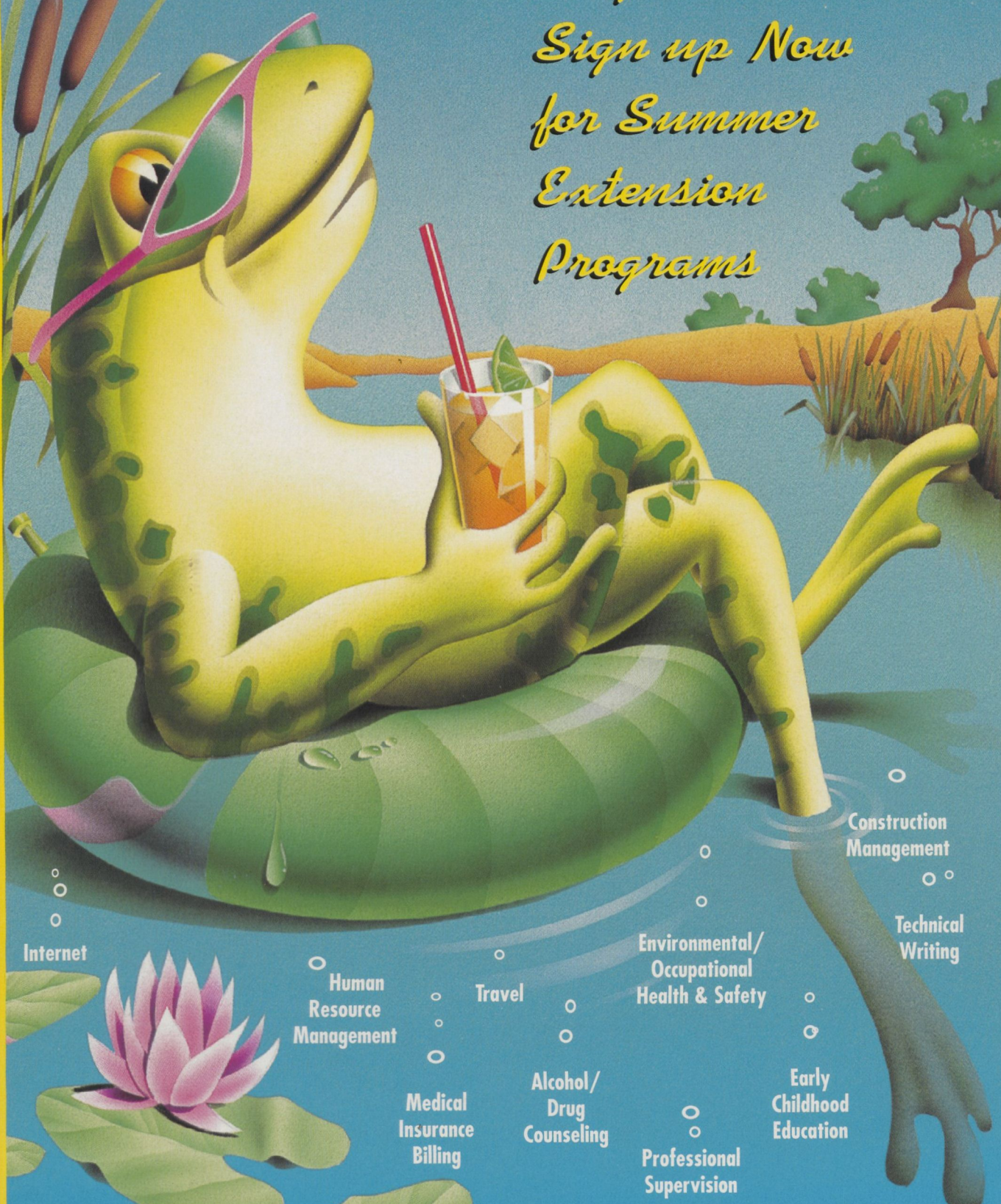


Summer's Here

*Play it Cool!
Sign up Now
for Summer
Extension
Programs*



Internet

Human
Resource
Management

Medical
Insurance
Billing

Travel

Alcohol/
Drug
Counseling

Environmental/
Occupational
Health & Safety

Professional
Supervision

Construction
Management

Technical
Writing

Early
Childhood
Education



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 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.

How can I find out more?

By simply calling (310) 243-3741 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.

Business

Is the world of international trade beckoning to you? Would you like to become self-employed running your own medical billing service? Ideas abound for entrepreneurs on pages 4-10.

Computers

Could your career use an upgrade? The enhancement of great-looking reports, photographs and designed brochures make you look good, too. Learn the latest in computer design software! See pages 11-17.

Internet

Sign up for an entry level or advanced course in exploring the Internet, designing your own Web page, or taking advantage of the latest in the multimedia digital programs which allow you to create your own high-tech movies! See pages 12-17.

Early Childhood

Whether your interest is as a teacher or a parent, the Early Childhood Education program awards upper-division, degree applicable academic credit. Courses can also be taken individually. Page 21.

Travel

Exciting travel experiences can be yours on escorted tours with optional academic credit. Don't wait to see the world, travel and learn now! See pages 3 and 29.

Fitness

Make a promise to yourself to get in shape this summer by working out at CSUDH. See the listing for Fitness for the '90s on page 3.



Cover: Judith Reeder, King Printing, Torrance.

This Bulletin is printed by the Division of Extended Education at no expense to taxpayers. Every effort is made to ensure the accuracy of this Bulletin. However, this Bulletin is subject to change without notice.

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Beginning Guitar Workshop MUX 122

1 ext unit CRN 30394

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, KPFF-FM, recording artist and music award winner.

10 mtgs: Thu June 5-Aug 7
6:30-8:50pm
CSUDH campus LCH A 207
\$133

Contemporary Guitar Workshop MUX 322

1 ext unit CRN 30393

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: Thu June 5- Aug 7
6:30-8:50pm
CSUDH campus LCH A 207
\$133

Don't Delay!

Be sure to register early so that we know you're coming---otherwise, we may have to cancel the class before it starts!

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 Age of Enlightenment*
- *Drama of the American Jewish Experience*
- *Impressionism*
- *The Future of Aging Americans*
- *Potpourri*
- *The Growing Concept of Chaos & Complexity*
- *The Crusades*
- *The Geology of California*
- *Engineering Models of the 20th Century*
- *Charlemagne*
- *The Supreme Court*
- *Understanding the Stock Market*

Interested?

Summer 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 7000-236 Redondo Beach, CA 90277

Canoeing the Russian River RCO 101

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.

Session 1 RCO 101-04
Sun-Wed July 13-16

Session 2: RCO 101-05
Sun-Wed Aug 10-13

\$100
per session
(plus \$80 payable to instructor on site for canoe rental, etc.)

Fitness for the '90s

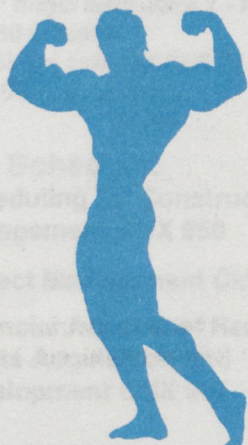
This course provides individuals other than faculty, staff and students of California State University, Dominguez Hills the opportunity to utilize selected athletic facilities during designated hours of the week. Any non-CSUDH student, faculty or staff member must enroll in this course in order to utilize the fieldhouse or gymnasium locker rooms, the weight room, the swimming pool, the tennis courts or track. There are two categories for enrollment in the program for the Summer term from May 27-August 28.

Full Membership

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

Limited Membership

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



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 • ISRAEL
SOUTH AFRICA
NOVA SCOTIA
BERMUDA
BELIZE • ITALY
TURKEY • GREECE
INDONESIA
IRELAND • ALASKA
KENYA • CHINA
GALAPAGOS
ISLANDS

Call (310) 243-3741 for complete itineraries of the tours we're taking this summer and fall!



Overcoming the Fear of Public Speaking

BGB 101-03 Noncredit

The number one phobia in the United States is the fear of public speaking. It is situational, and under the right circumstances, we will all experience it. This workshop will present techniques to increase confidence using imagery, memory enhancement skills, humor, techniques for overcoming hostile and resistant audiences, and the use of vocal inflection.

Peter Desberg, Professor of Graduate Education, CSUDH, is the author of *No More Butterflies*.

1 mtg: Sat June 28

9am-12noon

FCC room 7

\$49

Speaking to Groups: The Art of Oral Presentations and Techniques

BGB 101-04 Noncredit

This course will cover the styles of oral presentation to various audiences (such as professional organizations, informal discussions, classes and so on); the universal guidelines for oral presentations; use of visual aids and handouts; organization and preparation. It will also provide ample opportunity for in-class practice and immediate feedback. A certificate of completion will be awarded.

David Zasloff, B.A., UC Santa Cruz, is a graduate of the USC Technical Writing Program and is an experienced Technical Writer and editor.

5 mtgs: Wed July 9 - Aug 6

6:30-9:30pm

FCC room 8

\$79

Six Figure Consulting: How to Have a Great Second Career

BSB 107-01 Noncredit

Escape the rat race and cash in on your unique skills and experience! Consulting is the boom profession of the 90s and the rewards are yours to reap. In today's leaner business world, a growing number of corporations are cutting costs by outsourcing work to consultants--sometimes hiring laid-off employees who went on to start their own consulting businesses!

Be your own boss! Set your own hours! Control your destiny.

Getting your own consultancy business off the ground requires plenty of leg work--and dangers abound once you're up and running. Learn how to

- Start your own consultancy business
- Market your services
- Network with the right people
- Manage your time effectively

Dr. Gary Scott Goodman is the best-selling author of *Selling Skills for the Nonsalesperson* and *You Can Sell Anything by Telephone*. He is a consultant to Fortune 1000 companies, a lecturer and has published in magazines including Time. He is president of Goodman Communications and the Telephone Effectiveness Institute.

1 mtg: Sat Aug 9

8:45am-4pm

FCC room 8

\$179 (plus \$22 materials fee includes book)



Certificate Award in Construction Project Management

The Program

Construction professionals gain practical knowledge and expertise through the Certificate program in Construction Project 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 project management.

You will participate with others who face the same kind of professional problems in construction. 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

3.0 CEUs CRN 30395

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 June 2 - Aug 4
6:30-9:30pm
CSUDH campus SBS F125
\$185

Estimating and Bidding CMX 976

3.0 CEUs CRN 30396

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.

Larry Kaltman, architect and general contractor, has over 35 years of experience in design and building.

10 mtgs: Wed June 11 - Aug 13
6:30-9:30pm
CSUDH campus SBS F125
\$185

Core Courses

Survey of Construction Practice

Legal Aspects of Construction Management

Accounting for the Construction Industry

Estimating & Bidding

Scheduling of Construction Management

Project Management in Construction

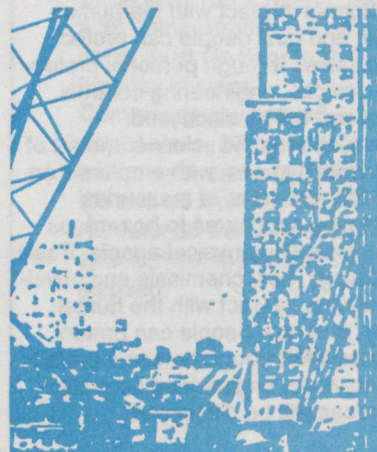
Fall Schedule:

Scheduling for Construction Management CMX 950

Project Management CMX 971

Financial Aspects of Real Estate Acquisition and Development CMX 901

Preregistration
Required



Certificate Award in Environmental & Occupational Health & Safety

The Certificate

Designed for individuals both in the field and those planning to enter it, the program will enable a person to apply the skills and fulfill the requirements of functioning in a Health & Safety Department and to administer health & safety programs in an industrial setting. Six core courses plus two elective courses are required. Elective courses are offered to suit the needs within various industries. Each core course offers 3 Continuing Education Units (CEUs).

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 and the National Safety Council.

The Schedule

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

The Location

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.

Core Courses

**Foundations of Safety & Health Programs
HEX 900**

**Occupational Health & Safety Program
Administration HEX 902**

OSHA & Environmental Law HEX 960

**Industrial Accident Investigation HEX 930
Introduction to Worker's Compensation
HEX 931**

**Fundamentals of Industrial Hygiene
HEX 934**

SEE SCHEDULE BELOW AND ON NEXT PAGE

Fundamentals of Industrial Hygiene HEX 934

3 CEUs CRN 30397

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.

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

**10 mtgs: Mon June 2-Aug 11
(no class July 7)**

6:30-9:30pm

CSUDH campus SBS B137

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

**Preregistration
Required**

Occupational Health & Safety Program Administration HEX 902

3 CEUs CRN 30398

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.

**Bob Middo, BA, Biology, Cal/OSHA
Consultation.**

**10 mtgs: Wed June 4 - Aug 6
6:30-9:30pm**

CSUDH campus SBS B137

**\$350 (plus \$35 materials fee
payable to instructor in class)**

Elective Courses

Recognition & Control of Workplace Hazards HEX 962

Elective 1.5 CEUs CRN 30400

A review chemical and mechanical hazards known to be in the general workplace with an emphasis on logical discovery. Students will learn how to treat such hazards in order to provide a safe and healthy workplace for their organization.

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

5 mtgs: Tue July 15 - Aug 12
6:30-9:30pm

CSUDH campus, SBS E116
\$ 175

Industrial Hygiene Instrumentation & Sampling HEX 964

Elective 1.5 CEUs CRN 30399

The course will provide students with an overview of industrial hygiene sampling procedures for real world situations. The course will consist of lectures, demonstrations and hands-on use and calibration of active and passive sampling, using indirect and direct reading instrumentation. It will also be beneficial to those responsible for conducting industrial hygiene sampling programs in the workplace.

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

5 mtgs: Thu July 17 - Aug 14
6:30-9:30pm

CSUDH campus SBS F125
\$175 (plus \$35 materials fee payable to instructor in class)

Fall Schedule

Core Courses

Industrial Accident Investigation HEX 930

Introduction to Workers Compensation HEX 931

Electives

Advanced Accident Investigation HEX 949

Hazwoper

8 hour HEX 914

24 hour HEX 915

40 hour HEX 932



Registration is Easy



You may register with VISA or MasterCard by calling

(310) 243-3741 Monday through Thursday, 8am to 6 pm, 8am to 5pm Friday and 8am-1:30pm Saturday. Please have your card number and expiration date available.



You may also register by FAX. Simply complete the registra-

tion form, provide the credit card billing information and FAX the registration form to **(310) 516-3971**.



You may register in person at CSUDH Extended Education

Monday - Thursday, 8am-6pm, 8am- 5pm on Fridays and from 8am-1:30pm on Saturdays.

Refund Policy

To receive a refund of fees, students must complete an Add/Drop form with the Extended Education Office. To receive 100% refund, less a \$5 administrative fee, students must file prior to the first day of class.

Commencing with the first day of class, 65% of the fees will be refunded until 25% of the course time has elapsed. NO refunds will be granted after 25% of the course has elapsed.

Certificate Award in Human Resource Management

The Certificate Program

Provides the knowledge and practical skills for career enhancement and job advancement in human resource management. Focus is on current business and personnel management systems taught by SPHR professionals who will teach you how to successfully meet the challenges encountered in today's competitive business environments. The program also meets and exceeds the requirements for PHR and SPHR recertification.

Program emphasis is on

- Human Resource systems & programs
- Applying labor law & maintaining compliance
- Constructing compensation and benefit plans
- Recruiting and hiring
- Managing employer/employee relationships
- Managing in a diverse and changing environment

Who should attend

- Specialists in the Human Resource field who need to expand their knowledge of expertise in all aspects of Human Resource Management
- Those considering entering the field of Human Resource Management
- Business owners and executives
- PHR's and SPHR's who need to meet recertification requirements
- Business attorneys
- Business consultants
- MBA students

Onsite Instruction Available: call (310) 243-3352

Certificate Award

A certificate is awarded upon completion of three core courses and four electives. Upon completion of each course Continuing Education Units (CEU's) are awarded. University transcripts are available upon request. **Students not pursuing the certificate may take individual courses. Total required units for the certificate: 12.**

The Schedule

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

The Location

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

Core Courses

Managing the Employment Relationship BUX 988 3 CEUs

Employment & Management Systems BUX 990 3 CEUs

Compensation and Benefits BUX 992 3 CEUs

Elective Courses

Communication Dynamics BUX 989 1.5 CEUs

Managing Change BUX 991 1.5 CEUs

Evaluating and Selecting an HRIS System BUX 993 .5 CEUs

Presentation Skills BUX 994 1 CEU

Summer 1997 Schedule

Employment & Management Systems

BUX 990 CRN 30421
Core 3 CEUs

Find and hire the right candidate. Build effective internal management systems to meet the personnel needs of the company, and to assist with the management of the Human Resource function. In this class, students will learn how to develop effective employment and management systems to provide for employee recruiting, hiring, tracking and communications. This class will furnish students with the tools and skills necessary to build an effective Human Resource management structure to support company operations.

James D. Vigneau, SPHR, Director, Vigneau Management Consultants, B.S., UCSF, is a lecturer and consultant with over 15 years of experience in the Human Resource field.

10 mtgs: Thu June 5-Aug 7
6:30-9:30pm
CSUDH LCH A 224
\$350

Managing Change

BUX 991 CRN 30422
Elective 1.5 CEUs

"Change Agent" could serve as an alternative job title for Human Resource managers and professionals in today's workplace. Learn how to more effectively manage and deal with change with the skills, techniques and concepts taught in this course. Learn to break out of the paradigms that block process, improvements, and examine techniques for maintaining employee motivation in an environment of dynamic change.

James D. Vigneau
3 mtgs: July 26 - Aug 9
8:30am-1:30pm
CSUDH SBS D219
\$175

Preregistration
Required

Certificate of Completion in Medical Insurance Billing

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

Medical Terminology

BMB 502 **Noncredit**

Provides an overview of medical terminology including prefixes, suffixes, roots and combining forms. Students will learn about the various body systems as they relate to medical terminology. Also covered will be medical abbreviations and exercises on how to read medical reports. This course is a good foundation for anyone working in a medical environment.

Cary Elliott, MPH, CSUN, is an instructor at CSULB in Medical Terminology and is Management Services Officers for UCLA Medical Center.

2 mtgs: Sat June 14 & 21
9am-2:30pm
FCC room 7
\$95

Medical Insurance Billing I

BMB 101 **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.

Tuany Reid is a consultant who provides individuals and small and large companies with medical billing, financial and management accounting training.

4 mtgs: Mon & Wed

June 23, 25, 30; July 2

6-9pm

FCC room 7

\$110 (plus \$5 materials fee payable to instructor in class)

Required text: *Physician's 1996 Current Procedural Terminology, CPT*

Medical Insurance Billing II

BMB 201 **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
- 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 is a medical consultant, a medical billing service owner and a graduate of UC Riverside.

4 mtgs: Mon & Wed July 14, 16, 21, 23

6-9pm

FCC room 7

\$110 (plus \$5 materials fee payable to instructor in class)

Required text: *ICD-9CM*

Medical Insurance Computer Billing

BMB 301 **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 submissions that will produce third-party insurance claim forms and patient billing statements. A review of the information needed to set up a computerized medical insurance billing practice is included. Previous computer experience is not necessary.

Tuany Reid

1 mtg: Sat July 26

9am-3pm

CSUDH campus SBS A110

\$100

Limited to 20 students

How to Start & Run Your Own Medical Billing Service

BMB 402 **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 Aug 9

9am-3pm

FCC room 7

\$80 (plus \$5 materials fee

payable to instructor in class)

Certificate Award 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 core courses and two electives 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.** For more information, call (310) 243-3352.

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

CORE 3 CEUs CRN 30401

Students will acquire the skills and tools to gather, organize and design information for publication in complex technical paper, media and online documentation. They will learn the processes for audience and information analysis, graphic design, structure, book design and production required to map information and produce the documentation products required by their readers.

Sara Stohl, MA, has over 18 years experience preparing proposals for such clients as TRW, Hughes, McDonnell Douglas and Grumman, and is president of the Society for Technical Communication.

10 mtgs: Tue June 3 - Aug 5

6:30-9:30pm

CSUDH campus SCC E173

\$130

Online Documentation BUX 950

Elective 1.5 CEUs CRN 30406

Prerequisite: Basic computer experience

Grace Wetrosky, Interactive Media Specialist, Toyota Motor Sales, USA, Inc.

4 mtgs: Sat July 26 - Aug 16

8:30am-12:30pm

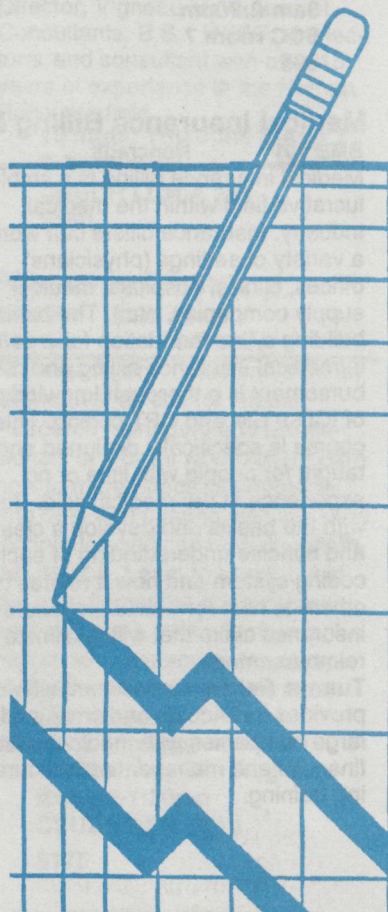
CSUDH campus TBA

\$90

Fall 1997 Schedule

Technical Writing Fundamentals BUX 935

Proposal Preparation & Writing BUX 948



Introduction to PageMaker

CCB 105 Noncredit Limit 20

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.

**2 mtgs: Wed & Sat Jun 18 & 21
6-9pm Wed; 9am-4pm Sat
CSUDH campus ERC A115
\$100**

(please bring 3 1/2" high-density double-sided diskette, formatted for Macintosh)

Introduction to Adobe Illustrator

CCB 104 Noncredit Limit 10

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.

Bernard Baker

**2 mtgs: Wed & Sat June 25 & 28
6-9pm Wed
9am-4pm Sat
CSUDH campus SCC E137
\$100 (please bring 3 1/2" high-density double-sided diskette, formatted for Macintosh)**

Introduction to QuarkXpress

CCB 103 Noncredit Limit 15

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 fundamentals 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.

Bernard Baker

**2 mtgs: Fri & Sat July 18 & 19
1-4pm Friday
9am-4pm Saturday
CSUDH campus SCC E137
\$100 (please bring 3 1/2" high-density double-sided diskette, formatted for Macintosh)**



Introduction to the Macintosh Computer

CCB 106-01 Noncredit Limit 20

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. Certificate awarded upon completion.

Bernard W. Baker

**2 mtgs: Mon & Tu June 9 & 10
6-9pm
CSUDH campus SCC E137
\$50 (please bring 3 1/2" high-density double-sided diskette, formatted for Macintosh)**

Don't Delay!

Be sure to register early so that we know you're coming---otherwise, we may have to cancel the class before it starts!

Introduction to Photoshop**CCB 107-01 Noncredit Limit 10**

This workshop will introduce the function of Photoshop as a graphic production and artistic manipulation software. The activities will be based on realist projects. Specific topics will be the creation of original art work, modification and retouching of photography, composite photography, importing images from other programs and courses, the integration of typography with graphics and photos, plus fundamental concerns of production and color separation. Please come with a 3 1/2" high density diskette, or purchase one in class.

Bernard W. Baker**2 mtgs: Wed & Sat July 9 & 12****6-9pm Wed; 9am-4pm Sat****CSUDH campus SCC E137****\$100****Awesome Threesome -
Creating Graphics with
Illustrator, Photoshop &
QuarkXpress****CCB 108-01 Noncredit Limit 10**

In the "real world" great graphic documents are created using these great programs. Begin with Illustrator to create an original graphics image such as a logo or sport illustration. Photoshop will be used to super-treat photographic images with wizardry manipulation and special effects. Finally, you will use the power of QuarkXpress to bring all the images together easily into that stunning graphic document in the pre-print format your printer wants. You will be scanning photographic images, creating original illustrations, writing headlines and copy, manipulating images and printing out a full-color proof of the document. Participants should have a fundamental working knowledge of Illustrator, Photoshop and QuarkXpress as learned in the CSUDH Extended workshops, and provide at least two 3 1/2" high density, double-sided diskettes, MAC formatted.

Bernard W. Baker**2 mtgs: Fri & Sat July 25 & 26****6-9pm Fri; 9am-4pm Sat****CSUDH ERC A115****\$150 (individuals: one computer per person)****\$200 (couples/friends: one computer, two persons)**

(When registering please indicate if you are an individual or registering as a couple)

A Certificate of Computer Graphics Competency is awarded after completion of the the four workshops:

*Introduction to Illustrator
Introduction to Photoshop
Introduction to QuarkXpress
and
Creating Graphics with
Illustrator, Photoshop and
QuarkXpress*

**Before Fundamentals:
Internet Workshop for
Computer
Novices Lecture-Lab****CIX 901 3 CEUs CRN 30416 Limit 20**

Prerequisites: little or no computer experience

A user-friendly, beginning-level workshop designed for those with little to no computer experience. Though just about everyone has heard of the Internet, most lack a clear understanding of what it is and how to use it. The goal of this workshop is to equip the true beginner with a solid base of knowledge on how computer and communications technology make it possible to access people, information, and resources all over the world. This workshop will be especially beneficial for anyone who feels intimidated by a lack of basic knowledge and experience with computers and/or the Internet. No previous experience is assumed or required. Workshop is held in the new CSUDH On-Line/Multimedia computer lab. 3 hrs.

Annemarie Boyer, an experienced instructional design/technology professional, has multiple years of experience designing and teaching computer and Internet classes. She is a professional Web developer and instructor. A member of the HTML Writers Guild, visit Annemarie's Web page at <http://www.amboyer.com>. She can be contacted at aboyer@dhvx20.csudh.edu

1 mtg: Mon Jun 16**6:30-9:30pm****CSUDH campus ERC A-115 (Lab)****\$50**

Certificate Award in Internet Business & Marketing Fundamentals

The Certificate Award Program in Internet Business and Marketing Fundamentals can be an important addition to your personal or business profile. It informs customers and employers that you have chosen to explore and understand this new and huge communications and marketing medium. The Internet is the Super Information Highway. Personal interests, business and career opportunities abound as the Internet doubles in size each year. Please note that there is a \$1.50 parking charge. Parking passes are available from the automated yellow boxes located at the entrance of each parking lot. Directions to the campus and to the rooms on campus are available from Gabrielle at (310) 243-3782.

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 businesses, entrepre-

neurs and all companies who buy any type of advertising will learn how to start sharing their message and increasing sales.

The Certificate

Those participants who successfully complete all four courses will be awarded the Certificate Award in Internet Business and Marketing Fundamentals. Successful completion of this certificate will prepare students to participate in the three other advanced certificate awards available through the Center for Training and Development: Intermediate HTML Publishing, Advanced HTML Publishing and Internet Business and Marketing Development.

The Instructors

Annemarie Boyer, an experienced instructional design/technology professional, has multiple years of experience designing and teaching computer and Internet classes. She is a professional Web developer and instructor. A member of the HTML Writers Guild, visit Annemarie's Web page at <http://www.amboyer.com>. She can be contacted at aboyer@dhvx20.csudh.edu

Internet Fundamentals - Lecture

CIX 907 .3 CEUs CRN 30407

Prerequisite: CIX 901 "Before Fundamentals" or computer literacy including using a mouse. If you have questions as to your qualifications to start at this course please contact the instructor Annemarie at (310) 945-3742 or aboyer@dhvx20.csudh.edu. An introduction to the concepts, vocabulary, and intricacies of the Internet including the World Wide Web. Discover how the system works while learning how to get started, how to gain access, what software to use, how much to pay, and who to see when you have problems. Includes a tour of the most popular World Wide Web sites and the most frequently use resources available on the Internet. Demonstrations include how to chat, how to access free graphics, how to tap libraries, and even how to earn a college degree on-line! Free access software! 3 hrs.

1 mtg: Tue Jun 17

6:30 - 9:30PM

CSUDH campus SBS F125

\$50 (\$10 additional materials fee will be collected in class)

Surfing The Internet - Lab

CIX 908 .3 CEUs Limit 20

Prerequisite: CIX 907 or instructor approval. Instructor: Annemarie at (310) 945-3742 or aboyer@dhvx20.csudh.edu. In Internet Fundamentals (CIX 907) you learned what the Internet is and how it is designed. This course provides thorough instruction on how to use Netscape, how to search for and easily find valuable resources on all types of sites including FTP, Gopher, Veronica, and Jughead. It provides hands-on instruction on how to download software, use e-mail, and how to chat with other surfers anywhere in the world. Visit and interact with numerous commercial sites. 3 hrs.

Section 1 CRN 30408

1 mtg: Wed Jun 25

Section 2 CRN 30409

1 mtg: Wed Jul 2

6:30pm-9:30pm

CSUDH campus ERC A 115 (Lab)
\$50 (\$10 materials fee collected in class if student has not already received materials (which are the same) in CIX 907)

How to Conduct Business on the Internet - Lecture

CIX 909 .3 CEUs CRN 30410

Prerequisite: CIX 908 or instructor approval. Instructor: Annemarie at (310) 945-3742 or aboyer@dhvx20.csudh.edu. Learn strategies and tactics for selling your products and services to 55 million well educated, affluent people via low cost automated systems. Discover how two people are grossing \$20 million a year by using the Internet to drop ship retail products. Find out who's using the Internet, what they are buying and why. Plan and develop an Internet Resource Site with the instructor and your classmates. Learn how to register your domain name and how to be included on the most popular search engines. Find out how to post advertising without being offensive. Includes a tour of the hottest selling sites. Over 100,000 new customers are going on-line each month. 3 hrs.

1 mtg: Tue Jul 8

6:30pm-9:30pm

CSUDH campus SBS F125

\$50 (\$10 materials fee collected in class)

REGISTER BY PHONE: (310) 243-3741 • REGISTER BY FAX (310) 516-3971

Beginning HTML Publishing - Lab

CIX 912 .9 CEUs Limit 10

One computer per person

Prerequisite: CIX 908 or instructor approval (must be obtained prior to enrolling in class) Instructor:

Annemarie at (310) 945-3742 or aboyer@dvhx20.csudh.edu

Who should attend: Anyone interested in publishing on the World Wide Web. A true beginner level course: no previous knowledge of HTML or Web page design is required. Upon completion of this course students will be able to create basic documents for publishing on the World Wide Web. All students will complete their own home page as their class project.

Topics covered include: introduction to HTML markup language; page layout; placing graphics; linking to other web sites; and publishing finished pages on the Web.

All students who successfully complete the class project will be eligible to enroll in the Intermediate HTML Publishing certificate. Students who require additional basic HTML publishing skill development may repeat the class as often as needed.

Please note that there is a \$1.50 charge for parking. Parking passes are available from the automated yellow boxes located at the entrance of each parking lot. Directions to the campus and to the rooms on campus are available from Gabrielle at (310) 243-3782.

Choose one from:

Section 1 CRN 30411
2 mtgs: Th/Sat Jul 17 & 19

Section 2 CRN 30412
2 mtgs: Th/Sat Jul 24 & 26

Thursday/Saturday Labs are from 6:30pm-9:30pm/9am - 4pm (one hour lunch)

CSUDH campus ERC A-115 (Lab)
\$169 (\$10 materials fee collected in class)

Two Certificate Awards in HTML Publishing INTERMEDIATE • ADVANCED

To successfully achieve either the Intermediate or Advanced Certificate Awards in HTML Publishing students are required to participate in 9 Hours of hands-on computer experience in the CSUDH On-Line/Multi-Media Computer Lab and demonstrate to their instructor that they have achieved the understanding and publishing skills required for each level. Students may repeat courses as often as required (repeat tuition but no additional materials fee). Please note that there is a \$1.50 charge for parking. Parking passes are available from the automated yellow boxes located at the entrance of each parking lot. Directions to the campus and to the rooms on campus are available from Gabrielle at (310) 243-3782.

Who Should Attend

Anyone interested in advancing beyond beginning levels of HTML publishing and Web page design

(see skills listed in CIX 912) to intermediate or advanced publishing, design and implementation of dynamic, eye-catching Web pages/sites should consider enrolling in the Intermediate and Advanced HTML Certificate Award programs. Personal enrichment and exciting employment opportunities exist for those adequately skilled in HTML and Web page design.

The Instructor

Anissa Barton-Thompson: In addition to her position as a faculty member with the CSUDH-Internet Certificate Program, Anissa is employed full-time as the ON-LINE PROGRAM ANALYST with the CSUDH HUMANITIES EXTERNAL DEGREE PROGRAM. She is also responsible for the design and implementation of a variety of informative and innovative web sites. Visit Anissa at her own web site at <http://hux.csudh.edu/~anissa>

INTERMEDIATE HTML Publishing - Lab

CIX 913 .9 CEUs Limit 10

One computer per person

Prerequisite: CIX 912 or instructor approval (must be obtained prior to enrolling in class-be prepared to submit to the instructor a beginning level web page of your own creation for consideration) Instructor: Anissa at (310) 243-3744 or abarton@dvhx20.csudh.edu

Who should attend: Anyone with basic HTML publishing experience who wishes to attain the next level of designing graphics and enhanced layouts for eye-catching Web pages/sites.

Not a beginning level course: Students must have a basic knowledge of HTML and Web page design. Students who have successfully completed CIX 912 or have an equivalent level of expertise are prepared for participation in this course.

All students will work on their own projects with individual guidance from instructor as needed.

Topics covered include: a quick review of software and keyboard basics and basic HTML structure, advanced tags, images (formats, background imagery, copying graphics from web, creating own, scanning and manipulating photos, clip art), newspaper style columns etc.

Students will need to bring the following to class :

- \$10 materials fee
- floppy disks (at least two high density 3.5" diskettes) to store finished work
- photographs to be scanned, as well as printed material to be incorporated into your Web page design

IMPORTANT INFORMATION

Course may be repeated as needed (additional tuition but no additional materials fee charged). Participation in class does not automatically qualify a student to receive the Intermediate Certificate Award. Instructor will determine when student has achieved the competency and skill level sufficient to have earned the Intermediate Certificate Award and is thereby eligible to participate in the Advanced Certificate Award program.

Choose one from:

Section 1 CRN 30414

2 mtgs: Fri/Sat June 6 & 7

Section 2 CRN 30413

2 mtgs: Fri/Sat Aug 1 & 2

Fri/Sat Labs

6:30pm-9:30pm/ 9:00am-4:00pm

(one hour lunch)

CSUDH campus ERC A-115 (Lab)

\$169 (\$10 materials fee collected in class)

ADVANCED HTML Publishing - Lab

CIX 914 .9 CEUs Limit 10

One computer per person

Prerequisite: CIX 913 or instructor approval (must be obtained prior to enrolling in class-be prepared to submit to the instructor an intermediate level web page of your own creation for consideration) Instructor: Anissa at (310) 243-3744 or abarton@dhvx20.csudh.edu Please note that there is a \$1.50 charge for parking. Parking passes are available from the automated yellow boxes located at the entrance of each parking lot. Directions to the campus and to the rooms on campus are available from Gabrielle at (310) 243-3782.

Who Should Attend

Anyone with intermediate level HTML publishing experience who wishes to achieve an advanced level of competency.

Not a beginning level course:

Students must have more than a basic knowledge of HTML and Web page design. Students who have successfully completed CIX 913 or have an equivalent level of expertise are prepared for participation in this course. Students will work together to create and/or update an exciting Web site; the final project will actually be used on-line!

Topics covered include: a quick review of material covered in the Intermediate Certificate, forms, frame and image map creation, adding advanced server-based features such as access counters, sound, security passwords, index searches, video and animation. Other topics will include a discussion of Internet Service Providers vs. Commercial Services, putting and maintaining your files online (FTP) and the possibilities of designing and maintaining Web sites.

Students will need to bring the following to class :

- \$10 materials fee
- floppy disks (at least two high density 3.5" diskettes) to store finished work
- photographs to be scanned, as well as printed material to be incorporated into your Web page design

IMPORTANT INFORMATION

Course may be repeated as needed (additional tuition but no additional materials fee charged). Participation in class does not automatically qualify a student to receive the Advanced Certificate Award. Instructor will determine when each student has achieved the competency and skill level sufficient to have earned the Advanced Certificate Award.

Choose one from:

Section 1 CRN 30419

2 mtgs: Fri/Sat Jun 13 & 14

Section 2 CRN 30420

2 mtgs: Fri/Sat Aug 15 & 16

Friday/Saturday Labs are from 6:30pm-9:30pm/9:00am-4:00pm (one hour lunch)

**CSUDH campus ERC A-115 (Lab)
\$169 (\$10 materials fee collected in class)**

Certificate in New Media/Digital Multimedia Development

What's the most exciting aspect of computer technology today? New Media of course! Where else can you be a Steven Spielberg or Steve Jobs right on your desk top!? Have you always wanted to write, direct, paint, draw, or create the costumes or sets for a movie? Please join us for a fascinating journey into the exploding digital world of Multimedia! Multimedia, digital effects, 3D and animation artists are in great demand. Companies, advertising agencies, web-site designers nationwide as well as Hollywood based studios and digital effects houses are hiring people to fill thousands of jobs. Could this be the career for you--or maybe the hobby of a lifetime? Join us and find out!

Instructors:

Richard John Jenkins is the Director for Advanced Technology Programs at The American Film Institute. In his "spare time" Richard is an author and freelance multimedia developer. Richard is an authorized Macromedia Director trainer.

Michele Healey is the Vice President of Production and Legal Counsel for the Geosphere Project in Santa Monica, a new media firm specializing in large-scale interactive programs for museums, science centers and theme parks. She is also an instructor for The American Film Institute.

For further information please contact Richard by e-mail at rickyjj@earthlink.net or Michele at Mhealey1@aol.com

CIX 930 Introduction to New Media/Careers in New Media

2.1 CEUs CRN 30424 Limit 20

2 person production team per computer) Instructor: Richard Jenkins and Michele Healey

An exciting introduction to New Media and careers in New Media. The lines between telephone, cable, the world wide web, video, film, computers, satellite transmission, and television is blurring and opening up thousands of new jobs and careers everyday. The world of mass communications is exploding and promises to hold more long range opportunities than any other US industry---ever. Not sure where to start or what digital skills you'll need to learn to get started? Then sign up now for this insightful class to jump start you into the exciting world of New Media!

3 mtgs: Sat June 7, 14, 28 (no class June 21st)
10am-6pm (one hour lunch)
CSUDH campus ERC A115
\$280 Textbook required: *Careers in Multimedia* by Vivid Studios/ZD Press available from CSUDH Bookstore plus Lab/Course materials fee: \$18 payable to instructor in class)

CIX 931 Intro to New Media Digital Tools

2.1 CEUs CRN 30425 Limit 20

2 person production team per computer. Prerequisite: Intro to New Media/Careers. Instructor: Michele Healey

New Media relies on several powerful digital tools that create content for CD-Roms, DVD, disk and the world wide web. Adobe, Fractal Design, and Macromedia, among others, have created several amazing tools to create images, edit sound, paint and even "glue" everything together on the computer screen in order to make digital movies with rich story lines. Come learn how to use these very popular "cross platform" digital tools that are used by New Media designers and creators the world over. This is an intense hands-on workshop.

3 mtgs: Sat July 12, 19 & Aug 2 (no class July 26)
10am-6pm (one hour lunch)
CSUDH campus ERC A115
\$280 (Textbook required: *Multimedia Power Tools* by Jerram & Gosney/Random House available from CSUDH Bookstore plus Lab/Course materials fee: \$28 payable to instructor in class)

CIX 932 Intro to Movie Making with Macromedia Director

2.1 CEUs CRN 30426 Limit 20

2 person production per computer) Prerequisite: Intro to New Media Digital Tools Instructor: Richard Jenkins

Macromedia Director software is used by over 80% of New Media and Macromedia Developers the world over. This exciting software is well known for its vast capabilities for animation, Lingo scripting, and now can play movies on the world wide web! After learning the basics, a user can create powerful presentations, games, stories, CBT and "shocked" movies for the web within minutes!

3 mtgs: Sat Aug 9, 16, 23
10am-6pm (one hour lunch)
CSUDH campus ERC A115
\$280 (Textbook required: *Director Demystified* by Jason Roberts/Peach Pit Press available from CSUDH Bookstore plus Lab/Course material fee: \$28 payable to instructor in class)

Please note that there is a \$1.50 charge for parking. Parking passes are available from the automated yellow boxes located at the entrance of each parking lot. Directions to the campus and to the rooms on campus are available from Gabrielle at (310) 243-3782.

REGISTER BY PHONE: (310) 243-3741 • REGISTER BY FAX (310) 516-3971

INTERNET & WORLD WIDE WEB CONSULTING: PUTTING THE BUSINESS COMMUNITY ON-LINE

The Center for Training and Development at CSUDH provides consulting and design for a broad range of commercial activities on the Internet and the World Wide Web. Services include Web site development, marketing and promotion, on-line sales and customer support systems, secure transactions, Electronic data interchange (EDI), "Intranet" development, and comprehensive, company-specific design plans for Internet integration and implementation. For further information contact Scott MacKay at (310) 243-3355 or by e-mail at smackay@dhvx20.csudh.edu.

Introducing our new ON-LINE MULTIMEDIA COMPUTER LAB!

The Division of Extended Education is proud to announce the opening of its new On-Line/Multimedia Computer Lab. Students participating in the Internet Certificate Series and selected other courses will receive in-depth training thanks to the Division's commitment to excellence both in equipment and its instructional staff.

The on-line/multimedia computer lab is equipped with eleven Macintosh 8100 AV Power PC workstations, 21" monitors, Syquest 200 MB tape drives, a digital camera, an art tablet, two scanners, one of which can scan 35 mm slides, two laser printers, one of which is color, a SVHS videocassette recorder and a CD ROM Press. In addition, each workstation has an ethernet connection which makes it possible to access all of the graphics on the Internet. The software in the lab includes MS Office, WordPerfect, Pagemaker, Filemaker, Quark Express, Fractal Painter, Macromedia Director, Macromedia Sound, Supercard, Strata Vision, Aldus Persuasion, Opcode Audioshop, Avid Videoshop, Adobe Photoshop, Adobe Premier and Adobe Illustrator.

Specialized company workshop training is available.

Please contact
Scott MacKay, Director of the
Center for Training and
Development for details.

Scott can be reached at (310)
243-3355 or by e-mail at
smackay@dhvx20.csudh.edu.

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summer and*

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THE AMERICAN LANGUAGE & CULTURE PROGRAM

ENGLISH LANGUAGE COURSES FOR BEGINNING, INTERMEDIATE AND ADVANCED INTERNATIONAL STUDENTS

The American Language and Culture Program at California State University, Dominguez Hills has courses for international students, business people and new residents who wish to improve their English language skills. Maximum enrollment in most classes is 15 students to ensure sufficient student practice and attention from the teacher.

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.

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. 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, 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: American Films
- Conversation Partners

1997 Schedule Intensive English Language Program

Summer Session	Class Dates	Weeks	Tuition	Orientation
Session A only	June 9 - August 1	eight	\$1,400	June 4-5
Fall Semester	Class Dates	Weeks	Tuition	Orientation
Session A	August 18 - Oct. 10	eight	\$1,400	August 13-14
Session B	October 20 - Dec 12	eight	\$1,400	October 15-16
Sessions A + B		sixteen	\$2,700*	

*Registration and Payment for two consecutive 8-week session allow for a one-hundred-dollar discount.

TO APPLY SEND:

1. Completed Application Form. See ALCP brochure or Web-Site.
2. \$55 U.S. Application Fee written to: CSUDH. Non-refundable. Cash cannot be accepted.
3. Financial Verification. If you are requesting an I-20 in order to enter the U.S. on an F-1 Student Visa for full-time study only. The financial verification is usually a bank statement, which must verify a minimum of \$7,000 U.S. available for the student's studies.
4. Additional Costs: Health Insurance (required), text books, food, housing, transportation, miscellaneous.

For more information on ALCP/ESL classes:

Tel: (310) 243-3830 Fax: (310) 516-4418

E-mail: alcp@dhvx20.csudh.edu

World Wide Web:

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

Registration: Tel. (310) 243-3830

FOR ESL INFORMATION AND REGISTRATION CALL (310) 243-3830

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 maintain a 2.5 GPA 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. In addition to academic credit, 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 \$133 per unit; a three unit course is \$133. 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 in the Human Services degree program.

Individual Counseling Techniques ADX 302

3 ext units CRN 30403

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-Lund, MA, clinical psychology, has been treating chemical dependency since 1976.

12 mtgs: Wed June 4 - Aug 20
6-10pm
CSUDH campus SAC 1102
\$399

Perspectives on Drug Abuse: Counseling the Substance Abuser ADX 303

3 ext units CRN 30402

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.

Mary Cook-Lund

12 mtgs: Tue June 3 - Aug 19
6-10pm
CSUDH campus SAC 1106
\$399

Group Counseling Techniques ADX 304

3 ext units CRN 30404

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-Lund

12 mtgs: Thu June 5 - Aug 21
6-10pm
CSUDH campus SAC 1106
\$399

Introductory Practicum ADX 305

2 ext units CRN 30405

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: May 27 - Aug 12
6-10pm
CSUDH campus SAC 1104
\$266

Preregistration
Required

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.

Early Childhood Administration & Supervision TEX 356

3 ext units CRN 30418

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 management, personnel recruitment and selection, staff management, and program supervision are emphasized.

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

12 mtgs: Mon & Wed June 30-
Aug 6

6-10pm
RBCC room 7
\$399

Infant Program Development I TEX 351

3 ext units CRN 30417

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

12 mtgs: Tu & Thu July 1 - Aug 7

6-10pm
RBCC room 7
\$399

Pre-Registration
Required



Thinking About Going Back to School? Try

Open University

at California State University, Dominguez Hills

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 & need to raise your GPA

Call (310) 243-3741 for a brochure now!
FALL Semester starts SEPTEMBER 2!

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) 243-3741, Monday through Thursday 8am - 6pm; Friday 8am - 4pm and 8am-1:30pm on Saturdays.



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 complete until all payments have cleared the bank. Fees are subject to change.

Tax Deduction

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

Refund of Fees

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

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

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=Omnifore

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) 243-3600.

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 day-time telephone number so that you will not be inconvenienced if the class must be cancelled.

Change of Address

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

Nondiscrimination Policy

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

Privacy Information

The University complies with Federal and State Laws concerning privacy rights of students. These rights are summarized in the University catalog. Questions about privacy rights may be directed to the Dean of Extended Education at (310) 243-3737 or the Vice President of Student Affairs at (310) 243-3784.

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.

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) 243-3814.

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) 243-3829. 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 in Spring and Fall terms. 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 extension credit that may be used toward a degree at our campus or most other colleges or universities. Course fees are \$133 per semester unit (\$399 for a three-unit class--fees subject to change).

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. Registration dates vary by semester. For a complete schedule of classes, please call (310) 243-3741.

Extended**Education Staff**

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Math/Science Teacher
Corps Project**
Robert T. DeVries
(310) 243-3997

**Program Assistant
California Math/Science
Teacher Corps Project**
Gayle Heifetz
(310) 243-3997

Register now for Summer Sessions 1997

First Session: June 2 - July 11

Second Session: June 23 - August 1

Third Session: July 14 - August 22



400 classes for undergraduate and
graduate credit, plus over 90 courses
for teachers!

Call (310) 243-3741 for more information
or stop by the
Office of Extended Education
SCC B141, for a free bulletin.



California State University
Dominguez Hills

DIVISION OF EXTENDED EDUCATION



SPRING/SUMMER/FALL 1997 TRAVEL/STUDY PROGRAMS

















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

Unique features of these travel/study programs include:

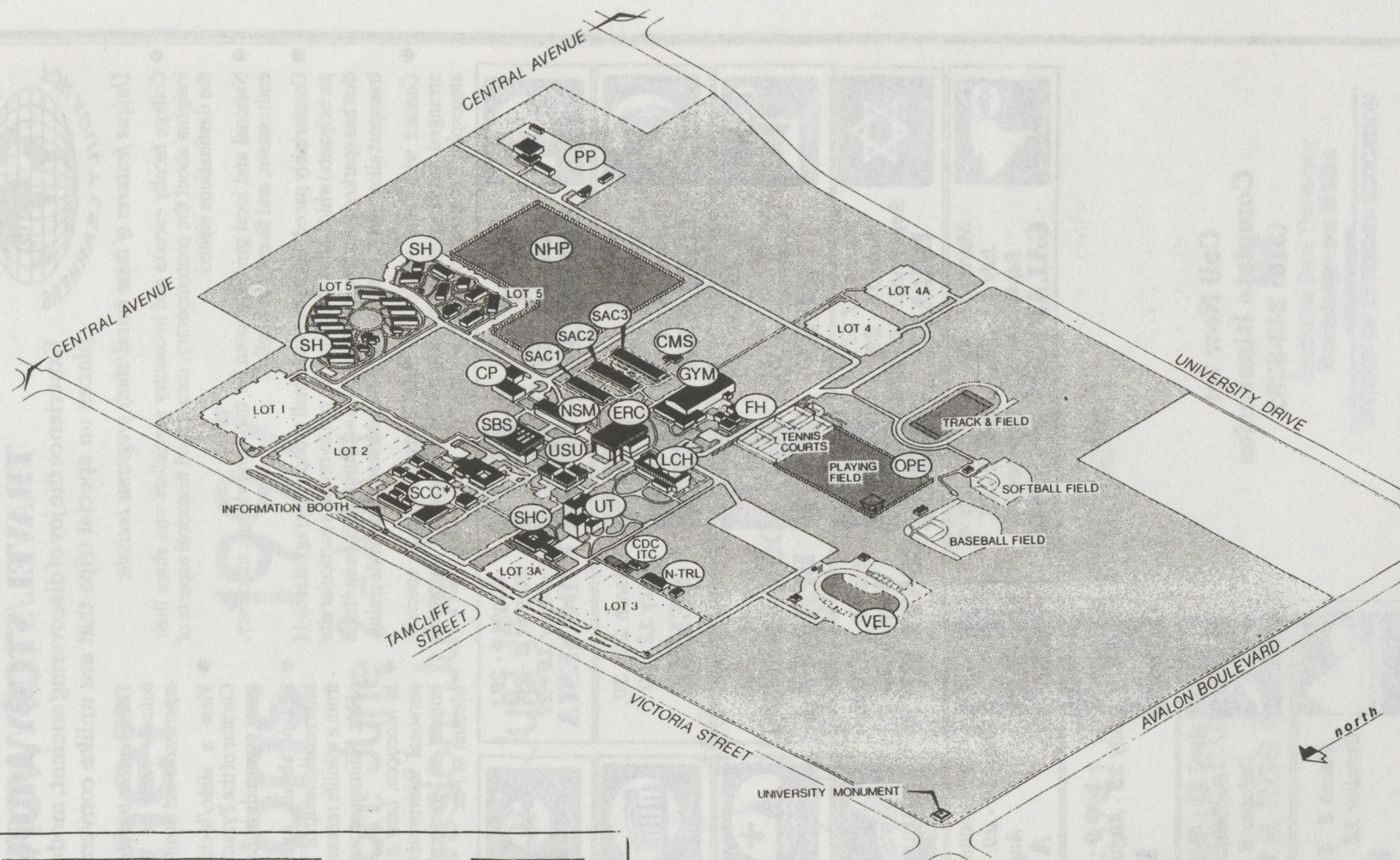
- College faculty escorts and in-country specialists who share their insights about the contemporary, natural and historical aspects of the destinations visited.
- National and local guides chosen for their knowledge, efficiency, enthusiasm, and fluency in English.
- Comfortably paced itineraries and small groups (average size is 14 participants) which allow flexibility for you to revisit a particular site that has sparked your interest. First class accommodations and local transport allow you to combine a comfortable vacation with learning.
- Contact with local people and their lifestyles through specially arranged small group luncheons in the relaxed and hospitable atmosphere of their own homes.

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

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

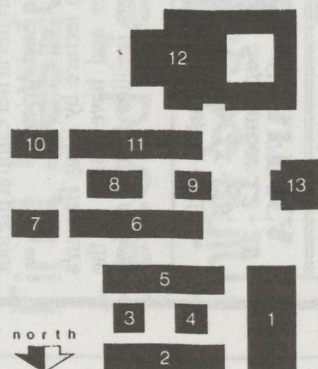
 <p>March 15 - 29, July 12 - 26, October 4 - 18 MOROCCO</p>	 <p>May 14 - 28, August 6 - 20, October 15 - 29 INDONESIA</p>	 <p>April 4 - 21, July 11 - 28, September 12 - 29 S. AFRICA</p>
 <p>April 10 - 24, July 10 - 24, September 11 - 25 IRELAND</p>	 <p>March 22 - 30, July 12 - 20 BELIZE</p>	 <p>May 8 - 19, June 26 - July 7, October 2 - 13 GREECE</p>
 <p>April 26 - May 10, July 5 - 19, September 13 - 27 TURKEY</p>	 <p>March 9 - 18, November 9 - 18 BERMUDA</p>	 <p>July 13 - 27, August 3 - 17, Sept 21 - Oct 5 NOVA SCOTIA</p>
 <p>March 17 - 30, June 16 - 29, September 15 - 28 ISRAEL</p>	 <p>March 15 - 25, May 3 - 13 COSTA RICA</p>	 <p>April 12 - 26, July 12 - 26, November 8 - 22 ITALY</p>
 <p>March 15 - 28, June 21 - July 4, July 12 - 25, August 2 - 15, September 27 - October 10 GALAPAGOS ISLANDS</p>	 <p>June 30 - July 15, July 14 - 29, July 28 - August 12, August 11 - 26 ALASKA</p>	
	 <p>June 9 - 25, July 7 - 23, July 28 - August 13, October 13 - 29 KENYA</p>	
	 <p>April 21 - May 10, June 30 - July 19 September 15 - October 4, October 6 - 25, Oct 20 - Nov 8 CHINA</p>	
	 <p>March 2 - 14, June 29 - July 11, October 12 - 24, November 9 - 21 EGYPT</p>	

Call Now for
Complete Itineraries
(310) 243-3782



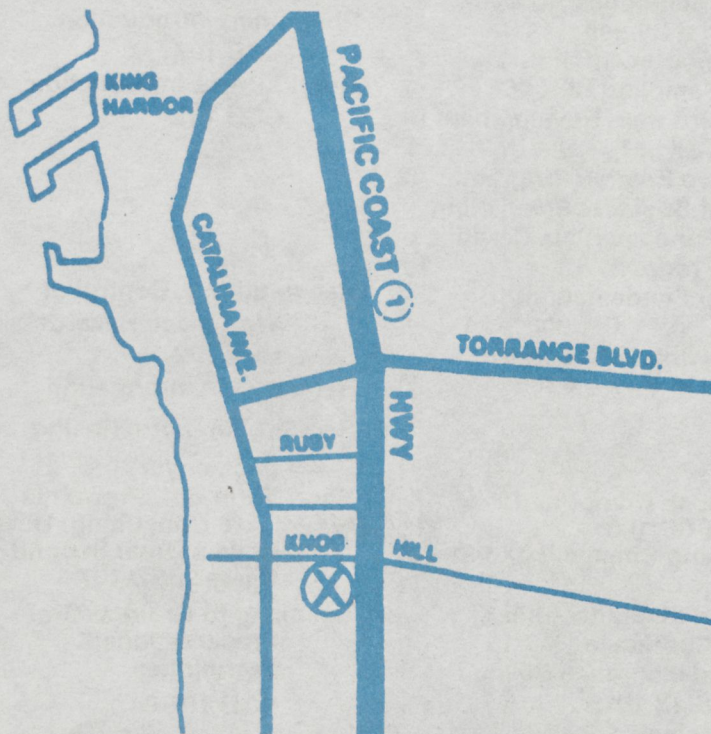
*** SCC - SMALL COLLEGE COMPLEX LEGEND**

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



UNIVERSITY GENERAL LEGEND

- | | | | |
|--------------|--|-------------|--|
| CDC | Child Development Center | SAC1 | South Academic Complex 1
Department and Faculty Offices |
| CMS | The California Academy of Mathematics and Science Laboratories | SAC2 | South Academic Complex 2
The California Academy of Mathematics and Science, Faculty Offices |
| CP | Central Utility Plant | SAC3 | South Academic Complex 3
The California Academy of Mathematics and Science, AlliedSignal Challenger Learning Center, Faculty Offices |
| ERC | Cain Educational Resources Center
Central Administrative Offices, Instructional Media, TV Studios, University Library | SBS | Social and Behavioral Sciences
School of Management, Shinwa Japanese Garden |
| FH | Field House (Athletics) | SCC | Small College Complex (See legend at left) |
| GYM | Gymnasium | SH | Student Housing |
| LCH | LaCorte Hall (formerly Humanities and Fine Arts)
School of Education | SHC | Student Health Center
Disabled Students' Counseling, Health Services and Psychological Counseling, Veterans Affairs |
| ITC | Infant Toddler Center | USU | Donald P. and Katherine B. Loker University Student Union
Bookstore, Dining and Meeting Facilities, Recreation, Associated Students, Inc., Student Activities |
| NHP | Natural History Preserve | UT | University Theatre |
| NSM | Natural Sciences and Mathematics | VEL | Olympic Velodrome |
| N-TRL | Nursing Trailer (Temporary)
School of Health, Statewide Nursing Program | | |
| OPE | Outdoor Physical Education | | |
| PP | Physical Plant
Receiving Warehouse | | |



The Redondo Beach Community Resource Center

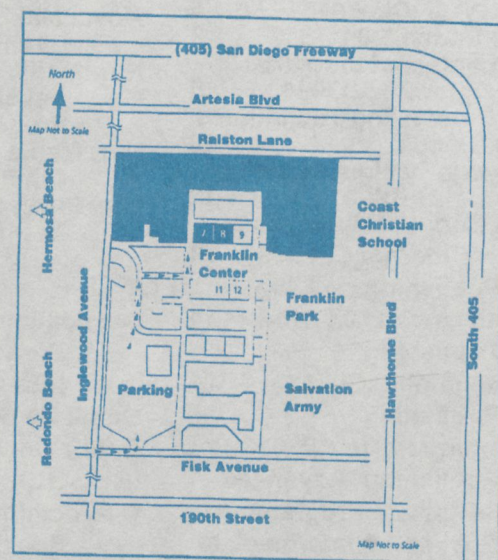
320 Knob Hill Avenue at Pacific Coast Highway.

Parking is Free in Lot

The Franklin Community Center

850 Inglewood Avenue
Redondo Beach

Parking is Free
-- in Lot or in Street



ABC

Adobe Illustrator Introduction	
CCB 104	11
Adv Technical Writing Topics	
BUX 907	10
Alcohol & Drug Counseling	
Certificate	20
Awesome Threesome: Creating	
Graphics with Illustrator,	
Photoshop &	
QuarkXPress	12
Before Fundamentals:Internet	
Workshop for Computer	
Novices CIX 901	12, 17
Beginning Guitar	
Workshop MUX 122	2
Canoeing the Russian River	
RCO 101	2
Construction Management	
Certificate Award	5
Contemporary Guitar	
Workshop MUX 322	2

EFGH

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Hygiene HEX 934	6
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ADX 304	20
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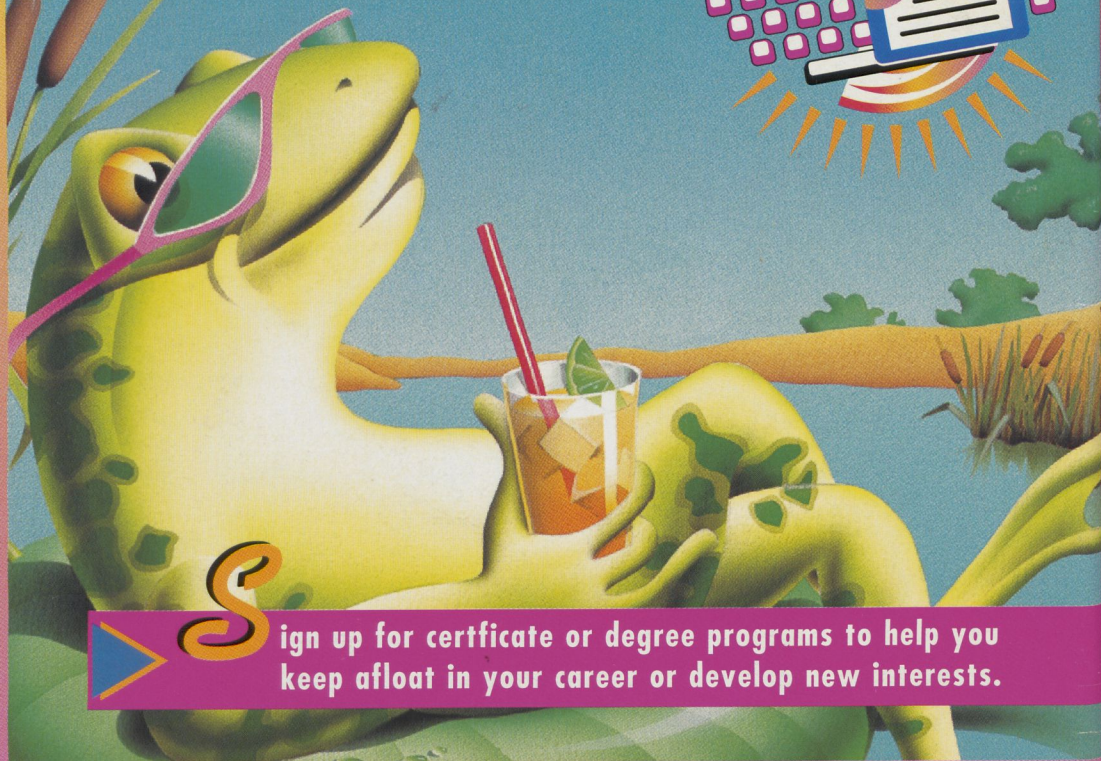
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