

# September Courses



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FALL 2009

Division of Continuing and Global Education  
California State University, Fresno  
[www.csufresno.edu/cge](http://www.csufresno.edu/cge) • [cgeinfo@csufresno.edu](mailto:cgeinfo@csufresno.edu)  
(559) 278-0333

## Certificate Award in Grant Writing and Management

### Advanced Grant Proposal Writing

*Prerequisite: Basic Grant Proposal Writing*

This is an introductory course that directly builds upon Workshop I. Participants will systematically review the remaining components of a grant proposal. They will also spend extra time rewriting various grant components to gain additional experience in writing and editing. Topics include peer review, proposal scoring and contacting the funding agency. Specific grant components include grant program operation, key personnel, evaluation and budget. If time permits, we will discuss methods used to search for funding sources. Participants are encouraged (but not required) to bring laptops to facilitate rewriting and editing components of grants.

Date: Saturday, Sept. 12, 8 a.m. – 5 p.m.

Place: Education Bldg., Room 140

Class No. 77330 • Units: Non-credit

Fee: \$190

Instructor: Daniel J. Griffin, Ed.D.

*Preregistration recommended by September 2.*

### Detailed Writing and Review of Grant Proposals

*Prerequisites: Basic and Advanced Grant Proposal Writing*

This is a course that directly builds upon Workshops I and II. Participants will systematically edit and rewrite grant proposals. They will spend time improving their organizing, writing and editing skills. Topics include identifying and prioritizing potential funding sources, researching the web for data to improve and strengthen the needs section, and how to tie the budget to proposal objectives and activities. Participants are encouraged to bring grant proposals they are working on or have recently completed (not mandatory) to facilitate web searches and rewriting and editing components of a grant proposal.

Not printed at State expense.

Date: Saturday, Sept. 19, 8 a.m. – 5 p.m.

Place: Education Bldg., Room 140

Class No. 77331 • Units: Non-credit

Fee: \$190

Instructor: Daniel J. Griffin, Ed.D.

*Preregistration recommended by September 9.*

## Certificate Award in Supervisory Skills Training: Increasing Individual Effectiveness and Impacting Organizational Results

This dynamic learning series, presented by experts from the Craig School of Business faculty, will strengthen your supervisory skills for your own professional development while improving results for your company or organization.

In today's complex business environment, the role of the supervisor is increasingly important in ensuring results, managing resources, balancing budget issues, and inspiring and coaching others. The knowledge, skills, and competencies of supervisors directly impact the performance of a unit, line, division and/or organization.

This six-part series is tailor-made to meet the needs of today's business environment. Sessions are designed to increase the effectiveness of front-line supervisors and managers—those new to the role, those needing a “refresher” in the core skills, those recently promoted from a technical role to a supervisory role, and others in the organization interested in acquiring and/or refining their supervision skills.

**Enrollment is for the entire series; registration for individual class sessions is not available.**

For course details, visit [www.csufresno.edu/cge/catalog/fall/certificate.shtml](http://www.csufresno.edu/cge/catalog/fall/certificate.shtml)

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Classes will meet on six consecutive Fridays from 8 – 11 a.m. The course fee of \$595 includes a continental breakfast each day and all course materials. A Certificate in Supervisory Skills will be awarded to each participant who completes all six courses in the program.

Dates: 6 Fridays, Sept. 18 – Oct. 30,  
8 – 11 a.m. (no class 10/16)

Place: University Business Center, Room 194 (Free parking is provided in the UBC parking lot which is located between parking lots A and J)

Class No. 77347 • Units: Non-credit

Fee: \$595 (for all six courses); \$60 additional fee for one optional academic unit

*Preregistration recommended by September 8.*

**Call (559) 278-0333 for a detailed brochure on these certificate programs.**

## Family Literacy: Student Success through Family Engagement

This course is designed to achieve a better understanding of family literacy by examining current research findings, theories and best practices. Participants will examine various program models. They will explore steps for starting and maintaining an effective, quality literacy program. Participants will consider issues and concerns that may arise when working with families who are from culturally and linguistically diverse backgrounds. Upon completion of this course, they will create a plan, receive hands-on activities, and obtain lists of recommended resources.

*Ideal for elementary, middle, and high school instructors.*

Dates: 2 days • Friday, Sept. 18, 5 – 10 p.m.;  
Saturday, Sept. 19, 8 a.m. – 6 p.m.

Place: Education Bldg., Room 54

Class No. 77322

Units: One

Course: LEE 180T

Grading Option: Credit/No Credit

Fee: \$190

Instructor: Suzanne M. Moreno, M.Ed.

*Preregistration recommended by September 8.*

## Screenwriting – Film and Television

This course is designed for all writers, media students and anyone who is interested in learning professional screenwriting techniques. Each student will have the opportunity to write their own short screenplay using industry methods, practices, and development.

The instructor is an industry filmmaker and screenwriter who has worked at several Hollywood-based studios.

Dates: 2 Saturdays, Sept. 19 & 26, 9 a.m. – 2 p.m.;  
plus arranged hours

Place: Education Bldg., Room 165

Class No. 77337

Units: Non-credit; one optional unit available

Fee: \$140; \$60 additional fee for one optional academic unit

Instructor: Robert J. Thissen, M.A.

*Preregistration recommended by September 9.*

## Fundamentals of Project Management

The primary goal of this course is to provide participants with a clear insight into the basics, potentials and limitations of Project Management, and help them to make informed decisions about its possible applications. This course will introduce techniques such as time management, scheduling, Work Breakdown Structure development, AOA and AOM formats of activity network, and PERT/CPM methods, as well as organizational issues such as PMP Certification and barriers to implementation of Project Management approach.

Participants will be exposed to an overview of software tools supporting Project Management including Microsoft Project 2007.

Dates: 2 Fridays, Sept. 25 & Oct. 2, 8 a.m. – 12 noon

Place: Peters Business Bldg., Room 31

Class No. 77416 • Units: Non-credit

Fee: \$240

Instructor: Tomasz Wielicki, Ph.D.

*Preregistration recommended by September 15.*

## Disabled Access Requirements Continuing Education for Architecture License Renewal

This course teaches the concepts and reference material for accessibility requirements imposed by the American with Disabilities Act of 1990 (Public Law 101-336: 42 U.S.C. Sec 12101 et seq.) and state laws that govern access to public facilities and federal and state regulations adopted pursuant to those laws.

This course has been approved by the Division of Continuing and Global Education at California State University, Fresno for .5 continuing education units. There is a \$15 fee for optional Fresno State CEUs.

Written notification of withdrawal must be sent to the Division of Continuing and Global Education prior to first class meeting in order to receive a full refund. After that time, no refund is made.

Dates: 2 Saturdays, Sept. 12 & 26, 9 a.m. – 12 noon

Place: Conley Art Bldg., Room 210

Class No. 77421 • Units: Non-credit

Fee: \$150; \$15 for optional Fresno State CEUs

Instructor: Imelda J. Golik

*Preregistration recommended by September 2.*

## New Horizons Band

Are you 50 years old or older? It's never too late to begin learning how to play a band or string instrument or to dust off your old instrument and start playing again. Perhaps you want to learn how to

play yet another instrument. As a beginner, you will receive group lessons and participate in a beginner band or orchestra. If you have previous musical experience, you will play in an advanced band or orchestra. At the end of the semester, your band or orchestra will present a concert to the community.

As a member of New Horizons Band/Orchestra, you will meet new friends and work with them as a team to learn music for concerts and other performances in the community. New Horizons ensembles typically perform many times each year in venues ranging from formal concerts to shopping malls to parks to retirement and nursing homes.

## Getting Started for New Members

The first step in getting started is attending an informational meeting on September 2, 6:30-8:30 p.m. in the Education Bldg., Room 140, during which all of your questions will be answered by the music teacher and music dealer. You will also have a chance to meet some of the other people who will be participating.

- re-learn to play the instrument that you played earlier in life
- choose an instrument that has a sound or a look that you like
- check with the director to see which instrument is needed in the band/orchestra
- instruments will be available to rent

Dates: Wednesdays, Sept. 9 – Dec. 9, 5:30 – 8:30 p.m. (String instruments start at 5:30 p.m.; band instruments start at 6:30 p.m.) No class on Nov. 11 & 25  
Informational meeting Sept. 2, 6:30 – 8:30 p.m.

Place: Education Bldg., Room 140

Class No. 77205 • Units: Non-credit

Fee: \$150

Instructor: Archie Rader