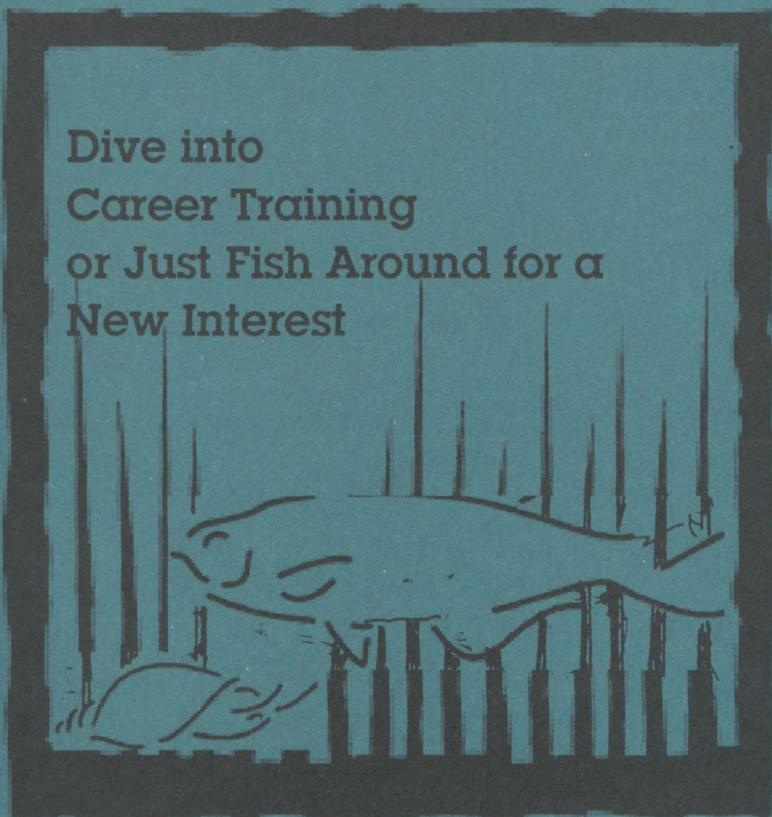


Summer 1995

Dive into
Career Training
or Just Fish Around for a
New Interest



Extended Education



California State University
Dominguez Hills

What is Extended Education?

Extended Education is the continuing education branch of California State University, Dominguez Hills. Our goal is to extend the educational resources of the University to the community. Courses are open to all adults. You do not have to be enrolled at California State University, Dominguez Hills to attend.

Extended Education offers dozens of courses a year covering a variety of topics. The majority focus is on career-oriented information in a specific field. These professional development classes emphasize a practical, real-world approach. Other courses explore cultural and personal interests. These courses offer another learning experience, giving an appreciation of the world around and within us.

How can I find out more about Extended Education?

By simply calling 310/516-3741 during business hours. We will be glad to answer any questions you may have about our programs. If you do not receive our bulletin in the mail already, you may request to have your name put on our mailing list.

What Programs and Courses are Available this Summer?

Certificate Programs

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Registration inside back cover

**CALL (310) 516-3741 for
more information**

I'm Interested

- Please put me on your mailing list for future mailings. My areas of interest are:
 Summer Sessions Winter Sessions Open University

- CERTIFICATE PROGRAMS: Technical Writing Real Estate Appraisal
 Alcohol/Drug Counseling Construction Management Early Childhood
 Professional Supervision Production and Inventory Control
 Mortgage Banking Environmental & Occupational Health & Safety Purchasing

Name _____

Address _____

City _____

State _____

Zip _____

MAIL TO: CSUDH, Extended Education, 1000 E. Victoria St., Carson CA 90747.

Beginning Guitar Workshop

MUX 122-01 1 ext unit 30169

Learn the rudiments of guitar playing including chords, strums, finger picking and reading music.

Popular styles as well as classical technique will be presented.

Entertain family and friends at home or parties.

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

10 mtgs: Tue Jun 13-Aug 22 (no class July 4)

7-8:30pm

CSUDH campus HFA A204

\$121

Contemporary Guitar Workshop

MUX 322-01 1 ext unit 30170

Prerequisite: Previous Experience or consent of instructor

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

William Davila

10 mtgs: Tue Jun 13-Aug 22 (no class July 4)

7-8:30pm

CSUDH campus HFA A204

\$121

Study of Wine

AFD 101-01 Noncredit

Examines the major wine producing areas of the world including California, France, Germany and Italy. Outlines the sensory evaluation of wine through lecture and tasting. Emphasizes the difference in wines by wine-making techniques and difference between California and European wine-makers. Materials needed for class: six wine glasses (they will fit neatly in a soft drink/beer carrier).

Thomas J. Dunn has taught wine classes at Morry's of Naples, Cal Poly Pomona, CSU Long Beach, UC Davis and Bristol Farms.

6 mtgs: Wed Jun 7 - Jul 12

7-9pm

FCC room 7

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

World of Islam

LHU 103-01 Noncredit

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

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

2 mtgs: Sat Jun 24 & Jul 1

10am-12:30pm

CSUDH campus SBS G126

\$30 (plus a \$5 materials fee payable to the instructor in class)

Certificate in Alcohol and Drug Counseling

Who Should Attend

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

The Certificate

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

in the Fall or Spring Semester. Upon satisfactory completion of all nine courses, with a 2.5 grade point average and 300 hours of internship, the student will receive a certificate of recognition of educational achievement and professional status. The Certificate is widely recognized by alcoholism treatment centers.

Location

Classes are held from 6:30-9:30pm weeknights on the CSU Dominguez Hills campus in Carson. Schedule may change during Summer Session.

The Cost

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

The Courses

Students must successfully complete all nine courses in the program. No course waivers or substitutions are allowed. Up to seven courses may be applied toward a bachelor's degree.

Counseling for the Individual

ADX 302-01 3 ext units 30334

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

Mary Cook, MA, clinical psychology, has been treating chemical dependency since 1976.

12 mtgs: Thu Jun 1-Aug 17
6-10pm

CSUDH campus SAC 1106
\$363

Perspectives on Drug Abuse: Counseling the Substance Abuser

ADX 303-01 3 ext units 30335

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

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

12 mtgs: Tue May 30-Aug 22 (no class July 4)

6-10pm
CSUDH campus SAC 1106
\$363

Group Counseling Techniques

ADX 304-01 3 ext units 30336

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.

Mary Cook

12 mtgs: Wed May 31-Aug 16
6-10pm

CSUDH campus SAC 1106
\$363

Introductory Practicum

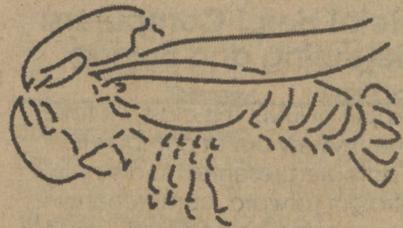
ADX 305-01 2 ext units 30337

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

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

12 mtgs: Tue May 30-Aug 22 (no class July 4)

6-10pm
CSUDH campus SAC 1102
\$242



Computers

Introduction to QuarkXpress on the Macintosh

CCB 103-01 Noncredit

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

Maximum 12 students

Bernard W. Baker, Professor of Art, CSUDH.

2 mtgs: Sat Jul 8 & 15

9am-4pm

CSUDH campus SCC E139

\$100

Help! Help! Computers: Selecting and Buying

CCB 101-01 Noncredit

Apple or IBM? This class will take the mystery out of computers. Facts are presented in a simple, straight forward, comprehensive manner for the beginner. One MB or 4MB of RAM? You will learn computer lingo. The best way to

4 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: Sat Jul 8

9am-noon

RBCC room 7

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

Intro to Pagemaker

CCB 105-01 Noncredit

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

Bernard W. Baker

1 mtg: Sat July 22

9am-4pm

CSUDH campus SCC E139

\$50

Certificate Award in Construction Management

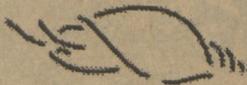
The Program

Construction professionals gain practical knowledge and expertise through the Certificate in Construction Management. This innovative and timely series of courses is 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.

Certificate Requirements

To receive 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.



Survey of Construction Practices

CMX 972-01 3.0 CEUs 30329

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.

Ernest Orchard, (Program Coordinator), President, Orchard Roofing Consultants.

10 mtgs: Mon May 29-Aug 7 (no class July 3)

6:30-9:30pm

CSUDH campus SAC 1102

\$185

Estimating and Bidding

CMX 976-01 3.0 CEUs 30345

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.

Susannah Lunenfeld, principal, Dean Colin Associates, is a former field inspector for the City of Irvine.

10 mtgs: Wed May 31 - Aug 2

6:30-9:30pm

CSUDH campus SAC 1104

\$185

Certificate in Early Childhood Education

The Program

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

The courses award upper-division, degree applicable academic credit. All of the program classes meet at the Redondo Beach Community Resource Center. Participants who complete the program receive a certificate in Teaching or in Administration. A baccalaureate degree is not required to participate in the program. In addition, participation in the certificate program is NOT necessary to take any courses listed.

Who Should Attend Preschool Teachers

Update knowledge of child development and curriculum, and receive child development units to comply with California State requirements

Family Day Care Providers

Learn new programming ideas for children in the home

Teachers or Aides of Infants, Toddlers, or Preschool Children

Specialize in infant or child care program development and curriculum.

Prospective Day Care Teachers

Meet state teaching requirements

Persons Who Want to Be Administrators

Specialize in administration of infant and child care facilities. Meet partial State requirements for a supervisory permit.

Parents

Discover child development skills and activities to help your child learn.



Infant Program Development I

TEX 351-01 3 ext units 30325

Designed for the infant caregiver, teacher and administrator, this course focuses on the principles, guidelines, and processes for developing group programs for infants & toddlers

Doratheia Gillingham, MA,
California State University,
Dominguez Hills. Head Start
Specialist, Los Angeles County
Office of Education.

15 mtgs: Mon Jun 26-Aug 16 (no class
July 3)

6-9:30pm

First meeting will be Mon June 26 at
RBCC, room 8. Students will then
arrange to meet w/instructor twice
weekly on CSUDH campus and con-
duct a minimum of 1 day/week obser-
vations

\$363

Early Childhood Administration & Supervision

TEX 356-01 3 ext units 30326

Designed for preschool /day care
program directors and infant care
centers, this course examines local
and state regulations governing
programs for young children.
Program monitoring, fiscal man-
agement, personnel recruitment
and selection, staff management,
and program supervision are
emphasized.

Joanne Sato, MA, CSUDH, director,
Child Development Center.

15 mtgs: Mon & Wed Jun 26-Aug 16
(no class July 3)

6-9:30pm

RBCC room 7

\$363



Certificate Award in Environmental & Occupational Health & Safety

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

Who Should Attend

The program will meet and satisfy ongoing CEU requirements for registered environmental assessors, certified safety professionals, certified industrial hygienists, professional engineers and safety & industrial nurses. Supervisors, company owners, top & middle management, loss control representatives, worker compensation administrators, risk management, general managers and superintendents will also find this program a valuable and important means of gaining professional knowledge.

Courses are endorsed by the Long Beach Chapter of the American Society of Safety Engineers.

The Certificate

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

The Schedule

Students may attend classes in any order according to their needs.

8 Courses are offered in the

evenings and or on weekends. The Program can be completed in one year depending on scheduling.

The Location

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

Occupational Health & Safety Program Administration

HEX 902-01 3.0 CEUs 30322

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.

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

10 mtgs: Mon May 29 - Aug 7 (no class July 3)

6:30-9:30pm

CSUDH campus SAC 1104

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

Computerizing the Safety Department

HEX 941-01 3.0 CEUs 30330

This course is designed to develop and implement a computer system that fits the needs of the safety department including automating repetitive tasks, safety & health functions, safety data & statistical analysis, monitoring & data gathering systems.

John E. Mahé, Psy.D. U.S.I.U., MS, Psychology, USC, is a teacher in Long Beach and a counselor for Advanced Behavioral Medical Group.

10 mtgs: Thu Jun 1 - Aug 3

6:30-9:30pm

CSUDH campus SBS B109

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

Industrial Health and Safety Hazards and Control

HEX 906-01 3.0 CEUs 30323

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

John Sterritt, MSIH, MS Industrial Hygiene, USC, Regional Manager, Safety-Environmental & Security, West Coast, Coca-Cola USA.

10 mtgs: Wed Jun 7 - Aug 9

6:30-9:30pm

CSUDH campus SCC L149

\$350

Personal Protection Against Violence

HEX 942-01 & 02 0.8 CEUs

30338 & 30427

Instruction in the proper legal uses of tear gas and pepper spray and pressure points for control against aggressive attacks and rape defense. The participant will be qualified and licensed to purchase and possess tear gas and pepper spray, and will have gained a proficiency to physically defend themselves. Hands-on instruction and lecture, plus videos, handouts and administration of the requisite state exam. Participant will receive a canister of pepper spray or tear gas along w/respective license.

Robert Cue, CEO, Assoc. Accredited Safety & Security Professionals, Long Beach.

1 mtg: Sat Jun 24

8:30am-5:30pm

CSUDH campus SCC E167

\$120 (30338

) \$80 (30427) Registered CSUDH students only.

HAZWOPER: 8-hour Operations Level and Required Annual Review

HEX 914-01 0.8 CEUs

30321

Provides training at the First Responder level to meet mandates of 29 Code of Federal Regulations 1910.120 - Hazardous Waste Operations and Emergency Response, and is also an 8-hour annual refresher course required to maintain certification under the above CFR.

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

1 mtg: Sat Jul 15

8:30-5:30pm

CSUDH campus SBS A144

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

Medical Aspects of Occupational and Environmental Health

HEX 943-01 2.4 CEUs

30426

This course is designed to familiarize occupational health professionals with medical issues involved in the development, implementation and management of corporate health programs. Topics include: basic statistics & epidemiology, cumulative trauma disorders, medical surveillance & regulatory compliance, occupational diseases, health promotion, disability & fitness evaluations, and environmental health issues.

Michael Wald, MD, Northwestern University & UCLA, is medical director of Occupational Health Services at Long Beach Memorial Medical Center and McDonnell Douglas.

3 mtgs: Sat Jul 29 - Aug 12

8:30am-5:30pm

CSUDH campus SCC L149

\$250

Certificate Award in Professional Supervision

Who Should Attend

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

The Certificate

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

The Location

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

Now in Spanish

All courses in the Professional Supervision Certificate Program are also offered in Spanish on site by special arrangement.

The Instructor

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

Success Skills in Supervising Cultural Diversity

BUX 973-01 .5 CEUs 30328

Each participant will learn to understand cultural diversity as positive differences in age, languages, gender or ethnic backgrounds and to avoid stereotyping strangers by giving everyone an opportunity to contribute to the work effort. Participants will also learn to recognize diversity of cultures as a source of new skills, valid perspectives and performance, overcome preconceived opinions and bias which limit opportunities for full employee team participation. Assumptions, cultural symbols, slang, acronyms, non-verbal signals which act as barriers to communication will also be covered.

Ernest Jewell

2 mtgs: Mon Jul 3 & 10

7-9:30pm

CSUDH campus SCC J146

\$85



Certificate Award in Real Estate Appraisal

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

Who Should Attend

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

The Certificate

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

Location

Classes held at the Franklin Community Center in Redondo Beach.

The Classes

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

Courses required for General Certification

- ***FIX 910 Uniform Standards of Professional Appraisal Practice
- ***FIX 901 Real Estate Economics
- ***FIX 902 Real Estate Valuations
- **FIX 903 Fundamentals of Construction and Land Valuations
- **FIX 904 Sales Comparison Approaches to Real Estate Appraisal
- **FIX 912 Cost Approaches to Real Estate Appraisal
- ***FIX 906 Legal-Considerations in Real Estate Appraisal
- *FIX 907 Income Approaches to Real Estate Appraisal

*Offered Summer '95

**Offered Fall '95

***Offered Spring '96

Income Approaches to Real Estate Appraisal

FIX 907-01 3.6 CEUs 30324

Discussions of the income approaches address both residential properties and investment properties, progress to income capitalization, analysis of cashflows, discounted cashflow, capital gains, analysis of expenses, direct capitalization, band of investment, and mortgage equity capitalization. Lecture presentations, small group and individual problem solving activities, narrative report writing for income approach to valuations are also included. Class covers the relation of cost approaches to appraisal principles including applicability & limitations.

Mark Malan, SRA, MAI, MBA, CSU Fullerton, is self-employed and also is an instructor at Cypress College and Fullerton College.

4 mtgs: Sat Jun 10 - Jul 1

8am-5pm

FCC room 7

\$330

Certificate in Technical Writing

Who Should Attend

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

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

The Certificate

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

The Location

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

Advanced Technical Writing Topics

BUX 907-01 3 CEUs 30327

Presents advanced technical writing topics, including writing on-line computer instructions and tutorials, hypertext, paperless technical manuals, compliance with Computer-Aided Acquisition and Logistics Supports (CALs) requirements, readability computations, validation and verification instructions, maintaining configuration, methods of updating instructions, and writing specifications.

Introduces students to technical manual production, including editing, typesetting, layout, desktop publishing (DTP) programs, and printing. The class also surveys the special requirements of managing a technical manual program.

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

10 mtgs: Tue Jun 6-Aug 15 (no class July 4)

6:30-9:30pm

CSUDH campus SAC 1101

\$130

Life Survival Courses

How to Win & Collect Your Small Claims Case

BPR 101-01 Noncredit

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

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

2 mtgs: Wed Jul 12 & 19

7-9:30pm

FCC room 8

\$45 (plus \$20 materials fee payable to the instructor in class)

Investing in the Stock Market

BIN 101-05/06/07/08 Noncredit

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

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

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

**SESSION I: BIN 101-05
(individual)
BIN 101-06
(couple)**

1 mtg: Tue Jun 20

6:30-8pm

FCC room 8

\$20 individual

\$30 couple

**SESSION II: BIN 101-07
(individual)
BIN 101-08
(couple)**

1 mtg: Wed Aug 9

6:30-8pm

FCC room 8

\$20 individual

Medical Billing

Medical Billing I

BMB 101-01 Noncredit

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

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

2 mtgs: Sat & Sun Jun 10 & 11

9am-5pm Jun 10

9am-2pm Jun 11

FCC room 8

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

Physician's Current Procedural Terminology, CPT, available in campus bookstore)

Medical Billing II

BMB 201-02 Noncredit

Prerequisite: Medical Billing I or previous billing experience)

Build upon your knowledge of basic coding with these topics:

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

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

Sandra Collins

2 mtgs: Sat & Sun Jul 15 & 16

9am-5pm Jul 15

9am-2pm Jul 16

FCC room 8

\$110 (plus \$5 materials fee payable to instructor and required text: *ICD9CM Vols I & II* available in campus bookstore)

Medical Insurance Computer Billing

Medical Insurance Billing I suggested as a prerequisite.

BMB 301-01 Noncredit

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

Limited to 20 students

Sandra Collins

1 mtg: Sat Aug 5

9am-12pm

CSUDH campus SBS A110

\$69

No required text

How to Start & Operate Your Own Medical Billing Service

**Medical Insurance Billing
knowledge required.**

BMB 401-02 Noncredit

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

Sandra Collins

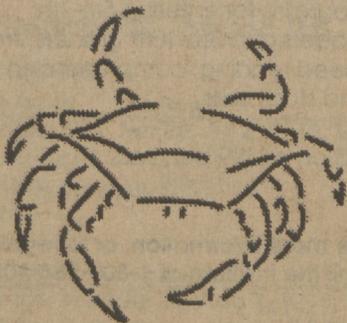
1 mtg: Sat Aug 5

1- 5pm

CSUDH campus SAC 1104

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

No required text



Speed Reading for Children and Adults

Speed Reading for Academic and Professional Materials *Entering 11th Graders through Adult and Children's Reading Skills *Entering 1st Graders through Entering 10th Graders**

In the adult program you will learn to increase your reading speed while improving comprehension: After completing this program you will read difficult material, such as textbooks, technical manuals and legal materials, two to three times faster. In most other materials, such as business and professional journals, books, marketing materials and correspondence, you will read three to four times faster. In addition, your comprehension and concentration will substantially improve and you will virtually eliminate wasteful re-reading.

Course includes: 6-7 different speed techniques

- Advanced comprehension strategies
- Concentration and recall techniques
- Lots of practice & individualized coaching
- Free 1-day follow up business & academic writing seminar
- Lifetime repeat privileges for speed reading and writing seminar

Instructors: Professional instructors from the Institute of Speed Reading Development, which has provided this course for most of the state universities in the west for 25 years, and has also assisted technical, financial, sales and management personnel in such corporations as IBM, Hewlett Packard and Autodesk to improve their reading skills.

In our series of enrichment reading skills programs for children the aim is to: Help your child develop the reading skills needed to succeed in school and build confidence in a program designed for children by grade level. Programs for entering 1st & 2nd graders and 3rd & 4th graders emphasize word skills, fluency and comprehension. Programs for entering 5th-7th graders and 8th-10th graders stress speed reading, comprehension and study skills.

Tuition is \$199 per class.

**For more information, or to register,
call the Institute at 1-800-964-1020.**

Entering 1st or 2nd graders

KRD 101-07 Noncredit
5 mtgs: Sun Jun 25, Jul 2, 9, 16, 23
8:30-11:30am
CSUDH campus SBS A144
\$199

or

KRD 101-12 Noncredit
5 mtgs: Fri Jul 28, Aug 4, 11, 18, 25
1-4pm
CSUDH campus SBS A144
\$199

Entering 3rd or 4th graders

KRD 101-08 Noncredit
5 mtgs: Sun Jun 25, Jul 2, 9, 16, 23
12:30-3:30pm
CSUDH campus SBS A216
\$199

or

KRD 101-13 Noncredit
5 mtgs: Wed Jul 26, Aug 2, 9, 16, 23
CSUDH campus SBS F125
NOTE: Class will meet in SBS D125 on Aug 23
8:30-11:30am
\$199

Entering 5th, 6th or 7th graders

KRD 101-09 Noncredit
5 mtgs: Sun Jun 25, Jul 2, 9, 16, 23
12:30-4pm
CSUDH campus SBS B110
\$199

or

KRD 101-14 Noncredit
5 mtgs: Wed Jul 26, Aug 2, 9, 16, 23
NOTE: Class will meet in SCC E149 on Aug 23
12:30-4pm
CSUDH campus SBS F125
\$199

Entering 8th, 9th or 10th graders

KRD 101-10 Noncredit
5 mtgs: Sun Jun 25, Jul 2, 9, 16, 23
8am-noon
CSUDH campus SBS B131
\$199

or

KRD 101-15 Noncredit
5 mtgs: Fri Jul 28, Aug 4, 11, 18, 25
NOTE: Class will meet in SBS B143 on Aug 25
8:30am-12noon
CSUDH campus SBS B131
\$199

Entering 11th, 12th graders, college students or adults

KRD 101-11 Noncredit
5 mtgs: Sun Jun 25, Jul 2, 9, 16, 23
8:30am -noon
CSUDH campus SBS B137
\$199

or

KRD 101-16 Noncredit
5 mtgs: Wed Jul 26, Aug 2, 9, 16, 23
NOTE: Class will meet in HFA A221 on Aug 23
6:30-10pm
CSUDH campus SBS F125
\$199



Health and Fitness

Balance Your Life Through Herbs & Nutrition

HGH 102-01 Noncredit

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

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

3 mtgs: Sat Jun 3, 10 & 17

10am-noon

FCC room 8

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

Canoeing the Russian River

RCO 101-04 or 101-05 Noncredit

Spend four days on the beautiful Russian River along the northern California coast near San Francisco and the Napa-Sonoma wine country. Designed for beginners as well as experienced canoers, this trip will cover approximately 32-36 miles of the Russian River from Asti (near the Italian Swiss Colony Winery) to Guerneville-Monte Rio. The Russian River includes several sections with "riffles" (which can be walked around, if desired) rolling hills, giant redwoods along the riverbanks, and morning fog. Instruction provided in basic paddling strokes, maneuvering techniques, and safety procedures. Participants provide own foods, camping equipment, transportation and camping expenses.

Prerequisites: participants must be in good physical condition and have basic swimming skills. There will be no pre-trip meeting; participants will receive an information sheet with registration fees. No refunds 28 days prior to trip. Chuck Reynolds has been leading trips such as these for 20 years.

RCO 101-04

Session 1: Sun-Wed Jul 9-12

RCO 101-05

Session 2: Sun-Wed Aug 13-16

\$80 per session (plus \$80 payable to instructor on site for canoe rental, etc.)

Not Strictly Ballroom!

Choose from this dazzling variety of dance classes held at
Barry Jost's You Can Dance/Palos Verdes Ball Room
28062 S. Western Avenue, San Pedro
Singles & Couples Welcome!

Introduction to Country Western Dance

ADA 101-01 Noncredit

Beginning basic movements and elements of various country western dances will be taught. Timing, rhythms, lead & follow techniques enables participants to two to three patterns including two-step, 10-step, country waltz, and polka. Line dances will include *Electric Slide*, *Black Velvet*, *Freeze* and more.

Sheila Jost is a professional dancer and trainer and is co-owner of *Barry Jost's You Can Dance* studio.
6 mtgs: Mon Jun 19-Jul 24
6:30-7:30pm
\$36

Beginning Two-Step

ADA 101-02 Noncredit

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

Sheila Jost
6 mtgs: Thu Jun 22-Jul 27
6:30-7:30pm
\$36

Western Two-Step-- Intermediate

ADA 106-01 Noncredit

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

Barry Jost, owner of Barry Jost's You Can Dance/Palos Verdes Ballroom, was originally trained in the Fred Astaire ballroom dance organization, and has since trained with the country's top dance coaches.
6 mtgs: Thu Jun 22-Jul 27
7:30-8:30pm
\$36

Beginning Line Dancing

ADA 102-01 Noncredit

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

Sheila Jost
6 mtgs: Mon Jun 19-Jul 24
7:30-8:30pm
\$36

Intermediate Line Dancing

ADA 202-01 Noncredit

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

Sheila Jost

6 mtgs: Mon Jun 19-Jul 24

8:30-9:30pm

\$36

Beginning Social Dancing

ADA 103-01 Noncredit

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

Barry Jost

6 mtgs: Tue Jun 20-Jul 25

6:30-7:30pm

\$36

Social Dancing - Intermediate

ADA 203-01 Noncredit

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

Barry Jost

6 mtgs: Wed Jun 21-Jul 26

6:30-7:30pm

\$36

West Coast Swing -- Level 1

ADA 104-01 Noncredit

If you ain't got that swing, you ain't got a thing! Basic movements and elements of *West Coast Swing*, basic patterns, timing, rhythm and lead/follow techniques.

Sheila Jost

6 mtgs: Thu Jun 22-Jul 27

8:30-9:30pm

\$36

West Coast Swing -- Level 2

ADA 204-01 Noncredit

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

Barry Jost

6 mtgs: Tue Jun 20-Jul 25

7:30-8:30pm

\$36

Disco Hustle and Disco Two-Step

ADA 107-01 Noncredit

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

Barry Jost

6 mtgs: Sat Jun 24-Jul 29

10-11am

\$36

Beginning Salsa and Latin Rhythm Dancing

ADA 105-01 Noncredit

The Latin Beat! Feel the heat!

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

Barry Jost

6 mtgs: Sat Jun 24-Jul 29

11am-12 noon

\$36

Beg/Int Salsa and Latin Rhythm Dancing

ADA 205-01 Noncredit

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

Barry Jost

6 mtgs: Wed Jun 21 - Jul 26

7:30-8:30pm

\$36



HORSEBACK RIDING

Have you ever wanted to try your hand at this invigorating sport? Six weeks of instruction and fun with a certified instructor will give you an understanding of the horse and rider relationship. Only six to a class, ages nine and up. Wear comfortable clothes (pants and boots). No one to weigh in excess of 185 lbs. Sessions will include untacking and proper grooming before dismissal.

COURSE LOCATION

River's Edge Stables
1003 West Carson St.
Long Beach, CA 90810



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

RHR 101-01

6 mtgs: Thu May 25-Jun 29

6-8pm

RHR 101-02

6 mtgs: Thu Jul 6 - Aug 10

6-8pm

RHR 101-03

6 mtgs: Sat May 27-Jul 1

9-11am

RHR 101-04

6 mtgs: Sat Jul 8-Aug 12

9-11am

RHR 101-05

6 Mtgs: Tue May 23-Jun 27

RHR 101-06

6 mtgs: Tue Jul 11-Aug 15

Fee per session: \$175

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.

**Summer Discussions
Include:**

- *The Development of the Detective Novel*
- *Writer's Workshop*
- *World War I*
- *Moral Issues*
- *Writers' Workshop*
- *Current Issues in Science*
- *American Indians*
- *20th Century American Literature*
- *Creative People and What Makes Them That Way*

Interested?

Spring discussion groups begin in June 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**

Plan Your Getaway!

Longing to see the Galapagos?

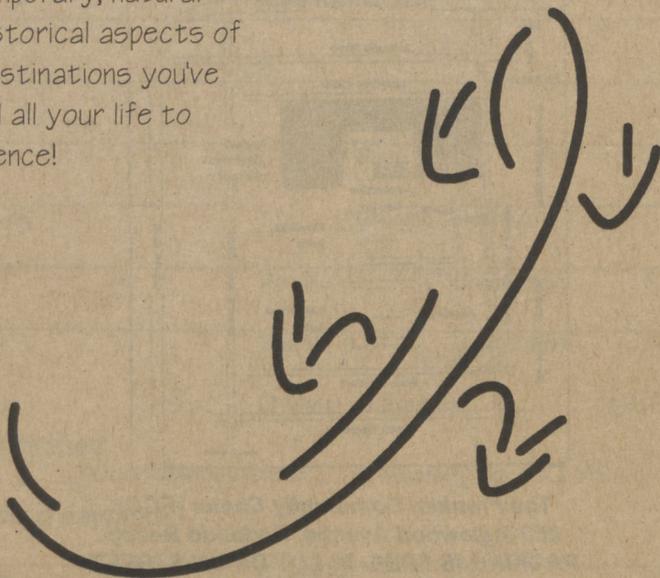
Make this the year you seek out the places you've just dreamed about!

Join a Summer or Fall Travel Study Program and discover ancient, modern and unexpected places! College faculty escorts and in-country specialists share their insights about the contemporary, natural and historical aspects of the destinations you've waited all your life to experience!

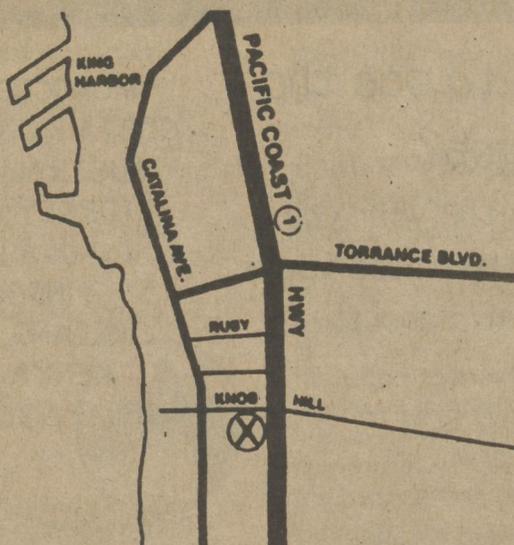
Visit

MOROCCO • EGYPT
COSTA RICA • BERMUDA
AUSTRALIA • BELIZE
TURKEY • GREECE
NOVA SCOTIA
INDONESIA
IRELAND • ALASKA
KENYA • CHINA
GALAPAGOS ISLANDS

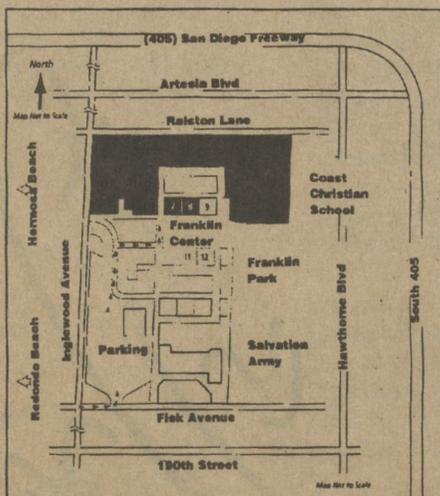
Call (310) 516-3741 for complete itineraries of the tours we're taking this summer and fall!



Off campus sites



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



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

Registration

BY MAIL:

Complete the registration form and mail it with a check, money order or credit card authorization to: Extended Education, CSU Dominguez Hills, Carson, CA 90747. Make check payable to CSUDH Extension.

BY PHONE:

You may register with VISA or MasterCard by calling 310/516-3741 Mon-Thu, 8am-6pm, Fri, 8am-4pm.

BY FAX:

FAX photocopy of the completed registration form to (310) 516-3971. Credit card registration only.

IN PERSON:

You can register at CSUDH Extended Education Monday through Thursday, 8am - 6:00pm, and until 4pm on Fridays, at room B141 in the Small College area on campus.

REFUND POLICY:

Refunds are not automatic: you must file appropriate forms in the Extension Office in order to receive a refund. Refund processing takes a minimum of 6 to 8 weeks, and is granted in accordance with State refund schedule: **If you withdraw prior to the first class meeting, 100% of the course fee will be refunded (less a \$5 processing fee for credit courses).**

If an Extension course is cancelled, the entire course fee will be refunded.

If you withdraw after the first class and before the first 25% of the course has elapsed, 65% of the total is refunded.

After 25% of the course time has elapsed, no refund will be made.

Courses of four meetings duration or less, no refund.

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

Summer 1995 Registration Form

Soc. Sec. No.	Birth Date	Date of Application	
Name			
Address			
City	State	zip	
Day Telephone		Evening Telephone	
Course Title	Seq No	Units(if any)	Fee
Course Title	Seq No	Units(if any)	Fee
Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female			Total Fees
Payment Method			
<input type="checkbox"/> Cash <input type="checkbox"/> Check/Money Order <input type="checkbox"/> MasterCard <input type="checkbox"/> VISA			
if credit card payment:			
Card Number	Signature		Exp. Date
FAX TO: (310) 516-3971.			
MAIL TO: CSUDH Extended Education, 1000 E. Victoria St., Carson, CA 90747			

Look Inside !

- Certificate Programs
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- Education for Children & Adults
- Your Family, Your Body
- Travel, Fitness & Fun

This summer find new depths of stimulation!
Sign up for a course to learn a new skill
or to enhance your career.



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Dominguez Hills

DIVISION OF EXTENDED EDUCATION

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