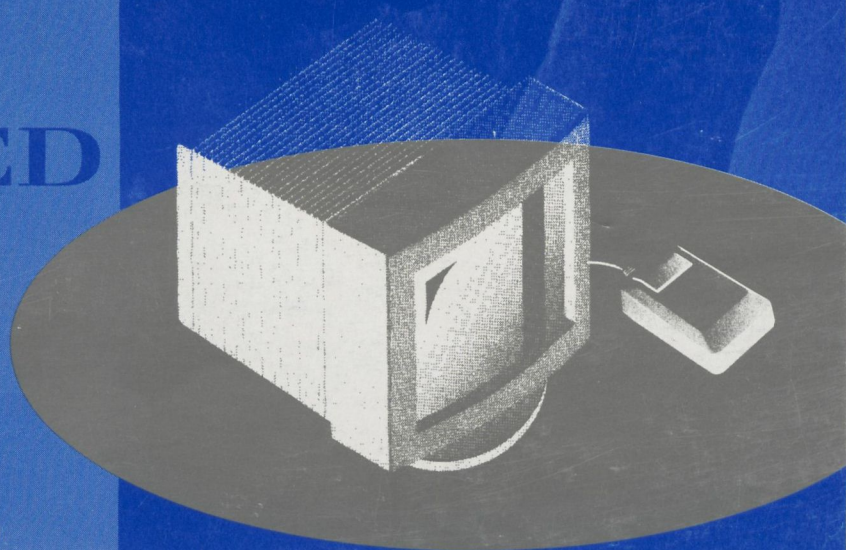


CALIFORNIA STATE UNIVERSITY DOMINGUEZ HILLS

extended education **FALL 94**

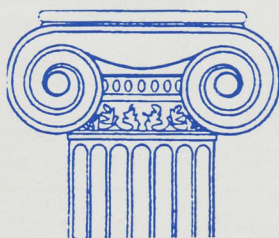
GOING
BACK
TO SCHOOL
ISN'T
WHAT
IT
USED
TO
BE
IT'S
SOMETHING
ELSE
AGAIN!



Since antiquity, there has never been a better time to reevaluate career skills than today. Facing a communications and technological revolution, decisions regarding career direction and updating capabilities become a crucial part of personal professional planning. California State University, Dominguez Hills Extended Education has courses as well as degree and certificate programs to help you prepare for the challenges of the future by standing on the pedestal of your past experiences.

If you haven't gone back to school since Aristotle was considered a new-age thinker, you're going to be surprised how awe-inspiring preparing for the future can be.

EXTENDED EDUCATION



SOME OF THE PILLARS
OF OUR PROGRAM
ARE LISTED BELOW:

EXTENSION



Courses of general interest plus all the programs listed below. Bulletins published in spring, summer and fall.

CERTIFICATE PROGRAMS



Career enhancement or change can be assisted by obtaining professional certificates. See pages 12-15.

AMERICAN LANGUAGE & CULTURE PROGRAM



Intensive English program for non-native students preparing for U.S. colleges, and for all who wish to improve their English. See pages 5, 7 & 8.

OPEN UNIVERSITY



Provides an opportunity for those who have not been admitted to the University to enroll in regular classes. See page 59.

CENTER FOR TRAINING & DEVELOPMENT



Custom-designed training programs for business, industry, government and non-profit organizations are available through this unique service. See Business section.

DISTANCE LEARNING



Programs delivered to homes, schools, community and work sites using satellite, cable, ITFS, CODEC and online computer. See page 47-48.

SPECIAL SESSIONS



Winter and Summer Sessions, plus credential, certificate and degree programs. See page 68.

THE OFFICE OF
EXTENDED EDUCATION
AT CALIFORNIA STATE
UNIVERSITY,

DOMINGUEZ HILLS IS
LOCATED AT 1000 EAST
VICTORIA STREET IN
CARSON.

(310) 516-3741
FAX (310) 516-3971

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1000 EAST VICTORIA --

CARSON -- PARKING 1.50/ DAY

-- BRING QUARTERS!

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| 55 | Aug | 25 | Family Dynamics |
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| | Sept | 24 | CBEST Review for Oct 15 Exam |
| | Sept | 26 | Communication & Listening Skills Workshop |
| ver | Oct | 1 | WordPerfect 5.1 for DOS |
| | Oct | 10 | Delegation Techniques & Strategies |
| | Oct | 15 | Trace Your African & Native American Roots |
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| Nov | 5 | Make Medical Insurance Billing Your Home Business |
| Nov | 5 | Medical Insurance Computer Billing |
| Nov | 5 | Principles of Industrial Hygiene Part II |
| Nov | 5 | Racism & Race Relations |
| Nov | 5 | Small Business Tax Seminar |
| Nov | 6 | LSAT Review for Dec 3 Exam |
| Nov | 7 | Time Management Strategies Workshop |
| Nov | 11 | The Community College |
| Nov | 12 | CBEST Review for Dec 10 Exam |
| Nov | 12 | Introduction to Windows 3.1 |
| Nov | 21 | Coping with Stress & Reducing Organizational Conflict |
| Dec | 5 | Conducting Effective Employee Interviews |
| Jan | 7 | GMAT Review for Jan 21 Exam |

EXTENSION CLASSES AT REDONDO BEACH COMMUNITY CENTER, 320 KNOB HILL AVENUE AT PACIFIC COAST HIGHWAY FREE PARKING!

| | | |
|------|----|-----------------------------------------------------|
| Aug | 31 | Preschool Program Development I |
| Sept | 6 | Workshop in Teaching Methods: Math & Science |
| Sept | 12 | Developmental Psychology |
| Sept | 17 | SAT Review for Oct 8 Exam |
| Sept | 17 | Young Children in Family Therapy |
| Sept | 20 | Discover Easy Money Strategies for Retirements |
| Sept | 22 | Suicide: What Therapists Need to Know |
| Oct | 1 | Abandoning Parent & the Broken-Hearted Child |
| Oct | 6 | Loan Processing |
| Oct | 6 | Your Changing Body |
| Oct | 11 | Workshop in Teaching Methods: Social Studies |
| Oct | 15 | SAT Review for Nov 5 Exam |
| Nov | 2 | Make \$60K as a Successful Commercial Writer |
| Nov | 5 | Workshop in Teaching Methods: Children's Literature |
| Nov | 5 | World of Islam |

EXTENSION CLASSES AT FRANKLIN COMMUNITY CENTER 850 INGLEWOOD AVE, REDONDO BEACH FREE PARKING!

| | | |
|------|----|------------------------------------------------------|
| Sept | 6 | HAZWOPER 40-Hour Training |
| Sept | 6 | Income Approaches to Real Estate Appraisal |
| Sept | 14 | Medical Billing I |
| Sept | 24 | How to Start a Home-Based Business |
| Sept | 26 | UNIX System Administration |
| Oct | 1 | Importing & Exporting: An In-depth Guide |
| Oct | 5 | How to Become a Better Stock Picker |
| Oct | 8 | How to Learn Anything Fast |
| Oct | 9 | Super Teaching Strategies |
| Oct | 11 | Help! Help! Computers: Selecting & Buying |
| Oct | 12 | Loan Origination |
| Oct | 15 | Tax Practitioners' Institute 1995 |
| Oct | 18 | Fundamentals of Construction and Land Valuations |
| Oct | 19 | Medical Billing II |
| Oct | 26 | Study of Wine |
| Oct | 29 | Investment Fundamentals |
| Nov | 3 | Employer/Payroll Tax Workshop |
| Nov | 3 | Sales Comparison Approaches to Real Estate Appraisal |
| Nov | 15 | How to Become a Better Stock Picker |
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ARTS & HUMANITIES

arts and humanities

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Beginning Guitar Workshop

19552 MUX 122 1 ext unit

Learn the rudiments of guitar playing including chords, strums, finger picking and reading music. Popular styles as well as classical technique will be presented. Entertain family and friends at home or parties.

William Davila, MA, host, Noon Concert, KPFK-FM, recording artist and music award winner.

10 mtgs: Mon 9/12 - 11/14

7- 8:30pm

CSUDH HFA A207

\$121

Contemporary Guitar Workshop

41016 MUX 322 1 ext unit

Prerequisite: Previous experience or consent of instructor

Develop your own guitar skills and enhance your performance in classical, jazz or rock music. Learn to visualize patterns and develop advanced techniques. Scales, modes, arpeggios and chord constructions emphasizing altered tones will be covered. Entire fingerboard will be included.

William Davila

10 mtgs: Mon 9/12-11/14

7-8:30pm

CSUDH HFA A204

\$121

Chamber Music Ensemble (for all instruments & voice)

54364 MUX 170.01 1 ext unit

50466 MUX 370.01 1 ext unit

18130 MUX 470.01 1 ext unit

Prerequisite: Previous experience or consent of instructor

Study of music through small instrumental ensemble rehearsal and performance. A class designed to accommodate music students who need a performance class as an alternative to choir or orchestra, as well as provide an opportunity for off-campus musicians to enjoy playing in an ensemble made up of a variety of instruments. Public performance is optional. Repeatable once.

Cornel Imry is an acclaimed classical guitarist and teacher.

15 mtgs: Thu 9/1 - 12/15

7-8:50pm

CSUDH HFA A-204 & A207

\$121

American Language and Culture Program

English as a Second Language

The American Language and Culture Program (ALCP) offers year-round intensive ESL classes for international students. This program prepares international students in the academic reading, writing, listening, speaking, and conversation skills needed to enter U.S. colleges & universities.

- Professional staff
- Quality materials
- Use of campus facilities
- I-20s issued to qualified applicants

For more information, telephone the American Language and Culture Program at (310) 516-3830 or FAX (310) 516-4418.

Omnilore Society

Over 50? ("seasoned") Like to stretch your mind? Enjoy intellectual discus- sions?

Omnilore Society, an affiliate of ALIROW and Elder Hostel Institutes, South Bay Study/Discussion Groups may be just the thing for you. Groups meet mornings and afternoons every other week for two hours. The curriculum is limited only by the imagination of the membership. Noncredit, self-directed.

Recent discussion topics have included:

London: The Life of a City
The Computer: From Fear to Friend
19th C. English Literature
A New Look at the Civil War
Potpourri

Interested?

Fall discussion groups begin in September at the Redondo Beach Community Resource Center, 320 Knob Hill Avenue at Pacific Coast Highway, Room 7.

For information phone

(310) 540-6011 or write to:
Omnilore, PO Box 7000-23,
Redondo Beach, CA 90277

Study of Wine

AFD 101-01

Noncredit

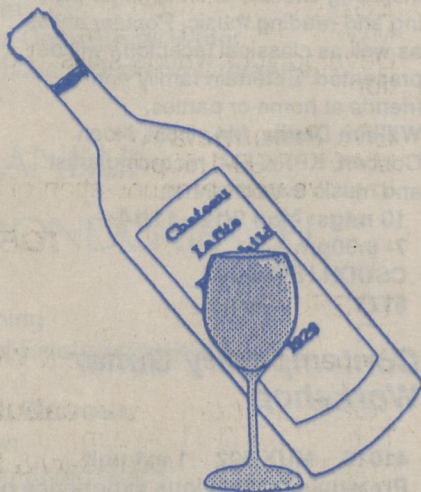
This course will help make the participant comfortable ordering and buying wines in wine shops, restaurants, and from direct mailings, and make the tasting of wine more enjoyable, with the knowledge of the history of the wine-growing areas of the world. Includes introduction to wines of France, Italy, California plus nearby wineries and restaurant guide. Materials needed for class: notebook, six wine glasses (they will fit neatly into a soft drink/beer carrier). **Robert Bercu**, veteran wine & spirits representative, has taught this class at the University of Hawaii and at Cal State Northridge.

6 mtgs: Wed 10/26-11/30

7-9pm

FCC Rm 7

\$70 (plus a \$40 materials fee payable to instructor in class)



THE AMERICAN LANGUAGE AND CULTURE PROGRAM

ENGLISH LANGUAGE COURSES

FOR

Beginning, Intermediate & Advanced INTERNATIONAL STUDENTS

TWO FALL SESSIONS:

August 22 - October 14

October 24- December 16

UNIVERSITY PREPARATION

ESL Conversation

\$295

MWF 9:00-10:20 a.m.

Speak English more fluently. Improve listening, speaking, and grammar for conversational purposes.

ESL Composition

\$295

MWF 10:30-11:50 a.m.

Develop your writing skills. Focus on grammar, punctuation and organization.

ESL Pronunciation

\$195

MWF 1:00-1:50pm

Improve your pronunciation of English. Practice stress and intonation.

TOEFL PREPARATION

TOEFL Grammar

TTh 9:00-10:20 a.m.

\$195

Prepare for the "Structure & Written Expression" section of the TOEFL.

TOEFL Reading & Vocabulary

\$195

TTh 10:30-11:50 a.m.

Prepare for the "Vocabulary & Reading Comprehension" section of the TOEFL.

TOEFL Listening

\$145

TTh 1:00-1:50 p.m.

Prepare for the "Listening Comprehension" section of the TOEFL.

For information call:

American Language & Culture Program
(310) 516-3830

ALCP INTENSIVE ESL PROGRAM for International Students

The ALCP Intensive ESL Program prepares international students to succeed at American universities. Courses include: Listening, Speaking, Reading, Writing, Grammar, Vocabulary, and Pronunciation.

The ALCP Intensive Program Offers:

- I-20s
- Campus Housing
- Small Classes
- TOEFL Preparation

The ALCP welcomes students at all levels of English proficiency—
Beginning, Intermediate & Advanced.

For further information call:

American Language & Culture Program(310) 516-3830

***Complete
your Spanish
Language
Credential
Requirement
in
Cuernavaca,
Mexico
December 30
- January 20***



A 3-week intensive Spanish Language Immersion program specifically designed to develop conversational fluency in the shortest possible time.

- **No previous knowledge of Spanish required**
- **Live with a Mexican family and enjoy the culture and additional conversational practice**
- **Earn 3 or 6 semester units of credit in Spanish**

For complete costs and itinerary, call the CSUDH Foreign Languages Department at (310) 516-3315, or write: CSUDH Foreign Languages Department, 1000 East Victoria, Carson, CA 90747.

American Sign Language

65096 ENX 901 3.0 CEUs

Offers instruction and practice with conversational American Sign Language. Primary emphasis of the class is on developing comprehension skills, vocabulary development, and visual readiness. Recommended for parents, relatives and friends of the deaf. It is the first course leading toward a language competency certificate.

Sandra Bartiromo, MA, Instructor, El Camino College.

11 mtgs: Sat 9/3 - 11/12

9am-noon

CSUDH SAC 1106

1110 (on 10/29 only)

\$50

Trace Your African, Native American Indian and European Roots

LHU 102-01

Noncredit

Discover the rich cultural heritage of Africans and Indians, their historical relationship and contributions to the world. This seminar covers ancient Egypt to present-day Africa. Learn about African ethnic groups and languages. Learn original locations of Indian tribes, languages and lifestyles. Learn how and why the slave trade began and why Africans and Indians became victims of the bondage. Learn the importance of African names, slave ships and slave culture. Learn what the African American and Indian participation was during the Civil War and Reconstruction. Includes genealogy record keeping, census records, Freedman's bureau, Dawes Indian Rolls, correspondence, wills and research.

L. Joyce Chappel, author, lecturer and historical researcher has taught courses at Riverside Community College.

2 mtgs: Sat 10/15, 22

10am-3pm

CSUDH SAC 1104

\$35

Racism & Race Relations -- Myths & Realities

arts and humanities

LHU 102-02

Noncredit

Did you ever wonder how racism began and why it still exists in today's society? This seminar explores the foundations of racism and its effects upon its victims. An analysis of institutionalized racism from media will be explored and the telltale signs of subliminal messages and innuendo and how to confront them will be discussed. Learn what role fear and non-trust plays in everyday interaction. Topics include injustice, sensitivity, color, racial comments and interpretation. This seminar encourages participants to come to terms with their own belief systems about other peoples and their cultures.

L. Joyce Chappel

1 mtg: Sat 11/5

10am-2pm

CSUDH SAC 1110

\$35

World of Islam

LHU 103-01

Noncredit

This is a comprehensive mini-course of the early history, artwork, philosophy and people of Islam. The course will cover Islam's origin in the 7th Century AD and includes influences it has had on world civilization including art, science and medicine.

Sophia Momand, MD, has taught this course and *World Religions* at the South Bay Adult School.

2 mtgs: Sat 11/5 & 12

9-11am

RBCC Rm 8

\$20



EARN A MASTER OF ARTS BY CORRESPONDENCE AND/OR BY USING YOUR HOME COMPUTER

The Master of Arts in Humanities External Degree Program (HUX) provides a broad interdisciplinary exposure to all areas of the Humanities — history, literature, philosophy, music, and art.



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OFFERS COMPUT-

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OVER THE INTERNET -- INTERACTIVE COMPUTER-BASED
COMMUNICATIONS WITH FACULTY & OTHER STUDENTS.

**HERE NOW—MULTI-MEDIA INSTRUCTIONAL PACK-
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INTERNET AND USE THIS VALUABLE, FREE INSTRU-
CTIONAL RESOURCE TO ENRICH YOUR STUDIES AND
HAVE SOME GOOD OLD-FASHIONED FUN IN CYBER-
SPACE.**

**FOR INFORMATION—CALL 310-516-3743
WRITE THE HUX PROGRAM OFFICE AT CSUDH, 1000 E.
VICTORIA ST
CARSON, CA 90747**

OR E-MAIL US AT HUXONLINE@DHVX20.CSUDH.EDU

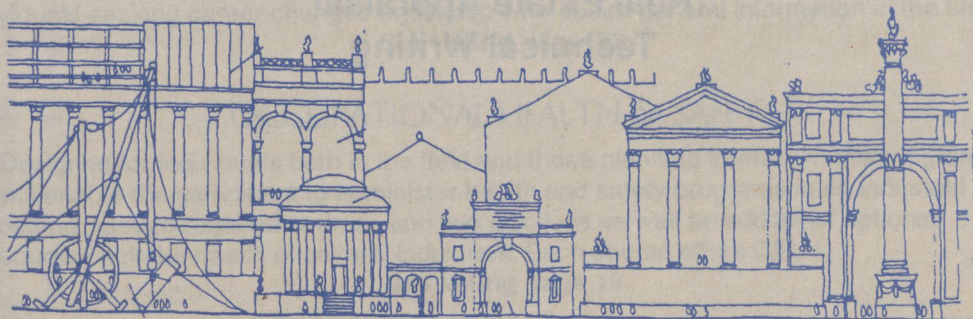
THEATRE CONSERVATORY

California State University Dominguez Hills and The Odyssey Theatre

Participants attend seminars in acting and stagecraft given by working professionals and CSUDH Theatre Department faculty while they work on productions at the Odyssey Theatre.

The Odyssey Theatre, with a 25-year history in Los Angeles, is located at 2455 Sepulveda Blvd, near the 405 and Olympic Blvd. Three 99-seat theaters are housed under the same roof, so at any given time there are three plays in production, three in rehearsal and one children's show being presented. The Odyssey Theatre emphasizes cultural and intellectual diversity, and a great many of the plays are originals, presented to audiences for the first time.

Be a part of it. Earn university credit, gain valuable theatre experience this fall in the CSUDH/Odyssey Theatre Collaboration. Participants need not be enrolled at CSUDH. For more information, contact CSUDH Extended Education, (310) 516-3741.



CERTIFICATE PROGRAMS



*EXTENDED EDUCATION
OFFERS MANY UNIQUE CER-
TIFICATE PROGRAMS
DESIGNED TO ASSIST THE
INDIVIDUAL TO GAIN PRO-
FESSIONAL KNOWLEDGE IN*

*SEVERAL DISCIPLINES. PROGRAMS OFFER ACADEM-
IC CREDIT, APPLICABLE TO A DEGREE PROGRAM,
OR PROFESSIONAL CREDITS.*

CERTIFICATE PROGRAMS

*Alcohol/Drug Counseling
Community College Teaching
Early Childhood Teaching/Administration
Orthotics
Production & Inventory Control
Purchasing
Special Education- Resource Specialist
Quality Assurance*

CERTIFICATE PROGRAMS OFFERING CONTINUING EDUCATION UNITS

*Construction Management
Mortgage Banking
Occupational Health & Safety
Professional Supervision
Real Estate Appraisal
Technical Writing*

ALCOHOL & DRUG COUNSELING

The Certificate Program in Alcohol/Drug Counseling consists of nine courses designed to prepare individuals to enter the field at a professional level. All courses provide Continuing Education Units (CEUs) for registered nurses and teachers. Courses may be taken on an individual basis without formal entrance into the certificate program with permission from the program coordinator. Students may begin the program in the Fall or Spring Semester. Upon satisfactory completion of all nine courses, with a 2.5 grade point average, the student will receive a certification of recognition of educational achievement and professional status. The Certificate is widely recognized by alcoholism treatment centers.

certificate
programs

See listing page 61

COMMUNITY COLLEGE TEACHING

The certificate program is designed to enhance the skills, and thereby the employability, of the potential community college instructor. Students must either be enrolled in a graduate program, possess a master's degree in a subject area taught at the community college level, or be currently employed as an instructor in a community college.

See listing page 58

CONSTRUCTION MANAGEMENT

Designed for construction personnel, owners and developers, and those wishing to enter the field of construction management. You participate with others who face the same kind of professional problems. At the same time you will obtain the skills necessary to successfully manage in the field of construction practices.

See listing page 17

EARLY CHILDHOOD EDUCATION

The courses award upper-division, degree-applicable academic credit. A baccalaureate degree is not required to participate in the program. In addition, participation in the certificate program is NOT necessary to take any courses listed. Students have the option of earning a Certificate in Teaching or in Administration. A Certificate in Teaching is earned by completing 12 units: two core courses and two specialization courses (in either Infant or Preschool Program Development). A Certificate in Administration is earned by completing 15 units: 3 core courses and 2 specialization courses (in either Infant or Preschool Program Development).

See listing page 53

MORTGAGE BANKING

The Certificate Program in Mortgage Banking is designed for those working in the industry who wish to upgrade their skills, realtors, regulators, mortgage brokers, individuals seeking career changes and those who desire general information in the field.

See listing page 23

OCCUPATIONAL HEALTH & SAFETY

Designed for individuals both in the field and those planning to enter it, this program will enable the participant to administer health and safety programs in an industrial setting. Seven required courses and two electives as well as additional optional courses suit the needs of several industries. Each course offers CEUs.

See listing page 19

ORTHOTICS

The Orthotics Department at Rancho Los Amigos Medical Center, in affiliation with California State University, Dominguez Hills, offers a one-year certificate course in orthotics. This program, which is accredited by the American Board for Certification in Orthotics-Prosthetics, is designed to train students in the field of orthotics: the profession of designing, fabrication and fitting of orthopedic appliances for the physically handicapped. Students receive a mixture of practical laboratory instruction, classroom didactics, and exposure to patients in a wide variety of clinical situations. Students rotate through various services to acquaint them with the more prevalent pathologies and treatment philosophies.

See listing page 64

PRODUCTION AND INVENTORY CONTROL

Offered by the California State University, Dominguez Hills Division of Extended Education, and the Los Angeles Chapter of the American Production and Inventory Control Society (LAPICS), the certificate program in Production and Inventory Control consists of five courses designed to provide a broad education in the field. The courses are offered during three 13-week trimesters. Students may enter the program at the beginning of any trimester.

See listing page 25

PROFESSIONAL SUPERVISION

This series is especially designed for men and women in first-line supervisory positions in production and service industries who want to improve their supervisory skills and achieve greater job effectiveness and satisfaction.

See listing page 27

PURCHASING

CSUDH presents a new program in Purchasing for those who wish to gain a broad education in the principles of procurement management. Those already in this growing field as well as those anticipating a career change will find this training valuable. It is possible to apply this training to a BA degree with the addition of other courses. Industry professionals, nationally certified by the National Purchasing Association and currently employed in the field of procurement, teach the curriculum on campus in 13-week trimesters.

See listing page 30

SPECIAL EDUCATION - RESOURCE SPECIALIST

The Special Education Resource Specialist plays many roles which are different from that of a self-contained, special class teacher. While the Special Education Teacher deals primarily with direct services to students, the Resource Specialist often deals indirectly with students by working with significant adults (mainstream teachers, parents, support services and community agencies). Consequently, there are skills and knowledge which Resource Specialists need that are not expected of Special Day Class teachers (law & regulations, coordination of services, consultation with teachers, parent education, staff development, current assessment and intervention methods and materials for students at risk or school failure.)

See listing page 57

QUALITY ASSURANCE

Leading local business, industry and government Quality Assurance Professionals in conjunction with University Faculty have developed a program and curriculum designed to meet the advanced Quality Assurance training needs of service and government professionals. With the service industry now encompassing 65% of all California businesses, the need for highly trained professionals to help them excel is growing rapidly. Students who complete the four required courses for the Master of Quality Assurance - Service with a cumulative GPA of 3.0 (B) or better will receive a Professional Certificate issued through the California State University, Dominguez Hills Division of Extended Education. Admission to the University is not required, but a bachelor's degree which includes some probability and/or statistics is a requirement. Exceptions to this requirement can be approved by the MSQA program coordinator, Dr. Gene Watson (310) 516-3880.

certificate
programs

See listing page 65

REAL ESTATE APPRAISAL

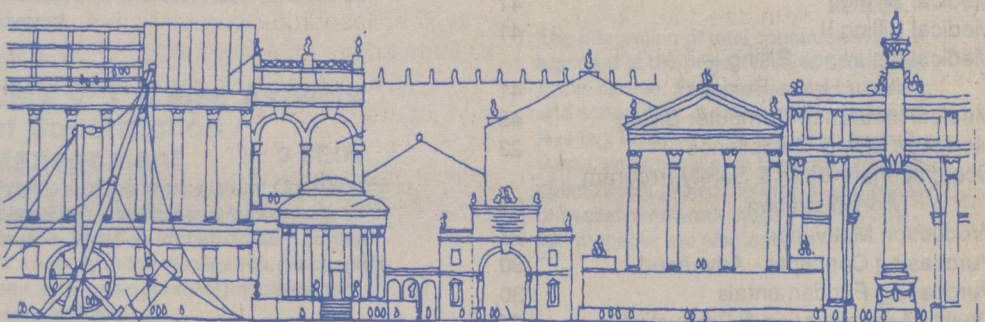
The Certificate Award in Real Estate Appraisal is designed to meet the education requirements for state licensing and certification of real estate appraisers. The program of study conforms to the specifications provided by the Appraisal Foundation for licensing and certification in the 50 states. The curriculum may be updated over the lifetime of the certificate in response to legislative changes in licensing requirements. The program is designed to meet the continuing education needs of practicing real estate appraisers, regulators of financial institutions, attorneys dealing with real estate practice, and other real estate professionals who must meet the revised standards set forth by the State.

See listing page 32

TECHNICAL WRITING

Anyone who is interested in becoming a technical writer may take these courses. The program serves to introduce students to the many aspects of contemporary technical writing practice and to help them develop the skills that lead to effective technical communication. Career opportunities are found in the aerospace, construction, electronics, nuclear, automotive, medical, computer, agricultural, financial and petrochemical industries. Many engineers, scientists and technicians have increased their effectiveness through improvement of their technical writing abilities.

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CERTIFICATE AWARD IN CONSTRUCTION MANAGEMENT

business
certificates

Who Should Attend

Designed for construction personnel, owners and developers, and those wishing to enter the field of construction management. You participate with others who face the same kind of professional problems. At the same time you will obtain the skills necessary to successfully manage in the field of construction practices.

The Certificate

Candidates must successfully complete six intensive courses. Those who do not wish to pursue a certificate may take individual classes. All courses provide Continuing Education Units (CEUs). A Certificate can be earned in a one-year period.

The Location

All classes are taught on the CSUDH campus in Carson.

The Courses

CMX 972 Survey of Construction Practices

3 CEUs

Basic principles and responsibilities of construction management, including construction process and operating environment, functions of the manager, staffing, planning, organizing, marketing, public relations, subcontractors, suppliers, sureties, and financial institutions will be covered.

CMX 973 Legal Aspects of Construction Management

3 CEUs

Overview of the legal system: Contractor's license law, contract and subcontract clauses, litigation and arbitration, contractor's liability in tort-negligence, mechanic's liens, plus basic contract principles and responsibilities.

CMX 975 Accounting for the Construction Industry

3 CEUs

Accounting systems, cost control systems, forms and records plus project cost accounting, overhead allocation, taxes, depreciation methods, insurance, payroll, forecasting, analysis of financial statement, cash flow requirements, and management information systems are covered in this course.

CMX 976 Estimating and Bidding

3 CEUs

Conceptual estimating, quality surveying, pricing skills (materials and labor), quantity survey methods, bidding strategies and mark-up, computer-based estimates and statistical methods are covered.

CMX 915 Construction Project Management I

3 CEUs

Whether you represent the Owner, the Designer, or the Contractor, the successful manager uses modern scheduling methods to organize and control the multiple tasks and resources used in a building project. Learn to read, analyze and create bar charts and critical path method (CPM) schedules. Learn to monitor and control time, money and other resources with the schedule. Learn to measure the effect of changes, delays and claims on the project.

CMX 980 Construction Project Management II

3 CEUs

The integration of total construction management at the project level is addressed in this course. Project planning, budgeting and scheduling, resource allocations and leveling, analysis of construction operations using critical path methods, time-cost optimization, project control, plus a review of available network modes for construction manager are also covered.

Fall 1994 Schedule

CMX 915 Construction Project Management I 82283 3 CEUs

W. John Irwin II, PE, Mechanical
Engineer, Senior Consultant for
Wagner, Holms, Inglis, Inc.

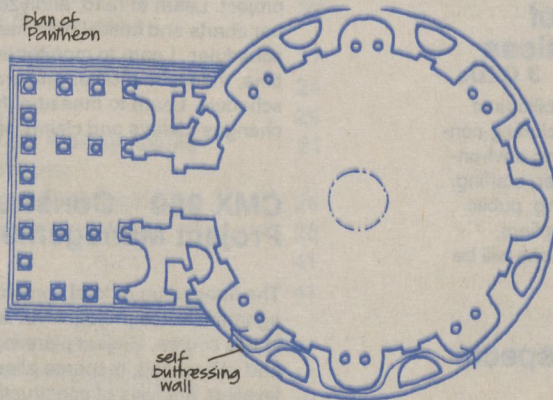
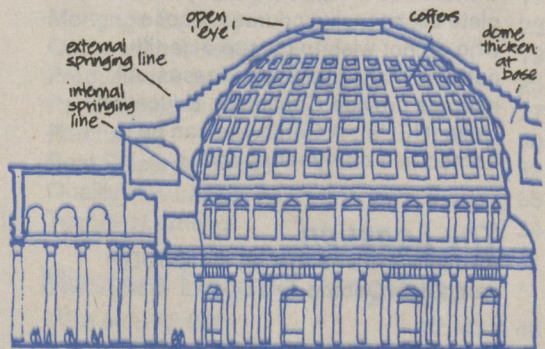
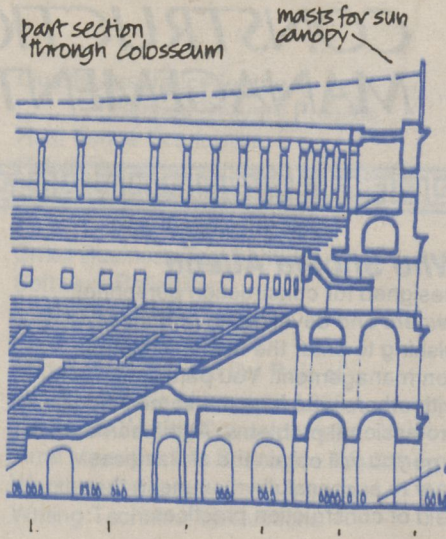
Required Text: *Construction
Planning & Scheduling* pub
Associated General Contractors of
America.

10 mtgs: Mon 9/12-11/14
6:30-9:30pm
CSUDH SAC 1104
\$185

CMX 973 Legal Aspects of Construction Management 53620 3CEUs

Staff

10 mtgs: Wed 9/14-11/16
6:30-9:30pm
CSUDH SAC 1104
\$185



CERTIFICATE AWARD IN OCCUPATIONAL HEALTH & SAFETY

business
certificates

The Certificate Program in Occupational Health & Safety is designed for individuals planning to enter the field of Health & Safety or for those already working within the field who wish to further their knowledge and advance in the profession. The program will also enable a person to apply the skills and fulfill the requirements of functioning in a Health & Safety Department to administer health & safety programs in an industrial setting.

Who Should Attend

The program will meet and satisfy ongoing CEU requirements for registered environmental assessors, certified safety professionals, certified industrial hygienists, professional engineers and safety & industrial nurses. Supervisors, company owners, top & middle management, loss control representatives, worker compensation administrators, risk management, general managers and superintendents will also find this program a valuable and important means of gaining professional knowledge. The Certificate Award in Occupational Health & Safety is endorsed by the Long Beach Chapter of the American Society of Safety Engineers.

The Certificate

Designed for individuals both in the field and those planning to enter it, this program will enable the participant to administer health and safety programs in an industrial setting. Seven core courses plus two elective courses are required. Additional optional courses are offered to suit the needs of several industries. Each course offers Continuing Education Units (CEUs).

The Schedule

Students may attend classes in any order according to their needs. Courses are offered in the evenings and/or on weekends. The Program can be completed in one year depending on scheduling.

The Location

Classes are held on the CSUDH campus in Carson, or at the Redondo Beach Community Center or the Franklin Community Center in Redondo Beach.

Professional Advisory Committee

Thomas S. Butler, CSP, Los Angeles
Metropolitan Water District
Michael Ceser, CSP, Principal,
Environmental Resources,
CSP, Chmn.
Carl Cronin, REA, Principal Safety
Engineer, ESHA
Steven Doyle, Dir. Health & Safety,
CSUDH
Joseph M. Kaplan, President,
Los Angeles Chapter of National
Safety Council
Susan McCormick, BS,
Environmental Health, CHMM
John A. O'Toole, PhD, Health and
Safety Consultant, CAL/OSHA
Consultant
James L. Unmack, CSP, CIH, PE,
Health and Safety Director, Earth
Technology Corporation

Core Courses

HEX 900 Foundations of Safety and Health Programs

3 CEUs

Class covers implementation of injury and illness prevention programs in an industrial setting, identifying the role of the program director including hazard recognition, injury, illness, near-miss and mishap investigations, training of employees, job safety analysis and safety committee coordination.

HEX 930 Industrial Accident Investigation

3 CEUs

Allows participants to increase skills in accident reduction in the workplace by learning to identify the sources and types of accidents, the major components of an

accident investigation program and to recognize direct and indirect causal factors of accidents in the workplace as well as the corresponding specific and systemic corrective actions. Collection and identification of accident evidence will also be covered.

HEX 925 Principles of Industrial Hygiene- Part I

2.4 CEUs

Review of the principles and concepts of occupational hygiene. Includes review of noise and hearing conservation, chemical exposure assessment, toxicology, ionizing and non-ionizing radiation, ergonomics, ventilation, personal protective equipment, regulations and management. Course is designed for those industrial hygienists who are aspiring to attain a high level of competency in the field of industrial hygiene.

HEX 926 Principles of Industrial Hygiene -Part II

2.4 CEUs

Consideration of selected substances, controls and personal protection. Review of primary instruments, common process and chemical hazards in the workplace. Standards, measurements, hazard control and other processes will be covered.

HEX 902 Occupational Health and Safety Program Administration

3 CEUs

Overview of health and safety programs in all industrial settings. Role of the professional, resources, typical health and safety problems, major program components such as program administration, program responsibility, employee compliance, communications to employees, hazard inspections, injury/illness investigations, correction of unsafe or unhealthful conditions, employee training and recordkeeping.

HEX 906 Industrial Health and Safety Hazards and Control

2.5 CEUs

Study of principles underlying protection of workers from hazards. Analysis of hazards systematically and practically. Discussion of applicable safety protection: engineering, education and personal protection.

HEX 920 Human Factors and Ergonomics: Principles of Industrial Ergonomics

3 CEUs

Course provides the student with an understanding of how a worker's anatomy and physiology relate to the workplace, and with the technical and administrative skills needed to diminish the incidence of occupationally induced musculoskeletal disease and related diseases. Correctly-designed workstations, seating, hand tools, machine controls, manual materials handling and work procedures will be covered, as well as administrative duties such as application of programs and systems related to research, training, motivation and medical support.

HEX 928 Industrial Occupational Health and Safety Law

3 CEUs

Survey of laws related to CAL/OSHA, sources of law, employer/employee rights and responsibilities, legal procedures, enforcement and penalties, and selected statutes and case laws.

HEX 919 Environmental Law

3 CEUs

A class to provide a basic foundation to understand, analyze, and apply federal and California environmental programs. The current laws, new legislation and litigation arising out of the development and application of environmental laws, dealing with the EPA and RCRA programs and hazardous waste controls, recent cases, legislation and defenses for the new civil and criminal liability cases will be covered.

Elective Courses

HEX 932 HAZWOPER: 40-hour Training

4.0 CEUs

Provides training to meet mandates of 29 Code of Federal Regulations 1910.120 - for hazardous waste site workers and emergency response teams in the industrial sector. Required for all general site workers and equipment operators prior to

working in an area where the presence of hazardous materials or hazardous waste is likely.

HEX 931 Introduction to Workers' Compensation

3 CEUs

A comprehensive first-time look at the Workers' Compensation system. Emphasis is placed on both the employer's and employee's rights and responsibilities in providing/receiving benefits as applicable. Also a look at ways to investigate possible Workers' Compensation fraud and abuse.

HEX 921 Managing Indoor Air Quality Issues

1 CEU

Designed to help managers and owners respond to employee and public concern over indoor air quality (IAQ) in a cost-effective manner, this course includes:

- Variables that affect IAQ; assessing IAQ
- On-site evaluations of potential contaminant sources
- How to recognize symptoms of exposure
- Importance of ventilation in the work place

After the course students will understand:

- Factors affecting IAQ
- How to evaluate, develop solutions to prevent IAQ
- How to develop a comprehensive indoor air quality program

HEX 923 Hazard Communication: Train the Trainer

1 CEU

This class is designed to help managers and trainers understand and meet the requirements of the Cal/OSHA Hazard Communication Standard. Students will learn how to reduce lost work days due to job-related injuries and illnesses; reduce workers' compensation costs; and cut production downtime costs due to accidents and OSHA inspections that find violations. Topics include:

- Inventorying and labeling hazardous substances
- Reviewing and making available Material Safety Data Sheets
- Writing and implementing an effective hazard communication program
- Conducting an effective hazard communication training program

Upon successful completion of this

course, the student will understand what employers and supervisors need to know about the Hazard Communication Standard (HCS) and its basic requirements, a step-by-step outline of a hazard communication training program, and the requirements for record-keeping and employee access to exposure and medical records.

**business
certificates**

Fall 1994 Schedule

HEX 902 Occupational Health and Safety Program Administration

34580

3 CEUs

John O'Toole, REA, Health and Safety Consultant, CAL/OSHA Consultation

10 mtgs: Tue 9/6 - 11/8

6:30-9:30pm

CSUDH HFA A224

\$350 (plus \$50 materials fee

payable to the instructor in class)

HEX 932 HAZWOPER: 40-hour Training

07615

4 CEUs

Carl Cronin, REA, Principal Safety Engineer, ESHA

14 mtgs: Tue-Thu 9/6-10/20

6:30-9:30pm

FCC Rm 8

\$440 (plus \$45 materials fee payable to instructor in class)

HEX 925 Principles of Industrial Hygiene- Part I

27613

2.4 CEUs

James L. Unmack, CSP, CIH, PE, Health and Safety Director, Earth Technology Corporation and **Joseph F. Kukla**, BS, MPH, PE, CIH, CSP, is Regional Manager of CE Heath Cal.

4 mtgs: Sat 9/10, 24, 10/8, 22

9am-4pm

CSUDH SAC 1102

\$250 (plus \$40 materials fee payable to instructor in class)

business
certificates

HEX 931 Introduction to Workers' Compensation

28560

3 CEUs

Dolores Johnson, BSBA in Labor

Relations, Administrator
Workers' Compensation,
McDonnell Douglas
Corporation.

10 mtgs: Mon 9/12 - 11/14

6:45-9:45pm

CSUDH HFA A227

\$350 (plus required text: *California Workers' Compensation Handbook* - 13th Ed. by Stanford D. Herlick)

HEX 920 Human Factors and Ergonomics : Principles of Industrial Ergonomics

83716

3 CEUs

Charles A. Cacha, PhD,
Safety/Ergonomics, CSP, ARM, is
owner of a consulting firm to the field
of Ergonomics and has taught courses
at CSULA, USC, the military & private
industry.

5 mtgs: Sat 9/17, 10/1, 15, 29, 11/12

9am-4pm

CSUDH SAC 1102

\$350

HEX 921 Managing Indoor Air Quality Issues

24651

1 CEU

Michael Ceser, CSP, Principal,
Environmental Resources, CSP,
CHMN, and Susan McCormick, BS,
Environmental Health, CHMM

4 mtgs: Tue-Thu 10/25 - 11/3

7-9:30pm

CSUDH HFA A224

\$125 (plus \$25 materials fee
payable to instructor in class)

HEX 925 Principles of Industrial Hygiene - Part I

27613

2.4 CEUs

James L. Unmack, CSP, CIH, PE,
Health and Safety Director, Earth
Technology Corporation and
Joseph F. Kukla, BS, MPH, PE, CIH,
CSP, is Regional Manager of CE
Heath Cal.

4 mtgs: Sat 9/10, 24, 10/8, 22

9am-4pm

CSUDH SAC 1102

\$250 (plus \$40 materials fee
payable to instructor in class)

HEX 926 Principles of Industrial Hygiene - Part II

59124

2.4 CEUs

James Unmack and Joseph Kukla

4 mtgs: Sat 11/5, 19, 12/3, 17

9am-4pm

CSUDH SAC 1102

\$250 (plus \$25 materials fee payable
to instructor in class)

HEX 923 Hazard Communication: Train the Trainer

02354

1 CEU

Michael Ceser, CSP, Principal,
Environmental Resources, CSP.

4 mtgs: Tue-Thu 11/29 - 12/8

7-9:30pm

CSUDH HFA A224

\$125 (plus \$25 materials fee payable
to instructor in class)

CERTIFICATE AWARD IN MORTGAGE BANKING

business
certificates

The Certificate Program in Mortgage Banking is designed for those working in the industry who wish to upgrade their skills, realtors, regulators, mortgage brokers, individuals seeking career changes and those who desire general information in the field.

The Certificate

The entire Certificate Program can be completed in three trimesters (one year's time). The classes will be scheduled each Fall, Spring and Summer trimesters. Eight courses taught by field professionals, give the participant a strong, comprehensive background in the material. The Certificate in Mortgage Banking is awarded upon successful completion of six courses. There are no prerequisites to enter the program, except those with little or no experience are encouraged to take *Fundamentals of Mortgage Banking* first. Attendance requirements at the classes and homework assignments, completed by due dates established by instructors as well as passing grades on in-class quizzes and tests and completed written assignments at established performance criteria will result in the awarding of the Certificate to those who complete 155 hours of instruction. Fundamentals of Mortgage Banking is the only course required: the student may choose the courses he/she wishes to take to complete the required hours. Continuing Education Units (CEUs) will be awarded for every 10 hours of class completed.

Location

Classes meet weekday evenings or weekends at the Redondo Beach Community Resource Center or the Franklin Community Center.

The Courses

BUX 917 Fundamentals of Mortgage Banking 3 CEUs

An introduction to the vocabulary of mortgage banking and its basic elements such as the purchase of real

property, the life of a loan and the environment of mortgage banking. Through lecture, discussion and reading, participants will learn the history and development of mortgage banking, including the origin of real estate lending, the effects of money markets and credit on local lending and the difference between mortgage bankers and savings and loans or commercial banks.

BUX 918 Loan Origination

3 CEUs

A practical, hands-on course in the fundamentals of origination of home mortgage loans and related agencies. Topics include soliciting and marketing techniques, loan applications, basic financing concepts and products, pricing and quoting, qualifying the borrower, study of the loan documentation, and assembling the initial loan package. Lecture, small work groups and actual case studies are included.

BUX 919 Loan Processing

2 CEUs

An overview of how and why loans are made covering competencies which include completion of loan applications, analysis of borrower profiles, assembly of loan packages and an understanding of pertinent documentation. Participants will also be introduced to applicable laws and compliance requirements. Lecture, small work groups and case studies included.

BUX 923 Mortgage Law and Compliance 3 CEUs

Prerequisite: Fundamentals of Mortgage Banking

A review of the fundamentals of contract law and its applicability to mortgage lending activities, such as loan commitments, warehousing agreements and servicing agreements. Participants will learn the basic requirements of an enforceable note and deed of trust, the legal process of

**business
certificates**

reconveyance after loan payoff. Also included is a review of applicable state and federal laws, such as Truth-in-Lending, the Equal Credit

Opportunity Act, and others.

BUX 924 Loan Underwriting and Appraisal Review

3 CEUs

An overview of FHA, VA and other loan underwriting including historical evaluation, where it fits into the mortgage process, components (credit and liability, employment, income and assets), risks, comparative state laws and rules & regulations. Appraisal review will focus on the basics of appraisal review including analysis of key areas such as type of property, condition of construction, economic life and methods of determining value, and full or limited documentation. Lecture, discussion and case study using sample loan files are covered.

BUX 922 Loan Closing

2 CEUs

An analysis of loan documentation including investor requirements, an overview of escrow and its function, how escrow and title companies interact, reading a preliminary title report and reviewing a statement of identity. Also discussed will be loan guarantees and insurance, loan shipping, salability of loans and why added conditions sometimes occur at closing. Lecture, discussion and case studies will be included.

BUX 920 Secondary Mortgage Marketing

1.5 CEUs

An overview of secondary capital financial markets including economic forecasting and risk management. Topics include the historical assessment of secondary markets, distinctions between primary and secondary markets and major responsibilities of marketing including pricing, selling, shipping, investor relations, "pipeline" management, securities vs. cash, "hedging" and repurchase.

BUX 921 Loan Servicing

1.5 CEUs

Loan administration and management of loans and their terms. A comprehensive view of loan servicing including customer service, collections, foreclosure, trust account management, tax assumptions, REO's, insurance, claims, investor reporting, bankruptcy and quality control.

Fall 1994 Schedule

BUX 919 Loan Processing

18712

2.0 CEUs

Jacque Lollie, President, Sales & Operations, Tomarck Financial, Inc.

7 mtgs: Thu 10/6-11/17

6:30-9:30pm

RBCC Rm 7

\$185

BUX 918 Loan Origination

32023

2.5 CEUs

Prerequisite: Fundamentals of Mortgage Banking

David Kaduk BA, Finance. Owner, Pacific Rim Funding.

10 mtgs: Wed 10/12 - 12/14

6:30-9pm

FCC Rm 8

\$230

CERTIFICATE IN PRODUCTION & INVENTORY CONTROL

business
certificates

Offered by the California State University, Dominguez Hills Division of Extended Education, in cooperation with the Los Angeles Chapter of the American Production and Inventory Control Society (LAPICS). The Certificate Program in Production and Inventory Control consists of five courses designed to provide a broad education in the field. The courses are offered during three 13-week trimesters. Students may enter the program at the beginning of any trimester.

Who Should Attend

This series of practical courses is designed to meet the needs of newcomers to the field and individuals who work in related areas.

The Certificate

Students who complete all five courses with a 2.5 grade point average are awarded a Certificate in recognition of their learning achievement and professional status.

Location

Classes meet from 6:30-10:00pm on the CSU Dominguez Hills campus in Carson. The classrooms are located in the South Academic Complex (unless otherwise indicated). A parking fee of \$1.50/day is charged on the campus.

The Courses

Courses are offered three trimesters each year and provide three (3) units of upper division degree-applicable academic credit.

PIX 319 Introduction to Materials Management

Provides a broad overview of the nature of business organizations, the functional structure of a manufacturing company, the planning process, the role played by materials management, and the relationship of the manufacturing function to the market

place. The basic concepts and specialized vocabulary of this field are covered. This course can serve as a comprehensive survey of the materials management field for individuals who may not wish to enroll in the Certificate program. This is a required course in the University Certificate Program, but individuals with experience in materials management may test-out of the course. (For test-out information, please call Robin Francis, 310/516-3355).

A Bachelors Degree Program has been developed which uses the LAPICS courses as its core. Call Scott MacKay for more information on this program at (310) 516-3355.

PIX 320 Inventory Management & Master Planning

Planning and control techniques for items with independent demand. Forecasting, order point and safety stock calculations, lot sizing techniques, master production scheduling, and aggregate inventory management topics are covered.

PIX 321 Material Requirements Planning & Purchasing

The material requirements planning process, bills of materials, distribution resources planning, and the purchasing function are covered.

PIX 322 Capacity & Priority Management

Long, medium, and short-range capacity planning, work centers, routings, lead-time analysis, scheduling, and shop floor control and elements of just-in-time manufacturing are covered.

PIX 324 Just-in-Time/Total Quality Control

Just-in-Time techniques discussed include focused factories and group technology, setup reduction, uniform scheduling, pull systems and Kanban, supplier relations, and worker involvement. TQC

encompasses all phases of a manufacturing operation, from design engineering to delivery, to ensure no defective parts are produced. Also included are process control, quality at the source, and cause & effect analysis.

Fall 1994 Trimester

Begins Week of 9/12/94

PIX 319-01 Introduction to Materials Management

53163
Thu 6:30-10pm
CSUDH SAC 1102
\$363

PIX 319-02 (92) Introduction to Materials Management

J. Hall
61036
Tue 4-6:30pm
CSUDH ERC E103
If taking over tv at a company site, specify you are taking section 92, # 60616 and add \$90 to the fee below.
\$363

PIX 320-01 Inventory Management & Master Planning

39885
Tue 6:30-10pm
CSUDH SAC 1102
\$363

PIX 321-01 Material Requirements Planning & Purchasing

30726
Thu 6:30-10pm
CSUDH SAC 1104
\$363

Seminars designed to prepare students for the National APICS Exams are also available. For more information, call Scott MacKay at (310) 516-3355.

PIX 324-02 (92) Just-in-Time/Total Quality Control

D. Howardell
02133
Thu 4-6:30pm
CSUDH ERC E103 If taking over tv at a company site, specify you are taking section 92, #24802 and add \$90 to fee below.
\$363

Winter 1995 Trimester

Begins week of 1/9/95

PIX 319-02 Introduction to Materials Management

Tue 4-6:30pm
ERC E103.
If taking over tv at a company site, specify you are taking section 92, and add \$90 to the fee below.
\$363

PIX 319-01 Introduction to Materials Management

Thu 6:30-10pm
CSUDH SAC 1102
\$363

PIX 320-02 Inventory Management and Master Planning

Thu 4-6:30pm
CSUDH ERC E103
If taking over tv at a company site, specify that you are in section 92, and add \$90 to the fee below.
\$363

PIX 322-01 Capacity and Priority Management

Tue 6:30-10pm
CSUDH SAC 1102
\$363

PIX 324-01 Just-in-Time/Total Quality Control

Thu 6:30-10PM
CSUDH SAC 1104
\$363

CERTIFICATE AWARD IN PROFESSIONAL SUPERVISION

business
certificates

Who Should Attend

This series is especially designed for men and women in first-line supervisory positions in production and service industries who want to improve their supervisory skills and achieve greater job effectiveness and satisfaction.

The Certificate

Each course in Professional Supervision meets two evenings, a total of five hours. Enrollments are accepted on an individual basis, and a certificate of achievement is awarded upon the completion of any six courses.

The Location

Courses are held on campus at CSUDH in Carson or on site by special arrangement.

Now in Spanish

All courses in the Professional Supervision Certificate Program are also offered in Spanish.

The Cost

Each course costs \$85 and meets for two evenings on the CSUDH campus in Carson.

The Instructor

Ernest C. Jewell, MBA, Instructor in English and Spanish, has 15 years experience in industrial engineering and management consulting.

The Courses

BUX 975 Introduction to the Role of Supervision

.5 CEUs

Transition skills for a successful career in management are covered. Learn how to identify and meet the needs of your employees. Recognize six specific responsibilities: to organize, plan, communicate,

control, train & motivate. Recognize how to avoid the mistakes made by most supervisors, and learn to give clearly-understood, complete work assignments. Enjoy effective transition into supervision. Learn how to successfully exchange the realities for the myths of supervision.

BUX 976 Communication & Listening Skills Workshop

.5 CEUs

This course provides detailed ideas for communications skills required by the supervisor. Learn how to give meaningful work assignments. Listening skills will enable you to be more helpful to others, build personal confidence. Recognize communication filters, temperament clues, verbal and nonverbal skills. Review list of effective techniques including questioning strategies for improved interviewing. This workshop will help you write work objectives and conduct dialogue to gain subordinate commitment to clearly-stated work assignments.

BUX 974 Delegation Techniques & Strategies

.5 CEUs

Learn techniques to share responsibility, assign authority and extract commitment for improved performance. Reduce the barriers to delegation. Develop accountability through improved personal organization, setting priorities and communicating for measurable results. Recognize characteristics for improved group actions and individual performance. Participate in a lively workshop to practice delegation skills. Be able to cope with changing priorities, lack of information, poor planning and changing signals. Learn how to get employees to accept responsibility and develop self-confidence. Develop delegation skills which will make your job easier, more effective and more enjoyable for both you and your employees with team-building techniques.

BUX 984 Productivity Motivation

.5 CEUs

Understand why employees need to be motivated and recognize the key elements and supervisor actions recommended by Herzberg, Maslow, McGregor & Blake-Mouton. The strengths of both the formal

and informal organization, the application of actions that put motion into motivation and the "self-fulfilling prophecy" concept will be discussed. Traditional vs. emer-

gency concepts, specific productivity "empowerment" of employees and teams, and the development of personal skills in creating a self-motivating work environment will be considered.

BUX 985 Time Management Strategies Workshop

.5 CEUs

Identify time-wasters and how to avoid them, apply strategies for setting goals and assigning priorities. Recognize ideas on accomplishing the vital few versus the many trivial tasks. Consider key organizational and delegation skills to improve the use of time. Apply the blocking concept to plan time effectively. Complete evaluation instruments to self-test and self-score individual time effectiveness. Case study analysis of real situations in time management. Handle, reduce and manage interruptions. Improve team building between management and staff.

BUX 978 Coping with Stress & Reducing Organizational Conflict

.5 CEUs

Recognize work stressors and how to cope with stress on the job. Be aware of both negative and positive ways of responding to stress. Become more sensitive to the needs of others and learn supportive actions to build team productivity. Reduce interruptions, increase personal productivity by working more effectively by being better organized.

BUX 994 Conducting Effective Employee Interviews

.5 CEUs

Each participant will learn how to conduct seven types of employee interviews and also learn to match the employee to the right job with an employment interview. The coaching interview will inspire employees to become more career-oriented, while the counseling interview will help employees solve productivity problems. Meaningful feedback will be provided in the appraisal interview, changes in behavior can be effected in the discipline interview, and valuable improvement information can be gleaned from exit interviews. Interviewing focus, documentation, force-field analysis, listening skills and flexibility will also be covered.

BUX 979 Coaching for Improved Work Performance

.5 CEUs

The objective of effective coaching is to change behavior to improve employee performance, which is the result of training by the supervisor, matching priorities and applying delegation and counseling skills designed to improve productivity. Participants will learn through actual practice situations how to identify problems, overcome obstacles, build on strengths of employees, and reduce existing weaknesses, discuss alternative solutions to problems, and obtain commitments for corrective actions.

BUX 983 Understanding & Coping with Different Leadership Styles Workshop

.5 CEUs

Learn the essentials of leadership and how to recognize the 5 styles, how to apply coping skills for effective response, how to be flexible, and how to develop your own leadership style. Participants can become personally flexible in seeing differences in people's "styles" and relate to different styles of the boss, subordinates, customers and contemporaries.

BUX 977 Team Building Concepts & Strategies

.5 CEUs

Learn to recognize elements which create team effort and develop characteristics of effective team action. Create a climate for positive team participation and design an environment for creative team decisions. Analyze in a workshop team leadership profiles, and apply an individual team building skills balance sheet. Separate myth from reality in a teambuilding scenario. Learn to recognize specific characteristics of effective teams actions.

BUX 973 Success Skills in Supervising Cultural Diversity

.5 CEUs

Each participant will learn to: Understand cultural diversity as positive differences in age, languages, gender or ethnic backgrounds and learn to avoid stereotyping strangers by giving everyone an opportunity to contribute to the work effort. Learn to recognize diversity of cultures as a source of new skills, valid perspectives and performance. Overcome preconceived opinions and bias which limit opportunities for full employee's team participation. Learn to recognize and avoid assumptions, cultural symbols, slang, acronyms, and non-verbal signals which act as barriers to communication. Also, learn to perform employee selection, work assignments, coaching, training, communicating, motivating, appraisal with a sensitivity to the impact of cultural diversity.

BUX 995 Legal Aspects of Supervisory Actions - Legal I

.5 CEUs

Learn to understand legal aspects such as Federal and State Laws covered protected class, current immigration laws regarding employment, what to say and what to avoid saying in an employment interview, including legal and illegal pre-employment questions. Proper structure of a correct job order ad, employee requisitions and how to use the job description and application form in the employment interview will also be covered.

BUX 986 Legal Aspects of Supervisory Actions - Legal II

.5 CEUs

Issues such as sexual harassment and the complete Sexual Harassment Law with sample cases will be examined, and methods for applying preventive actions as the correct response to harassment claims will be detailed. How to utilize "due process" & "just cause", avoiding age discrimination and wrongful discharge suits, appraisal interviews, drug abuse, termination and crisis firing situations. Also, view a company industrial case history on EEO laws.

BUX 981 Appraisal of Individual Performance

.5 CEUs

Each participant will learn to recognize the benefits of appraisal to the organization, supervisor and the employee, how to identify what employees and supervisors expect from the appraisal process and why you should consider why appraisal systems are disliked and ineffective. Learn to understand what we should and should not appraise, how to utilize the job description and job standards during evaluations, and how to consider ideas presented in several audio-visual case studies. Participants will learn to avoid the most common pitfalls in rating performance, how to prepare complete appraisal interview documentation and how to be more objective and less subjective during the interview.

BUX 997 Positive Discipline Strategies

.5 CEUs

Learn how to discipline can be a positive experience to change behavior and why employees do not perform, how to recognize problems requiring discipline, and how to dispense discipline which is perceived as fair. Also, how to work closely with personnel and senior management, how to document each step of the discipline program, how to utilize discipline action checklists, and how to handle routine and crises discharge situations will be covered. A case study in handling absenteeism will be presented.

Fall 1994 Schedule

BUX 975 Introduction to Supervision

51892 .5 CEUs

2 mtgs: Mon 9/12 - 19
7-9:30pm
CSUDH SAC 1110
\$85

business
certificates

BUX 976 Communication & Listening Skills Workshop

78422 .5 CEUs

2 mtgs: Mon 9/26 - 10/3
7-9:30pm
CSUDH SAC 1110
\$85

BUX 974 Delegation Techniques & Strategies

29013 .5 CEUs

2 mtgs: Mon 10/10 - 10/17
7-9:30pm
CSUDH SAC 1110
\$85

BUX 984 Productivity Motivation

78341 .5 CEUs

2 mtgs: Mon 10/24 - 10/31
7-9:30pm
CSUDH SAC 1110
\$85

BUX 985 Time Management Strategies Workshop

86516 .5 CEUs

2 mtgs: Mon 11/7 - 11/14
7-9:30pm
CSUDH SAC 1110
\$85

BUX 978 Coping with Stress & Reducing Organizational Conflict

72870 .5 CEUs

2 mtgs: Mon 11/21 - 11/28
7-9:30pm
CSUDH SAC 1110
\$85

BUX 994 Conducting Effective Employee Interviews

66060 .5 CEUs

2 mtgs: Mon 12/5 - 12/12
7-9:30pm
CSUDH SAC 1110
\$85

CERTIFICATE IN PURCHASING

CSUDH is proud to present its new Certificate Program in Purchasing for those who wish to gain a broad education in the principles of procurement management. Those already in this growing field as well as those anticipating a career change will find this training valuable. It is possible to apply this training to a Baccalaureate degree with the addition of other courses. Industry professionals, nationally certified by the National Purchasing Association and currently employed in the field of procurement, teach the curriculum on campus in Carson and over television in 13-week trimesters.

Who Should Attend

Those who complete the Certificate in Purchasing will be prepared to assume entry level and/or management level positions in aerospace, military, manufacturing, hospital, retail, and other purchasing environments.

The Cost

The tuition fee for each three-unit course is \$363. If taken over television, there will be an additional fee of \$90. Textbooks and syllabi are required and are payable in class by check or money order only. Cash will not be accepted.

Location

All classes are held on campus in Carson or over the ITFS Network.

Requirements

PIX 320 Inventory Management and Master Planning

PIX 319 Intro to Materials Management
(look under the APICS curriculum for this course)
PRX 200 Purchasing Fundamentals
PRX 310 Cost/Price Analysis and Negotiation
PRX 330 Public Sector Procurement
PRX 340 Advanced Purchasing Concepts
(these courses to be offered in subsequent trimesters)

**Call Scott MacKay
at (310) 516-3355
for more information**

PRX 200 Purchasing Fundamentals (3)

Examines fundamental elements of purchasing. Emphasis is placed on current business trends and their impact on the purchasing profession. Fundamental concepts, methods, and techniques used to evaluate requirements for purchasing goods and services are discussed. Case studies allow for application to real-world situations.

PRX 330 Public Sector Procurement (3)

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

PRX 340 Advanced Purchasing Concepts (3)

Through the detailed examination of case studies, students explore the real-world application of pur-

chasing concepts including: specification, standardization, simplification, supply, legal and ethical issues, partnershiping, total quality procurement, & logistics.

PRX 310 Cost-Price Analysis and Negotiation (3)

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

Fall 1994 Trimester Begins week of 9/12/94

PRX 200-01 Purchasing Fundamentals

13871

Mon 6:30-10pm
CSUDH Rm TBA
\$363

PRX 340-01 Advanced Purchasing Concepts

78853

Wed 5-8pm
CSUDH Rm TBA
\$363

Please see PRODUCTION AND INVENTORY CONTROL schedule of classes for information on PIX 320.

Winter Trimester Begins week of 1/9/95

PRX 200-01 Purchasing Fundamentals

Mon 6:30-10pm
CSUDH Rm TBA
\$363

PRX 310-01 Cost-Price Analysis and Negotiation

Wed 6:30-10pm
CSUDH Rm TBA
\$363

business
certificates

CERTIFICATE AWARD IN REAL ESTATE APPRAISAL

The Certificate Award in Real Estate Appraisal is designed to meet the education requirements for state licensing and certification of real estate appraisers. The program of study conforms to the specifications provided by the Appraisal Foundation for licensing and certification in the 50 states. The curriculum may be updated over the life of the certificate in response to legislative changes in licensing requirements. The certificate award is given after completion of 8 classes for a total of 16.8 continuing education units. It is possible to complete the entire program in one year.

Who Should Attend

The program is designed to meet the continuing education needs of practicing real estate appraisers, regulators of financial institutions, attorneys dealing with real estate practice, and other real estate professionals who must meet the revised standards set forth by the State.

The Certificate

Provides in-depth knowledge and skills in the field of real estate valuation and analysis. Program content corresponds to current licensing requirements. Prepares students for examinations required for state certification. Meets the continuing education needs of practicing real estate appraisers.

Location

Classes held at the Franklin Community Center in Redondo Beach.

The Classes

Classes are participative, practical, and incorporate problem-solving activities that reflect current trends in the field.

Courses required for General Certification

- ***FIX 910 Uniform Standards of Professional Appraisal Practice
- **FIX 901 Real Estate Economics

- **FIX 902 Real Estate Valuations
- *FIX 903 Fundamentals of Construction and Land Valuations
- *FIX 904 Sales Comparison Approaches to Real Estate Appraisal
- **FIX 912 Cost Approaches to Real Estate Appraisal
- **FIX 906 Legal Considerations in Real Estate Appraisal
- *FIX 907 Income Approaches to Real Estate Appraisal

*Offered Fall '94

**Offered Spring '95

Instructor John Emery, PhD, is Chair and Professor, Department of Finance at California State University, Fullerton, and has also taught at the universities of Arizona, Washington, Indiana and Calgary.

The Courses

FIX 910 Uniform Standards of Professional Appraisal Practice 1.8 CEUs

Examination of the standards and ethics of real estate appraisal as delineated by Uniform Standards of Professional Appraisal Practice by the Appraisal Foundations. Aspects to be incorporated in the narrative report are addressed. The provisions for Ethics, Competency, and Departure are examined along with the provision for Jurisdictional Exception and the Supplemental Standards. Each of the Uniform Standards 1-10 are covered.

FIX 902 Real Estate Valuations 1.8 CEUs

Appraisal of real property is not limited or confined to valuation of land and improvements. It is also valuation of the rights of ownership. This class addresses the valuation processing in its entirety to bring about the necessary knowledge for the professional appraiser in valuation of real property. An understanding of the many facets of the valuation process will assist the professional in evaluating multiple aspects of the appraisal problem and finding appropriate solutions that are relevant and applicable to the problem. Topics include impacts of real estate value associated with physical and environmental factors, and economic governmental considerations. Applications and limitations of approaches to valuation, data collection and analysis, property improvements and site analysis, techniques in valuation of partial interest. The narrative report—purpose, form and critique is explained.

FIX 903 Fundamentals of Construction and Land Valuations

1.5 CEUs

Differences between "site" value and "land" value are addressed and analyzed. Discussions focus on land valuations as well as fundamentals of construction. Understanding the concepts and techniques of land valuation and fundamentals of construction are essential so that the professional appraiser is able to report needed modernization or repairs. Various methods for organizing the property description and analysis are reviewed and issues associated with property description and site value, including site and improvement description, basic construction and design, sales comparison, land residential, allocation, extraction, ground rent capitalization and subdivision analysis are reviewed.

FIX 904 Sales Comparison Approaches to Real Estate Appraisal

1.8 CEUs

This approach to real estate appraisal is reviewed through lecture, discussion and problem solving. The sales comparison approach includes discussions of principles of substitution, data, matched pair of sales, comparable sales and listings, regression analysis, percentage adjustments, dollar adjustments, elements of comparison, units of comparison, sequence of adjustments, gross rent multipliers and other related techniques. Narrative report writing of the sales comparison analysis is also covered.

FIX 907 Income Approaches to Real Estate Appraisal

3.6 CEUs

Discussions of the income approaches address both residential properties and investment properties, progress to income capitalization, analysis of cashflows, discounted cashflow, capital gains, analysis of expenses, direct capitalization, band of investment, and mortgage equity capitalization. Lecture presentations, small group and individual problem solving activities, narrative report writing for income approach to valuations are also included. Class covers the relation of cost approaches to appraisal principles including applicability & limitations. Steps in cost approach including site value, reproduction or replacement cost (direct costs, indirect costs, entrepreneurial profit), accrued depreciation and site improvements & accessory buildings leading to a final value estimate. Cost estimating methods include the comparative unit, unit in place, quantity survey & building measurement.N

FIX 912 Cost Approaches to Real Estate Appraisal

1.8 CEUs

Class covers the relation of cost approaches to appraisal principles including applicability & limitations. Steps in cost approach including site value, reproduction or replacement cost (direct costs, indirect costs, entrepreneurial profit), accrued depreciation and site improvements & accessory buildings leading to a final value estimate. Cost estimating methods include the comparative unit, unit in place, quantity survey & building measurement. Narrative report writing of the cost analysis is also included.

FIX 901 Real Estate Economics

3 CEUs

A broad understanding of real estate economics is critical to valuation of real property. This course provides professionals with basic knowledge of economic principles and their impact on property value. Discussions focus on traditional agents of production and surplus productivity, implications of supply and demand, and the specific principles of anticipation, balance, change, competition and excess profit, conformity, contribution, externalities and substitution. Issues associated with government, social, economic and environmental forces and their impact on real estate values are also included for discussions of depreciation. "Highest and Best," a fundamental principle of real property value, is examined through lecture and practical exercises. Practice with key statistical concepts and mathematical computations is provided through in-class problem-solving activities. Narrative report writing procedures for economic conditions and forces in appraisal are also included.

FIX 906 Legal Considerations in Real Estate Appraisal

1.5 CEUs

Differences between real estate & real property, real property vs. personal property, valuation of fixtures, machinery, & equipment. Focus is on problem solving. Topics included for discussion are geographic concept of real estate, legal concept of real estate, social concept of real estate, as well as discussions of public interest, private rights, undivided interests, corporate ownerships and lease interests. Narrative reporting procedures of legal considerations and partial interests are included.

Fall 1994 Schedule

FIX 907 Income Approaches to Real Estate Appraisal

47596 3.6 CEUs
12 mtgs: Tue-Thu 9/6 - 10/13
6:30-9:45pm
FCC Rm 7
\$330

FIX 903 Fundamentals of Construction and Land Valuations

25292 1.5 CEUs
5 mtgs: Tue-Thu 10/18 - 11/1
6:30-9:45pm
FCC Rm 7
\$150

FIX 904 Sales Comparison Approaches to Real Estate Appraisal

64971 1.8 CEUs
6 mtgs: Tue-Thu 11/3 - 11/22
6:30-9:45pm
FCC Rm 7
\$165

FIX 912 Cost Approaches to Real Estate Appraisal

23391 1.8 CEUs
6 mtgs: Tue-Thu 11/29 - 12/15
6:30-9:45pm
FCC Rm 7
\$165

business
certificates

CERTIFICATE IN TECHNICAL WRITING

Who Should Attend

Anyone who is interested in becoming a technical writer may take these courses. The program serves to introduce students to the many aspects of contemporary technical writing practice and to help them develop the skills that lead to effective technical communication.

Career opportunities are found in the aerospace, construction, electronics, nuclear, automotive, medical, computer, agricultural, financial and petrochemical industries. Many engineers, scientists and technicians have increased their effectiveness through improvement of their technical writing abilities.

The Certificate

The program consists of three courses designed to provide a broad introduction to the skills required in the contemporary professional workplace. Continuing Education Units (CEUs) are awarded to those who complete each course. Courses may be taken on an individual basis without formal registration in the certificate program, and students may enter the program at the beginning of any session--classes need not be taken in order.

The Location

Classes are offered on campus in Carson, and at the Redondo Beach Community Resource Center or at the Franklin Community Center, depending upon the session schedule.

The Courses

BUX 905 Writing Technical Instructions 3 CEUs

This course presents basic techniques needed to develop technical instructions used in industrial settings, including those necessary for equipment assembly, maintenance, inspection, overhaul, repair, and process control. Topics will include task analysis, use of source data, presentation style and format, text and illustration coordination, technical nomenclature, and target audience. Students will learn techniques to increase the usefulness of their writing, including methods of cross-referencing, indexing, common types of front

matter and reading-grade-level test.

Special writing requirements and specifications for the aerospace, nuclear, computer and other industries will be covered.

BUX 935 Technical Writing Fundamentals 3 CEUs

Special emphasis on meeting the communication needs brought about by today's sophisticated high technology. Students will learn to create test reports, technical papers, instructional materials, specifications, letters and other documents requiring accuracy and clarity within a concise construction. Class members will also learn to deal with industrial or corporate guidelines and specifications when creating manuals and other publications. The class is designed to provide engineers and other technical personnel with writing skills, broaden the knowledge of technical writers, and prepare individuals for entry positions in technical writing.

BUX 907 Advanced Technical Writing Topics

3 CEUs

Presents advanced technical writing topics, including writing on-line computer instructions and tutorials, hypertext, paperless technical manuals, compliance with Computer-Aided Acquisition and Logistics Supports (CALS) requirements, readability computations, validation and verification instructions, maintaining configuration, methods of updating instructions, and writing specifications. Introduces students to technical manual production, including editing, typesetting, layout, desktop publishing (DTP) programs, and printing. The class also surveys the special requirements of managing a technical manual program.

Fall 1994 Schedule

BUX 935 Technical Writing Fundamentals

27160 3 CEUs

Tom Moran, MS, engineering, is a technical writer/trainer specializing in technical publications.

10 mtgs: Tue 9/13 - 11/15

6:30-9:30pm

CSUDH SAC 1110

\$130

MASTER OF SCIENCE IN QUALITY ASSURANCE

business
degrees

California State University,
Dominguez Hills offers a Master
of Science Degree in Quality
Assurance and Graduate
Certificates off-campus in
Anaheim at
Fairmont Private Schools
1557 W. Maple Street
Anaheim, CA 92802

Who Should Attend

Quality Assurance is a profession practiced by members of management in manufacturing, engineering, service industries, and government interested in applying these principles to their disciplines. Career opportunities in the field are excellent as the demand for Graduate Quality Assurance Professionals continues to increase.

The Program

An interdisciplinary approach blends study in management with quality concepts. Relevant theoretical and practical course work, independent study, interaction with fellow students, working Quality Assurance professionals and a culminating project are used to provide a well-rounded learning experience.

Service/Government Emphasis Now Available

Beginning Fall 1993, coursework applying Quality principles to service industries and government were added to the program. See page 37 for details. Contact Gene Watson, program coordinator, at (310)516-3880 for MSQA educational opportunities.

The Requirements

A candidate must meet CSUDH graduate admission requirements and hold a bachelors degree in engineering, science, business, or a mathematics-related discipline. The applicant should have taken courses in mathematical statistics, theory of probabilities and principles of computer technology. Students not meeting these requirements need to obtain special permission. Please contact Gene Watson (310) 516-3880 for details.

Thirty-three semester units of graduate work must be completed, with at least 21 units through CSUDH. The courses listed must be completed with at least a 3.0 (B) average, and a culminating project or a comprehensive examination must be completed. In addition, the Graduate Writing Assessment and all other requirements as described in the current university catalog must be completed.

Quality

The Courses

Core Courses (12 units)

QAS 515 Human
Factors in Quality
Assurance (3)

QAS 518 Quality
Administration and Productivity
(3)

QAS 595 Special Topics (3)

Electives (18 units)

The student selects 18 additional
units from Quality Assurance
courses with advisor approval.

Final Project (3 units)

QAS 599 Project

One other elective with advisor
approval (3)

Fall 1994 Schedule Anaheim

MS Degree in Quality Assurance

QAS 514-71 Advanced
Experimental Design (3 units)

81244

15 mtgs: Thu 9/1-12/8

6-9pm

Anaheim

\$405

QAS 518 -71 Quality
Administration & Productivity (3
units)

48554

15 mtgs: Tue 8/30-12/6

7-10pm

Anaheim

\$405

QAS 523-71 Software Reliability
(3 units)

M. Lipow

22993

15 mtgs: Wed 8/31-12/7

11am-1:45pm

\$405 (if taking over TV specify
section 79 & add \$90)

QAS 530-71 Statistical Quality
Control for Service
Professionals(3 units)

09645

15 mtgs:

Tue 8/30-12/6

7-10pm

Anaheim

\$405

QAS 532-71 Quality Assurance
for Service Delivery Process

(3 units)

89493

15 mtgs: Thu 9/1-12/8

6-9pm

Anaheim

\$405

QAS 514-72 Advanced
Experimental Design (3 units)

12025

15 mtgs: Mon 8/29-12/5

4-7pm

Corona

\$405

QAS 512-71 Reliability
(3 units)

57492

15 mtgs: Fri 9/2-12/9

11am-1:45pm

CSUDH ERC A103

\$405 (if taking over TV speci-
fy section 79 & add \$90)

All MSQA programs
available in-house
at your site.
Contact
Scott MacKay
(310) 516-3355

Assurance

Master of Science in Quality Assurance - Service

business
degrees

"The Right Program at the Right
Time--Meeting the Quality
Assurance Training Needs of
Service and Government
Professionals."

Mark Crumly
1993/94 Chairman, American
Society for Quality Control, Service
Industries Division

California State University,
Dominguez Hills is proud to
announce the expansion of its
MSQA to include a focus on
Quality within the Service
Industry and Government.

Who Should Attend

Employees in the following
fields will benefit greatly by
earning an MSQA specifically
designed for the needs of the
Service and Government
Professional: Health Care,
Public Relations, Public Utilities,
Construction/Housing, Retail,
Insurance, Telecommunications,
Finance/Banking, Food Service,
Education, Entertainment,
Government, Transportation
and Broadcast/Media.

The Program

Leading local business, industry
and government Quality
Assurance Professionals in con-
junction with University Faculty
have developed a program and
curriculum designed to meet the
advanced Quality Assurance
training needs of service and
government professionals. With
the service industry now encom-
passing 65% of all California
businesses, the need for highly
trained professionals to help
them excel is growing rapidly.

Convenient Locations

The entire MSQA for Service and
Government will be offered for the
working professional in **Anaheim**.
Students may take a class one night
(3 hours) per week for 15 weeks or
opt to take two classes on two
nights (3 hours each) per week. It
will be possible to complete the pro-
gram in approximately two and one-
half years (5 semesters and a sum-
mer) depending on personal sched-
ule and choice.

***Suggested Program for MSQA
students focusing in the area
of Service Quality Assurance***

Core Courses (12 units)

QAS 511 Quality Project Management
and Total Quality Management (3)
QAS 515 Human Factors in Quality
Assurance (3)
QAS 518 Quality Administration and
Productivity (3)
QAS 595 Special Topics (3)

Electives (18 units)

QAS 530 Statistical Quality Control for
Service Professionals (3)
QAS 531 Customer Satisfaction and
Quality Assurance (3)
QAS 532 Quality Assurance for the
Service Delivery Process (3)
QAS 533 Quality Assurance of
Automated Systems used in Service
Industries
Two other electives

Final Project (3 units)

***For Fall 1994 Class Schedule,
see page 36.***

Call Scott MacKay
at (310) 516-3355
for MSQA - Service
information

Discover Easy Money Strategies for Retirement

BPF 102-01

Noncredit

business

In three evening sessions, this personal financial planning course will introduce you to the key concepts and practices of wise money management. Session

1: Tax planning via tax free and tax shelter income. Session 2: Putting your dollars to work with your financial plan for emergency resources, growth, income via savings, annuities, stocks, bonds, mutual funds, government securities. Session 3: Planning for your future with IRs, lumpsum distributions, estate planning, and avoiding pitfalls.

Chris Miloe, MBA, Advisory Associate, Albitz, Miloe & Associates; and **Stephen Connors**, MBA, CFP, Branch Manager, Financial Network

3 mtgs: Tue 9/20, 27 & 10/4

7-9:30pm

RBCC Rm 8

\$35 individual

\$45 couple

Investment Fundamentals

BUX 933

1.5 CEUs

Designed to provide a balanced introduction to investment theory and practice, the course covers the basic building blocks and concepts of modern investment thought while keeping the mathematical formalism to a minimum. Specific topics include: portfolio selection, efficient sets, international diversification, investment management, and performance evaluation.

TEXTBOOK: *Fundamentals of Investments*, 2nd ed, by Alexander, Sharpe and Bailey. Cost approximately \$60 at CSUDH Bookstore (310) 516-3789; M-Th 8:30am-7:30pm; F 8:30am-4pm; Sa 9am-2pm. UPS delivery available.

Bill Jerkovsky, MS, is a member of the Los Angeles Society of Financial Analysts, and has been teaching investments since 1986.

5 mtgs: Sat 10/29,

11/5, 12, 19, 12/3 (no class 11/26)

9am-noon

FCC Rm 7

\$69 individual BUX 933.01, 53211

\$89 couple BUX 933.02, 50072

Tax Practitioner's Institute 1995

68456

BUX 946

.8 CEUs

This one-day workshop will provide accountants, tax preparers, and enrolled agents current information on a broad range of issues including:

- **Retirement Plan deductions--rules, limits, advantages**
- **Home office deductions--what is a dwelling unit, eligibility, requirements, allocation, depreciation**
- **Travel & Entertainment--categories, tests, directly related entertainment, Qualified Performing Artists**
- **Employee/Independent Contactor--20 common law tests, Revenue Ruling 87-41**
- **Offers in Compromise--when & how to make an offer in settlement of tax liabilities, procedures.**
- **MSSP Audit Guidelines--discussion of Market Segment Specialized Programs**
- **Electronic filing--Federal & California procedures, limitations, advantages**
- **Year-end update--latest developments in business expenses, depreciation, itemized deductions and tax credits**

Mark S. Rothstein, EA, CFP, President of a large South Bay tax preparation and financial planning company. Thirteen years experience (Big 6 Firm/private practice), member NASD/SIPC.

George F. Rodts, EA, over 30 years experience in business and individual tax preparation and finance. Past president, South Bay Chapter, Institute of Management Accountants.

1 mtg: Sat 10/15

8:30am - 5:30pm

FCC Rm 7

\$85 (includes materials)

Importing and Exporting An In-depth Guide

BIX 101-01 Noncredit

If you have ever dreamed of owning your own profitable and fascinating business venture, this in-depth class is a MUST! It is designed for those seeking a practical, hands-on workshop with specific information about importing as a business and a career. This informative seminar provides a clear, step-by-step approach to starting an importing business as well as providing an overview of careers in importing, such as banking, freight forwarding, and custom house. Topics include:

- Selecting a product to import
- International market research
- Negotiating foreign suppliers
- Samples, prices, discounts
- Terms of payment, including the Letter of Credit
- Shipping and insurance
- Foreign exchange
- US Customs rules and procedures

Expert guest speakers will provide additional information. Importing represents a substantial portion of the nation's business, and is especially important to California.

Dr. Sinclair D. Rimmon is president of S. Rimmon and Co., Inc., an importing company, and is author of *Importing: Your Guide to Fortune and Fulfillment*.

1 mtg: Sat 10/1

10am - 3pm

FCC Rm 7

\$48 (plus \$15 materials fee payable to instructor)

How to Set Up Bookkeeping for a Small Business

BSB 103-01 Noncredit

This seminar will de-mystify bookkeeping for your small business and bring credibility to your bookkeeping. Learn how to set up and use a simplified bookkeeping system for your small business. Included will be: how to record expenses and income, how to set up files and records for easy retrieval and taxes, how to set up petty cash, how to maintain receipts, how to prepare monthly billing. Workbook is included, along with blank master forms that you can use in your business.

David Westerfield is an accountant, business consultant and entrepreneur, specializing in consumer-oriented seminars, including business tax workshops.

1 mtg: Sat 11/5

8:30am-noon

CSUDH SAC 1104

\$45 (plus \$10 materials fee payable to the instructor)

business

Small Business Tax Seminar

BSB 102-01 Noncredit

Whether you're just starting a business, currently own or run a small business, or even if the business tax returns are done by an outside professional, you will learn tax options available to you as a business person. A simplified, small business tax return is explained.

Topics include:

- Tax forms
- Self-employment tax and estimated tax
- Basics of preparing a business tax return
- Expense deductions
- Depreciation
- New tax law highlights
- Record-keeping methods
- General tax tips

David Westerfield

1 mtg: Sat 11/5

1-4pm

CSUDH SAC 1104

\$45 (plus \$10 materials fee payable to instructor)

Employer/Payroll Tax Workshop

BSB 105-01 Noncredit

Learn Federal and State payroll employment tax requirements and how to best report employment taxes. FICA withholding, FIT & SIT and year end reports, deposits & payment requirements, W-2s, payroll periods and much more. This workshop will not only inform you of employment tax requirements but provide you with recordkeeping methods to track employment/payroll taxes. This seminar will help simplify employer/payroll tax reporting.

David Westerfield

1 mtg: Thu 11/3

6-9:30pm

FCC Rm 8

\$45 (plus \$10 materials fee payable to instructor in class)

How to Start a Home-based Business

business

BSB 104-01

Noncredit

A step-by-step guide to starting a home-based business covering a broad spectrum of topics including trends in home-based business-

es, the planning process (evaluating yourself, deciding on a business, writing a business plan), getting the business set up (setting up the company, applying for a license and registration, getting insurance, learning about taxes) and operating the business (setting up your office, reaching your customers, managing your business). **Cindy Zuvich**, BS, instructor, is the owner of a consulting firm and a seminar presenter on home-based business and organizational management.

1 mtg: Sat 9/24

9:30am-4pm

FCC Rm 7

\$45 (plus \$15 materials fee payable to instructor)

How to Become a Better Stock Picker

BIN 101-01/02

Noncredit

Both novice investors and experienced traders are welcome to participate in this class. Attendees will learn about research techniques and trading strategies, including the use of computers to identify opportunities in the stock market. This class will enlighten those who have either avoided the stock market because of a lack of understanding or have made unprofitable investments in the past. Participants will learn a simple set of rules that can be used to avoid making the most common investment mistakes. Currents economic events such as the recent rise in interest rates will also be discussed. Workbook included.

Steven J. Scerra, BBA, is 2nd VP and Financial Consultant at Smith Barney in Torrance.

2 sessions

Session I: BIN 101-01

Wed 10/5

6:30-8pm

FCC Rm 7

\$20

Session II: BIN 101-02

Tue 11/15

6:30-8pm

FCC Rm 8

\$20

LEARN ACROSS THE BORDER

Use the information superhighway from the CSUDH campus while you learn how to *Develop an International Business Plan*

American and Mexican experts in the new NAFTA-regulations from CSU Dominguez Hills and Centro Enseñanza Tecnica y Superior (CETYS) will use 2-way interactive video to teach this important course. Write or call now for a detailed brochure.

Institute for Intercultural Enterprise and Development
CSUDH Extended Education
SCC B141
1000 East Victoria
Carson, CA 90747-0005
(310) 516-3741

Medical Billing I

BMB 101-01

Noncredit

Medical insurance billing is a stable, lucrative field within the medical industry. Insurance billers can work in a variety of settings (physicians' offices, clinics, hospitals, medical supply companies, etc.). The basis of building a firm foundation for a career in medical insurance billing and reimbursement is a thorough knowledge of ICD-9 CM and CPT coding. This course is specifically designed and taught for people with little or no experience in the medical field. We begin with the basics and develop a clear and concise understanding of each coding system and how they relate to each other to help formulate an accurate insurance claim that will maximize reimbursement.

Sandra Collins is Vice President of Giles & Associates, a medical consultant, former medical billing service owner and a graduate of UC Riverside.

2 mtgs: Thu & Sat 9/14 & 17

6:30-9:30pm Thu 9/14

9am-5pm Sat 9/17

FCC Rm 7

\$110 (plus \$5 materials fee payable to instructor and required text: *Physician's Current Procedural Terminology, CPT.*)

Medical Billing II

BMB 201-02

Noncredit

Prerequisite: Medical Billing I or previous billing experience

Build upon your knowledge of basic coding with these topics:

- **Insurance verification:**
interpreting the information on patient benefits
- Constructing a "clean" claim for Medicare, Medi-Cal and other private insurance companies
- **Managed Care Plans:** unraveling the HMO, PPO, IPA mysteries
- What to do when the insurance company refuses to pay or pays an unacceptable amount of the bill
- **Interpreting explanation of benefits (EOB's)**

In addition, "insiders' insurance billing information" will be shared.

Sandra Collins

2 mtgs: Thu-Sat 10/19 & 22

6:30-9:30pm Thu 10/19

9am-5pm Sat 10/22

FCC Rm 7

\$100 (plus required text: *ICD9CM Vols. I & II*)

Make Medical Insurance Billing Your Home Business

Medical insurance billing knowledge required

BMB 401-02 Noncredit

Overhead costs are steadily increasing for physicians in private practice. Doctors are avidly searching for cost effective measures to cut their operating expenses. One such trend is to use independent contractors who work from their homes instead of incurring the cost of hiring and maintaining a full-time employee. In response to this trend, starting a medical billing service can be an extremely lucrative business. Students will learn: How to obtain clients, negotiate fees, market their services and select appropriate computer software, as well as a number of start-up requirements to enable them to work at home.

Sandra Collins

1 mtg: Sat 11/5

1-5pm

CSUDH SAC 1108

\$45

See accompanying course: Medical Insurance Computer Billing in the Computer Section, page 45

How to Make \$60K or More Per Year as a Successful Commercial Writer

BMK 101-01

Noncredit

Are you earning all you should as a freelance writer? In this fast-paced-seminar, you will learn the essential parts of writing success:

- What it takes to get started,
- How to market your services
- How to run your commercial writing business
- Which assignments pay big money
- What you need to know about graphic design
- Which markets are the best, and where they are

A 24-page workbook includes an organizational calendar, a current bibliography, sample client lead forms, promotional materials, fee schedule, and a client write-up worksheet.

Reece Franklin is a commercial writer and teaches marketing, advertising and writing in over 30 colleges in California.

1 mtg: Wed 11/2

6-10pm

RBCC Rm 8

\$39 (Plus \$2 materials fee payable to instructor in class)

business

New!

A High-Quality Executive MBA Program

business

**TELEVISED ON
KLCS Ch 58
starting Saturday
August 27!**



**Earn an MBA from
The School of
Management at
California State
University,
Dominguez Hills in
approximately two
years by taking classes
in your own home
over the weekend!**

All courses will be offered on KLCS (Channel 58 on regular TV from Orange to Ventura counties). Students will have the capability to interact with faculty during class by telephone line and by e-mail through the Internet system at other times. Classes will be broadcast on Friday evenings, Saturday mornings and after-

noons and Sunday mornings. A total 45 semester units is required for the degree (15 units of core business course work, 21 units of advanced seminar course work, and 9 units of electives including an executive project). Those with a business degree from an accredited college or university may be exempt from the 15 core business units. Please contact the CSUDH MBA Office (310) 516-3465 for verification of this exemption.

The curriculum consists of five business core modules. Each will be divided into two-six-week sessions plus one week for evaluation and project presentations. Because of the nature of the accounting course, it will span an entire twelve-week session, including one week for evaluation and project presentations.

The seven graduate seminar courses will also be presented as twelve-week sessions with one week for evaluation and project presentations. Nine hours of electives or executive projects will complete the program. Faculty are teaching staff of the School of Management or adjunct faculty chosen for their expertise, teaching, and business experience.

Cost for the program is \$169 per credit unit on campus, \$199 per credit unit over KLCS. The M.B.A. Office at California State University, Dominguez Hills can answer questions regarding curricula and admissions. Please call (310) 516-3465 (fax 310/516-4178) for additional information.

Business Core Modules

15 units or 5 courses

These core courses, each offering 3 units, ensure that all students are current in basic business administration skills and knowledge:

Business Law/Marketing
Economics/Finance
Management/Production Operations
Business Computing/Statistics
Business Accounting

Graduate Seminars

21 units or 7 courses

These 3-unit courses provide advanced graduate work:

Financial Management
Organization Behavior
Advanced Marketing
Business Strategy
Management Accounting
International Business
Operations Management

Admission Requirements

Students will be subject to the same admission requirements as for the on-campus M.B.A. program

1. Hold a bachelor's degree from an accredited college or university
2. Be in good standing at the last institution attended
3. Achieve a minimum grade point average of 2.75 in the last sixty upper division units earned for the baccalaureate degree
4. Attain a minimum score of 450 on the Graduate Management Admission Test (GMAT) with minimum scores at or above the 25th percentile on both the verbal and quantitative portions of the test
5. Submit official copies of transcripts of all previous college work to the M.B.A. Office and to the Office of Admissions

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business

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(310) 516-3465





COMPUTERS

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| Creative Graphics on the Macintosh | 46 |
| Help! Help! Computers: | |
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Windows 3.1 - Introduction
44

Windows 3.1
Intermediate 44

WordPerfect 5.1 --
Introduction 44

computers

Introduction to WordPerfect 5.1

CWP 102-02

Noncredit

Designed for the first-time user to introduce the basics of word processing using WordPerfect 5.1. You will learn how to create, edit, and print documents, plus insert, delete, move and copy characters, words, sentences and paragraphs without retyping. Presented in lecture and lab form with extensive opportunity for hands-on practice.

Frank Steffen, BS, Business Administration/Computer Information Systems, CSUDH, is a member of the Engineering Staff at Xerox Corporation. **Sung Yo**, MS, Computer Science, USC, is Manager, Systems Test at Xerox Corporation.

1 mtg: Sat 10/1

9am-5pm

CSUDH SBS B109

\$95

Introduction to Windows 3.1

CWP 101-01

Noncredit

Gain a valuable introduction to the basics of the Windows environment. An overview of Windows Desktop, Program Manager, Control Panel, Graphics features, Accessories and File Manager will be given for beginning users of Windows in a lecture and lab format with extensive opportunity for hands-on practice.

Frank Steffen, Sung Yo, instructors

1 mtg: Sat 10/15

9am-5pm

CSUDH SBS B109

\$95

Intermediate Windows 3.1

CDS 102-01

Noncredit

Designed for the user who is already familiar with the basics of Windows, but who now wants to get the most out of the Windows environment. You will gain in-depth knowledge of integrating Windows applications, optimizing Windows, and maintaining Windows. This course is meant for the user who has taken an introductory Windows course or has equivalent experience, and will be presented in lecture and lab format with extensive opportunity for hands-on practice.

Frank Steffen, Sung Yo, instructors

1 mtg: Sat 11/12

9am-5pm

CSUDH SBS B109

\$95

Help! Help! Computers: Selecting and Buying

CCB 101-01

Noncredit

Apple or IBM? This class will take the mystery out of computers. Facts are presented in a simple, straight forward, comprehensive manner for the beginner. One MB or 4MB of RAM? You will learn computer lingo. The best way to purchase a computer, including questions to ask salespeople when shopping is discussed. You will walk away from this seminar COMPUTER SAVVY! This class is recommended prior to enrollment into other computer courses.

David Westerfield is the author of *Microcomputers: Shop with Savvy*.

1 mtg: Wed 9/28

6:30-9:30pm

FCC Rm 7

\$30 (plus \$10 materials fee payable to instructor in class)

Introduction to UNIX OS

48311 CIX 906 1 CEU

From PC to main frames, this course is designed to meet the needs of users seeking instruction on one of the fastest growing operating systems today! Novice and experienced users will be introduced to UNIX features and capabilities such as UNIX file system, standard directories and files, general format of UNIX commands, file/directory utilities, UNIX protection system, piping and redirecting, UNIX mail system, editors (VI), foreground & background processing, and finding, comparing, & removing files. This class is hands-on!

Mason Pari MS, computer science, works as a systems manager in the aerospace industry.

3 mtgs: Mon 9/12, 19, 26

6:45-10pm

CSUDH SBS A104

\$135 (plus \$6 materials fee payable to instructor in class)

UNIX System Administration (Advanced UNIX OS)

69554 CIX 905 1 CEU

Designed for individuals with some UNIX operating system experience and interest in system administration, this course ranges from system set-up through start-up and shut-down options. Control of the system includes topics such as: system administrator responsibilities, super-user privileges, file system check, adding and removing users, security, back-up and restoration, hardware maintenance, mounting/unmounting file system, day-to-day activities, UNIX communication system and superuser commands.

Mason Pari

3 mtgs: Mon 10/3, 10, 17

6:30-10pm

FCC Rm 7

\$135 (plus \$6 materials fee payable to instructor in class)

Computerized Bookkeeping with "Quicken" Software

CSS 101-01

Noncredit

Automate your personal and/or small business using "Quicken" software on an IBM computer. Learn:

- How to set up expense and income accounts
- How to record and track expenses and income
- How to use a computerized check register
- How to prepare month-end expense and income reports
- How to prepare profit and loss statements
- How to prepare a balance sheet

This workshop will feature an overview of computerized financial bookkeeping using the #1 best-selling software, "Quicken."

David Westerfield is a computer consultant, degreed accountant and conducts over 80 small business seminars annually.

1 mtg: Sat 9/17

9am-3pm

CSUDH Rm SBS A110

\$65 (Plus \$5 materials fee payable to instructor in class)

Medical Insurance Computer Billing

Medical Insurance Billing I suggested as a prerequisite.

BMB 301-01

Noncredit

Learn the basics of using a computer in medical insurance billing. Learn how to build a patient information data base, how to input patient and insurance information, and the ins and outs of electronic claims submissions that will produce third-party insurance claim forms and patient billing statements. Also review the information needed to set up a computerized medical insurance billing practice. Previous computer experience is not necessary.

Sandra Collins

1 mtg: Sat 11/5

9am-noon

CSUDH SBS A110

\$79 (plus required text)

computers

Creative Graphics on the Macintosh

CCB 102-01

Noncredit

This hands-on workshop will use MacPaint and Pagemaker, two popular graphics software packages. Learn to select and use typefaces, to create and place simple art images, to combine type and art images effectively on a page using graphic design guidelines, and to use gray scales, textures, plus other special graphic effects. Teachers, artists, and others will find they can use these skills in

many ways in their fields immediately. No prior computer experience necessary.

Maximum 12 students

Bernard Baker, Art Professor, CSUDH and

Timothy Holland, professional designer.

2 mtgs: Sat 9/17 & 24

9am-4pm

CSUDH SCC E139

\$95 (plus \$5 materials payable to instructor in class)

Introduction to QuarkXPress on the Macintosh

CCB 103-01

Noncredit

Artists, designers, illustrators and writers can learn QuarkXpress, the most powerful page layout graphic software available, and the one for which there is the greatest demand for qualified users. Page setup, tool functions, use of typefaces and photos, creation of art imagery, page editing, layout processing for advertising, newsletters, brochures and logos, plus much more. Each session will consist of demonstration and hands-on activities with laser printouts directly applicable to your graphic needs. Macintosh familiarity useful in class.

Maximum 12 students

Bernard Baker, Art Professor, CSUDH and **Timothy Holland**, professional designer.

4 mtgs: Mon 9/12, 19, 26 & 10/3

9am-noon

CSUDH SCC E139

\$95

An Introduction to the INTERNET

COS-102-01

Noncredit

The purpose of this course is to introduce computer users to the vast resources available on the INTERNET and to train them to use the basic tools to exploit these resources. Designed as a multi-media correspondence course, materials are delivered via printed text, instructional video tape and on-line text and graphics. The first level requires students to master the fundamentals of "telecomputing" by contacting the course instructor via electronic mail. The second level of the course covers computer conferencing and manipulation of text over the Internet including FTP. The final level of the course covers automated information retrievers such as Archie, Gopher, and WAIS and introduces students to binary data transfer of images, sounds and software over the Internet.

Required Textbook: *The Internet Companion* by Tracy LaQuey \$10.95 Addison-Wesley Publishing.

Recommended: *The Whole Internet User's Guide & Catalog* by Ed Krol \$24.95 O'Reilly & Associates, Inc. (Prices subject to change and may differ in various locations)

David Bradfield, Professor of Music, CSUDH.

\$90

For further information:

Internet e-mail address:

dbradfield@dhvx20.csudh.edu

Phone: (310) 516-3543 (Music Department Office) or call the Extended Education Office at (310) 516-3741.

computers



DISTANCE LEARNING

California State University, Dominguez Hills is one of the leading campuses delivering university courses over television. All of our courses are broadcast live.

Students can call in and talk with the instructors during class. Classes can be seen on Paragon Cable Television (Ch 54) in the South Bay, Copley Colony Cable Television (Ch 48) in the Harbor area and at many businesses and industry sites which receive our ITFS signal. Three teacher education courses and two business classes for the MBA degree are also seen on KLCS UHF Channel 58.

Interactive Instructional Television Courses in

***Behavioral Science
Quality Assurance
Production & Inventory
Control
Teacher Education
Interdisciplinary Studies
and
Business Administration
classes for the MBA***

Fall 1994 Broadcast Schedule

MA in Behavioral Science Negotiation & Conflict Management

BEH 522-79 Negotiation Tactics
(4 units)

D. Churchman

10 mtgs: Wed/2 Sat Beg 9/28

6:30-9:45pm

\$660 (Special Sessions Registration
Form)

BEH 525-79 Alternative Dispute
Resolution (3 units)

D. Williams

Prerequisite: BEH 510 & 522

10 mtgs: Mon/1 Sat Beg 10/10

6:30-9:45pm

\$495 (Special Sessions Registration
Form)

distance
learning

MS in Quality Assurance

QAS 512-79 Reliability (3 units)

A. Golant

15 mtgs: Fri Beg 9/2

11am-1:45pm

\$495 (Special Sessions Registration
Form)

QAS 523-79 Software Reliability
(3 units)

M. Lipow

15 mtgs: Wed Beg 8/31

11am-1:45pm

\$495 (Special Sessions Registration
Form)

BA in Interdisciplinary Studies (PACE)

IDS 320-76 USA: Rising or Declining
Society? (3 units)

D. Heifetz

12 mtgs: Tue/1 Sat Beg 9/13

6:30-9:45pm

\$495 (Special Sessions Registration
Form)

IDS 320-77 Modern American Social
Problems (3 units)

C. Jones

12 mtgs: Thu/1 Sat Beg 9/15

6:30-9:45pm

\$495 (Special Sessions Registration
Form)

Certificate Program in Production & Inventory Control

PIX 319-92 Introduction to Materials
Management 60616 (3 units)
J. Hall

13 mtgs: Tue Beg 9/13
4-6:30pm
\$453 (Extension Registration
Form inside back cover)

PIX 324-92 Just-in-Time/Total Quality
Control 24802 (3 units)

D. Howardell
13 mtgs: Thu Beg 9/15
4-6:30pm
\$453 (Extension Registration
Form inside back cover)

Teacher Education Courses

distance
learning

*TED 405-91
Mainstreaming Children
with Special Needs
17301 (3 units)
C. Hanley
15 mtgs: Tue/1 Sat
Beg 8/30

7-9:30pm
\$453 (Open University Registration
Form at Extended Educ Office)

*HEA 300-91 Health in Public
Education 61095 (3 units)

C. Kinney
13 mtgs: Wed/2 Sat Beg 8/31
7-9:30pm
\$453 (Open University Registration
Form at Extended Educ Office)

*GED 525-91 Bilingual/Multicultural
Teaching Methods 34134 (3 units)
Staff
15 mtgs: Thu/2 Sat Beg 9/1
7-9:30pm
\$453 (Open University Registration
Form at Extended Educ Office)

MBA Degree Program

*BUS 495-91 Business Economics
and Finance (3 units)

H. Milgrim
14 mtgs: Sat Beg 8/27
9am - noon
CSUDH ERC A103
\$597 (Special Sessions Registration
Form)

*BUS 495-92 Business Management
and Marketing (3 units)
J. Britt & R. Shield
14 mtgs: Sun Beg 8/28
9am - noon
CSUDH ERC A 103
\$597 (Special Sessions Registration
Form)

* CAN ALSO BE SEEN ON KLCS UHF
CHANNEL 58

For Orange County Residents:

*These classes are only available on
campus in Carson and at the
Fountain Valley Coastline College
Campus!*

CODEC (Two Way Video) Distance Learning Classes

IDS 320-94 History of LA People
(3 units)

M. Donahoe
15 mtgs: Mon Beg 8/29
7-9:45pm
\$453 (Open University Registration
Form at Extended Educ Office)

IDS 320-95 Modern American Social
Problems (3 units)
Staff

15 mtgs: Mon Beg 8/29
7-9:45pm
\$453 (Open University Registration
Form at Extended Educ Office)

IDS 350-94 Greenhouse Effect
(3 units)

D. Brest
15 mtgs: Wed Beg 8/31
7-9:45pm
\$453 (Open University Registration
Form at Extended Educ Office)

SMT 312-94 Natural Processes
(3 units)

Staff
15 mtgs: Thu Beg 9/1
7-9:45pm
\$453 (Open University Registration
Form at Extended Educ Office)

IDS 336-94 Forbidden Literature
(3 units)

S. Ko
5 mtgs: Sat Beg 9/17
8:30am- 6pm
\$453 (Open University Registration
Form at Extended Educ Office)



EDUCATION

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American Sign Language

LNx 901

3.0 CEUs

Offers instruction and practice with conversational American Sign Language. Primary emphasis of the class is on developing comprehension skills, vocabulary development, and visual readiness. Recommended for parents, relatives and friends of the deaf. It is the first course leading toward a language competency certificate.

Sandra Bartiromo, MA, Instructor, El Camino College.

11 mtgs: Sat 9/3 - 11/12

9am-noon

CSUDH SAC 1106 (1110 on 10/29 only)

\$50

Want to give "going back to school" a try? You can enroll in almost any regular university class in

Open University

see page 59 for more information

education

TEACHER EDUCATION CLASSES

**NOW AVAILABLE AT CSUDH
ON CAMPUS AND ON TV!**

**TAKE ADVANTAGE OF
INTENSIVE PROGRAMS
& DISTANCE
LEARNING
TECHNOLOGIES!**

**SEE DISTANCE LEARNING
SECTION FOR MORE
INFORMATION**

Bobrow Test Preparation

The Bobrow Test Preparation system originated at California State University, Northridge, by request of the student body in 1973. Since then, it has assisted more than 500,000 students in preparing for the college and graduate entrance examinations. By request only, these programs are now offered at 30 universities, colleges and law schools.

The staff is comprised of math and reading specialists and other expert instructors who are fully credentialed and have advanced degrees. The programs are constantly updated for the most recent forms of the exams. Fees paid for these test preparation courses do not include payment and registration for the actual exam. For information on registration for the exams, call the CSUDH Testing

Office at (310) 516-3909.

All workshops cover the most recent areas.

Students may repeat classes at no charge.

education

GRE (Graduate Record Examination) Review

This program is geared to the latest format of the GRE with emphasis on quantitative ability--arithmetic, algebra, and geometry. Verbal analogies, antonyms, reading comprehension, sentence completion, analytical reasoning and logical reasoning will all be carefully examined and reviewed.

GRE Review for Oct 8 Exam

XGR 101-01 Noncredit
4 mtgs: Sat 9/10, 17, 24, 10/1
9am-1pm
CSUDH SBS D219
\$185

GRE Review for DEC 10 Exam

XGR 101-02 Noncredit
4 mtgs: Sat 11/5, 12, 19, 12/3
(no class 11/26)
9am-1pm
CSUDH SBS D219
\$185

GMAT (Graduate Management Admission Test) Review

A special course offered to prepare students for the GMAT. Areas covered include: Math Ability (problem solving), Reading Comprehension, Sentence Correction, Data Sufficiency, Critical Reasoning and the new Analytical Writing Assignment. A short review of basic algebra and geometry is also included.

GMAT Review for Oct 15 Exam

XGM 101-03 Noncredit
4 mtgs: Sat 9/17, 24, 10/1, 8
9am-3pm
CSUDH SBS E220
\$195

GMAT Review for Jan 21 Exam

XGM 101-01 Noncredit
4 mtgs: Sat - Sun 1/7, 8, 14, 15
9am-3pm
CSUDH Rm TBA
\$195

CBEST (California Basic Educational Skills Test) Review

These workshops are designed to assist students and teachers in preparation for the CBEST. Each area--reading comprehension, essay writing, and mathematics--will be carefully explained and analyzed. Special emphasis will be placed on a review of mathematics including: basic arithmetic, algebra, geometry, symbols and terminology, and graph reading.

CBEST Review for Oct 15 Exam

XCB 101-02 Noncredit
3 mtgs: Sat 9/24, 10/1, 8
9am-3pm
CSUDH SBS B203
\$165

CBEST Review for Dec 10 Exam

XCB 101-03 Noncredit
3 mtgs: Sat 11/12, 19, 12/3
(no class 11/26)
9am-3pm
CSUDH SBS E220
\$165

The NEW SAT REASONING TEST Review

The SAT I Prep Sessions are a series of workshops designed to help students prepare for the NEW test. All of the new question types will be carefully discussed and reviewed along with the areas that were retained from the "old" SAT. Emphasis will be placed on Mathematical Reasoning (Multiple Choice, Quantitative Comparison, and Grid-ins) and a short review of algebra and geometry. Verbal Reasoning (Analogies, Sentence Completions, and Critical Reading including the new paired passages) will also be discussed and analyzed. Students should bring simple calculators to class since they are allowed on the new SAT I. NOTE: Class contingent upon minimum enrollment.

SAT Review for Oct 8 Exam

XSA 101-01 Noncredit
3 mtgs: Sat 9/17, 24, 10/1
9am-12:30pm
RBCC Rm 8
\$125

SAT Review for Nov 5 Exam

XSA 101-02 Noncredit
3 mtgs: Sat 10/15, 22, 29
9am-12:30pm
RBCC Rm 8
\$125

LSAT (Law School Admission Test) Review

This program is designed to assist students in preparing for the LSAT by familiarizing them with each subject area, giving important insights into the types of questions and offering timed testing practice. Areas covered include:

- Analytical reasoning
- Logical reasoning
- Reading comprehension
- The writing sample

LSAT Review for Dec 3 Exam Session II

XLS 101-02 Noncredit
3 mtgs: Sun 11/6, 13, 20
9am-4pm
CSUDH SBS D219
\$195

MSAT/NTE (Multiple Subject Assessment for Teachers) Review

This program is designed to familiarize test-takers with the new Multi-Subjects exam question types and format. Strategies and techniques for multiple choice and constructed response questions will be emphasized. This program is designed to help students apply their knowledge of science, math, history/social science, literature/language arts, physical education, visual and performing arts and human development to meet the exam requirements. It is not meant as a substitute for coursework in those areas.

education

MSAT Review for Oct 22 Exam

XMS 101-02 Noncredit
3 mtgs: Sat - Sun 10/8, 9, 16
9am-4pm
CSUDH SBS D219
\$195

How to Learn Anything Fast

47040 EDX 908 .5 CEUs

If you are an employer, employee, college student, adult returning to school or work, or high school student: Learning is not about being smart! The only smart part is knowing the strategies which successful people use to quickly and easily learn any skill. Stress-free learning is a reality, not a dream.

After this class you can consider yourself a memory expert, knowing exactly "how to learn" and remember everything. You will be able to take charge of your brain and actually cut your learning time in half and teach others to do the same. If you are an employer, you will be able to increase productivity and business because employees will easily learn new skills and be able to use expert memory techniques on the job. Self-image also improves vastly.

If you have ever felt blocked in being able to learn a foreign language, math skill, spelling, university coursework or business-related information, this seminar is for you.

education

Discover powerful strategies to:

- Learn faster & easier
- Develop a super memory
- Double reading speed
- Triple vocabulary
- Learn new job skills
- Reduce study time

Pat Mavredakis, MA, CSULA,
Founder/President Discoveries in Learning, Menlo Park, CA is a former reading specialist in Los Angeles and San Gabriel school districts, and is currently teaching in San Mateo, CA.

1 mtg: Sat 10/8

10am-4pm

FCC Rm 7

\$49 (plus \$12 materials fee payable to instructor in class)

Super Teaching Strategies:

How Learning Occurs and Why Learning is Not About Being Smart

25023 EDX 907 .5 CEUs

Be able to utilize accelerated teaching methods and successfully teach any student the appropriate strategy to learn math facts, spelling, vocabulary and rapid reading skills. Learn the strategies that promote stress-free and rapidly successful teaching/learning methods which benefit teachers, parents and students. Note: especially valuable for teachers of both gifted and learning disabled students.

You can expect to learn:

- Three basic learning styles and how to teach them
- How to teach any student three memory strategies for remembering content on any subject
- Super spelling strategy: how hemispheric brain integration techniques win out over traditional rote teaching
- Three rapid reading skills
- How to identify images to improve reading comprehension skills
- BAT waves for Learning power; how music enhances the learning process

Pat Mavredakis

1 mtg: Sun 10/9

10am-4pm

FCC Rm 7

\$59 (plus \$12 materials fee payable to instructor in class)

CERTIFICATE IN EARLY CHILDHOOD EDUCATION

Who should attend

The program is designed to meet the California State Department of Social Services requirement for teachers or directors of early childhood programs. It will also help students meet a portion of the Children's Center Instructional and Supervision permit requirements outlined by the Commission on Teacher Credentialing.

The Certificate

The courses award upper-division, degree-applicable academic credit. A baccalaureate degree is not required to participate in the program. In addition, participation in the certificate program is NOT necessary to take any courses listed. Students have the option of earning a Certificate in Teaching or in Administration. A Certificate in Teaching is earned by completing 12 units: two core courses and two specialization courses (in either Infant or Preschool Program Development). A Certificate in Administration is earned by completing 15 units: three core courses and two specialization courses (in either Infant or Preschool Program Development).

Location

Classes are held at the Redondo Beach Community Resource Center, 320 Knob Hill Avenue at Pacific Coast Highway.

The Courses

All Students

(required core courses):

PSX 350 Developmental Psychology (3)
TEX 355 Child, Family and Community (3)

Administration only:

TEX 356 Early Childhood Administration and Supervision (3)

Specialization Courses:

TEX 351 Infant Program Development I (3) and
TEX 425 Workshop in Teaching Methods (3)
TEX 353 Preschool Program Development I (3) and
TEX 425 Workshop in Teaching Methods (3)

Fall 1994 Schedule

TEX 353-01 Preschool Program Development I

73194

3 ext units

Examines a variety of early childhood curricula and the relationship of curriculum development to organization and instruction. Discussions include planning, development, and organizing the environment.

Joanne Sato, MA, California State University, Dominguez Hills, Director, Campus Child Development Center

15 mtgs: Wed 8/31 -12/14

(no class 11/23)

6:30-9:30pm

RBCC Rm 7

\$363

education

PSX 350 Developmental Psychology

01853

3 ext units

Designed for the early childhood practitioner in infant care programs and pre-school/child care programs. The course studies the cognitive, psychological and social development of the child.

Staff

15 mtgs: Mon 9/12 - 12/19

RBCC Rm 7

6:30-9:30pm

\$363

TEX 425-01 Workshop in Teaching Methods: Math and Science for Young Children

38721

1 ext unit

Developing basic concepts and skills in math and science through concrete materials, real world experiences, and integrated curriculum activities.

Focuses on developmentally appropriate activities for facilitating children's mathematical explorations and scientific investigations.

Kathleen Taira, Program Coordinator, EdD, Brigham Young University, Chairperson, Teacher Education Department, CSUDH.

5 mtgs: Tue 9/6 - 10/4

6:30-9:30pm

RBCC Rm 7

\$121

TEX 425-02 Workshop in Teaching Methods: Social Studies for Young Children

education

05316

1 ext unit

Methods and materials for teaching social studies in an early childhood setting.

Emphasis will be on social and cultural interactions for young children.

Citizenship and community living topics will also be addressed.

Dorothy Connet, MA, Education, is on the faculty in Teacher Education at CSUDH, adjunct faculty at Immaculate Heart College.

5 mtgs: Tue 10/11-11/8

6:30-9:30pm

RBCC Rm 7

\$121

TEX 425-03 Workshop in Teaching Methods: Language & Literature for Young Children

12121

1 ext unit

Integrating literature across the language arts. Includes acquisition of language skills and reading development. Selection of children's books and practical methods and materials for introducing reading and literature to young children.

Cynthia McDermott EdD, Temple University, Assistant Professor of Teacher Education, California State University, Dominguez Hills.

5 mtgs: Tue 11/15 - 12/13

6:30-9:30pm

RBCC Rm 7

\$121

*For program information, please call
Dr. Kathleen Taira
(310) 516-3522.*

CREDENTIAL IN DESIGNATED SUBJECT ADULT EDUCATION TEACHING

Who should attend

The Designated Subject Teaching Credential Program is designed for students who meet the preliminary credential requirements and would like to fulfill the requirements for a clear Adult Education Credential as outlined by the Commission on Teacher Credentialing. Graduates find employment in public and private schools, community agencies, private industry, health services, government agencies, military settings, correctional and religious institutions, volunteer agencies and centers for older adults.

Program Requirements for a Five-Year Preliminary Credential

Academic subjects:

Adult Basic Education, English and Humanities, Foreign Language, Mathematics, Science and Social Science, a Bachelor's degree with 20 semester units or 10 upper division semester units in the subject to be taught or 5 years related work experience, successful passing of the California Basic Educational Skills Test (CBEST), and completion of the US Constitution requirement (POL SCI 101 or equivalent) or exam.

Non-Academic Subjects:

Arts & Crafts, Business Education, Communications, Foreign Language (conversational), Gerontology, Handicapped, Health & Safety, Health Occupations, Home Economics, Parent Education and Public Administration. You also need a high school diploma; verification of 20 semester units or 10 upper division semester units in the subject area to be taught or 5 years related work experience, plus the completion of the US Constitution requirement (POL SCI 1010 equivalent) or exam.

Program Requirements and Courses for a Clear Credential

Possession of a valid preliminary Adult Credential, plus TED 421 Principles of Adult Education, TED 422 Methods and Materials of Adult Education, TED 423 Supervised Field Experience, TED 424 Counseling and Guidance for Teachers of Adult Education, or verification of 2 years full-time teaching experience as authorized by the Preliminary Credential.

The Location

All classes (except field experience) are taught on campus at California State University, Dominguez Hills.

The Cost

Each unit is \$135. A three-unit course is \$405.

The Courses

TED 421 Principles of Adult Education

3 sem units

Designed to meet requirements for the Designated Subject Credential. Topics include scope and function of adult education, knowledge of cultural difference in students and communities, curricula, media and community relationships.

TED 422 Methods and Materials of Adult Education

3 sem units

Course covers instructional techniques, evaluation of student achievement and the learning process in adult education.

education

TED 423 Supervised Field Experience in Adult Education

3 sem units

Prerequisites: TED 421 and TED 422 are recommended

Course is designed to give students practical experiences in teaching adults. Includes participation in classroom, school and communities, and individualized assignments to fulfill the particular needs of each credential applicant. Evaluation of the field experience in scheduled seminars. CR/NC grading.

TED 424 Counseling & Guidance for Teachers of Adult Education

3 sem units

Topics will cover counseling techniques to meet special needs of adult students and interpersonal relations/communication skills.

education

Fall 1994 Schedule

TED 421-71 Principles of Adult Education

80345 3 sem units

A. Platt

10 mtgs: Fri 9/9-11/11

4-8pm

CSUDH campus Rm TBA

\$405

TED 422-71 Methods & Materials of Adult Education

77070 3 sem units

A. Ross

7 mtgs: Sat 9/10-10/22

9am-3pm

CSUDH campus Rm TBA

\$405

CERTIFICATE IN SPECIAL EDUCATION RESOURCE SPECIALIST

Who Should Attend

The Special Education Resource Specialist plays many roles which are different from that of a self-contained, special class teacher. While the Special Teacher deals primarily with direct services to students, the Resource Specialist often deals indirectly with students by working with significant adults (mainstream teachers, parents, support services and community agencies).

Consequently, there are skills and knowledge which Resource Specialists need that are not expected of Special Day Class teachers (law & regulations, coordination of services, consultation with teachers, parent education, staff development, current assessment and intervention methods and materials for students at risk or school failure).

The Certificate

The CSUDH Resource Specialist Certificate program covers these unique functions of the California Resource Specialist in three courses. Field projects are included in each course to help candidates master the skills required. The program meets all the state requirements for the California Resource Specialist Certificate.

Admission Requirements

Possession of a clear California Special Education Specialist Credential or equivalent, three current professorial references from education supervisors and CSUDH Resource Specialist Certificate program application (from the Education Department).

Location

All classes held on CSUDH campus in Carson.

Certification Requirements

Completion of GED 527, GED 528, GED 529 with satisfactory examination and field project evaluations and three years of K-12 classroom teaching experience including at least one semester in both regular and special education (student teaching included).

For information, an application or further questions, contact the Graduate Education Department secretary, HFA C306, (310) 516-3524 or the Special Education Coordinator, HFA A319, (310) 516-3923.

Fall 1994 Schedule

GED 527-71

Resource Specialist I: Program Planning

Prerequisite: Clear Special Education Credential
45124 3 sem units

Surveys current special education laws and practices regulating appropriate identification, assessment, parent appeal, and coordination of services for the education of the mildly handicapped in public and private schools.

C. Blackaller

6 mtgs: Sat 10/27-12/10

8:30am-3:30pm

CSUDH Rm TBA

\$405

GED 529-71 Resource Specialist III: Advanced Services

Prerequisite: GED 528 is recommended
81185 3 sem units

Updates the participant on advanced consultation content in the areas of teacher effectiveness, behavior management, study and social skills training. Field project included.

K. Skindrud

6 mtgs: Sat 9/10-10/22

8:30am -3:30pm

CSUDH Rm TBA

\$405

education

CERTIFICATE IN COMMUNITY COLLEGE TEACHING

Who Should Attend

CSUDH offers a three-course Certificate in Community College Teaching for those who would like to explore the option of a career in community college instruction.

The Certificate

The certificate program is designed to enhance the skills, and thereby the employability, of the potential community college instructor. Students must either be enrolled in a graduate program, possess a master's degree in a subject area taught at the community college level, or be currently employed as an instructor in a community college.

Location

GED 548 and GED 549 are taught on campus at CSUDH in Carson.

Registrants for GED

594S will perform their internship at a local community college.

The Courses

GED 548-71 Effective College Teaching (3)

Study of research, theory, and practices associated with teaching and learning processes within the community college system. Topics include course planning and organization, student diversity, teaching and student retention, and instructional technology.

GED 549-71 The Community College (2)

An overview of the history, mission and function of the community college. Topics include the history of higher education, the role of the community college, student characteristics, curriculum, finance, governance and the California Master Plan.

GED 594-71 College Teaching Internship (3)

A discipline-specific internship will be arranged for each eligible student through the Internship Coordinator and will be jointly supervised by community college faculty and CSUDH graduate program faculty.

Fall 1994 Schedule

GED 549-71 The Community College

85466 3 sem units
Staff
4 mtgs: Sat 8/27; 9/10, 17, 24
9am-4pm
CSUDH Rm TBA
\$345

GED 548-71 Effective College Teaching

84754 2 sem units
Staff
6 mtgs: Sat 10/8, 15, 29; 11/5, 12; 12/3
9am-4pm
CSUDH Rm TBA
\$230

GED 594-71 Community College Teaching Internship

3 sem units

Prerequisite: GED 548 and GED 549, master's degree by the time the program is completed and minimum grade of "B" in both prerequisite courses in the program.
\$345

Register using the Special Sessions Registration Form on page 68

education

OPEN UNIVERSITY

Open University is a program that permits you, as a member of the community, to take regular University classes offered on the California State University, Dominguez Hills campus without going through the formal admissions process. Essentially, it "opens University" courses to the general public. Open University can help you update your professional skills or simply allow you to rediscover the joys of exploring new frontiers of learning. Open University makes it possible for you to begin or continue your education for any purpose you may have. Open University is for you if you:

- Missed the deadline for admission to the regular resident program
- Want to examine a particular field before actually enrolling in a degree program
- Want to update your professional training
- Are not able to attend on a continuous basis
- Have been disqualified or are otherwise ineligible for admission and need to raise your GPA

**Call
(310) 516-3741
for a brochure
now!**

Rocket Scientists needed:

Engineers, Scientists, Military Personnel with backgrounds in math and science and non-scientific personnel with a liberal arts background can put their skills to work where they are needed.

Become an elementary or high school teacher

Join the California
Math/Science Teacher
Corps Project

in
cooperation
with the
Division of
Extended Education

education

The Teacher Education Department at California State University, Dominguez Hills offers outstanding credential programs in elementary education and math & science at the secondary level.

For further information
contact:

Robert De Vries, EdD,
CSUDH School of Education
(310) 516-3997

or

Gary R. Levine
CSUDH Division of Extended
Education (310) 516-3727



HEALTH SCIENCES & PSYCHOLOGY

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health
sciences &
psychology

The Abandoning Parent and the Broken- Hearted Child

PFM 102-01 Noncredit

It was seldom "abandonment" in the legal sense, but the pain and loss live well on into adulthood, captured within the child persona (aka "inner child"). Often, the adult seeks romance to fill the void; seeks nurturance for the childself from others. Healing is an intra-psycho enterprise; sometimes this is called "re-parenting". This personal growth work alone holds promise of rescue, redemption, release of the offending parent; and--possibly --personal transformation. Sometimes this is called "growing up". . . and is neither simple nor automatic. This class provides tools.

Adele Borman, MA, MFCC Intern, is president of Adele Borman Seminars and is in private practice.

1 mtg: Sat 10/1

9am-1pm

RBCC Rm 7

\$29

Your Changing Body

HGH 101-01

Noncredit

This seminar for girls aged 9-13 and their mothers will discuss puberty from the female point of view.

Participants will learn about the anatomy and function of menstruation, how to alleviate menstrual discomforts, and look at some of the popular myths about the menstrual period. Accompanying physical and emotional changes will also be covered. Promotion of a positive body image while providing useful information will be the objective of the course.

Linda Schack, MD, is a pediatrician specializing in adolescent medicine at the UCLA Medical Center.

1 mtg: Thu 10/6

7-9pm

RBCC Rm 8

\$15 single or mother/daughter pair

Suicide: What Therapists Need to Know

53815

MF9 930

1.0 CEU

Prerequisite: open to those in a helping professional certificate program, graduate students in psychology and to licensed psychologists, MFCCs and MSWs

Training in the management of suicidal patients including an understanding of the dynamics underlying suicide and other forms of self-destructive behavior. The course includes information on risk factors for suicide, a conceptual model of the suicidal process, and methods for assessing suicidal risk. Instruction will delineate a standard of care for dealing with suicidal clients, and address the legal and ethical issues facing therapists. Designed for practicing therapists, those in a counseling position, or for those in an educational program leading to a counseling career.

Lisa Firestone, PhD, is a clinical psychologist in private practice. She developed the "Firestone Voice Scale for Self-Destructive Behavior" (FVSSDB). She has presented workshops at universities, hospitals and professional conferences including the American Psychological Association, the American Association of Suicidology and Harvard Medical School.

2 mtgs: Thu & Sat 9/22 & 9/24

6:30-9:30pm (9/22)

9am-5pm (9/24)

RBCC Rm 7

\$75

CERTIFICATE IN ALCOHOL AND DRUG COUNSELING

Who Should Attend

Applicants should have completed at least 2 years of college or have at least 2 years of work experience in a health or human service agency. If applicant is a recovering substance abuser, two years of continuous sobriety is strongly recommended. Prospective students must complete an application form and supply transcripts and letters of recommendation. Applicants will be admitted initially on a conditional basis and are required to pass the introductory class ADX301 with a "C+" or better.

The Certificate

The Certificate Program in Alcohol/Drug Counseling consists of nine courses designed to prepare individuals to enter the field at a professional level. All courses provide Continuing Education Units (CEUs) for registered nurses and teachers. Courses may be taken on an individual basis without formal entrance into the certificate program with permission from the program coordinator. Students may begin the program in the Fall or Spring Semester. Upon satisfactory completion of all nine courses, in the sequence outlined below, with a 2.5 grade point average, the student will receive a certification of recognition of educational achievement and professional status. The Certificate is widely recognized by alcoholism treatment centers.

Location

Classes are held from 6:30-9:30pm weeknights on the CSU Dominguez Hills campus in Carson.

The Cost

The fee is \$121 per unit; a three unit course is \$363. Tuition fees must be paid upon admission into program.

The Courses

Students must successfully complete all nine courses in the program in the sequence outlined below. No course waivers or substitutions are allowed. All courses are degree applicable.

Spring Application Deadline January 13, 1995

Orientation

Wednesday, January 18, 6:30-8pm,
CSUDH campus SAC 1102.

Semester I

ADX 300 Introduction to Alcoholism 3 ext units

This course provides basic information about alcohol; the physiological, psychological, and sociological effects of alcohol abuse; identification of social drinking, problem drinking; etiological theories of alcoholism; defense mechanisms; the counseling relationship and basic treatment issues.

ADX 301 Introduction to Counseling Techniques 3 ext units

This course introduces the skills and techniques necessary for counseling. Students will learn to use active listening skills and to develop a high empathy level. The course is both theoretical and experiential.

Semester II

ADX 302 Counseling for the Individual 3 ext units

This course develops an understanding of the psychological factors in alcoholism and drug abuse and their implications for treatment. Counseling techniques are examined & practiced including assessment, perception and communication skills required for various stages of treatment, prognosis & termination.

ADX 303 Perspectives on Drug Abuse: Counseling the Substance Abuser 3 ext units

This course is an introduction to this major social/psychological problem. Students learn the basic pharmacology of the commonly encountered street drugs and behavioral and physiological consequences of drug abuse. Poly-addiction and treatment modalities are also covered.

health
sciences &
psychology

Semester III

ADX 304 Group Counseling Techniques

3 ext units

This course provides an understanding of group dynamics, defenses, problems, goals and growth. The roles of the group facilitator and group members are examined and practiced in class.

ADX 305 Introductory Practicum

2 ext units

This course introduces the student to the applied counseling experience. They become knowledgeable about community resources, learn documentation techniques, charting, and case studies. Issues related to grief, loss, stress, and counselor burn-out are addressed.

Semester IV

ADX 306 Family Dynamics

3 ext units

This course introduces theories of the effects of substance abuse (alcohol and/or drugs) as they relate to the family system. Students gain insight into the identification and solution of problems of the pathologic family and the individual roles and behavior patterns that exist within it.

ADX 307 Advanced Practicum

2 ext units

This course demonstrates how to link clients with community resources. The student learns charting techniques, becomes aware of the needs of special populations and develops a further understanding of the counselor-client relationship, including confidentiality and legal aspects. The student learns about the multi-disciplinary treatment team, how to take histories and make psychosocial evaluations. The various alcoholism treatment agencies and program modalities--their staffing, funding, operational procedures--are studied.

ADX 308 Treatment of Eating Disorders

3 ext units

An introduction to the treatment of eating disorders such as anorexia nervosa, bulimia, compulsive eating, and obesity, biological, psychoanalytic, behavioral, psychosocial, and other theoretical perspectives are explored. The history of the interrelationship of alcohol and food as substances sometimes abused is explored. Provides an overview of techniques for counseling individuals with eating problems.

Fall 1994 Schedule

ADX 300 Introduction to Alcoholism

61283

3 ext units

Mary Cook, MA Psychology. Clinical Supervisor for Diversion Substance Abuse program since 1976. Instructor for CSUDH since 1978.

15 mtgs: Mon 8/29 - 12/12 (no class 9/5)

6:30-9:30pm

CSUDH SAC 1102

\$363

ADX 301 Introduction to Counseling Techniques

44752

3 ext units

Jeanne Hendricks, PhD, MFCC, is a licensed Psychologist in private practice in Manhattan Beach specializing in addictions and co-dependency.

15 mtgs: Wed 8/31-12/14 (no class 11/23)

6:30-9:30pm

CSUDH SAC 1102

\$363

ADX 304 Group Counseling Techniques

55786

3 ext units

Mary Cook

15 mtgs: Wed 8/31-12/14 (no class 11/23)

6:30-9:30pm

CSUDH SAC 1106

\$363

ADX 305 Introductory Practicum

05456

2 ext units

Nancy Sanders, MA, MFCC is the Academic Coordinator for the CSUDH Alcohol/Drug Counseling Program and is also an instructor in the program. Ms. Sanders has been teaching and working in the field of chemical dependency since 1978 and is a licensed Marriage and Family Therapist in private practice in the South Bay area.

15 mtgs: Tue 9/6-12/13

6:30-9:30pm

CSUDH SAC 1106

\$242

ADX 306 Family Dynamics

02306

3 ext units

Mary Cook, MA

15 mtgs: Thu 9/1-12/15 (no class 11/24)

6:30-9:30pm

CSUDH SAC 1108

\$363

ADX 307 Advanced Practicum

72015

2 ext units

Jacqueline McDaniel, MA, counseling psychology, MFCC intern is Program Therapist for Counseling Center in Bellflower.

15 mtgs: Tue 9/6-12/13

6:30-9:30pm

CSUDH SAC 1108

\$242

ADX 308 Treatment of Eating Disorders

25804

3 ext units

Robbin I. Grossman-Gregson, MA, MFCC, Associate Clinical Partner at the Center for Counseling and Recovery in Torrance. Former Program Director at Suncrest Psychiatric Hospital and South Bay Hospital Eating Disorder Units.

15 mtgs: Mon 8/29-12/12 (no class 9/5)

6:30-9:30pm

CSUDH SAC 1108

\$363

Young Children in Family Therapy

12331

HEX 916

.4 CEUs

This course will explain and explore how to include young children in family therapy sessions. Licensed mental health professionals, trainees and interns working in private or public clinical and educational settings and advanced students in Marriage and Family Counseling programs will find this a valuable seminar. Mini-lectures, guided discussion, and audio/visual presentations will be offered, with practical suggestions for how to set up your program.

Ruth Lampert, MA, MFCC, has over 20 years' experience in clinical work and in educational settings from preschool to university level in the U.S. and Europe. Widely published, she is currently writing a book, *A Child's View of Gestalt Therapy*. She is founding director of Family Kaleidoscope Center in West Los Angeles.

1 mtg: Sat 9/17

9am-1pm

RBCC Rm 7

\$40

health
sciences &
psychology

CERTIFICATE PROGRAM IN ORTHOTICS

The Orthotics Department at Rancho Los Amigos Medical Center, in affiliation with California State University, Dominguez Hills, offers a one-year certificate course in orthotics. This program, which is accredited by the American Board for Certification in Orthotics-Prosthetics, is designed to train students in the field of orthotics: the profession of designing, fabrication and fitting of orthopedic appliances for the physically handicapped. Students receive a mixture of practical laboratory instruction, classroom didactics, and exposure to patients in a wide variety of clinical situations. Students rotate through various services to acquaint them with the more prevalent pathologies and treatment philosophies.

health
sciences &
psychology

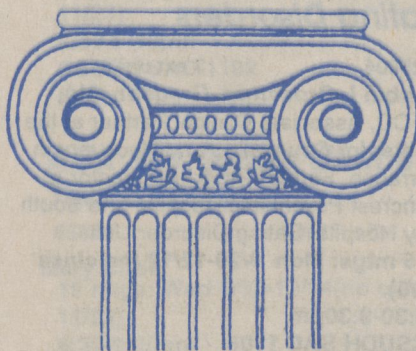
This course is designed for applicants who have a bachelor's degree. Applicants must have some experience with

hand tools and light duty power equipment. The program begins in July each year and applications must be in by December 31 of the preceding year. Enrollment is limited to six students.

For more information, contact: D. Clark, Rancho Los Amigos Orthotics Department, 7450 Leeds St., Downey, CA 90242, (310) 940-7655.

The Statewide Nursing Program Goes National!

Coming this fall, the **Bachelor of Science Degree in Nursing** will be available over satellite by Mind Extension University.



For additional information, call ME/U Education at 1-800-777-MIND
6am-8pm M-F PST
6am-4pm Sa-Su PST

SPECIAL SESSIONS



Residence Credit through Special Sessions

The following courses are offered for residence credit through Extended Education. Special Sessions courses are available both to matriculated students and to members of the community. The courses below are representative of those to be available during the year. Call the Office of Extended Education (310) 516-3746 for the latest information on additional classes. Use the Special Session Registration Form on page 68 to register for these classes only.

CERTIFICATE AND CREDENTIAL PROGRAMS

Community College Teaching

Service Quality Assurance

Special Education Resource
Specialist

Designated Subjects Adult
Education

Quality Assurance

BACHELORS DEGREE PROGRAMS

Bachelor of Science, Nursing -
Mind Extension University

Bachelor of Arts - Behavioral
Science: PACE

MASTERS DEGREE PROGRAMS

Behavioral Science
Business Administration
Quality Assurance
Quality Assurance (with special
emphasis on Service)

Fall 1994 Schedule

Certificate in Community College Teaching

GED 549-71 The Community
College (2 units)

Staff

85466

4 mtgs: Sat 8/27; 9/10, 17, 24

9am-4pm

CSUDH Rm TBA

\$230

GED 548-71 Effective College
Teaching (3 units)

Staff

84954

6 mtgs: Sat 10/8, 15, 29;

11/5, 12; 12/3

9am-4pm

CSUDH Rm TBA

\$345

GED 594-71 Community
College Internship (3 units)

36142

TBA

\$345

Certificate in Service Quality Assurance

QAS 530-71 Statistical Quality
Control for Service
Professionals (3 units)

Staff

09645

15 mtgs: Tue 8/30 - 12/6

6-9pm

Fairmount Private Schools

Anaheim

\$405

(Special

Sessions

Registration

Form)

special
sessions

QAS 532 Quality Assurance
for the Service Delivery
Process (3 units)

Staff

89493

15 mtgs: Thu 9/1 - 12/8

6-9pm

Fairmount Private Schools

Anaheim

\$405

Certificate in Special Education --Resource Specialist

GED 527-71

Resource Specialist I:

Program Planning (3 units)

Prerequisite: Clear Special Education Credential

C. Blackaller

45124

6 mtgs: Sat 10/27-12/10

8:30am-3:30pm

CSUDH Rm TBA

\$405

GED 529-71

Resource Specialist III:

Advanced Services (3 units)

Prerequisite: GED 528 is recommended

K. Skindrud

81185

6 mtgs: Sat 9/10-10/22

8:30am -3:30pm

CSUDH Rm TBA

\$405

Certificate in Designated Subjects-Adult Education

TED 421-71 Principles of Adult Education (3 units)

A. Platt

80345

10 mtgs: Fri 9/9-11/11

4-8pm

CSUDH Rm TBA

\$405

TED 422-71 Methods & Materials of Adult Education (3 units)

R. Ross

77070

7 mtgs: Sat 9/10-10/22

9am-3pm

CSUDH Rm TBA

\$405

special
sessions

MS Degree in

Quality Assurance

QAS 514-71 Advanced Experimental Design (3 units)

81244

15 mtgs: Thu 9/1-12/8

6-9pm

Anaheim (see page 36)

\$405

QAS 518 -71 Quality Administration & Productivity (3 units)

48554

15 mtgs: Tue 8/30-12/6

7-10pm

Anaheim (see page 36)

\$405

QAS 523-71 Software Reliability (3 units)

M. Lipow

22993

15 mtgs: Wed 8/31-12/7

11am-2pm

\$405 (if taking over TV specify section 79 & add \$90)

QAS 530-71 Statistical Quality Control for Service Professionals(3 units)

09645

15 mtgs: Tue 8/30-12/6

7-10pm

Anaheim (see page 36)

\$405

QAS 532-71 Quality Assurance for Service Delivery Process (3 units)

89493

15 mtgs: Thu 9/1-12/8

6-9pm

Anaheim (see page 36)

\$405

QAS 514-72 Advanced Experimental Design (3 units)

12025

15 mtgs: Mon 8/29-12/5

4-7pm

Corona (see page 36)

\$405

QAS 512-71 Reliability (3 units)

57492

15 mtgs: Fri 9/2-12/9

11am-1:45pm

CSUDH ERC A103

\$405 (if taking over TV specify section 79 & add \$90)

MA in BEHAVIORAL SCIENCE: Negotiation & Conflict Management

BEH 522-79 Negotiation Tactics(4 units)

D. Churchman

10 mtgs: Wed/2 Sat Beg 9/28

6:30-9:45pm

\$660

BEH 525-79 Alternative Dispute Resolution (3 units)

D. Williams

10 mtgs: Mon/1 Sat Beg 10/11

6:30-9:45pm

\$495

BA in Interdisciplinary Studies (PACE)

IDS 320-76 USA: Rising or Declining Society? (3 units)

D. Heifetz

12 mtgs: Tue/1 Sat Beg 9/13

6:30-9:45pm

\$405 (if taking over TV specify section 79 & add \$90)

IDS 320-77 Modern American Social Problems (3 units)

C. Jones

12 mtgs: Thu/1 Sat Beg 9/15

6:30-9:45pm

\$495 (if taking over TV specify section 78 & add \$90)

MBA Degree Program

*BUS 495-71 Business Economics and Finance (3 units)

Staff

14 mtgs: Sat Beg 8/27

9am - noon

CSUDH ERC E133

\$507 (if taking over TV specify section 79 & add \$90)

*BUS 495-72 Business Management and Marketing (3 units)

Staff

14 mtgs: Sun Beg 8/28

9am - noon

CSUDH ERC E133

\$597 (if taking over TV specify section 79 & add \$90)

* BROADCAST OVER KLCS UHF CHANNEL 58

The Cerritos Project

SMT 312-71 Natural Processes and Human Welfare (3 units)

D. Sigurdson

73231

Mon & Wed 8/29-12/22

2-3:30pm

Cerritos College Rm TBA

\$345

HUM 310-71 Key Concepts (3 units)

M. Dominguez

15142

Tue -Thu 8/29-12/22

2-3:30pm

Cerritos College Rm TBA

\$345

To register for these classes, use the Special Sessions registration form on the next page.

special sessions

Special Sessions Registration Form

Social Security No: _____ Birthdate _____
Month/Day/Year

Name _____
Last First Middle Initial

Address _____
Street City State Zip

Telephone _____
Day Evening

New address? yes ☐ no ☐ male ☐ female ☐

Have you been enrolled at CSUDH before? yes ☐ no ☐ Date last enrolled _____

Course Information

| Schedule # | Dept | Course | Section | Units | Course Fee | Instructor/Dept Consent |
|------------|------|--------|---------|-------|------------|-------------------------|
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

Course Fee \$ _____
 Late Fee \$ _____
 Total Fee PAID \$ _____

Payment Method

☐ Check/Money Order. Make check payable to CSUDH

☐ I authorize the use of my VISA/MC (circle one)

Account Number _____ Exp Date _____

Cardholder's Name _____ Cardholder's Signature _____

Refund Policy (Read and Sign Below)

Refunds are granted in accordance with the State refund schedule. If a course is cancelled, the entire course fee will be returned. If you withdraw 24 hours prior to the first class meeting, 100 percent of the course fee will be refunded (less a \$5 processing fee). If you withdraw after the first class and before 25 percent of the course has elapsed, 65 percent of the total fee will be refunded. After 25 percent of the course time has elapsed, no refund will be made, however, a drop form must still be filed. A stop payment on a check is NOT an acceptable withdrawal from the course(s) and will result in a financial penalty. I have read and understand the rules regarding the refund policy and I authorize the use of the credit card number if entered above.

special
sessions

Signature _____ Date _____

3 WAYS TO REGISTER

Mail to CSU Dominguez Hills, Extended Education, SCC B141,
 1000 East Victoria Street, Carson, CA 90747

Stop by the Office of Extended Education on Campus in Carson
 1000 East Victoria, Carson

FAX to Extended Education, (310) 516-3971

For more information, call the Office of Extended Education, (310)
 516-3741.





TRAVEL, FITNESS & FUN

| | |
|---------------------------|----|
| Canoe Trip - Black Canyon | 69 |
| Fitness for the '90s | 69 |
| Travel Study Series | 70 |

Canoeing Black Canyon RCO 101-02 Noncredit

Explore an 11-mile section of the Colorado River between Hoover Dam (Lake Mead) and Willow Beach, including hot springs, clear river waters, a sauna cave (which goes 200 feet in the canyon wall), bighorn sheep (maybe), and high canyon walls. Instruction provided in paddling strokes, maneuvering techniques, canoe loading and weight distribution, canoe camping, and safety procedures. Prerequisites: participants should be in good physical condition, and have basic swimming skills. Participants furnish their own food, camping equipment, and transportation. Course fee includes canoe rental, paddles, lifejackets, canoe transportation and shuttle fee. There will be no orientation meeting: information sheets will be sent to participants upon receipt of registration fees.

Preregistration required by September 23. **Chuck Reynolds** has taught canoeing, wilderness survival, rescue skills, backpacking, scuba and skin diving for 17 years.

2 Days: Sat-Sun 11/5 & 6

\$105 (plus \$50 materials fee payable to the instructor for canoe rental, canoe transportation and shuttle fee)
Maximum enrollment: 10 (w/ waiting list)

Fitness for the '90s

This course provides individuals other than faculty, staff and students of California State University, Dominguez Hills the opportunity to utilize selected athletic facilities during designated hours of the week. Any non-CSUDH student, faculty or staff member must enroll in this course in order to utilize the fieldhouse or gymnasium locker rooms, the weight room, the swimming pool, the tennis courts or track. There are two categories for enrollment in the course:

Full Membership

RFI 101-01 Noncredit
Entitles individuals to utilize all of the above facilities during the designated hours posted.
\$120

Limited Membership

RFI 101-02 Noncredit
Entitles individuals to utilize the locker rooms, track and tennis courts (does not include swimming pool or weight room usage).
\$40

travel, fitness
and fun

TRAVEL STUDY PROGRAMS FOR WINTER/SPRING/SUMMER 1995

Experience the joy of discovering ancient, modern and unexpected places on special trips that are unlike conventional tours.

Unique features of these programs include:

- ➔ College faculty escorts and in-country specialists who share their insights about the contemporary, natural and historical aspects of the destination visited.
- ➔ National and local guides chosen for their knowledge, efficiency, enthusiasm, and fluency in English.
- ➔ Comfortably-paced itineraries that allow time to revisit a particular site that has sparked your interest. First class accommodations and local transport allow you to combine a comfortable vacation with learning.
- ➔ Contact with local people and their lifestyles through specially arranged small group luncheons in the relaxed and hospitable atmosphere of their own homes.

The fifteen travel/study programs listed below balance visits to "shouldn't miss" sites with experiences not available on conventional tours. For example:

- ➔ View a slide/lecture presentation by the Curator of the Pyramids of Giza at the foot of the great pyramids in Egypt.
- ➔ Learn about animal behavior and the interrelationship of "land, people and animals" from a wildlife researcher at her camp at the foot of Mt. Kilimanjaro in East Africa.

travel, fitness
and fun

- ➔ In Morocco, hear a lecture by King Hassan's personal interpreter and have lunch in the homes of Moroccan families in the ancient Medina of Fez.



**January 14 - 28,
March 11 - 25
MOROCCO**



**March 17 - 26
BERMUDA**



**January 8 - 20,
March 5 - 17
EGYPT**



**July 7 - 28
AUSTRALIA**



**January 7 - 17,
March 18 - 28
COSTA RICA**



**January 7 - 16,
March 4 - 13
BELIZE**



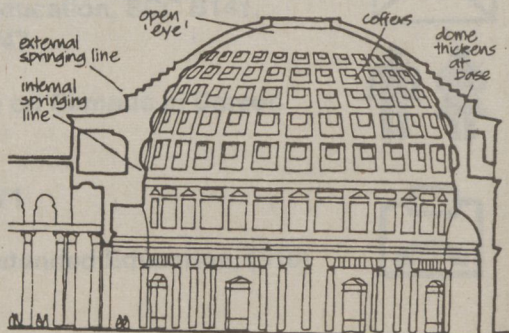
**April 12 - 27
June 28 - July 13
TURKEY**



**July 15 - 29,
August 5 - 19
NOVA SCOTIA**



**April 13 - 27,
July 13 - 27
IRELAND**





May 12 - 23

GREECE



January 11 - 25,

May 10 - 24

INDONESIA



June 16 - July 2, June 30 - July 16,

July 14 - 30,

July 28 - Aug. 13, Aug. 11 - 27

ALASKA



January 9 - 25, June 12 - 28,

July 10 - 26, July 24 - August 9

KENYA



April 24 - May 13,

June 23 - July 15, July 17 - August 5

CHINA



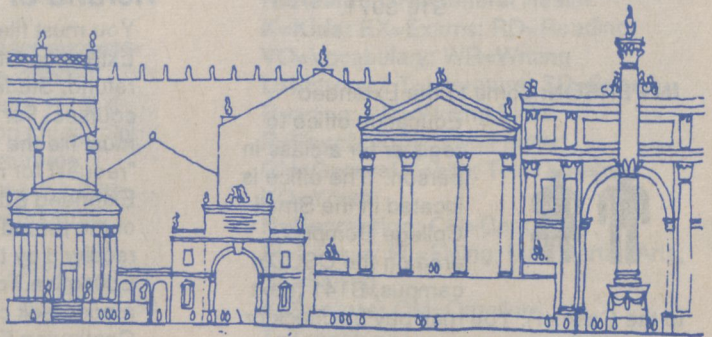
January 7 - 20, March 11 - 24,

June 17 - 30, July 1 - 14,

July 15 - 28, August 12 - 25

GALAPAGOS ISLANDS

FOR COM-
PLETE TRAVEL
ITINERARIES,
CONTACT
THE CSUDH
OFFICE OF EXTENDED
EDUCATION
(310) 516-3741



travel, fitness
and fun

How and When to Register

Enrollment is open now for all of the courses listed in this Bulletin. Because enrollments are taken in order received, we recommend that you register early.

There are Four Convenient Ways to Register for Courses:

BY MAIL :

Complete the original or photocopy of the registration form on the inside back cover. Please provide all of the information requested on the form to ensure quick processing of your registration. Please print clearly. Mail the form with a check or money order to CSUDH Extension, or a credit card authorization to

CSUDH Extension
1000 E. Victoria St.
Carson, CA 90747-0005

BY PHONE: You may register by phone with your VISA or MasterCard by calling (310) 516-3741, Monday through Thursday 8am - 6pm and Friday 8am - 4pm.



BY FAX: You may register by FAX with your VISA or MasterCard by completing the registration form and FAXing it to (310) 516-3971.



IN PERSON: Come to the Extended Education office to register for a class in person. The office is located in the Small College Complex area on the CSUDH campus, B141 (next



to the Cashier). You may pay by check or money order, or use your VISA or MasterCard. Cash payments will be accepted for the exact amount only.

Confirmation/Receipts

You are considered officially enrolled when your registration fees are paid in full and your registration form has been received. You should receive a confirmation letter within two weeks after we have received your registration and fees. This letter is your receipt for fees paid. Please read the letter carefully

because any changes in the course

meeting time or place will be indicated in the letter.

Changes which occur after the cards are mailed will be posted on the door of the scheduled classroom.

If you do not receive a confirmation letter, **REPORT TO THE FIRST CLASS MEETING.** The instructor will have a roster and, if your registration is complete, your name will be on the roster. If it is not on the roster, contact the Extended Education office at your earliest convenience.

Fees

The fees for each course are listed in this Bulletin. Please note that there is an additional \$30 per unit charge for TV courses. The fees are the same for residents and nonresidents. Payment may be made by check, money order or VISA/MasterCard draft, payable to CSUDH in the exact amount required. Registration will not be considered until all payments have cleared the bank. Fees are subject to change.

Tax Deduction

An income tax deduction may be allowed for educational expenses undertaken to maintain or improve professional skills. For specific information, please contact your local Internal Revenue Service Center.

Refund of Fees

You must file appropriate forms in the Extension Office in order to receive a refund. Students must officially drop their courses. For credit courses, students must file the appropriate "drop" and "request for refund" forms in the Office of Extended Education. The effective date of the refund is the day the forms are received by the Office of Extended Education. To receive a refund of fees for a noncredit class, or a class offering Continuing Education or Professional Units, you must notify the Division of Extended Education between the hours of 9am and 4pm at least two working days before the course begins. You will be asked to send a written request for a refund of fees to our office. If you need to withdraw on or after the day of the first class meeting, notify the Extended Education office immediately. Refunds are granted in accordance with the State refund schedule.

- If an Extension course is cancelled, the entire course fee will be refunded
- If you withdraw prior to the first class meeting, 100 percent of the

course fee will be refunded (less a \$5 processing fee for credit courses).

- If you withdraw after the first class and before the first 25 per cent of the course has elapsed, 65 percent of the total fee will be refunded
- After 25 percent of the course time has elapsed, no refund will be made
- Courses of four meetings duration or less, no refund will be made

Do not put a stop payment on a check to withdraw from a course. This results in a financial obligation to the University for the course fee, plus an additional \$10 charge.

Schedule Changes

Although care is taken to ensure the accuracy of all information in this Bulletin, there may be unintended errors and changes or deletions without notification. In situations when our office has sufficient advance notice, we will make every attempt to notify pre-enrolled students about changes in class dates, time or location.

The Division of Extended Education at CSUDH offers a variety of credit and noncredit courses.

Extension Courses

Academic credit is awarded for successful completion of formally recognized institutional extension courses. A maximum of 24 units of extension credit may be applied toward a baccalaureate degree and up to 6 units toward a master's degree, subject to departmental approval.

Special Sessions

Resident academic credit is given for Special Sessions classes through Extended Education. Registration is open to both matriculated students and to the community. For the course numbering system, see the University catalog.

Professional Credit

A few courses in the Bulletin are offered for Professional Credit. Professional credit is designed for professionals who benefit from credit for salary or step advancement. The awarding of professional credit requires completion of out-of-class assignments. One Professional Credit equals 15 hours of participation in

lecture. Professional credit is not degree-applicable. Course numbering is 800-899 for educational professional credit. Course numbering is 600-699 for business professional credit.

Noncredit

Many of the short courses, workshops and seminars in this bulletin are noncredit. These are designed to respond to the various educational interests and needs of those living and working in the University's service area. Course numbering is as follows:

A= Arts: DA=Dance; DR=Drama; FL=Film; MS=Misc; MU=Music; PD=Painting & Drawing; PH=Photography.

B=Business: AC=Accounting; BK=Banking; BL=Business Law; FI=Finance; GB=General Business; IN=Investments; IX=Import Export; MB=Medical Business; MG=Management; MK=Marketing; PF=Personal Finance; PR=Personnel; RE=Real Estate; SB=Small Business; TX=Tax.

C=Computers: CB=Computer Basics; DB=Data Base; DP=Desktop Publishing; OS=Operating Systems; PG=Programming; SS=Spread Sheets; WR=Word Processing.

E=Environmental: ER=Ergonomics; HZ=Hazardous Waste; IH=Industrial Hygiene; OC=Occupational Therapy. **F=Foreign Language:** SP=Spanish; JP=Japanese.

H=Health: GH=General Health.

K=Kids: EX=Exams; RD=Reading; VO=Vocabulary; WR=Writing

L=Letters: LT=Literature; SR=Speed Reading; WS=Writing Skills.

P=Psychology: FM=Family; GH=General Health; TH=Therapy; YO=Youth

R=Recreation: CO=Canoeing; FI=Fitness; FL=Flying; MA=Martial Arts; SL=Sailing

S=Seniors: OM=Omnifore

T=Travel

X=Exam Test Prep: CB=CBEST; GM=GMAT; LS=LSAT; MS=MSAT; SA=SAT

registration
information

Continuing Education Units (CEUs)

Some extension workshops and courses award Continuing Education Units (CEUs). The CEU is a nationally recognized relicensure, promotion or career advancement. One CEU equals ten hours of participation in lecture. CEUs are not degree-applicable. A cumulative permanent transcript of all CEU study undertaken is provided to Extension students upon written request. Course numbering is 900-999.

Extension Grading Procedures

Unless a course is offered for a grade of credit/noncredit only, all extension credit courses are offered for letter grades. However, an undergraduate student in an extension class offered for a letter grade may choose to be graded on a credit/noncredit basis by informing the instructor in writing at the beginning of the class. For Special Sessions classes, follow University procedures.

Grade Reports

Grade reports will be sent approximately three weeks after the term ends. Official transcripts with current grades will not be available for at least five weeks after the end of the term.

Transcripts

A student may obtain an official transcript of his/her record by completing a Request for Transcript form, available from the Records and Registration Office (Small College Complex, J103). A fee of \$4 is charged for each transcript. Additional copies of transcripts prepared at the same time (up to 10) are \$2 each.

Class Cancellation

Occasionally an Extension class must be cancelled because of insufficient pre-enrollments. If a decision to cancel is made, we will make every effort to notify by telephone all persons who have pre-enrolled, and their fees will be refunded by check from the University. When you pre-enroll, therefore, please give us a daytime telephone number so that you will not be inconvenienced if the class must be cancelled.

Change of Address

If you are receiving several copies of the Extended Education Bulletin, or have recently moved, please cut the mailing label from the back cover of this catalog and print corrections clearly. If you are receiving the Bulletin at different addresses, please indicate which address you would prefer. Send the complete mailing label with corrections to: Extended Education, CSU Dominguez Hills, Carson, CA 90747-0005.

Nondiscrimination Policy

The Division of Extended Education is an equal opportunity/affirmative action institution and does not discriminate on the basis of race, color, religion, national origin, sex, sexual preference, age, disability or veteran status. This policy is applicable to employment and student admissions, and to all educational programs and activities.

Privacy Information

The University complies with Federal and State Laws concerning privacy rights of students. These rights are summarized in the University catalog. Questions about privacy rights may be directed to the Dean of Extended Education at (310) 516-3737 or the Vice President of Student Affairs at (310) 516-3784.

Standards

Degree credit courses in Extended Education adhere to the academic standards of the University. All activities usually associated with regular University course work are integral parts of the degree credit instruction program.

It is our aim, through course review, planning and the selection of quality, experienced Extended Education faculty, to provide you with meaningful learning experiences. We realize, however, that on rare occasions your expectations and the course do not match. Should this occur, let us know. It is through your feedback that we are able to make changes and adjustments for future courses.

Resources for Students

Computer Labs

Student identification cards -- available at the Extended Education Office--will entitle those enrolled to full use of the CSUDH Computer Labs.

Library Services

Student identification cards will entitle those enrolled in credit courses to full use of the CSUDH Library.

Loker Student Union

Hours are 7:30am to 8pm Monday through Thursday, from 7:30am to 2pm Friday, and from 8am to 2pm on Saturday.

Breakfast is served from 8am - 10:30am. Other food areas open at 10am. Food programs include Taco Bell, Round Table Pizza, Togo's, Carl's Jr., a variety of catering services as well as Espresso Yourself, which features freshly-ground coffees and pastries.

Round Table Pizza has satellite viewing on three televisions for students, faculty and staff.

There is no food service on Sundays. Food vending machines are available on the first floors of the Social and Behavioral Sciences building and the Educational Resources Center. They are available Saturdays, 7:30am -2pm. For further information, call (310) 516-3814.

Parking

Redondo Beach Community Center (RBCC): Ample free parking.

Franklin Community Center (FCC): Free parking in lot and on Fisk and Inglewood Avenues.

CSUDH: Parking permits are required for all on-campus classes. They are available from the machines at the entrance to each parking lot and cost \$1.50 per day or \$54 per semester. No charge for parking on Sundays. (Bring dollars and/or quarters for the machines).

Textbooks

Unless otherwise noted, textbooks may be purchased at the University Bookstore, (310) 516-3829. The Bookstore hours during regular semesters are Mon-Thu 8am-7:30pm, Fri 8am-4pm, Sat 10am-2pm. Call for January Intercession and Summer Sessions hours. Registration fees do not include textbooks unless noted.

Open University

Extension students may enroll in regular CSUDH classes through a program called Open University. To enroll in a course you need the consent of the instructor and you must have completed any prerequisites for the course.

You will earn resident extension credit that may be used toward a degree at our campus or most other colleges or universities. Course fees are \$121 per semester unit (\$363 for a three-unit class). To register for Open University classes, follow the instructions below:

1. Pick up an Open University registration form from the Division of Extended Education (located on the CSUDH campus, Building 2, room B141 in the Small College Complex).
2. Complete the student information on the registration form, including the course information.
3. If you have been assigned a CSUDH student identification number, please be sure to indicate it on the form.
4. Take the Open University registration form to the first session of each course and ask the instructor to sign the form, permitting you to enroll. All enrollments through Open University are on a space-available basis. Remember, all prerequisites for a course must be completed before you will be permitted to enroll.
5. Bring the signed and completed registration form to the Extension office and pay the required fees. Payment may be by check, money order or VISA/MasterCard draft, payable to CSUDH in the exact amount required. Registration will not be complete until all payments have cleared the bank. You must complete registration by September 16. For a complete schedule of classes, please call (310) 516-3741.

registration
information

Extended Education Staff

Dean, Extended Education

Margaret Gordon, Ph.D.
(310) 516-3737

Associate Dean

Gary R. Levine
(310) 516-3737

Secretary to the Dean

Teresa J. Stevens
(310) 516-3737

Director, American Language and Culture Program

Debra Jonas, Ph.D.
(310) 516-3830

Director, The Center for Training & Development

R. Scott MacKay
(310) 516-3355

Director, Distance Learning

Warren Ashley, Ph.D.
(310) 516-4288

Director, Extension Program

Tia Jerger
(310) 516-3352

Director, Marketing & Promotion

Karen P. Blank
(310) 516-3998

Director, Special Sessions

Patrice Sewell
(310) 516-3972

Supervisor, Registration & Finance

Timothy Mozia
(310) 516-4190

Financial Analyst

Brenda Blow
(310) 516-4422

Special Sessions Program Assistant

Jeannette Gimenez
(310) 516-3746

Registrar

Jackie McKenzie
(310) 516-3741

Coordinator, Humanities External Degree Program

Arthur Harshman, Ph.D.
(310) 516-3743

Program Assistant, Humanities External Degree Program

Loretta Edwards
(310) 516-3743

Program Analyst, Humanities External Degree Program

Anissa Barton-Thompson
(310) 516-3743

registration
information

Registration Clerk

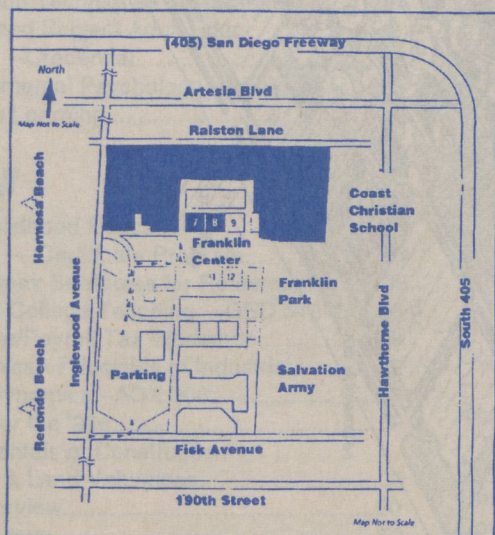
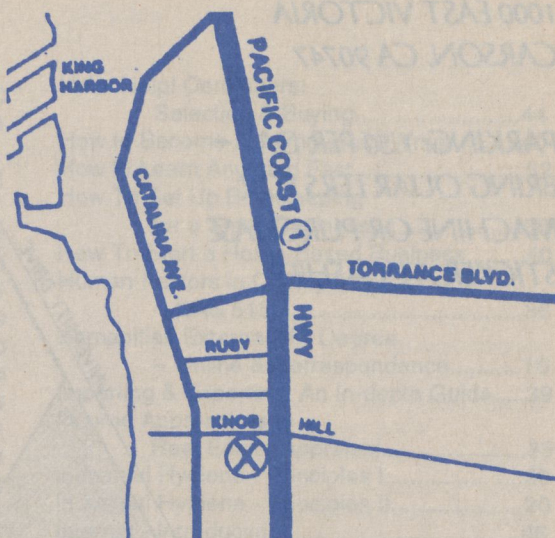
Karen Ingersoll
(310) 516-3741

Registration Clerk

Lashon Dumas
(310) 516-3741

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maps



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University Extension Registration Form

Social Security No: _____ Birthdate _____

Name _____
Last First Middle Initial

Address _____
Street City State Zip

Telephone _____
Day Evening

New address? yes ☐ no ☐ male ☐ female ☐

Have you been enrolled at CSUDH before? yes ☐ no ☐ Date last enrolled _____

Course Information

Sequence No Course No & Title Units Fee

EXTENSION

Total Fee Submitted \$ _____

Payment Method

☐ Check/Money Order. Make check payable to CSUDH Extension

☐ I authorize the use of my VISA/MC (circle one)

Account Number _____ Exp Date _____

Cardholder's Name _____ Cardholder's Signature _____

Official Use

Semester Sum ☐ Fall ☐ Win ☐ Spr ☐ Date: _____ Total Fees: _____ Initial _____

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SCC B141, 1000 East Victoria Street, Carson, CA
90747
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Stop by the Office of Extended Education on
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