

CALIFORNIA STATE UNIVERSITY DOMINGUEZ HILLS

extended education

SPRING 94

RITES OF SPRING

growth rebirth new beginnings

**growth
rebirth
new beginnings:**

The Rites of Spring

This spring, make sure you decide early which ways you want to grow--whether it's into a new career, or to grow within your own, or to feed a growing interest, California State University, Dominguez Hills Division of Extended Education has courses, certificate programs and workshops to help you achieve your plans. So go ahead, plant the seed. Give us a call to sign up for a class today!

(310) 516-3741

The cover was designed by Radius Graphic Design, Long Beach. The Extended Education Bulletin is printed on recycled paper with soy inks, and was not printed or distributed at taxpayers' expense.

All new this spring:

Certificate Program in

Occupational Health & Safety

see page 21 for description!

In the class listings:

CSUDH refers to:

California State University, Dominguez Hills
campus at
1000 East Victoria St, Carson
(see map page 66)

RBCC refers to:

Redondo Beach Community Center,
320 Knob Hill Ave & Pacific Coast Highway,
Redondo Beach (see map page 67)

FCC refers to:

Franklin Community Center
850 Inglewood Ave, Redondo Beach
(see map page 68)

TABLE of CONTENTS

Arts & Humanities

American Language and Culture Program	11
Chamber Music Ensemble	7
Education Through Music TED X495	43
Guitar Workshop — Beginning	7
Guitar Workshop — Contemporary	7
Japanese - Beginning Conversation	7
Malcolm X — Then & Now	8
Omnilore Society	10
Race & Race Relations—Myths & Realities	8
Spanish for Health Professionals—Conversational	6
Spanish on the Job—Conversational	6
Spanish Immersion Program—Cuernavaca Intensive	5
Spanish: Beginning—Intensive Communication in	5
Theatre Program -- Odyssey Theatre	69
Trace Your African & Native American Roots	8
Writing From Within	10

Degree Programs

Humanities External MA Degree -- Correspondence	5
Humanities External MA Degree — Online	9

Business

Accounting for the Construction Industry	18
Appraisal of Individual Performance	24
Business Management Basics	17
Coaching for Improved Work Performance	24
Conducting Effective Employee Interviews	24
Construction Project Management II	18
Cost Approaches to Real Estate Appraisal	26
Customer Satisfaction & Quality Assurance QAS 531	29
Easy Money Strategies for Retirement	16
How To Set Up Bookkeeping for a Small Business	14
How To Start a Home-Based Business	14
Human Factors in Quality Assurance QAS 515	29
Importing & Exporting: An In-depth Guide	14
Invest for College Now!	16
Investment Basics	16
Investment Statistics	16
Just-in-Time /TQC -PIX 324-01	22
Legal Aspects of Supervisory Actions - Legal I	24
Legal Aspects of Supervisory Actions - Legal II	24
Legal Considerations in Real Estate Appraisal	26
Loan Underwriting & Appraisal Review	20
Medical Billing I	15
Medical Billing II	15
Medical Insurance Billing — Your Home Business	15
Medical Insurance Computer Billing	15
Mortgage Law & Compliance	20
Positive Discipline Strategies	24
Public Sector Procurement	25
Purchasing Fundamentals	25

Real Estate Economics	26
Real Estate Valuations	27
Reliability - QAS 512	29
Small Business Tax Seminar	14
Software Reliability - QAS 523	29
Statistical QC for Service Professionals - QAS 530	29
Tax Class for Landlords	14
Team Building Concepts & Strategies	24
Uniform Standards of Prof Appraisal Practice	27
Why Aren't Women Running the Show?	17
Writing Technical Instructions	28

Certificate Programs

Construction Management	18
Manufacturing Supervision	19
Mortgage Banking	21
Occupational Health & Safety	20
Production & Inventory Control	22
Professional Supervision	23
Purchasing	25
Real Estate Appraisal	26
Quality Assurance	31
Technical Writing	28

Degree Programs

MS Quality Assurance	29
MS Quality Assurance - Service	30

Certificate Programs

Descriptions of all programs available through Extended Education	32
---	----

Computers

Computerized Bookkeeping with Quicken	35
DOS — Introduction	34
Help! Help! Computers: Selecting & Buying	34
Lotus 1-2-3 — Introduction	34
UNIX OS for Multi-platforms — Introduction	35
UNIX System Administration	35
Windows 3.1 — Introduction	34
WordPerfect 5.1 — Introduction	34

Distance Learning

Interactive television courses	36
--------------------------------	----

Education

Assessment of Children & Youth SH — GED 564-71	44
Bobrow Test Preparation	39
CBEST Review	39
GMAT Review	39
GRE Review	39
LSAT Review	40
MSAT Review	40
SAT Reasoning Test Review	39
Classroom Mgmt Meth Spec/Gen Ed - TED 427-71	44
Computers & Media Mat w/Young Child	42
Counseling & Guidance Adult Educ - TED 424-71	45
Child, Family & Community — TEX 355-01	42
Community College — GED 549-71	47
Diagnosis for LH — GED 567-71	44
Education Through Music — TEX 495-01	43
Effective College Teaching — GED 548-71	47
Elementary Math & Science Meth — TED 410-71	44
Elementary Soc Studies/Content R&W - TED 412-71	44
How to Learn Anything Fast	41
Instructional Strategies/Except Learners GED 526-71	44
Methods & Materials for Parent Education	43
Multicult Perspect Teaching Young Child TEX 425-02	42
Music, Rhythm & Movement for Children TEX 425-01	42
Program Planning for Resource Specialist GED 527-71	46
Resource Specialist II GED 528-71	46
Special Education Conference	43
Super Teaching Strategies	41
Supervised Field Exp in Adult Educ TED 423-71	45

Certificate Programs

Community College Teaching	47
Early Childhood Education	42
Special Education - Resource Specialist	46

Credentials

Designated Subject Adult Education Teaching	45
Special Education	44

Health Sciences & Psychology

Abandoning Parent & the Broken-Hearted Child	48
Advanced Practicum - ADX 307	50
Alcoholism — Introduction ADX - 300	50
Anger & Depression: Emotions Women Fear	48
Counseling the Substance Abuser - ADX 303	50
Counseling for the Individual - ADX 302	50
Counseling Techniques - ADX 301	50
Day of Nurturance	48
Family Dynamics - ADX 306	50
Help Your Child Choose a Career	52

Surviving the Threat of Job Loss	48
Treatment of Eating Disorders	50
Young Children in Family Therapy	52
Your Changing Body	52

Certificate Programs

Alcohol & Drug Counseling	49
Orthotics	51

Occupational Health & Safety

Confined Space Safety for Supervisors	53
Construction Consumers Role in Safety	54
Fall Protection: Planning, Selection & Use	54
Hazard Communication: Train the Trainer	53
Industrial Hygiene - Principles	54
Industrial Occupational H&S Law	54
Managing Indoor Air Quality Issues	53
Occupational H&S in Petro/Chemical Industries	54
Safety Issues — Man vs. Machines	53

Certificate Program

Occupational Health & Safety	21
------------------------------	----

Open University

70

Travel, Fitness & Fun

Canoe Trip - Topock Gorge	59
Costa Rica Rain forest Adventure	60
Fitness for the '90s	59
Study Safari	60
Travel Study Series	61

Special Sessions

Course listings and registration information	55
Registration Form	58

Registration Form

Inside Back Cover

Registration Information

63

Maps

66

Index

71

Jan 4	Elementary Soc Studies/Content R&W - TED 412-71	44
Jan 8	Resource Specialist II GED 528-71	46
Jan 10	Statistical Process Control	19, 37
Jan 11	Materials Management — Introduction	22, 36
Jan 12	Cost Price Analysis and Negotiation	25, 37
Jan 12	LDS Exam Prep - TED X495-79	37
Jan 13	Just-in-Time /TQC -PIX 324-01	22
Jan 13	Materials Requirements & Master Planning	22, 36
Jan 22	CBEST Review	39
Jan 23	LSAT Review	40
Jan 24	Alcoholism — Introduction-ADX 300	50
Jan 24	Treatment of Eating Disorders	50
Jan 24	Quality Assurance for Automated Sys QAS 524-71	29, 55
Jan 24	Statistics, Computing & Info Proc - BEH 505-71	57
Jan 25	Advanced Practicum - ADX 307	50
Jan 25	Computers in Education GED 535-91	37
Jan 25	Counseling the Substance Abuser - ADX 303	50
Jan 26	Counseling Techniques - ADX 301	50
Jan 27	Chamber Music Ensemble	7
Jan 27	Counseling for the Individual - ADX 302	50
Jan 27	Teaching Eng Non-native Speakers GED 520-91	37
Jan 28	Advanced Probability & Statistics - QAS 510-71	29, 55
Jan 29	Elementary Math & Science Meth - TED 410-71	44
Jan 29	Industrial Hygiene - Principles	54
Jan 29	Instructional Strategies/Except Learners-GED 526-71	44
Jan 31	American Language and Culture Program	6
Feb 2	Classroom Mgmt Meth Spec/Gen Ed - TED 427-71	44
Feb 5	Counseling & Guidance Adult Educ - TED 424-71	45
Feb 5	Effective College Teaching — GED 548-71	47
Feb 5	Methods & Materials for Parent Education	43
Feb 7	Accounting for the Construction Industry	18
Feb 7	Conducting Effective Employee Interviews	24
Feb 7	Guitar Workshop — Beginning	7
Feb 7	Guitar Workshop — Contemporary	7
Feb 9	Construction Project Management II	18
Feb 12	GMAT Review	39
Feb 12	MSAT Review	40
Feb 26	UNIX OS for Multi-platforms — Introduction	35
Feb 28	Coaching for Improved Work Performance	24
Mar 5	GRE Review	39
Mar 7	UNIX System Administration	35
Mar 12	WordPerfect 5.1 — Introduction	34
Mar 14	Team Building Concepts & Strategies	24
Mar 19	Lotus 1-2-3 — Introduction	34
Mar 23	Diagnosis for LH — GED 567-71	44
Mar 23	Assessment of Children & Youth SH - GED 564-71	44
Mar 26	DOS — Introduction	34
Mar 28	Appraisal of Individual Performance	24
Apr 9	Community College — GED 549-71	47
Apr 9	Medical Insurance Computer Billing	15
Apr 9	Windows 3.1 — Introduction	34
Apr 11	Purchasing Fundamentals	25
Apr 13	Public Sector Procurement	25
Apr 16	SAT Reasoning Test Review	39
Apr 18	Legal Aspects of Supervisory Actions - Legal I	24
Apr 23	Computerized Bookkeeping with Quicken	35
May 2	Legal Aspects of Supervisory Actions - Legal II	24
May 16	Positive Discipline Strategies	24

CSUDH

*extension classes held on
campus in Carson (CSUDH
campus) 1000 East Victoria,
Carson, CA.*

*Parking: \$1.50 per day
(bring quarters)*

Jan 27	Beginning Japanese Conversation	7
Jan 31	Child, Family & Community — TEX 355-01	42
Jan 31	Mortgage Law & Compliance	20
Feb 1	Conversational Spanish on the Job	6
Feb 2	Music, Rhythm & Movement for Children TEX 425-01	42
Feb 2	Intensive Communication in Spanish: Beginning	5
Feb 4	Fall Protection: Planning, Selection & Use	54
Feb 5	Young Children in Family Therapy	52
Feb 19	Your Changing Body	52
Feb 26	Trace Your African & Native American Roots	8
Feb 26	Invest for College Now!	16, 52
Mar 4	Construction Consumers Role in Safety	54
Mar 5	Abandoning Parent & the Broken-Hearted Child	48
Mar 9	Multicult Perspect Teaching Young Child TEX 425-02	42
Mar 12	How To Set Up Bookkeeping for a Small Business	14
Mar 12	Small Business Tax Seminar	14
Mar 17	Conversational Spanish for Health Professionals	6
Mar 19	Surviving the Threat of Job Loss	48
Mar 19	Writing From Within	10
Mar 26	Help Your Child Choose a Career	52
Apr 9	Race & Race Relations—Myths & Realities	8
Apr 14	Capacity & Priority Management	22, 36
Apr 20	Computers & Media Mat w/Young Child TEX 425-03	42
Apr 20	Easy Money Strategies for Retirement	16
Apr 23	Day of Nurturance	48
Apr 30	Anger & Depression: Emotions Women Fear	48
May 14	Malcolm X — Then & Now	8

Jan 18	Cost Approaches to Real Estate Appraisal	26
Jan 29	Investment Statistics	16
Jan 29	Loan Underwriting & Appraisal Review	20
Feb 1	Industrial Occupational H&S Law	54
Feb 3	Business Management Basics	17
Feb 7	Real Estate Economics	26
Feb 15	Medical Billing I	15
Feb 23	Tax Class for Landlords	14
Feb 26	How To Start a Home-Based Business	14
Mar 2	Occupational H&S in Petro/Chemical Industries	54
Mar 8	Help! Help! Computers: Selecting & Buying	34
Mar 14	Legal Considerations in Real Estate Appraisal	26
Mar 19	How to Learn Anything Fast	41
Apr 11	Uniform Standards of Prof Appraisal Practice	27
Apr 12	Managing Indoor Air Quality Issues	53
Apr 12	Why Aren't Women Running the Show?	17
Apr 16	Safety Issues — Man vs. Machines	53
Apr 30	Confined Space Safety for Supervisors	53
Apr 30	Investment Basics	16
Mar 5	Importing & Exporting: An In-depth Guide	14
Mar 15	Medical Billing II	15
May 1	Medical Insurance Billing — Your Home Business	15
May 14	Super Teaching Strategies	41

CSUDH

*extension classes held
at the Redondo Beach
Community Center
(RBCC) 320 Knob Hill
Avenue at Pacific Coast
Highway, Redondo
Beach.*

CSUDH

*extension classes held
at the Franklin
Community Center (FCC)
850 Inglewood Avenue,
Redondo Beach.
Parking is free.*

arts and humanities

arts and humanities

American Language & Culture Program	11
Chamber Music Ensemble	7
Guitar Workshop — Beginning	7
Guitar Workshop — Contemporary	7
Japanese - Beginning Conversation	7
Malcolm X — Then & Now	8
Omnilore Society	10
Race & Race Relations —Myths & Realities	8
Spanish for Health Professionals —Conversational	6
Spanish on the Job	6
Spanish Immersion Program —Cuernavaca Intensive	5
Spanish: Beginning—Intensive	5
Trace Your African & Native American Roots	8
Writing From Within	10

Master of Arts Degrees

Humanities External Degree	9
----------------------------	---



Intensive Communication in Spanish: Beginning

1.8 CEUs

An intensive, in-depth introduction to the Spanish language emphasizing basic communication skills. Participants will gain an understanding valuable on the job, traveling, or by being able to communicate with millions of Spanish-speaking people here and abroad. Games, humor and other activities help you learn the language quickly. This is total immersion. Come prepared to learn and speak only in Spanish.

Josefina Culton, MA, applied linguistics and Latin American Literature, has taught English to Spanish and Spanish to English speakers in Mexico and the USA.

6 mtgs: Wed Feb 2 - Mar 9

6 - 9pm

RBCC room 8

\$145 (plus \$5 for materials, payable to instructor)

Live, Love and Learn Spanish in Cuernavaca, Mexico

July 2-23 or July 2-30, 1994

A 3 or 4-week intensive Spanish Language Immersion program specifically designed to develop conversational fluency in the shortest possible time.

- No previous knowledge of Spanish required
- Study at the Center for Bilingual & Multicultural Studies—Mexico's foremost center for the study of Spanish
- Live with a Mexican family and enjoy the culture and additional conversational practice • Daily two-hour study of professional terminology available
- Earn 3 semester units of credit in Spanish

For complete costs and itinerary, contact the CSUDH Office of Extended Education (310) 516-3746, or write: CSUDH, Extended Education, SCC B141, 1000 East Victoria, Carson, CA 90747.

Conversational Spanish for Health Professionals: Spanish without Pain

2.4 CEUs

The purpose of this course is to provide a sufficient level of Spanish language proficiency to enable health professionals to communicate with their Spanish-speaking patients. Tailored to the health field, this course is useful to nurses, doctors, dentists, medical and dental assistants and secretaries, therapists, and other interested professionals. Students will learn Spanish while becoming acquainted with medical terminology in Spanish, as well as the medical culture (herbal and folk medicine) shared by many patients who only speak Spanish.

- Easy guide to pronunciation
- Efficient acquisition of vocabulary
- Role playing in realistic situations
- Giving and receiving instructions
- Polite phrases to ease patient tensions
- Writing and reading in the health field

Recommended textbook: *Bilingual Vocabulary for the Medical Profession* by Ralph Escandon; Scott Foresman Company.

Josefina Culton

8 mtgs: Thu Mar 17 - May 19 (no class Mar 31)

6:30-9:30pm

RBCC room 8

\$145 (plus \$5 for materials payable to instructor)

Conversational Spanish on the Job

1.8 CEUs

Learn basic conversational Spanish needed in the workplace; office, school or retail business. Students will learn vocabulary, pronunciation, phrases and courtesies. The class will emphasize on-the-job situations and will be taught using the communicative natural approach appropriate for beginning or intermediate levels. Topics include: easy guide and review of pronunciation, efficient acquisition of vocabulary, role playing in realistic situations, giving and receiving instructions, courtesies and polite phrases, and basic writing and reading needed in the workplace.

Josefina Culton

6 mtgs: Tue Feb 1 - Mar 8

6:30-9:30pm

RBCC room 8

\$145 (plus \$5 for materials payable to instructor)

American Language and Culture Program

English as a Second Language

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

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

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

Beginning Japanese Conversation

1.0 CEUs

Designed for those who want to learn Japanese conversation quickly and efficiently. Students will learn greetings, functional speech and basic sentence structure using a unique phonics manual. By the end of the course, students will also be able to construct hundreds of conversational sentences. Ideal for those who plan to visit Japan or who work for a Japanese corporation.

Hiroshi Moriyasu, instructor, is a graduate of the University of Arkansas where he received a BA in English, and has worked as a teacher of English and Japanese for 15 years.

5 mtgs: Thu Jan 27 - Mar 3

6:30-8:30pm

RBCC room 7

\$65 (plus \$5 materials fee payable to instructor)

Musicians! Potential and
Practicing Music Teachers!
See the listing in the
Education section for
**TED X495: EDUCATION
THROUGH MUSIC:
Special Topics in
Teacher Education**

A rare opportunity to gain an introduction to the Kodaly-Richards techniques of teaching music to preschool, kindergarten and elementary students

Randy McChesney, Director, Richards Institute is an Adjunct Assistant Professor at USC School of Education, has taught over five hundred workshops throughout North America in the past seventeen years.

Beginning Guitar Workshop

MUX 122

1 ext unit

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

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

15 mtgs: Mon Feb 7-May 23 (no class Feb 21)

7:30- 8:50pm

CSUDH campus HFA A207

\$112

Contemporary Guitar Workshop

MUX 322

1 ext unit

Prerequisite: Previous Experience or consent of instructor

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

William Davila

15 mtgs: Mon Feb 7-May 23 (no class Feb 21)

7:30-8:50pm

CSUDH campus HFA A204

\$112

Chamber Music Ensemble for all instruments & voice

MUX 170, MUX 270,

MUX 370 or MUX 470

1 ext unit

Prerequisite: Previous experience or consent of instructor

Study of music through small instrumental ensemble rehearsal and performance. Public performance expected. Repeatable once. Three hours of activity per week plus extra rehearsal and performances times to be arranged.

Cornel Imry is an acclaimed classical guitarist and teacher.

15 mtgs: Thu Jan 27-May 12 (no class Mar 31)

7-8:50pm

CSUDH campus HFA A204

\$112

Trace Your African and Native American Indian Roots

LHU 102-01

Noncredit

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

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

1 mtg: Sat Feb 26
10am-4pm
RBCC room 7
\$35

Racism and Race Relations -- Myths and Realities

LHU 102-02

Noncredit

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

L. Joyce Chappel

1 mtg: Sat Apr 9
10am-2pm
RBCC room 7
\$35

Malcolm X -- Then and Now

LHU 102-03

Noncredit

It has been twenty-eight years since the great fallen leader left us. Yet, the magnetism he draws is still alive and well--especially among the youth. Who was this visionary, this martyr, this giant of a man? What were the influences which made him such a powerful force in American history? What made his beliefs, ideologies and philosophies heard around the world? What were the important stages of his self-awareness and spiritual development? In this seminar you will gain insight into what created the atmosphere for such a man to become a hero to so many people -- past and present

L. Joyce Chappel

1 mtg: Sat May 14
10am-3pm
RBCC room 7
\$35



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

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

THE HUMANITIES EXTERNAL DEGREE PROGRAM NOW OFFERS COMPUTER-ORIENTED STUDENTS AN ONLINE OPTION--COURSES OVER THE INTERNET -- INTERACTIVE COMPUTER-BASED COMMUNICATIONS WITH FACULTY AND OTHER STUDENTS.

COMING SOON—MULTI-MEDIA INSTRUCTIONAL PACKAGES TO HELP YOU LEARN HOW TO NAVIGATE THE INTERNET AND USE THIS VALUABLE, FREE INSTRUCTIONAL RESOURCE TO ENRICH YOUR STUDIES AND HAVE SOME GOOD OLD-FASHIONED FUN IN CYBERSPACE.

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

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





Omnilore Society

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

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

Recent discussion topics have included:

- 19th Century French Literature
- Separate Republics of the Former USSR
- A Brief History of Time: Stephen Hawking's Book
- China: Ancient History and Traveling in China

Interested?

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

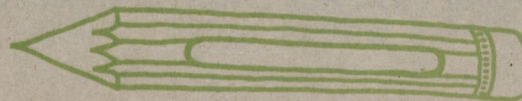
**For information phone (310) 540-6011 or write to:
Omnilore, PO Box 7000-23, Redondo Beach, CA 90277**

Writing From Within

LWS 101-01

Noncredit

The process of self-assessment is important if we are to live fulfilled, enriched and meaningful lives. This hands-on heuristic course provides students a system of personal expression and self-awareness designed to help discover each individual's authentic voice by teaching students to see and write "through the eyes of the child." The course is designed to assist students in facing the fears of writing, to understand the critic-creator conflict, to develop an acute awareness of who they were at significant moments in their lives, to learn the value of non-judgmental, supportive feedback, and to experience trust in sharing work with others. Coursework will enable students to develop an authentic style of writing life's stories, freed of the sophisticated adult language that many of us use in the day-to-day activities of our lives. Designed for practicing and aspiring writers, the course will also be rewarding for individuals seeking self-growth, for those in recovery and those dealing with grief, for teachers and counselors seeking creative new approaches to writing, storytelling, and understanding relationships, and for older people seeking to leave a viable legacy.



Bernard Selling, MA, holds degrees in English literature and film making. He is the author of *Writing From Within: A Step by Step Guide to Writing Your Life's Stories and In Your Own Voice: Using Life Stories to Build Writing Skills* and has developed life writing classes throughout southern California. He studied with Lee Strasberg and Jack Garfein and was influenced by Joseph Campbell in helping people write the stories of their lives.

2 mtgs: Sat Mar 19, 26

9am-5pm

RBCC room 8 (Mar 19); room 7 (Mar 26)

\$110

AMERICAN LANGUAGE and CULTURE PROGRAM (ALCP)

arts and
humanities

ESL COURSES

2 SPRING 1994 SESSIONS:

SPRING A: Jan 31 - Mar 25

SPRING B: Apr 4 - May 27

Conversation

\$360

9:00-10:20 a.m.

MWF

Improve your English. This course emphasizes listening, speaking and grammar for conversational purposes.

ESL Composition

\$360

10:30-11:50 a.m.

MWF

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

Pronunciation

\$240

1:00-1:50 p.m.

MWF

Improve your pronunciation. This course covers stress, intonation and pronunciation strategies.

TOEFL PREPARATION

TOEFL Grammar

\$240

9:00-10:20 a.m.

TTh

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

TOEFL Listening

\$240

10:30-11:50 a.m.

TTh

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

TOEFL Vocabulary & Reading

\$160

1:00-1:50 p.m.

TTh

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

INTENSIVE PROGRAM

International students can improve their English rapidly in the ALCP Intensive Program. This full-time program issues Form I-20s to eligible applicants. Applicants are welcome at all levels--beginning to advanced. Courses are offered year-round so you can apply at any time. Contact the ALCP office for more information.

To register:

Fill in the registration form below.

LATE REGISTRATION FEE OF \$25
APPLIES AFTER:

January 28 Spring A Session
April 1 Spring B Session

Room numbers will be posted at the American
Language and Culture Program Office, SAC 1143.

For more information, call
(310) 516-3830.

AMERICAN LANGUAGE & CULTURE PROGRAM (ALCP) REGISTRATION FORM

NAME _____
ADDRESS _____
CITY _____ STATE _____ ZIP _____
COUNTRY OF RESIDENCE _____
COUNTRY OF CITIZENSHIP _____
TELEPHONE _____

I AM REGISTERING FOR:

COURSE _____ PRICE _____

COURSE _____ PRICE _____

COURSE _____ PRICE _____

SPRING A SPRING B (circle one)

TOTAL ENCLOSED _____

Make checks payable to California State University, Dominguez Hills.

Mail to:
American Language and Culture Program, SAC 1143
California State University, Dominguez Hills
1000 E. Victoria, Carson, CA USA 90747-0005
or FAX to: (310) 516-4418

Certificate Programs

Construction Management	18
Manufacturing Supervision	19
Mortgage Banking	21
Occupational Health & Safety	20
Production & Inventory Control	22
Professional Supervision	23
Purchasing	25
Real Estate Appraisal	26
Quality Assurance	31
Technical Writing	28

Masters Degree Programs

MA Quality Assurance	29
MA Quality Assurance - Service	30

Business Courses

Accounting for the Construction Industry	18
Appraisal of Individual Performance	24
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Loan Underwriting & Appraisal Review	20
Medical Billing I	15
Medical Billing II	15
Medical Insurance Billing — Your Home Business	15

Medical Insurance Computer Billing	15
Mortgage Law & Compliance	20
Positive Discipline Strategies	24
Public Sector Procurement	25
Purchasing Fundamentals	25
Real Estate Economics	26
Real Estate Valuations	27
Reliability - QAS 512	29
Small Business Tax Seminar	14
Software Reliability - QAS 523	29
Statistical QC for Service Professionals - QAS 530	29
Tax Class for Landlords	14
Team Building Concepts & Strategies	24
Uniform Standards of Professional Real Estate Appraisal Practice	27
Why Aren't Women Running the Show?	17
Writing Technical Instructions	28

business

Rocket Scientists needed:

Engineers, Scientists, Military Personnel with backgrounds in math and science can put their skills to work where they are needed.

Become a 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 math & science at the secondary level.

For further information contact:

Robert De Vries, EdD,
CSUDH School of Education (310) 516-3924
or
Gary R. Levine
CSUDH Division of Extended Education (310) 516-3727

A Tax Class for Landlords

BRE 106-01

Noncredit

If you are a current landlord or are thinking about becoming one, this workshop is for you. Rental property will be discussed from a tax perspective. You will learn the tax advantages of owning rental property stressing deductions. You will be guided step-by-step toward a better understanding of rental tax rules and how to apply them as a landlord or future landlord.

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

1 mtg: Wed Feb 23

6:00-10pm

FCC room 8

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

How to Start a Home-based Business

BSB 104-01

Noncredit

A step-by-step guide to starting a homebased business covering a broad spectrum of topics including trends in home-based businesses, the planning process (evaluating yourself, deciding on a business, writing a business plan), getting the business set up (setting up the company, applying for a license and registration, getting insurance, learning about taxes) and operating the business (setting up your office, reaching your customers, managing your business).

Cindy Zuvich, BS, instructor, is the owner of a consulting firm and a seminar presenter on home-based business and organizational management.

1 mtg: Sat Feb 26

9:30am-4pm

FCC room 7

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

Importing and Exporting An In-depth Guide

BIX 101-01

Noncredit

If you have ever dreamed of owning your own profitable and fascinating business venture, this in-depth class is a MUST! It is designed for those seeking a practical, hands-on workshop with specific information about importing as a business and a career.

This informative seminar provides a clear, step-by-step approach to starting an importing business as well as providing an overview of careers in importing, such as banking, freight forwarding, and custom house.

Topics include:

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

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

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

1 mtg: Sat Mar 5

10am - 3pm

FCC room 8

\$65 (plus \$15 materials fee payable to instructor)

How to Set Up Bookkeeping for a Small Business

BSB 103-01

Noncredit

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

David Westerfield 1 mtg: Sat Mar 12

8:30am-noon

RBCC room 7

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

Both courses: \$75

Small Business Tax Seminar

BSB 102-01

Noncredit

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

Topics include:

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

David Westerfield

1 mtg: Sat Mar 12

1-4pm

RBCC room 7

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

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

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

4 mtgs: Tue-Thu Feb 15, 17, 22, 24

6:45-9:45pm

FCC room 8

\$110 (plus \$25 materials fee payable to instructor)

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

3 mtgs: Tue-Thu Mar 15, 17, 22

6:45-9:45pm

FCC room 8

\$100 (plus \$15 materials fee payable to instructor)

Medical Insurance Computer Billing

Medical Insurance Billing I suggested as a prerequisite.

BMB 301-01

Noncredit

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

Sandra Collins

1 mtg: Sat Apr 9

9am-1pm

CSUDH campus SBS A110

\$79

Make Medical Insurance Billing Your Home Business

Medical Insurance Billing knowledge suggested.

BMB 401-01

Noncredit

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

Sandra Collins

1 mtg: Sat May 7

9am-1pm

FCC room 8

\$45

business

Discover Easy Money Strategies for Retirement

business

BPI 102-01 Noncredit

Learn key concepts and practices for developing a winning strategy to map a secure and enjoyable future in this practical class presented in plain English. You will learn facts and information that pro-

fessionals know yet seldom offer.

Topics include:

- How tax brackets affect financial decisions
- The 26 most common financial mistakes of retirement
- The most popular ways of receiving & increasing income
- Clearing-up misconceptions about IRAs and lump sum distributions
- Estate planning and living trusts

and many other topics that will enhance your knowledge for smart money management in retirement

Regina McKernan, Advisory Assoc. Financial Network Advisory Corp., and Chris Miloe MBA, Advisory Assoc. Albitz-Miloe & Assoc.

3 mtgs: Wed Apr 20 - May 4

7-9:30pm

RBCC room 8

\$35 or \$45 per couple

Investment Basics

BPF 101-04

Noncredit

Learn the basics of personal finance, time value of money, investment risk and return tradeoffs, asset allocation, and investment management. Psychology of investing, common investment myths, and the benefits of a do-it-yourself approach or hiring a money manager/advisor will be addressed. Guidelines for asset allocation in 401(k) and 403(b) retirement plans, investment rules of thumb and information on free and low-cost investment data and software will be included.

Textbook: *Investment Fundamentals* by Amling and Droms. Cost approximately. \$50 at CSUDH Bookstore (310) 516-3789; M-Th 8:30am to 7:30pm; F 8:30am to 4pm; Sa 9am to 2pm; UPS delivery available.

Bill Jerkovsky, MS, instructor, has over 20 years experience in investing for individuals.

4 mtgs: Sat Apr 30, May 7, 14, 21

8:45am-noon

FCC room 7

\$59 individual or \$69 per couple

Investment Statistics

BPF 101-03

Noncredit

This course will help you understand the statistics and probability concepts used in investment, financial analysis business and economics. Learn how to summarize data in terms of means, standard deviations, probability distributions and correlations. Single and multiple regression will be discussed and applied to asset pricing models and portfolio evaluation. Tests of statistical significance, hypothesis testing, and an introduction to model building and forecasting of time-series data will be included. Access to Lotus 1-2-3, Excel or a statistical calculator is recommended, and only high-school algebra is required to follow the course and textbook discussion.

Textbook: *Statistics for Business and Financial Economics* by Cheng Lee. Cost: approximately \$60 at CSUDH Bookstore (310) 516-3789; M-Th 8:30am to 7:30pm; F 8:30am to 4pm; Sa 9am to 2pm; UPS delivery available.

Bill Jerkovsky, MS, instructor, has over 20 years experience in investing for individuals.

4 mtgs: Sat Jan 29, Feb 5, 12, 19

8:45am-noon

FCC room 7

\$59 individual or \$69 per couple

Parents (and Grandparents) of Preschoolers: Invest for College Now!

BPF 102-01

Noncredit

A college education is expensive. Right now, four years at an Ivy League school could cost over \$100,000. The national average for private colleges is over \$14,000 a year for tuition, fees, room and board. Public schools are less expensive, but still average over \$5,000 a year. The time to begin thinking about paying for your child's education is now, while they're young. This course will help you understand your options for providing for your child's education, and give you the tools to implement an effective college investment plan. You'll go through the numbers and learn college costs, inflation, and the effects of recent tax law changes. You'll then use handout materials in class to estimate the cost of sending your child to the college of your choice and then to calculate the savings and interest rates necessary to meet those projections.

Delia Fernandez, MBA, PFP, instructor, is Principal of Fernandez Financial Services, and has served in executive positions for large corporations.

1 mtg: Sat Feb 26

10am-12:30pm

RBCC room 8

\$45 (plus \$7 materials fee payable to instructor)

Business Management Basics

3.0 CEUs

Learn how to manage using many of the same techniques used by successful business people--- the same approaches to solving problems, starting up businesses, and management styles can help you acquire the basic concepts and procedures to help you style your own management strategy and business plan. Apply these principles to your own company, or to your employer's firm.

Required Text: *How to Write a Business Plan*, by Mike McKeever, 4th ed. Nolo Press.

Harry V. Redinger, MBA, business management consultant and author specializing in small to intermediate-sized services companies.

10 mtgs: Thu Feb 3-Apr 14 (no class Mar 31)

6:30-9:30pm

FCC room 7

\$185

Why Aren't Women Running the Show?

BMG 101-01

Noncredit

Break through the expectations and the sexpectations in the male-dominated business world. Learn the secrets of communicating and delegating with authority. Understand the brains, brawn and biological difference in the sexes. Become a team player and achieve leadership--now. A personal action plan to build power, develop leadership, handle stress and conflicting priorities will be outlined.

Eve Capello, PhD, MA, instructor, has taught in the fields of psychology and art at CSUDH, the University of Judaism, Mount St. Mary' College and Ottawa University in Canada.

1 mtg: Sat Apr 12

9am-3:30pm

FCC room 7

\$75 (plus \$10 materials fee payable to instructor)

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

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.

Legal Aspects of Construction Management

3CEUs

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.

Accounting for the Construction Industry

3 CEUs

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

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.

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.

Construction Project Management II

3CEUs

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 is also covered.

Spring 1994 Schedule

Accounting for the Construction Industry

3 CEUs

J. William Stinde, MBA, General Contractor, Real Estate Broker & Tax Accountant

10 mtgs: Mon Feb 7 - Apr 25
(no class 2/21 & 4/4)
6-9pm
CSUDH campus SAC 1106
\$185 (plus \$25 materials fee payable to instructor)

Construction Project Management I I

3 CEUs

Theodore Wendland, III, AIA, Architect, Construction Manager, Principal of Wendland Nahmias AIA & Assoc.

10 mtgs: Wed Feb 9 - Apr 20
(no class 3/30)
6-9pm
CSUDH campus SAC 1108
\$185

Certificate in Manufacturing Supervision

business

CSUDH Extended Education offers this certificate designed for employees in the manufacturing and engineering industries who seek to enhance their supervisory skills for application in manufacturing environment.

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

To receive the certificate, candidates must successfully complete four courses. Those who do not wish to pursue a certificate may take individual courses.

Location

Classes meet one evening per week from 4-7pm, offer 3 extension credit units and are held on campus and at off-campus sites in 13-week trimesters. The entire Certificate in Manufacturing Supervision is also taught via the ITFS interactive television system.

The Cost

Cost of each unit is \$112, or \$336 for a 3-unit course. 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. Please call Scott MacKay at (310) 516-3355 for further details.

The Courses

PIX 319 Introduction to Materials Management

Provides a broad overview of the nature of business organizations, the function 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 also serves as the first course in the Production and Inventory Control Certificate taught in partnership with the Los Angeles Chapter of the American Production and Inventory Control Society (LAPICS).

APX 270 Quality Management in the Manufacturing Environment

A study directed towards productivity improvement, learning and improving the industrial environment. Total Quality Control is discussed as a tool of continuous improvement, employee job certification and certification of special manufacturing processes.

APX 272 Work Standards in Manufacturing Operations

A study of staff operations in the industrial environment including safety, space layout, scheduling and flow control of the manufacturing process. Loading shop equipment and capability analysis are discussed.

APS 303 Statistical Process Control

Prerequisite: MAT 131

A study of the application of SPC techniques used to control the quality of manufacturing and service operations. The course includes a brief statistics review, quality control deviations and sampling techniques of defined risk.

Winter 1994 Trimester

Begins Week of 1/10/94

APS 303-02 (92) Statistical Process Control

Seq No: 82983

Mon 4-6:30 pm

ERC E103 (on campus)

If taking over tv at a company site, specify that you are in section 92.

Spring 1994 Trimester

Begins Week of 4/11/94

PIX 319-03 (93) Introduction to Materials Management

Seq No: 65645

Tue 4-6:45pm

ERC E 103 (on campus)

If taking over tv at a company site, specify you are taking section 93.

For information on how your company can become an ITFS receive site, call Warren Ashley at (310) 516-4288

Certificate Award in Occupational Health & Safety

business

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

Who Should Attend

The program will meet and satisfy ongoing CEU requirements for registered environmental assessors, certified safety professionals, certified industrial hygienists, professional engineers and safety & industrial nurses. Supervisors, company owners, top & middle management, loss control representatives, worker compensation administrators, risk management, general managers and superintendents will also find this program a valuable and important means of gaining professional knowledge. The Certificate Award in Occupational Health & Safety is co-sponsored 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 one elective course are required. Additional optional courses are offered to suit the needs of several industries. Each course offers Continuing Education Units (CEUs).

The Schedule

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

The Location

All classes are held on campus at the Redondo Beach Community Center or on the CSUDH campus in Carson.

Professional Advisory Committee

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

The Courses

Foundations of Safety and Health Programs 3 CEUs

Industrial Occupational Health and Safety Law 3 CEUs

Industrial Accident Investigation 3 CEUs

Principles of Industrial Hygiene 4.2 CEUs

Occupational Health and Safety Program Administration 3 CEUs

Industrial Health and Safety Hazards and Control 2.5 CEUs

Human Factors and Ergonomics 2 CEUs

Occupational Health and Safety Professional 4.2 CEUs

Spring 1994 Schedule

Industrial Occupational Health and Safety Law

3 CEUs
John A. O'Toole, REA, is a Health &
Safety Consultant with CAL/OSHA.
10 mtgs: Tue Feb 1 - Apr 12
(no class Mar 29)
6:30-9:30pm
FCC room 7
\$350 (plus \$55 materials fee payable
to instructor)

Principles of Industrial Hygiene

Part I 2.4 CEUs
James Unmack, PE, CIH, SDP, DEE, is
Health & Safety Manager for Earth
Technology Corporation.
4 mtgs: Sat Jan 29; Feb 12, 26;
Mar 12
9am-4pm
CSUDH campus SAC 1104
\$250 (plus \$50 materials fee payable
to instructor)

Principles of Industrial Hygiene

Part II 2.4 CEUs
James Unmack, PE, CIH, SDP, DEE, is
Health & Safety Manager for Earth
Technology Corporation.
4 mtgs: Sat Mar 26, Apr 9, 23; May 7
9am-4pm
CSUDH campus SAC 1104
\$250 (plus \$50 materials fee payable
to instructor)

Who Should Attend

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 semesters (one year's time). The classes will be scheduled each Fall, Spring and Summer semesters. Eight courses taught by field professionals, give the participant a strong, comprehensive background in the material. The Certificate in Mortgage Banking is awarded upon successful completion of six courses. There are no prerequisites to enter the program. Attendance requirements at the classes and homework assignments, completed by due dates established by instructors as well as passing grades on in-class quizzes and tests and completed written assignments at established performance criteria will result in the awarding of the Certificate to those who complete 185 hours of instruction. Fundamentals of Mortgage Banking is the only course required: the student may choose the courses he/she wishes to take to complete the required hours. Continuing Education Units (CEUs) will be awarded for every 10 hours of class completed.

Location

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

The Courses

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.

Loan Origination 3 CEUs

Prerequisite: Fundamentals of Mortgage Banking

An overview of how and why loans are made, covering loan qualification, the parties and agencies involved and loan categories and products. Competencies

Certificate Award in Mortgage Banking

include completion of loan applications, analysis of borrower profiles, assembly of initial loan packages and an understanding of pertinent documentation. Participants will also be introduced to applicable laws and the compliance requirements. Lecture, small work groups and case studies are some of the learning activities.

Loan Processing 2 CEUs

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

Mortgage Law and Compliance 3 CEUs

Prerequisite: Fundamentals of Mortgage Banking

A review of the fundamentals of contract law and its applicability to mortgage lending activities, such as loan commitments, warehousing agreements and servicing agreements. Participants will learn the basic requirements of an enforceable note and deed of trust, the legal process of reconveyance after loan payoff. Also included is a review of applicable state and federal laws, such as Truth-in-Lending, the Equal Credit Opportunity Act, and others.

Loan Underwriting and Appraisal Review 3 CEUs

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

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 prelimi-

nary title report and reviewing a statement of identity. Also discussed will be loan guarantees and insurance, loan shipping, salability of loans and why added conditions sometimes occur at closing. Lecture, discussion and case studies will be included. **Debra Betterton**, Instructor, is Partner/Manager of Coastal Mortgage Company in Long Beach, and has had extensive experience within the field of Mortgage Banking.

business

Secondary Mortgage Marketing 1.5 CEUs

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

Loan Servicing 1.5 CEUs

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

Spring 1994 Schedule

Mortgage Law and Compliance 3 CEUs

David Everett, owner and President of Everett Financial Group.

10 mtgs: on Jan 31-Apr 28
(no class Feb 21)
6:30-9:45
RBCC room 8
\$275

Loan Underwriting and Appraisal Review 3 CEUs

Dawn Kurtz, instructor, is a Senior Underwriter at North American Mortgage.

10 mtgs: Sat Jan 29-Apr 9 (no class Apr 2)
10am-1pm
FCC room 8
\$275

Certificate in Production & Inventory Control

business

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

Who Should Attend

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

The Certificate

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

Location

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

The Courses

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

PIX 319 Introduction to Materials Management

Provides a broad overview of the nature of business organizations, the functional structure of a manufacturing company, the planning process, the role played by materials management, and the relationship of the manufacturing function to the 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 Robin Francis, (310) 516-3880).

A Bachelors Degree Program has been developed which uses the LAPICS courses as its core. Call Scott MacKay for more information on this program.

PIX 320 Inventory Management & Master Planning

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

PIX 321 Material Requirements Planning & Purchasing

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

PIX 322 Capacity & Priority Management

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

PIX 324 Just-in-Time/Total Quality Control

Just-in-Time techniques discussed include focused factories and group technology, setup reduction, uniform scheduling, pull systems and Kanban, supplier relations, and worker involvement. TQC encompasses all phases of a manufacturing operation, from design engineering to delivery, to ensure no defective parts are produced. Also included are process control, quality at the source, and cause & effect analysis.

Winter 1994 Trimester

Begins Week of 1/10/94

PIX 319-01 Introduction to Materials Management

Seq No: 81196
Thursday, 6:30-10pm, SAC 1102

PIX 319-02 (92) Introduction to Materials Management

Seq No: 06952
Tuesday, 4-6:45pm ERC E-103
If taking over tv at a company site, specify that you are in section 92, Seq No: 07243.

PIX 320-01 Inventory Management & Master Planning

(also used for the Certificate in Purchasing Program--may be used to enter the Purchasing Certificate Program)

Seq No: 75320
Tuesday, 6:30-10pm SAC 1102

PIX 321-02(92) Material Requirements Planning & Purchasing

Seq No: 87080
Thursday, 4--6:45pm
ERC E 103 If taking over tv at a company site, specify that you are in section 92, Seq No: 25782.

PIX 324-01 Just-in-Time/TQC

Seq No: 03301
Thursday, 6:30-10pm SAC 1104

Spring 1994 Trimester

Begins Week of 4/11/94

PIX 319-03 (93) Introduction to Materials Management

Seq No: 65645
Tuesday, 4-6:45pm ERC E 103 If taking over tv at a company site, specify you are taking section 93
Seq No: 66850.

PIX 321-03 Material Requirements Planning & Purchasing

Seq No: 65623
Thursday, 6:30-10pm SAC 1102

PIX 322-03 (93) Capacity and Priority Management

Seq No: 69834
Thursday, 4-6:45pm If taking over tv at a company site, specify that you are in section 93, Seq No: 49906.

PIX 322-02 Capacity and Priority Management

Seq No: 09004
Tuesday, 6:30-10pm SAC 1102

PIX 324-02 Just-in-Time/Total Quality Control

Seq No: 12191
Thursday 6:30-10pm
SAC 1104 (students wishing to enter the LAPICS Certificate Program in the Spring Trimester may do so by taking this class)

Certificate Award in Professional Supervision

business

Who Should Attend

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

The Certificate

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

The Location

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

Now in Spanish

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

The Cost

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

The Courses

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.

Communication & Listening Skills Workshop .5 CEUs

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

Delegation Techniques & Strategies .5 CEUs

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

Productivity Motivation .5 CEUs

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

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

Time Management Strategies Workshop .5 CEUs

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

Coping with Stress & Reducing Organizational Conflict .5 CEUs

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

Conducting Effective Employee Interviews .5 CEUs

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

Coaching for Improved Work Performance

.5 CEUs

The objective of effective coaching is to change behavior to improve employee performance, which is the result of training by the supervisor, matching priorities and applying delegation and counseling skills designed to improved productivity. Participants will learn

through actual practice situations how to identify problems, overcome obstacles, build on strengths of employees, and reduce existing weaknesses, discuss alternative solutions to problems, and obtain commitments for corrective actions.

Understanding & Coping with Different Leadership Styles Workshop

.5 CEUs

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

Team Building Concepts & Strategies

.5 CEUs

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

Success Skills in Supervising Cultural Diversity

.5 CEUs

Each participant will learn to: Understand cultural diversity as positive differences in age, languages, gender or ethnic backgrounds and learn to avoid stereotyping strangers by giving everyone an opportunity to contribute to the work effort. Learn to recognize diversity of cultures as a source of new skills, valid perspectives and performance. Overcome preconceived opinions and bias which limit opportunities for full employee's team participation. Learn to recognize and avoid assumptions, cultural symbols, slang, acronyms, 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.

Legal Aspects of Supervisory Actions

- Legal I

.5 CEUs

Learn to understand legal aspects such as Federal and State Laws covered protected class, current immigration laws regarding employment, what to say and what to avoid saying in an employment interview, including legal and illegal pre-employment questions. Proper structure of a correct job order ad, employee requisitions and how to use the job description and application from in the employment interview will also be covered. Difficult aspects such as how to interview a handicapped person, and how to cope with pregnancy, AIDS, and life-threatening diseases in the workplace will be discussed.

Legal Aspects of Supervisory Actions

- Legal II

.5 CEUs

Such issues as sexual harassment and the complete Sexual Harassment Law with sample cases will be examined, and methods for applying preventive actions as the correct response to harassment claims will be detailed. How to utilize "due process" and "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.

Appraisal of Individual Performance

.5 CEUs

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

Positive Discipline Strategies

.5 CEUs

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

Spring 1994 Schedule

Conducting Effective Employee Interviews

2mtgs: Mon Feb 7, 14
7-9:30pm
CSUDH campus SAC 1102
\$85

Coaching for Improved Work Performance

2 mtgs: Mon Feb 28, Mar 7
7-9:30pm
CSUDH campus SAC 1102
\$85

Team Building Concepts & Strategies

2 mtgs: Mon Mar 14, 21
7-9:30pm
CSUDH campus SAC 1102
\$85

Appraisal of Individual Performance

2 mtgs: Mon Mar 28, Apr 11
7-9:30pm
CSUDH campus SAC 1102
\$85

Legal Aspects of Supervisory Actions-Legal I

2 mtgs: Mon Apr 18, 25
7-9:30pm
CSUDH campus SAC 1102
\$85

Legal Aspects of Supervisory Actions - Legal II

2 mtgs: Mon May 2, 9
7-9:30pm
CSUDH campus SAC 1102
\$85

Positive Discipline Strategies

2 mtgs: Mon May 16, 23
7-9:30pm
CSUDH campus SAC 1102
\$85

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

Who Should Attend

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

The Cost

The tuition fee for each three-unit course is \$336. If taken over television, there will be an additional fee of \$90. Textbooks and syllabi are required and are payable in class by check or money order only. Cash will not be accepted.

Location

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

Requirements

PIX 320 Inventory Management and Master Planning
(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 semesters)

Certificate in Purchasing

business

PRX 200 Purchasing Fundamentals

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

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

Through the detailed examination of case studies, students explore the real-world application of purchasing concepts including: specification, standardization, simplification, supply, legal and ethical issues, partnership, total quality procurement, and logistics.

PRX 310 Cost-Price Analysis and Negotiation

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.

Winter 1994 Trimester

Begins Week of 1/10/94

PRX 310-02 (92) Cost-Price Analysis and Negotiation

Seq No: 61176
Wednesday 4-6:30 pm
ERC E103 (on campus) If taking over tv at a company site, specify that you are in section 92, Seq No 24780.

PIX 320-01 Inventory Management and Master Planning

Seq No: 75320
Tuesday 6:30-10pm
SAC 1102
(4pm section offered in Fall 1994)

Spring 1994 Trimester

Begins Week of 4/11/94

PRX 200-03 (93) Purchasing Fundamentals

Seq No: 10382
Monday 4-6:30pm
ERC E 103 (on campus) If taking over tv at a company site, specify that you are in section 93 Seq No: 37973.

PRX 330-03 (93) Public Sector Procurement

Seq No: 88955
Wednesday 4-6:30pm
ERC E103 (on campus) If taking over tv at a company site, specify that you are in section 93, Seq No: 61025.

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

Certificate Award in Real Estate Appraisal

business

The Certificate Award in Real

Estate Appraisal is designed to meet the education requirements for state licensing and certification of real estate appraisers. The program of study conforms to the specifications provided by the Appraisal Foundation for licensing and certification in the 50 states. The curriculum may be updated over the lifetime of the certificate in response to legislative changes in licensing requirements. The certificate award is given after completion of eight classes for a total of 20.4 continuing education units. It is possible to complete entire program in one year.

Who Should Attend

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.

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 in Real Estate Appraisal

- **Uniform Standards of Professional Appraisal Practice
- **Real Estate Economics
- **Real Estate Valuations
- *Fundamentals of Construction and Land Valuations
- *Sales Comparison Approaches to Real Estate Appraisal
- **Cost Approaches to Real Estate Appraisal
- **Legal Considerations in Real Estate Appraisal
- *Income Approaches to Real Estate Appraisal

*Offered Fall '94

**Offered Spring '94

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

Spring 1994 Schedule

Cost Approaches to Real Estate Appraisal

1.8 CEUs

Class covers the relation of cost approaches to appraisal principles including applicability and limitations. Steps in the cost approach including site value, reproduction or replacement cost (direct costs, indirect costs, entrepreneurial profit), accrued depreciation, and site improvements and accessory building leading to a final value estimate.

6 mtgs: Mon&Wed Jan 18-Feb 2
(1st class on Tuesday January 18, subsequent classes on following MW)
6:30-9:15pm
FCC room 7
\$165

Real Estate Economics

3 CEUs

A broad understanding of real estate economics is critical to valuation of real property. This course provides professionals with basic knowledge of economic principles and their impact on property value. Discussions focus on traditional agents of production and surplus productivity, implications of supply and demand, and the specific principles of anticipation, balance, change, competition and excess profit, conformity, contribution, externalities and substitution. Issues associated with government, social, economic and environmental forces and their impact on real estate values are also included for discussions along with the concept of depreciation.

10 mtgs: Mon&Wed Feb 7 - Mar 9
6:30-9:15pm
FCC room 7
\$275

Legal Considerations in Real Estate Appraisal

1.5 CEUs

Differences between real estate and real property, real property versus personal property, valuation of fixtures, machinery, and equipment. Focus is on problem solving requiring distinctions between these categories, as relate to real estate valuation. Topics included for discussion are geographic concept of real estate, legal concept of real estate, social concept of real estate, as well as discussions of public interest, private rights, undivided interests, corporate ownerships and lease interests.

6 mtgs: Mon&Wed Mar 14-Apr 6
(no class on Apr 4)
6:30-9:15pm
FCC room 7
\$150

Uniform Standards of Professional Appraisal Practice

1.8 CEUs

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

6 mtgs: Mon&Wed Apr 11 - Apr 27

6:30-9:45pm

FCC room 7

\$165

business

Real Estate Valuations

1.8 CEUs

Appraisal of real property is not limited or confined to valuation of land and improvements. It is also valuation of the rights of ownership. The property rights to be appraised may be partial interest or fractional rights. 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 and 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 -- its purpose, form and critique--is explained.

6 mtgs: Mon&Wed May 2 - May 18

6:30-9:15pm

FCC room 7

\$165



Certificate in Technical Writing

business

Who Should Attend

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

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

The Certificate

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

The Location

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

The Courses

Writing Technical Instructions 3 CEUs

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

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.

Advanced Technical Writing Topics 3 CEUs

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

To be offered Summer 1994

Spring 1994 Schedule

Writing Technical Instructions 3 CEUs

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

10 mtgs: Tue Feb 7 - Apr 25 (no class Feb 21 and Apr 4)

6:30-9:30pm

CSUDH campus SAC 1110

\$130

Master of Science in Quality Assurance

California State University, Dominguez Hills offers a Master of Science Degree in Quality Assurance and Graduate Certificates at four off-campus sites.

Who Should Attend

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

The Program

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

Service/Government Emphasis Now Available

Beginning Fall 1993, coursework applying Quality principles to service industries and government has been added to the program. See the next page for details.

Contact Gene Watson, program coordinator, at (310)516-3880 for MSQA educational opportunities.

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

Locations

Classes are held on campus in Carson and at the following sites:

Anaheim

Anaheim Higher Education Center of
Fullerton College
100 South Anaheim
Anaheim

Corona

United States Naval Warfare
Assessment Center
Bldg. 210
2300 5th St
Norco

The Requirements

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

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

The Courses

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)

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

Final Project (3 units)

QAS 599 Project
One other elective with advisor approval
(3)

Spring 1994 Schedule Anaheim

QAS 510 Advanced Probability &
Statistics (3)
Tue 6-9pm

QAS 513 Statistical Quality Control &
Sampling (3)
Wed 6-9pm

QAS 515 Human Factors in Quality
Assurance (3)
Thu 6-9pm

QAS 530 Statistical Quality Control for
Service Professionals (3)
Tue 7-10pm

QAS 531 Customer Satisfaction & Quality
Assurance (3)
Wed 6-9pm

Corona

QAS 512 Reliability and QAS 523
Software Reliability
Mon 4-7pm

ITFS Network

QAS 510 Advanced
Probability&Statistics(3)
Fri 11am - 1pm (TV)
QAS 524 Quality Assurance for
Automated Systems (3)
Wed 4-7pm

business

Service

Quality

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

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

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

Who Should Attend

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

The Program

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

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

Master of Science in Quality Assurance - Service

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 (3 units)

REGISTER FOR ALL MSQA AND MSQA - SERVICE DEGREE CLASSES WITH SPECIAL SESSIONS REGISTRATION FORM

Spring 1994 Schedule Anaheim

QAS 510 Advanced Probability & Statistics (3)
Tue 6-9pm
QAS 513 Statistical Quality Control & Sampling (3)
Wed 6-9pm
QAS 515 Human Factors in Quality Assurance (3)
Thu 6-9pm
QAS 530 Statistical Quality Control for Service Professionals (3)
Tue 7-10pm
QAS 531 Customer Satisfaction & Quality Assurance (3)
Wed 6-9pm

Corona

QAS 512 Reliability and QAS 523 Software Reliability
Mon 4-7pm

ITFS Network

QAS 510 Advanced Probability & Statistics (3)
Fri 11am - 1pm (TV)
QAS 524 Quality Assurance for Automated Systems (3)
Wed 4-7pm

Assurance

Now ! Certificate in Quality Assurance - Service

business

Students who complete the four required courses for the Master of Quality Assurance - Service (see previous page) with a cumulative GPA of 3.0 (B) or better will receive a Professional Certificate issued through the California State University, Dominguez Hills Division of Extended Education.

Admission to the University is not required, but a bachelor's degree which includes some probability and/or statistics is a requirement.
Exceptions to this requirement can be approved by the MSQA program coordinator, Dr. Gene Watson (310) 516-3880.

Professional Certificate Program Requirements

Complete the following courses with a GPA of 3.0 or better:

QAS 530 Statistical Quality Control for Service Professionals

QAS 531 Customer Satisfaction and Quality Assurance

QAS 532 Quality Assurance of the Service Delivery Process

QAS 533 Quality Assurance of Automated Systems Used in Service Industries

Tuition/Fees

\$130 per unit/\$390 per course

Register using a Special Sessions Registration Form

Service Quality Assurance

MSQA - Service
Certificate Programs
available in-house at
your site.
Contact
Scott MacKay
(310) 516-3355

Certificate Programs

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

certificate
programs

Certificate Programs

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

Certificate Programs offering Continuing Education Units

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

Alcohol & Drug Counseling

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

See listing page 49

Community College Teaching

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

See listing page 47

Early Childhood Education

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

See listing page 42

Manufacturing Supervision

CSUDH Extended Education offers this certificate designed for employees in the manufacturing and engineering industries who are moving into their first supervisory positions.

See listing page 19

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. Eight required courses and additional optional courses suit the needs of several industries. Each course offers CEU's.

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 courses. Industry professionals, nationally certified by the National Purchasing Association and currently employed in the field of procurement, teach the curriculum on campus and over TV in 13-week trimesters.

See listing page 25

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 51

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 (APICS), 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 22

Special Education - Resource Specialist

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

See listing page 46

Construction Management

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

See listing page 18

Mortgage Banking

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

See listing page 20

Professional Supervision

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

See listing page 23

Quality Assurance

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

See listing page 31

Real Estate Appraisal

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

See listing page 26

Technical Writing

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

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

See listing page 28

certificate
programs

computers

Computerized Bookkeeping with	
Quicken	35
DOS -- Introduction	34
Help! Help! Computers: Selecting &	
Buying	34
Medical Insurance Billing using	
Computers	35
Lotus 1-2-3 -- Introduction	34
UNIX OS for Multi-platforms --	
Introduction	35
UNIX System Administration	35
Windows 3.1 -- Introduction	34
WordPerfect 5.1 -- Introduction	34

computers

Introduction to Lotus 1-2-3

COS 101-01 Noncredit

Designed to give the first-time user an introduction to the basics of spreadsheets using Lotus 1-2-3. Build spreadsheets from scratch, learn how to format a spreadsheet and learn basic Lotus 1-2-3 commands.

Required text: *Using Lotus 1-2-3, Special Edition.*

Frank Steffen, BS, Business Administration/Computer Information Systems is a member of the Engineering Staff at Xerox Corporation. Sung Yo, MS, UCLA computer science, is a Senior Member of the Programming staff at Xerox Corporation. He has extensive training experience.

1 mtg: Sat Mar 19
9am-5pm
CSUDH campus SBS A110
\$79

Introduction to WordPerfect 5.1

CWR 102-01 Noncredit

Learn how to use WordPerfect 5.1! You will learn how to create, edit, and print documents, plus insert, delete, move and copy letters, words, sentences and paragraphs without retyping.

Required text: *Using WordPerfect 5.1.*

Frank Steffen, Sung Yo, instructors
1 mtg: Sat Mar 12
9am-5pm
CSUDH campus SBS A110
\$79

Introduction to DOS

CDS 102-01

Noncredit

Develop greater control over your computer operation through knowledge of DOS commands. Designed to give the first-time user an introduction to the basics of personal computers, you'll learn frequently used DOS commands such as listing, copying and erasing files. Required text: *Using MS DOS 5.0*

Frank Steffen, Sung Yo, instructors
1 mtg: Sat Mar 26
9am-5pm
CSUDH campus SBS A110
\$79

Introduction to Windows 3.1

CWP 101-01

Noncredit

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

Frank Steffen, Sung Yo, instructors
1 mtg: Sat Apr 9
9am-5pm
CSUDH campus SBS B109
\$79

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, straightforward, 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: Tue Mar 8
6:30-9:30pm
FCC room 8
\$30 (plus \$10 materials fee payable to the instructor)

Introduction to UNIX OS for Multi-platforms

1 CEU

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

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

2 mtgs: Sat Feb 26, Mar 5

9am - 3pm

CSUDH campus SBS A110

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

UNIX System Administration

1 CEU

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

Mason Pari

3 mtgs: Mon Mar 7, 14, 21

6:30-9:45pm

FCC room 8

\$145 (plus \$6 materials fee payable to instructor)

Computerized Bookkeeping with "Quicken" Software

CSS 101-01

Noncredit

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

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

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

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

1 mtg: Sat Apr 23

9am - 3pm

CSUDH campus SBS A110

\$65 (plus \$5 materials fee payable to instructor)

computers

Medical Insurance Computer Billing

Medical Insurance Billing I suggested as a pre-requisite.

BMB 301-01

Noncredit

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

Sandra Collins

1 mtg: Sat Apr 9

9am-1pm

CSUDH campus SBS A110

\$79

See other medical insurance billing classes on page 15

Distance Learning

California State University, Dominguez Hills is one of the leading campuses delivering university courses over television. All of our courses are broadcast live. Students can call in and talk with

the instructors during class.

Classes can be seen on Paragon Cable Television (Ch 54) in the South Bay, Copley Colony Cable Television (Ch

48) in the Harbor area and at many businesses and industry sites which receive our ITFS signal. Three of our education courses are also available on KLCS UHF Channel 58.

distance
learning

*Interactive Instructional
Television Courses in*

*Behavioral Science
Quality Assurance
Production & Inventory Control
Manufacturing Supervision
Purchasing
Teacher Education*

SPRING 1994 BROADCAST SCHEDULE

MA in Behavioral Science: Negotiation & Conflict Management

BEH 522-79 Negotiation Tactics

Seq No: 12036 4 sem units

Churchman

10 mtgs: Mon/1Sat Jan 17-May16

6:30-9:45pm

\$640 (Special Sessions Registration Form)

MS in Quality Assurance

QAS 510-79 Advanced Probability and Statistics

Seq No: 50735 3 sem units

Golant

15 mtgs: Fri Feb 2 - May 13

11am-1:45pm

\$426 (Special Sessions Registration Form)

Production & Inventory Control Certificate

PIX 319-92 Intro to Materials Management

Seq No: 06952 3 sem units

Staff

13 mtgs: Tue Jan 11-Apr 5

4-6:45pm

\$426 (Extension Registration Form, Inside Cover)

PIX 319-93 Intro to Materials Management

Seq No: 66850 3 sem units

Staff

13 mtgs: Tue Apr 12-Jul 5

4-6:45pm

\$426 (Extension Registration Form, Inside Cover)

PIX 321-92 Materials Requirements & Master Planning

Seq No: 25782 3 sem units

Staff

13 mtgs: Thu Jan 13-Apr 7

4-6:45pm

\$426 (Extension Registration Form, Inside Cover)

PIX 322-93 Capacity & Priority Management

Seq No: 49906 3 sem units

Staff

13 mtgs: Thu Apr 14-Jul 7

4-6:45pm

\$426 (Extension Registration Form, Inside Cover)

Manufacturing Supervision Certificate

APS 303-92 Statistical Process Control

Seq No: 82983 3 sem units
13 mtgs: Mon Jan 10-Apr 11
4-6:30pm
\$426 (Extension Registration Form, Inside Cover)

Purchasing Certificate

PRX 310-92 Cost-Price Analysis and Negotiation

Seq No: 24780 3 sem units
Staff
13 mtgs: Wed Jan 12-Apr 13
4-6:45 pm
\$426 (Extension Registration Form, Inside Cover)

Teacher Education Courses

GED 535-91 Introduction to Computers in Education

3 sem units
Desberg
15 mtgs: Tue Feb 1-May 17
7-9:30pm
\$426 (Open University, call (310) 516-3741 for bulletin)

TED X495-79 LDS Exam Preparation

3 sem units
Ogura
14 mtgs: Wed/1 Sat Jan 12-Apr 16
7-9:30pm
\$426 (Extension Registration Form Inside Back Cover)

GED 520-91 Teaching English to Speakers of Other Languages

3 sem units
Sasser/Winningham
15 mtgs: Thu Feb 3-May 19
7-9:30pm
\$426 (Open University, call (310) 516-3741 for bulletin)

COMING THIS SUMMER!

BEH 595 MANAGING

CONFLICT IN HEALTH CARE:

**INTEGRATING HEALTH POLICY ETHICS &
DISPUTE RESOLUTION**

CALL (310) 516-4288 FOR INFORMATION

Cooperative "2 Plus 2" B.A. Degree Program Available on Interactive Video in Fountain Valley!

For matriculated CSUDH students in Orange County, or those who register through Open University, the following courses will be offered at the Fountain Valley-Coastline Center by live interactive video. CSUDH students pay normal student fees. For Open University students, the fee is \$426 per course.

HUM 310-01 Lives of Faust

3 sem units
Heifetz
15 mtgs: Tue Feb 1-May 10
7-9:45pm

IDS 255-01 Language & Methods of Science

3 sem units
Jeffers
15 mtgs: Thu Feb 3-May 12
7-9:45pm

IDS 326-01 Human-Computer Interaction

3 sem units
Jeffers
5 mtgs: Sat
8:30am-6pm

Students interested in this unique opportunity to earn a Bachelor's Degree via interactive video should call Dr. David Heifetz (310) 516-3640.

distance
learning

education

Assessment of Children & Youth	
SH — GED 564-71	44
Bobrow Test Preparation	39
CBEST Review	39
GMAT Review	39
GRE Review	39
LSAT Review	40
MSAT Review	40
SAT Reasoning Test Review	39
Classroom Management& Methods	
Spec/Gen Ed - TED 427-71	44
Computers & Media Mat w/Young Child	42
Counseling & Guidance	
Adult Educ - TED 424-71	45
Child, Family & Community	
— TEX 355-01	42
Community College — GED 549-71	47
Diagnosis for LH — GED 567-71	44
Education Through Music — TEX 495-01	43
Effective College Teaching — GED 548-71	47
Elementary Math & Science	
Methods — TED 410-71	44
Elementary Soc Studies/Content	
R&W - TED 412-71	44
How to Learn Anything Fast	41
Instructional Strategies/Except	
Learners GED 526-71	44
Methods & Materials for Parent Education	43
Multicult Perspect Teaching Young Child	
TEX 425-02	42
Music, Rhythm & Movement for Children	
TEX 425-01	42
Program Planning for Resource Specialist	
GED 527-71	46
Resource Specialist II GED 528-71	46
Special Education Conference	43
Super Teaching Strategies	41
Supervised Field Exp in Adult Educ	
TED 423-71	45

Certificate Programs

Community College Teaching	47
Early Childhood Education	42
Special Education - Resource Specialist	46

Credentials

Designated Subject Adult Education Teaching	45
Special Education	44

See Credential and Certificate Programs now available on campus and on TV!

Certificate Programs

Community College Teaching	47
Early Childhood Education	42
Special Education	
- Resource Specialist	46

Credentials

Designated Subject	
Adult Education Teaching	45
Special Education	44

Take advantage of intensive programs and distance learning technologies!

education

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 the class 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 APR 9 Exam

XGR 101-01 Noncredit
4 mtgs: Sat Mar 5, 12, 19, 26
9am-1pm
CSUDH campus SBS A210
\$175

GMAT (Graduate Management Admission Test) Review

A special course offered to prepare students for the GMAT. Areas offered include: Math Ability (problem solving)

- Reading Comprehension
- Sentence Correction
- Data Sufficiency
- Critical Reasoning.

A short review of basic algebra and geometry is also included.

GMAT Review for Mar 19 Exam

XGM 101-01 Noncredit
4 mtgs: Sat Feb 12, 26, Mar 5, 12
(no class Feb 19)
9am-3pm
CSUDH campus SBS A216
\$195

GMAT Review for Jun 18 Exam

XGM 101-02 Noncredit
4 mtgs: Sat May 14, 21, June 4, 11
(no class May 28)
9am-3pm
CSUDH campus room TBA
\$195

CBEST (California Basic Educational Skills Test) Review

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

CBEST Review for Feb 12 Exam

XCB 101-01 Noncredit
3 mtgs: Sat Jan 22, 29, Feb 5
9am-3pm
CSUDH campus SBS A210
\$155

CBEST Review for Apr 16 Exam

XCB 101-02 Noncredit
3 mtgs: Sat Mar 19, 26 Apr 9
(no class Apr 2)

9am-3pm
CSUDH campus SBS A216
\$155

CBEST Review for Jun 18 Exam

XCB 101-03 Noncredit
3 mtgs: Sat May 21, June 4, 11
(No class May 28)
9am-3pm
CSUDH campus SBS A216
\$155

The NEW SAT I (Scholastic Aptitude Test) REASONING TEST Review

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

education

SAT Review for May 7 Exam

XSA 101-01 Noncredit
3 mtgs: Sat Apr 16, 23, 30
9am-12:30pm
RBCC room 8
\$115

SAT Review for Jun 4 Exam

XSA 101-02 Noncredit
3 mtgs: Sat May 7, 14, 21
9am-12:30pm
RBCC room 8
\$115

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 Feb 12 Exam Session II

XLS 101-02 Noncredit
3 mtgs: Sun Jan 23, 30, Feb 6
9am-4pm

CSUDH campus
SBS A210
\$195

education

LSAT Review for Jun 3 Exam Session III

XLS 101-03 Noncredit
3 mtgs: Sun May 15, 22, Jun 5
(no class May 29)
9am-4pm
CSUDH campus room TBA
\$195

MSAT/NTE (Multiple Subject Assessment for Teachers) Review

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

MSAT Review for Mar 5 Exam

XMS 101-02 Noncredit
3 mtgs: Sat/Sun Feb 12, 13, 27
(no class 2/19)
9am-4pm
CSUDH campus SBS E220
\$185

MSAT Review for Jun 11 Exam

XMS 101-03 Noncredit
3 mtgs: Sat/Sun May 21, 22, Jun 5
(no class May 29)
9am-4pm
CSUDH campus SBS E220
\$185

Parents (and Grandparents) of Preschoolers: Invest for College Now!

BPF102-01

Noncredit

A college education is expensive. Right now, four years at an Ivy League school could cost over \$100,000. The national average for private colleges is over \$14,000 a year for tuition, fees, room and board. Public schools are less expensive, but still average over \$5,000 a year. The time to begin thinking about paying for your child's education is now, while they're young. This course will help you understand your options for providing for your child's education, and give you the tools to implement an effective college investment plan. You'll go through the numbers and learn college costs, inflation, and the effects of recent tax law changes. You'll then use handout materials in class to estimate the cost of sending your child to the college of your choice and then to calculate the savings and interest rates necessary to meet those projections.

Delia Fernandez, MBA, PFP, instructor, is Principal of Fernandez Financial Services, and has served in executive positions for large corporations.

1 mtg: Sat Feb 26

10am-12:30pm

RBCC room 8

\$45 (plus \$7 materials fee payable to instructor)

How to Learn Anything Fast

.5 CEUs

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

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

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

Discover powerful strategies to:

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

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

1 mtg: Sat Mar 19

9:30am-4pm

FCC room 7

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

Super Teaching Strategies

How Learning Occurs and Why Learning is Not About Being Smart

.9 CEUs

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

You can expect to learn:

- 3 basic learning styles and how to teach them
- How to teach any student 3 memory strategies for remembering content on any subject
- Super spelling strategy: how hemispheric brain integration techniques win out over traditional rote teaching
- 3 rapid reading skills
- How to identify images to improve reading comprehension skills
- BAT waves for Learning power; how music enhances the learning process

education

Pat Mavredakis

1 mtg: Sat May 14

9:30am-4pm

FCC room 8

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

New course format for teachers! 8 hr instruction, 22 of individualized student practicum

Certificate in Early Childhood Education

Who should attend

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

The Certificate

The courses award upper-division, degree-applicable academic credit. A baccalaureate degree is not required to participate in the program. In addition, participation in the certificate program is NOT necessary to take any courses listed. Students have the option of earning a Certificate in

Teaching or in Administration. A Certificate in Teaching is earned by completing 12 units: two core

courses and two specialization courses (in either Infant or Preschool Program Development). A Certificate in Administration is earned by completing 15 units: three core courses and two specialization courses (in either Infant or Preschool Program Development).

Location

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

The Courses

All Students

(required core courses)

PSX 350 Developmental Psychology (3)

TEX 355 Child, Family and Community (3)

Administration only:

TEX 356 Early Childhood Administration and Supervision (3)

Specialization Courses:

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

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

Spring 1994

TEX 355 Child, Family and Community

Seq No: 36584 3 ext units
The course focuses on incorporating home and community resources into the early childhood curriculum. Emphasis is on the role of the family as an integral part of the young child's education. Current issues and trends in home and school collaborations are examined.

Nancy DiCristina, MA CSUDH, Early Intervention Consultant.

15 mtgs: Mon Jan 31- May 23 (no class Feb 21 and Mar 28)

6:30-9:30pm
RBCC room 7

\$336

TEX 425-01 Workshop in Teaching Methods: Music, Rhythm and Movement for Young Children

Seq No: 83576 1 ext unit
Strategies for teaching music, rhythm, and movement in early childhood programs. Active participation and exploration in experiences which promote creative expression. Also provides a beginning understanding of musical and rhythmic elements for the non-musician.

Gwen Morgan-Beazell, MA, Director, Child Development Center and Instructor, Rancho Santiago College.

5 mtgs: Wed Feb 2 - Mar 2

6:30-9:30pm
RBCC room 7

\$112

TEX 425-02 Workshop in Teaching Methods: Multicultural Perspectives for Teachers of Young Children

Seq No: 67535 1 ext unit
Design and development of classroom to meet multicultural needs of young children. Includes methods of infusing multicultural education into the curriculum. Addresses strategies for instruction and guidelines for the selection and use of appropriate materials.

Joanne Sato, MA, CSUDH, Director, CSUDH Campus Child-Development Center.

5 mtgs: Wed Mar 9 - Apr 13

(no class Mar 30)

6:30-9:30pm

RBCC room 7

\$112

TEX 425-03 Workshop in Teaching Methods: Using Computers and Media Materials with Young Children

Seq No: 31065 1 ext unit
Addresses the impact of technology on programs for young children and provides practical training and hands-on introductory experiences in the use of computers, video, and other materials. Includes appropriate media materials and activities which enrich and supplement the preschool curriculum.

Dee Dee Skjervem, EdD, Nova University, Instructor and Early Childhood Consultant.

5 mtgs: Wed Apr 20-May 18

6:30-9:30

RBCC room 7

\$112

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

Methods and Materials for Parent Education

2 ext units

This class is designed for those who are interested in teaching and developing parent education programs. The instructor will present methods and materials for teaching adults: discussion techniques, audio-visual aids, construction of teaching units and lesson plans. The class will provide specific methods and techniques for teaching parent education. At the end of the course, students will:

- Understand the need for and actively promote parent involvement in the student's workplace
- Be familiar with parent education methods
- Understand the range of possible parent education programming

Who should attend:

Parents, child care professionals, teachers of toddlers and pre-schoolers, anyone interested in teaching parent education classes, anyone interested in developing parent education programs.

Four hours of verified field observation has been included in the thirty hours required for course credit.

Written and oral reports will be required in order to verify field work.

Eileen Kapp, MA, a Master Teacher, teaches Parent Education classes for the Los Angeles Unified School District and Child Development classes at Los Angeles Harbor College.

4 mtgs: Sat Feb 5, 12, 26 & Mar 5.
(no class Feb 19)

Four hours verified field observation.

For credit, all classes must be attended.

9am-4pm

CSUDH campus SAC 1106

\$200

19th Annual Special Education Conference

GED X507-01

1 sem unit

Join professionals in the field of education for two days of workshops.

Nationally recognized speakers will present papers and will conduct special-interest workshops. For more information, contact Dr. Doris Okada, Conference Director (310) 516-3524 or 516-3519.

2 mtgs: Fri/Sat Mar 4/5

7:30am-5pm

Carson Community Center

\$115 for conference registration for 2 days, one semester unit of degree-applicable credit

\$65 for conference registration for two days, no credit

\$45 for conference registration for one day, no credit

Education Through Music: Special topics in Teacher Education

TED-01 X495

3 units credit

Potential and Practicing Teachers and Musicians! Take advantage of this rare opportunity to work with Randy McChesney, acclaimed teacher of the Richards Institute!

Education Through Music is a systematic organization of materials, teaching strategies, and attitudes about the education of children. It is rooted in the belief that the most complete and effective education in music cannot take place without providing for the education of children through music. Education Through Music is, therefore, applicable to any number of education settings.

Since its founding in 1970, the Richards Institute of Music education and Research has conducted extensive inquiry into the nature of learning, facilitative teaching, and the role Education Through Music plays in the nurture and development of the whole child. Education Through Music courses assists teachers and other care givers in implementing Education Through Music materials and philosophy in their professional settings. A non-profit organization, the Richards Institute has sponsored courses for over 30,00 teachers throughout the United States and Canada. The Institute liaisons with local universities and schools districts to provide credit for their teachers and other clients where appropriate.

12 mtgs: TW, Feb 1, 2, 8, 9, Mar 8, 9

WTh Apr 7, 20, 21, 27, 28

6:30-9:30pm

Sa Mar 5

8:30-1:45

The Wildwood School, 12201 Washington Place, Los Angeles 90066

\$105

education

Dual Credential in Special Education

Who should attend

CSUDH Division of Extended Education is offering a concurrent Multiple Subject/Learning Handicapped credential program. It is designed for individuals presently teaching on waivers in special education classrooms who want to become fully certified special education teachers.

The Credential

This collaborative program between the Graduate and Teacher Education Departments has recently been approved by the Commission on Teacher Credentialing. It allows the student to earn two credentials concurrently: a basic elementary credential (multiple subject) and a special education credential (learning or severely handicapped).

education

Time Savings

- 56 unit streamlined program -- 23% reduction in coursework
- Concurrent Program can be completed part-time in 2 1/2 years -- a 30% time reduction
- Unique collaborative experiences in general/special education offered
- Only 3 additional units needed for a Master of Arts in Special Education degree

Innovative Schedule

A special class schedule has been designed to meet the needs of working teachers. 3-unit classes meet twice weekly in six-week segments on weekdays in late afternoon/early evening and/or Saturday mornings. Courses will run back-to-back allowing the student to complete two courses in 12 weeks. (This allows for mid-semester tuition payment). Classes will be offered during the summer and intersessions. Other classes with varying credits have non-traditional schedules.

Spring 1994 Schedule

Cohort 1 TED 410-71 Elementary Math and Science Methods

Seq No: 22595 3 sem units
Watkins
7 mtgs: Wed Feb 2, 9, 16, 23, Mar 2, 9, 16
CSUDH campus Room TBA
\$336

GED 526-71 Instructional Strategies for Cultural and Linguistically Different Exceptional Learners

Seq No: 17872 2 sem units
Lasky
4 mtgs: Sat Jan 29, Be 5, Mar 12, 19
9am-4pm
CSUDH campus Room TBA
\$224

GED 567-71 Diagnosis & Prescription for LH

Seq No: 68596 3 sem units
Staff
7 mtgs: Wed Mar 23-May 11
4-9:45pm
CSUDH campus Room TBA
\$336

GED 564-71 Assessment of Children & Youth with SH

Seq No: 56221 3 sem units
Staff
7 mtgs: Wed Mar 23 - May 11
4-9:45pm
CSUDH campus Room TBA
\$336

Cohort 2 TED 427-71 Classroom Management Methods for Special/General Education

Seq No: 34613 2 sem units
Wolff
5 mtgs: Wed Feb 2-Mar 9
4-9:15pm
CSUDH campus HFA 224
\$224

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.

Credential in Designated Subject Adult Education Teaching

The Location

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

The Cost

Each unit is \$112. A three-unit course is \$336.

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, curriculum, 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 participation in classroom, school and communities, and individualized assignments to fulfill the particular needs of each credential applicant. Evaluation of the field experience in scheduled seminars. CR/NC grading.

TED 424 Counseling & Guidance for Teachers of Adult Education

3 sem units

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

Spring 1994 Schedule

TED 423-71 Supervised Field Experience in Adult Education 3 sem units

Staff

Seq No: 02310

Mtgs and Dates TBA

4-6pm

\$336

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

3 sem units

Staff

Seq No: 40040

7 mtgs: Sat Feb 5 - Mar 19

CSUDH campus room TBA

\$336

education

Certificate in Special Education Resource Specialist

Who Should Attend

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

education

The Certificate

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

Admission Requirements

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

Location

All classes held on CSUDH campus in Carson.

The Courses

Certification Requirements

Completion of GED 527, GED 528, GED 529 with satisfactory examination and field project evaluations and three years of K-12 classroom teaching experience including at least one semester in both regular and special education (student teaching included). For information, an application or further questions, contact the Graduate Education Department secretary, HFA C306 (310) 516-3524 or the Special Education Coordinator, HFA A319 (310) 516-3923.

Spring 1994

GED 528-71 Resource Specialist II

Prerequisite: GED 527 is recommended 3 sem units

Surveys, demonstrates and applies indirect service principles to the identification, assessment, modification of curriculum and instruction, selection of community resources, vocational planning, and behavior management of the mildly handicapped.

Staff

Seq No: 00582

6 mtgs: Sat Jan 8 - Mar 12

9am-4pm

CSUDH campus room TBA

\$336

**Register using the
Special Sessions
Registration Form on
Page 58**

Certificate in Community College Teaching

Who Should Attend

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

The Certificate

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

Location

GED 548 and GED 549 are taught on campus at CSUDH in Carson. Registrants for GED 594S will perform their Internship at a local Community College.

The Courses

GED 548-71 Effective College Teaching (3)

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

GED 549-71 The Community College (2)

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

College Teaching Internship

GED 594-71 3 sem units

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.

Spring 1994 Schedule

GED 548-71 Effective College Teaching

3 sem units

Staff

Seq No: 00793

6 mtgs: Sat Feb 5,
12. 26. Mar 5, 12,
26

9am-4pm

CSUDH campus room TBA

\$336

education

GED 549-71 The Community College

2 sem units

Staff

Seq No: 79590

4 mtgs: Sat Apr 9, 23, 30, May 7
9am-4pm

CSUDH campus room TBA

\$224

GED 594-71 College Teaching Internship

3 sem units

15 weeks TBA at local Community College

\$390

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.

health sciences & psychology

Abandoning Parent & the Broken-Hearted Child	48
Advanced Practicum - ADX 307	50
Alcoholism — Introduction ADX - 300	50
Anger & Depression: Emotions Women Fear	48
Counseling the Substance Abuser - ADX 303	50
Counseling for the Individual - ADX 302	50
Counseling Techniques - ADX 301	50
Day of Nurturance	48
Family Dynamics - ADX 306	50
Help Your Child Choose a Career	52
Surviving the Threat of Job Loss	48
Treatment of Eating Disorders	50
Young Children in Family Therapy	52
Your Changing Body	52

Certificate Programs

Alcohol & Drug Counseling	49
Orthotics	51

Growing, Balancing and Succeeding as Women: A Day of Nurturance

health sciences & psychology

PWO 101-01 Noncredit

This one-day workshop for women is designed to explore how we give away our success and sabotage our growth. Participants will learn the roadblocks and barriers that we use to protect us from

change. Topics include understanding how feelings of inadequacy are linked to self-esteem, how to build up and protect our self-concept as well as the importance of self-worth in releasing old patterns of behavior. You will learn how we defeat ourselves with fear and liberate ourselves by taking personal responsibility. Explore how we allow emotional dependence/co-dependence to define and limit us. Discover how to take care of yourself in healthy ways. Activities include lecture, written exercises, group process and discussion. Please bring a sack lunch and wear comfortable clothes.

Cynthia Campbell, MA, MFCC, in private practice has worked in clinics in Southern California.

1 mtg: Sat Apr 23

10am - 4pm

RBCC room 7

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

Anger & Depression: Emotions Women Fear

PGH 103-01

Noncredit

Anger and depression, along with other underlying emotions and beliefs, often keep us trapped in unfulfilling lives. In this course, become aware of their resources, traits, stages and disguises. Discover how unresolved emotions can affect your health, self-esteem, and self-confidence. Identify learned patterns of relating, thinking, and behaving in your life that influence your anger. Learn about your anger style and how to manage or express your anger in a health way. Understand how your attitude affects your ability to learn 6 skills for a happy life.

Cynthia Campbell, MA, MFCC

1 mtg: Sat Apr 30

10am-1pm

RBCC room 7

\$45

Surviving the Threat (or Reality) of Job Loss

PGH 102-01

Noncredit

As the threat of job loss is present, learn how to cope and keep functioning under this pressure. Discover ways to look at unemployment as an opportunity to explore your life according to your values, wants and needs. Build skills to maximize personal resources. Explore emotions and maladaptive behaviors that keep you feeling victimized and how to overcome them.

Cynthia Campbell, MA, MFCC

1 mtg: Sat Mar 19

10am-1pm

RBCC room 7

\$45

The Abandoning Parent and the Broken-Hearted Child

PFM 102-01

Noncredit

Were you legally "abandoned?" Probably not, but it felt like it. The remote, unavailable parent wreaks havoc in the spirit of the growing child. And what of the parent who dies, leaving the child with a broken heart? Unhealed, the child within remains lost and perhaps, desperate. In adulthood the child self-searches for the answer through romance...and often finds the "unavailable" other --male or female. This program is dedicated to clearing and reconciliation. Adults, only.

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

1 mtg: Sat Mar 5

9am-1pm

RBCC room 7

\$29

Certificate in Alcohol and Drug Counseling

Who Should Attend

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

The Certificate

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

Location

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

The Cost

The fee is \$112 per unit; a three unit course is \$336. Tuition fees must be paid upon admission into program.

The Courses

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

Spring Application Deadline

January 10, 1994.

Orientation

Wednesday January 19, 1994, 6:30-7:30pm, CSUDH campus, SAC 1102.

Semester I

ADX 300 Introduction to Alcoholism

3 ext units

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

ADX 301 Introduction to Counseling Techniques

3 ext units

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

Semester II

ADX 302 Counseling for the Individual

3 ext units

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

ADX 303 Perspectives on Drug Abuse: Counseling the Substance Abuser

3 ext units

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

Semester III

ADX 304 Group Counseling Techniques

2 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.

AD X305 Introductory Practicum

2 ext units

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

Semester IV

ADX 306 Family Dynamics

3 ext units

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

ADX 307 Advanced Practicum

2 ext units

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

health
sciences &
psychology

ADX 308 Treatment of Eating Disorders

3 ext units

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

Spring 1994 Schedule

ADX 300 Introduction to Alcoholism

Seq No: 32690 3 ext units
Mary Cook, MA Psychology. Clinical Supervisor for Diversion Substance Abuse program since 1976. Instructor for CSUDH since 1978.
15 mtgs: Mon Jan 24-May 16
(no class Feb 21 and Apr 4)
6:30-9:30pm
CSUDH campus SAC 1104
\$336

ADX 301 Introduction to Counseling Techniques

Seq No: 17721 3 ext units
Jeanne Hendricks, PhD, MFCC, is a licensed Psychologist in private practice in Manhattan Beach specializing in addictions and co-dependency.
15 mtgs: Wed Jan 26-May 11
(no class Mar 30)
6:30-9:30pm
CSUDH campus SAC 1104
\$336

health
sciences &
psychology

ADX 302 Counseling for the Individual

Seq No: 86203 3 ext units
Mary Cook
15 mtgs: Thu Jan 27-May 12
(no class Mar 31)
6:30-9:30pm
CSUDH campus SAC 1108
\$336

ADX 303 Perspectives on Drug Abuse: Counseling the Substance Abuser

Seq No: 78503 3 ext units
Michel La-Bleu, PhD, psychology, California Coast University, MFCC intern, has served in counseling programs and led workshops throughout Southern California.
15 mtgs: Tue Jan 25-May 10
(no class Apr 5)
6:30-9:30pm
CSUDH campus SAC 1108
\$336

ADX 306 Family Dynamics

Seq No: 80345 3 ext units
Mary Cook, MA
15 mtgs: Wed Jan 26-May 11
(no class Mar 30)
6:30-9:30pm
CSUDH campus SAC 1106
\$336

ADX 307 Advanced Practicum

Seq No: 53966 2 ext units
Nancy Sanders, MA, MFCC is the Academic Coordinator for the CSUDH Alcohol/Drug Counseling Program and is also an instructor in the program. Ms. Sanders has been teaching and working in the field of chemical dependency since 1978 and is a licensed Marriage and Family Therapist in private practice in the South Bay area.
15 mtgs: Tue Jan 25-May 10
(no class Apr 5)
6:30-9:30pm
CSUDH campus SAC 1106
\$224

ADX 308 Treatment of Eating Disorders

Seq No: 35766 3 ext units
Robbin Grossman, MA, MFCC intern, is former Program Director of the Rader Institute of Eating Disorders Unit at South Bay Hospital. She is a specialist in the identification and treatment of eating disorders.
15 mtgs: Mon Jan 24-May 16
(no class Feb 21 and Apr 4)
6:30-9:30pm
CSUDH campus SAC 1108
\$336

Certificate Program in Orthotics

The Orthotics Department at Rancho Los Amigos Medical Center, in affiliation with California State University, Dominguez Hills, offers a one-year certificate course in orthotics. This program, which is accredited by the American Board for Certification in Orthotics-Prosthetics, is designed to train students in the field of orthotics: the profession of designing, fabrication and fitting of orthopedic appliances for the physically handicapped. Students receive a mixture of practical laboratory instruction, classroom didactics, and exposure to patients in a wide variety of clinical situations. Students rotate through various services to acquaint them with the more prevalent pathologies and treatment philosophies. This course is designed for applicants who have a bachelor's degree. Applicants must have some experience with hand tools and light duty power equipment. The program begins in July each year and applications must be in by December 31 of the preceding year. Enrollment is limited to six students.

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

health
sciences &
psychology

Your Changing Body

HGH 101-01

Noncredit

This seminar for girls aged 9-12 and their mothers will discuss puberty from the female point of view. Participants will learn about the anatomy and function of menstruation, how to alleviate menstrual discomforts, and look at some of the popular myths about the menstrual period. Additional topics of interest to teenage girls including acne, bodyhair, perspiration, breast development, boy's body changes, and coping with peer pressure will also be covered. Promotion of a positive body image while providing useful information will be the objective of the course.

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

1 mtg: Sat Feb 19

10am-noon

RBCC room 8

\$15 mother/daughter pair

Young Children in Family Therapy

PFM 103-01

Noncredit

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

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

1 mtg: Sat Feb 5

9am-1pm

RBCC room 8

\$40

How to Help Your Child Choose a Career

KCG 101-01

Noncredit

A workshop for parents designed to provide an understanding of the career decision-making process, occupational classifications, career trends and age-appropriate activities necessary to help their children think about and then act upon career choices. Upon completion of the workshop, parents will be able to:

- Describe three theories of career choice and the factors that affect the choice
- Understand the six Holland categories and the characteristics of each
- Complete the career mosaic and be aware of their own career tendencies

- Identify the top fifteen career paths
- Describe ten unusual careers
- List five age-appropriate career activities for their child
- Use the Dictionary of Occupational Titles and Occupational Outlook Handbook
- Understand work values and how they relate to career choice
- Comprehend the importance of education and the career role model

Keith R. Johnson, PhD, EdM, is Director of Special Projects at CSU San Bernardino.

1 mtg: Sat Mar 26

10am-1pm

RBCC room 8

\$35

health
sciences &
psychology

ADX 308 Treatment of Eating Disorders

Seq No: 35766

3 ext units

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

Robbin Grossman, MA, MFCC intern, is former Program Director of the Rader Institute of Eating Disorders Unit at South Bay Hospital. She is a specialist in the identification and treatment of eating disorders.

15 mtgs: Mon Jan 24-May 16

(no class Feb 21 and Apr 4)

6:30-9:30pm

CSUDH campus SAC 1108

\$336

occupational health & safety

Confined Space Safety for Supervisors	53
Construction Consumers Role in Safety	54
Fall Protection: Planning, Selection & Use	54
Hazard Communication: Train the Trainer	53
Industrial Hygiene - Principles	54
Industrial Occupational H&S Law	54
Managing Indoor Air Quality Issues	53
Occupational H&S in	
Petro/Chemical Industries	54
Safety Issues — Man vs. Machines	53

Certificate Program

Occupational Health & Safety	21
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Safety Issues: Man vs. Machines--Human Factors and Ergonomics

.8 CEUs

Ergonomics is a discipline concerned with the anatomical and physiological relationship of man to machine. Human Factors looks at psychological and behavioral aspects of the relationship as they coexist in the work environment. Those vitally concerned with the elimination of cumulative trauma & musculoskeletal disease in the workplace will find this class very important as they learn to improve the efficiency of the Person-Machine system & create a safer environment for their industry.

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

1 mtg: Sat Apr 16

8am - 5pm

FCC room 8

\$50 (plus \$10 materials fee payable to instructor)

Managing Indoor Air Quality Issues

.75 CEUs

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

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

After the course students will understand:

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

Michael R. Ceser, MS, Principal, Environmental Resources, and Susan M. McCormick, Industrial Hygienist, Environmental Resources, Physical Planning & Development, California State University Office of the Chancellor, instructors,

3 mtgs: Tue, Thu April 12, 14, 19

7-9:30pm

FCC room 8

\$95 (plus \$25 materials fee payable to instructors)

Confined Space Safety for Supervisors

.8 CEUs

Presents key elements essential for conducting safe confined space entry operations. Topics include:

- Pre-entry planning
- Hazard & risk assessment
- Permit systems
- Equipment, personal protective equipment & training

After the course, the student will knowhow to identify a confined space, problems of the confined work space, how to identify confined space atmosphere, how to develop a comprehensive space safety program and how to train and equip workers for confined space entry, work, egress and rescue.

Michael R. Ceser and Susan McCormick

1 mtg: Sat Apr 30

8am-5pm

FCC room 8

\$95 (plus \$25 materials fee payable to instructor)

Hazard Communication: "Train the Trainer"

.75 CEUs

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

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

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

Michael R. Ceser

3 mtgs: Tue/Thu May 10, 12, 17

7-9:30pm

FCC room 8

\$125 (plus \$25 payable to instructor)

occupational
health &
safety

Occupational Health & Safety Concerns for the Petroleum and Chemical Industries

1.5 CEUs

Be familiar with the current safety and health workplace rules for these industries. Know the guidelines that will help translate industry regulations into action. Be able to identify hazards under the safety law. Be able to take responsibility for maintaining a safe and healthy workplace. Learn tips on safely working with contractor personnel. Receive hands-on treatment of personal protective equipment.

Carl Cronin, REA, has 13 years instructing, designing and implementing training seminars in the field of health and safety. He is the author of manuals for subjects such as confined space and respiratory practices.

5 mtgs: Wed Mar 2-Apr 6 (no class Mar 30)

6-9pm

FCC room 8

\$165 (plus \$15 materials fee payable to instructor)

Principles of Industrial Hygiene- Part I

2.4 CEUs

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

James L. Unmack and **Joseph F. Kukla**, instructors. **James Unmack**, PE, CIH, SDP, DEE, is Health & Safety Manager for Earth Technology Corporation, Construction and Remediation Services. He has managed health and safety programs for Cal/OSHA and private industry. **Joseph F. Kukla**, BS, MPH, PE, CIH, CSP, is Regional Manager of CE Heath Cal.

4 mtgs: Sat Jan 29, Feb 12, 26, Mar 12

9am-4pm

CSUDH campus SAC 1104

\$250 (plus \$50 payable to instructor)

Principles of Industrial Hygiene -Part II

2.4 CEUs

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

James Unmack, PE, CIH, SDP, DEE, is Health & Safety Manager for Earth Technology Corporation.

4 mtgs: Sat Mar 26; Apr 9, 23; May 7

9am-4pm

CSUDH campus SAC 1104

\$250 (plus \$50 materials fee payable to instructor)

Construction Consumers Role in Safety

3.2 CEUs

Municipal agencies, developers, speculators, owners of existing facilities being upgraded or modified, design professionals and consulting engineers, construction managers, general contractors, specialty contractors working directly for the owner of the premises, and lawyers involved in tort liability cases will find this course invaluable in dealing with construction accidents which result in serious injury or illness, major property damage, and/or damage to the environment. Participants will learn about their corporate and personal responsibilities for such events, imposed both by federal and State agencies. In addition, development of guidelines and procedures to these cases will be covered.

James R. Hinson, PE (Safety) has taught Health & Safety classes at colleges and universities in the US and Canada, and has led many seminars for professional organizations including the ASSE and NSMS. He also has extensive experience as a Safety & Health trainer for private industry.

4 mtgs: Fri/Sat Mar 4, 5, 11, 12

8:30am-5pm

RBCC room 8

\$360

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.

John A. O'Toole, REA, is a Health & Safety Consultant with CAL/OSHA.

10 mtgs: Tue Feb 1 - Apr 12 (no class Mar 29)

6:30-9:30pm

FCC room 7

\$350 (plus \$55 materials fee payable to instructor)

Fall Protection: Planning, Selection & Use

3.2 CEUs

This course reflects state-of-the-art personal fall arrest systems (PFAS), and types of passive and positive fall protection devices available for use in construction operations facilities maintenance. New ANSI Z.359.1 Personal Fall Arrest System standard establishes the minimum performance standards for both PFAS equipment manufacturers, distributors, employers and end-users. Participants will learn selection, planning and use of all types of fall protection systems, the limitations and advantages of each device, and the unique training requirements applicable to the installation, inspection, maintenance and use of all protection devices.

James R. Hinson

4 mtgs: Thu/Fri Feb 4,5,11,12

8:30am-5pm

RBCC room 7

\$360

occupational
health &
safety

Special Sessions

Residence Credit through Special Sessions

The following courses are offered for residence credit through Extended Education. Special Sessions courses are available both to matriculated students and to members of the community. The courses below are representative of those to be available during the year. Call the Office of Extended Education (310) 516-3746 for the latest information on additional classes. Use the Special Session Registration Form on page 58 to register for these classes only.

Special certificate and credential programs available through Special Sessions

Community College Teaching

Service Quality Assurance

Special Education Resource Specialist

Designated Subjects Adult Education

Multiple Subject/Special Education

Quality Assurance

*Masters Degree Program:
Behavioral Science*

Spring 1994 Schedule

Community College Teaching

GED 548-71 Effective College Teaching

Seq No: 00792 3 sem units
Staff
6 mtgs: Sat Feb 5, 12, 26, Mar 5, 12, 26
9am-4pm
CSUDH campus room TBA
\$336

GED 549-71 The Community College

Seq No: 79590 2 sem units
4 mtgs: Sat Apr 9, 23, 30, May 7
9am-4pm
CSUDH campus room TBA
\$224

Service Quality Assurance

QAS 510-79 Advanced Probability & Statistics

Seq No: 50735 3 sem units
15 mtgs: Fri Jan 24 - May 20
11am-2pm
CSUDH campus ERC A109
\$426

QAS 524-71 Quality Assurance for Automated Systems

Seq No: 79693 3 sem units
15 mtgs: Wed Jan 24-May 20
4-7pm
CSUDH campus ERC A109
\$426

special
sessions

Special Education Resource Specialist

GED 528-71 Resource Specialist II

Prerequisite: GED 527 is recommended

Seq No: 00582 3 sem units
Staff
6 mtgs: Sat Jan 8 - Mar 12
9am-4pm
CSUDH campus room TBA
\$336

Designated Subjects Adult Education

TED 423-71 Supervised Field Experience in Adult Education

Seq No: 02310 3 sem units
Staff
Mtgs and Dates TBA
4-6pm
\$336

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

Seq No: 40040 3 sem units
Staff
7 mtgs: Sat Feb 5 - Mar 19
CSUDH campus room TBA
\$336

Multiple Subject/Special Education Enrollment limited to those already enrolled in this program

Cohort 1

TED 410-71 Elementary Math and Science Methods

Seq No: 22595 3 sem units
Watkins
7 mtgs: Wed Feb 2, 9, 16, 23, Mar 2, 9, 16
CSUDH campus Room TBA
\$336

GED 526-71 Instructional Strategies for Cultural and Linguistically Different Exceptional Learners

Seq No: 17872 2 sem units
Lasky
4 mtgs: Sat Jan 29, Be 5, Mar 12, 19
9am-4pm
CSUDH campus Room TBA
\$224

GED 567-71 Diagnosis and Prescription for LH

Seq No: 68596 3 sem units
Staff
7 mtgs: Wed Mar 23-May 11
4-9:45pm
CSUDH campus Room TBA
\$336

OR

GED 564-71 Assessment of Children & Youth with SH

Seq No: 56221 3 sem units
Staff
7 mtgs: Wed Mar 23 - May 11
4-9:45pm
CSUDH campus Room TBA
\$336

special
sessions

Cohort 2

TED 427-71 Classroom Management Methods for Special/General Education

Seq No: 34613 2 sem units
Wolff
5 mtgs: Wed Feb 2-Mar 9
4-9:15pm
CSUDH campus HFA 224
\$224

TED 428-71 Foundations in Special Education

Seq No: 07626 3 sem units
McGowan
7 mtgs: Wed Mar 23-May 11
4-9:45pm
CSUDH campus Room TBA
\$336

Quality Assurance

QAS 510 Advanced Probability&Statistics

Seq No: 89504 3 sem units
Staff
15 mtgs: Fri Jan 28-May 20
Fri 11am - 1pm
CSUDH campus ERC A109
\$426

QAS 524 Quality Assurance for Automated Systems

Seq No: 79693 3 sem units
Staff
15 mtgs: Wed Feb 2-May 18
4-7pm
CSUDH campus ERC A109
\$426

MA Behavioral Science

BEH 522-79 Negotiation Tactics

Seq No: 12036 4 sem units
10 mtgs: Wed Jan 12 - Mar 16
6-9:45pm
CSUDH campus ERC A109
and Sat March 19 SBS A232
\$568

BEH 505-71 Statistics, Computing and Information Processing

Seq No: 00066 4 sem units
9 mtgs: Mon Jan 24, 31, Feb 7, 14, 28, Mar 14, 28,
Apr 4, 11
6-9:45pm
and Sat, Apr 9 (9am-4pm)
CSUDH campus SBS A104
\$568

*Use Special Sessions
Registration form on next
page*

*For more information, call
(310) 516-3741*

special
sessions

Special Sessions Registration Form

Social Security No: _____

Birth Date: _____

Month/Day/Year

Name: _____

Last,

First,

M.I.

Address: _____

Street

City

State

Zip

Telephone: _____

Day Time

New address? ☐ yes ☐ no

male ☐ female ☐

Evening

Enrolled at CSUDH previously? ☐ yes ☐ no

Date last enrolled: _____

SCHEDULE #	DEPARTMENT	COURSE	SECTION	UNITS	COURSE FEE	INSTRUCTOR/DEPT CONSENT

Course Fee \$ _____

Late Fee \$ _____

TOTAL FEE PAID \$ _____

☐ Check/Money Order, Made Payable to CSUDH

I AUTHORIZE THE USE OF MY: ☐ VISA ☐ MASTERCARD

ACCOUNT NUMBER _____

EXP. DATE _____

REFUND POLICY (Please read and sign below)

Refunds are granted in accordance with the State refund schedule. If a course is cancelled, the entire course fee will be returned. If you withdraw 24 hours prior to the first class meeting, 100 percent of the course fee will be refunded (less a \$5 processing fee). If you withdraw after the first class and before 25 percent of the course has elapsed, 65 percent of the total fee will be refunded. After 25 percent of the course time has elapsed, no refund will be made, however, a drop form must still be filed. Stop payments on checks are 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 credit card number if entered above.

Signature: _____

Date: _____

HOW TO REGISTER



MAIL TO OR STOP BY:
CSU Dominguez Hills,
EXTENDED
EDUCATION, SCC
B141, 1000 E. Victoria
Street, Carson, CA
90747.



FAX TO:
EXTENDED
EDUCATION
(213)516-3971.



special
sessions

travel, fitness & fun

Canoe Trip - Topock Gorge	59
Costa Rica Rain forest Adventure	60
Fitness for the '90s	59
Study Safari	60
Travel Study Series	61
Turkey -- 10-Day Travel-Study Program	62

Canoeing Topock Gorge

RCD 101-03

Noncredit

Explore a 17-mile section of the Colorado River's Havasu Wildlife Refuge, including sandy beaches, hidden lagoons, the Devil's Elbow, sand dunes, and nocturnal burro "visits." Instruction provided in paddling strokes, canoe camping, and safety procedures. Participants furnish their own food, camping equipment and transportation.

Prerequisites: no prior canoeing experience is necessary; but participants must be in good physical condition and have basic swimming skills. Canoeing field trip starts near Needles, CA (approximately 4 1/2-5 hour drive from the Los Angeles area).

Chuck Reynolds has taught canoeing, wilderness survival, rescue skills, back-packing, scuba and skin diving for 16 years.

Sat-Sun May 21-22

\$55 (plus \$35 materials fee payable to instructor)

Maximum enrollment: 15

No refunds after March 25 unless participant finds a replacement

Fitness for the 90's

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 field-house 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

Noncredit

Entitles individuals to utilize all of the above facilities during the designated hours posted.

\$120

Limited Membership

Noncredit

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

\$40

Learning Adventure in Costa Rica!

Rich in ecological diversity, Costa Rica has more than 850 species of birds, 1,100 kinds of orchids and many rare and exotic animals within its national parks, comprising 12% of the entire country! Join this adventure as a researcher through the study of rainforest environments, adaptations and conservation issues. Participants also acquire Spanish language survival skills and an understanding of Costa Rica's rich culture.

Debra Ostergren, Founder/Director, The Nature Institute, is a speaker on natural and cultural history and an experienced world traveler.

Date: June 4 - 12

Cost: \$1595 (includes course, accommodations, meals, ground transportation within Costa Rica. Airfare NOT included. Group rates available from Los Angeles.)

Registration deadline: March 18, 1994.



1994

SUMMER STUDY SAFARI

WITH PROFESSOR LEONARD M. MOITE

PROGRAM HIGHLIGHTS INCLUDE:

Safari through Kenya's famous game parks, exploration of Nairobi and other urban centers and rural areas of Kenya; interaction with Kenyan scholars, business and government officials.

For further information, contact Dr. Leonard Moite: 30037 Via Borica, Rancho Palos Verdes, CA 90274

(310) 377-6790 (eve) (310) 516-3446 (day -- campus)



SPRING/SUMMER/FALL 1994 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 that allow time to revisit a particular site that has sparked your interest. First class accommodations and local transport allow you to combine a comfortable vacation with learning.
- Contact with local people and their lifestyles through specially arranged small group luncheons in the relaxed and hospitable atmosphere of their own homes.

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

- View a slide/lecture presentation by the Curator of the Pyramids of Giza at the foot of the great pyramids in Egypt.
- Learn about animal behavior and the interrelationship of "land, people, and animals" from a wildlife researcher at her camp at the foot of Mt. Kilimanjaro in East Africa.
- In Morocco, hear a lecture by King Hassan's personal interpreter and have lunch in the homes of Moroccan families in the ancient Medina of Féz.

 <p>MOROCCO</p> <p>March 12 - 26, Oct. 15 - 29</p>	 <p>EGYPT</p> <p>March 13 - 25, Oct. 2 - 14</p>	 <p>COSTA RICA</p> <p>March 18 - 31, June 3 - 16</p>
 <p>ENGLAND</p> <p>July 8 - 20, Sept. 2 - 14</p>	 <p>AUSTRALIA</p> <p>July 8 - 29</p>	 <p>BELIZE</p> <p>March 4 - 13</p>
 <p>PATAGONIA/ CHILE</p> <p>March 7 - 21</p>	 <p>BRAZIL</p> <p>August 2 - 16</p>	 <p>HAWAII</p> <p>July 26 - Aug. 6</p>
 <p>BERMUDA</p> <p>March 18 - 27, Nov. 11 - 20</p>	 <p>NOVA SCOTIA</p> <p>July 16 - 30, August 6 - 20</p>	 <p>INDONESIA</p> <p>April 6 - 22, Oct. 19 - Nov. 4</p>
 <p>ALASKA</p> <p>June 17 - July 3, July 1 - 17 July 15 - 31, July 29 - Aug. 14, Aug. 12 - 28</p>	 <p>IRELAND</p> <p>April 14 - 28, July 14 - 28, Sept. 15 - 29</p>	
 <p>KENYA</p> <p>June 13 - 29, June 27 - July 13, July 25 - Aug. 10 October 10 - 26</p>		
 <p>CHINA</p> <p>April 25 - May 14, June 27 - July 16, July 18 - August 6, October 3 - 22</p>		
 <p>GALAPAGOS ISLANDS</p> <p>March 12 - 25, June 18 - July 1, July 2 - 15, July 16 - 29, Aug. 13 - 26, Oct. 1 - 14</p>		

travel, fitness
and fun

A 10-Day travel/study program in

TURKEY

July 1 - 11, 1994

\$1975*

*price subject to change

Double occupancy (single supplement, \$125). Includes airfare, 3 units California State University credit, hotel accommodations, 3 meals daily and all excursions within Turkey.

The city of Denizli will be your base in Turkey. Amid ancient ruins of Anatolian, Greek and Roman civilizations, it's a fascinating place for students of history.

You'll also see sights not usually featured in commercial tours such as remote villages and wilderness areas of great interest to those in ecological, environmental and social studies. Seminars presented by a university professor on Anatolian and Turkish history, geography, politics (including ties with the former Soviet Republics) and business opportunities in the unique country, part in Europe and part in Asia, will inspire students of political science, business and international relations.

There will be plenty of fun--visiting seaside resorts with breath-taking scenery on the Aegean/Mediterranean coast within view of the Greek Islands, as well as opportunities to sample night life -- dancing and shopping-- will also be available.

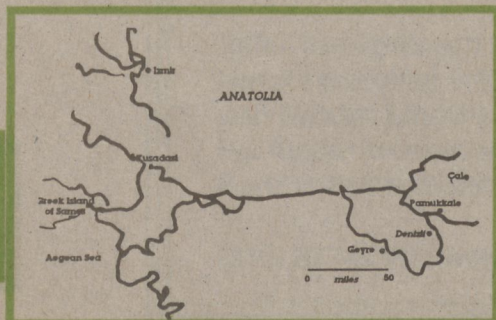
Explore the fascinating terrain, wonder at the ancient civilizations and get to know the warm people of Turkey by taking advantage of this unique travel-study opportunity! Space is limited, reserve now!

For more information, or to reserve your place on the guided tour, call the California State University, Dominguez Hills Office of Extended Education at 516-3741.



Area
of
detail

travel, fitness
and fun



How and When to Register

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

There are Four Convenient Ways to Register for Courses:



By Mail:

Complete the original or photocopy of the registration form on the inside

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

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



BY PHONE:

You may register by phone with your VISA or MasterCard by calling (310) 516-3741, Monday through Thursday

9am - 5pm and Friday 8am - 4pm.



BY FAX:

You may register by Fax with your VISA or MasterCard by completing the registration form and

FAXing it to (310) 516-3971.



IN PERSON:

Come to the Extended Education office to register for a class in person. The

office is located in the Small College Complex area on the CSUDH campus, B141 (next to the Cashier). You may pay by check or money order, or use your VISA or MasterCard. Cash payments will be accepted for the exact amount only.

Confirmation/Receipts

You are considered officially enrolled when your registration fees are paid in full and your registration form has been received. You should receive a confirmation letter within two weeks after we have received your registration and fees. This letter is your receipt for fees paid. Please read the letter carefully because any changes in the course meeting time or place will be indicated in the letter.

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

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

Fees

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

Tax Deduction

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

Refund of Fees

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

- If an Extension course is cancelled, the entire course fee will be refunded
- If you withdraw 2 working days 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 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
- Courses of four meetings duration or less, no refund

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

Schedule Changes

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

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

Extension Courses.

Academic credit is awarded for successful completion of formally recognized institutional X100-X599 courses. A maximum of 24 units of extension credit may be applied toward a baccalaureate degree and up to 6 units toward a master's degree, subject to departmental approval. Course numbering is X100-X499 for undergraduate and X500-X599 for graduate courses.

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 course numbering system, see the university catalog.

registration
information

Professional Credit

A few courses in the Bulletin are offered for Professional Credit. Professional credit is designed for professionals who benefit from credit for salary or step advancement. The awarding of professional credit requires completion of out-of-class assignments. One Professional Credit equals 15 hours of participation in lecture. Professional credit is not degree-applicable. Course numbering is 800-899 for educational professional credit. Course numbering is 600-699 for business and professional credit.

Noncredit

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

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

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

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

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

H=Health: GH=General Health.

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

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

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

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

S=Seniors: OM=Omnilore

T=Travel

X=Exam Test Prep:

CB=CBEST

GM=GMAT;

LS=LSAT;

MS=MSAT; SA=SAT

registration
information

Continuing Education Units (CEUs)

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

Extension Grading Procedures

Unless a course is offered for a grade of credit/no credit only, all extension credit courses are offered for letter grades. However, an undergraduate student in an extension class offered for a letter grade may choose to be graded on a credit/noncredit basis by informing the instructor in writing at the beginning of the class. For Special Sessions classes, follow University procedures.

Grade Reports

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

Transcripts

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

Class Cancellation

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

Change of Address

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

Nondiscrimination Policy

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

Privacy Information

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

Standards

Degree credit courses in Extension 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 Extension faculty, to provide you with meaningful learning experiences. We realize, however, that on rare occasions your expectations and the course do not match. Should this occur, let us know. It is through your feedback that we are able to make changes and adjustments for future courses.

Resources for Students

Library Services

Student identification cards -- available at the Extension Office--will entitle those enrolled in credit courses to full use of the CSUDH Library.

Loker Student Union

Hours are 8am to 5pm daily.
Breakfast is served from 8am - 10:30am.
Other food areas open at 10am. Food programs include Taco Bell, Round Table Pizza, Togo's, Carl's Jr., a variety of catering services as well as Espresso Yourself, which features freshly ground coffees and pastries.
Round Table Pizza has satellite viewing on three televisions for students, faculty and staff.
There is no food service on Saturdays and Sundays.
Food vending machines are available on the first floors of the Social and Behavioral Sciences building and the Educational Resources Center. They are available Saturdays, 7:30am -2pm. For further information, call (310) 516-3814.

Parking

Redondo Beach Community Resource Center: Ample free parking
Franklin Community Center: Free parking in lot and on Fisk and Inglewood Avenues.
CSUDH campus: 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 or quarters for the machines).

Textbooks

Unless otherwise noted, textbooks may be purchased at the University Bookstore. (310) 516-3829. The Bookstore hours are Mon-Thu 8-7:30pm, Fri 8-4pm, Sat 10am-2pm. 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 \$112 per semester unit (\$336 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 February 12. For a complete schedule of classes, please call (310) 516-3741.

Extended Education Staff

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

Associate Dean
Gary R. Levine
(310) 516-3737

Secretary to the Dean
Teresa J. Stevens
(310) 516-3737

Director, American Language and Culture Program
Debra Jonas, Ph.D.
(310) 516-3830

Director, The Center for Training & Development
R. Scott MacKay
(310) 516-3355

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

Director, Marketing & Promotion
Karen P. Blank
(310) 516-3998

Director, Special Sessions
Patrice Sewell
(310) 516-3972

Director, Extension Program
Tia Jerger
(310) 516-3352

Financial Analyst
Brenda Blow
(310) 516-3741

Special Sessions Program Assistant
Jeanette Gimenez
(310) 516-3746

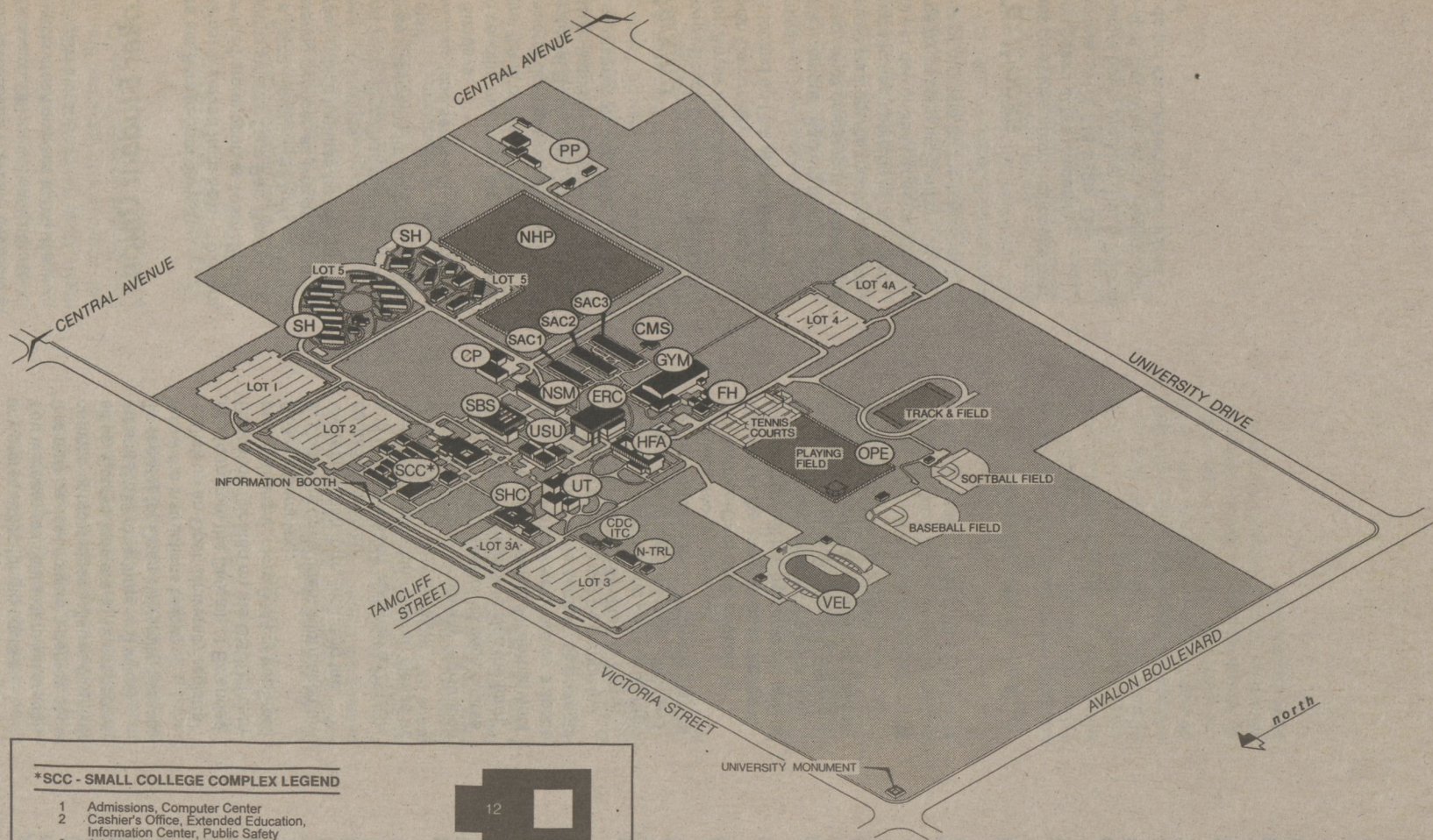
Registrar
Jackie McKenzie
(310) 516-3741

Coordinator, Humanities External Degree Program
Arthur Harshman, Ph.D.
(310) 516-3743

Humanities External Degree Program Assistant
Loretta Edwards
(310) 516-3743

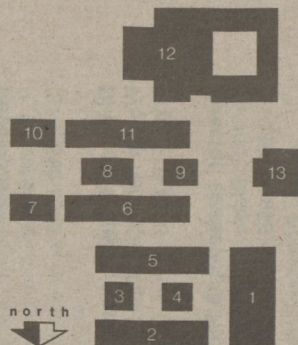
registration
information

California State University, Dominguez Hills Carson Campus
 1000 East Victoria, Carson 90747 (310) 516-3300 (Campus Information)
 (310) 516-3741 (Extended Education)



***SCC - SMALL COLLEGE COMPLEX LEGEND**

- 1 Admissions, Computer Center
- 2 Cashier's Office, Extended Education, Information Center, Public Safety
- 3 Advising Center
- 4 Educational Opportunity Program
- 5 Enrollment Services, Financial Aid, International Students, Student Affirmative Action, Student Development (Career and Counseling Center), Testing Classrooms, Student Computer Lab
- 6 Classrooms
- 7 Classrooms
- 8 Classrooms
- 9 Classrooms
- 10 (Future Site 1994) Orthotics and Prosthetics Program
- 11 (Future Site 1994) Learning Assistance Center, Talent Search, Testing, Women's Center
- 12 (Future Site 1994) School of Education
- 13 Registrar: Records and Registration

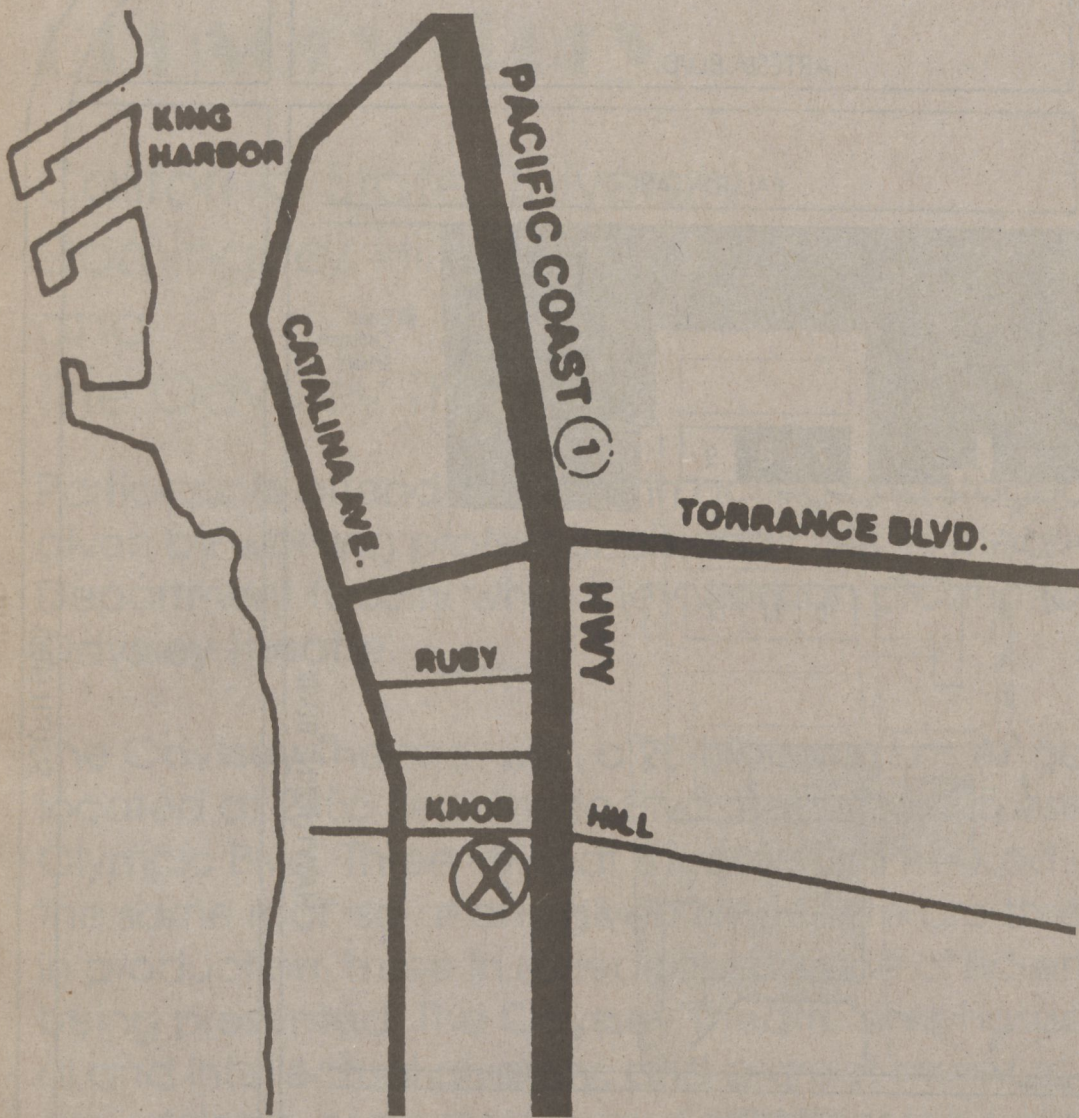


UNIVERSITY GENERAL LEGEND

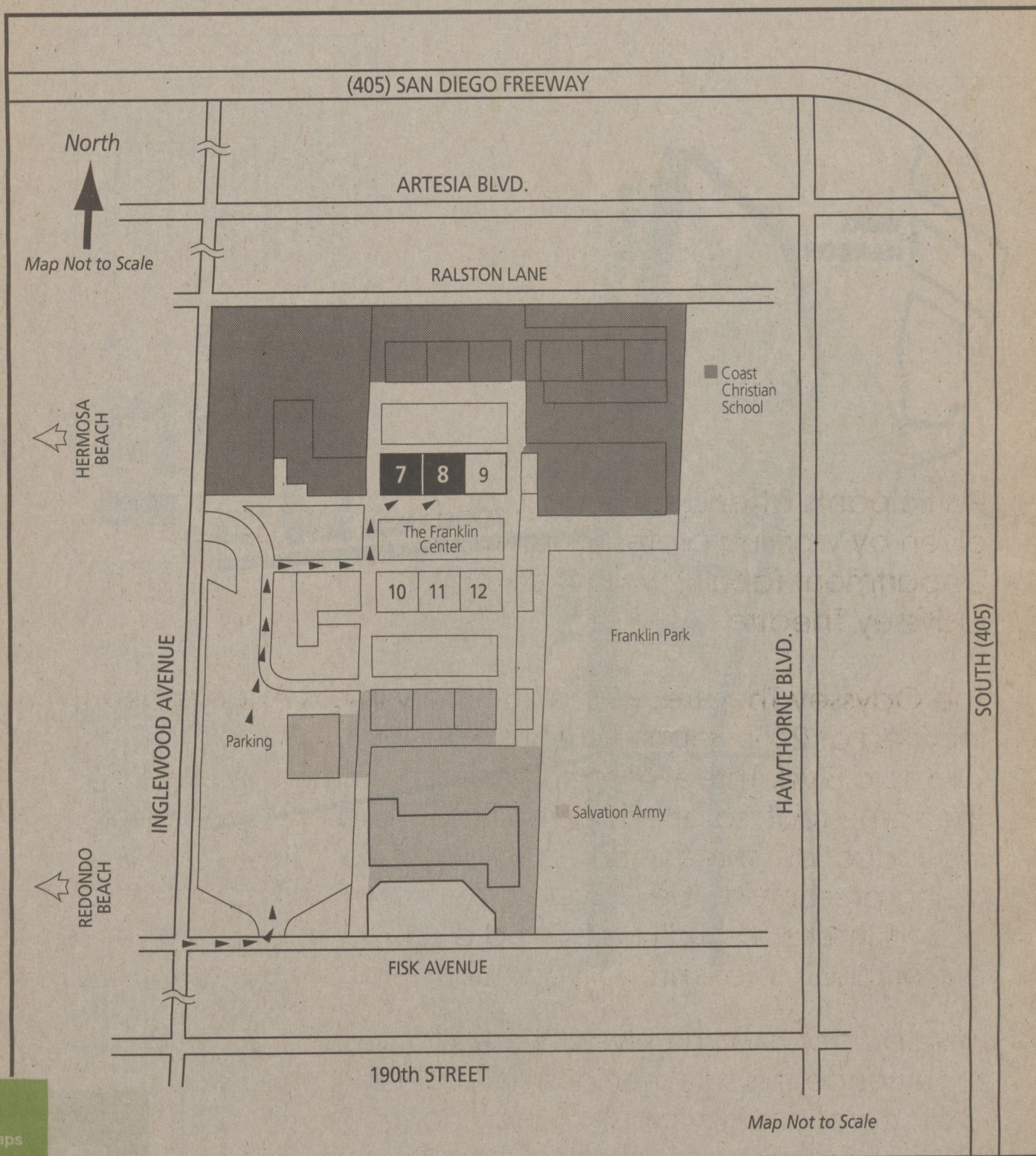
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|--|---|
| CDC - CHILD DEVELOPMENT CENTER | SAC1 - SOUTH ACADEMIC COMPLEX 1 |
| CMS - THE CALIFORNIA ACADEMY OF MATHEMATICS AND SCIENCE LABORATORIES | SAC2 - SOUTH ACADEMIC COMPLEX 2 |
| CP - CENTRAL UTILITY PLANT | SAC3 - SOUTH ACADEMIC COMPLEX 3 |
| ERC - CAIN EDUCATIONAL RESOURCES CENTER | SBS - SOCIAL AND BEHAVIORAL SCIENCES |
| FH - FIELD HOUSE (Athletics) | SCC - SCHOOL OF MANAGEMENT, SHINWA JAPANESE GARDEN |
| GYM - GYMNASIUM | SH - STUDENT HOUSING |
| HFA - HUMANITIES AND FINE ARTS | SHC - STUDENT HEALTH CENTER |
| ITC - INFANT TODDLER CENTER | USU - DISABLED STUDENTS CENTER, HEALTH SERVICES AND Psychological Counseling, Veterans Affairs |
| NHP - NATURAL HISTORY PRESERVE | USU - DONALD P. AND KATHERINE B. LOKER UNIVERSITY STUDENT UNION |
| NSM - NATURAL SCIENCES AND MATHEMATICS | USU - BOOKSTORE, FOOD SERVICE, DINING AND MEETING FACILITIES, Recreation, Associated Students, Inc., Student Activities |
| N-TRL - NURSING TRAILER (Temporary) | UT - UNIVERSITY THEATRE |
| OPE - SCHOOL OF HEALTH, STATEWIDE NURSING PROGRAM | VEL - 7-ELEVEN OLYMPIC VELODROME |
| PP - OUTDOOR PHYSICAL EDUCATION | |
| PP - PHYSICAL PLANT | |
| PP - RECEIVING WAREHOUSE | |

KELLYGRAPHICS 1993

The Redondo Beach Community Center
320 Knob Hill Avenue at Pacific Coast Highway, Redondo Beach



The Franklin Community Center
850 Inglewood Avenue, Redondo Beach



Coming '94

summer theatre conservatory

California State University
Dominguez Hills
and
The Odyssey Theatre

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

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

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

Open University

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

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

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ABCD

Abandoning Parent & the Broken-Hearted Child	48
Accounting for the Construction Industry	18
Advanced Practicum - ADX 307	50
Advanced Probability & Statistics - QAS 510-71	29, 55
Alcohol & Drug Counseling - Certificate	49
Alcoholism — Intro ADX 300	50
American Language & Culture Program	11
Anger & Depression: Emotions Women Fear	48
Appraisal of Individual Performance	24
Assessment of Children & Youth SH — GED 564-71	44
Bobrow Test Preparation	39
Business Management Basics	17
Canoe Trip - Topock Gorge	59
Capacity & Priority Management	22, 36
CBEST Review	39
Certificate Programs - descriptions	32
Chamber Music Ensemble	7
Child, Family & Community — TEX 355-01	42
Classroom Mgmnt Meth Spec/Gen Ed - TED 427-71	44
Coaching for Improved Work Performance	24
Community College Teaching — Certificate	47
Community College — GED 549-71	47
Computerized Bookkeeping with Quicken	35
Computers & Media Mat w/Young Child TEX 425-03	42
Computers in Education GED 535-91	37
Conducting Effective Employee Interviews	24
Confined Space Safety for Supervisors	53

Construction Consumers Role in Safety	54
Construction Management — Certificate Program	18
Construction Project Management II	18
Cost Approaches to Real Estate Appraisal	26
Cost Price Analysis & Negotiation	25, 37
Costa Rica Rain forest Adventure	60
Counseling & Guidance Adult Educ - TED 424-71	45
Counseling for the Individual - ADX 302	50
Counseling the Substance Abuser - ADX 303	50
Counseling Techniques - ADX 301	50
Customer Satisfaction & Quality Assurance QAS 531	29
Day of Nurturance	48
Diagnosis for LH — GED 567-71	44
Designated Subject Adult Educ Credential	45
Distance Learning	36
DOS — Introduction	34

EFGHI

Easy Money Strategies for Retirement	16
Early Childhood Education — Certificate Program	42
Education Through Music TED X495	43
Effective College Teaching — GED 548-71	47
Elementary Math & Science Meth — TED 410-71	44
Elementary Soc Studies/Content R&W - TED 412-71	44
Fall Protection: Planning, Selection & Use	54
Fitness for the '90s	59
GMAT Review	39
GRE Review	39
Guitar Workshop — Beginning	7
Guitar Workshop — Contemporary	7

Hazard Communication: Train the Trainer	53
Help! Help! Computers: Selecting & Buying	34
Help Your Child Choose a Career	52
How to Learn Anything Fast	41
How To Set Up Bookkeeping for a Small Business	14
How To Start a Home-Based Business	14
Human-Computer Interaction — IDS 326-01	37
Human Factors in Quality Assurance QAS 515	29
Humanities External MA Degree — Online	9
Importing & Exporting: An In-depth Guide	14
Industrial Hygiene - Principles	54
Industrial Occupational H&S Law	54
Instructional Strategies/Except Learners GED 526-71	44
Invest for College Now!	16
Investment Basics	16
Investment Statistics	16

JKL

Japanese - Beginning Conversation	7
Just-in-Time /TQC -PIX 324-01	22
Language & Methods of Science - IDS 255-01	37
LDS Exam Prep — TED X495-79	37
Legal Aspects of Supervisory Actions - Legal I	24
Legal Aspects of Supervisory Actions - Legal II	24
Legal Considerations in Real Estate Appraisal	26
Lives of Faust — HUM 310-01	37
Loan Underwriting & Appraisal Review	20
LSAT Review	40

MNO

MA Negotiation & Conflict Management	36
MS Quality Assurance	29
MS Quality Assurance - Service	30
MSAT Review	40
Malcolm X — Then & Now	8
Managing Indoor Air Quality Issues	53
Maps of Campus and Instructional Sites	65
Manufacturing Supervision - Certificate Program	19
Materials Management — Introduction	22,36
Materials Requirements & Master Planning	22,36
Medical Billing I	15
Medical Billing II	15
Medical Insurance Billing	
Your Home Business	15
Medical Insurance Computer Billing	15, 35
Methods & Materials for Parent Education	43
Mortgage Banking	
Certificate Program	21
Mortgage Law & Compliance	20
Multicult Perspect Teaching Young Child TEX 425-02	42
Music, Rhythm & Movement for Child TEX 425-01	42
Occupational Health & Safety	20
Occupational H&S in Petro - Chemical Industries	54
Omnilore Society	10
Open University	70
Orthotics - Certificate	51

PQR

Positive Discipline Strategies	24
Production & Inventory Control —Certificate Program	22
Professional Supervision — Certificate Program	23
Program Planning for Resource Spect GED 527-71	46
Purchasing Fundamentals	25
Public Sector Procurement	25
Quality Assurance for Automated Sys QAS 524-71	29,55
Quality Assurance — Certificate Program	31
Race & Race Relations —Myths & Realities	8
Real Estate Appraisal — Certificate Program	26
Real Estate Economics	26
Real Estate Valuations	27
Registration Information	62
Reliability - QAS 512	29
Resource Specialist II — GED 528-71	46

ST

SAT Reasoning Test Review	39
Safety Issues — Man vs. Machines	53
Small Business Tax Seminar	14
Software Reliability - QAS 523	29
Spanish for Health Professionals— Conversational	6
Spanish on the Job— Conversational	6
Spanish Immersion Program— Cuernavaca Inten	5
Spanish: Beginning—Intensive Communication in	5
Special Education Conference	43
Special Education Credential	44
Special Education - Resource Specialist Certificate	46
Special Sessions	55
Statistical Process Control	19, 37

Statistical QC for Service Prof - QAS 530	29
Statistics, Computing & Info Proc - BEH 505-71	57
Study Safari	60
Super Teaching Strategies	41
Supervised Field Exp in Adult Educ TED 423-71	45
Surviving the Threat of Job Loss	48
Tax Class for Landlords	14
Teaching Eng Non-native Speakers GED 520-91	37
Team Building Concepts & Strategies	24
Technical Writing — Certificate Program	28
Theatre Program	69
Trace Your African & Native American Roots	8
Travel Study Series	61
Treatment of Eating Disorders	50
Uniform Standards of Prof Appraisal Practice	27

UVWXYZ

UNIX OS for Multi-platforms — Introduction	35
UNIX System Admin	35
Why Aren't Women Running the Show?	17
Windows 3.1 — Intro	34
WordPerfect 5.1 — Intro	34
Writing From Within	10
Writing Technical Instructions	28
Young Children in Family Therapy	52
Your Changing Body	52

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☐

female

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☐

yes

☐

no

Date last enrolled _____

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Units

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