

CALIFORNIA STATE UNIVERSITY
→ DOMINGUEZ HILLS

Get involved...

extended education!

spring



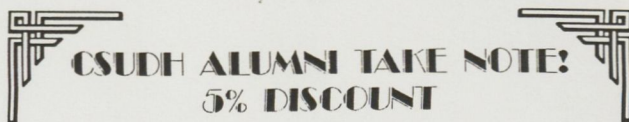
It's spring and time to get going--on your physical condition as well as your career. Or maybe it's time for you to seek out a new interest. Make good your New Year's resolutions this year with classes and certificate programs from California State University, Dominguez Hills to set you on your way.

And while you're trying out something new, choose a new way of acquiring the knowledge or career enhancement you seek.

Take an MBA degree over KLCS TV!

Start a masters degree in the Humanities over the Internet!

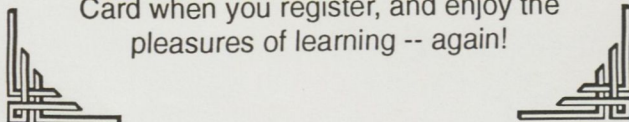
Or sign up for our new Internet Certificate Program to learn how to "surf"-- after all, "surfing" is a sport, too.



**CSUDH ALUMNI TAKE NOTE!
5% DISCOUNT**

**ON ANY NONCREDIT
EXTENSION CLASS**

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



**THE OFFICE OF
EXTENDED EDUCATION
CALIFORNIA STATE
UNIVERSITY
DOMINGUEZ HILLS**

**is located at 1000 East Victoria Street in
Carson.**

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

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PROGRAMS OF EXTENDED EDUCATION

Extension

Courses of general interest, Certificate Programs and workshops in Fine Arts & Humanities, Business, Health, Natural and Behavioral Sciences, Education and Recreation are offered in Winter, Spring, Summer and Fall terms.

Certificate Programs

Career opportunities can be enhanced by obtaining professional certificates.

American Language & Culture Program

Intensive English program for international students, business people or new residents who wish to improve their English language skills

Open University

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

Center for Training & Development

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

Distance Learning

Programs delivered to homes, schools, community and work sites using satellite, cable, ITFS, CODEC and online computer.

Special Sessions

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Classes held on CSUDH campus**1000 East Victoria, Carson****Parking: \$1.50/day Bring quarters for permit machine!**

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Redondo Beach Community
Center (RBCC)
320 Knob Hill Avenue at
Pacific Coast Highway
Redondo Beach
Free Parking**

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- 1/27 Principles of Industrial Hygiene I
- 1/29 Child, Family & Community
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Language and Literature for Young
Children
- 3/12 Discover Easy Money Strategies
- 3/13 Workshop in Teaching Methods:
Multicultural Perspectives for Teachers
of Young Children
- 3/16 Small Business Tax Workshop
- 3/16 Bookkeeping for a Small Business
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- 3/26 How to Choose and Buy a Personal
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- 4/3 Abandoning Parent and the Broken-
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- 4/13 SAT Review for May 4 Exam
- 4/24 Workshop in Teaching Methods: Anti-
Bias Curriculum for Young Children

**Classes held at
Franklin Community Center
(FCC)
855 Inglewood Avenue
Redondo Beach
Free Parking**

- 1/30 Investment Basics, Statistics,
Optimizations
- 1/30 Screenplay Writing
- 2/1 Home Inspections
- 2/7 Study of Wine
- 2/3 Medical Billing I
- 2/22 Notary Public Seminar
- 3/2 Medical Billing II
- 3/2 Balance Your Life Through Natural
Foods & Herbs
- 4/16 Investment Portfolio Analysis
- 5/4 How to Start and Run your own
Medical Billing Business

What's New?

California State University, Dominguez Hills Division of Extended Education is constantly seeking ways to offer you the latest and the best in career programs, special interest classes, and new skills and instructions to improve your quality of life.

Look for CSUDH
Extended Education

WORLD WIDE WEB

pages when you're
"Surfing the Net."

Here's how to find us:

American Language and Culture Program:

[http://dolphin.csudh.edu/
~alcp/index.edu](http://dolphin.csudh.edu/~alcp/index.edu)

Distance Learning:

[http://dolphin.csudh.edu/
~dlearn/index.edu](http://dolphin.csudh.edu/~dlearn/index.edu)

Masters in Humanities External Degree:

[http://dolphin.csudh.edu/
~hux/huxindex.html](http://dolphin.csudh.edu/~hux/huxindex.html)

You'll find extensive
information on our pro-
grams and learn how to
contact us in the most
efficient way possible!

If you're not certain how
to surf the Net--sign up
for our new

Internet Business and Marketing Certificate Program

Anyone who wants to
access information from
the Internet will benefit
from these informative
classes, and those who
wish to enhance their
careers may do so by
completing the four
courses for a certificate
described on page 19.

New Extension
Courses:

Home Inspections

Home Inspections represents
an important new field within
the real estate industry.
Students will learn how to
inspect a home for structural,
mechanical, and environ-
mental factors which can
affect the value of the
property. Professionals in
Real Estate Marketing,
Appraisal, or in positions
such as loan agents will ben-
efit greatly from this course.

Notary Public Seminar

Want to become a more valu-
able employee, make additional
income, provide customer ser-
vice for your business or organi-
zation, start your own business,
or be recommissioned as a
Notary? This 1-day workshop is
designed to equip participants
with everything they need to
become a safe and effective
Notary.

SEE PAGE 34 FOR
INFORMATION ON
THESE COURSES!

**CSUDH
Video
Conferencing
Facilities
are
now available
to the public**

- Access to Sprint Meeting Rooms Nationwide
- Full ISDN Dial-Up Capability
- Comfortable room
- 40-inch TV's
- Food service

For more information, call the Division of Extended Education, Distance Learning Program at (310) 516-4288

**CERTIFICATE
PROGRAM
IN
ORTHOTICS
AND
PROSTHETICS**

The Orthotics and Prosthetics Program in the Health Science Department at California State University, Dominguez Hills now offers a Certificate Program consisting of a nine-month curriculum in either Orthotics or Prosthetics, and will fulfill the unmet need for practitioners who provide orthotic and prosthetic rehabilitations to individuals requiring custom made orthotic braces and artificial limbs.

Please contact the Orthotics and Prosthetic Department at (310) 516-3818 to obtain more information and to request an application for the program.

SEE PAGES 57-58 FOR
MORE INFORMATION ON
THIS NEW PROGRAM

**MASTER OF
SCIENCE
IN
HEALTH
SCIENCE
PHYSICIAN'S
ASSISTANT
OPTION**

A new Master of Science in Health Science: Physician Assistant Option is now offered through Extended Education.

FOR AN APPLICATION

CONTACT

Department of Health Science,
MSHS-PA California State
University, Dominguez Hills,
1000 East Victoria Street,
Carson, CA 90747.

For more information, call
(310) 516-3818 or
FAX (310) 516-3846.

SEE PAGE 60 FOR MORE
INFORMATION ON THIS
NEW PROGRAM

ARTS & HUMANITIES

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- 10 Theatre Arts Schedule

Degree Program

- 9 Humanities External Degree

Beginning Guitar Workshop

MUX 122-01 1 ext unit
CRN: 22748

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

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

15 mtgs: Mon 2/5-5/20
7-8:50pm
CSUDH LCH A207
\$128

Contemporary Guitar Workshop

MUX 322-01 1 ext unit
CRN:22747

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

William Davila

14 mtgs: Mon 2/5-5/20
7-8:30pm
CSUDH LCH A204
\$128

Chamber Music Ensemble (for all instruments & voice)

MUX 170-01 1 ext unit
CRN: 22800-03
MUX 370-02 1 ext unit
CRN : 22799-02
MUX 470-03 1 ext unit
CRN: 22798-01

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

Cornel Imry is an acclaimed classical guitarist and teacher.

15 mtgs: Thu 1/25-5/9 (no class 4/4)
7-8:50pm
CSUDH LCH A-204 & A207
\$128



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.

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

ARTS & HUMANITIES

ARTS &
HUMANITIES

Study of Wine

AFD 101-01 Noncredit

This course examines the major wine producing areas of the world including California, France, Germany and Italy. It outlines the sensory evaluation of wine through lecture and tasting. You'll learn:

- Technical differences of wines through wine-making techniques
- Difference between California and European wineries

Participants are asked to bring six wine glasses and a notebook to each class.

Thomas J. Dunn, instructor, is Assistant Vice President of Sales for Wine Warehouse, and has presented wine seminars throughout California.

6 mtgs: Tue 1/30-3/5
7-9:30pm
FCC rm 7
\$70 (plus \$30 materials fee payable to instructor in class)

Hola! Bonjour! Guten Tag! The American Language and Culture Program:

Where those whose first language is not English can prepare for the university experience or improve their English speaking and pronunciation skills.

See the English as a Second Language Section (pg. 49)

Write a Screenplay in
One Semester

AFL 201-01 Noncredit

From story idea, to format and outline, the student will create the appropriate characters and plot-method (or blueprint) to achieve the greatest suspense and emotional impact possible for the overall story. When the script is ready will be submitted to appropriate agents and producers. This is a special workshop for highly motivated students committed to writing a complete rough draft script of feature length.

Student will learn how to:

- create memorable stories
- write in screen format
- adapt professional techniques
- develop successful step outlines
- * develop comedy writing talent
- write low budget movies
- write clear, succinct synopses
- "pitch" stories

and learn advanced writing techniques and how to apply.

Textbook req: *Magic Methods of Screenwriting*, by the instructor.

Donna Lee, director/owner of the Hollywood Scriptwriting Institute, brings over 35 years of successful screenwriting and teaching to this course. She has written 7 feature films and 37 teleplays which have been produced, as well as her book and 3 stage plays.

12 mtgs: Wed 2/7-5/1 (no class 4/3)
6:30-9:30pm
FCC rm 7
\$150 (plus \$64 materials fee, payable to instructor in class)

THEATRE
CONSERVATORY

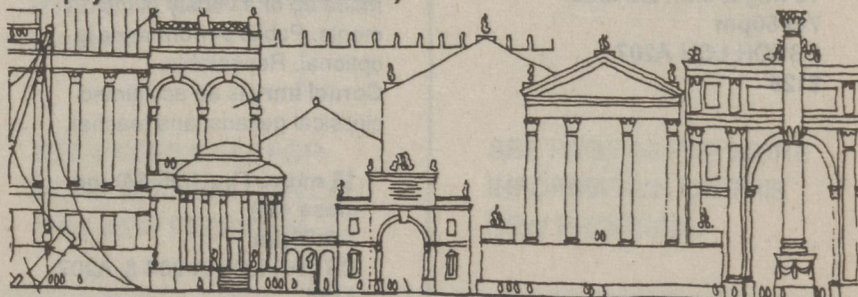
California State
University
Dominguez Hills
and
The Odyssey Theatre

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

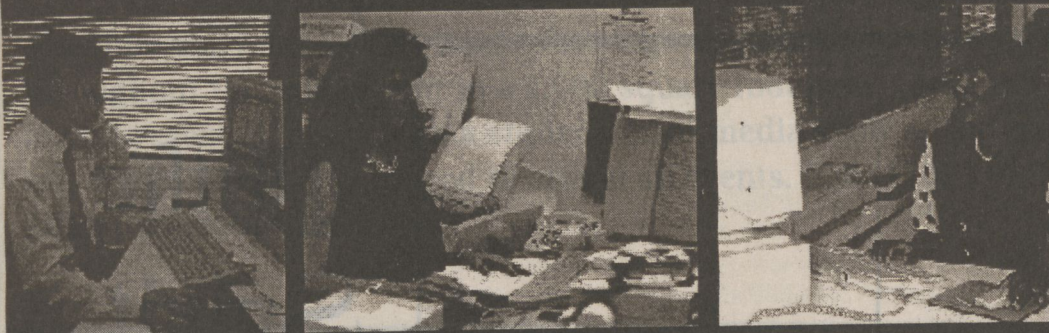
The Odyssey Theatre, with a 27-year history in Los Angeles, is located at 2055 Sepulveda Blvd., near the 405 and Olympic Blvd. Three 99-seat theaters are housed under the same roof, so at any given time there are three plays in production, three in rehearsal and one children's show in production. The Odyssey Theatre emphasizes cultural and intellectual diversity, and a great many of the plays are originals, presented to audiences for the first time.

Be a part of it. Find out how to earn university credit or just gain valuable theatre experience 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.



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



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

For more information or a program catalog and application:



Humanities External Degree Program

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



Voice: **(310) 516-3743**

Monday - Friday 8am-4pm (Pacific)



FAX: **(310) 516-4399**

24 hours/day, 7 days/week



World Wide Web:

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



Internet E-mail:

huxonline@dhvx20.csudh.edu



designed by Anissa Barton-Thompson

For more information, Call (310) 516-3743

ARTS &
HUMANITIES

The Department of Theatre Arts
California State University Dominguez Hills announces its
Spring 1996 Season

*A play about Frederick
Douglass:*

In Splendid Error

**by William
Branch**

This history play presents the anti-slavery efforts of the famous African-American statesman, Frederick Douglass. The play focuses on his dilemma as to whether to support the white abolitionist John Brown in the latter's impossible attempt to seize the federal arsenal at Harper's Ferry in 1859.

**March 1,2,
8, 9 and 10**

Student Shows

**Written by
students,
Directed by
students,
Acted by
students**

April 4,5, & 6

Blithe Spirit

by Noel Coward

The ingenious plot of this famous farce tells how novelist Charles Condomine invites into his placid country home an eccentric, breezy lady medium in order to learn the language of the occult. Little does Charles or his lovely second wife, Ruth, dream that the seance staged by the medium will summon back Charles' first wife, now "passed over" for seven years. A smash hit by the 20th century's great comic genius.

**May 3,4, 10,
11 & 12**

University Art Gallery

Spring 1996 Schedule

ARTS &
HUMANITIES

The University Art Gallery hosts showings of paintings and sculpture six times throughout the school year in a 2,000 square foot area. Local and national artists are represented, along with a student multi-media show at the end of the semester. The public is encouraged to attend all events. Call (310) 516-3334 or 516-3855 for exhibit times.

New Visions: Emerging African- American Artists

February 6
- March 5, 1996

Presented in celebration of African-American History Month, this exhibition will feature paintings, sculptures and prints by fifteen Los Angeles artists including: Winneth Belt, Mark Bradford, June Edmonds, Steve Irvine, Ian White and others. Kira Lynn Harris, Artist-in-Residence through a grant from the California Arts Council, will serve as guest curator. Combining past and present imagery and techniques, Kira Lynn Harris' art reflects her interest in mythology, folklore and vernacular culture.

Ceramic Sculpture: Contemporary Past, Ancient Future

March 26
- April 25

An exhibition that will explore the diverse expressive potential of clay as a working medium for artists. On display will be sixty-five ceramic sculptures by five contemporary artists who use found objects, historical, traditional ceramics and industrial and natural materials. Highlights include Charlene Roth's shimmering, intricate containers, Seung Jae's elegant installations and Jay Kvapil's dynamic ceramics.
(This exhibit generously co-sponsored by the Fine Arts Commission, City of Carson)

Annual Student Art Exhibit: B.A. Graduates

May 16-23

An exhibition highlighting works of art in various media by 1996 graduates in Studio and Art Design

Call the University Art Gallery at (310) 516-3334 or 516-3855

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BUSINESS INDEX

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- 30 Special Topics: Directed Study
- 30 Statistical Quality Control & Sampling
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- 20 Building Your Business: Home Page Design Techniques

21 Medical Billing

- 21 Medical Billing I
- 21 Medical Billing II
- 21 How to Start & Run Your Own Billing Service
- 21 Medical Insurance Computer Billing

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- 23 Just-in-Time/Total Quality Control
- 23 Inventory Management & Master Planning

24 Professional Supervision

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- 26 Team Building Concepts & Strategies
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- 35 Investment Portfolio Analysis
- 35 Money Strategies for Retirement, Discover Easy
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- 34 Tax Workshop for Small Business

Also see Business classes in Distance Learning Section, page 38

CERTIFICATE AWARD IN CONSTRUCTION MANAGEMENT

BUSINESS
CERTIFICATE
PROGRAMS

Certificate Program Class Date Planner

***Accounting for the
Construction
Industry***
Mondays
February 5-April 22

***Construction
Project
Management***
Wednesdays
February 7-April 17

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

Construction Project Management I CMX 915

3 CEUs

Whether you represent the Owner, the Designer, or the Contractor, the successful manager uses modern sched-

uling 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.

Survey of Construction Practices CMX 972

3 CEUs

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

Legal Aspects of Construction Management CMX 973

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.

For more information call (310) 516-3741

**BUSINESS
CERTIFICATE
PROGRAMS**
**Accounting for the
Construction Industry
CMX 975**

3 CEUs

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

**Estimating and Bidding
CMX 976**

3 CEUs

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

**Construction Project
Management II CMX 980**

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 1996
Schedule**
**Accounting for the
Construction Industry
CMX 975-01**

3 CEUs CRN: 22742

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

10 mtgs: Mon 2/5-4/22 (no
class 2/19 & 4/1)
6:30-9:30pm
CSUDH SAC 1106
\$185 (plus \$25 materials
fee payable to instructor
in class)

**Construction Project
Management CMS 980-01**

3 CEUs CRN: 22744

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

10 mtgs: Wed 2/7-4/17
(no class 4/3)
6:30-9:30pm
CSUDH SAC 1108
\$185


**Registration
is easy as 1- 2 - 3**


1. Call (310) 516-3741 with your MasterCard or Visa account number to register for any class



2. Or fax the registration form inside the back cover with your charge information



3. Mail in the registration with charge information, check or money order

Of course, you can always register in person at the Office of Extended Education at 1000 East Victoria, SCC B141, Carson.



Enroll by phone with with MasterCard or Visa (310) 516- 3741

CERTIFICATE AWARD IN ENVIRONMENTAL & OCCUPATIONAL HEALTH & SAFETY

Certificate Program Class Date Planner

Environmental & Occupational Health & Safety Courses meet:

**PRINCIPLES OF INDUSTRIAL
HYGIENE PART I**
JAN 27 - MARCH 9

**HUMAN FACTORS &
ERGONOMICS**
FEB 3 - MARCH 30

**FOUNDATIONS OF SAFETY &
HEALTH PROGRAMS**
FEB 7 - APRIL 17

**HAZWOPER 4 HOUR
AWARENESS LEVEL**
FEB 17, APRIL 20, MAY 18

**HAZWOPER 8 HOUR
ANNUAL REFRESHER**
FEB 17, APRIL 20, MAY 18

**OCCUPATIONAL HEALTH &
SAFETY PROGRAM
ADMINISTRATION**
FEB 26 - MAY 6

**PRINCIPLES OF INDUSTRIAL
HYGIENE PART II**
March 23 - May 4

**VIOLENCE IN THE WORKPLACE:
SAFETY & SECURITY**
MAR 21 - MAY 30

**BEHAVIORAL SAFETY
MANAGEMENT**
APRIL 23 - MAY 21

All employers are legally required to include and maintain a current occupational health and safety program in their operations and to allocate the responsibility for this program to a specific individual or individuals. This timely program will provide the essential background and tools participants need to successfully perform the role of Safety Professional.

The Certificate Program in Environmental & Occupational Health & Safety provides classroom instruction and extensive hands-on training on how to successfully meet all federal and CAL/OSHA requirements. Focus is on practical solutions to the issues and requirements encountered in the field of Environmental and Occupational Health and Safety. Each course offers Continuing Education Units (CEU's).

Program emphasis is on:

- Environmental & occupational health & safety OSHA standards & regulations
- Development of a health & safety manual for personal use & training purposes
- How to apply safety techniques to the workplace and maintain a health and safety department
- Identification of potential health and safety hazards, reporting and recording

WHO SHOULD ATTEND

- Individuals planning to enter the field of Environmental & Occupational Health & Safety
- Consultants who design and implement site safety plans
- Business owners and managers who review site safety plans
- Personnel responsible for instituting and maintaining an Environmental & Occupational Health & Safety program
- Safety professionals who must communicate with government and engineering personnel
- Operations and management personnel who require a broad overview of health and safety regulations

THE CERTIFICATE

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

PROFESSIONAL ADVISORY COMMITTEE

- Thomas S. Butler, CSP, Los Angeles Metropolitan Water District
- Charles Cacha, PhD, Safety/Ergonomics, CSP, ARM, CPE, Ergonomics Consultant, has taught courses at CSULA, USC, and in the military and private industry.
- Michael R. Ceser, CSP CHMM, Principal, Environmental Resources
- Carl Cronin, REA, Principal Safety Engineer, ESHA
- Steven Doyle, MPA, MSIH, Dir. Health & Safety, CSUDH
- Joseph M. Kaplan, President, Los Angeles Chapter of the National Safety Council
- John C. McCullar, PhD, is a Consultant in Violence in the Workplace and Drug Abuse Among Employees, and a retired law enforcement officer.
- John A. O'Toole, REA, Health and Safety Consultant, CAL/OSHA Consultation
- James L. Unmack, CSP, CIH, PE, Health and Safety Director, Earth Tech

**BUSINESS
CERTIFICATE
PROGRAMS**

For more information call (310) 516-3741

**BUSINESS
CERTIFICATE
PROGRAMS****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 a one-year period.

The Location

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

Core Courses**Foundations of Safety and Health Programs HEX 900**

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.

Occupational Health and Safety Program Administration HEX 902

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.

Industrial Health & Safety Hazards & Control HEX 906

2.5 CEUs

Study of principles underlying protection of workers from hazards, plus systematic and practical analysis of hazards. Discussion of applicable safety protection: engineering, education and personal protection.

Violence in the Workplace: Safety & Security HEX 913

3 CEUs

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

Environmental Law HEX 919

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.

Industrial Occupational Health & Safety Law HEX 928

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)

Industrial Accident Investigation HEX 930

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.

Fundamentals of Industrial Hygiene HEX 934

3 CEUs

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

Elective Courses

Human Factors and Ergonomics: Principles of Industrial Ergonomics HEX 920

Elective

3 CEUs

Course provides the student with an understanding of how a worker's anatomy and physiology relate to the workplace, and with the technical and administrative skills needed to diminish the incidence of occupationally induced musculoskeletal disease and related diseases.

Correctly-designed workstations, seating, hand tools, machine controls, manual materials handling and work procedures will be covered, as well as administrative duties such as application of programs and systems related to research, training, motivation and medical support.

Principles of Industrial Hygiene - Part I HEX 925

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.

Principles of Industrial Hygiene-Part II HEX 926

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.

Confined Spaces HEX 940-01

Elective

1.5 CEUs

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

**BUSINESS
CERTIFICATE
PROGRAMS**



Spring 1996 Schedule

BUSINESS
CERTIFICATE
PROGRAMSFoundations of Safety &
Health Programs HEX
900-01

Core 3 CEUs CRN No: 22741

John A. O'Toole, PhD,
Health & Safety Consultant,
CAL/OSHA Consultant.
10 mtgs: Wed 2/7-4/17 (no
class 4/3)
6:50-9:50pm
CSUDH SAC 1110
\$350 (plus \$25 materials
fee payable to instructor in
class)

Occupational Health &
Safety Program
Administration
HEX 902-01

Core 3 CEUs CRN No: 22739

Robert Middo, BA, Biology,
Cal/OHSA Consultation &
Enforcement
10 mtgs: Mon 2/26-5/6 (no
class 4/1)
6:50-9:50pm
CSUDH SAC 2103
\$350 (plus \$50 materials
fee payable to instructor in
class)

Violence in the
Workplace: Safety &
Security HEX 913-01

Core 3 CEUs CRN No: 22740

John McCullar.
10 mtgs: Thu 3/21 - 5/30
(no class 4/4)
6:50-9:50pm
CSUDH SBS B203
\$350 (plus \$50 materials
fee payable to instructor in
class)

HAZWOPER 8-hour
Annual Refresher
HEX 914-01 (02) (03)

Elective .8 CEUs

Choose from 3 sessions

914-01 CRN No: 22750

914-02 CRN No: 22751

914-03 CRN No: 22752

Carl Cronin

1 mtg: Sa 2/17 (914-01)
4/20 (914-02)
5/18 (914-03)

8am-5pm
CSUDH SAC 1102
\$95 (plus \$10 materials fee
payable to instructor in
class)

Human Factors &
Ergonomics HEX 920-01

Core 3 CEUs CRN No: 22743

Charles Cacha

5 mtgs: Alternating Sat
2/3-4/30
9am-4pm
CSUDH SBS B203
\$350

Principles of Industrial
Hygiene - Part I
HEX 925-01

Elective

2.4 CEUs

James Unmack & Joseph
Kukla

4 mtgs: Alternating Sat
1/27 - 3/9
9am-4pm
RBCC rm 7
\$250 (plus \$40 materials
fee payable to instructor in
class)

Principles of Industrial
Hygiene - Part II
HEX 926-01

Elective 2.4 CEUs CRN No: 22746

James Unmack & Joseph
Kukla

4 mtgs: Alternating Sat
3/23 - 5/4
9am-4pm
RBCC rm 7
\$250 (plus \$40 materials
fee payable to instructor in
class)

HAZWOPER 4-hour
Awareness Level
CFR1910.120
HEX 951-01 (02) (03)

Elective .4 CEUs

Choose from 3 sessions

951-01 CRN No: 22769

951-02 CRN No: 22770

951-03 CRN No: 22771

Carl Cronin

1 mtg: Sa 2/17 (951-01)
4/20 (951-02)
5/18 (951-03)

8am-5pm
CSUDH SAC 1108
\$65 (plus \$10 materials fee
payable to instructor in
class)

Behavior Safety
Management HEX 952-01

Elective 1.5 CEUs CRN No: 22749

The intent of this course is to
give the student a basic under-
standing of the principles of
Safety Management through
Behavioral Engineering and
Training. The course will focus
on developing and using tools to
implement a Behavior-Based
Safety Process.

John W. Sterritt

5 mtgs: Tue 4/23-5/21
6:30-9:30pm
CSUDH SAC 1104
\$175

CERTIFICATE AWARD IN INTERNET BUSINESS & MARKETING

BUSINESS
CERTIFICATE
PROGRAMS

Certificate Program Class Date Planner

Internet Business
and Marketing
classes meet:

Internet Fundamentals

January 19
or January 26

Surfing The Internet

January 20
or January 27

How to Conduct Business on the Internet

February 2

Building Your Business: Home Page Design Techniques

February 2 & 9

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

Who Should Attend

Anyone who desires to have access to information provided from the Internet can benefit from this program. Participants will learn how the Internet works, how to find and access information, and how to communicate with people from all over the world. People with a message to share, special interest groups, advertising agencies, sales and marketing professionals, small

businessmen, entrepreneurs and all companies who buy any type of advertising will learn how to start sharing their messages and increase sales.

The Certificate

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

The Instructor

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

The Courses

BUSINESS CERTIFICATE PROGRAMS

Internet Fundamentals

CIX 907 Limited to 20

An introduction to the concepts, vocabulary, and intricacies of the World Wide Web.

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

Surfing The Internet

CIX 908

Prerequisite: CIX 907
Limited to 20

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

How to Conduct Business on the Internet

CIX 909

Prerequisite: CIX 908

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

Building Your Business: Home Page Design Techniques

CIX 910

Prerequisite: CIX 908

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

Spring 1996 Schedule

CIX 907 Internet Fundamentals (Lecture)

Limited to 20

Choose from 2 sessions.

CIX 907- 01 Session I

Fri 1/19 # 21606

or

CIX 907-02 Session II

Fri 1/26 #21607

6:30-9:30pm

CSUDH SAC 1107

\$50

CIX 908 Surfing The Internet (Lab)

Prerequisite: Internet Fundamentals.

Limited to 20. Choose from 2 sessions.

CIX 908-01 Session I

Sat 1/20 #21609

CIX 908-02 Session II

Sat 1/27 #21614

9am- 4pm

CSUDH ERC A 115

\$50

CIX 909-01 How to Conduct Business on the Internet

Prerequisite: CIX 908

Limited to 20

1 mtg: Fri 2/2

CIX 909-01 #21619

6:30 - 9:30pm

CSUDH SAC 1107

\$50

CIX 910-01 Building Your Business: Home Page Design Techniques (Lecture/Lab)

Prerequisite: CIX 907 & 908

Limited to 20

2 mtgs: Sat 2/3, Fri 2/9

CIX 910-01 #21621

9am - 4pm (2/3)

6:30 - 9:30pm (2/9)

CSUDH ERC A115

\$100

CERTIFICATE OF COMPLETION IN MEDICAL BILLING

The Field of Medical Billing is ideally suited to the person who wants to start a home business or perform medical billing services for doctors, hospitals or clinics.

Medical Billing I

BMB 101-01 Noncredit

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

Sandra Collins is a medical consultant, a medical billing service owner and a graduate of UC Riverside.

2 mtgs: Sat & Sun 2/3&4
9am-5pm Sat 2/3
9am-2pm Sun 2/4
FCC Rm 7
\$110 (plus \$5 materials fee payable to instructor in class)

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, Medicaid and other private insurance companies
- Managed Care Plans: unraveling the HMO, PPO, & IPA mysteries
- What to do when the insurance company refuses to pay or pays an unacceptable amount of the bill
- Interpreting explanation of benefits (EOB's)

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

Sandra Collins

2 mtgs: Sat-Sun 3/2 & 3
9am-5pm Sat 3/2
9am-2pm Sun 3/3
FCC rm 7
\$110



Medical Insurance Computer Billing

BMB 301-01/02 Noncredit

Medical Insurance Billing I suggested as a prerequisite.

Learn the basics of using a computer in medical insurance billing. Learn how to build a patient information database, how to input patient and insurance information, and the ins and outs of electronic claims submis-

sions that will produce third-party insurance claim forms and patient billing statements. A review the information needed to set up a computerized medical insurance billing practice is included. Previous computer experience is not necessary.

Sandra Collins

Session I BMB 301-01

1 mtg: Sat 3/23

9am-3pm

CSUDH SBS A110

\$100 (plus required text)

Session II BMB 301-01

1 mtg: Sat 3/30

9am-3pm

CSUDH SBS A110

\$100 NOTE: Limited to 20 students per session.

How to Start & Run Your Own Billing Service

BMB 402-01 Noncredit

Medical insurance billing knowledge required

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

Sandra Collins

1 mtg: Sat 5/4

9-5pm

FCC rm 7

\$80 (plus \$5 materials fee payable to instructor in class)

**BUSINESS
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PROGRAMS**

Enroll by phone or fax with MasterCard or Visa (310) 516- 3741

**BUSINESS
CERTIFICATE
PROGRAMS**

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 (SAC) unless otherwise indicated. A parking fee of \$1.50/day is charged on the campus.

The Courses

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

PIX 319 Introduction to Materials Management

Provides a broad overview of the nature of business organizations, the functional structure of a manufacturing company, the planning process, the role played by materials management, and the relationship of the manufacturing function to the marketplace. The basic concepts and specialized vocabulary of this field are covered.

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

PIX 320 Inventory Management & Master Planning

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

PIX 321 Material Requirements Planning & Purchasing

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

PIX 322 Capacity & Priority Management

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

PIX 324 Just-in-Time/Total Quality Control

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

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.

**Winter 1996
Trimester***Begins week of 1/8/96***PIX 319-01 Introduction
to Materials
Management**

Seq No: 22957
Thu 6:30-10pm
CSUDH SAC 1104
\$384

**PIX 319-02 (92)
Introduction to Materials
Management**

Seq No: 22958
Tue 4-6:30pm
CSUDH ERC A103
If taking over TV at a com-
pany site, specify that
you are taking sec 92, seq
no 22959, and add \$90 to
the fee below.
\$384

**PIX 322-01 Capacity and
Priority Management**

Seq No: 22960
Tue 6:30-10pm
CSUDH SAC 1102
\$384

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

Seq No: 22961
Thu 4-6:30pm
CSUDH ERC A103
If taking over TV at a com-
pany site, specify that you
are in sec 91, seq no
22962, and add \$90 to the
fee below.
\$384

**Spring 1996
Trimester***Begins Week of 4/8/96***PIX 319-03 Introduction
to Materials
Management**

Seq No: 30004
Thu 6:30-10pm
CSUDH SAC 1102
\$384

**PIX 319-04 (92)
Introduction to Materials
Management**

Seq No: 30005
Tue 4-6:30pm
CSUDH ERC A103
If taking over TV at a com-
pany site, specify that
you are taking sec 92, seq
no 30006, and add \$90 to
the fee below.
\$384

**PIX 320-01 (91) Inventory
Management & Master
Planning**

Seq No: 30007
Thu 4- 6:30pm
CSUDH ERC A103
If taking over TV at a com-
pany site, specify that
you are taking sec 91, seq
no 30008 and add \$90 to
the fee below.
\$384

**PIX 324-02 Just-in-Time
Quality Control**

Seq No: 30009
Tue 6:30-10pm
CSUDH SAC 1102
\$384

**BUSINESS
CERTIFICATE
PROGRAMS**

**BUSINESS
CERTIFICATE
PROGRAMS**

CERTIFICATE AWARD IN PROFESSIONAL SUPERVISION

Certificate Program Class Date Planner

Professional Supervision Courses meet:

Coaching for Improved Work Performance

February 5 & 12

Understanding & Coping with Different Leadership Styles

February 26 & March 4

Team Building Concepts & Strategies

March 11 & 18

Legal Aspects of Supervisory Action--Legal I

March 25 & April 8

Legal Aspects of Management Functions -- Legal II

April 15 & 22

Appraisal of Individual Performance

April 29 & May 6

Positive Discipline Strategies

May 13 & 20

Who Should Attend

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

The Certificate

Each course in Professional Supervision meets two evenings per week, a total of five hours. Enrollment is accepted on an individual basis, and a certificate of achievement is awarded upon the completion of any six courses, which can be completed in six months time.

The Location

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

Now in Spanish

All courses in the Professional Supervision Certificate Program are also offered in Spanish, on-site instruction only.

The Cost

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

The Instructor

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

The Courses

Success Skills in Supervising Cultural Diversity BUX 973

.5 CEUs

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

Delegation Techniques & Strategies BUX 974

.5 CEUs

Learn techniques to share responsibility, assign authority and extract commitment for improved performance. Reduce the barriers to delegation. Develop accountability through improved personal organization, setting priorities and communicating for measurable results. Recognize characteristics for improved group actions and individual performances. Participate in a lively workshop to practice delegation skills. techniques.

Introduction to the Role of Supervision BUX 975

.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 and motivate.

Enroll by phone or fax with MasterCard or Visa (310) 516- 3741

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

BUX 976 Communication & Listening Skills Workshop
.5 CEUs

This course provides detailed ideas for communication skills required by the supervisor. Learn how to give meaningful work assignments. Listening skills will enable you to be more helpful to others and build per Be able to cope with changing priorities, lack of information, poor planning and changing signals. Learn how to get employees to accept responsibility and develop self-confidence. Develop delegation skills that make your job easier, more effective and more enjoyable for both you and your employees with team-building social 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.

Team-Building Concepts & Strategies BUX 977
.5 CEUs

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

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

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

Coaching for Improved Work Performance BUX 979
.5 CEUs

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

Appraisal of Individual Performance BUX 981
.5 CEUs

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

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

Learn the essentials of leadership and how to recognize the 5 styles, how to apply coping skills for effective response, how to be flexible, and how to develop your own leadership style. By understanding differences in management "styles", participants relate to different actions of the boss, subordinates, customers and contemporaries.

Productivity Motivation BUX 984
.5 CEUs

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

Time Management Strategies Workshop BUX 985
.5 CEUs

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

**BUSINESS
CERTIFICATE
PROGRAMS**

**BUSINESS
CERTIFICATE
PROGRAMS**
**Legal Aspects of Supervisory
Actions - Legal II BUX 986**

.5 CEUs

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

**Conducting Effective Employee
Interviews BUX 994**

.5 CEUs

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

**Legal Aspects of Supervisory
Actions - Legal I BUX 995**

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

**Positive Discipline Strategies
BUX 997**

.5 CEUs

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

**Spring 1996
Schedule**
**Coaching for Improved Work
Performance BUX 979**

.5 CEUs CRN: 22732

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

**Understanding & Coping with
Different Leadership Styles
Workshop BUX 983**

.5 CEUs CRN: 22731

2 mtgs: Mon 2/26 & 3/4
7-9:30pm
CSUDH SAC 1110
\$85

**Team Building Concepts &
Strategies BUX 977**

.5 CEUs CRN: 22730

2 mtgs: Mon 3/11 & 18
7-9:30pm
CSUDH SAC 1110
\$85

**Legal Aspects of Supervisory
Action—Legal I BUX 995**

.5 CEUs

CRN: 22729

2 mtgs: Mon 3/25 & 4/8 (NO
CLASS 4/1)
7-9:30pm
CSUDH SAC 1110
\$85

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

.5 CEUs

CRN: 22728

2 mtgs: Mon 4/5 & 22
7-9:30pm
CSUDH SAC 1110
\$85

**Appraisal of Individual
Performance BUX 981**

.5 CEUs

CRN: 22727

2 mtgs: Mon 4/29 & 5/6
7-9:30pm
CSUDH SAC 1110
\$85

**Positive Discipline Strategies
BUX 997**

.5 CEUs

CRN: 22734

2 mtgs: Mon 5/13 & 20
7-9:30pm
CSUDH SAC 1110
\$85

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

Who Should Attend

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

The Cost

The tuition fee for each three-unit course is \$384. If taken over television, there will be an additional fee of \$90. Textbooks and syllabi are required and are payable in class by check or money order only. Cash will not be accepted.

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

CERTIFICATE IN PURCHASING

PRX 310 Cost/Price Analysis and Negotiation
PRX 330 Public Sector Procurement
PRX 340 Advanced Purchasing Concepts (these courses to be offered in subsequent trimesters)

PRX 200 Purchasing Fundamentals (3)

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

PRX 330 Public Sector Procurement (3)

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

PRX 340 Advanced Purchasing Concepts (3)

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

PRX 310 Cost-Price Analysis and Negotiation (3)

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

Winter 1996 Trimester

Begins week of 1/8/96

PRX 200-01 Purchasing Fundamentals

Seq no: 22963

Wed 6:30-10pm
CSUDH SAC 1102
\$384

PRX 330-01 Public Sector Procurement

Seq no: 22964

Thu 6:30-10pm
CSUDH SAC 1104
\$384

Spring 1996 Trimester

Begins week of 4/8/96

PRX 200-02 Purchasing Fundamentals

Seq no: 30002

Thu 6:30-10pm
CSUDH SAC 1104
\$384

PRX 340-01 Advanced Purchasing Concepts

Seq no: 30003

Thu 6:30-10pm
CSUDH SAC 1102
\$384

BUSINESS
CERTIFICATE
PROGRAMS

Enroll by fax with MasterCard or Visa (310) 516-3971

CERTIFICATE IN TECHNICAL WRITING

BUSINESS CERTIFICATE PROGRAMS

Who Should Attend

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

The Certificate

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

The Location

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

The Courses

Writing Technical Instructions BUX 905

3 CEUs

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

Advanced Technical Writing Topics BUX 907

3 CEUs

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

Technical Writing Fundamentals BUX 935

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.

Spring 1996 Schedule

Writing Technical Instructions BUX 905

3 CEUs

CRN: 22733

Kent S. Pearson

10 mtgs: Tue 2/6-4/23
(no class 4/2 & 9)
6:50-9:50pm
CSUDH SAC 1110
\$165

MASTER OF SCIENCE QUALITY ASSURANCE

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

Anaheim at
Fairmont Private School

**1557 W. Mable Street
Anaheim**
and in

San Diego (please call the MSQA Office at (310) 516-3880 for San Diego Location)

Who Should Attend

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

The Program

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

The Requirements

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

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

Spring 1996 Schedule

On Campus or Over TV

QAS 512-71 Reliability (3)

Seq no: 22945

A. Golant

15 mtgs: Wed 1/31-5/17

11am-2pm

CSUDH ERC E133

\$414 (If taking over TV, register for 22946, sec 91, and add \$90)

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

Seq no: 22940

E. Watson

15 mtgs: Fri 2/2-5/7

11am-2pm

CSUDH ERC E-133

\$414 (If taking over TV, register for 22942, sec 91, and add \$90)

**All MSQA programs
available in-house at
your site.**

**Contact Scott MacKay
(310) 516-3355**

Quality

Enroll by phone or fax with MasterCard or Visa (310) 516- 3741

**BUSINESS
DEGREE
PROGRAMS**

**BUSINESS
DEGREE
PROGRAMS****QAS 520-71 Quality
Cost & Supplier
Evaluation (3)**

Sch no: 22947
W Trappen
15 mtgs: Mon 1/29-
5/20
TBA
TBA
\$414

**QAS 594-71 Quality
Auditing (3)**

Sch no: 22934
TBA
TBA
\$414

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

Sch no: 22948
W. Trappen
1/29-5/20
TBA
\$414

QAS 599-71 Project (3)

Sch no: 22949
E. Watson
1/29-5/20
TBA
\$414

**QAS 600S-72
Continuation
Project(0)**

Sch no: 22950
E. Watson
TBA
\$120

Anaheim**QAS 510-71 Advanced
Probability & Statistics(3)**

Sch no: 22936
15 mtgs: Mon 1/29-5/13
J. Miller
6-9pm
\$414

**QAS 511 Quality Project
Management & TQM (3)**

Sch no: 22939
15 mtgs: Wed 1/31-5/15
Staff
6-9pm
\$414

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

Sch no: 22937
15 mtgs: Tue 1/30-5/14
Staff
6-9pm
\$414

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

Sch no: 22935
J. Speer
15 mtgs: Mon 1/29-5/13
6-9pm
\$414

**QAS 532-71 Quality
Assurance of Service
Delivery Process(3)**

Sch no: 22938
15 mtgs: Tue 1/30-5/14
6-9pm
\$414

San Diego**QAS 510-71 Advanced
Probability & Statistics
(3)**

Sch no: 22941
T. Vaden
7 mtgs: Alternating Sat
Beg 2/3
9am-4pm
\$597

**QAS 515 Human Factors
in Quality Assurance (3)**

Sch no: 22943
E. Watson
7 mtgs: Alternating Sat
Beg 2/3
9am-4pm
\$597

**QAS 516-71 Measuring
& Testing Techniques
(3)**

Sch no: 22944
W. Trappen
7 mtgs: Alternating Sat
Beg 2/3
9am-4pm
\$597

Assurance

Enroll by phone or fax with MasterCard or Visa (310) 516- 3741

MASTER OF SCIENCE IN QUALITY ASSURANCE - SERVICE

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

"The 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

The Program

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

Who Should Attend

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

Convenient Locations

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

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

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)

QAS 599 Project

BUSINESS
DEGREE
PROGRAMS

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BUSINESS
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PROGRAMS

**A
High-Quality
MBA
Program
TELEVISED
ON KLCS
Ch 58
starting
January 13!
Earn an MBA
from The
School of
Management
at California
State
University,
Dominguez
Hills by taking
classes in your
own home over
the weekend!**

All graduate courses will be offered on KLCS (Channel 58 on regular TV from Orange to Ventura counties). Students will have the capability to interact with faculty during class by telephone line and by E-mail through the Internet system at other times. Graduate classes will be broadcast on Saturday and Sunday mornings.

For students holding an undergraduate degree in business from an accredited college or university, the program consists of a total of 30 graduate semester units or 10 graduate level courses, 7 required seminars and 3 elective courses. Each graduate course will be offered on a 14-week trimester basis including two weeks for evaluation and project presentations. Thus, during each 14-week trimester, students will come to campus two Saturday mornings. The remaining 12 sessions will be broadcast over television.

Students who do not already hold an undergraduate degree in business may be required to complete up to 18 units of undergraduate business core or prerequisite MBA course work. The core courses will not be given via television but will be given in 10 week sessions of instructor-directed tutorials which will include three on-campus Saturday afternoon meetings (the 1st, 5th and 10th weeks of the term). The rest of the term, students will interact with the instructor and other students through e-mail, FAX and telephone. Each course carries 2 units of credit.

The Faculty

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 \$597 per graduate course and \$338 per core course. The MBA Office at California State University, Dominguez Hills can answer questions regarding curricula and admissions.

Please call
(310) 516-4162
Fax (310) 516-4178
or E-mail
tvmba@dhvx20.
csudh.edu
for more information.

Compare the value of this program!

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

Call (310) 516-4162 for more information

Business Core Courses (MBA prerequisites) : 18 units

These core courses, each offering 2 units, ensure that all students are current in basic business administration skills and knowledge:

Principles of Management
Principles of Marketing
Business Economics
Business Law
Business Finance
Production Operations
Business Statistics
Financial Accounting
Business Computing

Required Graduate Seminars

21 units or 7 courses

These 3-unit courses provide advanced graduate work:

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

Electives

9 units or 3 courses

These 3-unit courses include topics of contemporary importance to business: management information systems, human resource management, negotiations and conflict management, investment and personal portfolio management, and other subjects will be available.

Admission Requirements

Students will be subject to the same admission requirements as for the on-campus MBA 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. Submit two official copies of transcripts of all previous college work to the MBA Office;
5. 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.

Applicants will be exempt from submitting a GMAT score if:

- they have achieved a minimum 3.20 grade point average in the last sixty upper division semester units earned for the baccalaureate degree or,
- they have completed at least 5 years of verifiable managerial experience or,
- they have earned a master's degree or higher from a regionally accredited college or university.

Earn a Certificate of Completion in Business Management

**via the Internet,
telephone, fax
and
3 on-campus
activity meet-
ings per course.**

Whether you are already in management or if you aspire to a management career, you will benefit from the information you will receive from this series of courses. Anyone wishing to improve his business skills may earn the Certificate--no formal admission to any university is required. Cost of the program is \$169 per credit unit, or \$338 per 2 unit class.

**Call today
for more
information**

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Program available to
businesses & organiza-
tions on site by
ITFS Technology!
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(310) 516-4162**

**BUSINESS
DEGREE
PROGRAMS**

BUSINESS

**Home Inspections
BUX 944-01**

3.5 CEUS CRN: 22768

Home Inspections represents an important new field within the real estate industry. Students will learn how to inspect a home for structural, mechanical, environmental factors which can affect the value of the property. Professionals in Real Estate Marketing, Appraisal, or in positions such as loan agents will benefit greatly from this course. **Michael Gardner, BA**, Morehead State University, is a certified residential appraiser.

14 mtgs: Thu 2/1-5/9 (no class 4/4)

6:30-9pm

FCC rm 7

\$350 (materials cost included in course fee)

Notary Public Seminar

BGB 101-01/02 Noncredit

Want to become a more valuable employee, make additional income, provide customer service for your business or organization, start your own business, or be recommissioned as a Notary? This 1-day workshop is designed to equip participants with everything they need to become a safe and effective Notary. You'll learn: how to pass the "new" test (must be taken every four years), how to prevent lawsuits, how to keep a journal and fill out certificates, and how to find solutions for challenging problems. Class includes legal workshop which highlights new laws.

Carrie Christensen is a Notary and has served as Director of Education for the National Notary Association.

1 mtgs: Thu 2/22 or 2/29

7-9:30pm

FCC rm 8

\$75 (plus \$5 materials fee payable to instructor in class)

**Bookkeeping for a
Small Business**

BSB 104-02 Noncredit

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

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

1 mtg: Sat 3/16

9am-noon

RBCC rm 8

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

**Small Business Tax
Workshop**

BSB 105-02 Noncredit

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

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

David Westerfield

1 mtg: Sat 3/16

9am-noon

RBCC rm 8

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

FCC & RBCC
are in
Redondo Beach!
see maps 75-6

Choose from two
separate sessions

Enroll by phone or fax with MasterCard or Visa (310) 516- 3741

Investment: Basics, Statistics & Optimization BUX 947-01/02

1.25 CEUs BUX 947-01 CRN: 22893

BUX 947-02 CRN: 22894

Prerequisite: elementary algebra (or familiarity with computer spreadsheets or with programmable/graphics calculators).

This course is an introduction to investing and the quantitative investment analysis techniques which are used in modern portfolio analysis and investment management. Topics include: survey of investment alternatives, sources of investment information, mutual funds, analysis of performance data, diversification and risk reduction, asset pricing models, investment portfolio construction, asset allocation, forecasting investment value, planning and saving for retirement, and spending of savings in retirement. The following quantitative analysis techniques are covered: mathematics of finance, probability and statistics, normal and lognormal probability distributions, regression and correlation, matrices, optimization subject to constraints, and use of a computer spreadsheet solver in optimization problems. NOTE: this course is excellent background for those who plan to take *Investment Portfolio Analysis, BUX 987*. Required textbook: *Mathematical Applications for the Management, Life and Social Sciences, 4th ed.* by Harshenbarger and Reynolds. Cost approximately \$66 at CSUDH Bookstore (310) 516-3789; M-Th 8:30am-8:45pm; F 8:30am-4pm; Sa 10am-2pm. UPS delivery available.

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

5 mtgs: Tue 1/30-2/27

6:45-9:30pm

FCC Rm 8

\$59 individual BUX 947-01

\$79 spousal couple BUX 947-02

Investment Portfolio Analysis BUX 987-01/02

1.75 CEUs BUX 987-01 CRN: 22891

BUX 987-02 CRN: 22892

Prerequisites: prior investing experience plus elementary algebra or computer spreadsheets

This is an intermediate to advanced course on investments and the portfolio analysis techniques used by financial analysts and professional money managers. Specific topics include: return and risk description and analysis, matrix formalism for portfolio description and analysis, techniques for calculating the Markowitz efficient frontier, correlation structure of security returns and multi-index models, algorithms for asset allocation, economic utility analysis, other portfolio selection models, international diversification, standard and non-standard forms of capital asset pricing models, securities valuation, and evaluation of the investment process with emphasis on mutual funds. NOTE: the course BUX 947 Investments: Basics, Statistics and Optimization, is recommended for those who have not had an introduction course. Required Textbook: *Modern Portfolio Theory and Investment Analysis, 5th ed.*, by Elton & Gruber. approximately \$69 (\$89 with IBM/Windows software program) at CSUDH Bookstores, (310) 516-3789; M-Th 8:30am-8:45pm; F 8:30am-4pm; Sa 10am-2pm. UPS delivery available.

Bill Jerkovsky.

7 mtgs: Tue 4/16-5/28

6:45-9:30pm

FCC rm 8

\$79 individual BUX 987-01

\$109 spousal couple BUX 987-02

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

Discover Easy Money Strategies for Retirement

BPF 102-01/02

Noncredit

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

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

3 mtgs: Tue 3/12, 19, 26

7-9:30pm

RBCC Rm 7

\$35 individual BPF 102-01

\$45 spousal couple BPF 102-02

Investing in the Stock Market

BIN 101-03/04

Noncredit

Learn how to become a better stock investor in this fast-paced, informative class. Discover proven research techniques and trading strategies, including a simple set of rules which can be used to avoid making the most common investment mistakes. Find out how you can analyze stocks using the latest software for your personal computer. **Steven J. Scerra, BBA**, is 2nd VP and Financial Consultant at Smith Barney in Torrance.

Session I:

1 mtg: Wed 1/31

6:30-8pm

FCC Rm 8

\$20 individual BIN 101-03, \$30 spousal couple, BIN 101-05

Session II:

1 mtg: Wed 2/28

6:30-8pm

FCC Rm 8

\$20 individual, BIN 101-04,

\$30 spousal couple, BIN 101-06

BUSINESS

Enroll by phone or fax with MasterCard or Visa (310) 516-3741

COMPUTERS

COMPUTERS

- 37 Adobe Illustrator, Introduction
- 36 Macintosh Computer, Introduction
- 37 Medical Billing, Computerized
- 36 Pagemaker, Introduction to
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Certificate Program

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How to Choose and Buy a Personal Computer

CCB 101-02 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 3/26
6-9pm
RBCC rm 8
\$30 (plus \$10 materials fee payable to instructor in class)

Introduction to the Macintosh Computer

CCB 106-01 Noncredit

If you know nothing about the Macintosh, this is the workshop for you. Learn the fundamental terminology, hardware, and system of the Macintosh. Learn basic information such as how information is organized, stored, accessed, how to work the mouse and keystroke commands, how to work with diskettes and the internal hard drive, loading and working with software, etc. You will work with real software and get hands-on experience working with the Macintosh just as you will need to do at home or at work. Come with your own requests, we will try to accommodate your needs.

No Macintosh experience necessary. In order to save your class activities, either bring a new, unformatted 3 1/2" diskette (either double density or high density), or purchase one in class.

Bernard W. Baker, Professor of Art, CSUDH.

Enrollment limited to 25 students

1 mtg: Sat 4/27
9am-4pm
CSUDH SCC E-139
\$50 (does not include diskette)

For those who want to learn your way around the Internet, see page 19

Certificate in Internet Business & Marketing

Any one of the four classes may be taken separately.

Introduction to PageMaker

CCB 105-01 Noncredit

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

Bernard W. Baker, Professor of Art, CSUDH.

Enrollment limited to 25 students

1 mtg: Sat 3/30
9am-4pm
CSUDH SCC E-139
\$50

FCC & RBCC are
in
Redondo Beach!
See Maps 75-6

Enroll by phone or fax with MasterCard or Visa (310) 516- 3741

Introduction to QuarkXPress on the Macintosh

CCB 103-01 Noncredit

Learn QuarkXpress 3.3, the most popular and powerful page layout software available. Designers, illustrators, writers, publishers, public relations and marketing people--anyone working with graphic layout will benefit from this workshop. In this two-day workshop you will work with real print media graphic projects such as an ad and a brochure. You will learn the fundamental of page setup, tool functions, use of type, graphic and photo images, working with master pages, page editing, and much more. Each session will consist of demonstration and hands-on activities, so that you can put your experience to use immediately on any graphic project you need. In order to save your computer work, please come with a 3 1/2" high density diskette, or purchase one in class. Macintosh experience is not necessary.

Maximum: 15 students
Bernard Baker

2 mtgs: Sat 2/24 & 3/2
9am-4pm
CSUDH SCC E127
\$100 (does not include diskette)

Introduction to Adobe Illustrator

CCB 104-01 Noncredit

This illustration software is one of the most popular today. Illustrators, designers, artists, and many others in the art area use this powerful illustration software to create art work and commercial illustrations. Learn the fundamentals of Illustrator to create your own art work or either business or pleasure. This workshop will cover the basic tools, the unique drawing rules, the tools used for transformation, color application, and the fundamental structure and process to actually create an illustration. Workshop projects will be realistic. The workshop will use Macintosh computers. No computer experience is necessary. (Please provide a 3.5-inch high density diskette on which to store your computer projects... or one may be purchased in class) Enrollment limited to 20.
Bernard Baker.

2 mtgs: Sat 4/11 & 18
9am-4pm
CSUDH SCC E139
\$100 (does not include diskette)

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 database, how to input patient and insurance information, and the ins and outs of electronic claims submissions that will produce third-party insurance claim forms and patient billing statements. A review the information needed to set up a computerized medical insurance billing practice is included. Previous computer experience is not necessary. **Sandra Collins** is Vice President of Giles & Associates, a medical consultant, a medical billing service owner and a graduate of UC Riverside.

Session I BMB 301-01
1 mtg: Sat 3/23
9am-3pm
CSUDH SBS A110
\$100 (plus required text)

Session II BMB 301-01
1 mtg: Sat 3/30
9am-3pm
CSUDH SBS A110
\$100 (plus required text)
NOTE: Limited to 20 students per session.

Computer skills can enhance your career!

Learn desktop publishing, illustration and graphic design or how to master the basics of computer billing. See the information on these pages.

COMPUTERS

See other Medical Billing courses on page 21: Certificate of Completion in Medical Billing

DISTANCE LEARNING

**SPRING
1996**

DISTANCE
LEARNING

ITFS COURSES

California State University, Dominguez Hills is one of the leading campuses delivering university courses over television. All of our courses are broadcast live. Students can call in and talk with the instructors during class. Classes can be seen on Paragon Cable Television (Ch. 54) in the South Bay, Copley Colony Cable Television (Ch. 48) in the Harbor area and at many businesses and industry sites which receive our ITFS signal. The teacher education courses and two MBA classes can also be seen on KLCS-TV UHF Channel 58.

Interactive Instructional Television Courses

**Interdisciplinary
Studies
Behavioral Science
Quality Assurance
Production &
Inventory Control
Teacher Education
Business
Administration
MBA Classes**

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

**BEH 505-91 Computer
Application (4)**

C. Bossler
10 mtgs: Wed/2 Sat Beg
1/10
6:30-9:45pm
\$672 (Special Sessions
Registration Form)

**BEH 507-91 Research
Design (4)**

J. Wingard
12 mtgs: 10 Mon/2 Sat Beg
1/8
6:30-9:45pm
\$672 (Special Sessions
Registration Form)

**BEH 535-91 Organizational
Conflict (3)**

R. Eber
9 mtgs: 7 Wed/2 Sat Beg
4/10
6:30-9:45pm
\$504 (Special Sessions
Registration Form)

**M.S. in Quality
Assurance**

QAS 512-91 Reliability (3)

A. Golant
15 mtgs: Wed Beg 1/31
11am-1:45pm
\$504 (Special Sessions
Registration Form)

**QAS 515--91 Human
Factors in Quality
Assurance (3)**

G. Watson
15 mtgs: Fri Beg 2/2
11am-1:45pm
\$504 (Special Sessions
Registration Form)

**B.A. in Interdisciplinary
Studies (PACE)**

**IDS 326-95 USA: Rising or
Declining Society? (3)**

D. Heifetz
15 mtgs: Tue Beg 1/30
6:30-9:00pm
\$504 (Special Sessions
Registration Form)

**Certificate in
Production & Inventory
Control**

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

J. Hall
13 mtgs: Tue Beg 1/9
4-6:30pm
\$474 (Extension
Registration Form)

**PIX 319-94 Introduction
to Materials
Management (3)**

J. Hall
13 mtgs: Tue Beg 4/9
4-6:30pm
\$474 (Extension
Registration Form)

Enroll by phone or fax with MasterCard or Visa (310) 516- 3741

PIX 324-91 Just-in-Time/TQM (3)

Staff

13 Mtgs: Thu Beg 1/11

4-6:30pm

\$474 (Extension Registration Form)

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

Staff

13 Mtgs: Thu Beg 4/11

4-6:30pm

\$474 (Extension Registration Form)

Teacher Education Courses***GED 535-91 Computers in Education (3)**

P. Desberg

16 mtgs: 15 Tue/1 Sat Beg 1/30

7-9:30pm

\$474 (Open University - call for Bulletin)

***TED 407-91 Language Learning (3)**

S. Russell

16 mtgs: 15 Wed/1 Sat Beg 1/31

7-9:30pm

\$474 (Open University - call for Bulletin)

KLCS MBA Program***FIN 502-91 Seminar in International Business**

Staff

14 mtgs: Sat Beg 1/13

9am-noon

\$597 (Special Sessions Registration Form)

***BUS 595-91 Sem in Personal Financial Management (3)**

R. Ulivi

14 mtgs: Sun Beg 1/14

9am-noon

\$597 (Special Sessions Registration Form)

* can also be seen on KLCS UHF Channel 58

**CODEC
(TWO-WAY)
DISTANCE
LEARNING
COURSES****PACE Classes**Receive Site: Coastline
Community College

Center, Fountain Valley

HUM 310-96 Lives of Faust (3)

J. Jeffers

15 mtgs: Tue Beg 1/30

7-9:45pm

\$474 (Open University - call for Bulletin)

IDS 255-96 Language & Methods of Science (3)

C. Jacobs

15 Thu Beg 2/1

7-9:45pm

\$474 (Open University - call for Bulletin)

IDS 336-96 War in World Literature (3)

S. Ko

5 mtgs: Sat 3/9, 23; 4/13, 27;
5/11

8:30am-6pm

\$474 (Open University - call for Bulletin)

**Coming
Fall '96**

Cross Country Wireless Cable Television will broadcast our courses in Los Angeles and Orange County. Cross Country subscribers will be able to earn a BA degree, take teacher education courses, and complete any one of three Masters Degrees, all from the comfort of their living rooms.

Check your newspaper to find out how you can get Cross Country Wireless Cable in your home.

CSUDH Video Conferencing Facilities are now available to the public

- Access to Sprint Meeting Rooms Nationwide
- Full ISDN Dial-Up Capability
- Comfortable room
- 40-inch TV's
- Food service

For more information, call the Division of Extended Education, Distance Learning Program at (310) 516-4288

**DISTANCE
LEARNING****Enroll by phone with MasterCard or Visa (310) 516- 3741**

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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 credentialled and have advanced degrees. The programs are constantly updated for the most recent forms of the exams.

Fees paid for these test preparation courses do not include payment and registration for the actual exam. For information on registration for the exams, call the CSUDH Testing Office at (310) 516-3909.

All workshops cover the most recent areas. Students may repeat classes at no charge.

GRE (Graduate Record Examination) Review

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

NOTE: There is no written form of the GRE in January, May or July. Students who elect to take the GRE during this time must apply for

COMPUTER-BASED GRE TESTING. For further information call ETS at (800) 808-0090 or (800) 967-1100.

GRE Review for April 13 Exam

Session I
XGR 101-01 Noncredit
4 mtgs: Sat 3/9, 16, 23, 30
9am-1pm
CSUDH SAC 1104
\$185

Special May Session

Session II
XGR 101-02 Noncredit
4 mtgs: Sat 4/27, 5/4, 11, 18
9am-1pm
CSUDH SAC 1104
\$185

GMAT (Graduate Management Admission Test) Review

(including the new Analytical Writing Assessment)

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

GMAT Review for January 20 Exam

Session I
XGM 101-01 Noncredit
4 mtgs: Sat & Sun 1/6,7,13, 14
9am-3pm
CSUDH SAC 1102
\$195

Enroll by phone with MasterCard or Visa (310) 516- 3741

GMAT Review for March 16 Exam

Session II

XGM 101-02 Noncredit

4 mtgs: Sat 2/10, 24, 3/2, 9 (no class 2/17)

9am-3pm

CSUDH SAC 1102

\$195

GMAT Review for June 15 Exam

Session III

XGM 101-03 Noncredit

4 mtgs: Sat 5/11, 18, 6/1, 8 (no class 5/25)

9am-3pm

CSUDH SAC 1102

\$195

CBEST (California Basic Educational Skills Test) Review

These workshops are designed to assist students and teachers in preparation for the NEW ADMINISTRATION OF 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. The CBEST exam is now administered by National Evaluation Systems. For further information about test application call (916) 928-0212.

CBEST Review for February 10 Exam

Session I

XCB 101-01 Noncredit

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

9am-3pm

CSUDH SAC 1106

\$165

CBEST Review for April 20 Exam

Session II

XCB 101-02 Noncredit

3 mtgs: Sat 3/23, 30, 4/13 (no class 4/6)

9am-3pm

CSUDH SAC 1102

\$165

CBEST Review for June 15 Exam

Session V

XCB 101-05 Noncredit

3 mtgs: Sat 5/18, 6/1, 8 (no class 5/25)

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 as they are allowed on the new SAT I.

SAT Review for May 4 Exam

XSA 101-01 Noncredit

3 mtgs: Sat 4/13, 20, 27

9am-12:30pm

RBCC rm 8

\$125

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 February 3 Exam

Session I

XMS 101-01 Noncredit

3 mtgs: Sat-Sun-Sun 1/20, 21, 28

9am-4pm

CSUDH SAC 1104

\$195

MSAT Review for May 4 Exam

Session II

XMS 101-02 Noncredit

3 mtgs: Sat-Sun-Sun 4/20, 21, 28

9am-4pm

CSUDH SAC 1102

\$195

EDUCATION

CERTIFICATE IN EARLY CHILDHOOD EDUCATION

CERTIFICATE IN EARLY CHILDHOOD EDUCATION DATE PLANNER

EDUCATION

Child, Family and Community

Monday, January 29-May 20

Workshop in Teaching Methods: Language & Literature for Young Children

Wednesday, February 7 -
March 6

Workshop in Teaching Methods: Multicultural Perspectives for Teachers of Young Children

Wednesday, March 13 -
April 17
(no class April 3)

Workshop in Teaching Methods: Anti-Bias Curriculum for Young Children

Wednesday, April 24 - May
22

Who should attend

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

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 enroll in any courses listed. Students have the option of earning a Certificate in Teaching or in Administration. A Certificate in Teaching is earned by completing 12 units: two core courses and two specialization courses (in either Infant or Preschool Program Development). A Certificate in Administration is earned by completing 15 units: three core courses and two specialization courses (in either Infant or Preschool Program Development). Program may be completed in one year.

Location

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

The Courses -- All Students (required core courses)


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

Administration only:

TEX 356 Early Childhood
Administration and Supervision
(3)

Specialization Courses:

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



RBCC is in
Redondo Beach!
See map
page 75

Enroll by phone with MasterCard or Visa (310) 516- 3741

Child, Family and Community TEX 355-01

3 ext units CRN: 22735

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 1/29- May 20
(no class 2/19 and 4/1)
6:30-9:30pm
RBCC rm 7
\$384

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

1 ext unit CRN 22736

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

Shirley Russell, BA CSULB in Education, MA, Elementary teacher for 27 years, is owner of a children's bookstore.

5 mtgs: Wed 2/7-3/6
6:30-9:30pm
RBCC rm 7
\$128

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

1 ext unit CRN: 22767

Design and development of classroom to meet multicultural needs of young children. Includes methods of infusing multicultural education into the curriculum. Addresses strategies for instruction and guidelines for the selection and use of appropriate materials.

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

5 mtgs: Wed 3/13-4/17 (no class 4/3)
6:30-9:30pm
RBCC rm 7
\$128

TEX 425-03 Workshop in Teaching Methods: Anti-Bias Curriculum for Young Children

1 ext unit CRN: 22766

Centers and schools in southern California serve a population which is diverse culturally and linguistically. Understanding these differences and responding to children and families in a culturally and linguistically sensitive way is a challenge. This course will examine issues, resources and strategies to support teachers to plan and behave in un-biased ways and to implement an Anti-Bias curriculum for young children. **Doratheia Gillingham**, Ph.D., MA, California State University, Dominguez Hills is a Head Start Specialist with the Los Angeles County Office of Education.

5 mtgs: Wed 4/24-5/22
6:30-9:30pm
RBCC rm 7
\$128

EDUCATION



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.

CERTIFICATE IN COMMUNITY COLLEGE TEACHING

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 1996 Schedule

GED 548-71 Effective College Teaching

Sch no: 22917 3 sem units

P. McKenna

6 mtgs: Sat 3/16-4/20

9am-4pm

CSUDH

\$360

GED 549-71 The Community College

Sch no: 22918 2 sem units

N. Doffoney

4 mtgs: Sat 2/3-2/24

9am-4pm

CSUDH

\$240

GED 594S-71 Community College Teaching Internship

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

Sch no: 22919 3 sem units

T. Giannotti

TBA

\$360

COMMUNITY COLLEGE TEACHING CERTIFICATE PROGRAM DATE PLANNER

The Community College

Saturdays,
February 3 - 24

Effective College Teaching

Saturdays,
March 16 - April 20

Community College Teaching Internship

Dates to be arranged by coordinator and participant

EDUCATION

CERTIFICATE IN URBAN SETTINGS COUNSELING

The Urban Settings Counselor Certificate consists of four courses for a total of 12 semester units (180 hours). The Certificate will be of interest to Pupil Personnel Services credentialed counselors who seek specialized, experiential training for counseling in diverse, urban environments.

Admission Requirements

- Possession of a valid Pupil Personnel Services Credential
- Must be affiliated with the Partnership Training Program for Counselors

Cost

\$360 per 3-unit course or \$120 per unit.

Degree Option

If the student meets the requirements for the masters program, s/he may apply nine units from the certificate courses toward the Master of Arts in Education, Counseling Option, degree.

Course Requirements for the Urban Settings Counselor Certificate

GED 544 Seminar in Behavior Change (3) (Multicultural Emphasis)

GED 583 Seminar in Career and Vocational Guidance (3)

GED 583 Seminar in Techniques of Group Counseling (3)

GED 584 Seminar in Counseling Children and Adolescents (3)

Note: Each of the above courses has a fieldwork component that can be met at the counselor's own site, under the direction of a PPS-credentialed supervisor.

Proposed Schedules for One (1995-1996) or Two-Year (1995-1997) Programs:

One Year Program

Fall (10 wks/90 hrs)

Friday 3 hrs
Saturday 6 hrs

Spring (10 wks/90 hrs)

Friday 3 hrs
Saturday 6 hrs.

Two Year Program

Fall (5 wks/45 hrs)

Friday 3 hrs
Saturday 6 hrs

Spring (5 wks/45 hrs)

Friday 3 hrs
Saturday 6 hrs

Note: The 3-hour and 6-hour time frames may be changed to 3 and one-half hour and 5 and one-half hour time frames.

For more information on the Certificate in Urban Settings Counselor Certificate, please call: (310) 516-3524.

EDUCATION

CREDENTIAL IN DESIGNATED SUBJECT ADULT EDUCATION TEACHING

TED 422 Methods and Materials of Adult Education

3 sem units
Course covers
instructional

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

TED 423 Supervised Field Experience in Adult Education

3 sem units

Prerequisites: TED 421 and TED

422 are recommended

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

TED 424 Counseling & Guidance for Teachers of Adult Education

3 sem units

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

Spring 1996 Schedule

TED 423-71 Supervised Field Experience in Adult Education (3)

G. Kobata Sch no: 22932

10 mtgs: Fri 2/9-5/17

4-8pm

CSUDH rm SCC E145

\$414

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

R. Ross Sch no: 22933

7 mtgs: Sat 2/10-3/23

9am-3pm

CSUDH rm SBS B101

\$414

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 101 equivalent) or exam.

Program Requirements and Courses for a Clear Credential

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

The Location

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

The Cost

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

The Courses

TED 421 Principles of Adult Education

3 sem units

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

Register for these classes using Special Sessions Form on page 64

CERTIFICATE IN SPECIAL EDUCATION RESOURCE SPECIALIST

Who Should Attend

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

The Certificate

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

Admission Requirements

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

Location

All classes held on the CSUDH campus in Carson.

Certification Requirements

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

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

EDUCATION

Open University

EDUCATION

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

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

For further information contact:

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

American Language and Culture Program

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

FOUR PROGRAMS

49 ESL FOR
PROFESSIONALS
PROGRAM (EPP)

50 Work-Site
Programs (WSP)

50 Intensive English
Program (IEP)

51 Short-Term
Programs: (STP)

1 ESL for Professionals Program (EPP)

EPP is designed for non-native speakers living in the Los Angeles area who need improvement in specific English language and cultural skills. A series of courses is offered every semester that addresses the specific language needs of adults who need

improved English skills to function better on their jobs or in general social situations. Investment in these courses will pay off in a more effective performance on the job. Spring courses below are targeted towards adults who already have an intermediate level mastery of spoken English. Classes are conveniently held evenings and weekends for the working professional. Beginning through advanced level courses will be offered in the future.

ENGLISH
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Conversation II: Intermediate-Advanced Level

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

15 mtgs: Sat 1/27 - 5/11
(no class 4/6)

10am-1pm
CSUDH SAC
\$295

For more information:

Tel: (310) 516-3830

Fax: (310) 516-4418

E-mail: jthaxton@DHVX20.csudh.edu

WORLD WIDE WEB:

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

To register: Tel. (310) 516-3741

Enroll by phone with MasterCard or Visa (310) 516- 3741

Pronunciation Improvement for Speakers of Asian Languages

This course is focused on the specific pronunciation problems of Speakers of Asian Languages. Students work on pronunciation of specific sounds, intonation patterns, syllabic stress and other spoken elements in American

English that pose special difficulties. A list of the exact sounds and patterns that cause problems for each student's

language (Korean, Mandarin, Japanese, Vietnamese, etc.) will be provided and used as a guide for independent work. A simple presentation on the American English sound system will be offered to help each student recognize and understand the difference between the sound systems of his native language and English. A variety of language activities, such as pair and group work, tape recordings and exercises, will be used to increase pronunciation proficiency. Students will be encouraged to use the University's Learning Laboratory for further intensive practice.

15 mtgs: Sat 1/27 -5/11
(no class 4/6)

10am-1pm
CSUDH SAC
\$295

2 Work-Site Programs (WSP)

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

3 Intensive English Program (IEP)

IEP offers an eight-week intensive English language program five times a year for students with academic or professional goals, including passing the TOEFL for entrance into an American university. The 20-hour per week IEP (9am-1pm daily) offers a coordinated program of conversation, grammar, writing, reading/vocabulary, pronunciation and listening. Students from all over the world enroll in this multi-level program and can continue to improve their skills by advancing from session to session. Qualified students from outside the U.S. are eligible for a student visa. Individual courses may also be taken by students. A certificate of achievement is awarded after successful completion of at least one session. Language skills studied are:

Conversation

Conversation Skills offers extensive individual student practice in speaking. Students learn to use authentic language in situations related to work, school, leisure and social life. They are encouraged to express their thoughts and ideas, plus their wants and needs, in classroom situations that make extensive use of pair work, small-group discussions,

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and information-sharing activities. These face-to-face discussions simulate real-life social interaction, encouraging the use of eye contact, exclamations, questions, accurate intonation and emotional tone. 24 meetings per session.

Writing

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

Pronunciation

The Pronunciation class helps develop clear pronunciation and American English intonation patterns for increased spoken comprehension. Students learn acceptable pronunciation of single vowel and consonant sounds, groups of sounds, stress patterns in words, and intonation patterns

in sentences. Students have the opportunity to listen and practice with tapes and to express their own views and opinions under the teacher's guidance. Students receive personal attention and special homework assignments focused on their specific pronunciation and intonation problems. Further pronunciation work can be done in the University's learning laboratory. 24 meetings per session.

Grammar

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

Reading & Vocabulary

The focus of Reading & Vocabulary is to help students increase their vocabulary within the context of meaningful, high-interest readings. Each student will learn the skills needed to find the meanings of unfamiliar words and then incorporate them

into active, everyday use. Reading and vocabulary skills will be practiced through an integrated approach that uses a variety of topics, genres, moods and styles. Interesting subjects will be read and then examined through paired discussions, small group work and whole-class activities. 16 meetings per session.

Listening Skills

The Listening Skills class allows students to develop their aural skills in a supportive, active environment. Each student is given the opportunity to participate in a variety of in-class activities using tapes, videos and guest speakers. Students listen to and learn how to appropriately respond to questions presented in meaningful language contexts. Each listening exercise allows students to progress from controlled listening activities to more complex ones. Each student will be expected to strengthen his listening skills outside the classroom through assignments involving TV, radio and community service projects that require interaction with American speakers. Additional practice is available through tapes in the University's Learning Labs. 16 meetings per session.

Optional Afternoon Classes

- TOEFL Preparation
- Computer, e-mail, WWW and Internet
- Video, Films
- Conversation Partners

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4 Short-Term Programs: (STP)

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

Adult Programs

Aviation English

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

Business English

Conversation and American Culture

Young Students Programs

Children's Conversation Program: Ages 8 - 12

Youth Conversation Program: Ages 13 - 17

ESL Teachers' Programs

Speaking/Pronunciation Development for ESL Teachers

TESL Methodology, Theory and Textbooks (Summer 1996)

1996 Schedule Intensive English Language Program

Spring Semester	Class Dates (Mon-Fri)	Weeks	Tuition	Orientation (Wednesdays)
Session A	January 29-March 22	eight	\$1,300	January 24
Session B	April 1- May 29	eight	\$1,300	March 27
Sessions A + B		sixteen	\$2,500	
Summer Semester	Class Dates	Weeks	Tuition	Orientation
Session A only	June 10 - August 2	eight	\$1,300	June 3
Fall Semester	Class Dates	Weeks	Tuition	Orientation
Session A	August 19 - Oct. 11	eight	\$1,300	August 14
Session B	October 21 - Dec 13	eight	\$1,300	October 18
Sessions A + B		sixteen	\$2,500	

1996 SUMMER SESSION: TWO- TO EIGHT-WEEK PROGRAMS

Adult Programs: 18 Years or Older

Aviation English	A) June 10 - July 5	4 weeks	\$360
Mon/Wed/Fri 9 hours weekly	B) July 8 - Aug. 2	4 weeks	\$360
Beginning & Intermediate Levels	Sessions A + B		\$690
(Can be combined with 8-week Intensive Program June 10-August 4)			
Business English	July 22 - Aug. 16	4 weeks	\$720
Mon-Fri 20 hours weekly			
Intermediate & Advanced Levels			
Conversation & American Culture	A) July 8 - 26	3 weeks	\$430
Mon-Thurs 16 hours weekly	B) July 29-Aug.16	3 weeks	\$430
Beginning & Intermediate	Sessions A + B		\$795

Young Students Programs: 8 - 17 Years Old

Children's Conversation Program	A) July 1 - 12	2 weeks	\$360
(ages 8-12) Mon-Fri 20 hours weekly	B) July 15 - 26	2 weeks	\$360
Beginning & Intermediate	C) July 29 - Aug. 9	2 weeks	\$360
Chaperons required	Sessions A + B + C		\$995
Youth Conversation Program	A) July 1 - 12	2 weeks	\$360
(ages 13-17) Mon-Fri 20 hours weekly	B) July 15 - 26	2 weeks	\$360
Beginning & Intermediate	C) July 29 - Aug. 9	2 weeks	\$360
Chaperons required	Sessions A + B + C		\$995

ESL Teachers' Programs

Speaking/Pronunciation for ESL Teachers	July 1 - July 12	2 weeks	\$450
Mon-Fri 25 hours weekly			
Intermediate & Advanced English Levels			
TESL Training:			
Methodology, Theory and Texts	A) July 15 - July 26	2 weeks	\$450
	B) July 29 - Aug 9	2 weeks	\$450
Speaking/Pronunciation + TESL			
Mon-Fri 25 hours weekly	Intermediate & Advanced English Levels		\$900

Enroll by fax with MasterCard or Visa (310) 516- 3971

HEALTH & PSYCHOLOGY

- 59 Abandoning Parent and the Broken-Hearted Child
- 55 Advanced Practicum
- 55 Alcoholism -- Introduction
- 59 Balance Your Life Through Natural Foods and Herbs
- 59 Child Abuse -- Assessment & Treatment
- 55 Counseling Techniques - Introduction
- 55 Family Dynamics
- 55 Individual Counseling Techniques
- 55 Perspectives on Drug Abuse
- 55 Treatment of Eating Disorders

Certificate Programs

- 53 Alcohol and Drug Counseling
- 56 Orthotics
- 57 Orthotics and Prosthetics

Degree Programs

- 56 Bachelor of Science in Nursing -- MEU
- 60 Master of Science in Health Science, Physician Assistant Option

CERTIFICATE IN ALCOHOL AND DRUG COUNSELING

CERTIFICATE IN ALCOHOL AND DRUG COUNSELING

DATE PLANNER

Spring Application Submission Deadline
January 6, 1996

Orientation
Thursday, January 18, 1996

Introduction to Alcoholism
Mondays, January 29 -
May 20 (no class 2/19 & 4/1)

Introduction to Counseling Techniques
Wednesdays, January 31 -
May 22 (no class 4/3)

Individual Counseling Techniques
Wednesdays, January 31 -
May 22 (no class 4/3)

Perspectives on Drug Abuse
Tuesdays, January 30 -
May 21 (no class 4/2)

Family Dynamics
Thursdays, February 1 -
May 23 (no class 4/4)

Advanced Practicum
Tuesdays, January 29 -
May 21 (no class 4/2)

Treatment of Eating Disorders
Mondays, January 29 -
May 20 (no class 2/19 & 4/1)

Who Should Attend

Applicants should have completed at least 2 years of college or have at least 2 years of work experience in a health or human service agency. If the applicant is a recovering substance abuser, two years of continuous sobriety is strongly recommended.

Prospective students must complete an application form and supply transcripts and letters of recommendation.

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

Enroll by phone with MasterCard or Visa (310) 516- 3741

Location

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

The Cost

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

The Courses

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

Spring Application Submission Deadline

January 6, 1996

Orientation

Thursday, January 18, 1996
6:30pm CSUDH campus SAC 1106. Attendance required for newly admitted students.

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

ADX 303 Perspectives on Drug Abuse: Counseling the Substance Abuser

3 ext units

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

Semester III

ADX 304 Group Counseling Techniques

3 ext units

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

ADX 305 Introductory Practicum

2 ext units

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

Semester IV

ADX 306 Family Dynamics

3 ext units

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

ADX 307 Advanced Practicum

2 ext units

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

ADX 308 Treatment of Eating Disorders

3 ext units

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

Spring 1996 Schedule**ADX 300-01 Introduction to Alcoholism**

3 ext units CRN: 22783

Mary Cook-Lund, MA
Psychology, 20 years experience in the practice and teaching of clinical psychology specializing in addictions, and instructor for CSUDH since 1978.

16 mtgs: Mon 1/29-5/20
(no class 2/19 and 4/1)
6:30-9:30pm
CSUDH SAC 1102
\$384

ADX 301-01 Introduction to Counseling Techniques

3 ext units CRN: 22784

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

16 mtgs: Wed 1/31-5/22 (no class 4/3)
6:30-9:30pm
CSUDH SAC 1104
\$384

ADX 302-01 Individual Counseling Techniques

3 ext units CRN: 22785

Mary Cook-Lund

16 mtgs: Wed 1/31-5/22 (no class 4/3)
6:30-9:30pm
CSUDH SAC 1106
\$384

ADX 303-01 Perspectives on Drug Abuse

3 ext units CRN: 22786

Michel LaBleu has served in counseling programs and led workshops throughout Southern California.

16 mtgs: Tue 1/30-5/21 (no class 4/2)
6:30-9:30pm
CSUDH SAC 1106
\$384

ADX 306 Family Dynamics

3 ext units CRN: 22787

Mary Cook-Lund, MA
16 mtgs: Thu 2/1-5/23
(no class 4/4)
6:30-9:30pm
CSUDH SAC 1108
\$384

ADX 307-01 Advanced Practicum

2 ext units CRN: 22788

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

16 mtgs: Tue 1/30-5/21
(no class 4/2)
6:30-9:30pm
CSUDH SAC 1108
\$256

ADX 308-01 Treatment of Eating Disorders

3 ext units CRN: 22789

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

16 mtgs: Mon 1/29-5/20
(no class 2/19 & 4/1)
6:30-9:30pm
CSUDH SAC 1108
\$384

HEALTH
SCIENCES &
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CERTIFICATE PROGRAM IN ORTHOTICS

The Orthotics Department at Rancho Los Amigos Medical Center, in affiliation with California State University, Dominguez Hills, offers a one-year certificate course in orthotics. This program, which is accredited by

the National Commission on Orthotic and Prosthetic Education, is designed to train students in the

field of orthotics: the profession of designing, fabrication and fitting of orthopedic appliances for the physically handicapped. Students receive a mixture of practical laboratory instruction, classroom didactics, and exposure to patients in a wide variety of clinical situations. Students rotate through various services to acquaint them with the more prevalent pathologies and treatment philosophies. This course is designed for applicants who have a bachelor's degree.

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

For more information, contact:

**D. Clark,
Rancho Los Amigos
Orthotics Department
7450 Leeds St.
Downey, CA 90242
(310) 940-7655**

In addition to this program offering, Extended Education also offers an on-campus program in a comprehensive Orthotics/Prosthetics course as part of Special Sessions.

See information on page 57.

The Statewide Nursing Program Goes National!

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

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

HEALTH
SCIENCES &
PSYCHOLOGY

CERTIFICATE PROGRAM IN ORTHOTICS AND PROSTHETICS

The Orthotics and Prosthetics Program in the Health Science Department at California State University, Dominguez Hills now offers a Certificate Program consisting of a nine-month curriculum in either Orthotics or Prosthetics, and will fulfill the unmet need for practitioners who provide orthotic and prosthetic rehabilitations to individuals requiring custom made orthotic braces and artificial limbs.

Who May Attend

Up to fourteen students will be admitted to each Certificate class. Applicants must possess a bachelors degree, preferably in a health-related major, and must also meet the special criteria for admission established by the Admissions Review Committee. Prerequisites and course content for the Certificate Programs in Orthotics and Prosthetics will adhere to the Essentials and Guidelines for an Accredited Educational Program for the Orthotist and Prosthetist approved by the National Commission on Orthotic and Prosthetic Education (NCOPE) in 1993.

Prerequisites

(Introductory College Level Acceptable)	
Course	Minimum req.
Biology	3 units
Chemistry	3 units
Physics	3 units
Psychology	3 units
Computer Science	3 units
Algebra	
or Higher Math	3 units
Human Anatomy & Physiology with lab	6 units

Certain prerequisites may be waived or taken concurrently with Certificate courses, with consent of the Director.

About the Program

The Orthotics and Prosthetics Program at California State University, Dominguez Hills offers the highest quality baccalaureate level degree available in orthotics and prosthetics. The Program has developed and refined its teaching materials, attracted a highly-respected director and clinical faculty, matriculated its first six classes of students, developed strong program, student and faculty evaluation procedures, and engaged in active minority, disabled, and women recruitment.

The Program has continued in a close clinical affiliation with Rancho Los Amigos Medical Center, and in 1994 entered into a clinical affiliation agreement with the Long Beach Veterans Medical Center.

Two Options

The Prosthetic Certificate is now being offered, and the Orthotic Certificate will begin in late August, 1996. Each discipline will consist of one academic year credit, or 30 Carnegie units. A successful applicant may pursue both Certificates sequentially, with a summer off between classes, but applications are only accepted for one Certificate class at a time.

The Cost

Tuition of \$331 per unit, half payable at the time classes start, with the balance due the following January 1. Scholarship assistance may be available. Books and course materials will cost up to \$300 per semester.

HEALTH
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PSYCHOLOGY

APPLICATION DEADLINE FOR FALL CLASSES: APRIL 1, 1996

Please contact the Orthotics and Prosthetic Department at (310) 516-3818 to obtain more information and to request an application for the program.

HEALTH
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Prosthetic Option Only 30 units

Fall Year One

Units

HEA 240* Lower Limb Biomechanics & Kinesio	3
HEA 250* Normal & Pathological Gait	2
HEA 350 Below Knee Prosthetics I	3
HEA 354 Above Knee Prosthetics I	3
HEA 491 Research & Seminar in O&P	1
HEA 493* O&P Preceptorship	2

Winter Session (3-wk intensive)

HEA 355 Practice Management for O&P	2
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Spring

HEA 450 Upper Limb Prosthetics	3
HEA 242* Upper Limb Biomechanics and Kinesio	2
HEA 352 Below Knee Prosthetics II	3
HEA 452 Above Knee Prosthetics II	3
HEA 492 Research & Seminar in O&P I	1
HEA 493* O&P Preceptorship II	2

Orthotics Option Only -31 Units

Fall

HEA 240* Lower Limb Biomechanics & Kinesio	3
HEA 250* Normal & Pathological Gait	2
HEA 340 Lower Limb Orthotics	3
HEA 344 Spinal Orthotics	3
HEA 482 Special Radiographic Procedures	2
HEA 491 Research & Seminar in O&P	1
HEA 493* O&P Preceptorship	2

Winter Session (3-Wk Intensive)

HEA 355 Practice Management for O&P	2
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Spring

HEA 342 Lower Limb Orthotics II	3
HEA 317* Pathophysiology for O&P	3
HEA 242* Upper Limb Biomechanics & Kinesio	2
HEA 440 Upper Limb Orthotics	2
HEA 491 Research & Seminar in O&P I	1
HEA 493* O&P Preceptorship II	2

*denotes off campus location

The Abandoning Parent and the Broken-Hearted Child

PFM 102-01

Noncredit

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

Adele Borman, MA, MFCC Intern, is President of First Place Productions and is in private practice.

1 mtg: Sat 4/3
9am-1pm
RBCC rm 7
\$19

Balance Your Life Through Natural Foods and Herbs

HGH 103-01 Noncredit

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

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

3 mtgs: Sat 3/2, 9, 16
10am-12noon
FCC rm 8
\$25 (plus \$15 materials fee payable to the instructor in class)

Assessment & Treatment of Child Abuse

MFX 914

.8 CEUs

CRN: 22975

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 and **Ruth Lampert, MA, MFCC**

1 mtg: Sat 1/20
8:30am-5:30pm
CSUDH SAC 1102
\$55 CSUDH Students
\$65 Non-CSUDH Students

HEALTH
SCIENCES &
PSYCHOLOGY

*There's nothing like travel to enhance your outlook.
See the Travel & Sports section to find out about the
incredible adventures you can experience when you
sign up for an escorted "Travelern" excursion!*

MASTER OF SCIENCE IN HEALTH SCIENCE PHYSICIAN ASSISTANT OPTION

A new Master of Science in Health Science: Physician Assistant Option is now offered through Extended Education. Those who choose this course of study will find this an increasingly important and rewarding field.

The Program

The Master of Science in Health Science, Physician Assistant Option, is designed as an External Degree, or one where the course work is completed off-campus. The following clinical residencies are offered through the masters degree program. Each clinical residency requires full-time attendance for 12 months beginning the last week in August. Residencies are held only at sites designated by the program. Some residencies provide stipends while others do not. Students should indicate their first and second choices for residency placement in the space provided on the application form the the masters degree.

Emergency Medicine*
Cardiac Medicine & Surgery*
Gerontology
Surgery*
Pediatric*s
Neonatology*
Internal Medicine
Family Medicine*

*Students who have completed a physician assistant postgraduate residency program in this specialty may be awarded academic credit by examination.

Who May Attend

Those who hold an acceptable bachelors degree from a regionally-accredited institution or have equivalent preparation as determined by the university; have a GPA of at least 2.5 (4.00 scale) in their last 60 semester units; be in good standing at the last college attended; have graduated from a primary care physician assistant training program approved by the American Medical Association Committee on Allied Health Education and Accreditation, or successive agency; and have passed the National Commission of Certification of Physician Assistants examination and have current certification; have a current physician assistant license in California or eligibility; have submitted three letters of recommendation, including one from the director of the physician assistant training program where graduated and one from a supervising physician (applicants who have graduated from a postgraduate physician assistant program must also submit a letter of recommendation from the postgraduate program director); and have completed a successful interview with the program's Graduate Coordinator and representatives from the department faculty.

How to Apply

To apply for admission, an applicant must obtain and complete a Health Science External Degree Application and a Supplemental Health Science External Degree Application. A \$55 application fee must be submitted with the completed application forms. Make checks payable to CSUDH. Two official copies of all transcripts are required from the institution granting the baccalaureate degree and those institutions where you have received academic credit for graduate work.

The applications for admission to the program, letters of recommendation, two official copies of transcripts the \$55 non-refundable application fee must be forwarded to:

Department of Health Science,
MSHS-PA California State
University, Dominguez Hills,
1000 East Victoria Street,
Carson, CA 90747.

For more information, call
(310) 516-3818 or
FAX (310) 516-3846.

HEALTH
SCIENCES &
PSYCHOLOGY

Enroll by phone or fax with MasterCard or Visa (310) 516- 3741

SPECIAL SESSIONS

Residence Credit through Special Sessions

The following courses are offered for residence credit through Extended Education. Special Sessions courses are available to both matriculated students and members of the community. These courses are representative of those available during the year.

Call the Office of Extended Education (310) 516-3746 for the latest information on additional classes.

Use the Special Session Registration Form on page 64 to register for these classes only.

Certificate and Credential Programs

- 44 Community College Teaching Certificate
- 31 Quality Assurance Service Certificate
- 47 Resource Specialist Certificate
- 46 Teaching Credential in Designated Subjects - Adult Education
- 57 Orthotics and Prosthetics Certificate
- 45 Certificate in Urban Settings Counseling

Bachelors Degree Program

- 56 Bachelor of Science Nursing -- (via Satellite)
- 38 Bachelor of Arts -- Interdisciplinary Studies (PACE Program)

Masters Degree Programs

- 38 Masters Degree, Negotiation and Conflict Management
- 32 Masters Degree, Business Administration
- 60 Masters Degree, Physician's Assistant
- 29 Master of Science, Quality Assurance

B.A. in Interdisciplinary Studies (PACE)

IDS 326-95 USA: Rising or Declining Society (3)

D. Heifetz Sch no: TBA
15 mtgs: Tue Beg 1/31
6:30-9:00pm
\$504 (Special Sessions Registration Form)

Spring 1996 Schedule

Community College Teaching

GED 548-71 Effective College Teaching (3)

P. McKenna Sch no: 22917
6 mtgs: Sat 3/16-4/20
9am-4pm
CSUDH LCH A221
\$360

GED 549-71 The Community College (2)

N. Doffoney Sch no: 22918
4 mtgs: Sat 2/3-2/24
9am-4pm
CSUDH LCH A221
\$240

GED 594S-71 Community College Teaching Internship (3)

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

T. Giannotti Sch no: 22919
TBA
\$360

Credential in Designated Subjects Adult Education Teaching

TED 423-71 Supervised Field Experience in Adult Education (3)

G. Kobata Sch no: 22932
10 mtgs: Fri 2/9-5/17
4-8pm
CSUDH rm SCC E145
\$414

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

R. Ross Sch no: 22933
7 mtgs: Sat 2/10-3/23
9am-3pm
CSUDH rm SBS B101
\$414

SPECIAL SESSIONS

KLCS MBA Program***BUS 495-72 Special Topics:
Business Finance (2)**

R. Freed Sch No: TBA

3 mtgs: Sun 1/13-3/23

2:30-4:30pm

TBA

\$338

***BUS 495-71 Special Topics:
Business Economics (2)**

J. Harris Sch No: TBA

3 mtgs: Sun 1/13-3/23

12:30-2:30pm

TBA

\$338

***BUS 595-71 (91) Seminar in
Investment Management (3)**

R. Ulivi Sch No: 22907 (8)

14 mtgs: Sun 1/14-4/20

9am-noon

ERC A103

\$507 (If taking

over TV, register for BUS
595-91 & add \$90)**SPECIAL
SESSIONS*****FIN 502-71 (91) Adv
Topics in International
Business (3)**

Staff Sch No: 22905 (6)

14 mtgs: Sat 1/13-4/20

9am-noon

ERC A103

\$597 (If taking over

TV, register for FIN

502-91 & add \$90)

* can also be seen on
KLCS UHF Channel 58**M.A. in Behavioral
Science: Negotiation &
Conflict Management****BEH 505-71 (91)
Computer Applications
(4)**

C. Bossler Sch No: 22862

BEH 505-91(22895)

12 mtgs: 10 Wed/2 Sat

1/10-3/30

6:00-9:45pm

CSUDH ERC E133

\$552 (If taking over

TV, register for BEH

505-91 & add \$120)

**BEH 507-71 (91)
Research Design (4)**

J. Wingard Sch No: 22976

BEH 507-91 (22977)

12 mtgs: 10 Wed/2 Sat

1/10-3/30

6:00-9:45pm

CSUDH rm

\$552 (If taking over

TV, register for BEH

505-91 & add \$120)

**Master of Science
Quality Assurance****Classes on CSUDH campus
and over TV****QAS 512-71 (91) Reliability
(3)**

A. Golant Sch no: 22945

15 mtgs: Wed 1/31-

5/17

11am-2pm

CSUDH ERC E133

\$414 (If taking over

TV, register for QAS

512-91, # 22946, and

add \$90)

**QAS 515-71(91) Human
Factors in Quality
Assurance (3)**

E. Watson Sch no: 22940

15 mtgs: Fri 2/2-5/19

11am-2pm

CSUDH ERC E-133

\$414 (If taking over TV,

register for QAS

515-91, #22942, and

add \$90)

**QAS 520-71 Quality Cost
& Supplier Evaluation (3)**

W Trappen Sch no: 22947

15 mtgs: Mon 1/29-5/20

TBA

\$414 (class will meet

first on campus, contin-

ue on Internet)

**QAS 594-71 Quality Auditing (3)**

Carpenter Sch no: 22934

TBA

\$414

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

W. Trappen Sch no: 22948

1/29-5/20

TBA

\$414

QAS 599-71 Project (3)

E. Watson Sch no: 22949

1/29-5/20

TBA

\$414

**QAS 600S-72 Continuation
Project(0)**

E. Watson Sch no: 22950

TBA

\$120

Anaheim**QAS 510-71 Advanced Probability & Statistics (3)**

J. Miller Sch no: 22936
15 mtgs: Mon 1/29-5/23
6-9pm
\$414

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

Staff Sch no: 22939
15 mtgs: Wed 1/31 - 5/17
6-9pm
\$414

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

Staff Sch no: 22937
15 mtgs: Tue 1/30-5/16
6-9pm
\$414

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

J. Speer Sch no: 22935
15 mtgs: Mon 1/29-5/23
6-9pm
\$414

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

W. Trappen Sch no: 22938
15 mtgs: Tue 1/30-5/16
6-9pm
\$414

San Diego**QAS 510-72 Advanced Probability & Statistics (3)**

T. Vaden Sch no: 22941
7 mtgs: Alternating Sat 1/27-5/20
TBA
\$597

QAS 515-72 Human Factors in Quality Assurance (3)

E. Watson Sch no: 22943
7 mtgs: Alternating Sat 1/27-5/27
TBA
\$597

QAS 516-71 Measuring & Testing Techniques (3)

W. Trappen Sch no: 22944
7 mtgs: Alternating Sat 1/27-5/20
TBA
\$597

SPECIAL SESSIONS

Register for all the courses listed in this section with the Special Sessions Registration Form on the next page.

California State University, Dominguez Hills Special Sessions Registration Form

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

Name _____
Last First Middle Initial

Address _____
Street City State Zip

Telephone _____
Day Evening

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

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

Course Information

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

**SPECIAL
SESSIONS**

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

Payment Method

☐ Check/Money Order. Make check payable to CSUDH ☐ I authorize the use of my VISA/MC (circle one)

Account Number _____ Exp Date _____

Cardholder's Name _____ Cardholder's Signature _____

Refund Policy (Read and Sign Below)

Refunds are granted in accordance with the State refund schedule. If a course is cancelled, the entire course fee will be returned. If you withdraw 24 hours prior to the first class meeting, 100 percent of the course fee will be refunded (less a \$10 processing fee). If you withdraw after the first class and before 25 percent of the course has elapsed, 65 percent of the total fee will be refunded. After 25 percent of the course time has elapsed, no refund will be made, however, a drop form must still be filed. A stop payment on a check is NOT an acceptable withdrawal from the course(s) and will result in a financial penalty. I have read and understand the rules regarding the refund policy and I authorize the use of the credit card number if entered above.

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 & SPORTS

65 Travel Study Series
67 Safari
67 CSUDH Basketball
68 Swap Meet
68 Velodrome - Cycling

Experience the joy of discovering ancient, modern and unexpected places or special trips that are unlike conventional tours. Unique features of these travel/study programs include:

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

→ View a slide/lecture presentation by the Curator of the Pyramids of Giza at the foot of the great pyramids in Egypt.

*Learn, don't yearn
to Travel!*

→ Learn about animal behavior and the inter-relationship of "land, people and animals" from a wildlife researcher at her camp at the foot of Mt. Kilimanjaro in East Africa.

















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

What are you waiting for?


See the exciting trips on the following pages!

TRAVEL
&
SPORTS

Spring, Summer and Fall 1996 Travel Study Programs


 <p>MOROCCO</p>	March 9 - 23, July 13 - 27, October 5 - 19 MOROCCO	 <p>EGYPT</p>	March 17 - 29, June 30 - July 12, October 6 - 18 EGYPT	 <p>GREECE</p>	May 9 - 20, June 27 - July 8, October 3 - 14 GREECE
 <p>IRELAND</p>	April 11 - 25, July 11 - 25, September 12 - 26 IRELAND	 <p>NOVA SCOTIA</p>	July 14 - 28, August 4 - 18, Sept 22 - Oct. 6 NOVA SCOTIA	 <p>INDONESIA</p>	May 8 - 22, August 7 - 21, October 16 - 30 INDONESIA
 <p>TURKEY</p>	April 27 - May 12, July 6 - 21, September 14 - 29 TURKEY	 <p>BERMUDA</p>	March 10 - 19, November 10 - 19 BERMUDA	 <p>AUSTRALIA</p>	July 5 - 26, October 4 - 25 AUSTRALIA
<p>For Complete Itineraries and Prices, Write or Call:</p>					
 <p>BELIZE</p>	February 17 - 25, March 16 - 24, July 13 - 21 BELIZE		 <p>SOUTH AFRICA</p>	April 12 - 29, July 12 - 29 September 13 - 30 SOUTH AFRICA	
 <p>COSTA RICA</p>	February 3 - 13, March 16 - 26, May 4 - 14 COSTA RICA		 <p>ALASKA</p>	July 28 - August 13, August 11 - 27, August 25 - September 10 ALASKA	
<p>For Complete Itineraries and Prices, Write or Call:</p>					
 <p>KENYA</p>			June 10 - 26, July 8 - 24, July 29 - August 14, October 7 - 23 KENYA		
 <p>CHINA</p>			April 22 - May 11, July 1 - 20, Sept. 16 - Oct. 5, October 7 - 26 CHINA		
 <p>GALAPAGOS</p>			March 23 - April 5, June 22 - July 5, July 6 - 19, July 27 - August 9, August 10 - 23, October 5 - 18 GALAPAGOS ISLANDS		

VEL
RTS



California State University
Dominguez Hills

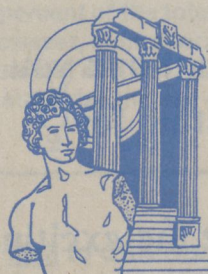
DIVISION OF EXTENDED EDUCATION
1000 East Victoria Street
Carson, CA 90747
(310) 516-3741



TRAVEL
&
SPORTS


California State University
Dominguez Hills

DIVISION OF EXTENDED EDUCATION
1000 East Victoria Street
Carson, CA 90747
(310) 516-3741



Call for more information: (310) 516-3741

Cal State Dominguez Hills 1996 Men's Basketball Schedule

Jan 3	Wed	Westmont College	7:30pm	Home
Jan 5	Fri	Biola University	7:30pm	Home
Jan 13	Sat	Lynn University	7:30pm	Home
Jan 18	Thu	*UC Riverside	8:05pm	Home
Jan 20	Sat	*CSU San Bernardino	7:30pm	Away
Jan 24	Wed	Master's College	7:30pm	Home
Jan 27	Sat	*Grand Canyon Univ	7:30pm	Home
Feb 1	Thu	*CSU Bakersfield	7:30pm	Home
Feb 3	Sat	*CSU Los Angeles	7:30pm	Away
Feb 8	Thu	*Cal Poly Pomona	7:30pm	Home
Feb 10	Sat	*CSU San Bernardino	7:30pm	Home
Feb 14	Wed	Christian Heritage	7:30pm	Away
Feb 17	Sat	*Grand Canyon Univ	7:30pm	Away
Feb 22	Thu	*CSU Los Angeles	7:30pm	Home
Feb 24	Sat	*CSU Bakersfield	7:30pm	Away
Feb 29	Thu	*UC Riverside	7:30pm	Away
Mar 2	Sat	*Cal Poly Pomona	7:30pm	Away

*Denotes CCAA Games

Call for a
Spring Baseball Schedule!
(310) 516-3893



**EAST
AFRICAN
SAFARIS
KENYA /
TANZANIA**

**JANUARY/
JUNE/
JULY**

escorted by
Professor
Leonard M. Moite

contact:

Kenya Study Safaris
30037 Via Borica
Rancho Palos Verdes, CA
90274

Tel. (310) 377-6790
FAX (310) 516-3449

TRAVEL
&
SPORTS

Olympic Velodrome

Cycling and Special Events for

Spring 1996

Daily Cycling Activities:

Public Open Training
Mondays and
Wednesdays
6-9pm

Adult Cycling Program
(new classes start
monthly)

Tuesdays and
Thursdays
7:30-9:30pm

March through
September

Olympic Style Track
Racing

March through April

AAF Free Youth
Cycling Program
10-18-year olds
Bikes and helmets pro-
vided

For more
information:
(310) 516-4000



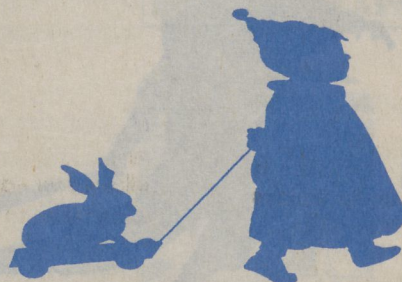
TRAVEL
&
SPORTS

Special Events:

Fourth Sunday of every month (except December)

**DOMINGUEZ HILLS
ANTIQUES &
COLLECTIBLES
FLEA MARKET**

Parking Lot 3



CALL THE OLYMPIC VELODROME AT (310) 516-4000

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 non-credit class, or a class offering Continuing Education or Professional Units, you must notify the Division of Extended Education between the hours of 9am and 4pm at least two working days before the course begins. You will be asked to send a written request for a refund of fees to our office. If you need to withdraw on or after the day of the first class meeting, notify the Extended Education office immediately. Refunds are granted in accordance with the State refund schedule.

- If an Extension course is cancelled, the entire course fee will be refunded
- If you withdraw prior to the first class meeting, 100 percent of the course fee will be refunded (less a \$5 processing fee for credit courses)
- If you withdraw after the first class and before the first 25 per cent of the course has elapsed, 65 percent of the total fee will be refunded
- After 25 percent of the course time has elapsed, no refund will be made
- Courses of four meetings duration or less, no refund will be made

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

REGISTRATION
INFORMATION

See Registration Form Inside Back Cover

Schedule Changes

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

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

Extension Courses

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

Special Sessions

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

Professional Credit

A few courses in the Bulletin are offered for Professional Credit. Professional credit is designed for professionals who benefit from credit for salary or step advancement. The awarding of professional credit requires completion of out-of-class assignments. One Professional Credit equals 15 hours of participation in lecture. Professional credit is not

degree-applicable. Course numbering is 800-899 for educational professional credit. Course numbering is 600-699 for business professional credit.

Official Withdrawal from an Extension Credit Course

Courses less than 1 week

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

One Week Courses

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

Two Week Courses

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

Three Week Courses

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

Four and Five Week Courses

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

Six, Seven and Eight Week Courses

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

Final Exams

Once final examinations begin, no drops or withdrawals are allowed. A student who does not officially withdraw shall receive "F" or "U" grades for all courses on his/her official record.

Noncredit

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

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

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

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

E=Environmental: ER=Ergonomics; HZ=Hazardous Waste; IH=Industrial Hygiene; OC=Occupational Therapy.

F=Foreign Language: SP=Spanish; JP=Japanese.

H=Health: GH=General Health.

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

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

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

R=Recreation: CO=Canoeing; FI=Fitness; FL=Flying;

MA=Martial Arts; SL=Sailing

S=Seniors: OM=Omnilore

T=Travel

X=Exam Test Prep: CB=CBEST;

GM=GMAT; LS=LSAT;

MS=MSAT; SA=SAT

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. (310) 516-3600.

Class Cancellation

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

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.

REGISTRATION
INFORMATION

Privacy Information

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

Standards

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

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

Resources for Students Computer Labs

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

Library Services

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

Loker Student Union

Hours are 7:30am to 8pm Monday through Thursday, from 7:30am to 2pm Friday, and from 8am to 2pm on Saturday. Breakfast is served from 8am - 10:30am. Other food areas open at 10am. 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 \$128 per semester unit (\$384 for a three-unit class).

To register for Open University classes, follow the instructions below:

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

REGISTRATION
INFORMATION

See Registration Form Inside Back Cover

**Extended
Education Staff**

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

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

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

**Director, American
Language & Cultural
Program**
John Thaxton
(310) 516-3830

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

**Program Assistant,
American Language
and Culture Program**
Laura Lesko
(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

**Program Assistant,
Distance Learning**
Joy Jones
(310) 516-4288

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

**Program Assistant,
Extension**
Gabrielle Meachem
McKeney
(310) 516-3782

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

**Director, Special
Sessions**
Laura Foster
(310) 516-3972

**Program Assistant
Special Sessions**
Jeanette Gimenez
(310) 516-4781

**Program Assistant
Special Sessions**
Diana Ybarra
(310) 516-4781

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

Budget Analyst
Brenda Blow
(310) 516-4422

Registrar
Jacqueline McKenzie
(310) 516-3741

Accounting Technician
Christina Baltazar
(310) 516-3741

Registration Clerk
Kim Holloway
(310) 516-3741

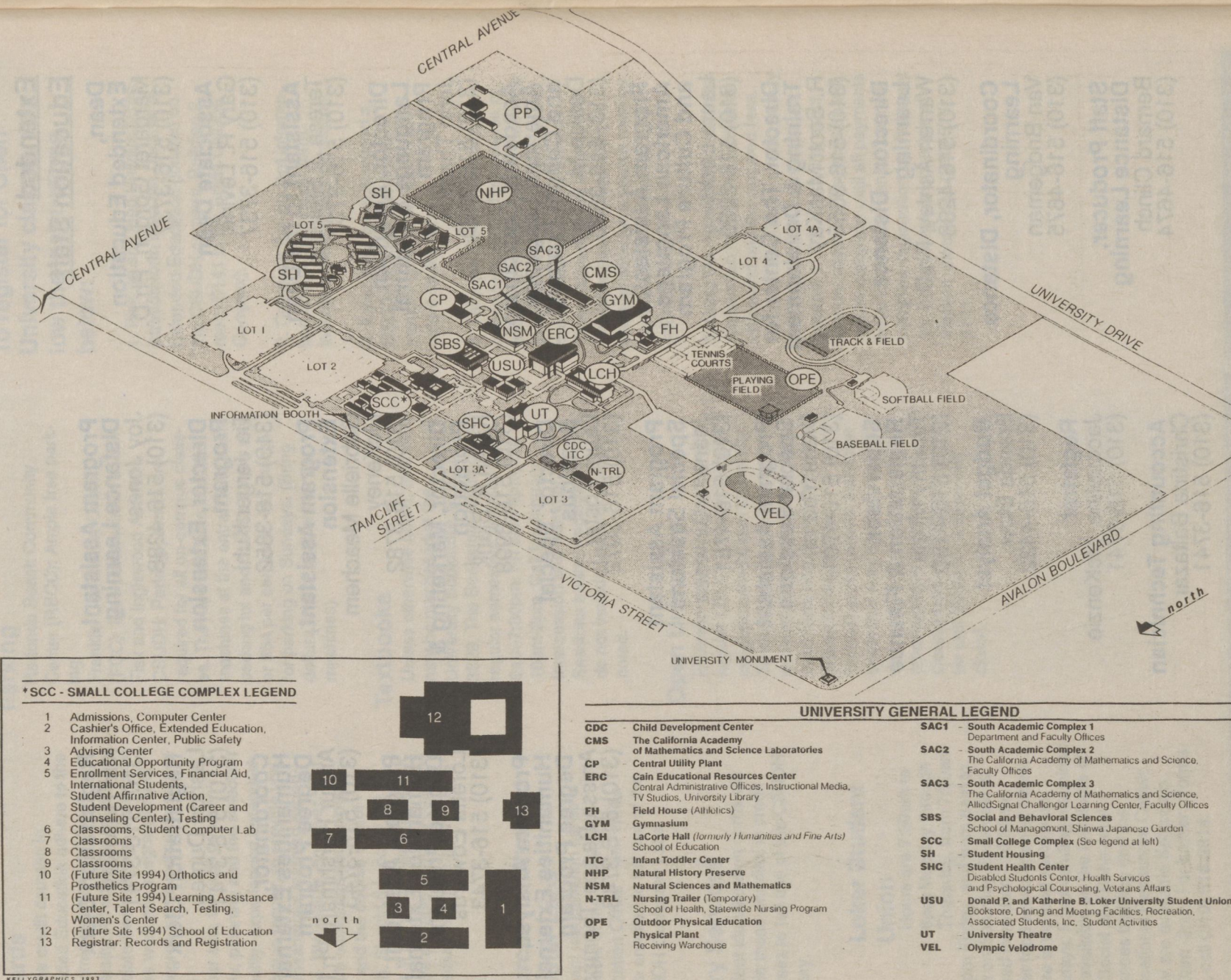
Registration Clerk
Lashon Dumas
(310) 516-3741

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

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

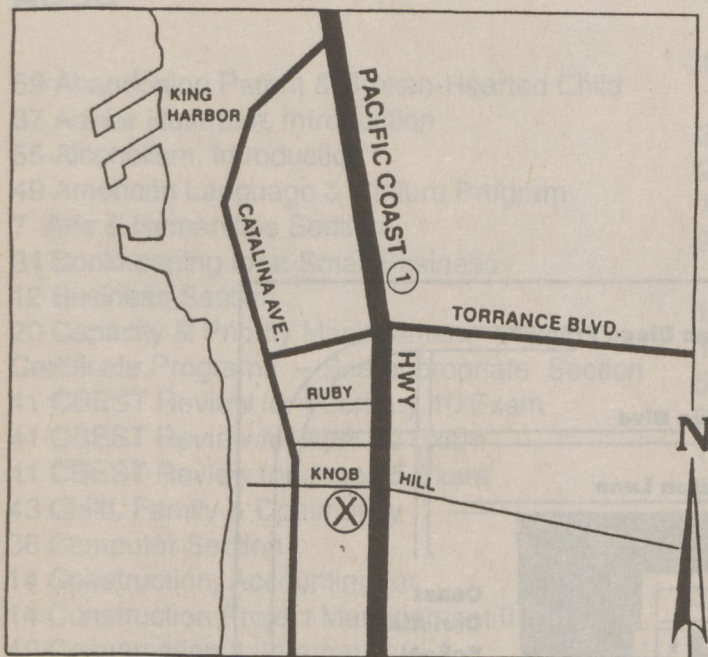
**Program Analyst,
Humanities External
Degree Program**
Anissa Barton-Thompson
(310) 516-3743

REGISTRATION
INFORMATION



KELLYGRAPHICS 1993

MAPS



Redondo Beach Community Resource Center

formerly Patterson School

320 Knob Hill (at Pacific Coast Highway)

FROM SAN DIEGO FREEWAY (405)

Exit at Crenshaw Blvd., head south on Crenshaw to Torrance Blvd. (about 2 miles) and turn right. Head West to Pacific Coast Highway (about 3 miles) and turn left. Turn right on to Knob Hill Ave. Center is on left.

FROM HARBOR FREEWAY (110)

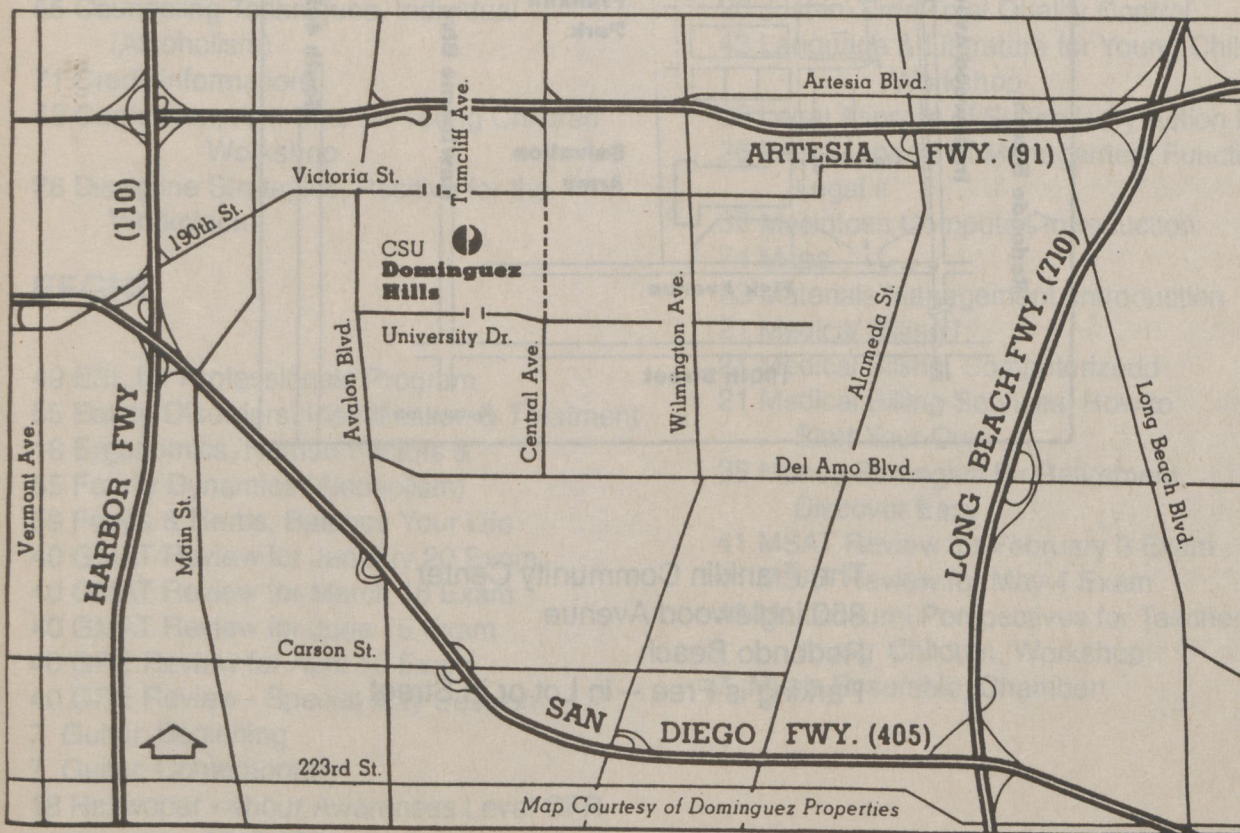
Exit at Torrance Blvd., head west to Pacific Coast Highway (about 7 miles) and turn left. Head south to Knob Hill Ave., turn right, Center is on left.

FROM PALOS VERDES

Travel west on Pacific Coast Highway past Riviera Village to Knob Hill Ave. (about 4 miles from Crenshaw Blvd.), turn left. The Center is on the left.

FROM EL SEGUNDO

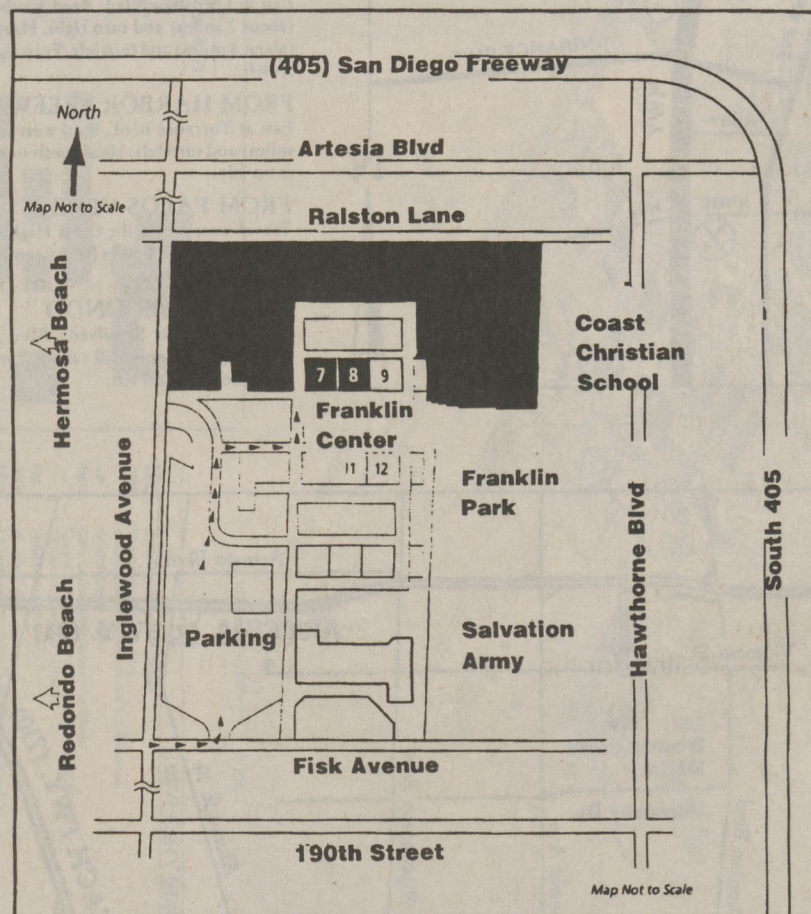
Head south on Sepulveda Blvd., which becomes Pacific Coast Highway, to Knob Hill (about 7 miles from El Segundo), turn right. Center is on left.



Map Courtesy of Dominguez Properties

MAPS

See Registration Form Inside Back Cover



MAPS

The Franklin Community Center
 850 Inglewood Avenue
 Redondo Beach
 Parking is Free -- in Lot or in Street

See Registration Form Inside Back Cover

ABCD

- 59 Abandoning Parent & Broken-Hearted Child
- 37 Adobe Illustrator, Introduction
- 55 Alcoholism, Introduction t
- 49 American Language & Culture Program
- 7 Arts & Humanities Section
- 34 Bookkeeping for a Small Business
- 12 Business Section
- 20 Capacity & Priority Management
- Certificate Programs -- See appropriate Section
- 41 CBEST Review for February 10 Exam
- 41 CBEST Review for April 20 Exam
- 41 CBEST Review for June 15 Exam
- 43 Child, Family & Community
- 36 Computer Section
- 14 Construction, Accounting for
- 14 Construction Project Management II
- 49 Conversation II: Intermediate-A
dvanced (ESL)
- 55 Counseling Techniques, Introduction to
- 55 Counseling Techniques, Individual
(Alcoholism)
- 71 Credit information
- 43 Curriculum, Anti-Bias for Young Children
Workshop
- 26 Discipline Strategies, Positive for the
Workplace

EFGHI

- 49 ESL for Professionals Program
- 55 Eating Disorders, Identification & Treatment
- 18 Ergonomics, Human Factors &
- 55 Family Dynamics (Alcoholism)
- 59 Foods & Herbs, Balance Your Life
- 40 GMAT Review for January 20 Exam
- 40 GMAT Review for March 16 Exam
- 40 GMAT Review for June 15 Exam
- 40 GRE Review for April 13 Exam
- 40 GRE Review - Special May Session
- 7 Guitar, Beginning
- 7 Guitar, Contemporary
- 18 Hazwoper - 4hour Awareness Level CFR
1910.120

- 18 Hazwoper - 8hour Annual Refresher & 8hr.
Operations Level CFR 1910.120
- 18 Health & Safety Program Administration,
Occupational
- 34 Home Inspections
- 20 Home Page Design Techniques
- 18 Human Factors & Ergonomics
- 26 Individual Performance, Appraisal of, in the
Workplace
- 18 Industrial Hygiene Part I, Principles of
- 18 Industrial Hygiene Part II, Principles of
- 50 Intensive English Program (ESL)
- 20 Internet, how to conduct business
- 19 Internet, Certificate Program
- 20 Internet Fundamentals
- 23 Inventory Management & Master Planning
- 35 Investments: Basics, Statistics & Optimization
- 35 Investment Portfolio Analysis

JKLM

- 23 Just-in-Time/Total Quality Control
- 43 Language & Literature for Young Children,
Workshop
- 26 Legal Aspects of Supervisory Action Legal I
- 26 Legal Aspects of Management Functions —
Legal II
- 36 Macintosh Computer, Introduction
- 74 Maps
- 23 Materials Management, Introduction
- 21 Medical Billing I
- 21 Medical Billing, Computerizedd
- 21 Medical Billing Services, How to
Start Your Own
- 35 Money Strategies for Retirement,
Discover Easy
- 41 MSAT Review for February 3 Exam
- 41 MSAT Review for May 4 Exam
- 43 Multicultural Perspectives for Teachers of
Young Children, Workshop
- 7 Music Ensemble, Chamber

NOPQR

- 34 Notary Public, How to Become a
- 8 Odyssey Theatre Internship
- 7 Omnilore Society
- 48, 72 Open University
- 36 Pagemaker, Introduction to
- 72 Parking
- 39 Payments & Refunds
- 55 Perspectives on Drug Abuse (Counseling the Substance Abuser)
- 36 Personal Computer, How to Choose & Buy
- 27 Public Sector Procurement
- 27 Purchasing Concepts, Advanced
- 27 Purchasing Fundamentals, PRX 200-01
- 55 Practicum, Advanced
- 50 Pronunciation Improvement (ESL)
- 37 QuarkXPress, Introduction to
- 69 Registration Information
- 29 Reliability
- 72 Resources for Students

ST

- 41 SAT Review for May 4 Exam
- 18 Safety & Health, Foundations of
- 18 Safety Management, Behavioral
- 8 Screenplay, How to Write a
- 51 Short Term Programs (ESL)
- 61 Special Sessions Section
- 64 Special Sessions Registration Form
- 73 Staff Directory
- 35 Stock Market, Investing in the
- 19 Surfing the Net
- 34 Tax Workshop for Small Business
- 26 Team Building Concepts & Strategies, Workplace
- 28 Technical Instructions, Writing
- 72 Textbooks
- 65 Travel & Sports

UVWXYZ

- 26 Understanding & Coping w/ Different Leadership Styles, Workplace
- 18 Violence in the Workplace, Safety & Security
- 8 Wine, Study of
- 26 Work Performance, Coaching for Improved
- 50 Worksite Programs (ESL)

Explore the SEA OF CORTEZ January 8-15
Take BIO 495 (3 unit option) aboard *The Rapture*



The Sea of Cortez

A field study and research cruise, conducted by Certified Yachting Adventures, co-sponsored by CSUDH and offering 3 units of credit (as BIO 495), will take participants to the Sea of Cortez and the coastal islands of Southern Baja.

This environment boasts one of the greatest densities of marine life found in the world. Tropical and cold-water species intermingle in the nutrient-rich waters around the islands. Deep oceanic canyons, large coastal reefs and shallow sand flats are among a few of the different habitats available for study. Large manta rays, sea turtles, whale sharks and over 25 species of marine mammals are common to this area. The vessel is equipped with an array of oceanographic equipment for sampling and analysis. The waters of Southern Baja are very clear and warm and are perfect for diving and snorkeling. The terrestrial animals and plants found on the remote islands along the coast of Baja are perfect for studying endemic species and desert ecology.

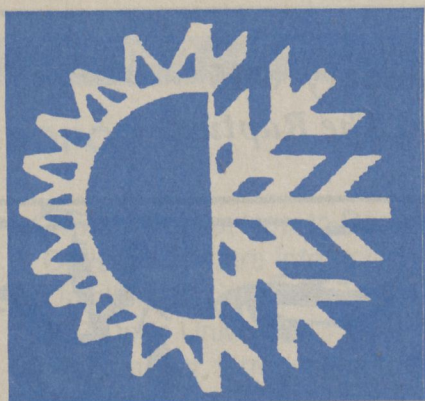
COST: \$1500 per person includes air fare, all meals for length of trip (January 8-15) and all fees for credit (there is no reduction in price if credit not taken).

VESSEL: The *Rapture* is a 115-foot Coast Guard certified excursion vessel equipped with oceanographic research equipment for comprehensive analysis. Specified research equipment will be available on demand. *Rapture* capacities 49 for multiple day research expeditions. Two twenty-foot tenders are available for multiple site research and island access and SCUBA diving. Kayaks and snorkeling equipment are available for shoreline exploration. A dive compressor is available for SCUBA tank fills. The crew includes certified ocean lifeguards, two dive-masters and a resident marine biologist.

FOR MORE INFORMATION REGARDING THE
CRUISE, CALL
**CERTIFIED YACHTING
ADVENTURES**

(714) 675-6240

TO REGISTER FOR THE CRUISE, CALL
(310) 516-3741



CSUDH
presents
winter session
1996

January 2 - 19

Earn up to 4 units in three weeks!

Admission to regular university not required.

**Choose from over 50 classes. Call (310) 516-3741 for
a schedule of classes and information.**

Summer Sessions

1996

June 3-July 12

June 24 - August 2

Bulletin will be available in late March!



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11/95

**California State University, Dominguez Hills
University Extension Registration Form
EXTENSION PROGRAMS**

Date of Application _____ Social Security No: _____ Birthdate _____ month/day/year

Name _____
Last First Middle Initial

Address _____
Street City State Zip

Telephone _____

New address? yes ☐ no ☐ Day ☐ male ☐ female ☐ Evening

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

Course Information

CRN No	DEPT	SECTION	TERM (i.e. Spr 95)	COURSE TITLE	UNITS	FEE

Total Fee Submitted \$ _____

Payment Method

- ☐ Check/Money Order. Make check payable to CSUDH Extension
☐ I authorize the use of my VISA/MC (circle one)

Account Number _____ Exp Date _____

Cardholder's Name _____ Cardholder's Signature _____

Refund Policy

Refunds are granted in accordance with the State refund schedule. Refunds are not automatic; you must file appropriate forms in the Extended Education Office in order to receive a refund. Refunds take a minimum of six to eight weeks for processing. To receive a refund of fees for a non-credit class or a class offering continuing education, extension credit or professional units, you must notify the Division of Extended Education between the hours of 8:00am and 5:00pm Monday through Thursday, and from 8:00am to 4pm on Fridays, at least two working days before the course begins. You will be asked to send a written request for a refund to our office.

4 WAYS TO REGISTER



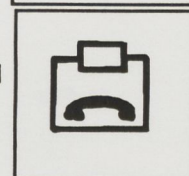
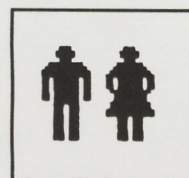
Mail to CSU Dominguez Hills, Extended Education, SCC B141, 1000 East Victoria Street, Carson, CA 90747

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



Phone (310) 516-3741

FAX to Extended Education, (310) 516-3971



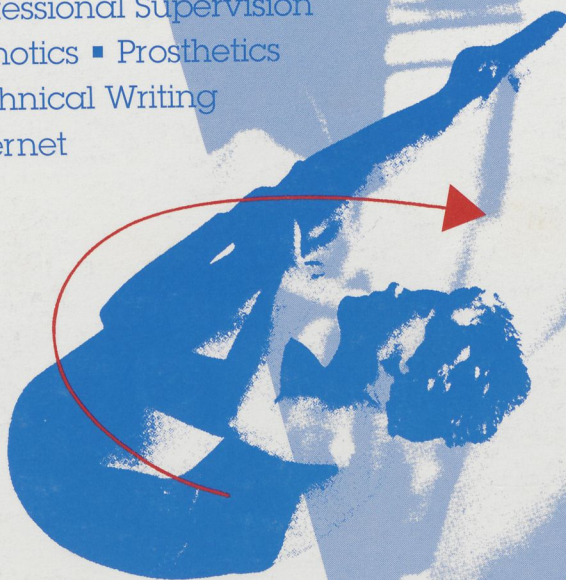
For more information, call the Office of Extended Education, (310) 516-3741

Office use only	
Semester:	Total
Sum Fall	Fees _____
Win Spr	Grade _____
Yr _____	Initial _____
Date:	

Get Moving...

Get Ready
Set
Go for a Certificate Program:

Community College Teaching
Early Childhood Teaching/Administration
Production & Inventory Control
Environmental/Occupational Health & Safety
Urban Settings Counseling
Special Education/Resource Specialist
Purchasing ■ Quality Assurance
Adult Education
Construction Management
Alcohol & Drug Counseling
Professional Supervision
Orthotics ■ Prosthetics
Technical Writing
Internet



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Dominguez Hills

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