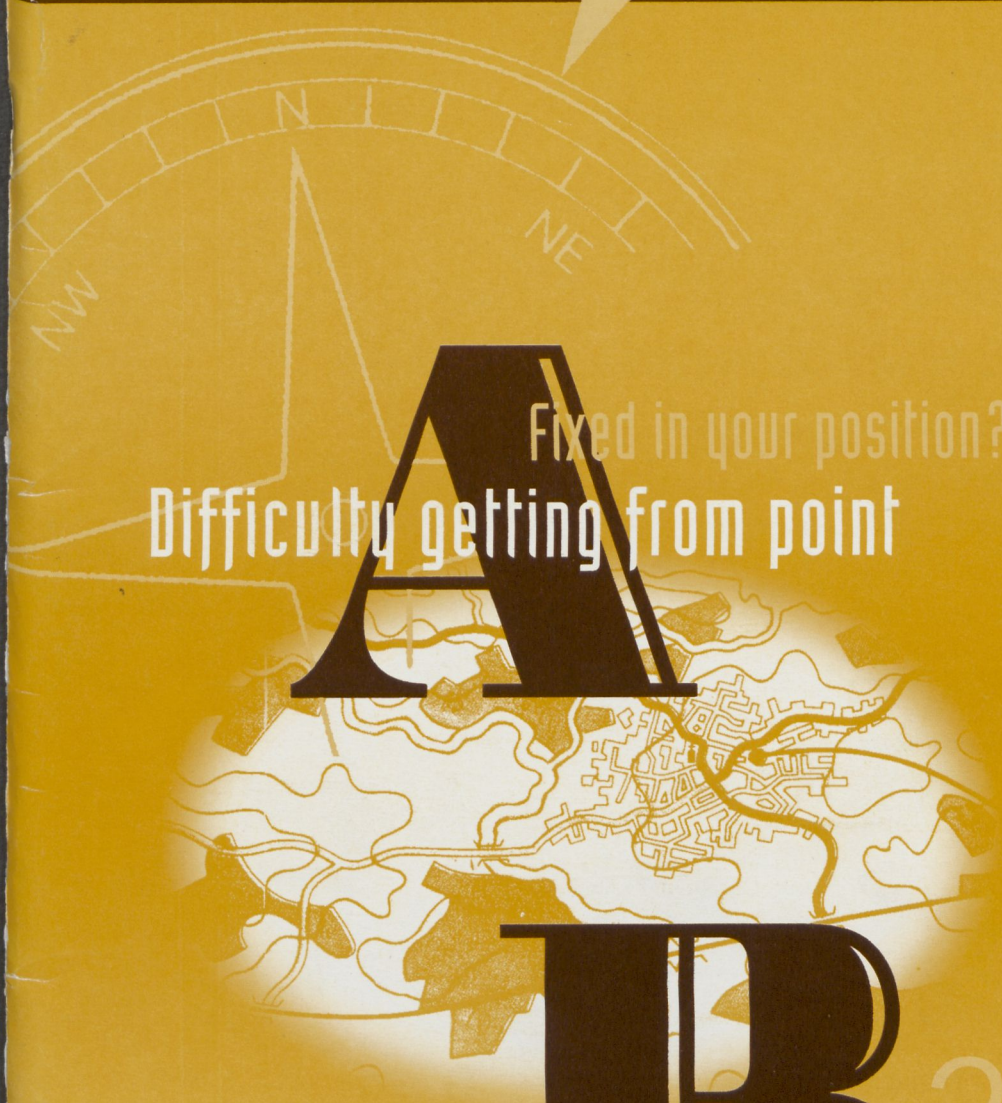


CALIFORNIA STATE UNIVERSITY DOMINGUEZ HILLS



Fixed in your position?
Difficulty getting from point

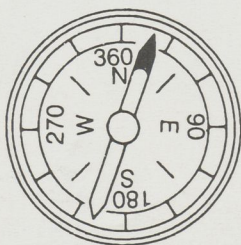
to point

Take a new direction!

EXTENDED EDUCATION / FALL 1995

**This Fall, gauge
your career and
personal interest
needs to the many
offerings within
this bulletin. You may find
something to knock you
out of square one and into
a completely new place!**

EXTENDED EDUCATION



MEASURE THE RANGE OF OUR PROGRAMS!

EXTENSION



Courses of general interest plus all the programs listed below. Bulletins published in Spring, Summer and Fall.

CERTIFICATE PROGRAMS



Career opportunities can be enhanced by obtaining professional certificates. See pages 42-45.

AMERICAN LANGUAGE & CULTURE PROGRAM



OPEN UNIVERSITY

Intensive English program for non-native students preparing for U.S. colleges, and for all who wish to improve their English. See pages 61-64.



CENTER FOR TRAINING & DEVELOPMENT

Provides an opportunity for those who have not been admitted to the University to enroll in regular classes. See page 60.



DISTANCE LEARNING

Custom-designed training programs for business, industry, government and non-profit organizations are available through this unique service. See Business pages 10-41.



SPECIAL SESSIONS

Winter and Summer Sessions, plus credential, certificate and degree programs. See pages 70-73.

CSUDH ALUMNI TAKE NOTE!

**5% DISCOUNT
ON ANY NONCREDIT
EXTENSION CLASS**

Choose from the classes included in this Bulletin, show your Alumni Association Card when you register, and enjoy the pleasures of learning -- again!

THE OFFICE OF EXTENDED EDUCATION CALIFORNIA STATE UNIVERSITY DOMINGUEZ HILLS

Is located at 1000 East
Victoria Street in Carson.

(310) 518-3741

FAX (310) 518-3871

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Long Beach

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1000 East Victoria, Carson – Parking 1.50/ day – bring quarters!

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8/21 Aviation English A
8/28 Foundations of Safety & Health Programs – HEX 900
8/28 Alcoholism - Intro – ADX 300
8/28 Treatment of Eating Disorders -- ADX 308
8/28 GMAT Review XGM 101-01
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11/4 How to Start & Operate Your Own Billing Service -- BMB 402-01
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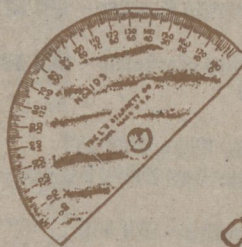
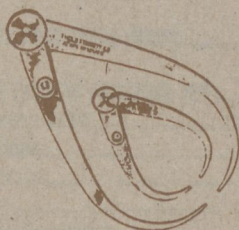
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**Extension Classes at Redondo Beach Community Center, 320 Knob Hill Avenue at PCH.
Free Parking!**

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- 9/7 How to Win & Collect Your Small Claims Case -- BPR 101-01
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**Extension Classes at Franklin Community Center, 850 Inglewood Ave, Redondo Beach.
Free Parking!**

- 8/28 Fundamentals of Mortgage Banking -- BUX 917-01
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- 9/13 Loan Origination -- BUX 917
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- 9/16 Balancing Your Life
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Beginning Guitar Workshop

MUX 122-01 1 ext unit Sch no: 42875

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 at parties.

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

14 mtgs: Mon 8/11-12/11

7-8:30pm

CSUDH LCH A207

\$128

Contemporary Guitar Workshop

MUX 922-01 1 ext unit Sch no: 42879

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

14 mtgs: Mon 8/11-12/11

7-8:30pm

CSUDH LCH A204

\$128

Chamber Music Ensemble (for all instruments & voice)

MUX 170-01 1 ext unit Sch no: 42817

MUX 370-01 1 ext unit Sch no: 42877

MUX 470-01 1 ext unit Sch no: 42878

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 to 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 8/31-12/14 (no class 11/23)

7-8:50pm

CSUDH LCH A-204 & A207

\$128

Is *Writing* your interest?

See the Business Section for:

- *Writing Travel Articles That Sell*
- *How to Publish Your Own Book*
- *Writing Query Letters That Work*

Earn a Master of Arts in the Humanities[®] At Home by Correspondence and/or Computer



The Humanities External Degree Program provides a broad interdisciplinary exposure to all areas of the Humanities: **Literature, History, Philosophy/Religion, Music and Art** (as well as Film and Cultural Diversity). Courses are completely by correspondence (either by mail or by computer via the Internet) and are fully accredited.

For more information or a program catalog and application:



Humanities External Degree Program

California State University, Dominguez Hills
1000 East Victoria St. SAC2-2126
Carson, CA 90747 USA



Voice: **(310) 516-3743**
Monday - Friday 8am-4pm (Pacific)



FAX: **(310) 516-4399**
24 hours/day, 7 days/week



World Wide Web:
<http://dolphin.csudh.edu/~hux/huxindex.html>



Internet E-mail:
huxonline@dhvx20.csudh.edu

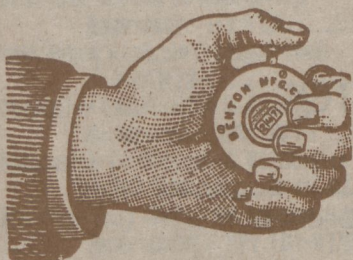


designed by Anissa Barton-Thompson

American Language and Culture Program

Classes for non-native speakers who need better English skills for education and industry

See the English as a Second Language Section



In need of computer skills?

See the computer section

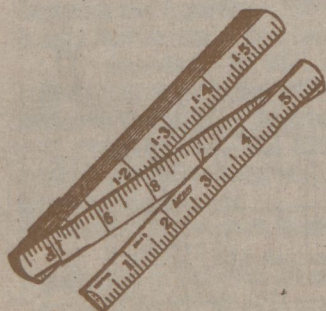
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Help! Help! Computers

Introduction to Pagemaker

Introduction to QuarkXPress on the Mac

Medical Insurance Computer Billing



arts &
humanities



Omnimore Society

Over 50? ("seasoned") Like to stretch your mind? Enjoy intellectual discussions?

Omnimore 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:

- *In Search of Human Nature*
- *Vital, Productive Aging*
- *Great Composers, Group I*
- *Theoretical & Particle Physics*
- *Writers' Workshop*
- *The Search for Utopia*
- *Great Composers, Group II*
- *Rivers of the World*
- *The Supreme Court and The Law*

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:
Omnimore, PO Box 7000-23,
Redondo Beach, CA 90277**

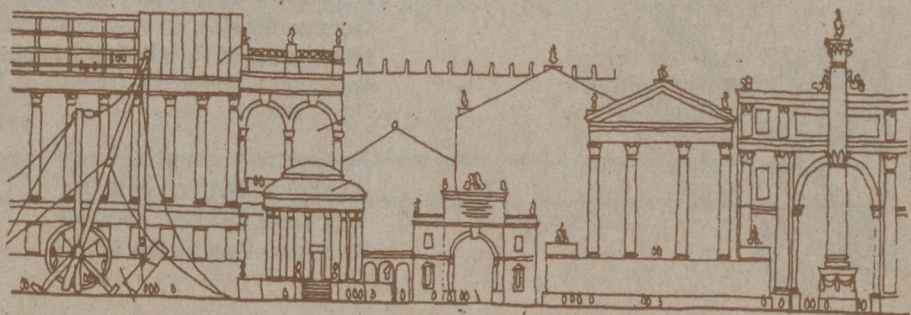
THEATRE CONSERVATORY

California State University Dominguez Hills and The Odyssey Theatre

Participants can gain valuable experience in stagecraft while working alongside professionals in productions at the Odyssey Theatre.

The Odyssey Theatre, with a 27-year history in Los Angeles, is located at 2055 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 in production. 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. Find out how to earn university credit or just gain valuable theatre experience this fall in the CSUDH/Odyssey Theatre Collaboration. Participants need not be enrolled at CSUDH. For more information, contact Karen Blank at CSUDH Extended Education (310) 516-3998.



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business

CERTIFICATE AWARD IN CONSTRUCTION MANAGEMENT

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 815 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 872 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 873 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 875 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 statements, 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 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 1995 Schedule

CMX 915-01 Construction Project Management I

3 CEUs

Sch no: 42882

W. John Irwin II, PE

10 mtgs: Wed 9/13-11/15

6:30-8:30pm

CSUDH SAC 1108

\$185

CMS 973-01 Legal Aspects of Construction Management

3 CEUs

Sch no: 42884

Jason Wallace, Esq., Managing Partner,
J.K. Wallace & Associates.

10 mtgs: Tue 9/12-11/14

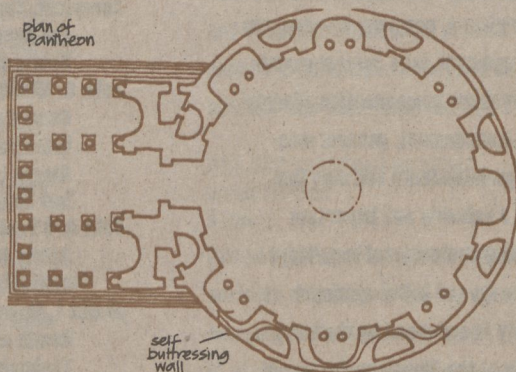
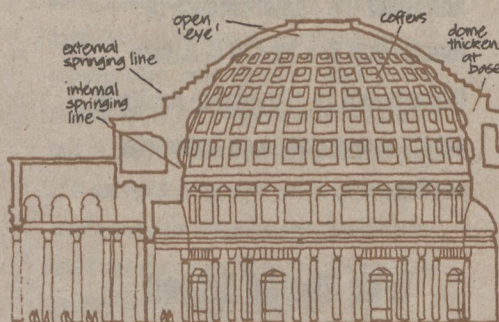
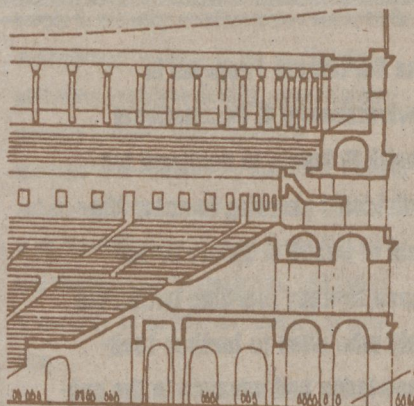
6:30-8:30pm

CSUDH SAC 1104

\$185

To register call
(310) 516-3741

business
certificates



CERTIFICATE AWARD IN ENVIRONMENTAL & OCCUPATIONAL HEALTH & SAFETY

The Certificate Program in Environmental & 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, workers 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 meet the needs of several industries. Each course offers Continuing Education Units (CEUs).

Professional Advisory Committee

Thomas S. Butler, CSP, Los Angeles
Metropolitan Water District
Charles Cacha, PhD, Safety/Ergonomics,
CSP, ARM, Ergonomics Consultant,
and has taught courses at CSULA,
USC, and in the military and private
industry.

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 the National
Safety Council

John C. McCullar, PhD, is a
Consultant in Violence in the
Workplace and Drug Abuse
Among Employees, and a retired
law enforcement officer.

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

James L. Unmack, CSP, CIH, PE,
Health and Safety Director, Earth
Technology Corporation

The Schedule

Students may attend classes in any order according to their needs. Courses are offered in the evenings and/or on week-ends. The Program can be completed in a one-year period.

The Location

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

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 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, plus systematic and practical analysis of hazards. Discussion of applicable safety protection: engineering, education and personal protection.

HEX 918 Violence in the Workplace: Safety & Security

3 CEUs

A study of the relationships between safety and security procedures as they relate to the employee in the workplace. Topics will include:

safety & security relationships research & methodology; violence in the workplace; patrolling premises liability; abnormal personality profiles; investigation of mishaps/near-miss/injury incidents; control substance abuse programs; Americans with Disabilities Act; legal constraints; critical thinking/task assignments; and safety & security as an interdisciplinary profession.

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.

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. (OR HEX 919)

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 fac-

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certificates

tors 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 934 Fundamentals of Industrial Hygiene

3 CEUs

Introduction to the science and art of industrial hygiene, with emphasis on the different ways of measuring employee exposures to hazardous chemicals and physical agents. Basic toxicology, how chemicals and physical agents interact with the human body, and how people can protect themselves through personal protective devices, engineering controls and work practices will be discussed.

HEX 940-01 Confined Spaces

Elective 1.5 CEUs

This course is designed to inform students of the identification and hazards of confined spaces, and the monitoring of atmospheres as well as the elements of the Cal/OSHA Confined Space Regulation. Monitoring equipment, permit system, rescue and emergency preparation will be covered.

Fall 1995 Schedule

HEX 900-01 Foundations of Safety & Health Programs

Core 3 CEUs Sch no: 42868

John A. O'Toole, PhD, Health & Safety Consultant, CAL/OSHA Consultant.

10 mtgs: Mon 8/28-11/13

8:50-9:50pm

CSUDH SAC 1107

\$350 (plus \$40 materials fee payable to instructor in class)

HEX 930-01 Industrial Accident Investigation

Core 3 CEUs Sch no: 42870

John O'Toole

10 mtgs: Wed 8/30-11/1

8:50-9:50pm

CSUDH SAC 2101

\$350 (plus \$50 materials fee payable to instructor in class)

HEX 928-01 Industrial Occupational Health & Safety Law

Core 3 CEUs Sch no: 42871

Don Christian, JD, Loyola U., MA Health Science, CSULA, attorney and teacher of Health & Safety law & OSHA law at CSULA.

10 mtgs: Tue 10/3-12/12

(no class 11/21)

8:30-9:30pm

CSUDH SAC 1108

\$350

HEX 931-01 Introduction to Workers' Compensation

Elective 3 CEUs Sch no: 42872

Dolores Johnson, BSBA, University of Phoenix, Certificates in Labor Relations and Occupational Safety.

10 mtgs: Thu 10/12-12/14

(no class 11/23)

8:50-9:50pm

CSUDH SAC 2107

\$350

HEX 940-01 Confined Spaces

Elective 1.5 CEUs Sch no: 42873

Dan Leiner, MS, CSUN, Health Science, Environmental & Occupational Health option. Associate Industrial Hygienist, Cal/OSHA.

2 mtgs: Sat 11/4 & 11/11

8am-5pm

CSUDH SCC E153

\$185 (plus \$25 materials fee payable to instructor in class)

HEX 949-01 Advanced Accident Investigation

Elective 1.5 CEUs Sch no: 42874

Study of intricate injury, illness, near-miss, mishap, and fatality events in the workplace. Focus on is on collection, identification, and evaluation of evidence and the prevention of accidents & psychological factors in the industrial setting.

John O'Toole

5 mtgs: Wed 11/8-12/13

(no class 11/23)

8:50-9:50pm

CSUDH SAC 2101

\$185 (plus \$25 materials fee payable to instructor in class)

REMEMBER TO BUY A
PARKING PERMIT
\$1.50 AT THE
ENTRANCE TO EACH
CAMPUS PARKING LOT!

CERTIFICATE AWARD IN INTERNET BUSINESS & MARKETING

business
certificates

The Certificate Program in Internet Business and Marketing can be an important addition to your personal or business profile. It informs customers and employers that you have chosen to explore and understand this huge and new communications and marketing medium. The Internet is the Super Information Highway. Personal interests, business and career opportunities abound as the Internet doubles in size each year.

Who Should Attend

Anyone who desires to have access to information provided from the Internet can benefit from this program. Participants will learn how the Internet works, how to find and access information, and how to communicate with people from all over the world. People with a message to share, special interest groups, advertising agencies, sales and marketing professionals, small businessmen, entrepreneurs and all companies who buy any type of advertising will learn how to start sharing their messages and increase sales.

The Certificate

Those participants who successfully complete all four courses will be awarded a Certificate of Completion.

The Instructor

Ronald J. Servino, MBA, Seattle International University, is an experienced trainer and designer of employee development programs.

The Courses

Internet Fundamentals

CIX 907

.3 CEUs

An introduction to the concepts, vocabulary, and intricacies of the World Wide Web. Learn how to chat with people in Australia, Japan, Europe and 110 other countries for free! Access computer graphics and all sorts of research-rich data bases. Tap university libraries. Earn a college degree without leaving your home. Play games, download free software, buy products and services, even start your own business. Instantly send and receive E-mail anytime, anywhere around the world, for free. This course provides an overview and covers all you need to know to get started on the Internet, including how to gain access, what software to use, the costs, terms and commands you must know, and proper protocols to use so veteran users won't be offended. Free access software.

Surfing The Internet

CIX 908

.8 CEUs

Prerequisite: Internet Fundamentals. Limited to 20.

In Internet Fundamentals you learned what the Internet is and how it is designed. This course will provide instruc-

tion on how to load and configure the software that is needed to actually go online. Students will try out various software products before making an investment on their own. In addition, course includes hands-on instruction on how to use: E-Mail, NetScape, Archie, Veronica, Gopher, Lynx, World Wide Web Access, Downloading with FTP and Telnet.

How to Conduct Business on the Internet

CIX 909

.8 CEUs

Literally sell your products and services to 55 million well-educated, affluent people. Market your products around the world instantly. Within a few brief hours you will discover how to access the Internet, what it costs, how to get started, who's using it, and what's selling. Tour the hottest advertising methods. Over 100,000 new customers are coming online each month. (Lecture format)

Building Your Business: Home Page Design Techniques

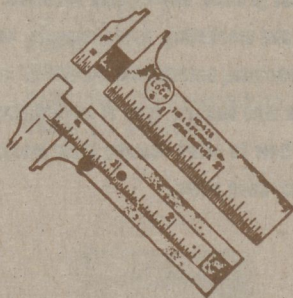
CIX 910

.8 CEUs

Nine hours of hands-on computer training — Visit and interact with numerous commercial sites, learn how to register your own domain name, discover how to build your own home page, how to create hotlinks that take your prospects to wherever you want them to go. Find out how to post advertisements about your business without violating the unwritten rules of netiquette. Learn how to promote your business using news groups, what's new and home page design techniques.

CERTIFICATE AWARD
IN INTERNET
BUSINESS &
MARKETING
CLASSES
WILL BEGIN IN
JANUARY, 1996

CALL SCOTT MACKAY AT
(318) 516-3355 FOR MORE
INFORMATION & CLASS
SCHEDULE



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 trimester. Six courses taught by field professionals give the participant a strong, comprehensive background of the material. The Certificate Award in Mortgage Banking is awarded upon successful completion of six courses. Those with little or no experience are required to take Fundamentals of Mortgage Banking first. Attendance requirements 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 fulfilling established performance criteria will result in the awarding of the Certificate to those who complete 155 hours of instruction. 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 at 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 are included.

BUX 923 Mortgage Law and Compliance 3 CEUs

Prerequisite: Fundamentals of Mortgage Banking

business
certificates

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 reconveyance after loan payoff. Also included will be 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 be focused 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 closings. Lecture, discussion and case studies will be included.

Fall 1995 Schedule

BUX 917-01 Fundamentals of Mortgage Banking

3 CEUs

Sch no: 42848

Dawn E. Kurtz, instructor, is a consultant to the Mortgage Banking industry.

10 mtgs: Sat 8/26-10/28

10am-1pm

FCC Rm 7

\$275

BUX 917 Loan Origination

2.5 CEUs

Sch no: 42849


David Everett, owner and President of Everett Financial Group.

10 mtgs: Wed 9/13-11/8

6:30-8:30pm

FCC Rm 7

\$230



FCC & RBCC are in
Redondo Beach!
See map pg. 86

Considering a
Mortgage Loan?

Be Savvy! Take classes in the Real Estate Appraisal Certificate Program and learn how to determine the true value of a property you're interested in buying. See page 27.

To register call
(310) 516-3741

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 8:30-10:00pm on the CSU Dominguez Hills campus in Carson. The classrooms are located in the South Academic Complex (SAC) unless otherwise indicated. A parking fee of \$1.50/day is charged on the campus.

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.

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 marketplace. 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 Scott MacKay, 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

business
certificates

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, set-up reduction, uniform scheduling, pull systems and Kanban, supplier relations, and worker involvement. TQC encompasses all phases of manufacturing operation, from design engineering to delivery, to ensure that no defective parts are produced. Also included are process control, quality at the source, and cause & effect analysis.

Fall 1996 Trimester

Begins Week of 9/11/96

PIX 319-01 Introduction to Materials Management

Seq No: 42801
Thu 8:30-10pm
CSUDH SAC 1102
\$384

PIX 318-02 (92) Introduction to Materials Management

Seq No: 42802
Tue 4-6:30pm
CSUDH ERC A103
If taking over TV at a company site, specify that you are taking sec 92, seq no 42803, and add \$90 to the fee below.
\$384

PIX 321-01 Material Requirements Planning & Purchasing

Seq No: 42804
Tue 8:30-10pm
CSUDH SAC 1102
\$384

PIX 322-01 (91) Capacity & Priority Management

Seq No: 42805
Thu 4-6:30pm
CSUDH ERC A103
If taking over TV at a company site, specify that you are taking sec 91 seq no 42806 and add \$90 to the fee below.
\$384

Winter 1996 Trimester

Begins week of 1/8/96

PIX 319-01 Introduction to Materials Management

Seq No: 10003
Thu 8:30-10pm
CSUDH SAC 1104
\$384

PIX 319-02 (92) Introduction to Materials Management

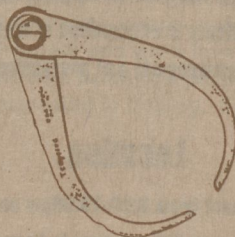
Seq No: 10004
Tue 4-6:30pm
CSUDH ERC A103
If taking over TV at a company site, specify that you are taking sec 92, seq no 10005, and add \$90 to the fee below.
\$384

PIX 322-01 Capacity and Priority Management

Seq No: 10006
Tue 8:30-10pm
CSUDH SAC 1102
\$384

PIX 324-01 (91) Just-in-Time/Total Quality Control

Seq No: 10007
Thu 4-6:30pm
CSUDH ERC A103
If taking over TV at a company site, specify that you are in sec 91 seq no 10008, and add \$90 to the fee below.
\$384



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

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 per week, a total of five hours. Enrollment is accepted on an individual basis, and a certificate of achievement is awarded upon the completion of any six courses, which can be completed in six month's time.

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, on-site instruction only.

The Cost

Each course costs \$85 and meets for two evenings per week 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 979 Success Skills in Supervising Cultural Diversity

.5 CEUs

Each participant will learn to: understand cultural diversity as a positive difference 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 that 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 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 performances. 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 that make your job easier, more effective and more enjoyable for both you and your employees with team-building techniques.

BUX 976 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 communication skills required by the supervisor. Learn how to give meaningful work assignments. Listening skills will enable you to be more helpful to others and 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 977 Team-Building Concepts & Strategies

.5 CEUs

Learn to recognize elements that 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.

profiles, and apply individual team-building skills balance sheets. Separate myth from reality in a team-building scenario. Learn to recognize specific characteristics of effective team actions.

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 and increase personal productivity by working more effectively by being better organized.

BUX 979 Coaching for Improved Work Performance

.5 CEUs

The objective of effective coaching is to modify 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 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 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 reasons why some appraisal systems are disliked and ineffective. Learn to understand what you should and should not appraise, how to utilize the job description and job standards during evaluations, and how to consider ideas presented in several audiovisual case studies. Participants will learn

to avoid the most common pitfalls in rating performances, how to prepare complete appraisal interview documentation and how to be more objective and less subjective during the interview.

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. By understanding differences in management "styles", participants relate to different actions of the boss, subordinates, customers and contemporaries.

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 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. emergency 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

and improve team building between management and staff.

BUX 986 Legal Aspects of Supervisory Actions - Legal II

.5 CEUs

Issues such as sexual harassment and the Sexual Harassment Law with sample cases will be examined, and methods for applying preventive actions, such 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 984 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 by an employment interview. The coaching interview will inspire participants to become more career-oriented, while the counseling interview will help participants 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 985 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

business
certificates

job ad, employee requisition and how to use the job description and application form in the employment interview will also be covered.

business
certificates

BUX 897 Positive Discipline Strategies

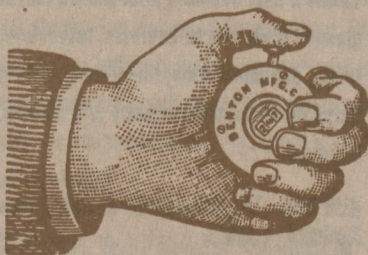
.5 CEUs

Learning 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 discipline fairly. 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.

Ever wanted to know
how to
INVEST IN THE STOCK
MARKET?

Turn to page 35 for
courses that will teach
you how!



To register call
(310) 516-3741

Fall 1995 Schedule

BUX 874-01 Delegation Techniques & Strategies

.5 CEUs

Sch no: 42854

2 mtgs: Mon 10/2, 9

7-8:30pm

CSUDH SAC 1106

\$85

BUX 875-01 Introduction to the Role of the Supervisor

.5 CEUs

Sch no: 42855

2 mtgs: Mon 8/28-9/11

7-8:30pm

CSUDH SAC 1106

\$85

BUX 876-01 Communication & Listening Skills Workshop

.5 CEUs

Sch no: 42856

2 mtgs: Mon 9/18, 25

7-8:30pm

CSUDH SAC 1106

\$85

BUX 878-01 Coping with Stress & Reducing Organizational Conflict

.5 CEUs

Sch no: 42857

2 mtgs: Mon 11/13, 27

(no class on 11/20)

7-8:30pm

CSUDH SAC 1106

\$85

BUX 884-01 Productivity Motivation

.5 CEUs

Sch no: 42858

2 mtgs: Mon 10/16, 23

7-8:30pm

CSUDH SAC 1106

\$85

BUX 885-01 Time-Management Strategies Workshop

.5 CEUs

Sch no: 42859

2 mtgs: Mon 10/30 & 11/6

7-8:30pm

CSUDH SAC 1106

\$85

BUX 884-01 Conducting Effective Employee Interviews

.5 CEUs

Sch no: 42860

2 mtgs: Mon 12/4, 11

7-8:30pm

CSUDH SAC 1106

\$85

CERTIFICATE IN PURCHASING

The Certificate Program in Purchasing is 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 valuable training. 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 \$384. 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.

Call Scott MacKay
at (310) 518-3355

business
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Location

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

Requirements

PIX 320 Inventory Management and Master Planning

PIX 318 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)

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

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studies, students explore real-world application of purchasing concepts including: specification, standard-

ization, simplification, supply, legal and ethical issues, partner-shipping, 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 1995 Trimester

Begins week of 9/11/95

PRX 200-01 Purchasing Fundamentals

Seq no: 42799

Thu 6:30-10pm

CSUDH SAC 1104

\$384

PRX 310-01 Cost-Price Analysis & Negotiation

Seq no: 42800

Wed 6-8:30pm

CSUDH SAC 1102

\$384

Please see PRODUCTION AND INVENTORY CONTROL Section for information on PIX 319 & 320.

Winter 1996 Trimester

Begins week of 1/8/96

PRX 200-01 Purchasing Fundamentals

Seq no: 10001

Wed 6:30-10pm

CSUDH SAC 1102

\$384

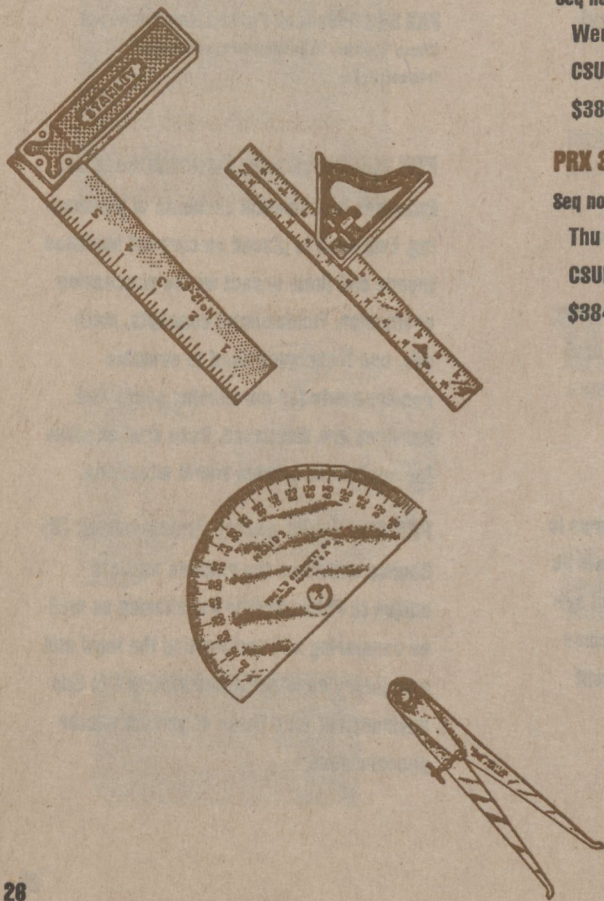
PRX 330-01 Public Sector Procurement

Seq no: 10002

Thu 6:30-10pm

CSUDH SAC 1104

\$384



CERTIFICATE AWARD IN REAL ESTATE APPRAISAL

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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 of California.

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 Summer '95
- **Offered Fall '95
- ***Offered Spring '96

**REMEMBER TO REGISTER IN
ADVANCE!**

CALL (810) 518-8741

The Courses

FIX 901 Real Estate Economics 3 CEUs

A broad understanding of real estate economics is critical to valuation of real prop-

erty. 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 in 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 902 Real Estate Valuations 1.5 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 the 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 1.5 CEUs

This approach to real estate appraisal is reviewed by 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 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 discussion of public interest, private rights, undivided interests, corporate ownerships and lease interests. Narrative-reporting procedures of legal considerations and partial interests are included.

FIX 907 Income Approaches to Real Estate Appraisal 3.0 CEUs

Discussions of the income approaches address both residential properties and investment properties, progress to income capitalization, analysis of cashflows, discounted cashflows, capital gains, analysis of expenses, direct capitalization, band of investments, 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 approaches 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, the unit in place, quantity survey & building measurement.

FIX 910 Uniform Standards of Professional Appraisal Practice 1.8 CEUs

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

FIX 912 Cost Approaches to Real Estate Appraisal 1.8 CEUs

Class covers the relation of cost approaches to appraisal principles including applicability & limitations. Included are 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 and narrative report writing of the cost analysis.

business
certificates

Fall 1995 Schedule

FIX 903-01 Fundamentals of Construction & Land Valuation

1.5 CEUs

Sch no: 42886

Staff

5 mtgs: Wed-Thu 9/6-20
6:30-9:45pm
RBCC rm 8
\$150

FIX 904-01 Sales Comparison Approaches to Real Estate Appraisal

1.8 CEUs

Sch no: 42887

Staff

6 mtgs: Wed-Thu 9/21-10/12
(no class 9/27)
6:30-9:45pm
RBCC rm 8
\$165

FIX 907-01 Income Approaches to Real Estate Appraisal

3.0 CEUs

Sch no: 42885

Staff

8 mtgs: Wed-Thu 10/18-11/30
(no class 11/15 & 11/23)
6:30-9:45pm
RBCC rm 8
\$330

FIX 912-01 Cost Approaches to Real Estate Appraisal

1.8 CEUs

Sch no: 42888

6 mtgs: Wed-Thu 12/6-21
6:30-9:45pm
RBCC rm 8
\$165

CERTIFICATE IN TECHNICAL WRITING

business
certificates

Who Should Attend

Anyone who is interested in becoming a technical writer may take these courses. The program introduces students to the many aspects of contemporary technical writing practice and to help 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 with 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, 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 for 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 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 configurations, 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.

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.

business
certificates

When was the last
time you kicked up
your heels and went
dancing?

Take a look at our
fun and exciting
dance classes for
singles and couples
on pages 77 & 78.

Fall 1995 Schedule

BUX 905 Technical Writing Fundamentals

3 CEUs

Sch no: 42850

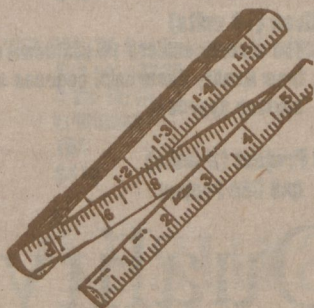
Staff

10 mtgs: Tue 9/12-11/14

6:30-9:30pm

CSUDH SAC 1110

\$165



MASTER OF SCIENCE

QUALITY ASSURANCE

California State University,
Dominguez Hills offers a Master
of Science Degree in Quality
Assurance and Graduate
Certificates off-campus in
Anaholm at
Fairmont Private School
1557 W. Maple Street
Anaholm
and in
San Diego at
P.B.H.
8006 Engineer Road
San Diego

Who Should Attend

Quality Assurance is practiced by members of management in manufacturing, engineering, service industries, and government interested in applying Quality 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 final project are used to provide a well-rounded learning experience.

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 completed 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 from CSUDH. The courses listed must be completed with at least a 3.0 (B) average, and a final 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.

All MSQA programs available in-house
at your site. Contact Scott MacKay
(310) 516-8355

Core Courses(12 units)

QAS 515 Human Factors in Quality Assurance (3)
QAS 518 Quality Administration & 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

Quality

Fall 1995 Schedule

On Campus or Over TV

QAS 513-71 Statistical Quality Control & Sampling (3)

Sch no: 42834

A. Golant

15 mtgs: Fri 9/1-12/8

11am-2pm

CSUDH ERC E133

\$414 (If taking over TV, register for 42835, sec 81, and add \$90)

QAS 515-71 Human Factors in Quality Assurance (3)

Sch no: 42822

E. Watson

15 mtgs: Mon 8/28-12/4

11am-2pm

CSUDH ERC E-133

\$414 (If taking over TV, register for 42823, sec 81, and add \$90)

QAS 516-71 Measurements & Testing Techniques (3)

Sch no: 42825

E. Watson

15 mtgs: Wed 8/30-12/8

11am-2pm

CSUDH ERC E-133

\$414 (If taking over TV, register for 42824, sec 81, and add \$90)

QAS 595-71 Special Topics: Directed Study (3)

Sch no: 42831

8/28-12/15

E. Watson

TBA

\$414

QAS 598-71 Project (3)

Sch no: 42821

8/28-12/12

E. Watson

TBA

\$414

QAS 800-71 Continuation Project (3)

Sch no: 42830

8/28-12/15

E. Watson

TBA

\$414

Anaheim

QAS 514-71 Advanced Experimental Design (3)

Sch no: 42826

Staff

15 mtgs: Mon 8/28-12/5

8-9pm

\$414

QAS 518-71 Quality Administration & Productivity (3)

Sch no: 42827

S. McFarran

15 mtgs: Mon 8/28-12/4

8-9pm

\$414

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

Sch no: 42828

J. Speer

15 mtgs: Mon 8/28-12/4

8-9pm

\$414

QAS 531-71 Customer Satisfaction & Quality Assurance (3)

Sch no: 42829

15 mtgs: Tue 8/29-12/5

8-9pm

\$414

San Diego

QAS 510-71 Advanced Probability & Statistics (3)

Sch no: 42836

T. Vaden

7 mtgs: Alternating Sat 9/2-11/18

9am-4pm

\$597

QAS 511-71 Quality Administration & Productivity (3)

Sch no: 42832

W. Trappen

7 mtgs: Alternating Sat 9/8-12/2

9am-4pm

\$597

QAS 512-71 Reliability (3)

Sch no: 42833

M. Krasich

7 mtgs: Alternating Sat 9/2-11/26

9am-4pm

\$597

business
certificates

Assurance

MASTER OF SCIENCE IN QUALITY ASSURANCE - SERVICE

"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.**

The Program

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 is growing rapidly.

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.

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 program in approximately two and one-half years (5 semesters and a summer) depending on personal schedule 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 (8 units)

QAS 599 Project

Call Scott MacKay at

(310) 516-3355

for MSQA - Service Information

Investment Strategies & Tactics

BUX 942-01/02 1.5 CEUs Sch no: 42851-2

This course emphasizes valuation of securities, as well as strategic and tactical asset allocation. Specific topics include security types and markets, bond and equity analysis, options and financial futures, hedging strategies, portfolio investment processes, portfolio objectives and constraints, asset classes and investment style, efficient asset allocation, performance monitoring, empirical evidence of market timing and security selection by mutual funds and other investment managers, and forecasting multi-period future wealth probability distributions. Students will be given copies of IBM/compatible datasets in Lotus 1-2-3 WK 1 format, and an asset allocation software package which calculates mean-variance efficient frontiers for up to 50 securities. Access to Lotus 1-2-3, or Microsoft Excel, or a statistical/scientific calculator is recommended. Only high-school algebra is required to follow the course and textbook discussions. Required textbook: *Investment: Concepts, Analysis, Strategy*, 4th ed. by Robert Radcliffe. Cost approximately \$85 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.

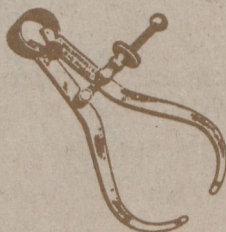
6 mtgs: Tue 9/19-10/24

6:45-8:30pm

FCC Rm 8

\$69 individual BUX 942-01 42851

\$89 spousal couple BUX 942-02 42852



Discover Easy Money Strategies for Retirement

BPF 102-01/02 Noncredit

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 IRAs, lump-sum distributions, estate planning, and asset management. **Chris Miloe, MBA**, Registered Investment Advisor, Advisory Associate, Albitz, Miloe & Associates; and **Stephen Connors, MBA, CFP**, Branch Manager, Financial Network
3 mtgs: Tue 9/12, 19, 26
7-8:30pm
RBCC Rm 8
\$35 individual BPF 102-01
\$45 spousal couple BPF 102-02

Investing in the Stock Market

BIN 101-03/04 Noncredit

Learn how to become a better stock investor in this fast-paced, informative class. Discover proven research techniques and trading strategies, including a simple set of rules which can be used to avoid making the most common investment mistakes. Find out how you can analyze stocks using the latest software for your personal computer.

Note: This class consists of a single meeting which is being offered on two alternate dates. Choose one session only. **Steven J. Scorra, BBA**, is 2nd VP and Financial Consultant at Smith Barney in Torrance.

Session I: 1 mtg: Wed 9/13

6:30-8pm

FCC Rm 8

\$20 individual BIN 101-03, \$30 spousal

couple, BIN 101-05

Session II: 1 mtg: Wed 10/4

6:30-8pm

FCC Rm 8

\$20 individual BIN 101-04, \$30 spousal

couple, BIN 101-06

business

Importing and Exporting: Your Guide to Fortune and Fulfillment

BIX 101-01

Noncredit

business

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 & procedures

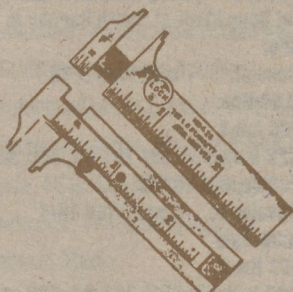
Expert guest speakers will provide additional information. Importing represents a substantial portion of the nation's business, and it is especially important to California. Dr. Sinclair D. Rimmon is president of S. Rimmon and Co., Inc., an importing company, and author of *Importing: Your Guide to Fortune and Fulfillment*.

1 mtg: Sat 11/18

10am - 3pm

FCC rm 7

\$38 (plus \$15 materials fee payable to instructor)



How to Keep Books for a Small Business

B88 104-01

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 are: how to record expenses and income, how to set up files and records for easy retrieval, how to set up a petty cash fund, how to maintain receipts, how to prepare monthly billing. Workbook is included, along with blank master forms that can be used in your business.

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

1 mtg: Mon 10/16

6-8:30pm

RBCC rm 8

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

Small Business Tax Workshop

B88 105-01

Noncredit

Whether you're just starting a business, currently own or run a small business, or even if your 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
- New tax law highlights
- Record-keeping methods
- General tax tips/self-employment tax & estimated tax
- Basics of preparing a business tax return
- Expense deductions & depreciation

David Westerfield

1 mtg: Wed 11/15

6-8pm

RBCC rm 8

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

How to Win & Collect Your Small Claims Case

BPR 101-01

Noncredit

Empower yourself with the legal skills necessary to collect your debts and avoid having to hire an attorney. Learn the legal procedures and forms to utilize the inexpensive and quick Small Claims Court system to collect up to \$5,000. Be able to persuasively prove your case in less than 15 minutes using documents, witnesses and diagrams. Learn how to locate the party you are suing as well as what assets he/she possesses to satisfy your court judgment. Take action on the money due you and/or your business.


Kenneth Gaugh, JD, is the owner of Small Claims Connection and counsels those who can benefit from Small Claims Court.

1 mtg: Thu 8/7

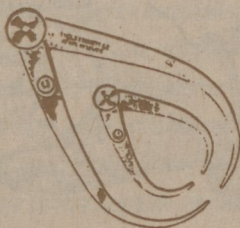
7-8:30pm

RBCC Rm 7

\$60 (plus \$20 materials fee payable to the instructor in class)



FCC & RBCC are in
Redondo Beach!
Map on page 88



How to Publish Your Own Book : Preparation and Production

BMK 104-01

Noncredit

business

If you've got a nonfiction book inside you, particularly a how-to, you're halfway to earning a \$50,000 profit. If that book meets a need, solves a problem, or resolves a frustration, head for the bank! Why not publish it yourself and earn 4-10 your fee from a regular publishing house? Then earn another \$50,000 or much more, from the sale of spin-off or related rights and products? Gordon Burgett's system explains what to do in a clear, step-by-step manner that shows the rationale, process and order, plus some guides that will make publishing your book easier still. There's no magic to Burgett's message. Using the TCE system from his recent book *Self-Publishing to Tightly-Targeted Markets*, you will learn:

- How to pick topics that always sell well
- How to find specific and eager buyers before you write the first word
- How to test your potential profits before you invest time or money
- The steps you take to plan, test, design, prepare, produce, sell and expand your book
- Where to find the best books, guides, distributors & outlets
- How to receive 50% of the order in four weeks, 98% of it in 13 weeks
- How to sell every book you publish
- How to double that book's earnings by other means

A 24-page free workbook includes an organizational calendar, a current bibliography, two sample news releases, and a model evaluation form, plus guidesheets about publicity, mailing lists, locations, flyer/brochure preparation, budget, content and organization, and how to get on the college lecture circuit.

Gordon Burgett, national seminar presenter and author of many how-to books.

1 mtg: Tue 9/19

6-10pm

FCC Rm 7

\$50

Writing Travel Articles That Sell

BMK 108-01

Noncredit

Why not make money by traveling -- and

create a tax deduction at the same time? Travel writers do it and so can you!

Nothing sells as well or as widely as travel, and if you

know the tricks and can match words to sites, this is an excellent field for both beginners and more experienced writers from other genres.

In four hours, Gordon Burgett, author of *The Travel Writer's Guide*, will show you how you, like the professionals, can complete two-thirds of the work before you leave on your trip, write two stories en route, sell the same articles to newspapers and magazines, and often double your income through photography.

The program and how-to workbook will also show:

- Where to find ever-eager markets
- The five-step planning process for "the big trip"
- What you must do before you leave to justify the tax deductions, and what to do if you didn't
- How and when you mail your slides and photos
- When you use first person --and when you don't
- New ways to slant travel copy

Travel writing has more "musts" than any other kind of writing. But that's simple for you: and you must take this seminar if you have a trip in mind (or just completed) that you want to convert from fun to profit!

Gordon Burgett

1 mtg: Wed 9/27

8-10pm

FCC rm 8

\$45

Writing Query Letters That Work

BMK 105-01

Noncredit

Professionals don't write articles or non-fiction books first, then send them in. They write query letters that both sell their idea or concept and show how they can bring that topic alive in a page or two of scintillating text. Then, with an editor's enthusiastic blessing (and often pre-prep guidance), they write copy that sells.

In four fast hours Gordon Burgett will:

- quickly explain the process from the editor's perspective
- show the query's physical format, plus when to submit by E-mail or Fax
- explain how the process differs for book agents, with specific examples

then guide the participants through three in-class writing exercises: a query each for a magazine editor, a book buyer, and an editor seeking reprints or second rights. For years Burgett's students have requested immediate feedback on their writing.

Here's your chance: plenty of no-nonsense response mixed with fun and inspirational guidance. And who better? Burgett's *The Writer's Guide to Query and Cover Letters*, now in its fourth edition, is the best-selling query book ever written, twice a Writer's Digest Book Club top selection.

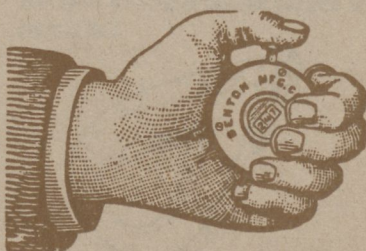
Gordon Burgett

1 mtg: Wed 9/20

8-10pm

FCC rm 8

\$45 (includes workbook)



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. Begin with the basics and develop a clear and concise understanding of each coding system and how it relates to others to help formulate an accurate insurance claim that will maximize reimbursement. Sandra Collins is Vice President of Giles & Associates, a medical consultant, a medical billing service owner and a graduate of UC Riverside.

2 mtgs: Sat 9/9 & 9/10

9am-5pm Sat 9/9

9am-2pm Sun 9/10

FCC Rm 8

\$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: Sat 10/7 and Sun 10/8

9am-5pm Sat 10/7

9am-2pm Sun 10/8

FCC Rm 8

\$110 (plus required text:

ICD9CM Vols. I & II plus \$5

materials fee payable to instructor in class)

business

How to Start & Operate Your Own Billing Service

BMB 402-01

Noncredit

Medical insurance billing knowledge required

Overhead costs are steadily increasing for physicians in private practice. Doctors are avidly searching for cost-effective measures to cut their operating expenses. One trend is to use independent contractors who work from their homes instead of incurring the cost of hiring and maintaining full-time employees. 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 11/4

1-5pm

CSUDH SAC 1104

\$45 (plus \$5 materials fee payable to instructor in class)

See accompanying course: Medical Insurance Computer Billing in Computer Section, page 48.

order textbooks
from CSUDH
Bookstore
(310) 516-3829

business

**A
High-
Quality**

MBA Program

**TELEVISED ON
KLCS Ch 58
starting
August 26!
Earn an MBA from
The School of
Management at
California State
University,
Dominguez Hills 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 and e-mail through the Internet at other times. Classes will be broadcast on Saturdays and Sundays. A total of 45 semester units is required for the degree (15 units of core business coursework, 21 units of advanced seminar course work, and 9 units of electives).

Those with business degrees from accredited colleges or universities may be exempt from the 15 core business units. Please contact the CSUDH M.B.A. Office (310) 516-4162 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 fourteen-week session, including two weeks for evaluation and project presentations.

The seven graduate seminar courses will also be presented as twelve-week sessions with two weeks for evaluation and project presentations. Nine hours of electives 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 \$199 per credit unit over KLCS. (For those students who would prefer to attend classes live in-studio, the cost is \$169 per credit unit.) Staff of the M.B.A. Office at California State University, Dominguez Hills can answer questions regarding curricula and admissions. Please call (310) 516-4162 (FAX 310/516-4178) or e-mail "TVMBA@dhvx20.csudh.edu" for additional information.

Compare the value of this program!

Although the cost per unit is higher for the MBA program than for regular CSUDH units, you realize if you have considered attending other area universities for an MBA program, that the cost of a completed degree can be three times that of the CSUDH degree. Combined with the convenience of taking courses over KLCS, no commuting time and expense, you realize even more savings for this important step in your career!

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:

Management/Marketing

Economics/Finance

Business Law/Production Operations

Business Computing/Statistics

Financial 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

Electives

9 units or 3 courses

These 3-unit courses include topics of contemporary importance to business: e.g., management information systems, total quality management, human resource management, regulatory law, and other subjects of interest to the business community.

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 or 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 and a 4.0 or higher on the Analytical Writing portion.
5. Submit official copies of transcripts of all previous college work to the M.B.A. Office and to the Office of Admissions

business

**Same High-Quality MBA Program
Available to businesses & organizations on site by ITFS Technology!**

Call for a free brochure:

(310) 516-4162

**Earn a
Certificate of Completion in
Business Management
Take televised classes over KLCB
Channel 58 on weekends!**

Whether you are already in management or if you aspire to a management career, you will benefit from the information you will receive from this series of courses. Anyone wishing to improve his business skills may earn the Certificate--no formal admission to any university is required--all you need to do is register for the classes, pay your fees and enjoy the high-calibre presentations on Channel 58 in your own home. Cost of the program is \$199 per credit unit, or \$597 per 3-unit class. Call today for more information

(310) 516-4162

Certificate Programs

certificate
programs

EXTENDED EDUCATION

offers many unique certificate programs designed to assist the individual in gaining professional knowledge in several disciplines. Programs offer academic credit, applicable to a degree program, or professional credits.



Certificate Programs

Alcohol/Drug Counseling

Community College Teaching

Early Childhood Teaching/Administration

Orthotics

Prosthetics

Production & Inventory Control

Purchasing

Special Education-Resource Specialist

Quality Assurance

Certificate Programs Offering Continuing Education Units

Construction Management

Internet for Business & Marketing

Mortgage Banking

Environmental & 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, and complete the program in 1 1/2 years' time. Upon satisfactory completion of all nine courses, with a 2.5 grade point average, the student will receive a certificate of recognition of educational achievement and professional status. The certificate is widely recognized by alcoholism treatment centers.

certificate
programs

See listing page 66

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 masters degree in a subject area taught at the community college level, or be currently employed as an instructor in a community college. Length of certificate program is one year.

See listing page 59

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. Length of certificate program is one year.

See listing page 10

Early Childhood Education

The courses award upper-division, degree-applicable academic credit. A baccalaureate degree is not required of those who wish to participate in the program. In addition, participation in the certificate program is NOT necessary to take any of the 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). Length of certificate program is one year.

See listing page 64

Internet Business & Marketing

The Certificate Program in Internet Business and Marketing can be an important addition to your personal or business profile. It informs customers and employers that you have chosen to explore and understand this new and huge communications and marketing medium. The Internet is the Super Information Highway. Personal interests, business and career opportunities abound as the Internet doubles in size each year.

See listing page 15

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. Program may be completed in 1 year.

See listing page 15

Environmental & 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. Program may be completed in one year.

See listing page 12

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 89

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 19

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. A certificate is awarded upon completion of six courses.

See listing page 21

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 related 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 28

Special Education - Resource Specialist

The Special Education Resource Specialist plays many roles which are different from those 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 that 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 58

certificate
programs

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 85% 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) 516-8880.

See listing pages 32-34

Real Estate Appraisal

The Certificate Award in Real Estate Appraisal is designed to meet the educational 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 of California. Length of program is one year.

See listing page 27

Technical Writing

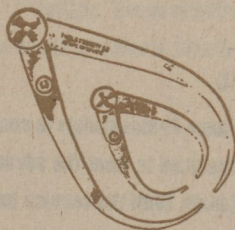
Anyone who is interested in becoming a technical writer may take these courses. The program serves to introduce students to the many aspects of the contemporary technical writing practices and to help them develop the skills that lead to effective technical communication. Career opportunities are found 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. Length of program is one year.

See listing page 30

COMPUTERS

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computers



To register
call
(310)
516-3741

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 8/27

8-8pm

RBCC rm 8

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

Medical Insurance Computer Billing

Medical Insurance Billing I sug. as a prerequisite.

BMB 301-01/02 Noncredit

Learn the basics of using a computer in medical insurance billing. Learn how to build a patient information database, 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. A review the information needed to set up a computerized medical insurance billing practice is included. Previous computer experience is not necessary.

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

Session I BMB 301-02

Tanya Reed

1 mtg: Sat 10/28

9am-noon

CSUDH SBS A110

\$79 (plus required text)

Session II BMB 301-01

Sandra Collins

1 mtg: Sat 11/4

9am-noon

CSUDH SBS A110

\$79 (plus required text)

NOTE: Limited to 20 students per session.

Introduction to PageMaker

CCB 105-01 Noncredit

If you have always wanted to learn PageMaker, now is your chance. This intense, one-day workshop will use the new and powerful PageMaker 5.0 on Macintosh computers to introduce the fundamentals of this page layout software. You will learn the skills in PageMaker needed to create virtually any single ink color-printed graphic material, such as flyers, brochures, direct mail pieces, newspaper and magazine ads, newsletters, and many others. This hands-on workshop will introduce you to page setup, basic menu functions, text editor, and text manipulation, working with columns, placing (importing) text and graphics, captions, text wrap, reverse text, drop shadows, and much more.

Bernard W. Baker, Professor of Art, CSUDH.

1 mtg: Sat 10/21

9am-4pm

CSUDH SCC E-127

\$50

Introduction to QuarkXPress on the Macintosh

CCB 103-01

Noncredit

Learn QuarkXpress version 3.3, the most popular and powerful page layout software available. Designers, illustrators, writers and publishers—anyone working with graphic layout will learn the fundamental skills essential to begin producing effective printed graphic pieces. This two-day workshop will cover page setup, tool functions, use of type, graphic and photo images, working with master pages, page editing, and much more. Each session will consist of demonstration and hands-on activities, working with realistic projects, such as a business logo, flyer, mailer, brochure, ad and a newsletter. Macintosh experience is not necessary.

Maximum: 15 students

Bernard Baker

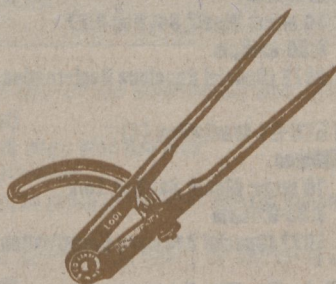
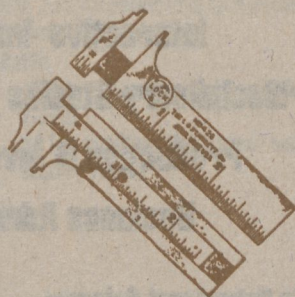
2 mtgs: Sat 9/23, 80

9am-4pm

CSUDH SCC E127

\$100 (includes handouts & diskette)

computers



DISTANCE LEARNING

FALL 1985

ITFS COURSES

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.

distance
learning

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. The teacher education courses and two business classes for the MBA degree are also seen on KLCB UHF Channel 58.

Interactive Instructional Television Courses In Interdisciplinary Studies • Behavioral Science • Quality Assurance Production & Inventory Control • Teacher Education Business Administration Classes for the MBA

M.A. in Behavioral Science: Negotiation & Conflict Management

BEH 522-81 Negotiation Tactics (4)

D. Churchman

10 mtgs: Wed/2 Sat Beg 9/27

8:30-9:45pm

\$872 (Special Sessions Registration Form)

BEH 525-91 Mediation (4)

D. Williams

10 mtgs: Mon/2 Sat Beg 10/2

8:30-9:45pm

\$872 (Special Sessions Registration Form)

M.S. in Quality Assurance

QAS 515-81 Human Factors in Quality Assurance (3)

G. Watson

15 mtgs: Mon Beg 8/28

11am-1:45pm

\$504 (Special Sessions Registration Form)

QAS 518-81 Measurement & Testing Techniques (3)

G. Watson

15 mtgs: Wed Beg 8/30

11am-1:45pm

\$504 (Special Sessions Registration Form)

QAS 513-81 Statistical Quality Assurance & Sampling (3)

A. Golant

15 mtgs: Fri Beg 9/1

11am-1:45pm

\$504 (Special Sessions Registration Form)

B.A. in Interdisciplinary Studies (PACE)

IDS 328-85 USA: Rising or Declining Society? (3)

D. Hefetz

10 mtgs: Tue/1 Sat Beg 10/2

8:30-9:45pm

\$504 (Special Sessions Registration Form)

Certificate in Production & Inventory Control

PIX 318-82 Introduction to Materials Management (3)

J. Hall

13 mtgs: Tue Beg 9/12

4-6:30pm

\$474 (Extension Registration Form)

PIX 322-81 Capacity & Priority Management (3)

Staff

13 Mtgs: Thu Beg 9/14

4-6:30pm

\$474 (Extension Registration Form)

Teacher Education Courses

***HEA 300-81 Health in Public Education (3)**

C. Kinney

13 mtgs: Tue/2 Sat Beg 8/28

7-8:30pm

\$474 (Open University - call for Bulletin)

***TED 405-81 Mainstreaming Children w/Special Needs (3)**

C. Hanley

15 mtgs: Wed/1 Sat Beg 2/1

7-8:30pm

\$474 (Open University - call for Bulletin)

KLCS MBA Program

***ACC 502-81 Advanced Accounting (3)**

R. Koester

14 mtgs: Sat Beg 8/26

8am-noon

\$597 (Special Sessions Registration Form)

***BUS 495-82 Law/Product Operations (3)**

F. Strler/J. Salvato

14 mtgs: Sun Beg 8/27

9am-noon

\$597 (Special Sessions
Registration Form)

* can also be seen on KLCS UHF
Channel 58

distance
learning

NEW

High School Fee Waiver Program

***HUM 212 Introduction to African American Culture (3)**

D. Gatlin

16 mtgs: Mon-Wed-Fri Beg 8/27

2-3pm

\$4 for qualified high school seniors (Fee
Waiver Form)

CODEC (TWO-WAY VIDEO)

DISTANCE LEARNING COURSES

PACE Classes

Receive Site: Coastline Community College
Center, Fountain Valley

SMT 312-81 Natural Processes (3)

Staff

15 mtgs: Mon Beg 8/28

7-8:45pm

\$474 (Open University - call for Bulletin)

IDS 320-85 Ethnicity in America (3)

E. Bryan

15 Tue Beg 8/29

7-8:45pm

\$474 (Open University - call for Bulletin)

IDS 350-85 The Greenhouse Effect (3)

Staff

15 mtgs: Wed Beg 8/30

7-8:45pm

\$474 (Open University - call for Bulletin)

IDS 328-85 USA: Rising or Declining Society? (3)

Staff

15 mtgs: Thu Beg 8/31

7-8:45pm

\$474 (Open University - call for Bulletin)

IDS 328-85 The Information Society (3)

G. Levine

5 mtgs: Sat 8/28, 9/9, 9/23, 10/7, 10/21

8:30am-6pm

\$474 (Open University - call for Bulletin)

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education

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Qualified High School Students!
Take HUM 212 Introduction to
African American Culture (3 sem
units) over TV on KLCB Channel 58
for only \$4! See page 58 for details.

Want to give
"going back to
school"
a try?

*You can enroll in
almost any regular
university class
in*

Open University

*see page 60
for more
information*

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.

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 October 14 Exam

Session I

XGR 101-01 Noncredit

4 mtgs: Sat 8/18, 23, 30, 10/7

8am-1pm

CSUDH SAC 1108

\$185

education

GRE Review for December 9 Exam

Session II

XGR 101-02 Noncredit

4 mtgs: Sat 11/4, 11, 18, 12/2 (no class 11/25)

8am-1pm

CSUDH SAC 1108

\$185

GMAT (Graduate Management Admission Test) Review

(Including the new Analytical Writing Assessment)

A special course offered to prepare students for the latest version of 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 October 21 Exam

Session I

XGM 101-01 Noncredit

4 mtgs: Sat 8/23, 30, 10/7, 14

8am-8pm

CSUDH SAC 1104

\$185

GMAT Review for January 20 Exam

Session II

XGM 101-02 Noncredit

4 mtgs: Sat & Sun 1/8, 7, 13, 14

8am-8pm

CSUDH SAC 1102

\$185

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 includ-

ing: basic arithmetic, algebra, geometry, symbols and terminology, and graph reading.

education

CBEST Review for October 21 Exam

Session I

XCB 101-01 Noncredit

3 mtgs: Sat 9/30, 10/7, 14

8am-8pm

CSUDH SAC 1102

\$185

CBEST Review for December 8 Exam

Session II

XCB 101-02 Noncredit

3 mtgs: Sat 11/11, 18, 12/2 (no class 11/25)

8am-8pm

CSUDH SAC 1102

\$185

CBEST Review for February 10 Exam

Session III

XCB 101-03 Noncredit

3 mtgs: Sat 1/20, 27, 2/8

8am-8pm

CSUDH SAC 1102

\$185

The NEW SAT I 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 as they are allowed on the new SAT I.

SAT Review for October 14 Exam

XSA 101-03 Noncredit

3 mtgs: Sat 9/28, 30, 10/7

8am-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 December 2 Exam

XL8 101-01 Noncredit

3 mtgs: Sun 11/5, 11, 18

9am-4pm

CSUDH SAC 1102

\$195

RBCC is in
Redondo Beach!
see map page 86

MSAT (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.

MSAT Review for October 28 Exam

Session I

XMS 101-01 Noncredit

3 mtgs: Sat - Sun 10/14, 15, 22

8am-4pm

CSUDH SAC 1108

\$195

MSAT Review for February 3 Exam

Session II

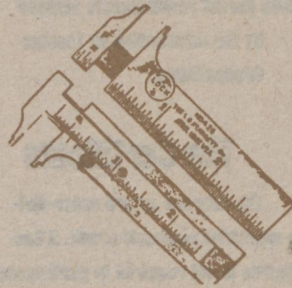
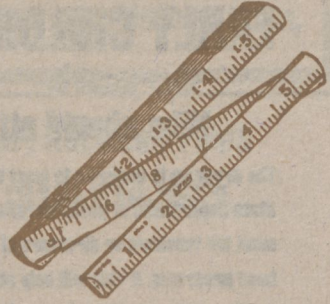
XMS 101-02 Noncredit

3 mtgs: Sat 1/20, 21, 28

8am-4pm

CSUDH SAC 1104

\$195



education



High School Students!

Earn college credits at home!

Take CSUDH's HUM 212 Introduction to African-American Culture over KLCS-TV Channel 58 and earn three college credit units for only \$4!

Broadcast every Monday, Wednesday and Friday from 2-3pm, starting August 28, HUM 212 Introduction to African-American Culture offers three college credits and costs you only \$4 because of a special "fee-waiver" program.

HUM 212 is an exploration of the fusion of African and American cultures, with emphasis on music, dance, oral literature, language and art. The units meet one of the general education requirements at CSUDH or can be transferred to another university.

To be eligible for the course, you must be able to receive the KLCS channel, be within one year of graduation from high school, have a "B" average or better, meet the admission requirements to the CSU and submit a completed application with the signature of your principal and parent or guardian. You will also need a faculty member or counselor to agree to sponsor you.

For an application and more information, call DeWayne Sheaffer at (310) 516-8688 or Dr. Warren Ashley at (310) 516-4288.

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 also will help students meet a portion of the Children's Center Instructional and Supervision permit requirements outlined by the Commission on Teacher Credentialing.

education

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 enroll in 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). Program may be completed in one year.

Location

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

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 1995 Schedule

PSX 350 Developmental Psychology

3 ext units Sch no: 42880

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

Carol C. Fox, MS, USC, is a consultant to the LA County Office of Education, a state preschool coordinator of Early Childhood Education, Parent Education, Community Involvement, Elementary Curriculum.

15 mtgs: Mon 8/11 - 12/18

RBCC Rm 7

8:30-8:30pm

\$384

TEX 353-01 Preschool Program Development I

3 ext units Sch no: 42882

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.

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

15 mtgs: Wed 8/8 - 12/13

8:30-8:30pm

RBCC Rm 7

\$384

**TEX 425-01 Workshop in Teaching
Methods: Music & Movement for Young
Children**

1 ext unit Sch no: 42883

Strategies for teaching music, rhythm, and movement in early childhood programs and active participation and exploration in experiences which promote creative expression. Provides a basic introduction to musical and rhythmical elements for the non-musician.

Basia Oslund

5 mtgs: Tue 9/5-10/8

8:30-9:30pm

RBCC room 7

\$128

**TEX 425-02 Workshop in Teaching
Methods: Nutrition for Young Children**

1 ext unit Sch no: 42881

Examines nutritional requirements for the preschool child. Focuses on planning, preparing and serving a variety of nutritious and delicious snacks and meals. Includes hands-on classroom cooking experience with ethnic foods.

Joanne Sato

5 mtgs: Tue 10/10-11/7

8:30-9:30pm

RBCC Rm 7

\$128

**TEX 425-03 Workshop in Teaching
Methods: Creative Activities for Young
Children**

1 ext unit Sch no: 42884

Hands-on workshop using free, inexpensive & recycled materials for art activities, craft projects, and creative learning games. Ideas for creating instructional materials for all areas of the curriculum.

Doratha Gillingham, MA, California State University, Dominguez Hills is a Head Start Specialist with the Los Angeles County Office of Education.

5 mtgs: Tue 11/14-12/12

8:30-9:30pm

RBCC Rm 7

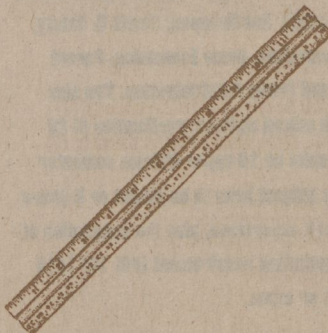
\$128

**For program information,
please call**

**Dr. Kathleen Taira
(310) 516-3522.**

education

FCC & RBCC are in
Redondo Beach!
see map page 66



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 \$138. A three-unit course is \$414.

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.

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 partici-

pation 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.

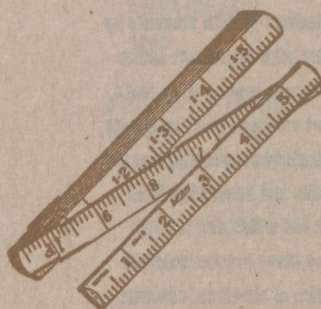
TED 424 Counseling & Guidance for Teachers of Adult Education

3 sem units

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

Call for

Fall 1995 Schedule



education

Purchase parking permits (1.50) at each entrance to campus parking lots

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 that

Resource Specialists need which 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 the 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 educational supervisors and CSUDH Resource Specialist Certificate program application (from the Education Department).

Location

All classes held on the 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 C808, (810) 518-8524 or the Special Education Coordinator, HFA A818, (810) 518-8828.

Fall 1985 Schedule

GED 527-71 Resource Specialist I: Program Planning

Prerequisite: Clear Special Education Credential 42887 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.

S. Greenberg

8 mtgs: Sat 10/28-12/8 (no class 11/25)

8:30am-4:30pm

CSUDH 888 B281

\$414

GED 528-71 Resource Specialist II: Advanced Services

Prerequisite: GED 528 is recommended 42888 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. Skindred

8 mtgs: Sat 8/9-10/21

8am- 4pm

CSUDH Rm TBA

\$414

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 5948 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 1995 Schedule

GED 548-71 The Community College

Sch no: 42858

2 sem units

M. Deffeney

4 mtgs: Sat 8/8-8/30

8am-4pm

CSUDH ERC A508

\$240

GED 548-71 Effective College Teaching

Sch no: 42861

3 sem units

R. Standen

6 mtgs: Sat 10/14-11/18

8am-4pm

CSUDH ERC A508

\$380

GED 5948-71 Community College Teaching Internship

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 and the approval of the Internship Coordinator.

Sch no: 42840

3 sem units

T. Giannetti

TBA

\$360

education

Register using the Special
Sessions Registration Form on
page 78



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"

education

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

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

AMERICAN LANGUAGE AND CULTURE PROGRAM

The American Language and Culture Program at California State University, Dominguez Hills, has expanded its offerings beginning Fall, 1995. Now there are four major areas of study available to international students, businesspeople or new residents who wish to improve their English language skills. Maximum enrollment in most classes is 16 students to ensure sufficient student practice and attention from the teacher.

FOUR PROGRAMS

ESL FOR PROFESSIONALS PROGRAM (EPP)

WORK-SITE PROGRAMS (WSP)

INTENSIVE ENGLISH PROGRAM (IEP)

SHORT-TERM PROGRAMS: (STP)

For more information call

Tel: (310) 516-3830

Fax: (310) 516-4418

E-mail: jthaxton@DHVX20.csudh.edu

WORLD WIDE WEB: <http://dolphin.csudh.edu/~alcp/index.html>

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1 ESL for Professionals Program (EPP)

EPP is designed for non-native speakers living in the Los Angeles area who need improvement in specific English language and cultural skills. A series of courses is offered every semester that addresses the specific language needs of adults who need improved English skills to function better on their jobs or in general social situations. Investment in these courses will pay off in a more effective performance on the job. Fall courses are targeted towards adults who already have an intermediate level mastery of spoken English. Classes are conveniently held evenings and weekends for the working professional. Beginning through advanced level courses will be offered in the future.

Conversation II: Intermediate-Advanced Level

This course is intended for students who already have sufficient speaking skills for simple daily activities but need to develop greater fluency and ease in speaking. This will be done by increasing vocabulary and knowledge of idioms and slang, plus learning conversational strategies for making oneself understood. Active practice will be done through group work, role playing, questioning and rephrasing, and individual presentations in informal style. Conversation topics will emphasize events from the news and important current issues.

14 mtgs: Sat 8/9-12/15

10am-1pm

CSUDH SAC

\$295

Writing Skills for Professionals: II

The course is designed for business or professional people who need to improve writing skills for workplace purposes. Students will work on writing clear, to-the-point and well-organized documents that relate to their work needs. The class will start with a review of paragraph-level writing and move to short papers of one or two pages. Writing skills will be developed in the context of practical writing formats, such as memos, resumes, letters and reports. Attention will be given to both language and correct format. Students will use brainstorming techniques, peer analysis and class discussions to carefully analyze and edit their assignments. In addition, attention will be given to grammatical items, sentence structures and punctuation. Students will be encouraged to utilize their actual work documents for in-class practice.

18 mtgs: Tue 8/5-11/28

7-8:30p

CSUDH SAC

\$225

Oral Presentations: II

Effective oral communication skills can create increased confidence and productivity at work and in professional presentations. This course is designed to help non-native English speakers improve their oral presentation skills in a variety of situations. The American cultural style will be examined in terms of oral reports, group meetings, job interviews, formal presentations to groups, and other less formal situations, such as asking for a raise. The accepted and successful formats for doing these activities

will also be studied, as well as the cultural rules. Students will bring their own presentation needs to class and work on them via intensive in-class practice, paired and small group work, role-playing and full-scale oral presentations, which may be videotaped. In addition, outside speakers may be invited to the class.

11 mtgs: Thu 9/7-11/16

7-8:30pm

CSUDH SAC

\$185

TOEFL Preparation A

A good knowledge of English is required to receive a high score on the TOEFL. A student, however, is better equipped to achieve that high score if he is familiar with the actual format of the test. This course teaches test-taking strategies specific to the TOEFL and familiarizes the student with the instructions, sections, and types of test questions found in the TOEFL. Much of the course requires practice in taking portions of the TOEFL, then with an entire sample TOEFL test. Students completing this course are allowed to take the California State University, Dominguez Hills, Institutional TOEFL, free of charge, given by the American Language and Culture Program, at the end of the course on October 12 (Thursday) 9am-12noon.

8 mtgs: Sat 9/2-10/7

10am-1pm

CSUDH SAC

\$125

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TOEFL Preparation B

Identical to the course described above, with a later starting date. Students completing this course are allowed to take the California State University, Dominguez Hills Institutional TOEFL, free of charge, given by the American Language and Culture Program, at the end of the course on December 14 (Thursday) 9am-12noon.

6 mtgs: Sat 10/28-12/9

10am-1pm

CSUDH SAC

\$125

Pronunciation Improvement for Speakers of Asian Languages

This course is focused on the specific pronunciation problems of Asian-language speakers. Students work on pronunciation of specific sounds, intonation patterns, syllabic stress and other spoken elements in American English that pose special difficulties. A list of the exact sounds and patterns that cause problems for each student's language (Korean, Mandarin, Japanese, Vietnamese, etc.) will be provided and used as a guide for independent work. A simple presentation on the American English sound system will be offered to help each student recognize and understand the difference between the sound systems of his native language and English. A variety of language activities, such as pair and group work, tape recordings and exercises, will be used to increase pronunciation proficiency. Students will be encouraged to use the University's Learning Laboratory for further intensive practice.

15 mtgs: Mon & Wed 9/8-10/25

7-9pm

CSUDH SAC

\$225

Aviation English A

The international language of aviation is English. This course is designed specifically for the non-native speaker of English who wishes to earn a pilot's license or do more advanced flight training instruction at an American flight training school. Basic aviation terminology will be learned, drawing from the *Federal Aviation Regulations & Airman's Information Manual* and other flight instruction manuals, along with practice in the basic oral interchanges required in standard flying situations. Role-playing, paired work, listening to actual taped flight conversations and other activities will assure realistic, immediately applicable language training. Intensive practice in comprehensible pronunciation will be an important part of the class to assure clear communication and understanding in crucial flight situations. Also, this morning course is scheduled at a time to allow the student also to enroll in the University's Intensive English Language Program to develop general English language skills. F-1 student visa and campus housing are available for full-time students. The Intensive Language Program has agreements with several Los Angeles flight schools which can pro-

ESL for Professionals: Evening and Weekend Schedule

	10am	12:30pm	1pm	7pm -	8:30pm	9:30pm
Monday	Aviation English A: 24 mtgs: 9/5 - 11/28 Aviation English B: 23 mtgs: 10/23 - 12/15			Pronunciation Improvement M&W 16 mtgs 9/4-10/25		
Tuesday				Writing Skills I: 13 mtgs: 9/5-11/28		
Wednesday	Aviation English A: 24 mtgs: 9/5 - 11/28 Aviation English B: 23 mtgs: 10/23 - 12/15			Pronunciation Improvement M&W 16 mtgs 9/4-10/25		
Thursday				Oral Presentations: 9 11 mtgs: 9/7-11/16		
Friday	Aviation English A: 24 mtgs: 9/5 - 11/28 Aviation English B: 23 mtgs: 10/23 - 12/15					
Saturday	Conversation II: 14 mtgs: 9/2 - 12/15 TOEFL A: 6 mtgs: 9/2 - 10/7 TOEFL B: 6 mtgs: 10/28 - 12/9					

vide flight training before, during, or after the Aviation English studies. Contact the American Language and Culture Program for referrals to flight schools, both helicopter and fixed-wing training.

24 mtgs: Mon, Wed & Fri 8/21-10/13

10am-12:30pm

CSUDH SAC

\$420

Aviation English B

Continuation of Aviation English A, above.

28 mtgs: Mon, Wed & Fri 10/23-12/15 (no classes 11/24)

10am-12:30pm

CSUDH SAC

\$420

Conversation Skills

Conversation Skills offers extensive individual student practice in speaking. Students learn to use authentic language in situations related to work, school, leisure and social life. They are encouraged to express their thoughts and ideas, plus their wants and needs, in classroom situations that make extensive use of pair work, small-group discussions, and information-sharing activities. These face-to-face discussions simulate real-life social interaction, encouraging the use of eye contact, exclamations, questions, accurate intonation and emotional tone. 24 meetings per session.

Writing Skills

Writing Skills emphasizes the process of writing and highlights the various strategies writers can use in the process. The class teaches such organizational patterns as generalizing, describing, defining, talking about differences and similarities, and expressing cause and result. Although the focus is on content-based writing, other language skills are integrated, and practice writing is combined with speaking and listening activities. In order to gather data for their writing, students share ideas, opinions, and suggestions in pair, small group, and whole-class discussions. These brainstorming activities lead to teacher and peer analyses of student essays where the focus is on topic sentences, supporting facts, discourse markers, and concluding sentences. 24 meetings per session.

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Pronunciation

The *Pronunciation* class helps develop clear pronunciation and American English intonation patterns for increased spoken comprehension. Students learn acceptable pronunciation of single vowel and consonant sounds, groups of sounds, stress patterns in words, and intonation patterns in sentences. Students have the opportunity to listen and practice with tapes and to express their own views and opinions under the teacher's guidance. Students receive personal attention and special homework assignments focused on their specific pronunciation and intonation problems. Further pronunciation work can be done in the University's learning laboratory. 24 meetings per session.

Grammar

The *Grammar* class presents the important grammatical structures in English through a process of observing, describing and using the structures in written and spoken language. Controlled and open-ended exercises and tasks are practiced in class to help the students increase their mastery over the forms. Special attention is given to grammar points that are most difficult for students. Additionally, the ways in which grammar is tested in the TOEFL are examined and practice TOEFL exercises are done. 16 meetings per session.

2 Work-Site Programs (WSP)

ALCP can offer English language and culture programs at the work-site for non-native speakers of English. Programs can be developed for a wide range of work needs: on-the-line employees who need basic communication skills and orientation to an American work environment; executives who need high-level communication skills to negotiate business and operate in social environments or other special situations. English-for-Special-Purposes (ESP) programs are often offered in industries such as hospitality, tourism and travel, import/export, banking and manufacturing. ESP programs can include safety English, industry-specific terminology and jargon, company-specific terminology and jargon, writing skills--(forms, memos, reports)--oral communication/pronunciation, asking questions, giving/receiving directions, clarifying, expressing opinions, and expressing safety concepts.

3 Intensive English Program (IEP)

IEP offers an eight-week intensive English language program five times a year for students with academic or professional goals, including passing the TOEFL for entrance into an American university. The 20-hour per week IEP offers a coordinated program of conversation, grammar, writing, reading/vocabulary, pronunciation and listening. Students from all over the world enroll in this multi-level program and can continue to improve their skills by advancing from session to session. Qualified students from outside the U.S. are eligible for a student visa. Individual courses may also be taken by students. A certificate of achievement is awarded after successful completion of at least one session.

Reading & Vocabulary

The focus of *Reading & Vocabulary* is to help students increase their vocabulary within the context of meaningful, high-interest readings. Each student will learn the skills needed to find the meanings of unfamiliar words and then incorporate them into active, everyday use. Reading and vocabulary skills will be practiced through an integrated approach that uses a variety of topics, genres, moods and styles. Interesting subjects will be read and then examined through paired discussions, small group work and whole-class activities. 16 meetings per session.

Listening Skills

The *Listening Skills* class allows students to develop their aural skills in a supportive, active environment. Each student is given the opportunity to participate in a variety of in-class activities using tapes, videos and guest speakers. Students listen to and learn how to appropriately respond to questions presented in meaningful language contexts. Each listening exercise allows students to progress from controlled listening activities to more complex ones. Each student will be expected to

strengthen his listening skills outside the classroom through assignments involving TV, radio and community service projects that require interaction with American speakers. Additional practice is available through tapes in the University's Learning Labs. 16 meetings per session.

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4

Short-Term Programs: (STP)

Programs in a wide variety of language studies are given in January and July-August for students visiting the U.S. from abroad. Customized programs are available at any time of the year.

Adult Programs

Aviation English with Flight Training available at local flight schools: helicopter and fixed-wing training.

Business English

Conversation and American Culture

Young Students Programs

Children's Conversation Program: Ages 8 - 12

Youth Conversation Program: Ages 13 - 17

ESL Teachers' Programs

Speaking/Pronunciation Development
for ESL Teachers

TESL Methodology, Theory and Textbooks
(Summer 1996)

Intensive Program - Fall 1995

Session A: August 21 - October 13

Session B: October 23 - December 15

Intensive Program - Spring 1996

Session A: January 29 - March 22

Session B: April 1 - May 29

Intensive Program - Summer 1996

June 10-August 2

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The Abandoning Parent and the Broken-Hearted Child

PFM 102-01 Noncredit

It is 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-psychic 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 it is neither simple nor automatic. This class provides tools for recovery.

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

1 mtg: Sat 10/7

8am-1pm

RBCC Rm 7

\$29

Balance Your Life Through Herbs & Nutrition

HGH 102-01

Noncredit

Due to their holistic nature, herbs are particularly beneficial in increasing energy levels, releasing stress and pain, and nurturing peace of mind. From this class, participants will gain understanding and insight into why people desire particular foods, just as different people enjoy different activities to balance their minds and bodies. Participants will receive personalized herbal formulas for their own constitutions. They will cook at home and discuss their experiences in the class.

Jamoon Song, Intern in Oriental Medicine and Acupuncture, BA, CSULB, is a Tae Kwon Do Master and an herbalist. Currently owner of Body Mind Workout Studio, and a student in traditional Chinese medicine, he is proficient in Yoga, meditation techniques, Tai Chi and martial arts.

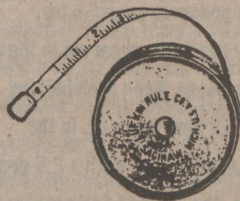
3 mtgs: Sat 8/18, 29, 30

10am-12noon

FCC Rm 8

\$25 (plus \$15 materials fee payable to the instructor in class)

health
sciences &
psychology



FCC & RBCC are in
Redondo Beach!
see map page 86

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 the 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.

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

health
sciences
& psychology

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. Length of the certificate program is 1 1/2 years.

Location

Classes are held from 8:30-9:30pm week-nights on the CSU, Dominguez Hills, campus in Carson.

The Cost

The fee is \$128 per unit; a three-unit course is \$384. Tuition fees must be paid upon admission into program. Fees are subject to change.

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.

Fall Application Submission Deadline

August 4, 1995

Orientation

Thursday, August 17, 8:30-8pm, CSUDH campus SAC 1102. Attendance required for newly admitted students.

Semester I

ADX 300 Introduction to Alcoholism

8 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

8 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 of alcoholism and drug abuse and their implications for treatment. Counseling techniques are examined and practiced including assessment, perception and communication skills required for various stages of treatment, prognosis and termination.

ADX 303 Perspectives on Drug Abuse: Counseling the Substance Abuser

3 ext units

This course is an introduction to a 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.

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 students 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 often abused is explored. Provides an overview of techniques for counseling individuals with eating problems.

health
sciences
& psychology

Fall 1985 Schedule

ADX 300-01 Introduction to Alcoholism

3 ext units Sch no: 42841

Mary Cook-Lund, MA Psychology, clinical supervisor for Diversion Substance Abuse program since 1976, and instructor for CSUDH since 1978.

18 mtgs: Mon 8/28-12/18

(no class 9/4)

8:30-8:30pm

CSUDH SAC 1102

\$384

ADX 301-01 Introduction to Counseling Techniques

3 ext units Sch no: 42842

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

18 mtgs: Wed 8/30-12/20

(no class 11/22)

8:30-8:30pm

CSUDH SAC 1102

\$384

ADX 304-01 Group Counseling Techniques

3 ext units Sch no: 42843

Mary Cook-Lund, MA

18 mtgs: Wed 8/30-12/20

(no class 11/22)

8:30-8:30pm

CSUDH SAC 1108

\$384

ADX 305-01 Practicum I

2 ext units Sch no: 42844

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

15 mtgs: Thu 8/31-12/14

(no class 11/23)

8:30-8:30pm

CSUDH SAC 1108

\$258

ADX 306-01 Family Dynamics

3 ext units Sch no: 42845

Mary Cook-Lund, MA

18 mtgs: Thu 8/31-12/21

(no class 11/23)

8:30-8:30pm

CSUDH SAC 1106

\$384

ADX 307-01 Advanced Practicum

2 ext units Sch no: 42848

Jacqueline McDaniel, MA

8 mtgs: Tue 8/28-12/12

(no class 11/21)

8:30-8:30pm

CSUDH SAC 1108

\$258

ADX 308-01 Treatment of Eating Disorders

3 ext units Sch no: 42847

Lorin O'Donnell, MA, Marriage, Family, Child Counseling, MFCC, on staff at Center for Counseling & Recovery, Torrance.

18 mtgs: Mon 8/28-12/18

(no class 9/4)

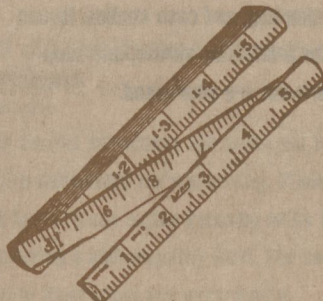
8:30-8:30pm

CSUDH SAC 1106

\$384

health
sciences &
psychology

SAC rooms are located on the south side of the campus. map pg 85



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 National Commission on Orthotic and Prosthetic Education, 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.

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 submitted 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
(810) 840-7655**

The Statewide Nursing Program Goes National!

Now it's here! The **Bachelor of Science Degree in Nursing** is available over satellite with 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

NEW!

CERTIFICATE IN ORTHOTICS & PROSTHETICS

**CLASSES START
IN LATE AUGUST
CALL (310) 516-3818 FOR
DETAILED BROCHURE AND
REQUIREMENTS.**

NEW!

MASTERS DEGREE PROGRAM -- PHYSICIAN'S ASSISTANT

**TO BEGIN SOON! CALL
(310) 516-3741
FOR MORE INFORMATION.**

health
sciences &
psychology

SPECIAL SESSIONS

Residence Credit through Special Sessions

The following courses are offered for residence credit through Extended Education. Special Sessions courses are available both matriculated students and members of the community. The courses below are representative of those 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 73 to register for these classes only.

Certificate and Credential Programs

Community College Teaching
Quality Assurance - - Service
Special Education Resource Specialist
Designated Subjects Adult Education
Orthotics and Prosthetics
Quality Assurance

special
sessions

Bachelors Degree Program

Bachelor of Science, Nursing
-- Mind Extension University

Bachelor of Arts -- Behavioral Science: PACE

Masters Degree Programs

Behavioral Science
Business Administration
Physician's Assistant
Quality Assurance
Quality Assurance (with special
emphasis on Service)

Fall 1995 Schedule

Certificate in Community College Teaching

GED 548-71 The Community College

Sch no : 42853 2 sem units
N. Doffney
4 mtgs: Sat 8/8-8/30
8am-4pm
CSUDH ERC A508
\$240

GED 548-71 Effective College Teaching

Sch no: 42881 3 sem units
R. Standen
8 mtgs: Sat 10/14-11/18
8am-4pm
CSUDH ERC A508
\$360

GED 5948-71 Community College Teaching Internship

Prerequisite: GED 548 and GED 549, masters degrees by the time the program is completed and minimum grade of "B" in both prerequisite courses in the program.

42840 3 sem units
T. Giannotti
8/8-12/8
TBA
\$360

Credential in Designated Subjects Adult Education Teaching

TED 4238-71 Principles of Adult Education

3 sem units
E. Kobata
10 mtgs: Fri TBA
4-8pm
CSUDH rm TBA
\$414

TED 424-71 Counseling & Guidance for Teachers of Adult Education

3 sem units
R. Ross
7 mtgs: Sat TBA
8am-4pm
CSUDH rm TBA
\$414

Certificate in Special Education Resource Specialist

GED 527-71 Resource Specialist I: Program Planning

Prerequisite: Clear Special Education Credential

Sch no: 42887 3 sem units

E. Greenberg

8 mtgs: Sat 10/28-12/8 (no class 11/25)

8:30am-4:30pm

CSUDH 888 B281

\$414

GED 528-71 Resource Specialist II: Advanced Services

Prerequisite: GED 528 is recommended

Sch no: 42888 3 sem units

K. Skidmore

8 mtgs: Sat 9/8-10/21

9am- 4pm

CSUDH rm TBA

\$414

KLC8 MBA Program

***ACC 502-71 Advanced Accounting (3)**

R. Koester

14 mtgs: Sat 8/28-12/8

9am-noon

ERC A108

\$507 (If taking over TV, register for ACC 502-81
& add \$90) (Special Sessions Registration Form)

***BUS 495-71 Law/Product Operations (3)**

F. Strler/J. Salvato

14 mtgs: Sun Beg 8/27

9am-noon

\$587 (If taking over TV, register for BUS 495-81
& add \$90) (Special Sessions Registration Form)

* can also be seen on KLC8 UHF Channel 58

M.A. in Behavioral Science: Negotiation & Conflict Management

BEH 522-81 Negotiation Tactics (4)

D. Churchman

12 mtgs: Wed/2 Sat Beg 8/27

8:30-8:45pm

\$672 (Special Sessions Registration Form)

BEH 525-81 Mediation (4)

D. Williams

12 mtgs: Mon/2 Sat Beg 10/2

8:30-8:45pm

\$672 (Special Sessions Registration Form)

M.S. in Quality Assurance

On Campus or Over TV

QAS 512-71 Statistical Quality Control & Sampling (3)

Sch no: 42884

A. Golant

15 mtgs: Fri 9/1-12/8

11am-2pm

CSUDH ERC E188

\$414 (If taking over TV, register for 42885,
sec 81, and add \$90)

QAS 515-71 Human Factors in Quality Assurance (3)

Sch no: 42822

E. Watson

15 mtgs: Mon 8/28-12/4

11am-2pm

CSUDH ERC E-188

\$414 (If taking over TV, register for 42828,
sec 81, and add \$90)

QAS 516-71 Measurements & Testing Techniques (3)

Sch no: 42825

E. Watson

15 mtgs: Wed 8/30-12/6

11am-2pm

CSUDH ERC E-188

\$414 (If taking over TV, register for 42824,
sec 81, and add \$90)

QAS 595-71 Special Topics: Directed Study (3)

Sch no: 42831-71

8/28-12/15

E. Watson

TBA

\$414

QAS 598-71 Project (3)

Sch no: 42821-71

8/28-12/12

E. Watson

TBA

\$414

QAS 600-71 Continuation Project (3)

Sch no: 42830-71

8/28-12/15

E. Watson

TBA

\$414

special
sessions

Anaheim

QAS 514-71 Advanced Experimental Design (3)

Sch no: 42828

Staff

15 mtgs: Mon 8/28-12/5

8-9pm

\$414

QAS 518-71 Quality Administration & Productivity (3)

Sch no: 42827

S. McFarren

15 mtgs: Tue 8/28-12/4

8-9pm

\$414

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

Sch no: 42828

J. Spear

15 mtgs: Mon 8/28-12/4

8-9pm

\$414

QAS 531-71 Customer Satisfaction & Quality Assurance (3)

Sch no: 42828

Staff

15 mtgs: Tue 8/28-12/5

8-9pm

\$414

San Diego

QAS 510-71 Advanced Probability & Statistics (3)

Sch no: 42888

T. Vaden

7 mtgs: Alternating Sat 8/2-11/18

8am-4pm

\$597

QAS 511-71 Quality Administration & Productivity (3)

Sch no: 42882

W. Trappen

7 mtgs: Alternating Sat 8/8-12/2

8am-4pm

\$597

QAS 512-71 Reliability (3)

Sch no: 42888

M. Krasich

7 mtgs: Alternating Sat 8/2-11/25

8am-4pm

\$597

Certificate in Designated Subjects-Adult Education

TED 4238-71 Field Experience: Adult Ed (3)

Staff

Fri TBA

4-8pm

CSUDH

\$405

TED 424-71 Counseling & Guidance for Teachers of Adult Education (3)

Staff

7 mtgs: Sat TBA

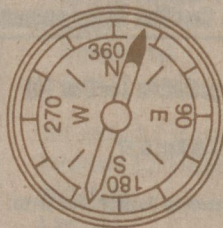
8am-4pm

CSUDH ERC A115

\$405

**To register for
these classes, use
the Special Sessions
Registration Form
on the next page.**

special
sessions



Special Sessions Registration Form

Date of Application _____ 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 ☐ Term/Year (i.e. Fall/95) _____

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 \$10 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

Dance Classes.....	77
Fitness for the '80s.....	74
Horseback Riding.....	78
Travel Study Series.....	76

EAST AFRICAN SAFARIS KENYA / TANZANIA JANUARY/ JUNE/ JULY

travel,
fitness
& fun

escorted by
Professor
Leonard M. Moite
contact:

Kenya Study Safaris
30037 Via Borica
Rancho Palos Verdes, CA
90274
Tel. (310) 377-6790
FAX (310) 516-3449

Fitness for the '80s

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.

CSUDH Gym

\$120

Limited Membership

RFI 101-02

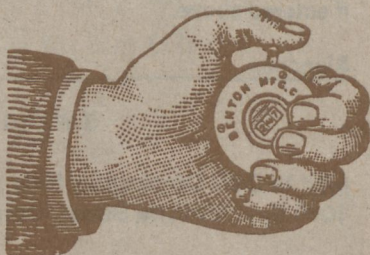
Noncredit

Entitles individuals to utilize the locker rooms, track and tennis courts (does not include swimming pool or weight room

usage).

CSUDH Gym

\$40





WINTER/SPRING/SUMMER 1996 TRAVEL/STUDY PROGRAMS

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

Unique features of these travel/study programs include:

- College faculty escorts and in-country specialists who share their insights about the contemporary, natural and historical aspects of the destinations visited.
- National and local guides chosen for their knowledge, efficiency, enthusiasm, and fluency in English.
- Comfortably paced itineraries and small groups (average size is 14 participants) which allows flexibility for you 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.

 March 3 - 12 BERMUDA	 July 5 - 21 AUSTRALIA	 April 11 - 25, July 11 - 25 IRELAND
 April 17 - May 2, June 26 - July 11 TURKEY	 July 13 - 27 August 3 - 17 NOVA SCOTIA	 May 9 - 20, June 27 - July 8 GREECE
 January 7 - 19, March 17 - 29, June 30 - July 12 EGYPT	 February 14 - 28, May 8 - 22, August 7 - 21 INDONESIA	
 January 6 - 20, March 9 - 23, July 13 - 27 MOROCCO	 Jan 13 - 23, Feb 3 - 13, March 16 - 26, May 4 - 14 COSTA RICA	
 Jan 20 - 28, Feb 17 - 25, March 16 - 24, July 13 - 21 BELIZE	 January 19 - February 5, April 12 - 29, July 12 - 29 SOUTH AFRICA	
 April 22 - May 11, July 1 - 20, July 22 - August 10 CHINA	 Jan 8 - 24, June 10 - 26, July 8 - 24, July 29 - Aug 14 KENYA	
 June 14 - 30, June 28 - July 14, July 12 - 28, July 26 - Aug 11, Aug 9 - 25 ALASKA	 Jan 6 - 19, March 23 - April 5, June 22 - July 5, July 6 - 19, July 27 - Aug 9, Aug 10 - 23 GALAPAGOS ISLS	

For Complete Itineraries and Prices, Write or Call:



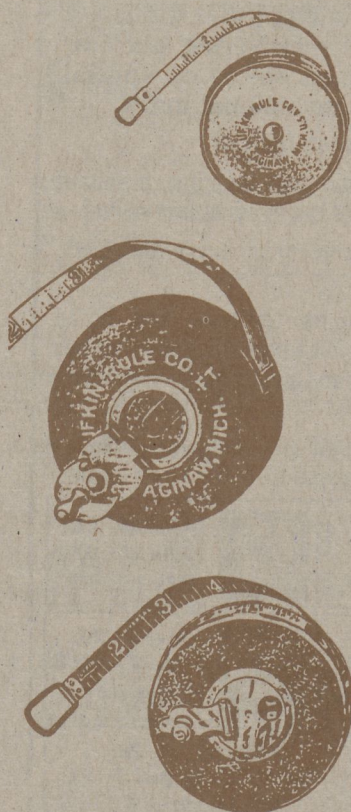
California State University
Dominguez Hills

DIVISION OF EXTENDED EDUCATION

1000 East Victoria Street
Carson, CA 90747
(310) 516-3741

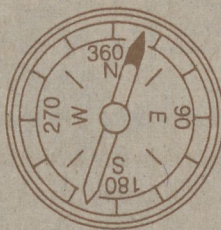


travel,
fitness
& fun



***For complete travel
itineraries, contact
the CSUDH Office of
Extended
Education
(310) 516-3741***

travel,
fitness
& fun



HORSEBACK RIDING

Have you ever wanted to try this invigorating sport? Six weeks of instruction and fun with a certified instructor will give you an understanding of the horse and rider relationship. Only six to a class, ages nine and up. Wear comfortable clothes (pants and boots). No one to weigh in excess of 135 lbs. Sessions will include untacking and proper grooming before dismissal.

COURSE LOCATION

River's Edge Stables

Long Beach

You'll learn: proper grooming and tacking up to ride, mounting and proper balance and position on the horse; practice at the walk, untacking and proper grooming to put up the horse; starting, stopping, turning, circling, reverse directions at the walk; trotting and warming up at the walk to trot; trotting through a start, adding stops, turns, circles and reverse directions.

Alyson Roberts, instructor, is a trainer of horses and teacher of riders at the Santa Fe Springs and River's Edge Equestrian Centers, and established her own riding school for summer camp programs. Certified Camp Horse Association instructor in advanced English riding, jumping, basic dressage, and intermediate levels of Western riding.

Sections:

RHR 101-01

6 mtgs: Tue 8/28-10/3

6-8pm

RHR 101-02

6 mtgs: Thu 8/31-10/5

8-8pm

RHR 101-03

6 mtgs: Sat 9/2-10/7

8-11am

RHR 101-04

6 mtgs: Tue 10/17-12/5 (no class 10/31 & 11/21)

6-8pm

RHR 101-05

6 Mtgs: Thu 10/19-11/30 (no class 11/28)

8-8pm

RHR 101-06

6 mtgs: Sat 10/21-11/25

9-11am

Fee per 6-mtg Session: \$175

Not Strictly Ballroom!

*Choose from this dazzling variety of dance classes held at
Barry Jost's You Can Dance/Palos Verdes Ballroom
Singles & Couples Welcome!*

Introduction to Country Western Dance

ADA 101-01

Noncredit

Beginning basic movements and elements of various country-western dances will be taught. Timing, rhythms, lead & follow techniques enables participants to learn two to three patterns including two-step, 10-step, country waltz, and polka. Line dances will include *Electric Slide*, *Black Velvet*, *Freeze* and more. **Sheila Jost** is a professional dancer and trainer and co-owner of *Barry Jost's You Can Dance* studio.

Session I (ADA 101-01)

5 mtgs: Mon 9/11-10/8

6:30-7:30pm

\$38

Session II (ADA 101-03)

5 mtgs: Mon 10/18-11/20

6:30-7:30pm

\$38

Beginning Western Two-Step

ADA 101-02

Noncredit

Put those boots on and have some fun learning the western Two-Step. You'll find how easy it is to turn and follow the patterns of this popular basic country-western dance. Great for singles and couples!

Sheila Jost

Session I (ADA 101-02)

6 mtgs: Thu 8/7 - 10/12

6:30-7:30pm

\$38

Session II (ADA 101-04)

6 mtgs: Thu 10/18-11/30 (no class 11/28)

6:30-7:30pm

\$38

Western Two-Step - Intermediate

ADA 108-01

Noncredit

Reviews the basics, then on to the hot new patterns everyone is doing on the dance floor such as *laces*, *pretzels*, multiple pivot turns for the ladies, *Texas prances* and much, much more.

Barry Jost, owner of *Barry Jost's You Can Dance/Palos Verdes Ballroom*, was originally trained in the Fred Astaire ballroom dance organization, and has since trained with the country's top dance coaches.

6 mtgs: Thu 9/7-10/12

7:30-8:30pm

\$38

Beginning Line Dancing

ADA 102-01

Noncredit

Tried line dancing? In this class, you'll learn some of the most popular ice-breaking line dances, including basic movements and elements of timing, rhythm plus a review. *Electric Slide*, *Black Velvet*, *Cowboy Hustle*, *Tulsa Times*, and the *Freeze* are just some of the dances you'll be learning.

Sheila Jost

5 mtgs: Mon 9/11-10/8

7:30-8:30pm

\$38

Intermediate Line Dancing

ADA 202-01

Noncredit

In this class, you'll go on to perfect your line-dancing techniques and get ready to wow onlookers with your smooth line-dancing moves! Second-level dances include *Tush-Push*, *Watermelon Crawl*, *Boot Scootin' Boogie*, *Caribbean Cowboy* and more!

Sheila Jost

5 mtgs: Mon 9/11-10/8

8:30-8:30pm

\$38

travel,
fitness
& fun

Beginning Social Dancing

ADA 103-01 Noncredit

Learn basic movements and elements of dance, timing, rhythms, lead/follow techniques, two-three step patterns of foxtrot, waltz, tango, rumba, *Cha Cha Cha* and *East Coast Swing*.

Barry Jost

Session I (ADA 103-01)

6 mtgs: Tue 8/5-10/10

6:30-7:30pm

\$38

Session II (ADA 103-02)

6 mtgs: Tue 10/17-11/21

6:30-7:30pm

\$38

Social Dancing - Intermediate

ADA 203-01 Noncredit

Come learn smooth social dancing. Social dancing is more popular than ever, so perfect your ballroom techniques and be the one everyone wants to dance with!

Barry Jost

Session I (ADA 203-01)

6 mtgs: Wed 9/8-10/11

6:30-7:30pm

\$38

Session II (ADA 203-02)

6 mtgs: Wed 10/18-11/22

6:30-7:30pm

\$38

West Coast Swing -- Level 1

ADA 104-01 Noncredit

If you ain't got that swing, you ain't got a thing!

Basic movements and elements of *West Coast*

Swing, basic patterns, timing, rhythm and lead/follow techniques.

Sheila Jost

6 mtgs: Thu 9/7-10/12

7:30-8:30pm

\$38

travel,
fitness
& fun

West Coast Swing -- Level 2

ADA 204-01 Noncredit

Keep swinging with this contemporary form of Swing! If you like rock, blues, country, or big band swing, this dance is for you. Have fun learning whips, syncopations and a lot more!

Barry Jost

6 mtgs: Tue 9/5-10/10

7:30-8:30pm

\$38

Disco Hustle and Disco Two-Step

ADA 107-01 Noncredit

Disco's back! Basic movements and elements of dance, timing & rhythm, lead/follow techniques, basic step patterns of the dances that made *Saturday Night Fever* a giant hit!

Barry Jost

6 mtgs: Sat 9/9-10/14

10-11am

\$38

Beginning Salsa & Latin Rhythm Dancing

ADA 105-01 Noncredit

The Latin Beat! Feel the heat! Learn the most popular dances in the Latin scene. The hot moves of *Salsa*, *Cha Cha Cha*, *Merengue* and *Tango* will also be great exercise and a wonderful way to meet new friends.

Barry Jost

Session I (ADA 105-01)

6 mtgs: Sat 9/9-10/14

11am-12 noon

\$38

Session II (ADA 105-02)

6 mtgs: Sat 10/21-11/25

11am-12 noon

\$38

Beg/Int Salsa and Latin Rhythm Dancing

ADA 205-01 Noncredit

Continuation of beginning level, including lead/follow techniques and styling. Make giant steps in *Salsa*, *Cha Cha Cha*, *Merengue* and *Tango*.

Barry Jost

6 mtgs: Wed 9/8-10/11

7:30-8:30

\$38

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) 518-8741, 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) 518-8971.



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 after we have received your fees. This letter is your receipt. Please read the letter carefully.

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

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ed to withdraw on or after the day
s meeting, notify the Extended
Immediately. Refunds are granted
with the State refund sched-

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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.

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- 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, 85 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 non-credit 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 8 units toward a master's degree, subject to departmental approval.

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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 800-899 for business professional credit.

Official Withdrawal from an Extension Credit Course

Courses less than 1 week

Prior to the first class meeting a student may withdraw and no grade is assigned; the enrollment does not appear on the student's permanent transcript. An administrative grade of "W" will be assigned if a student withdraws at any time during the course.

One Week Courses

During the first day of the week a student may withdraw and no grade is assigned; the enrollment does not appear on the student's permanent transcript. An administrative grade of "W" will be assigned if a student withdraws at any time after the first day of the week.

Two Week Courses

During the first three days of the first week a student may withdraw and no grade is assigned; the enrollment does not appear on the student's permanent transcript. An administrative grade of "W" will be assigned if a student withdraws at any time after the first three days of the week.

Three Week Courses

During the first week a student may withdraw and no grade is assigned; the enrollment does not appear on the student's permanent transcript. Prior to the last two days of the session a student may withdraw with a "W". During the last two days of the session a student may withdraw with a "W" for serious and compelling reasons only.

Four and Five Week Courses

During the first week a student may withdraw and no grade is assigned; the enrollment does not appear on the student's permanent transcript. Prior to the last four days of the session a student may withdraw with a "W". During the last four days of the session a student may withdraw with a "W" for serious and compelling reasons only.

Six, Seven and Eight Week Courses

During the first two weeks a student may withdraw and no grade is assigned; the enrollment does not appear on the student's permanent transcript. Prior to the last week of the session a student may withdraw with a "W". During the last week of the session a student may withdraw with a "W" for serious and compelling reasons only.

Final Exams

Once final examinations begin, no drops or withdrawals are allowed.

A student who does not officially withdraw shall receive "F" or "U" grades for all courses on his/her official record.

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; FI=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.

N=Health: GH=General Health.

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

WR=Writing

L=Literature: 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=Sailors: OM=Omniscience

T=Travel

X=Exam Test Prep: CB=CBEST;

GM=GMAT; LS=LSAT; MS=MSAT; SA=SAT

Continuing Education Units (CEUs)

Some extension workshops and courses award Continuing Education Units (CEUs). The CEU is a nationally recognized recensement, 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, J108). A fee of \$4 is charged for each transcript. Additional copies of transcripts prepared at the same time (up to 10) are \$2 each. (310) 518-3600.

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.

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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) 516-8787 or the Vice President of Student Affairs at (310) 516-8784.

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.

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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.

Laker 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. 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) 516-8814.

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) 516-8828. 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 \$128 per semester unit (\$384 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 18. For a complete schedule of classes, please call (810) 516-8741.

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Extended Education Staff

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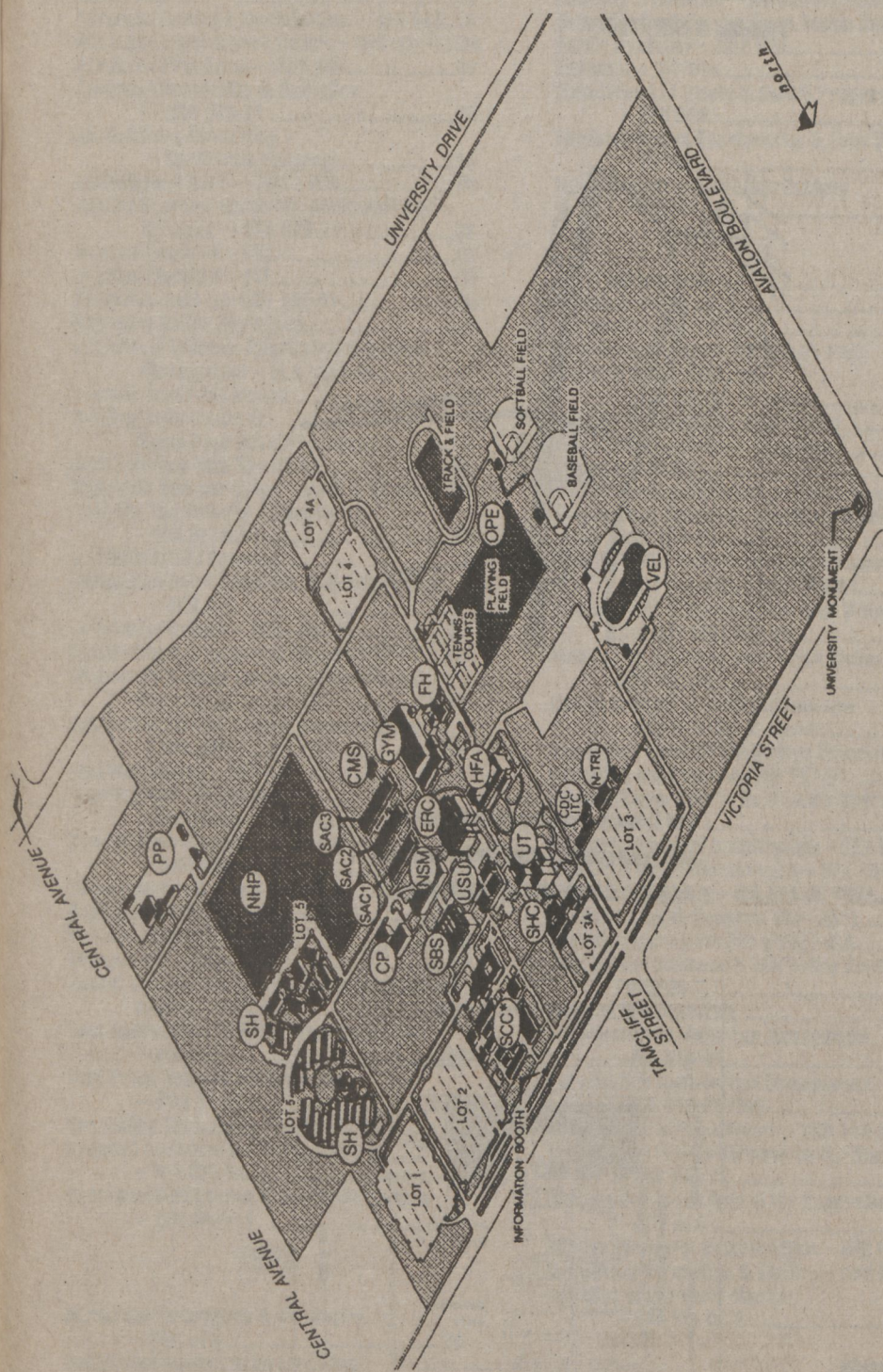
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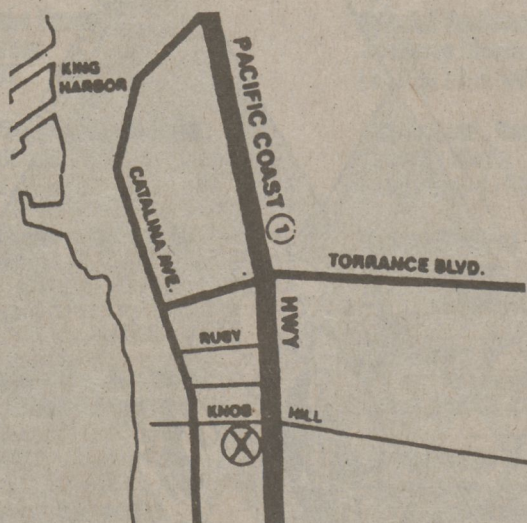
**1000 EAST VICTORIA
CARSON, CA 90747**

PARKING: 1.50 PER DAY

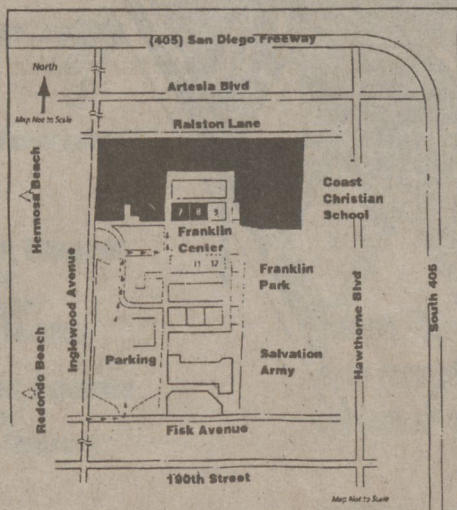
**Bring quarters for machine or pur-
chase a sticker at cashier**



The Redondo Beach Community Center (RBCC)
320 Knob Hill Avenue at Pacific Coast Highway,
Redondo Beach
PARKING IS FREE IN LOT



The Franklin Community Center (FCC)
850 Inglewood Avenue, Redondo Beach
PARKING IS FREE—IN LOT OR ON STREET



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University Extension Registration Form

Date of Application _____ Social Security No: _____ Birthdate _____

Name _____
Last First Middle Initial

Address _____
Street City State Zip

Telephone _____
Day Evening

New address? yes ☐ no ☐ male ☐ female ☐ Term/Year (i.e. Spr/95) _____

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

Course Information

Schedule No Course No & Title Units Fee

EXTENSION			
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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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4 WAYS TO REGISTER



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SCC B141, 1000 East Victoria Street, Carson, CA
90747

Phone (310) 516-3741



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

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