SAT Test Preparation Course, please contact (760) 750-8707 for more information.