

CALIFORNIA STATE UNIVERSITY DOMINGUEZ HILLS

extended education

spring
95

future worlds to conquer are
in the stars and are

within your reach
through education

EXTENDED EDUCATION

The Allied Signal Challenger Learning Center, opening in January on our campus, promises learning experiences for the young and those willing to explore new worlds -- through learning, retraining and viewing their own world through new eyes.



SOME OF THE PILLARS
OF OUR PROGRAM
ARE LISTED BELOW:

EXTENSION



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

CERTIFICATE PROGRAMS



Career enhancement or change can be assisted by obtaining professional certificates. See pages 11-14.

AMERICAN LANGUAGE & CULTURE PROGRAM



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

OPEN UNIVERSITY



Provides an opportunity for those who have not been admitted to the University to enroll in regular classes. See page 61.

CENTER FOR TRAINING & DEVELOPMENT



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

DISTANCE LEARNING



Programs delivered to homes, schools, community and work sites using satellite, cable, ITFS, CODEC and online computer. See pages 49-50.

SPECIAL SESSIONS



Winter and Summer Sessions, plus credential, certificate and degree programs. See page 67.

CSUDH ALUMNI TAKE NOTE!

5% DISCOUNT ON ANY NONCREDIT EXTENSION CLASS

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

THE OFFICE OF
EXTENDED EDUCATION
AT CALIFORNIA STATE
UNIVERSITY,
DOMINGUEZ HILLS IS
LOCATED AT 1000 EAST
VICTORIA STREET IN
CARSON.

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

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Long Beach

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1000 EAST VICTORIA ~ CARSON ~ PARKING
1.50/ DAY ~ BRING QUARTERS!

Jan	7	GMAT Review for Jan 21 Exam
Jan	9	Purchasing Fundamentals
Jan	10	Introduction to Materials Management
Jan	10	Capacity & Priority Management
Jan	11	Cost-Price Analysis & Negotiation
Jan	12	Just-in-Time/Total Quality Control
Jan	12	Inventory Management & Master Planning
Jan	14	CBEST Review for February 4 Exam
Jan	14	Human Behavior in Organizations
Jan	15	Principles of Accounting
Jan	21	Child Abuse Reporting
Jan	23	Coaching for Improved Work Performance
Jan	23	Treatment of Eating Disorders
Jan	23	Intro to Alcoholism
Jan	24	Perspectives on Drug Abuse
Jan	24	Advanced Practicum
Jan	24	Industrial Accident Investigation
Jan	25	Intro to Counseling Techniques
Jan	25	Counseling the Individual
Jan	26	Family Dynamics
Jan	26	Chamber Music Ensemble
Jan	26	Fundamentals of Industrial Hygiene
Jan	28	Surveying with GPS
Jan	28	Intro to Pagemaker
Jan	30	American Language & Culture Program
Feb	1	Community College TEaching Internship
Feb	4	The Community College
Feb	6	Understanding & Coping with Different Leadership Styles
Feb	6	Beginning Guitar Workshop
Feb	6	Contemporary Guitar Workshop
Feb	6	Accounting for the Construction Industry
Feb	7	Writing Technical Instructions
Feb	8	Construction Project Management II
Feb	10	Field Experience: Adult Education
Feb	10	Principles of Adult Education
Feb	11	GMAT Review for March 18 Exam
Feb	11	Counseling & Guidance for Teachers of Adult Education
Feb	11	MSAT Review for March 4 Exam
Feb	11	GMAT Review for March 18 Exam
Feb	11	Intro to Windows 3.1
Feb	13	Intro to UNIX OS
Feb	18	Intro to QuarkXPress
Feb	25	Bloodborne Pathogens
Feb	27	Team Building Concepts & Strategies
Feb	28	Foundations of Safety & Health Programs
Mar	1	Developing an International Business Plan
Mar	4	Effective College Teaching
Mar	8	Environmental Law
Mar	9	Trenching Excavation Safety
Mar	9	Violence in the Workplace
Mar	11	CBEST Review for April 1 Exam
Mar	11	GRE Review for April 8 Exam
Mar	11	Medical Insurance Computer Billing
Mar	11	How to Set Up Bookkeeping for a Small Business
Mar	11	Small Business Tax Seminar
Mar	11	SAT Review for April 8 Exam
Mar	13	UNIX System Administration

Mar	13	Legal Aspects of Supervisory Action: Legal I
Mar	15	Mortgage Law & Compliance
Mar	18	QuarkXPress - Intermediate
Mar	18	Medical Insurance Computer Billing
Mar	18	Make Medical Insurance Billing Your Home Business
Mar	25	Intermediate Windows 3.1
Mar	27	Legal Aspects of Management Functions: Legal II
Apr	1	Creative Graphics on the Macintosh
Apr	10	Public Sector Procurement
Apr	10	Introduction to Materials Management
Apr	11	Inventory Management & Master Planning
Apr	12	Advanced Purchasing Concepts
Apr	13	Material Requirements Planning & Purchasing
Apr	13	Just-in-Time/Total Quality Control
Apr	17	Appraisal of Individual Performance
Apr	20	Occupational Respiratory Protection
Apr	29	GRE Review for June 3 Exam
Apr	29	Computerized Bookkeeping with Quicken
May	1	Positive Discipline Strategies
May	6	SAT Review for 6/3 Exam
May	14	LSAT for June 12 Exam
May	13	GMAT Review for June 17 Exam
May	20	CBEST Review for June 17 Exam
May	20	MSAT Review for June 10 Exam

EXTENSION CLASSES AT REDONDO BEACH COMMUNITY CENTER, 320 KNOB HILL AVENUE AT PCH. FREE PARKING!

Jan	28	Balance Your Life Through Herbs & Nutrition
Jan	28	Principles of Industrial Hygiene Part I
Jan	30	Child, Family & Community
Feb	1	Meeting the Needs of Special Children
Feb	18	World of Islam
Feb	21	Discover Easy Money Strategies for Retirement
Feb	21	How to Publish Your Own Book & Earn \$50,000 Profit
Feb	27	How to Set Up & Market Your Own Seminar
Mar	8	Working with Parents of Young Children
Mar	11	SAT Review for April 8 Exam
Mar	15	Employer/Payroll Tax Workshop
Mar	15	Mediate, Don't Litigate
Mar	25	Principles of Industrial Hygiene Part II
Mar	28	Help! Help! Computers
Apr	1	The Abandoning Parent & the Broken-Hearted Child
Apr	26	Supporting Children's Self-Esteem
May	6	SAT Review for June 3 Exam

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

Jan	24	Fundamentals of Mortgage Banking
Jan	24	Real Estate Economics
Jan	26	Medical Billing I
Jan	28	Medical Billing I
Jan	28	Underwriting & Appraisal Review
Feb	4	Investment Analysis & Management
Feb	8	How to Win & Collect Your Small Claims Case
Feb	9	How to Organize Your Small Business Office
Feb	23	Medical Billing II
Feb	28	Legal Considerations in Real Estate Appraisal
Mar	1	Study of Wine
Mar	8	Investing in the Stock Market
Mar	11	Asset Protection Techniques: Beyond the Living Trust
Mar	16	Uniform Standards of Professional Appraisal Practice
Mar	23	Suicide: What Therapists Need to Know
Mar	30	Investment Math & Financial Calculations
Apr	6	Real Estate Valuations
Apr	8	Importing & Exporting: An In-depth Guide
Apr	18	Investing in the Stock Market
Apr	27	Investment Concepts



ARTS & HUMANITIES

arts & humanities

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Master of Arts Degrees

Humanities External Degree	
- - Online & Correspondence	9

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 2/6-5/29 (no class 2/20 & 4/10)

7-8:30pm

CSUDH HFA A207

\$121

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. Entire fingerboard will be included.

William Davila

15 mtgs: Mon 2/6-5/29 (no class 2/20 & 4/10)

7-8:30pm

CSUDH HFA A204

\$121

Chamber Music Ensemble (for all instruments & voice)

MUX 170.01 1 ext unit

MUX 370.01 1 ext unit

MUX 470.01 1 ext unit

Prerequisite: Previous experience or consent of instructor

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

Cornel Imry is an acclaimed classical guitarist and teacher.

15 mtgs: Thu 1/26-5/11 (no class 4/13)

7-8:50pm

CSUDH HFA A-204 & A207

\$121

American Language and Culture Program

English as a Second Language

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

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

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

Omnilore Society

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

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

Interested?

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

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

Study of Wine

AFD 101-01

Noncredit

This course provides an introduction to wine including how to taste, the grape varieties and the finished product. Course highlights include:

- **Wines of France:** Bordeaux & Burgundy; Rhone & Loire Valley
- **Wines of Italy**
- **Wines of California:** champagne & sparkling wines and California's small wineries, producing outstanding and difficult-to-obtain wines, plus varieties of Italian wines now produced here
- **Wines of Oregon & Washington**

Students are asked to bring six wine glasses and a notebook.

Robert Bercu, veteran wine & spirits representative, has taught both beginning and advanced classes in wine appreciation at the University of Hawaii and at CSUN, and is a founding member of The *Chaine des Rotisseurs*, Hawaii & South Coast Chapters.

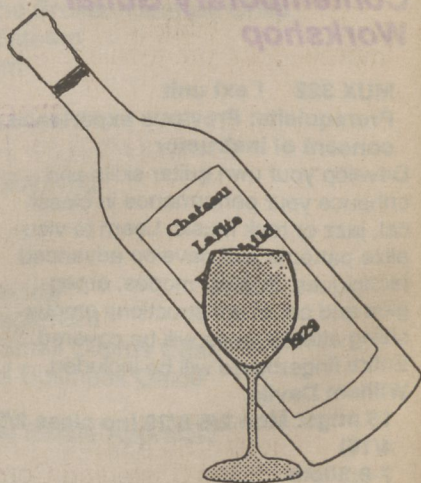
6 mtgs: Wed 3/1-4/5

7-9pm

FCC Rm 7

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

NOTE: Limited to 25 Students!



THE AMERICAN LANGUAGE AND CULTURE PROGRAM

ENGLISH LANGUAGE COURSES

FOR

Beginning, Intermediate & Advanced INTERNATIONAL STUDENTS

TWO SPRING SESSIONS:

January 30 - May 26

April 3 - May 26

Summer: June 12 - August 4

UNIVERSITY PREPARATION

ESL Conversation

\$295

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

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

ESL Composition

\$295

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

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

ESL Pronunciation

\$195

MWF 1:00-1:50pm

Improve your pronunciation of English. Practice stress and intonation.

TOEFL PREPARATION

TOEFL Grammar

\$195

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

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

TOEFL Reading & Vocabulary

\$195

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

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

TOEFL Listening

\$145

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

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

For information call:

American Language & Culture Program
(310) 516-3830

ALCP INTENSIVE ESL PROGRAM for International Students

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

The ALCP Intensive Program Offers:

- 1-20s
- Campus Housing
- Small Classes
- TOEFL Preparation

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

For further information call:

American Language & Culture Program
(310) 516-3830

World of Islam

LHU 103-01

Noncredit

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

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

2 mtgs: Sat 2/18 & 25

10am-12 noon

RBCC Rm 8

\$20



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

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

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



Here now--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

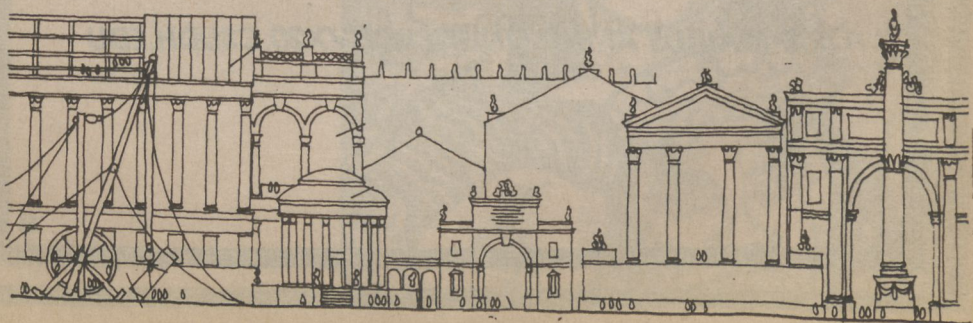
THEATRE CONSERVATORY

California State University Dominguez Hills and The Odyssey Theatre

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

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

Be a part of it. Find out how to earn university credit or just gain valuable theatre experience this spring in the CSUDH/Odyssey Theatre Collaboration. Participants need not be enrolled at CSUDH. For more information, contact Karen Blank at CSUDH Extended Education (310) 516-3998.



CERTIFICATE PROGRAMS



EXTENDED EDUCATION
*offers many unique
certificate programs
designed to assist the
individual in gaining
professional knowledge*

*in several disciplines. Programs offer
academic credit, applicable to a degree pro-
gram, or professional credits.*

certificate
programs

CERTIFICATE PROGRAMS

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

CERTIFICATE PROGRAMS OFFERING CONTINUING EDUCATION UNITS

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

ALCOHOL & DRUG COUNSELING

The Certificate Program in Alcohol/Drug Counseling consists of nine courses designed to prepare individuals to enter the field at a professional level. All courses provide Continuing Education Units (CEUs) for registered nurses and teachers. Courses may be taken on an individual basis without formal entrance into the certificate program with permission from the program coordinator. Students may begin the program in the Fall or Spring Semester. 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 63

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 60

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 16

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 55

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 22

ENVIRONMENTAL & OCCUPATIONAL HEALTH & SAFETY

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

See listing page 18

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.

certificate
programs

See listing page 66

PRODUCTION AND INVENTORY CONTROL

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

See listing page 24

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 26

PURCHASING

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

See listing page 30

SPECIAL EDUCATION - RESOURCE SPECIALIST

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

See listing page 59

QUALITY ASSURANCE

Leading local business, industry and government Quality Assurance Professionals in conjunction with University Faculty have developed a program and curriculum designed to meet the advanced Quality Assurance training needs of service and government professionals. With the service

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

See listing pages 36-37

REAL ESTATE APPRAISAL

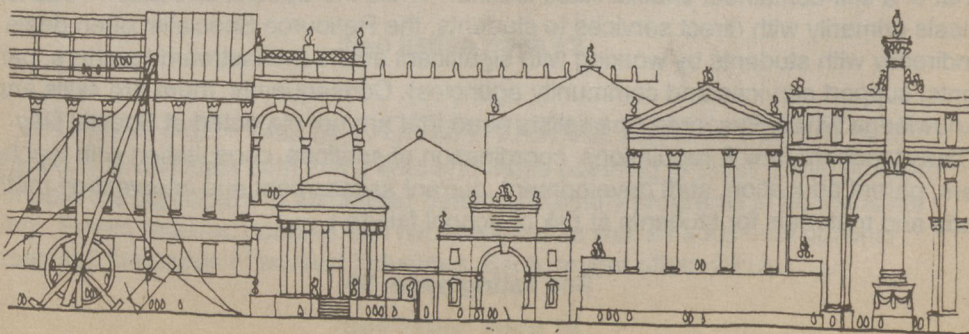
The Certificate Award in Real Estate Appraisal is designed to meet the education requirements for state licensing and certification of real estate appraisers. The program of study conforms to the specifications provided by the Appraisal Foundation for licensing and certification in the 50 states. The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

See listing page 32

TECHNICAL WRITING

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

See listing page 34





BUSINESS

business

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CERTIFICATE AWARD IN CONSTRUCTION MANAGEMENT

Who Should Attend

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

The Certificate

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

The Location

All classes are taught on the CSUDH campus in Carson.

The Courses

CMX 972 Survey of Construction Practices

3 CEUs

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

CMX 973 Legal Aspects of Construction Management

3 CEUs

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

CMX 975 Accounting for the Construction Industry

3 CEUs

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

CMX 976 Estimating and Bidding

3 CEUs

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

CMX 915 Construction Project Management I

3 CEUs

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

CMX 980 Construction Project Management II

3 CEUs

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

Spring 1995 Schedule

CMX 975 Accounting for the Construction Industry

3 CEUs

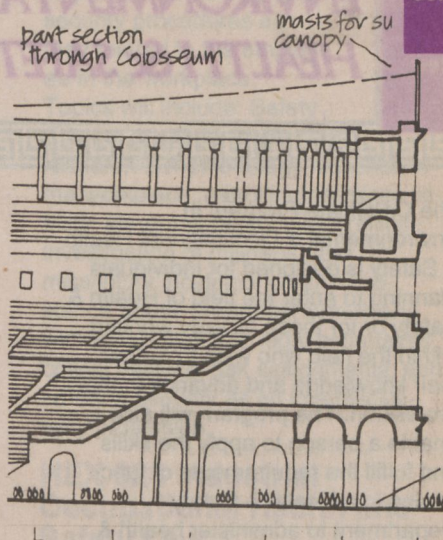
William Stinde, MBA, General Contractor, Real Estate Broker and Tax Accountant.

10 mtgs: Mon 2/6-4/24 (no class 2/20 & 4/10)

6:30-9:30pm

CSUDH SAC 1104

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



CMX 980 Construction Project Management II

3 CEUs

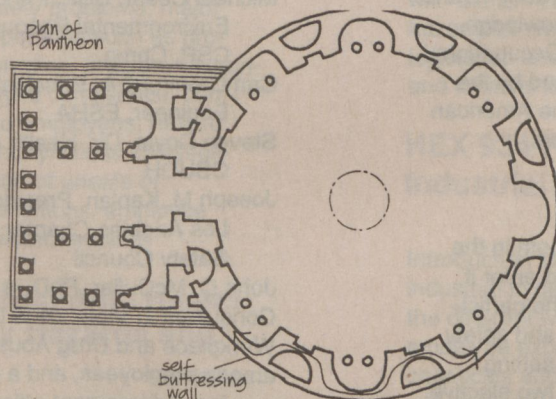
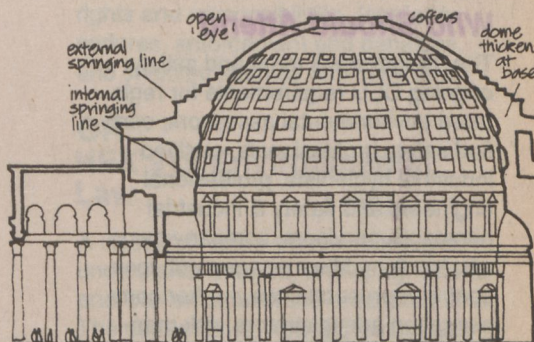
Theodore Wendland, III, AIA Architect, Construction Manager, Principal of Wendland Nahmias AIA & Associates.

10 mtgs: Wed 2/8-4/19 (no class 4/12)

6:30-9:30pm

CSUDH SAC 1104

\$185



CERTIFICATE AWARD IN ENVIRONMENTAL & OCCUPATIONAL HEALTH & SAFETY

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

Who Should Attend

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

The Certificate

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

The Schedule

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

The Location

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

Professional Advisory Committee

Thomas S. Butler, CSP, Los Angeles
Metropolitan Water District

Charles Cacha, PhD,
Safety/Ergonomics, CSP, ARM,
Ergonomics Consultant, and has
taught courses at CSULA, USC,
and in the military and private
industry.

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

Carl Cronin, REA, Principal Safety
Engineer, ESHA

Steven Doyle, Dir. Health & Safety,
CSUDH

Joseph M. Kaplan, President,
Los Angeles Chapter of National
Safety Council

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

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

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

Core Courses

HEX 900 Foundations of Safety and Health Programs

3 CEUs

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

HEX 930 Industrial Accident Investigation

3 CEUs

Allows participants to increase skills in accident reduction in the workplace by learning to identify the sources and types of accidents, the major components of an accident investigation program and to recognize direct and indirect causal factors of accidents in the workplace as well as the corresponding specific and systemic corrective actions. Collection and identification of accident evidence will also be covered.

HEX 902 Occupational Health and Safety Program Administration

3 CEUs

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

HEX 906 Industrial Health and Safety Hazards and Control

2.5 CEUs

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

HEX 913 Violence in the Workplace: Safety & Security

3 CEUs

A study of the relationships between safety and security procedures as they related to the employee in the workplace.

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

business
certificates

HEX 928 Industrial Occupational Health and Safety Law

3 CEUs

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

OR HEX 919 Environmental Law

3 CEUs

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

HEX 934 Fundamentals of Industrial Hygiene

3 CEUs

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

Spring 1995 Schedule

business
certificates

HEX 930 Industrial Accident Investigation

3 CEUs

John A. O'Toole, PhD,

Health & Safety Consultant,
CAL/OSHA Consultant

10 mtgs: Tue & Wed 1/24 - 2/22

6:45-10pm

CSUDH Rm TBA

\$350 (plus \$25 materials fee
payable to instructor in class)

HEX 934 Fundamentals of Industrial Hygiene 3 CEUs

Kelly Howard, MS, CSUN
Environmental & Occupational
Health, Cal /OSHA Consultant and
Trainer.

10 mtgs: Thu 1/26-3/30

6:45-10pm

CSUDH Rm TBA

\$350

HEX 925 Principles of Industrial Hygiene - Part I

Elective

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

4 mtgs: Sat 1/28, 2/11 & 25, 3/11

9am-4pm

RBCC Rm 7

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

HEX 937 PC 832 Concepts for Peace Officers & Security Personnel

Elective

3 CEUs

This course is designed to present the difference between the authority and powers of peace officers and security personnel. The first module covers legal concepts: intro to law, CA constitution, CA law, crimes defined, distinction between crimes and torts, parties to a crime, peace officers power & authority vs security

personnel (private persons powers & authority). Principles of arrest, search & seizure, report writing, professional deportment, CA penal code and crimes in general. The course is designed to demonstrate the differences between the responsibilities of a peace officer & security personnel.

John C. McCullar, PhD, BEE, LLB, is Consultant, Violence in the Workplace and Drug Abuse among employees, a retired law enforcement officer.

10 mtgs: Wed 2/1-4/5

7-10pm

Long Beach Queen Mary Rm TBA

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

HEX 935 Bloodborne Pathogens

Elective

1.4 CEUs

This course is designed to comply with the CA Occupational Safety Health Administration (Cal/OSHA), CA Code of Regulations (CCR Title 8: Bloodborne Pathogens standard; Section 5193) and the Code of Federal Regulation (29 CFR 1910.1030). The training course covers the following: Policy development, objectives, exposure control plan, procedures, hazard communication, recordkeeping, and a fact sheet about the transmission of HBV and HIV.

Danny Gamage, Onyx Environmental Company.

2 mtgs: Sat 2/25 & 3/18

8am-4pm

CSUDH SAC 1110

\$145

HEX 900 Foundations of Safety & Health Programs

3 CEUs

John O'Toole.

10 mtgs: Tue 2/28-5/9 (no class 4/11)

6:45-10pm

CSUDH Rm TBA

\$350 (plus \$25 materials fee payable
to instructor in class)

HEX 919 Environmental Law

3 CEUs

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

10 mtgs: Wed 3/8-5/17 (no class 4/12)

6:45-10pm

CSUDH Rm TBA

\$350

HEX 939 Trenching Excavation Safety: Title 8 Standards for Supervisors

Elective 1.0 CEU

Included are key details of the new 1541 Trenching Regulations, new laws and regulations, competency requirements, most frequently cited violations, protective systems, (Cal/OSHA Requirements and options) Manufacturers Tabulated Data, Engineering Requirements and Testing methods for Soils Analysis.

Dana J. Thompson, Trench Shoring Company, OSHA Training Institute Instructor.

**5 mtgs: Thu 3/9 - 4/6
7-9:15pm
CSUDH Rm TBA
\$150**

HEX 913 Violence in the Workplace: Safety & Security 3 CEUs

John C. McCullar

**10 mtgs: Thu 3/9-5/18 (no class
4/13)
6:45-10pm
CSUDH Rm TBA
\$350 (plus \$50 materials fee
payable to instructor in class)**

HEX 926 Principles of Industrial Hygiene -Part II

Elective 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 & Joseph Kukla

**4 mtgs: Sat 3/25, 4/8 & 22, 5/6
RBCC Rm 7
9am-4pm
\$250 (plus \$25 materials fee
payable to instructor in class)**

HEX 938 Occupational Respiratory Protection

Elective 1.5 CEUs

Includes a brief history of respiratory hazards and terminology. Respirator selection based on air contaminants, exposure levels and NIOSH certification criteria. Respirator care and maintenance, including inspection for defects or faults. Respiratory protection program management as well as qualitative & quantitative fit testing protocols & medical limitations.

Bob Middo, BA, Biology, Cal/OSHA Consultation & Enforcement.

**5 mtgs: Thu 4/20-5/18
6:45-9:45pm
CSUDH Rm TBA
\$175 (plus \$25 materials fee
payable to instructor in class)**

business:
certificats

CERTIFICATE AWARD IN 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.

The Certificate

The entire Certificate Program can be completed in three trimesters (one year's time). The classes will be scheduled each Fall, Spring and Summer trimesters. Six 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. Those with little or no experience are required to take *Fundamentals of Mortgage Banking* first. Attendance requirements at the classes and homework assignments, completed by due dates established by instructors as well as passing grades on in-class quizzes and tests and completed written assignments at established performance criteria will result in the awarding of the Certificate to those who complete 155 hours of instruction. Continuing Education Units (CEUs) will be awarded for every 10 hours of class completed.

Location

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

The Courses

BUX 917 Fundamentals of Mortgage Banking 3 CEUs

An introduction to the vocabulary of mortgage banking and its basic elements such as the purchase of real property, the life of a loan and the environment of mortgage banking. Through lecture, discussion and reading, participants will learn the history and development of mortgage

banking, including the origin of real estate lending, the effects of money markets and credit on local lending and the difference between mortgage bankers and savings and loans or commercial banks.

BUX 918 Loan Origination 3 CEUs

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

BUX 919 Loan Processing 2 CEUs

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

BUX 923 Mortgage Law and Compliance 3 CEUs

Prerequisite: Fundamentals of Mortgage Banking

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

in-Lending, the Equal Credit Opportunity Act, and others.

BUX 924 Loan Underwriting and Appraisal Review 3 CEUs

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

BUX 922 Loan Closing 2 CEUs

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

Spring 1995 Schedule

BUX 917 Fundamentals of Mortgage Banking 3 CEUs

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

10 mtgs: Tue 1/24-3/28

6-9:15pm

FCC Rm 8

\$275

business
certificates

BUX 924 Underwriting & Appraisal Review

Prerequisite: Loan Processing course BUX 919 or one year loan processing experience

3 CEUs

Dawn Kurtz

10 mtgs: Sat 1/28-4/8 (no class 2/25)

10am-1pm

FCC Rm 8

\$275 (plus \$40 materials fee payable to instructor in class).

BUX 923 Mortgage Law & Compliance

Prerequisite: Fundamentals of Mortgage Banking

3 CEUs

David Everett, owner and President of Everett Financial Group.

10 mtgs: Wed 3/15-5/24

6:30-9:45pm (no class 4/12)

CSUDH SAC 1110

\$275

CERTIFICATE IN PRODUCTION & INVENTORY CONTROL

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

Who Should Attend

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

The Certificate

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

Location

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

The Courses

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

PIX 319 Introduction to Materials Management

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

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

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

PIX 320 Inventory Management & Master Planning

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

PIX 321 Material Requirements Planning & Purchasing

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

PIX 322 Capacity & Priority Management

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

PIX 324 Just-in-Time/Total Quality Control

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

Winter 1995 Trimester

Begins week of 1/9/95

PIX 319-02 Introduction to Materials Management

Tue 4-6:30pm
ERC E103.

If taking over tv at a company site, specify you are taking section 92, and add \$90 to the fee below.
\$363

PIX 319-01 Introduction to Materials Management

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

PIX 320-01 Inventory Management and Master Planning

Thu 4-6:30pm
CSUDH ERC E103

If taking over tv at a company site, specify that you are in section 91, and add \$90 to the fee below.
\$363

PIX 322-01 Capacity and Priority Management

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

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

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

Spring 1995 Trimester

Begins Week of 4/10/95

PIX 319-03 Introduction to Materials Management

Tue 4-6:30pm
CSUDH ERC E103

If taking over tv at a company site, specify you are taking section 93, and add on \$90 to the fee below.
\$363

PIX 320-02 Inventory Management & Master Planning

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

PIX 321-02 Material Requirements Planning & Purchasing

Thu 4-6:30pm
CSUDH ERC E103

If taking over tv at a company site, specify you are taking section 92, and add on \$90 to the fee below.
\$363

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

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

business
certificates

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

CERTIFICATE AWARD IN PROFESSIONAL SUPERVISION

Who Should Attend

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

The Certificate

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

The Location

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

Now in Spanish

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

The Cost

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

The Instructor

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

The Courses

BUX 975 Introduction to the Role of Supervision

.5 CEUs

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

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

BUX 976 Communication & Listening Skills Workshop

.5 CEUs

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

BUX 974 Delegation Techniques & Strategies

.5 CEUs

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

more effective and more enjoyable for both you and your employees with team-building techniques.

BUX 984 Productivity Motivation .5 CEUs

Understand why employees need to be motivated and recognize the key elements and supervisor actions recommended by Herzberg, Maslow, McGregor & Blake-Mouton. The strengths of both the formal and informal organization, the application of actions that put motion into motivation and the "self-fulfilling prophecy" concept will be discussed. Traditional vs. emergency concepts, specific productivity "empowerment" of employees and teams, and the development of personal skills in creating a self-motivating work environment will be considered.

BUX 985 Time Management Strategies Workshop .5 CEUs

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

BUX 978 Coping with Stress & Reducing Organizational Conflict .5 CEUs

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

BUX 994 Conducting Effective Employee Interviews .5 CEUs

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

Interviewing focus, documentation, force-field analysis, listening skills and flexibility will also be covered.

BUX 979 Coaching for Improved Work Performance .5 CEUs

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

BUX 983 Understanding & Coping with Different Leadership Styles Workshop .5 CEUs

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

BUX 977 Team Building Concepts & Strategies .5 CEUs

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

BUX 973 Success Skills in Supervising Cultural Diversity .5 CEUs

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

business
certificates

bal signals which act as barriers to communication. Also, learn to perform employee selection, work assignments, coaching, training, communicating, motivating, appraisal with a sensitivity to the impact of cultural diversity.

BUX 995 Legal Aspects of Supervisory

Actions - Legal I .5 CEUs

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

BUX 986 Legal Aspects of Supervisory Actions

- Legal II .5 CEUs

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

BUX 981 Appraisal of Individual Performance

.5 CEUs

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

BUX 997 Positive Discipline Strategies .5 CEUs

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

Spring 1995 Schedule

BUX 979 Coaching for Improved Work Performance

5 CEUs

2 mtgs: Mon 1/23, 30
7-9:30pm
CSUDH SAC 1110
\$85

BUX 983 Understanding & Coping with Different Leadership Styles Workshop

.5 CEUs

2 mtgs: Mon 2/6, 13
7-9:30pm
CSUDH SAC 1110
\$85

BUX 977 Team Building Concepts & Strategies

.5 CEUs

2 mtgs: Mon 2/27 & 3/6
7-9:30pm
CSUDH SAC 1110
\$85

BUX 995 Legal Aspects of Supervisory Action--Legal I

.5 CEUs

2 mtgs: Mon 3/13 & 20
7-9:30pm
CSUDH SAC 1110
\$85

**Schedule continued on
next page**

**BUX 986 Legal Aspects of
Management Functions --
Legal II**

.5 CEUs

2 mtgs: Mon 3/27 & 4/3 7-9:30pm
CSUDH SAC 1110
\$85

**BUX 981 Appraisal of
Individual Performance**

.5 CEUs

2 mtgs: Mon 4/17 & 24
7-9:30pm
CSUDH SAC 1110
\$85

**BUX 997 Positive
Discipline Strategies**

.5 CEUs

2 mtgs: Mon 5/1 & 8
7-9:30pm
CSUDH SAC 1110
\$85

business
certificates

...Americans will be concerned and
want to understand the perils and the
promise of an economy that represent
probably the greatest opportunity for
U.S. industry in the world today.

—James Flanagan, *Los Angeles Times*

**Interested in doing business in Mexico now that
NAFTA is in place but don't know where to get
the information you need?**

See page 40 for

**Developing an International
Business Plan**

**A course designed to show the right and
wrong ways to trade with Mexico**

**Especially for
Manufacturers, Distributors and others interested in learn-
ing about the doors that have opened
on both sides of the
border.**



California State University
Dominguez Hills

DIVISION OF EXTENDED EDUCATION

and

cetys

CERTIFICATE IN PURCHASING

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

Who Should Attend

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

The Cost

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

Location

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

Requirements

PIX 320 Inventory Management and Master Planning
PIX 319 Intro to Materials Management
(look under the APICS curriculum for this course)
PRX 200 Purchasing Fundamentals
PRX 310 Cost/Price Analysis and Negotiation
PRX 330 Public Sector Procurement
PRX 340 Advanced Purchasing Concepts
(these courses to be offered in subsequent trimesters)

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

PRX 200 Purchasing Fundamentals (3)

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

PRX 330 Public Sector Procurement (3)

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

PRX 340 Advanced Purchasing Concepts (3)

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

PRX 310 Cost-Price Analysis and Negotiation (3)

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

Winter Trimester

Begins week of 1/9/95

PRX 200-01 Purchasing Fundamentals

Mon 6:30-10pm

CSUDH ERC A-506

\$363

PRX 310-01 Cost-Price Analysis and Negotiation

Wed 6:30-10pm

CSUDH HFA A308

\$363

Spring Trimester

Begins week of 4/10/95

PRX 330-01 Public Sector Procurement

Mon 6:30-10pm

CSUDH ERC A506

\$363

PRX 340-01 Advanced Purchasing Concepts

Wed 6:30-10pm

CSUDH HFA A308

\$363

business
certificates

CERTIFICATE AWARD IN REAL ESTATE APPRAISAL

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

Who Should Attend

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

The Certificate

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

Location

Classes held at the Franklin Community Center in Redondo Beach.

The Classes

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

Courses required for General Certification

- ***FIX 910 Uniform Standards of Professional Appraisal Practice
- ***FIX 901 Real Estate Economics
- ***FIX 902 Real Estate Valuations

- **FIX 903 Fundamentals of Construction and Land Valuations
- **FIX 904 Sales Comparison Approaches to Real Estate Appraisal
- **FIX 912 Cost Approaches to Real Estate Appraisal
- ***FIX 906 Legal Considerations in Real Estate Appraisal
- *FIX 907 Income Approaches to Real Estate Appraisal
- *Offered Summer '95*
- **Offered Fall '95*
- ***Offered Spring '96*

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

The Courses

FIX 910 Uniform Standards of Professional Appraisal Practice 1.8 CEUs

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

FIX 902 Real Estate Valuations 1.8 CEUs

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

FIX 903 Fundamentals of Construction and Land Valuations

1.5 CEUs

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

FIX 904 Sales Comparison Approaches to Real Estate Appraisal

1.8 CEUs

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

FIX 907 Income Approaches to Real Estate Appraisal

3.6 CEUs

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

FIX 912 Cost Approaches to Real Estate Appraisal

1.8 CEUs

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

FIX 901 Real Estate Economics

3 CEUs

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

FIX 906 Legal Considerations in Real Estate Appraisal

1.5 CEUs

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

Spring 1995 Schedule

FIX 901 Real Estate Economics

3 CEUs

10 mtgs: Tue-Thu 1/24-2/23
6:30-9:45pm
FCC Rm 7
\$275

FIX 906 Legal Considerations in Real Estate Appraisal

1.5 CEUs

5 mtgs: Tue-Thu 2/28-3/14
6:30-9:45pm
FCC Rm 7
\$150

FIX 910 Uniform Standards of Professional Appraisal Practice

1.8 CEUs

6 mtgs: Tue-Thu 3/16-4/4
6:30-9:45pm
FCC Rm 7
\$165

FIX 902 Real Estate Valuations

1.8 CEUs

6 mtgs: Tue-Thu 4/6-5/2
(no class 4/11 & 4/13)
6:30-9:45pm
FCC Rm 7
\$165

business
certificates

CERTIFICATE IN TECHNICAL WRITING

Who Should Attend

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

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

The Certificate

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

The Location

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

The Courses

BUX 905 Writing Technical Instructions 3 CEUs

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

matter and reading-grade-level test. Special writing requirements and specifications for the aerospace, nuclear, computer and other industries will be covered.

BUX 935 Technical Writing Fundamentals 3 CEUs

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

BUX 907 Advanced Technical Writing Topics 3 CEUs

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

Spring 1995 Schedule

BUX 905 Writing Technical Instructions 3 CEUs

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

10 mtgs: Tue 2/7-4/18

(no class 4/11)

6:30-9:30pm

CSUDH SAC 1110

\$130

MASTER OF SCIENCE IN QUALITY ASSURANCE

business
degrees

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

Fairmont Private Schools
1557 W. Maple Street
Anaheim
and in
San Diego at
P.B.H.
8006 Engineer Road
San Diego

Who Should Attend

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

The Program

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

Service/Government Emphasis Now Available

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

The Requirements

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

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

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

Quality

The Courses

Core Courses(12 units)

QAS 515 Human Factors in
Quality Assurance (3)
QAS 518 Quality Administration
& Productivity (3)
QAS 595 Special Topics (3)

Electives (18 units)

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

Final Project (3 units)

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

Spring 1995 Schedule

On Campus

QAS 595-71 Special Topics (3)
#22645 E Watson
TBA
\$405

QAS 599-71 Project (3)
#22646 E Watson
TBA
\$405

QAS 600-71 Continuation
Project (3)
#22647 E Watson
TBA
\$405

Over TV

QAS 510-71 Advanced
Probability & Statistics (3)
#22707 A Golant
15 mtgs: Fri 11am-2pm 1/31-5/16
\$405 (if taking over TV register
for #22658, sec. 91 & add \$90)

QAS 522-71 Applied Systems
Reliability, Maintainability &
Safety (3)
#22642 M Krasich
15 mtgs: Wed 2/1-5/17
11am-2pm
\$405 (if taking over TV register
for #22641, sec. 91 & add \$90)

Anaheim

QAS 510-73 Advanced
Probability & Statistics (3)
#22710 J Miller
15 mtgs: Mon 1/30-5/15
7-10pm
\$405

QAS 511-71 Quality Project
Management and Total
Quality Management (3)
#22635 J Speer
15 mtgs: Tue 1/31-5/16
7-10pm
Anaheim
\$405

QAS 512-71 Reliability (3)
#22637 Staff
15 mtgs: Tue 1/31-5/16
4-7pm
Anaheim
\$405

QAS 513 -71 Statistical Quality
Control & Sampling (3)
#22638 J Miller
15 mtgs: Thu 2/2-5/18
7-10pm
Anaheim
\$405

QAS 515-71 Human Factors in
Quality Assurance (3)
#22639 E Watson
15 mtgs: Thu 2/2-5/18
7-10pm
Anaheim
\$405

San Diego

QAS 510-72 Advanced
Probability & Statistics (3)
#22708 T Vaden
6 mtgs: Alternating Sat 1/28-4/8
9am-4:30pm
\$597

QAS 518-71 Quality
Administration & Productivity (3)
#22631 W Trappen
6 mtgs: Alternating Sat 2/4-4/15
9am-4:30pm
\$597

Assurance

Master of Science in Quality Assurance - Service

business
degrees

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

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

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

Who Should Attend

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

The Program

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

Convenient Locations

The entire MSQA for Service and
Government will be offered for the
working professional in **Anaheim**.
Students may take a class one night
(3 hours) per week for 15 weeks or
opt to take two classes on two nights
(3 hours each) per week. It will be
possible to complete the program in
approximately two and one-half years
(5 semesters and a summer) depend-
ing 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)

**For Spring 1995 Class
Schedule, see page 36.**

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

Investment Analysis & Management

BUX 936

1.5 CEUs

This course covers the key aspects of investment theory and practice, while keeping the mathematical formalism to a minimum. Specific topics covered include:

overview of security markets, financial analysis of common stocks, dividend discount models, bond analysis, interest rates, anomalies and empirical regularities in bond and stock market returns, characteristics of options and futures, and portfolio management. TEXTBOOK: *Fundamentals of Investments*, 2nd ed, by Alexander, Sharpe and Bailey. Cost approximately \$60 at CSUDH Bookstore (310) 516-3789; M-Th 8:30am-7:30pm; F 8:30am-4pm; Sa 9am-2pm. UPS delivery available.

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

5 mtgs: Sat 2/4 -3/4

9am-12:15pm

FCC Rm 7

\$69 individual BUX 936-01

\$89 couple BUX 936-02

Investment Math & Financial Calculations

BUX 937

0.5 CEUs

This course is an introduction to the mathematics and financial calculations used in business, economics and finance. Topics include variables, polynomials, exponents, equations, functions, graphs, exponential and logarithmic functions, series, the mathematics of finance, probability and statistics, linear regression, and optimization. Applications include calculating arithmetic and geometric average investment return, standard deviation, correlation, stock or bond index, time value of money, simple and compound interest, periodic and continuous compounding, present and future value, duration and convexity, annuities, and amortization payments. The course will preview all the key equations of the follow-on course, *Investment Concepts* (BUX 938). Concepts will be demonstrated via use of examples, including use of financial calculators and PC spreadsheet software such as Lotus 1-2-3 and Microsoft Excel. TEXTBOOK: *Study Guide for Radcliffe's Investment: Concepts, Analysis,*

Strategy by R. S. Hawkey. About \$20; at CSUDH Bookstore (310) 516-3789; M-Th 8:30am-7:30pm; F 8:30am-4pm; Sa 9am-2pm. UPS delivery available.

Bill Jerkovsky, MS

2 mtgs: Thu 3/30 & 4/6

6:45-9:30pm

FCC Rm 8

\$29 individual BUX 937-01

\$39 couple BUX 937-02

Investment Concepts

BUX 938

1.5 CEUs

This is a moderately advanced course on the investment concepts that are important for investment analysis, asset allocation, and portfolio management. The topics include security market indexes, return and risk measurement, portfolio theory, capital asset pricing model, efficient market hypothesis, international diversification, mutual funds, manager selection, and performance monitoring. Students will be given copies of IBM/compatible datasets and an asset allocation software package which calculates mean-variance efficient frontiers for up to 50 securities. Students who need or want extra help with the math and computations are encouraged to enroll in one or both of the accompanying courses *Investment Math & Financial Calculations* and *Investment Optimization Mathematics & Algorithms*, to be offered in summer 1995. TEXTBOOK: *Investment Concepts, Analysis, Strategy*, 4th ed. by Robert Radcliffe. About \$60 at CSUDH Bookstore (310/516-3789; Mon-Thu 8am-7:30pm; Fri 8am-4pm; Sat 10am-2pm) UPS Delivery available.

Bill Jerkovsky, MS

6 mtgs: Thu 4/27-6/1

6:45-9:30pm

FCC Rm 8

\$69 individual BUX 938-01

\$89 couple BUX 938-02

Investing in the Stock Market

BIN 101-03/04

Noncredit

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

Note: This class consists of a single meeting which is being offered on two alternate dates. Choose one session only.

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

2 sessions

Session I: BIN 101-03

1 mtg: Wed 3/8

6:30-8pm

FCC Rm 8

\$20

Session II: BIN 101-04

1 mtg: Tue 4/18

6:30-8pm

FCC Rm 8

\$20

Asset Protection Techniques: Planning Beyond the Living Trust

BPF 104-01

Noncredit

There are two systems of law in our country: one for the prepared and one for the unprepared. There are two systems of taxation in our country: one for the informed and one for the uninformed. Like many Americans, you work long hard days towards achieving your financial security. Like many Americans, you have probably spent little time planning for the preservation of your and your family's hard-earned wealth. Traditional estate planning may not provide sufficient asset protection, nor will it generate the tax savings you wish to achieve. Today's environment of exploding lawsuits and increasing taxes warrant your planning for the protection of your assets from future creditors and lawsuits, and for reducing your tax burden by appropriately applying strategies approved by the legal system and the IRS. Discussion will center on:

- Why the Living Trust may soon be obsolete as a tax saving vehicle
- Illustrating methods to safeguard personal and business assets

from lawsuit and creditors

- Demonstrating legal techniques to reduce income tax
- How to sell appreciated assets without having to pay any capital gains tax
- Ways to transfer assets to your loved ones without paying estate tax
- How to double the insurance proceeds your heirs will receive

Alan Eber, LLM, Taxation, NYU, JD, is an attorney at law and Principal of a Real Estate Corporation.

2 mtgs: Sat 3/11 & 18

9am-noon

FCC Rm 7

\$39

business

Discover Easy Money Strategies for Retirement

BPF 102-01/02

Noncredit

In three evening sessions, this personal financial planning course will introduce you to the key concepts and practices of wise money management. Session 1: Tax planning via tax free and tax shelter income. Session 2: Putting your dollars to work with your financial plan for emergency resources, growth, income via savings, annuities, stocks, bonds, mutual funds, government securities. Session 3: Planning for your future with IRAs, lumpsum distributions, estate planning, and asset management.

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

3 mtgs: Tue 2/21&28, 3/7

7-9:30pm

RBCC Rm 8

\$35 individual

\$45 couple

BPF 102-01

BPF 102-02

Developing an International Business Plan

BIX 102-01

Noncredit

How do you get the information you need about NAFTA? How do you begin to learn about the differences and similarities of doing business in the United States and

Mexico? How do you overcome language barriers if you don't speak the language of your customer or supplier? This course will help you:

- Expand your business education on both sides of the border
- Increase your contacts with Mexican business owners
- Increase your knowledge of business language used in international business relations
- Learn about the policies & opportunities regarding NAFTA
- Learn the legalities of import/export laws
- Gain increased knowledge through guest lecturers and an exchange with Mexican businessmen in a unique learning format

Ernest Jewell, MBA, instructor, has 15 years experience in industrial engineering and management consulting.

10 mtgs: Wed 3/1-5/10 (no class 4/10)

7-9:45pm

CSUDH ERC A121

\$395

Importing and Exporting An In-depth Guide

BIX 101-01

Noncredit

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

- Selecting a product to import
- International market research
- Negotiating foreign suppliers
- Samples, prices, discounts
- Terms of payment, including the Letter of Credit
- Shipping and insurance
- Foreign exchange
- US Customs rules & 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 4/8

10am - 3pm

FCC Rm 8

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

How to Set Up Bookkeeping for a Small Business

BSB 103-01

Noncredit

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

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

1 mtg: Sat 3/11

8:30am-12noon

CSUDH SAC 1108

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

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
- New tax law highlights
- Record-keeping methods
- General tax tips/self-employment tax & estimated tax
- Basics of preparing a business tax return
- Expense deductions & depreciation

David Westerfield

1 mtg: Sat 3/11

1-4pm

CSUDH SAC 1108

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

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

2 mtgs: Thu & Sat 1/26&28

6:30-9:30pm Thu 1/26 FCC Rm 8

9am-5pm Sat 1/28 FCC Rm 7

\$110 (plus \$5 materials fee payable to instructor and required text:

***Physician's Current Procedural Terminology, CPT.*)**

Medical Billing II

BMB 201-02

Noncredit

Prerequisite: Medical Billing I or previous billing experience

Build upon your knowledge of basic coding with these topics:

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

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

Sandra Collins

2 mtgs: Thu & Sat 2/23 & 25

6:30-9:30pm Thu 2/23

9am-5pm Sat 2/25

FCC Rm 8

\$100 (plus required text: *ICD9CM*

***Vols. I & II* plus \$5 materials fee payable to instructor in class)**

Make Medical Insurance Billing Your Home Business

Medical insurance billing knowledge required

BMB 401-02

Noncredit

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

Sandra Collins

1 mtg: Sat 3/18

1-5pm

CSUDH SAC 1104

\$45

See accompanying course: Medical Insurance Computer Billing in the Computer Section, page 47.

business

Employer/Payroll Tax Workshop

BSB 105-01 Noncredit

Learn Federal and State payroll employment tax requirements and how to best report employment taxes. FICA withholding, FIT & SIT and year end reports, deposits & payment

requirements, W-2s, payroll periods and much more. This workshop will not only inform you of employment tax requirements but provide you with recordkeeping methods to track employment/payroll taxes.

David Westerfield

1 mtg: Wed 3/15

6-9:30pm

RBCC Rm 8

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

How to Organize Your Small Business Office

BSB 106-01

Noncredit

How to organize your small business office by maximizing your efficiency through effective use of office space, paper flow, filing systems and record keeping systems.

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

1 mtg: Thu Feb 9

6:30-8:30pm

FCC Rm 8

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

How to Set Up & Market Your Own Seminar

BMK 102-01

Noncredit

Want to earn a healthy income selling your know-how to others? Or convey knowledge to clients or prospective customers at free, informative, image-enhancing gatherings? Seminars is the magic word. In four hours, you will learn the essential ingredients of seminar success:

- **How to give your first seminar with no financial risk**
- **Why topic definition and the right title are crucial to success**
- **Which key words most titles should include**
- **What promotional strategies work**
- **Why program length is more important than cost**
- **What four key questions seminar-givers must be able to answer about sponsorship or selection**

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

Gordon Burgett, a prolific seminar-giver with 100+ offerings annually, will explain what he is doing as he does it, typing together form and content in one fact-packed program designed to provide you with the basic information and tools needed to get you speaking (and banking) quickly, confidently and permanently.

1 mtg: Mon Feb 27

6-10pm

RBCC Rm 8

\$50

How to Publish Your Own Book and Earn \$50,000 Profit

BMK 103-01

Noncredit

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

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

Niche publishing is the way of the future, with computers yours or rented as needed) reducing the preparation costs to a fraction of the past. Niche marketing, the core of the TCE process, is what lets you make a fortune while the big city publishers continue to sell through bookstores. Burgett explains it all, particularly how you and other go-getters can quickly leap into the profit breach.

So if you have a book in mind that is just begging to see light, you owe it to yourself to hear what Burgett has to say. (If you don't have a book in mind, he'll even suggest a dozen topics desperately needed in every field!) Is a potential \$5,000 in profit, plus at least that much more again, worth an investment of \$50 and four hours? In other words, can you afford not to attend this seminar?

Gordon Burgett

1 mtg: Tue 2/21

6-10pm

RBCC Rm 7

\$50

Mediate, Don't Litigate

BBL 101-01

Noncredit

Mediation is revolutionizing our legal system. Disputes that are painful and expensive can now be solved in a peaceful manner, thereby saving people money, time, and relationships, through the use of advanced, facilitated negotiations.

Pearl M. Georgen, instructor, is president of the Communication Exchange and holds a Mediation Certificate which fulfills the requirements of the Dispute Resolution Act.

1 mtg: Wed 3/15

6:30-9:30pm

RBCC Rm 7

\$25

How to Win and Collect Your Small Claims Case

BPR 101-01

Noncredit

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

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

2 mtgs: Wed 2/8 & 15

7-9:30pm

FCC Rm 7

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

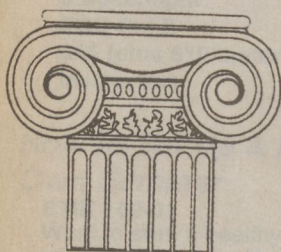
business

New!

A High-Quality MBA Program TELEVISED

business

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Earn an MBA from
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California State
University,
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approximately two
years by taking classes
in your own home
over the weekend!**



All courses
will be
offered on
KLCS
(Channel
58 on regu-

lar TV from Orange to Ventura counties). Students will have the capability to interact with faculty during class by telephone line and by e-mail through the Internet system at other times. Classes will be broadcast on Friday evenings, Saturday mornings and afternoons and Sunday mornings. A total 45 semester units is required for the degree (15 units of core business course work, 21 units of advanced seminar

course work, and 9 units of electives including an executive project). Those with a business degree from an accredited college or university may be exempt from the 15 core business units. Please contact the CSUDH MBA Office (310) 516-4162 for verification of this exemption.

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

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

Cost for the program is \$169 per credit unit on campus, \$199 per credit unit over KLCS. The M.B.A. Office at California State University, Dominguez Hills can answer questions regarding curricula and admissions. Please call (310) 516-4162 (fax 310/516-4178) for additional information.

Business Core Modules

15 units or 5 courses

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

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

Graduate Seminars

21 units or 7 courses

These 3-unit courses provide advanced graduate work:

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

Admission Requirements

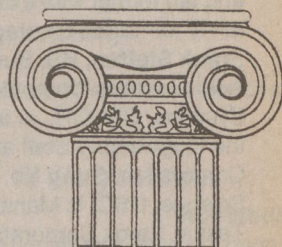
Students will be subject to the same admission requirements as for the on-campus M.B.A. program

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

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business



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(310) 516-4162



COMPUTERS

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computers

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

1 mtg: Sat 2/11

9am-5pm

CSUDH SBS B109

\$95

Intermediate Windows 3.1

CDS 102-01 Noncredit

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

Frank Steffen, Sung Yo, instructors

1 mtg: Sat 3/25

9am-5pm

CSUDH SBS B109

\$95

Introduction to UNIX OS

CIX 906

1 CEU

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

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

3 mtgs: Mon 2/13, 27, 3/6

6:45-10pm

CSUDH SBS A104

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

UNIX System Administration (Advanced UNIX OS)

CIX 905

1 CEU

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

Mason Pari

3 mtgs: Mon 3/13, 20, 27

6:30-10pm

CSUDH SBS A104

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

Help! Help! Computers: Selecting and Buying

CCB 101-01

Noncredit

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

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

1 mtg: Tue 3/28

6:30-9:30pm

RBCC Rm 8

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

Computerized Bookkeeping with "Quicken" Software

CSS 101-01

Noncredit

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

- How to set up expense and income accounts
- How to record and track expenses and income
- How to use a computerized check register
- How to prepare month-end expense & income reports
- How to prepare profit & 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 4/29

9am-3pm

CSUDH SBS A110

\$65 (Plus \$10 materials fee payable to instructor in class)

Medical Insurance Computer Billing

Medical Insurance Billing I suggested as a prerequisite.

BMB 301-01/02

Noncredit

Learn the basics of using a computer in medical insurance billing. Learn how to build a patient information 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

Session I BMB 301-01

1 mtg: Sat 3/11

9am-noon

CSUDH SBS A110

\$79 (plus required text)

Session II BMB 301-02

1 mtg: Sat 3/18

9am-noon

CSUDH SBS A110

\$79 (plus required text)

NOTE: Limited to 20 students per session.

Introduction to Pagemaker

CCB 105-01

Noncredit

PageMaker is popular and powerful page layout software program used to create virtually any printed graphic piece, such as flyers, brochures, direct mail pieces, newspaper and magazine ads, newsletters, and much more. It is one of the original desktop publishing packages used by thousands of design studios, advertising agencies, art departments, and publishers throughout the nation. This workshop will introduce the fundamentals of PageMaker through several realistic projects in an intensive hands-on setting. The workshop is taught using the Macintosh computer, but the knowledge carries over to the PC version of PageMaker.

Bernard W. Baker, Professor of Art, CSUDH.

1 mtg: Sat Jan 28

9am-4pm

CSUDH SCC E139

\$50

computers

Creative Graphics on the Macintosh

CCB 102-01

Noncredit

This hands-on workshop will use MacPaint and Pagemaker, two popular graphics software packages. Participants should have some previous experience with either of these software packages. Learn to select and use typefaces, to create and place simple art images, to combine type and art images effectively on a page using graphic design guidelines, and to use gray scales, textures, plus other special graphic effects.

Teachers, artists, and others will find they can use these skills in many ways in their fields immediately.

Maximum 25 students

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

2 mtgs: Sat 4/1 & 8

9am-4pm

CSUDH SCC E139

\$100

Introduction to QuarkXPress on the Macintosh

CCB 103-01

Noncredit

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

Maximum 15 students

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

2 mtgs: Sat Feb 18 & 25

9am-4pm

CSUDH SCC E139

\$100

Intermediate QuarkXPress on the Macintosh

CCB 104-01

Noncredit

QuarkXpress is a powerful desktop publishing software package created especially for artists designers, illustrators, and writers. This workshop will prove useful to those professionals mentioned or anyone creating finished layouts of advertising brochures, direct mail pieces, newsletters, magazines, or any other graphic document. Participants should have some introductory experience with QuarkXpress or have taken the CSUDH Extended Education workshop titled Introduction to QuarkXpress. Master pages in multiple page layout, the exchange of information between different documents, document templates, advanced work processing techniques, the manipulation of type, rotation of text and imagery, importing files, imagery modification, using scanned images, introduction to color palettes, plus production concerns. Each session or lesson component will consist of demonstration and hands-on activities given as realistic projects to re-enforce learning.

Maximum 15 students

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

2 mtgs: Sat 3/18 & 25

9am-4pm

CSUDH SCC E139

\$100

computers



DISTANCE LEARNING

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

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

Interactive Instructional Television Courses in

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

Spring 1995 Broadcast Schedule

MA in Behavioral Science Negotiation & Conflict Management

BEH 510-91 Theories of Conflict
(4 units)

D. Churchman

10 mtgs: Wed/2 Sat Beg 1/12/95

6:30-9:45pm

\$660 (Special Sessions Registration
Form)

BEH 505-91 Computer Applications in
Behavioral Sciences (4 units)

S. Goto

10 mtgs: Mon/2 Sat Beg 1/10/95

6:30-9:45pm

\$660 (Special Sessions Registration
Form)

distance
learning

MS in Quality Assurance

QAS 522-91 Applied Systems,
Reliability, Maintain/Safety (3 units))

M. Krasich

15 mtgs: Wed Beg 2/1/95

11am-1:45pm

\$495 (Special Sessions Registration
Form)

QAS 510-91 Advanced Probability &
Statistics (3 units))

A. Golant

15 mtgs: Fri Beg 2/3/95

11am-1:45pm

\$495 (Special Sessions Registration
Form)

BA in Interdisciplinary Studies (PACE)

IDS 320-91 USA: Rising or Declining
Society? (3 units)

D. Heifetz

12 mtgs: Tue/1 Sat Beg 1/24/95

6:30-9:45pm

\$495 (Special Sessions Registration
Form)

Certificate Program in Production & Inventory Control

PIX 319-92 Introduction to Materials
Management (3 units)

J. Hall

13 mtgs: Tue Beg 1/10/95

4-6:30pm

\$453 (Extension Registration
Form inside back cover)

PIX 320-91 Inventory Management &
Master Planning (3 units))

J. Bomba

13 mtgs: Thu Beg 1/12/95

4-6:30pm

\$453 (Extension Registration
Form inside back cover)

Teacher Education Courses

*GED 535-91 Introduction to
Computers in Education (3 units)

P. Desberg

15 mtgs: Tue/1 Sat

Beg 1/31/95

7-9:30pm

\$453 (Open University
Registration Form at
Extended Educ Office)

distance
learning

*TED 407-91 Language Learning
(3 units)

S. Russel

15 mtgs: Wed/1 Sat Beg 2/1/95

7-9:30pm

\$453 (Open University Registration
Form at Extended Educ Office)

*GED 520-91 Teaching English to
Speakers of Other Languages (3 units)

B. Winningham

15 mtgs: Thu/1 Sat Beg 2/2/95

7-9:30pm

\$453 (Open University Registration
Form at Extended Educ Office)

KLCS MBA Degree Program

*MGT 513-91 Organizational Behavior
(3 units) Entrance to MBA Program
required.

B. Kliener

14 mtgs: Sat Beg 1/14/95

9am-noon

CSUDH ERC A103

\$710(if taking over TV, register for
#22615 and add \$90)

(Special Sessions Registration Form)

*BUS 495-92 Principles of Accounting
(3 units)

M. El-Badawi

14 mtgs: Sun Beg 1/15/95

9am-noon

CSUDH ERC A103

\$597(if taking over TV, register for
#22615 and add \$90)

(Special Sessions Registration Form)

* CAN ALSO BE SEEN ON KLCS UHF
CHANNEL 58

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

CODEC (Two Way Video) Distance Learning Classes

PACE CLASSES

HUM 310-95 Success & Values in the
U.S. (3 units)

J. Jeffers

15 mtgs: Tue Beg 1/31/95

7-9:45pm

\$453 (Open University Registration
Form at Extended Educ Office)

IDS 255-95 Language & Methods of
Science (3 units)

C. Jacobs

15 mtgs: Thu Beg 2/1/95

7-9:45pm

\$453 (Open University Registration
Form at Extended Educ Office)

IDS 326-95 IDS Topics: Labor and
Ethnicity (3 units)

E. Ochoa

5 mtgs: Sat Beg 3/11/95

8:30am-6pm

\$453 (Open University Registration
Form at Extended Educ Office)



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almost any regular
university class
in

Open University

*see page 61
for more
information*

education

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SECTION FOR MORE
INFORMATION**

Bobrow Test Preparation

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

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

Office at (310) 516-3909. All workshops cover the most recent areas. Students may repeat classes at no charge.

education

GRE (Graduate Record Examination) Review

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

GRE Review for April 8 Exam

Session III
XGR 101-03 Noncredit
4 mtgs: Sat 3/11, 18, 25 & 4/1
9am-1pm
CSUDH SAC 1102
\$185

GRE Review for June 3 Exam

Session IV
XGR 101-04 Noncredit
4 mtgs: Sat 4/29, 5/6, 13, 20
9am-1pm
CSUDH SAC 1102
\$185

GMAT (Graduate Management Admission Test) Review

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

GMAT Review for Jan 21 Exam

Session II
XGM 101-02 Noncredit
4 mtgs: Sat - Sun 1/7, 8, 14, 15
9am-3pm
CSUDH SAC 1102
\$195

GMAT Review for March 18 Exam

Session III
XGM 101-03 Noncredit
4 mtgs: Sat 2/11, 25 & 3/4, 11 (no class 2/18)
9am-3pm
CSUDH SAC 1104
\$195

GMAT Review for June 17 Exam

Session IV
XGM 101-04 Noncredit
4 mtgs: Sat 5/13, 20, 6/3, 10 (no class 5/27)
9am-3pm
CSUDH SAC 1104
\$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 February 4 Exam

Session III
XCB 101-03 Noncredit
3 mtgs: Sat 1/14, 21, 28
9am-3pm
CSUDH SAC 1104
\$165

CBEST Review for April 1 Exam

Session IV
XCB 101-04 Noncredit
3 mtgs: Sat 3/11, 18, 25
9am-3pm
CSUDH SAC 1106
\$165

CBEST Review for June 17 Exam

Session V
XCB 101-05 Noncredit
3 mtgs: Sat 5/20, 6/3, 10 (no class 5/27)
9am-3pm
CSUDH SAC 1106
\$165

The NEW SAT I: REASONING TEST Review

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

SAT Review for April 8 Exam

Session III
XSA 101-03
Noncredit
3 mtgs: Sat 3/11, 18, 25
9am-12:30pm
RBCC Rm 8
\$125

SAT Review for June 3 Exam

Session VII
XSA 101-07 Noncredit
3 mtgs: Sat 5/6, 13, 20
9am-12:30pm
RBCC Rm 8
\$125

education

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 June 12 Exam

Session III
XLS 101-03

Noncredit

3 mtgs: Sun 5/14, 21, 6/4 (no class 5/28)

9am-4pm

CSUDH SAC 1102

\$195

education

MSAT (Multiple Subject Assessment for Teachers) Review

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

MSAT Review for March 4 Exam

Session II

XMS 101-02

Noncredit

3 mtgs: Sat - Sun 2/11, 12, 26 (no class 2/19)

9am-4pm

CSUDH SAC 1102

\$195

MSAT Review for June 10 Exam

Session III

XMS 101-05

Noncredit

3 mtgs: Sat 5/20, 21, 6/4 (no class 5/28)

9am-4pm

CSUDH SAC 1108

\$195

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 1995 Schedule

TEX 355 Child, Family and Community

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 30- May 22 (no class 2/20 and 4/10)

6:30-9:45pm

RBCC room 7

\$363

education

TEX 425-01 Workshop in Teaching Methods: Meeting the Needs of Special Children

1 ext unit

Methods and materials for teaching children with special needs in the early childhood setting. Emphasis will be on the nature and needs of children with special needs, curricular concerns, and instructional considerations.

Linda Dingman, MA, Brandeis University, English, holds a teaching credential for teaching the Severely Handicapped.

5 mtgs: Wed 2/1- 3/1

6:30-9:30pm

RBCC Rm 7

\$121

TEX 425-02 Workshop in Teaching Methods: Working with Parent of Young Children

1 ext unit

Methods and materials in working effectively with parents. Course will address current issues and trends in parent education. Topics will include parent conferences, parent involvement and participation, and parenting skills.

Eileen Kapp, MA, a Master Teacher, teaches Parent Education classes for the LAUSD and Childhood Development classes at Los Angeles Harbor College.

5 mtgs: Wed 3/8-4/19

(no class 3/15 & 4/12)

6:30-9:30pm

RBCC Rm 7

\$121

TEX 425-03 Workshop in Teaching Methods: Supporting Children's Self-Esteem

1 ext unit

Classroom principles and practices for supporting children's self esteem are examined with emphasis on designing environments which accommodate individual differences

in development and learning styles. Activities for maintaining high levels of cognitive and social self-esteem are covered.

Doratheia Gillingham.

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

5 mtgs: Wed 4/26-5/24

6:30-9:30pm

RBCC Rm 7

\$121

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

TEX 495 Special Topics in Teacher Education:

Good Teaching Conference

1 sem unit

The conference will address curriculum and instruction topics for the novice as well as the seasoned teacher with workshops in-classroom management, authentic assessment, special education, specific subject areas, parent conferencing, and technology K-12.

Dr. Kathleen Taira is the Conference Director

3 mtgs: Fri 3/17 5-9:30pm

Sat 3/18 8:30am-6pm

Sun 3/19 8am-2pm & 2-4pm

Doubletree Hotel, Los Angeles
International Airport

\$35

For more information, call
(310) 516-3522

education

CREDENTIAL IN DESIGNATED SUBJECT ADULT EDUCATION TEACHING

Who should attend

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

Program Requirements for a Five-Year Preliminary Credential

Academic subjects:

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

Non-Academic Subjects:

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

Program Requirements and Courses for a Clear Credential

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

The Location

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

The Cost

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

The Courses

TED 421 Principles of Adult Education

3 sem units

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

TED 422 Methods and Materials of Adult Education

3 sem units

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

education

TED 423 Supervised Field Experience in Adult Education

3 sem units

Prerequisites: TED 421 and TED 422 are recommended

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

TED 424 Counseling & Guidance for Teachers of Adult Education

3 sem units

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

education

Spring 1995 Schedule

TED 423S-71 Principles of Adult Education

22602

3 sem units

G. Kobata

10 mtgs: Fri TBA 1st mtg: 2/10

4-6pm

CSUDH HFA A221

\$405

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

22603

3 sem units

R. Ross

7 mtgs: Sat 2/11-3/25

9am-4pm

CSUDH ERC A115

\$405

20th Annual Special Education Conference

GEX 507-01 Special Education: Research & Trends

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, at (310) 516-3524 or (310) 516-3519.

2 mtgs: Fri & Sat 3/3 & 4

7:30am-5pm

Carson Community Center

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

\$65 for conference for two days, no credit

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

CERTIFICATE IN SPECIAL EDUCATION RESOURCE SPECIALIST

Who Should Attend

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

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

The Certificate

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

Admission Requirements

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

Location

All classes held on CSUDH campus in Carson.

Certification Requirements

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

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

education

CERTIFICATE IN COMMUNITY COLLEGE TEACHING

Who Should Attend

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

The Certificate

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

Location

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

internship at a local community college.

The Courses

GED 548-71 Effective College Teaching (3)

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

GED 549-71 The Community College (2)

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

GED 594-71 College Teaching Internship (3)

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

Spring 1995 Schedule

GED 549-71 The Community College

22610

2 sem units

R. Standen

4 mtgs: Sat 2/4-2/25

9am-4pm

CSUDH ERC A506

\$230

GED 548-71 Effective College Teaching

22609

3 sem units

N. Doffoney

6 mtgs: Sat 3/4-4/8

9am-4pm

CSUDH ERC A506

\$345

GED 594-71 Community College Teaching Internship

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

22632

3 sem units

T. Giannotti

2/1-5/1

TBA

\$345

Register using the Special Sessions Registration Form on page 70

OPEN UNIVERSITY

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

Open University is for you if you:

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

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

Rocket Scientists needed:

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

Become an elementary or high school teacher

Join the California
Math/Science Teacher
Corps Project

in
cooperation
with the
Division of
Extended Education

education

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

For further information contact:

Robert De Vries, EdD,
CSUDH School of Education
(310) 516-3997
or
Gary R. Levine
CSUDH Division of Extended
Education (310) 516-3727



HEALTH SCIENCES & PSYCHOLOGY

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health
sciences &
psychology

The Abandoning Parent and the Broken-Hearted Child

PFM 102-01

Noncredit

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

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

1 mtg: Sat 4/1
9am-1pm
RBCC Rm 7
\$29

Suicide: What Therapists Need to Know

MFX 930

1.0 CEU

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

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

Lisa Firestone, PhD, is a clinical psychologist in private practice. She developed the "Firestone Voice Scale for Self-Destructive Behavior" (FVSSDB).

2 mtgs: Thu & Sat 3/23 & 25
6:30-9:30pm (3/23 FCC Rm 8))
9am-5pm (3/25 FCC Rm 7)
\$75

ADX 308 Treatment of Eating Disorders

3 ext units

An introduction to the identification and treatment of eating disorders such as anorexia nervosa, bulimia nervosa and atypical eating disorders. Focus will be on the developmental, behavioral, familial and cultural components of these disorders. Historical perspectives, attitudes and current societal emphasis on food and weight will be highlighted. Important issues such as incidence of cross addiction and dual diagnosis frequently accompany these symptoms along with current research will be presented.

Multidimensional treatment techniques will be explored towards a comprehensive understanding of this illness.

This course is designed for the professional and general public with an interest in this multifaceted disorder.

Robbin I. Gregson, MA, MFCC, Private practice at the Center for Counseling and Recovery in Torrance. Former Eating Disorders Program Director at Suncrest Psychiatric Hospital and Rader Institute. Public appearances include "Hour Magazine", KFI Radio, KJOY Radio, and the President's Council on Health and Fitness.

16 mtgs: Mon 1/23-5/22 (no class 2/20 & 4/10)
6:30-9:30pm
CSUDH SAC 1108
\$363

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.

The Certificate

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

Location

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

The Cost

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

The Courses

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

Spring Application Deadline

January 12, 1995

Orientation

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

Semester I

ADX 300 Introduction to Alcoholism

3 ext units

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

ADX 301 Introduction to Counseling Techniques

3 ext units

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

Semester II

ADX 302 Counseling for the Individual

3 ext units

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

ADX 303 Perspectives on Drug Abuse: Counseling the Substance Abuser

3 ext units

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

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psychology

Semester III

ADX 304 Group Counseling Techniques

3 ext units

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

ADX 305 Introductory Practicum

2 ext units

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

Semester IV

ADX 306 Family Dynamics

3 ext units

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

ADX 307 Advanced Practicum

2 ext units

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

ADX 308 Treatment of Eating Disorders

3 ext units

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

Spring 1995 Schedule

ADX 300 Introduction to Alcoholism

3 ext units

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

16 mtgs: Mon 1/23-5/22 (no class 2/20, 4/10)

6:30-9:30pm

CSUDH SAC 1102

\$363

ADX 301 Introduction to Counseling Techniques

3 ext units

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

16 mtgs: Wed 1/25-5/17 (no class 4/12)

6:30-9:30pm

CSUDH SAC 1102

\$363

ADX 302 Counseling the Individual

3 ext units

Mary Cook, MA

16 mtgs: Wed 1/25-5/17 (no class 4/12)

6:30-9:30pm

CSUDH SAC 1106

\$363

ADX 303 Perspectives on Drug Abuse: Counseling the Substance Abuser

3 ext units

Michel La-Bleu, MFCC, has served in counseling programs and led workshops throughout Southern California.

16 mtgs: Tue 1/24-5/16 (no class 4/11)

6:30-9:30pm

CSUDH SAC 1106

\$363

ADX 306 Family Dynamics

3 ext units

Mary Cook, MA

16 mtgs: Thu 1/26-5/18 (no class 4/13)

6:30-9:30pm

CSUDH SAC 1108

\$363

health
sciences &
psychology

ADX 307 Advanced Practicum

2 ext units

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

16 mtgs: Tue 1/24-5/16 (no class 4/11)

6:30-9:30pm

CSUDH SAC 1108

\$242

ADX 308 Treatment of Eating Disorders

3 ext units

Robbin T. Gregson, MA, MFCC, Private practice at the Center for Counseling and Recovery in Torrance. Former Eating Disorders Program Director at Suncrest Psychiatric Hospital and Rader Institute. Public appearances include "Hour Magazine", KFI Radio, KJOY Radio, and the President's Council on Health and Fitness.

16 mtgs: Mon 1/23-35/22 (no class 2/20 & 4/10)

6:30-9:30pm

CSUDH SAC 1108

\$363

Child Abuse Reporting

MF9 914

.8 CEUs

This one-day workshop for professionals in mental health and related services is designed to meet the requirements of AB 141 for licensure renewal by providing an overview of the area of child abuse. Type of child abuse will be defined and identified with examples and methods of assessment. The short and long term effects of abuse will be presented along with indicators of high risk families. Steps in reporting will be outlined, including the legal issues involved, ways of assisting children through the process, and managing referrals and cases will also be covered. The program will include hypnotherapy with child survivors, protective techniques, art and play therapy, and Gestalt Therapy with groups and families. Materials included in price of workshop.

Michele Linden, EdD, MFCC, a licensed clinical psychologist, is a faculty member at CSUN in Ed. Psych. and is in private practice in Sherman Oaks, and is a staff psychologist at Cedars-Sinai Hospital.

Ruth Lampert, MA, MFCC, is in private practice, and teaches at CSUN and Pepperdine University. Together, they are the co-directors of the Family Kaleidoscope Foundation.

1 mtg: Sat 1/21

8:30am-5:30pm

CSUDH SAC 1106

\$45 (CSUDH students)

\$60 (non-students)

Balance Your Life Through Herbs & Nutrition

IGH 102-01

Noncredit

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

Jamoon Song, Intern in oriental medicine and acupuncture, BA, CSULB, is a Tae Kwon Do Master and a herbalist. Currently owner of Body Mind Workout Studio, and a student in traditional Chinese medicine, he is proficient in Yoga, Meditation techniques, Tai Chi and Martial Arts.

3 mtgs: 1/28, 2/4, 11

10am-12noon

RBCC Rm 8

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

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psychology

CERTIFICATE PROGRAM IN ORTHOTICS

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

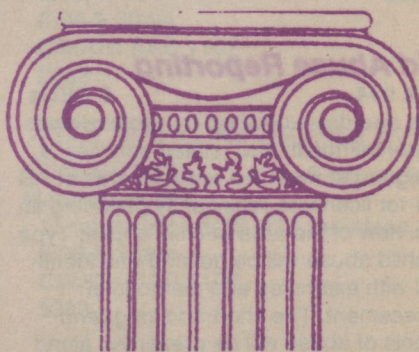
health
sciences &
psychology

This course is designed for applicants who have a bachelor's degree. Applicants must have some experience with hand tools and light duty power equipment. The program begins in July each year and applications must be in by December 31 of the preceding year. Enrollment is limited to six students.

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

The Statewide Nursing Program Goes National!

Now it's here! The **Bachelor of Science Degree in Nursing** will be available over satellite with Mind Extension University.



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

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 70 to register for these classes only.

CERTIFICATE AND CREDENTIAL PROGRAMS

Community College Teaching

Service Quality Assurance

Special Education Resource
Specialist

Designated Subjects Adult
Education

Quality Assurance

BACHELORS DEGREE PROGRAMS

Bachelor of Science, Nursing -
Mind Extension University

Bachelor of Arts - Behavioral
Science: PACE

MASTERS DEGREE PROGRAMS

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

Spring 1995 Schedule

Certificate in Community College Teaching

GED 549-71 The Community
College (2 units)

R. Standen

22610

4 mtgs: Sat 2/4-2/25

9am-4pm

CSUDH ERC A506

\$230

GED 548-71 Effective
College Teaching (3 units)

N. Doffoney

22609

6 mtgs: Sat 3/4-4/8

9am-4pm

CSUDH ERC A506

\$345

GED 594-71 Community
College Internship (3 units)

T Giannotti

22632

TBA 2/1-5/1

\$345

Certificate in Service Quality Assurance

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

J Speer

22643

15 mtgs: Mon 1/30-5/31

7-10pm

Fairmount

Private

Schools

Anaheim

\$405

(Special Sessions
Registration Form)

special
sessions

Certificate in Designated Subjects- Adult Education

TED 423S-71 Field
Experience: Adult Ed(3
units)

G. Kobata

22602

F TBA 1st mtg: 2/10

4-6pm

CSUDH HFA A221

\$405

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

R Ross
22603

7 mtgs: Sat 2/11-3/25F
9am-4pm
CSUDH ERC A115
\$405

MS Degree in Quality Assurance

QAS 510-72 Adv. Probability (3 units)

T Vaden
22708

6 mtgs: Alternating Sat 1/28-4/8
9am-4:30
San Diego (see page 36)
\$597

QAS 510-73 Adv. Probability (3 units)

J. Miller

22710
15 mtgs: Mon 1/30-5/29
7-10pm
Anaheim (see page 36)
\$405

QAS 510-71 Advanced Probability (3 units)

A Golant
22707

15 mtgs: Fri 2/3-5/19
11am-2pm
CSUDH ERC E133
\$405
(if taking over TV at company site, register for #22658, sec. 91, and add \$90 to cost shown above)

QAS 511-71 Quality Project Management & TQM (3 units)

J. Speer

22635
15 mtgs: Tue 1/31-5/30
7-10pm
Anaheim (see page 36)
\$405

QAS 512-71 Reliability (3 units)

Staff

22637
15 mtgs: Tue 1/31-5/16
4-7pm
Anaheim (see page 36)
\$405

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

J. Miller
22638

15 mtgs: Thu 2/2-5/18
7-10pm
Anaheim
\$405

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

E. Watson
22639

15 mtgs: Thu 2/2-5/18
7-10pm
Anaheim
\$405

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

W. Trappen
22631

6 mtgs: Alternating Sat 2/4-4/15
1:30-5:30pm
San Diego (see page 36)
\$597

QAS 522-71 Applied Systems Reliability, Maintainability & Safety (3 units)

M. Krasich
22641

15 mtgs: Wed 2/1-5/17
11am-2pm
CSUDH ERC A103
\$405
(if taking over TV at company site, register for #22642, sec. 91, and add \$90 to cost shown above)

QAS 595-71 Special Topics (3 units)

E. Watson
22645

TBA
CSUDH
\$405

QAS 599-71 Special Project (3 units)

E. Watson
22646

TBA
CSUDH
\$405

QAS 600-71 Project Continuation (3 units)

E. Watson
22647

TBA
CSUDH
\$405

special
sessions

MA in BEHAVIORAL SCIENCE:

Negotiation & Conflict Management

BEH 510-91 Theories of Conflict (4 units)

D. Churchman
22654

10 mtgs: Wed/2 Sat Beg 1/12/95
6:30-9:45pm
\$660

BEH 505-91 Computer Applications in Behavioral Sciences (4 units)

S. Goto
22657

10 mtgs: Mon/2 Sat Beg 1/10/95
6:30-9:45pm
\$660

BA in Interdisciplinary Studies (PACE)

IDS 320-71 USA: Rising or Declining Society? (3 units)

D. Heifetz
22656

12 mtgs: Tue/1 Sat Beg 1/24/95
6:30-9:45pm
\$495

MBA Degree Program KLCS MBA Degree Program

***MGT 513-71 Human Behavior in Organizations (3 units)**

Entrance to MBA program required.

B. Kliener
22613

14 mtgs: Sat 1/14 - 4/22
9am-noon
CSUDH ERC A103
\$710 (if taking over TV, register for #22615 and add \$90)

***BUS 495-92 Principles of Accounting (3 units)**

M. El-Badawi

14 mtgs: Sun Beg 1/15/95
9am-noon
\$597 (Special Sessions Registration Form)

*** CAN ALSO BE SEEN ON KLCS UHF CHANNEL 58**

EARTH SCIENCE

EAR 495-71 SURVEYING WITH GPS (3 units)

R Amala
22624

15 mtgs: Sat 1/28-5/13
9-1:30pm
CSUDH Rm TBA
\$405

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

special
sessions

Special Sessions Registration Form

Date of Application _____ Social Security No: _____ Birthdate _____
Month/Day/Year

Name _____
Last First Middle Initial

Address _____
Street City State Zip

Telephone _____
Day Evening

New address? yes ☐ no ☐ male ☐ female ☐ Term/Year (i.e. Spr/94) _____

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

Course Information

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

Course Fee \$ _____

Late Fee \$ _____

Total Fee PAID \$ _____

Payment Method

☐ Check/Money Order. Make check payable to CSUDH

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

Account Number _____ Exp Date _____

Cardholder's Name _____ Cardholder's Signature _____

Refund Policy (Read and Sign Below)

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

special
sessions

Signature _____ Date _____

3 WAYS TO REGISTER

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



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



FAX to Extended Education, (310) 516-3971



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



TRAVEL FITNESS & FUN

Canoe Trip - Topock Gorge	71
Fitness for the '90s	71
Travel Study Series	72

Canoeing Topock Gorge

RCO 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, backpacking, scuba and skin diving for 17 years.

2 Days: Sat-Sun 5/20 & 21

\$55 (plus \$35 materials fee payable to the instructor for canoe rental, canoe transportation and shuttle fee)

Maximum enrollment: 10 (w/ waiting list)

Fitness for the '90s

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

Full Membership

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

Limited Membership

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

travel, fitness
and fun

TRAVEL STUDY PROGRAMS FOR SPRING/SUMMER/FALL 1995

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

Unique features of these programs include:

→ College faculty escorts and in-country specialists who share their insights about the contemporary, natural and historical aspects of the destination visited.

→ National and local guides chosen for their knowledge, efficiency, enthusiasm, and fluency in English.

→ Comfortably-paced itineraries that allow time to revisit a particular site that has sparked your interest. First class accommodations and local transport allow you to combine a comfortable vacation with learning.

→ Contact with local people and their lifestyles through specially arranged small group luncheons in the relaxed and hospitable atmosphere of their own homes.



March 11 - 25
Oct. 14 - 28
MOROCCO

March 5 - 17
Oct. 1 - 13
EGYPT

March 5 - 14
Nov. 12 - 21
BERMUDA

July 7 - 24
Oct. 6 - 23
AUSTRALIA

March 18 - 28
COSTA RICA

May 10 - 24
Oct. 11 - 25
INDONESIA

May 11 - 22
October 5 - 16
GREECE

July 15 - 29
August 5 - 19
NOVA SCOTIA

March 4 - 13
BELIZE

April 19-May 4, June 28-July 13
September 20 - October 5
TURKEY

April 13 - 27, July 13 - 27
September 14 - 28
IRELAND

April 24-May 13, June 26-July 15
July 17 - Aug 5, Oct. 2 - 21
CHINA

June 12 - 28, July 10 - 26
July 24 - Aug 9, Oct 9 - 25
KENYA

June 16-July 2, June 30-July 16
July 14 - 30
July 28 - Aug 13, Aug 11 - 27
ALASKA

March 11 - 24, June 17 - 30
July 1 - 14, July 15 - 28
Aug 12 - 25, Sept 30 - Oct 13
GALAPAGOS ISLS

travel, fitness
and fun



California State University
Dominguez Hills

DIVISION OF EXTENDED EDUCATION

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

How and When to Register

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

There are Four Convenient Ways to Register for Courses:

BY MAIL :

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

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

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



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



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



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

Confirmation/Receipts

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

mailed will be posted on the door of the scheduled classroom.

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

Fees

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

Tax Deduction

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

Refund of Fees

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

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

registration
information

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 will be made

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

Schedule Changes

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

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

Extension Courses

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

Special Sessions

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

Professional Credit

A few courses in the Bulletin are offered for Professional Credit. Professional credit is designed for professionals who benefit from credit for salary or step advance-

ment. The awarding of professional credit requires completion of out-of-

class assignments. One Professional Credit equals 15 hours of participation in lecture. Professional credit is not degree-applicable. Course numbering is 800-899 for educational professional credit. Course numbering is 600-699 for business professional credit.

Noncredit

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

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

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

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

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

H=Health: GH=General Health.

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

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

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

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

S=Seniors: OM=Omniflore

T=Travel

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

Continuing Education Units (CEUs)

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

Extension Grading Procedures.

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

Grade Reports

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

Transcripts

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

Class Cancellation

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

Change of Address

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

Nondiscrimination Policy

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

Privacy Information

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

Standards

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

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

registration
information

Resources for Students

Computer Labs

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

Library Services

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

Loker Student Union

Hours are 7:30am to 8pm Monday through Thursday, from 7:30am to 2pm Friday, and from 8am to 2pm on Saturday.
Breakfast is served from 8am - 10:30am. Other food areas open at 10am. There is no food service on Sundays.

Food vending machines are available on the first floors of the Social and Behavioral Sciences building and the Educational Resources Center. They are available Saturdays, 7:30am -2pm. For further information, call (310) 516-3814.

Parking

Redondo Beach Community Center (RBCC): Ample free parking.
Franklin Community Center (FCC): Free parking in lot and on Fisk and Inglewood Avenues.
CSUDH: Parking permits are required for all on-campus classes. They are available from the machines at the entrance to each parking lot and cost \$1.50 per day or \$54 per semester. No charge for parking on Sundays. (Bring dollars and/or quarters for the machines).

Textbooks

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

Open University

Extension students may enroll in regular CSUDH classes through a program called Open University. To enroll in a course you need the consent of the instructor and you must have completed any prerequisites for the course. You will earn resident extension credit that may be used toward a degree at our campus or most other colleges or universities. Course fees are \$121 per semester unit (\$363 for a three-unit class). To register for Open University classes, follow the instructions below:

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

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

Academic Coordinator, American Language and Culture Program
Denise M. Chen
(310) 516-3830

Clerical Assistant, American Language and Culture Program
Laura Leske
(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

Coordinator, Distance Learning
Van Bridgeman
(310) 516-4675

Staff Producer, Distance Learning
Bernard Clinch
(310) 516-4674

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

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Gabrielle Meachem McKeney
(310) 516-3741

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

Supervisor, Registration & Finance
Timothy Mozia
(310) 516-4190

Financial Analyst
Brenda Blow
(310) 516-4422

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

Registrar
Jackie McKenzie
(310) 516-3741

Registration Clerk
Karen Ingersoll
(310) 516-3741

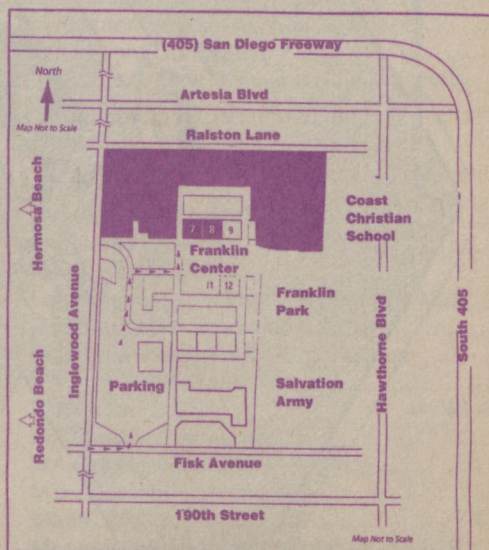
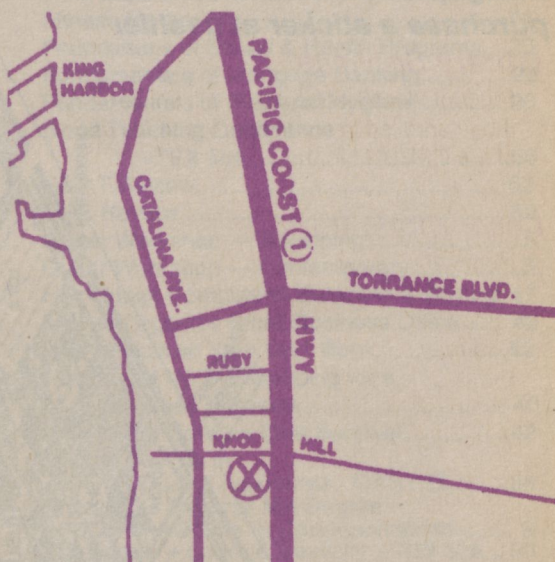
Registration Clerk
Lashon Dumas
(310) 516-3741

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

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

Program Analyst, Humanities External Degree Program
Anissa Barton-Thompson
(310) 516-3743

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

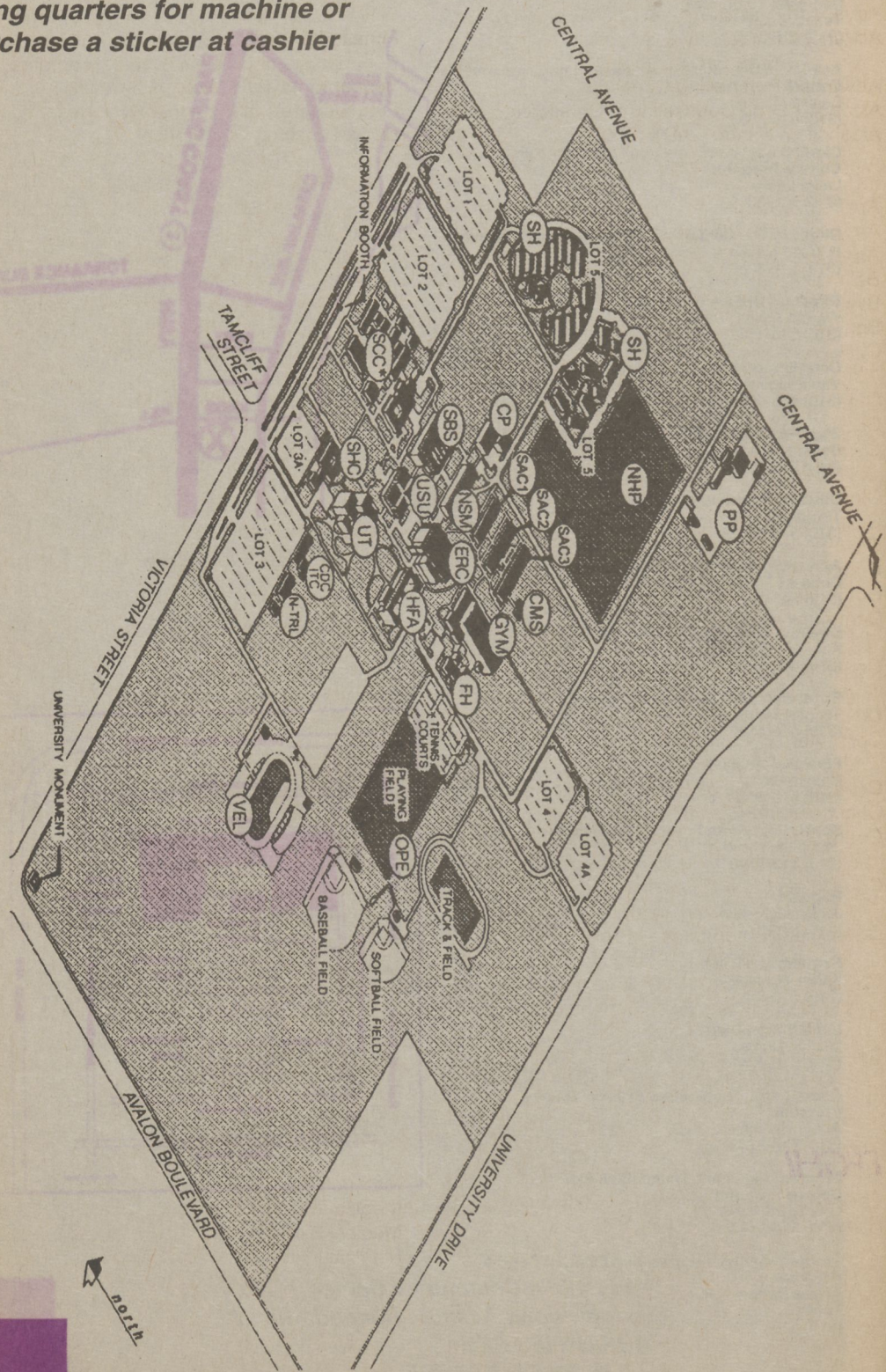


The Franklin Community Center (FCC)
850 Inglewood Avenue, Redondo Beach
**PARKING IS FREE-
IN LOT OR ON STREET**

maps

CSUDH CAMPUS
1000 EAST VICTORIA
CARSON, CA 90747

PARKING: 1.50 PER DAY --
Bring quarters for machine or
purchase a sticker at cashier



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University Extension Registration Form

Date of Application _____ Social Security No: _____ Birthdate _____

Name _____
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Address _____
Street City State Zip

Telephone _____
Day Evening

New address? yes ☐ no ☐ male ☐ female ☐ Term/Year (i.e. Spr/94) _____

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Course Information

Schedule No Course No & Title Units Fee

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

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