

CALIFORNIA STATE UNIVERSITY • DOMINGUEZ HILLS
EXTENDED EDUCATION

S

ummer '98



TAKE THE
PLUNGE!



Construction Project Management

Environmental & Occupational
Health & Safety

Human Resource Management

Internet

Medical Insurance Billing

Production & Inventory Control

Professional Supervision

Purchasing

Technical Writing

and

**New Advanced
Human Resource Certificate
Award Program**

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, request to have your name put on our mailing list!

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 2.

Business

Would you like to become self-employed running your own child care center or medical billing service? Ideas abound for entrepreneurs on pages 4-16.

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 17-18.

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 19-21.

Education

Courses for teachers and parents, plus speed reading courses for all ages. See pages 28-31.

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 the back cover of this bulletin.



Cover: Judith Reeder, King Printing, Torrance.

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MUX 122-01 Beginning Guitar Workshop

1 ext unit CRN: 30417

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

**10 mtgs: Thu Jun 4-Aug 6
7-8:50pm
CSUDH campus LCH A 207
\$135**

MUX 322-01 Contemporary Guitar Workshop

1 ext unit CRN: 30416

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 Jun 4-Aug 6
7-8:50pm
CSUDH campus LCH A 207
\$135**

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:

Archaeology
Post-Impressionist Movement in Art
The Civil War
The Lives/Works of Will & Ariel Durant
Free Trade: Pros & Cons
A World of Ideas
Jewish History
Philosophy for Dummies
Potpourri
Study & Discussion of Creative Writing
James Joyce's *Ulysses*

Interested?

NHSN 101-01-02

Summer discussion groups meet June 1-August 23 Mon-Thu. Optional hours are 11am-4pm 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

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:

Full Membership Noncredit

NHEX 101-01 CRN: 30418

Entitles individuals to utilize all of the above facilities during the designated hours posted.
\$120

Limited Membership Noncredit

NHEX 101-02 CRN: 30419

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



RBT 102-01 Canoeing the Russian River

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: CRN: 30470
Sun-Wed Jul 12-15

Session 2: CRN: 30471
Sun-Wed Aug 9-12

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

Plan Your Getaway!

Longing to see the Galapagos?

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

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

Visit

MOROCCO • 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!



NHNG 101-01 Negotiations: The Art of Getting What You Want

Noncredit CRN: 30461

Today's world requires you to know how to negotiate. Learn inside secrets the pro's use to successfully negotiate for anything they want. Learn techniques so powerful they'll almost assure you'll never be intimidated or have to settle for anything less than you want when dealing with landlords, creditors, attorneys, salespeople, mechanics, bosses, family, friends, lovers, co-workers, and even children.

In just 3 short hours you will learn:

- Empowering techniques to get your own way, peacefully
- Surefire strategies to keep your emotions in control
- Using control for self-esteem

Pearl M. Georgen is a freelance Mediator in Alternative Dispute Resolution, including Arbitration & Negotiation, Teaching, Public Speaking and Training. She has been featured on many panels in the field and has practiced mediation for Northrop and Hughes.

1 mtg: Wed Jun 3
6:30-9:30pm
RBCC rm 8
\$50 (fee includes materials)



NHNG 102-01 Advanced Negotiation: How to Talk, What to Say

Noncredit CRN: 30463

This is a hands-on class focusing on the communications aspects of negotiation. For instance, how we talk to each other, the words we use, and reframing our messages in such a way that the other person can hear and accept our ideas. The curriculum also includes some notes and practice on public speaking in the small group setting:

- How we talk to each other
- Roleplays
- Coaching
- Peer Feedback & Comments

Pearl M. Georgen
1 mtg: Wed Jun 10
6:30-9:30pm
RBCC rm 8
\$50 (fee includes materials)

NHPD 101-01 Assert Your Rights

Noncredit CRN: 30464

Do you rarely get your own way?

- Are you letting people walk all over you?
- Are you asking for a raise and not getting it?
- Are you letting your kids get away with murder?
- Are you having trouble coping with people?

Learn to take control of your life no matter how shy and insecure you feel. No longer be a victim of intimidation. Learn how to constructively deal with people who try to control you. In this informative and fun class you'll discover how to win people over without bullying. Never again will you be coerced or intimidated after learning the secrets revealed in this class.

Pearl M. Georgen
1 mtg: Thu Jun 11
6:30-9:30pm
RBCC rm 8
\$45 (fee includes materials)

NWSP 102-01 Public Speaking for the Bashful

Noncredit CRN: 30462

Two of our biggest fears are death and public speaking. This course won't help you with the first fear but it will eliminate your fear of speaking. Learn the secrets the world's most successful speakers use to overcome the jitters and how you, too, can do the same. In three hours you will learn:

- How to make an impact in 15 seconds
- How to immediately make the audience like you
- The single-greatest secret of speaking that turns the bashful into speaking dynamos
- How to guarantee you will never make a boring presentation
- How to get over your fear of saying the wrong thing
- How to project more self-confidence

This class is meant for anyone who speaks publicly or who gives presentations.

Pearl M. Georgen
1 mtg: Thu Jun 4
6:30-9:30pm
RBCC rm 8
\$45 (fee includes materials)

NAFL 103-01 Breaking Into Sitcom Writing

Noncredit CRN: 30457

Are you funny? Use your sense of humor as a stepping stone to a lucrative and fun career. Here's your chance to learn the secrets of sitcom writing, to create a sample script that will shine. Mindy Glazer demystifies the behind-the-scenes workings of television comedy, and shows you how to avoid the most common mistakes.

1 mtg Sat Jun 13
10am-3pm
RBCC rm 8
\$70 (fee includes materials)

NAFL 102-01 Hollywood Screenplay Writing on the Web

Noncredit

CRN: 30456

From story idea, to format and outline, students will create their appropriate characters and plot-method (or blueprint) to achieve the greatest suspense and emotionally-packed story possible for the overall script. When the script is ready, it will be submitted to appropriate agents and producers. This is a special workshop for highly-motivated students committed to write a complete rough draft script of feature length. From idea to outline to script, the course takes the student through the proven and advanced "method" techniques of writing professional features. Evaluation emulates studio staff writing, led by instructor. This is not a work-in-progress class; students must begin a new script. Course will follow text material and assignments chapter-by-chapter, with questions corresponding only.

Donna Lee has owned and directed Hollywood Scriptwriting Institute for 20 years. Over 75% of her students in the LA area are able to enter the motion picture industry in some capacity, and many have had their scripts produced. Donna Lee has had seven features and 37 teleplays produced.

Mon Jun 1-Aug 22
\$895

For specific information, contact the instructor at:
HWDScreen@aol.com
Call **CSUDH Bookstore (310) 243-3789** for text: **Magic Methods of Screenwriting.**

Family Childcare Providers:

Are you tired of being labeled "baby-sitter?"

Come and learn how to provide quality care and professionalize your home business. CSU Dominguez Hills, Extended Education, is offering a comprehensive training program designed for family child care providers. Students who attend all six sessions will receive a certificate awarding 1.8 Continuing Education Units (CEU's).

Family child care providers already in business or individuals interested in starting their own family child care business will learn how to provide high-quality programs for children in their care and how to "professionalize" their business. Participants will learn through active, hands-on activities, videos and discussions. Experts in various areas will be included as guest speakers.

Family Child Care Certificate Award Program

Classes begin

Course No

June 20	Session 1	Your Family Child Care Business	NHFA 102-01
June 27	Session 2	Setting Up Your Home Environment	NHFA 102-02
July 11	Session 3	Preparing Nutritious Meals & Snacks	NHFA 102-03
July 18	Session 4	Curriculum, Observation & Assessment	NHFA 102-04
August 1	Session 5	Working with Parents/Positive Discipline	NHFA 102-05
August 8	Session 6	Networking & Professional Development	NHFA 102-06

All Classes on Saturdays from 9am-noon at the Inglewood One-Stop Center, 110 S. LaBrea, Inglewood, 90301.

Cost: \$150 for all courses and the certificate.

Courses may be taken on an individual basis for \$25 each, however, all six courses are required to receive a certificate. For further information, contact Tia Kuhl at (310) 243-3352.

Looking for a job? Need training? Need direction?

Visit the **I-Help**
(Inglewood Higher Education Liaison Program)
center at the Inglewood One-Stop Career and Education Center

Part of the Job Training & Education Center and California State University, Dominguez Hills Extended Education, Charles Drew University of Medicine and Science, College of Allied Health, and El Camino College, 110 S. La Brea, Inglewood, CA 90301.

Work toward a degree or certificate, or just improve your skills. Check the class titles below and note that classes meet 1-4 times per week. For additional information call the Job Training & Education Center (310) 330-4964. You may be eligible for JTPA assistance and your educational fees may be waived. Contact the Inglewood One-Stop Career and Education Center for details at (310) 680-4040.

Summer 1998 Schedule

For individual class information call: ECC= EL CAMINO COLLEGE (310) 680-4094

DREW = Charles Drew University (213) 563-9305 CSUDH = CSU Dominguez Hills (310) 243-3741

Basic Math	Computer Information Systems	Contemporary Issues
ECC 6/15-8/6/98 MATH R #9061 Basic Math (1 unit) Monday-Thursday 8am-10am rm 504	ECC 6/15-7/23/98 CIS 3 #3071 Computer Info Systems Tuesday & Thursday 5:30-7:20pm rm TBA	DREW 5/14/-8/6/98 Contemporary Issues (3 units) SA 260 Thurs 5-8pm rm 501
Pre-Algebra	Child Care Provider Certificate Program	Medical Insurance Billing
ECC 6/15-7/23/98 MATH PA #9083 Pre-Algebra (2 units) Monday-Thursday 10:30-noon rm 504	CSUDH 6/20/98 Your Family Child Care Business NHFA 102-01 Saturday 9am-noon rm 506	CSUDH 7/20-29/98 Medical Insurance Billing I NBMB 101-02 Monday & Wednesday 6-9pm rm 501
Child Development	CSUDH 6/27/98	CSUDH 8/3-12/98
ECC 6/22-7/30/98 Child Dev 3 #2049 Child Development (3 units) Monday-Thursday 8am-10am rm 501	Setting Up Your Home Environment NHFA 102-02 Saturday 9am-noon rm 506	Medical Insurance Billing II NBMB 102-02 Monday & Wednesday 6-9pm rm 501
Home, School & Community	CSUDH 7/11/98	CSUDH 8/14/98
ECC 6/22-7/30/98 Child Dev 9 #2098 Home, School & Community (3 units) Monday-Thursday 10:30am-12:30pm rm 501	Preparing Nutritious Meals and Snacks NHFA 102-03 Saturday 9am-noon rm 506	How to Start & Run Your Own Medical Billing Service NBMB 104-02 Friday 9am-5pm rm 506
Urban Sociology	CSUDH 7/18/98	CSUDH 6/20 & 27/98
DREW 5/11-8/3/98 Urban Sociology (3 units) Soc 240 Monday 5-8pm rm 504	Curriculum Observations and Assessments NHFA 102-04 Saturday 9am-noon rm 506	Medical Terminology NBMB 105-02 Saturday 9am-2:30pm rm 501
	CSUDH 8/1/98	CSUDH 8/15/98
	Working with Parents/Positive Discipline NHFA 102-05 Saturday 9am-noon rm 506	Med Ins Computer Billing NBMB 103-03 Saturday 9am-3pm rm 508
	CSUDH 8/8/98	Career Planning
	Networking & Prof Dev NHFA 102-06 Saturday 9am-noon rm 506	ECC 6/18-7/23/98 Human Development 5 #4813 Career Planning (1unit) Thursday 10am-1:30pm rm 506

Certificate Award in Construction Project Management

Who Should Attend

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

**For more information, call:
(310) 243-3352**

The Certificate

Candidates must successfully complete six intensive courses. All courses provide Continuing Education Units (CEUs). A certificate can be earned in a one-year period. **Students not pursuing the certificate may take individual courses.**

The Location

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

THE COURSES

CMX 950 Scheduling of Construction Management 3 CEUs

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

Preregistration
Required

CMX 972 Survey of Construction Practices 3 CEUs

Become a successful project manager by learning the basic principles and responsibilities of construction project management and how they relate to the total construction process. Learn how to identify and manage the vital components of project planning, budgeting and scheduling, resource allocation, legal requirements and ethical considerations, construction safety, and project supervision.

CMX 973 Legal Aspects of Construction Management 3 CEUs

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

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



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

CMX 975 Accounting for the Construction Industry 3 CEUs

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

CMX 976 Estimating and Bidding 3 CEUs

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

CMX 971 Project Management in Construction 3 CEUs

Prepare yourself to manage the risks of construction costs, goals, and schedules. Learn how the project manager relates to and works with primary decision makers, design professionals, governmental regulators and on-site contractors to successfully organize, manage and complete a construction project.

SUMMER 1998 SCHEDULE

CMX 972-01 Survey of Construction Practices

3 CEUs CRN: 30427

Les Smith REA, General Manager of Quapaw Resources, Inc., a general construction and remediation firm.

10 mtgs: Mon Jun 1-Aug 10 (no class 7/6)
6:30-9:30pm
FCC rm 8
\$185

CMX 976-01 Estimating and Bidding

3 CEUs CRN: 30420

Larry Kaltman, Architect and General Contractor, has over 20 years of experience in design and building.

10 mtgs: Wed Jun 10-Aug 12
6:30-9:30pm
FCC rm 8
\$185

Fall Schedule:

CMX 950 Scheduling for Construction Management

CMX 971 Project Management

CMX 901 Financial Aspects of Real Estate Acquisition and Development

Certificate Award in Environmental & Occupational Health & Safety

Learn how to fulfill OSHA requirements!

The Certificate Award in Environmental & Occupational Health & Safety is endorsed by the Long Beach Chapter of the American Society of Safety Engineers and the National Safety Council.

The Certificate

Designed for Health & Safety officers and those planning to enter the field, 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). **Students not pursuing the certificate may take individual courses.**

Who Should Attend

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

The 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 the CSUDH campus in Carson or the Franklin Community Center in Redondo Beach.

Core Courses

Foundations of Safety & Health Programs
HEX 900 3 CEUs

Occupational Health & Safety Program
Administration
HEX 902 3 CEUs

OSHA & Environmental Law
HEX 960 3 CEUs

Industrial Accident Investigation
HEX 930 3 CEUs

Introduction to Worker's Compensation
HEX 931 3 CEUs

Fundamentals of Industrial Hygiene
HEX 934 3 CEUs

For more information, call (310) 243-3352

PROFESSIONAL ADVISORY COMMITTEE

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

Charles Cacha, PhD, Safety/Ergonomics, CSP, ARM, Ergonomics Consultant.

Carl Cronin, REA, Principal Safety Engineer, ESHA.

Steven Doyle, MPA, CSP, REA, Director. Health & Safety, CSUDH.

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

John C. McCullar, PhD, Consultant for Violence in the Workplace and Drug Abuse.

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

James L. Unmack, CSP, CIH, PE.

Preregistration
Required

CORE COURSES**HEX 900 Foundations of Safety and Health Programs** 3 CEUs

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

HEX 902 Occupational Health and Safety Program Administration 3 CEUs

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

HEX 960 OSHA & Environmental Law 3 CEUs

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

HEX 930 Industrial Accident Investigation 3 CEUs

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

HEX 931 Introduction to Workers' Compensation 3 CEUs

A comprehensive first-time look at the Workers' Compensation system. Emphasis is placed on both the employer's and employee's rights and responsibilities in providing/receiving benefits as applicable. Also, a look at ways to investigate possible Workers' Compensation fraud and abuse.

HEX 934 Fundamentals of Industrial Hygiene 3 CEUs

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

SUMMER 1998 SCHEDULE**HEX 934-01 Fundamentals of Industrial Hygiene**

Core 3.0 CEUs CRN: 30422

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

10 mtgs: Mon Jun 8-Aug 17 (no class 7/6)
6:30-9:30pm
CSUDH SBS D225
\$350 (fee includes materials)

HEX 962-01 Recognition & Control of Workplace Hazards

Elective 1.5 CEUs CRN: 30424

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

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

5 mtgs: Wed Jul 22-Aug 19
6:30-9:30pm
CSUDH SCC E145
\$175 (fee includes materials)

HEX 902 Occupational Health and Safety Program Administration

CORE 3 CEUs CRN: 30443

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

10 mtgs: Tue Jun 2-Aug 4
6:30-9:30pm
FCC rm 7
\$350 (fee includes materials)

Certificate Award in Advanced Human Resource Management

THE CERTIFICATE PROGRAM

Provides the knowledge and practical skills for career enhancement and job advancement in for those already in the Human Resource Management field and those who have completed the Human Resource Management Certificate program. Focus is on current business and personnel management systems taught by SPHR professionals (Senior Professionals in Human Resources) 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 (Professional in Human Resources) 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 and expertise in all aspects of Human Resource Management

- Those who have completed the Human Resource Management Certificate Program
- Business owners and executives
- PHR's and SPHR's who need to meet recertification requirements
- Business attorneys
- Business consultants
- MBA students

CERTIFICATE AWARD

A certificate is awarded upon completion of all eight modules. Upon completion of the Certificate Program 2.4 Continuing Education Units (CEU's) are awarded together with a certificate. University transcripts are available upon request.

THE SCHEDULE

The eight modules are offered Tuesday evenings July 2-July 21 from 6:30-9:30pm.

Advisory Board

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, assisting companies with the development of their Human Resource systems.

Patricia Doherty, CCP Principal, Doherty & Associates, is a Human Resource consultant with expertise in compensation and benefits administration, and Human Resource Management systems.

Carol Jaramillo, Personnel Director, Casio PhoneMate, Inc. Ms. Jaramillo is a corporate Human Resource officer with considerable experience and expertise in HR Management.

Kent Perkins, PI, President, Allied Management Resources, a licensed private investigator with 25 years experience assisting companies with workplace security concerns, investigations, employee malfeasance and workplace violence.

Millicent Sanchez, Esq. Partner, Swerdlow, Florence & Sanchez, is a labor attorney admitted to practice in Hawaii and California with experience in employment law, discrimination, wrongful discharge and employment litigation.

LaVerne Parker-Diggs is Director of Human Resource Management at CSUDH. A Human Resource Professional with over twenty years of experience in all areas of human resource management, she holds a B.S. degree in Public Administration and MA in Human Resource and Organization Development.

Preregistration
Required

Onsite Instruction Available: call (310) 243-3352

THE COURSES**BUX 929-01
Certificate Award
in Advanced
Human Resource
Management****2.4 CEUs CRN: 30454**

The Advanced Certificate in Human Resource Management is intended for the HR professional who wants to gain specific knowledge and develop specific skills in managing Human Resources systems. This eight-session certificate program will focus in depth on a different topic each session. All sessions must be completed to receive the certificate.

**8 mtgs: Tue Jun 2-Jul 21
6:30-9:30pm
CSUDH SAC 1108
\$498**

Analyzing HR

will examine specific models for establishing benchmarks and measuring HR effectiveness. **Tue Jun 2.**

**Enhancing the
Value of HR**

will focus on specific internal marketing and integration techniques to develop HR as a strategic partner in business operations. **Tue Jun 9**

**Behavioral
Interviewing**

will develop specific interviewing skills to identify the right candidate for hire.

Tue Jun 16**Union Organizing
in the Workplace**

will focus on union organizing and effective company responses to maintaining a union-free environment.

Tue Jun 23**Understanding
Worker's
Compensation**

will simplify and clarify the confusion that surrounds the administration of Worker's Compensation administration.

Tue Jun 30**Employee Leaves
and Paid Time Off**

will look at the legal and practical aspects of developing and administering company leaves, vacation programs, and other company paid time off benefit programs.

Tue Jul 7**Conducting
Workplace
Investigations**

will focus on the proper and effective processes to conduct discrimination, harassment, and employee malfeasance investigations.

Tue Jul 14**Employee
Discipline and
Termination**

will examine the systems, methods and communication techniques necessary to effectively discipline and terminate an employee.

Tue Jul 21**Instructor:**

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, assisting companies with the development of their Human Resource systems.

Certificate of Completion in Medical Insurance Billing

The Program

Provides instruction and hands-on training in how to decipher medical insurance coding and process insurance claims accurately to obtain the maximum reimbursement. The Certificate is awarded at the successful completion of the program. **Those not pursuing the Certificate may take courses independently.**

Who should attend

This program is best suited to the person with little or no experience who wants to start a home business or perform medical billing services for doctors, hospitals, clinics or medical supply companies.

The Location

Classes are held on the CSUDH campus in Carson, at the Franklin Community Center in Redondo Beach and at the Inglewood One-Stop Center.

The Schedule

The Certificate can be earned in one semester (15 weeks). Courses are offered weekday evenings and Saturdays on campus, at the Franklin Community Center, and at the Inglewood One-Stop Center.

For more information, call (310) 243-3352.

NBMB 105-01 Medical Terminology

Noncredit

CRN: 30444

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

2 mtgs: Sat Jun 6 & 13

9am-2:30pm

FCC 7

\$105 (fee includes materials)

NBMB 101-01 Medical Insurance Billing I

Noncredit

CRN: 30458

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.). Students will develop a firm foundation for medical insurance billing with 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 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 Jun 15-24

6-9pm

FCC 7

\$110 (fee includes materials) Required text:

Physician's Procedural Terminology, CPT -- latest edition)

NBMB 102-01 Medical Insurance Billing II

Noncredit

CRN: 30459

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 Jun 29-Jul 15 (no class 7/6 & 8)

6-9pm

FCC 7

\$110 (fee includes materials) Required text: ICD-9CM -- latest edition

NBMB 103-01 Medical Insurance Computer Billing

Noncredit CRN: 30414

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.

Tuanyia Reid

1 mtg: Sat Jul 18

9am-3pm

CSUDH campus SBS A110

\$ 100 (fee includes materials)

Limited to 20 students

NBMB 104-01 How to Start & Run Your Own Medical Billing Service

Noncredit CRN: 30460

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 15

9am-3pm

FCC 7

\$100 (fee includes materials)

NBMB 106-01 Applied Billing Techniques

Noncredit CRN: 30413

Students who have taken all previous billing courses will have the opportunity to do a full day of hands-on coding and billing. Students will complete several class projects which will allow them to put into practice all the skills an actual biller would use:

- Creating a billing database
- Inputting charges for offices, hospitals & surgeries
- Calculating write-offs and adjustments
- Assigning appropriate ICD-9 and CPT codes for radiology, pathology and laboratory services

Students should come prepared with an *ICD-9 Manual*, *CPT Manual* and calculator.

Sandra Collins

1 mtg: Sat Jul 25

9am-4pm

CSUDH campus SBS A110

\$95 (fee includes materials)

Classes for This
Certificate Program also
available at the
**Inglewood
One-Stop Center**
110 S. La Brea
Inglewood

NBMB 105-02 Medical Terminology

Noncredit CRN: 30446

2 mtgs: Sat Jun 20 & 27

9am-2:30pm

Rm 501

\$105

NBMB 101-02 Medical Insurance Billing I

Noncredit CRN: 30450

4 mtgs: Mon & Wed Jul 20-29

6-9pm

Rm 501

\$110

NBMB 102-02 Medical Insurance Billing II

Noncredit CRN: 30451

Prerequisite: Medical Billing I or previous billing experience

4 mtgs: Mon & Wed Aug 3-12

6-9pm

Rm 501

\$110

NBMB 104-02 How to Start & Run Your Own Medical Billing Service

Noncredit CRN: 30453

1 mtg: Fri Aug 14

9am-5pm

Rm 506

\$100

NBMB 103-03 Medical Insurance Computer Billing

Noncredit CRN: 30452

Medical Insurance Billing I suggested as a prerequisite.

1 mtg: Sat Aug 15

9am-3pm

Rm 508

\$100

Certificate Award in Technical Writing

The Program

The Certificate Program in Technical Writing introduces students to the many aspects of contemporary technical writing practice and helps them develop the skills and confidence to communicate complex technical concepts effectively.

Career opportunities are available in every industry: financial, industrial, construction, electronics, nuclear, automotive, medical, computer, international business, agricultural, aerospace and petrochemical, to name a few. Engineers, scientists, and businessmen everywhere understand that they can improve effectiveness and boost productivity through improved writing ability.

Certificate Award

A certificate is awarded upon the completion of three core courses and two electives. Students may enter the program at the beginning of any session--classes need not be taken in order, although those who are new to the Technical Writing field are encouraged to begin with Technical Writing Fundamentals or Writing Technical Instructions. Upon completion of each course Continuing Education Units are awarded and University transcripts are available upon request. **Those not pursuing the Certificate may take courses independently.**

For more information, call (310) 243-3352.

CORE COURSES

BUX 935 Technical Writing Fundamentals

3.0 CEUs

The art of technical writing requires a number of basic skills; the goal of this course is to acquire and improve them. Students will develop good stylistic habits in this class, learning to communicate complex information in clear, concise, readable language. Students will also experiment with projects in a variety of technical writing subcategories, such as proposals, manuals, specifications, test and research reports, and other documents which require both clarity of expression and accuracy of content. Sessions will provide direct, in-class experience with writing-related skills, including revision and editing, graphics, technical vocabulary translation, research, and oral presentations. While developing their abilities with language and text, students will also be acquainted with real-world business and professional issues by discussing such subjects as corporate guidelines and job-searching. This class welcomes writers wishing to broaden their knowledge and employment value, technical personnel seeking to improve their writing ability, and individuals interested in entering the writing profession.

BUX 905 Writing Technical Instructions

3.0 CEUs

The art of technical writing requires a number of basic skills; the goal of this course is to acquire and improve them. Students will develop good stylistic habits in this class, learning to communicate complex information in clear, concise, readable language. Students will also experiment with projects in a variety of technical writing subcategories, such as proposals, manuals, specifications, test and research reports, and other documents which require both clarity of expression and accuracy of content. Sessions will provide direct, in-class experience with writing-related skills, including revision and editing, graphics, technical vocabulary translation, research, and oral presentations. While developing their abilities with language and text, students will also get acquainted with real-world business and professional issues by discussing such subjects as corporate guidelines and job searching. This class welcomes writers wishing to broaden their knowledge and employment value, technical personnel seeking to improve their writing ability, and individuals interested in entering the writing profession.

BUX 907 Advanced Technical Writing Techniques

3.0 CEUs

Today's documentation is more complex than ever before. Technical communications must be able to prepare print and online products using color, animation, and sound in addition to traditional design elements. Students learn the skills to organize and design complex technical documentation for delivery on paper, multimedia, or online. They review project management fundamentals and learn criteria for selecting documentation tools. They participate in hands-on exercises that inculcate the musts of multimedia presentations and online design.

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

ELECTIVE COURSES**BUX 948 Proposal Preparation & Writing****3.0 CEUs****(counts as two elective classes)**

The marketplace is lean and mean, and companies cannot afford proposals that fail. Students learn the importance of effective proposal writing in the business development process. They learn what every proposal must have. They acquire writing skills that demonstrate their understanding of the sales tone in proposals. Hands-on exercises guide them in writing resumes, project descriptions, and persuasive arguments, turning narrative into graphics, and judging whether a proposal responds to client expectations.

BUX 949 Graphics for Technical Writing**1.5 CEUs**

Graphic design and visual communication principles are essential in producing effective technical publications. This course will provide students the understanding of design principles and production processes, as they pertain to technical communication, through class exercises, demonstrations and discussions encompassing the following topics:

- The importance of visual communication
- Design/layout elements and principles
- Typography--understanding and utilizing type
- Graphics--working with photos, illustrations, tables and charts
- Desktop publishing software and tools
- Production processes for print, CD, Internet and on-line documentation

BUX 950 Online Documentation**1.5 CEUs**

An overview of online documentation concepts on Adobe Acrobat 3.0 application for Macintosh. Course will consist of step-by-step instructions from the required training workbook, along with class exercises and projects. Basic computer experience is a prerequisite for the course.

BUX 927 Interpersonal Skills for Technical Writers**1.5 CEUs**

Professional writers must do more than put words on paper -- they must also talk to people. They must talk to their employers and clarify exactly what is needed; they must interview technical professionals and write what they learn in simple English; often, they must present their finished products to an audience. Students will learn employer interactions, technical interviewing, and oral presentation. Topics include the use of restatement, anxiety reduction, question and answer sessions, approaches to different audiences, visual aids and handouts, organization and preparation.

Summer 1998 Schedule**BUX 907-01 Advanced Technical Writing Techniques****3.0 CEUs****CRN: 30455**

Sara Stohl, MA, has over 20 years experience preparing proposals for such clients as TRW, Hughes, McDonnell Douglas and Northrop Grumman. She is president of the Society for Technical Communication.

10 mtgs: Tue June 9-Aug 18
(no class on 7/28)

6:30-9:30pm**FCC rm 8****\$130****BUX 950-01 Online Documentation****1.5 CEUs****CRN: 30472**

Michelle Anderson, MBA, is Technical Writer and Online Specialist for Downey Savings and Loan in Newport Beach.

4 mtgs: Sat Aug 1-Aug 22
9am-1pm

CSUDH campus ERC A 115
\$90

Certificate of Completion in Computer Graphics Competency

A certificate will be awarded upon successful completion of the following 8 1/2-hour workshops. Introduction to Adobe Illustrator 7.0, Introduction to Adobe Photoshop 5.0, Introduction to QuarkXPress 4.0 and Introduction to Pre-Press.
(no substitute computer experience will be accepted)

NCGP 108-01 Introduction to Adobe Illustrator 7.0

Noncredit CRN: 30474

Adobe Illustrator 7.0 is one of the most popular illustrative software programs around. Illustrators, designers, artists, and many others use the powerful software to create art work and commercial illustrations. This intensive one-day, hands-on workshop will teach you the fundamentals. The workshop will cover the basic tools, layers, manipulation of shapes including typography, color application, the viewing modes plus the fundamental structure and process to actually create original illustrations. Workshop projects will be realistic and diverse, from very simple to more complex. The workshop will use Power Mac 8100 computers with 17-inch color monitors. You will be able to printout color copies of your work and save it on diskette to continue working at home. Come with several high-density Mac diskettes (either double density or high density), or bring a 100mg ZIP disk. No Macintosh computer experience is necessary.

Bernard Baker, Professor of Art, CSUDH, MFA Design, University of Kansas, BFA, Industrial Design, University of Illinois.

**1 mtg: Sat June 20
9am-5:30pm
CSUDH campus ERC A115
\$125
Limited to 10. Seats assigned
by fee receipt date.
Participants may double on a
computer for \$100 each.**

NCGP 107-01 Introduction to Photoshop 5.0

Noncredit CRN: 30475

This program is a powerhouse for photo image manipulation and modification. Using the tutorial for Photoshop 5.0 on Power Mac 810 computers, you'll learn the basic tools and functions that provide easy graphic production and artistic manipulation. You will learn about cloning, filters, masks, channels, layers, histograms, and other strengths of Photoshop. Its typographic functions, color enhancements, scanning and photo touch-up power, importing strength and many other functions will open a world of creative ideas to you. Bring several 3 1/2" high-density Mac diskettes (either double density or high density) or bring a 100mg ZIP disk. Macintosh experience is not necessary.

Bernard Baker

**1 mtg: Sat Jun 27
9am-5:30pm
CSUDH campus ERC A115
\$125
Enrollment limited to 10. Seats
will be assigned by fee receipt
date. Participants may double-
up on a computer for \$100
each.**

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!

NCGP 102-01 Introduction to QuarkXPress 4.0

Noncredit CRN: 30476

QuarkXpress 4.0 is one of the most popular and powerful page layout software available. If you are a designer, illustrator, writer, publisher, or a professional in public relations, advertising or marketing -- anyone working with graphic layout -- you need this workshop! You will learn the fundamentals of page setup, tool functions, use of typography, importation of type, graphic and photo images, applying master pages, page editing, color palettes, image modification, and much more. The workshop activities will be real print media graphic projects such as a logo, flyer, print media ad and a newsletter. Using an individual Power Mac 8100 computer with a 17-inch color monitor you will explore QuarkXPress at your own pace and to your own depth. Bring several 3 1/2" high density diskettes, or bring a 100mg ZIP disk. Macintosh experience is not necessary.

Bernard Baker

**1 mtg: Sat Jul 18
9am-5:30pm
CSUDH campus ERC A115
\$125**

**Enrollment limited to 10. Seats
assigned by fee receipt date.
Participants may double-up on
a computer for \$100 each.**

NCGP 110-01 **Introduction to Pre-Press:** **Creative Graphics with** **Illustrator, Photoshop &** **QuarkXPress**

Noncredit **CRN: 30477**

In the "real world" great graphic documents are often created and prepared for printing using all three programs. In this workshop you will learn the techniques needed to create your own complete graphics projects on the computer and initiate the preparation for press, called pre-press. You will be using images created in the previous workshops to create a document, plus create original images and layouts. You will manipulate images, layout your document, and proof your design with color printouts to create a great graphic document. You will experience color separation, document preparation, and the use of registration, bleed marks, plus the RGB - CYMK colors modes. You will discover the combined power and effectiveness of Illustrator, Photoshop and QuarkXPress as creative and pre-press tools. Participants should have completed the Illustrator, Photoshop and QuarkXPress CSUDH Extended Education Workshops (no substitutions are allowed). Bring a 100 mg ZIP disk or several 3 1/2" high-density Mac diskettes.

Bernard Baker

1 mtg: Sat Jul 25
9am-5:30pm
CSUDH campus ERC A115
\$125

Enrollment limited to 10. Seats will be assigned by fee receipt dates. Participants may double-up on a computer for \$100 each.

NCGP 109-01 **Introduction to** **Lightwave 3D**

Noncredit **CRN: 30479**

Lightwave 3D is a professional level three dimensional animation software. You will be introduced to the basics of Lightwave 3D and learn fundamental modeling, lighting and animation. Each participant will work at Power Macintosh 8100, 17-inch color monitor with drives for both 3 1/2" and ZIP disks. Print output will be in both black & white and color. Macintosh experience is not necessary. Bring several 3 1/2-inch high-density Mac diskettes or bring a 100mg ZIP disk.

Robert Schuchman is a professional graphic designer and is on the faculty of CSUDH. He designs the Summer Sessions bulletin covers and posters for Extended Education.

1 mtg: Sat Jul 13
9am-5:30pm
CSUDH campus ERC A115
\$125

Enrollment limited to 10. Seats assigned by fee receipt date. Participants may double-up on a computer for \$100 each.

NCGP 104-01 **Introduction to** **PageMaker 6.5**

Noncredit **CRN: 30478**

If you have always wanted to learn PageMaker, now is your chance. This intense, one-day workshop will use the new and powerful PageMaker 6.5 on Power Mac 8100 computers with 17-inch color monitors. Learn the skills in PageMaker to begin creating virtually any one- or two-link color printed graphic piece, such as flyers, brochures, direct mail pieces, newspaper and magazine ads, newsletters, and many others. This hands-on workshop will be an introduction to the fundamentals of this page layout software such as 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. Bring a 3 1/2inch high-density Mac diskette (either double density high density) or bring a 100mg ZIP disk.

Bernard Baker

1 mtg: Sat Jul 11
9am-5:30pm
CSUDH campus ERC A115
\$125

Enrollment limited to 10. Seats assigned by fee receipt date. Participants may double-up on a computer for \$100 each.

NCGP 100-01 **Introduction to the** **Macintosh Computer**

Noncredit **CRN: 30473**

If you know nothing about the Macintosh, this is the workshop for you. Learn the fundamental terminology, hardware, and systems workings of the Macintosh. Break through the mystery of information organization, storage, accessibility, and finally...tame that rascal mouse! Master the power of keystroke commands, copying, deleting, saving information, and relax knowing when and how to use a diskette or the internal hard drive. And what is all of this about memory? Find out! This workshop will put you in front of a Power Mac 8100 computer with a large 17-inch color monitor working simple tasks, plus using several simple software programs. You will become familiar with the System 7.5. No experience necessary. Bring a 3 1/2-in high density Mac diskette (either double density or high density), or bring a 100mg ZIP drive.

Bernard Baker,

1 mtg: Sat Jun 6
9am-5:30pm
CSUDH campus ERC A115
\$125

Enrollment limited to 10. Seats will be assigned by fee receipt date. Participants may double-up on a computer for \$100 each.

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 Information Superhighway. Personal interests, business and career opportunities abound as the Internet doubles in size each year.

Who Should Attend

Anyone who desires to have access to information provided from the Internet can benefit from this program. Participants will learn how the Internet

works, how to find and access information, and how to communicate with people from all over the world. People with a message to share, special interest groups, advertising agencies, sales and marketing professionals, small businesses, entrepreneurs and all companies who buy any type of advertising will learn how to start sharing their message and increase sales.

The Certificate

Those participants who successfully complete all four courses will receive the Certificate Award in Internet Business and Marketing Fundamentals.

CIX 920-01 Internet Applications for Business and Professionals (replaces CIX 907 Internet Fundamentals)

.3 CEUs CRN: 30546

Prerequisite: CIX 907 Introduction to the Internet or permission of the instructor (must be obtained prior to first day of class)

This course will provide a survey of business and commercial activity on the Internet with an emphasis on practical applications being utilized on a daily basis in the workplace. Whether you're a busy professional, an innovative employee, or an entrepreneurial business owner, this class will help to put you on the cutting edge of Internet and telecommunications practices in the business community.

Annemarie Boyer

**1 mtg: Tue Jun 30
6:30-9:30pm
CSUDH ERC A115
\$60**

CIX 934-01 Finding It Fast on the Internet (replaces CIX 908 Surfing The Internet)

.3 CEUs CRN: 30545

Prerequisite: CIX 907 Introduction to the Internet or permission of Instructor (must be obtained prior to first day of class)

There is an unprecedented amount of information on the Internet. However, the challenge lies in finding the right information, fast. This class will show you Internet specific research techniques that will help you find the information you want. You will get a list of Internet addresses that can help you find information such as where to get a free web site, free email, how to find information on your competitors, online encyclopedias, libraries, news services as well as how to operate the most powerful information search tools. Students will also learn how consumers locate products and services on the web.

Gary Palmer

**1 mtg: Sun Jun 28
9am-noon
CSUDH ERC A-115 (Two students per computer)
\$60**

CIX 923-01 Designing an Effective Web Site

(replaces CIX 909 How to Conduct Business on the Internet)

.3 CEUs CRN: 30547

Prerequisite: CIX 907 Introduction to the Internet or permission of Instructor (must be obtained prior to first day of class)

There are thousands of Web sites on the Internet and hundreds more are being added each day. How will your target users find your site among all the others? What will make them come back? Learn the latest techniques for attracting target customers to your Web site. Discover the most recent developments in effective Web site design and learn what you can do to keep users returning to your Web site.

This is a conceptual class designed to prepare students for the Certificate capstone course CIX 928 Building a Better Web Site. Under the guidance of the instructor students will think through the design and objectives of the Web site they will be creating in CIX 928.

Lynda Palmer

**1 mtg: Sun Jul 12
9am-noon
CSUDH ERC A-115 (Two students per computer)
\$60**

CIX 928-01 Building a Better Web Site

(replaces CIX 912 Beginning HTML Publishing Lab)

.9 CEUs **CRN: 30548**

Enrollment limited to 10 students in each section.

Mandatory prerequisites: CIX 909 **How to Conduct Business on the Internet** or CIX 923 **Designing An Effective Web Site**

An HTML beginning-level workshop in which students will create a basic Web site for a business, a non-profit organization, or for individual personal or professional use. In addition, students will learn how to get their site onto the Web once it's created, how to choose an Internet Service Provider or Web Hosting Service, how to register their domain name with Internic, and how to make sure their site gets listed with all the right search engines and directories. Successful completion of a basic Web site is required to obtain the certificate.

Annemarie Boyer

2 mtgs: Fri & Sun Jul 24 & 26

6:30-9:30pm Fri

9am-4pm Sun (1 hr lunch)

CSUDH ERC A-115 (One student per computer)

\$160

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).

Who Should Attend

Anyone interested in advancing beyond beginning levels of HTML publishing and Web page design (see skills listed in CIX 928) to intermediate or advanced publishing, design and implementation of dynamic, eye-catching Web pages/sites should consider enrolling in the Intermediate & Advanced HTML Certificate Award programs. Personal enrichment and exciting employment opportunities exist for those adequately skilled in HTML and Web page design.

CIX 913 Intermediate HTML Publishing - Lab

.9 CEUs **CRN: 30549**

Enrollment limited to 10

One computer per person

Prerequisite: CIX 912 OR CIX 928 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)

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 CIX 928 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 original graphics, scanning and manipulating photos and clip art), using tables to control layout, and more. This class also includes information on how to get a site onto the Web once it is created, how to choose an Internet Service Provider or Web Hosting Service, how to register a domain name with Internic, and how to make sure a site gets listed with all the right search engines and directories.

Students will need to bring the following to class :

- floppy disks (at least two high density 3.5" diskettes) to store finished work
- photographs to be scanned, (limit 2), as well as printed material to be incorporated into your Web page design

Important Information:

Course may be repeated as needed. 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. 9 Hours of Instruction.

The Instructor, **Anissa Barton-Thompson**, has taught on the CSUDH Internet faculty for 3 years and is responsible for the design and implementation of several informative and innovative websites. Anissa can be contacted at:

abarton@csudh.edu

2 mtgs: Fri & Sun Aug 7 & 9

6:30-9:30pm Fri

9am-4pm Sun (1 hr lunch)

CSUDH ERC A-115 (One student per computer)

\$160

CIX 914-01 Advanced HTML Publishing - Lab

.9 CEUs CRN: 30550

Enrollment limited to 10 One computer per person

Prerequisite: CIX 913 or instructor approval (must be obtained prior to the first night of class. (Be prepared to submit to the instructor an intermediate level web page of your own creation for consideration)

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! This course builds on the skills gained in the Intermediate class and adds forms, frames, image maps, access counters, sound, video and animation, java applets and more. This class also includes information on how to get a site onto the Web once it is created, how to choose an Internet Service Provider or Web Hosting Service, how to register a domain name with Internic, and how to make sure a site is listed with all the right search engines and directories.

Students will need to bring the following to class:

- floppy disks (at least two high density 3.5" diskettes) to store finished work
- photographs to be scanned (limit 2), 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.

2 mtgs: Fri & Sun Aug 21 & 23

6:30-9:30pm Fri

9am-4pm Sun (1 hr lunch)

CSUDH ERC A-115 (One student per computer)

\$160

CIX 907-01 Introduction to the Internet

.3 CEUs

CRN:30544

An introductory-level course designed for people with little or no Internet and/or computer experience. Topics covered will include a survey of what's available on the Internet, how to choose a Service Provider and set up Internet access at home, how to surf and search the Web, download software, and send and receive e-mail. Three hours.

Annemarie Boyer

1 mtg: Tue Jun 9

6:30-9:30pm

CSUDH ERC A115

\$60



**Pre-Registration
Required**

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.

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.

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.

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.

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.

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.

Optional Afternoon Classes

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

1998 Schedule Intensive English Language Program

Summer Session	Class Dates	Weeks	Tuition	Orientation
Session A only	June 8 - July 31	eight	\$1,400	June 2-3
Fall Semester	Class Dates	Weeks	Tuition	Orientation
Session A	August 17 - Oct. 9	eight	\$1,400	August 11-12
Session B	October 19 - Dec 11	eight	\$1,400	October 13-14
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://www.csudh.edu/alcp/index.html>

Registration: Tel. (310) 243-3830

Certificate in Alcohol & 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 the applicant is a recovering substance abuser, two years of continuous sobriety is strongly recommended. Prospective students must complete an application form and supply transcripts and letters of recommendation. Call (310) 243-3352 for more information.

The Certificate

The Certificate Program in Alcohol/Drug Counseling consists of 9 courses designed to prepare individuals for entry into the field at a professional level. (All courses provide Continuing Education Units (CEUs) and a provider number for registered nurses.) ADX 300 may be taken on an individual basis without formal entrance into the Certificate Program. Students may enter the program in either the Fall or Spring Semester.

Students are expected to pass each course with a grade of C or better and maintain a 2.5 G.P.A. Those seeking a Certificate must apply to the program and successfully complete all courses. Six courses are degree applicable.

Location

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

Fall Application Submission Deadline Friday, August 14

Orientation

Thursday, August 20
6:30pm
CSUDH SAC 1102

Attendance required for newly-admitted students and those whose applications are being reviewed.

ADX 300 Introduction to Alcoholism

3 ext units

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

ADX 301 Introduction to Counseling Techniques

3 ext units

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

ADX 302 Counseling for the Individual

3 ext units

This course develops an understanding of the psychological factors of alcoholism and drug abuse and their implications for treatment. Counseling techniques are

examined and practiced including assessment, perception and communication skills required for various stages of treatment, prognosis and termination.

ADX 303 Perspectives on Drug Abuse: Counseling the Substance Abuser

3 ext units

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

ADX 304 Group Counseling Techniques

3 ext units

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

ADX 305 Introductory Practicum

2 ext units

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

ADX 306 Family Dynamics

3 ext units

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

ADX 307 Advanced Practicum**2 ext units**

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

ADX 308 Treatment of Eating Disorders**3 ext units**

An introduction to the treatment of eating disorders such as anorexia nervosa, bulimia, compulsive eating, and obesity, biological, psychoanalytic, behavioral, psychosocial, and other theoretical perspectives will be highlighted. The history of the interrelationship of alcohol and food as substances often abused is explored. Multidimensional treatment techniques will be explored for a comprehensive understanding of this illness.

Preregistration
Required

**Summer 1998
Schedule****ADX 302 Counseling for the Individual****3 ext units****CRN: 30467****Mary Cook-Lund, MA**

Psychology, has more than 20 years experience in the practice and teaching of clinical psychology.

12 mtgs: Mon Jun 1-Aug 17**6pm-10pm****CSUDH SAC 1102****\$405****ADX 303 Perspectives on Drug Abuse: Counseling the Substance Abuser****3 ext units****CRN: 30468****James McDaniel, MA**, is an MAC/MFCC.**12 mtgs: Tue Jun 2-Aug 18****6-10pm****CSUDH SAC 1104****\$405****ADX 304 Group Counseling Techniques****3 ext units****CRN: 30469****Mary Cook-Lund****12 mtgs: Thu Jun 4-Aug 20****6-10m****CSUDH SAC 1104****\$405****ADX 305 Introductory Practicum****2 ext units****CRN: 30481****Jacqueline McDaniel****12 mtgs: Tue Jun 2-Aug 18 (no class Jul 7)****6-10pm****CSUDH SAC 1106****\$270**

HEX 912-01 California Law for the Dental Office

.3 CEUs CRN: 30484, 30485

Title 16, Section 107 of the California Code of Regulations (CCR) requires all persons licensed through the Board of Dental Examiners, beginning with the 1998-1999 license renewal period, to complete 3 hours of instruction in California Law every 2 years as a condition of license renewal. This course provides the required training.

Topics include:

- Regulatory framework
- The scope of practice
- Use of auxiliaries in the dental practice
- Requirements for renewal of license
- Laws governing the prescribing of drugs
- Acts in violation of the Dental Practice Act

Certificates and .3 Continuing Education Units will be awarded to all students attending this seminar. Each office will also receive a copy of the California Dental Practice Act.

Carolyn Mortensen, Registered Dental Assistant (RDA) has more than 30 years experience in dentistry.

Session 01 CRN: 30484

1 mtg: Sat Jun 20
1:30-4:30pm
CSUDH LCH A103
\$45*

Session 02 CRN: 30485

1 mtg: Sat Aug 8
1:30-4:30pm
CSUDH LCH A103
\$45*

* Fee includes materials

HEX 918-01 Infection Control Bloodborne Pathogen Training for the Dental Office

.4 CEUs CRN: 30482, 30483

Title 16, Section 1017 of the California Code of Regulations (CCR) requires all dentists and dental auxiliaries beginning with the 1998-1999 license renewal period, to complete 4 hours of Infection Control instruction every 2 years as a condition of license renewal. Title 8, Section 5193 CCR and Cal/OSHA require all dental office employees who have occupational exposure to blood or other potentially infectious materials to receive initial and annual refresher Bloodborne Pathogens training. This includes dentists (if incorporated), dental hygienists and assistants, lab techs and other office personnel with potential occupational exposure. This course provides annual Bloodborne Pathogen Training and also the required four hours Infection Control Training per Title 16, Section 1017. Each student attending this class will receive 90% complete Exposure Control Plan designed for the dental office which when completed by the students, meets OSHA requirements and incorporates the Board of Dental Examiner's "Minimum Standards for Infection Control."

Sherry Starling is an environmental Consultant, Principal, Pacific Environmental Network and has worked as a Hazardous Materials Specialist with the Santa Clara and San Diego counties Hazardous Materials Management Divisions,

Session 01 CRN: 30482

1 mtg: Sat Jun 20
8am-12pm
CSUDH LCH A103
\$55*

Session 02 CRN: 30483

1 mtg: Sat Aug 8
8am-12pm
CSUDH LCH A103
\$55*

* Fee includes materials

HEX 909-01 Transcultural Concepts in Healthcare

3.0 CEUs CRN: 30466

This course will assist students in developing an awareness of how different cultural practices impact delivery of healthcare services. Students will examine their own values, beliefs, traditions about healing while looking at those of other cultures. Effects of beliefs about healing will be discussed as practiced in the U.S., and provider behavior in terms of both patient care and collaboration with members of the healthcare team. Methods for removing barriers and ambiguity of traditions and practices to more open, honest communication as it relates to healing will be covered. The goal is for the participant to see the individual as a culturally unique entity.

Jacquelyn Glenn, MA, OTR has taught courses and facilitated healthcare issue seminars at Mount St. Mary's College, Santa Monica College and has served as the Clinical Supervisor for the Occupational Therapy Department at Northridge Hospital Medical Center.

10 mtgs: Wed Jun 3-Aug 5

6:30-9:30pm

CSUDH SAC 1106

\$250 (fee includes materials)

TECHNOSTRESS *Coping with Technology @WORK @ HOME @ PLAY*

A series of workshops and seminars for business owners, executives, educators and parents that will teach you how to cope with the new forms of stress that technology has created, and how to make the new technology work for your business, professional and home life.



These workshop and seminar programs are drawn from and based on the exciting ideas and concepts in the best selling new book, *TechnoStress: Coping with Technology @WORK @ HOME @ PLAY*. Each program will feature opportunities to interact directly with the authors, Technotherapists Michelle Weil, Ph.D., and Larry Rosen, Ph.D.

Keeping Technology from Overrunning Your Life

A Public Lecture by the Authors of TechnoStress

Friday, May 8, 1998, 8:00 pm, University Theater, California State University, Dominguez Hills

Admission: \$7 in advance; \$10 at the door. \$5 for CSUDH students and members of the CSUDH Alumni Association.

Followed by a reception where the public can meet and talk with TechnoStress authors, Michelle Weil and Larry Rosen, whose new book has been recognized as an antidote to many of the new stresses that technology's placing on everyone's work, home, and play lives.

TechnoStress in the Schools

A Professional Development Workshop for Teachers and Administrators

Friday, May 15, 1998, 9:30 am - 4:00 pm, California State University, Dominguez Hills

Fee: \$100 (includes breaks, lunch, and a copy of *TechnoStress: Coping with Technology @WORK @ HOME @ PLAY*)

Coping with the pressures to find the best ways to use technology for instruction, showing how even the most reluctant of teachers and administrators can learn to employ technology productively for teaching, communicating, and managing the increasingly complex environments of today's elementary and secondary schools.

A Weekend with the Authors of TechnoStress

Strategies for Conquering TechnoStress in the Workplace

Friday and Saturday, June 12 & 13, 1998. Friday, 2pm- 8:30 pm, Saturday, 9am - 2 pm

At the Holiday Inn Gateway Hotel, 19800 S. Vermont Ave., Torrance, 90502.

Fee: \$295 includes dinner on Friday, lunch and break on Saturday, and a copy of *TechnoStress: Coping with Technology @WORK @ HOME @ PLAY*. LIMITED TO 100 PEOPLE.

A weekend seminar for business managers and executives who are not getting what they expected out of their investments in technology. Just because you and your employees have some of the most up-to-date technology, doesn't mean that you are working faster, better, or smarter.

Reserve your seats by mail, fax, phone, or in person through the Division of Extended Education, California State University, Dominguez Hills, 1000 E. Victoria St., SCC B-141, Carson, CA 90747 Call 310-243-3727 or Fax 310-516-3971

Name _____ Company/School _____

Address _____ City _____ St _____ Zip _____
Day _____

Phone _____ Eve Phone _____ Email _____

May 8 Public Lecture # _____ @\$ _____ total _____ MC/VISA # _____

May 15 Professional Development Workshop
_____ @\$ _____ total _____ Signature _____

June 12-13 Weekend Seminar
_____ @\$ _____ total _____ Expiration Date _____

Certificate in Early Childhood Education

Who should attend

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

The Certificate

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

Location

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

The Courses -- All Students (required core courses)

PSX 350

Developmental Psychology (3)

TEX 355

Child, Family and Community (3)

Administration only:

TEX 356

Early Childhood Administration and Supervision (3)

Specialization Courses:

TEX 351 Infant Program Development I (3)

and

TEX 425 Workshop in Teaching Methods (3)

or

TEX 353 Preschool Program Development I (3)

and

TEX 425 Workshop in Teaching Methods (3)

TEX 356-01 Early Childhood Administration & Supervision

3 ext units

CRN: 30465

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.

Joanne Sato, MA, California State University, Dominguez Hills.

12 mtgs: Tue & Thu Jul 7-

Aug 13

6-9:30pm

RBCC rm 7

\$405

Pre-Registration
Required



See Review
Classes for
CBEST
and
MSAT
Exams
on
page 29

Bobrow Test Preparation

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

The staff is comprised of math and reading specialists and other expert instructors who are fully credentialed and have advanced degrees. The programs are constantly updated for the most recent forms of the exams.

Fees paid for these test preparation courses do not include payment and registration for the actual exam. For information on registration for the exams, call the CSUDH Testing Office at (310) 243-3909.

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

GRE (Graduate Record Examination) Review Written & Computer Versions

This program is geared to the latest format of the GRE with emphasis on quantitative ability--arithmetic, algebra, and geometry. Verbal ability--analogies, antonyms, reading comprehension, sentence completion, and analytical ability-- will all be carefully examined and reviewed. For information about test application call ETS at (510) 873-8100 or see their website at <http://www.gre.org>

NOTE: Additional test dates are available year-round. To apply for COMPUTER-BASED GRE TESTING call ETS at (800) 808-0090 or your nearest Sylvan Technology Center at (800) GRE-CALL.

GRE Review for Special June Session

Session II NXGR 101-02

CRN: 30016

4 mtgs: Sat June 6, 13, 20, 27
9am-1pm
CSUDH SBS A216
\$215

GMAT (CAT) (Graduate Management Admission Test) Review (geared to the new computer adaptive test)

A special course offered to prepare students for the computer adaptive GMAT. Areas covered include: Math Ability (problem solving), Data Sufficiency, Reading Comprehension, Sentence Correction, Critical Reasoning and Analytical Writing Assignment. A short review of basic algebra and geometry is also included. The Computer-based GMAT testing is administered by Educational Testing Services. For information regarding test application, call ETS at (510) 873-8100 or see their website at <http://www.gmat.org>

GMAT Review for Computerized Test

Session II NXGM 101-02

CRN: 30017

4 mtgs: Sat June 6, 13, 20, 27
9am-3pm
CSUDH SBS B203
\$235

CBEST (California Basic Educational Skills Test) Review

These workshops are designed to assist students and teachers in preparation for the latest version of the CBEST. Each area--reading comprehension, essay writing, and mathematics--will be carefully explained and analyzed. Special emphasis will be placed on a review of mathematics. The CBEST exam is now administered by National Evaluation Systems. For further information about test application call (916) 928-4001.

CBEST Review for June 20 Exam

Session III NXCB 101-03

CRN: 30018

3 mtgs: Sat May 30, Jun 6, 13
9am-3pm
CSUDH SBS B231
\$195

CBEST Review for August 8 Exam

Session I NXCB 101-01

CRN: 30019

3 mtgs: Sat Jul 18, 25, Aug 1
9am-3pm
CSUDH SBS E220
\$195

MSAT (Multiple Subject Assessment for Teachers) Review

This program is designed to familiarize test-takers with the new Multi-Subjects exam question types and format. Strategies and techniques for multiple choice and constructed response questions will be emphasized. This program is designed to help students apply their knowledge of science, math, history/social science, literature/language arts, physical education, visual and performing arts and human development to meet the exam requirements. This class is not meant as a substitute for coursework in those areas. For further information about test application call ETS at (800) 772-9476.

MSAT Review for July 11 Exam

Session I NXMS 101-01

CRN: 30020

3 mtgs: Sat/Sun Jun 20, 21, 28
9am-4pm
CSUDH SBS A210
\$235

**TEX 916-01 Classroom
Organizing for Success****.4 CEUs****CRN: 30494**

If your classroom were better organized, could you accomplish more each day? Could you spend less time searching for things and preparing for class? Would you have more time to spend on class preparation and time with students? This program presents simple, inexpensive, practical and easy-to-implement solutions to classroom disorganization. A professional Organizer will help you sort through the cupboards, drawers, files and desktop in your classroom. Being better organized will provide a positive and relaxed atmosphere for teaching and learning. This class is for all educators.

Ann Gambrell, professional organizer and national speaker, specializing in solutions to the organizing problems of today's busy people.

1 mtg: Sat July 25**8:30am-12:30pm****RBCC rm 8****\$52****TEX 901-01 Therapeutic
Teaching: A Gentle
Approach to Disruptive
Behaviors****1.0 CEUs****CRN: 30508**

Therapeutic teaching is a sound and effective alternative to the many forms of behavior modification suggested as the answer to disruptive students. Safe therapeutic learning environments are created with boundaries, choice making, personal responsibility, personal power, kindness, compassion, and a relationship that includes "contact." These terms will be defined, discussed and individualized in the class and participants will learn how to create a safe environment that is comfortable for themselves and their students.

Laura Russell, PhD, MFCC, is in private practice in Lawndale and holds life teaching credentials in single subject: Social Studies, and specialist: Learning Handicapped & Severely Handicapped

5 mtgs: Mon Jun 1-29**4-7pm****CSUDH SBS F225****\$175****TEX 902-01 Calling All
Mental Health
Counselors: You Would
Make A Great Public
School Teacher!****1.0 CEUs****CRN: 30507**

Both Marriage, Family & Child Counselors and Social Workers have skills that are readily transformed into effective classroom teaching. Therapists learn cross-cultural mores and values, law and ethics, basic testing, group techniques communication theory, behavioral techniques, human development, abnormal psychology, family systems -- many areas which are valued in the world of teaching.

Participants will be shown how to adapt their own training and work experience to public education.

Technical procedures such as how to begin the process of obtaining a teaching credential and first-year teaching "survival skills" will also be covered.

Laura Russell,**5 mtgs: Mon Jul 6-Aug 3****4-7pm****CSUDH SBS F225****\$175**

Reading Readiness Program Level R: For 4-year-olds & Entering Kindergarteners

In this program your child will develop the reading readiness skills required to make learning to read easy, enjoyable, and successful. Our students are captivated by the beautiful instructional materials and musical audiotapes we use to teach alphabet skills and beginning phonics.

You and your child will both enjoy the stimulating classroom instruction, which features great children's literature and engaging reading readiness activities.

NWRD 100-01 Reading Program: R for 4-year-olds and entering Kindergarteners
Noncredit CRN: 30486

5 mtgs: Fri Jun 26-Jul 24
2:30-3:45pm
CSUDH SBS A216
\$139

Reading Programs for Entering 1st-5th Graders

In these programs your child will learn the essential phonetics and comprehension skills required to become a fluent reader, as well as the word-attack skills needed for multisyllable words. Our students also learn the advanced comprehension skills required for textbooks and literature.

Mastery of these skills will make reading much easier and more enjoyable, and will greatly increase your child's confidence in school.

NWRD 101-01 Program Level 1: For Entering 1st Graders
Noncredit CRN: 30487

5 mtgs: Fri Jun 26-Jul 24
11:30am-1:30pm
CSUDH SBS A216
\$229

NWRD 102-01 Program Level 2: For Entering 2nd Graders
Noncredit CRN: 30488

5 mtgs: Wed Jun 24-Jul 22
12-2pm
CSUDH SBS B231
\$229

NWRD 103-01 Program Level 3: For Entering 3rd Graders
Noncredit CRN: 30489

5 mtgs: Wed Jun 24-Jul 22
3-5pm
CSUDH SBS B231
\$229

NWRD 104-01 Program Level 4: For Entering 4th & 5th Graders
Noncredit CRN: 30490

5 mtgs: Fri Jun 26-Jul 24
8:30-10:45am
CSUDH SBS A216
\$229

Speed Reading, Comprehension and Study Skills Programs

In these programs our average student improves reading comprehension one to two whole grade levels, while more than doubling reading speed. We'll teach your son or daughter the best way to improve vocabulary, study textbooks, take notes, and prepare for tests. Learning these skills will make it easier to complete assignments quickly and get better grades, and will help your child become a successful, motivated student. Our students become fully absorbed in books, and develop the lifelong habits of reading for pleasure. You will be extremely pleased with your child's highly-skilled, encouraging teachers and delighted with the extraordinary instructional materials.

NWRD 105-01 Reading Program 5 For Entering 6th-8th Graders
Noncredit CRN: 30491

5 mtgs: Wed Jun 24-Jul 22
8:30-11am
CSUDH SBS D219
\$229

NWRD 106-01 Reading Program 6 For Entering 9th-11th Graders
Noncredit CRN: 30492

5 mtgs: Tue Jun 23-Jul 21
3:30-6pm
CSUDH SBS D121
\$229

Speed Reading, for Work, School, and Recreation

When you complete our adult speed reading program, you will read 3 to 4 times faster in novels, newspapers and most business and school materials. In more difficult reading like technical journals or college textbooks, you'll read 2 or 3 times faster. In addition, the comprehension, concentration, and retention techniques you learn will enable you to remember more, even though you read much faster. You will virtually eliminate re-reading. As a special bonus, participants in our adult speed reading program receive lifetime repeat privileges, which means you may repeat the speed reading class at any time, for free.

NWRD 107-01 Reading Program 7 For Adults, College Students and 12th Graders
Noncredit CRN: 30493

5 mtgs: Tue Jun 30-Jul 21
7-9:30pm
CSUDH SBS D125
\$229

These popular classes are taught by instructors from the Institute of Reading Development. For more information call 1-800-964-8888

ONE CALL: 5 UNIVERSITIES CALNET

DISTANCE LEARNING PROGRAMMING

CSU DOMINGUEZ HILLS • CSU FULLERTON

CSU LONG BEACH • CSU LOS ANGELES • CAL POLY POMONA

What is CALNET Distance Learning?

- You call one number to register, and gain information on the class
- You save commuting time and expenses by taking classes at home or at locations near home or work
- You can take a class you need at another CSU if it is not offered locally

Who can enroll?

If you are a registered student at any of the participating CSU campuses you may enroll in the classes offered. You will need to meet the prerequisites as described in your university catalog. You will receive credit on your home campus.

What kind of equipment do I need?

If you are taking online courses, you need access to a computer. If you are taking courses over TV, you need access to PBVS, Pacific Bell Video Services. In the future, there will be other forms of delivery.

What classes will be offered?

There will be a variety of upper-division classes available, beginning in Summer, 1998. These classes will include:

CSUDH

INTERDISCIPLINARY STUDIES: Visions of the Future

IDS 336-91 (3 units) over TV

Instructor: TBA
Begins June 2

COMMUNICATIONS: Script Writing for Electronic Media

COMM 381-41 (3 units) online

Instructor: Catherine Clinch
June 1 - July 10

CSUF

PHYSICS:

PHY 301 (3 units)

Instructor: Mark Shapiro
Begins July 1 for 12 weeks

CSULA

MUSIC: Introduction to Music Librarianship

MUS 454L (4 units) online

Instructors: Nancy Weckwieth & John Thornbury
June 22- September 9

CAL POLY POMONA

PHILOSOPHY:

PHI 201 Section 2 (4 units)

Instructor: James Manley
Tu-Thu 10am-11:50am
Begins June 23
Note: student computer required

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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. No cash is accepted.

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. If you are enrolled in an eligible degree or certificate program or are taking courses to acquire or improve job skills, you may qualify for a Hope Scholarship or Lifelong Learning Tax Credit. The Hope Scholarship tax credit is available only to students in their first two years of postsecondary education who are enrolled at least half-time in an eligible program. The Lifelong Learning tax credit is available to students at all educational and enrollment levels who are enrolled at an eligible educational institution. The tax credits are based on the amount of qualified tuition and fees, less grants and other tax-free educational assistance, and the taxpayer's modified

adjusted gross income. Hope credits apply to fees paid after December 31, 1997 and the Lifelong Learning credit applies to fees paid after June 30, 1998. Consult IRS Publication 970 or your tax preparer for additional information.

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=Omniflore

T=Travel

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

Continuing Education Units (CEUs)

Some extension workshops and courses award Continuing Education Units (CEUs). The CEU is nationally recognized for 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 three weeks after the end of the course. To learn your grade for any graded class, including Extension, Special Sessions, Summer Sessions and Winter Session, call (310) 516-4308.

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.

Laker 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.

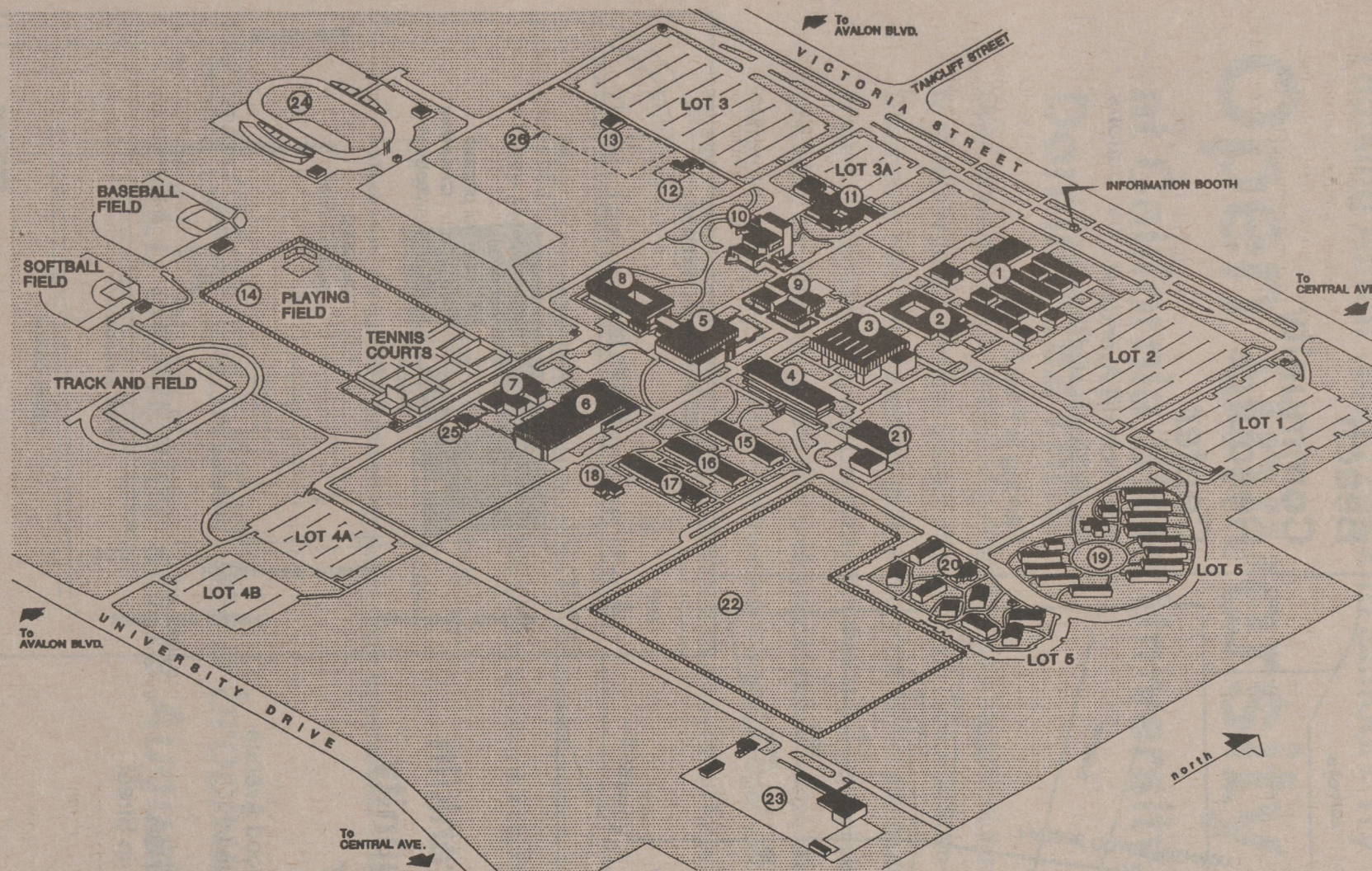
Open University

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 academic credit that may be used toward a degree at our campus or most other colleges or universities. Course fees are \$140 per semester unit (\$420 for a three-unit class--fees subject to change).

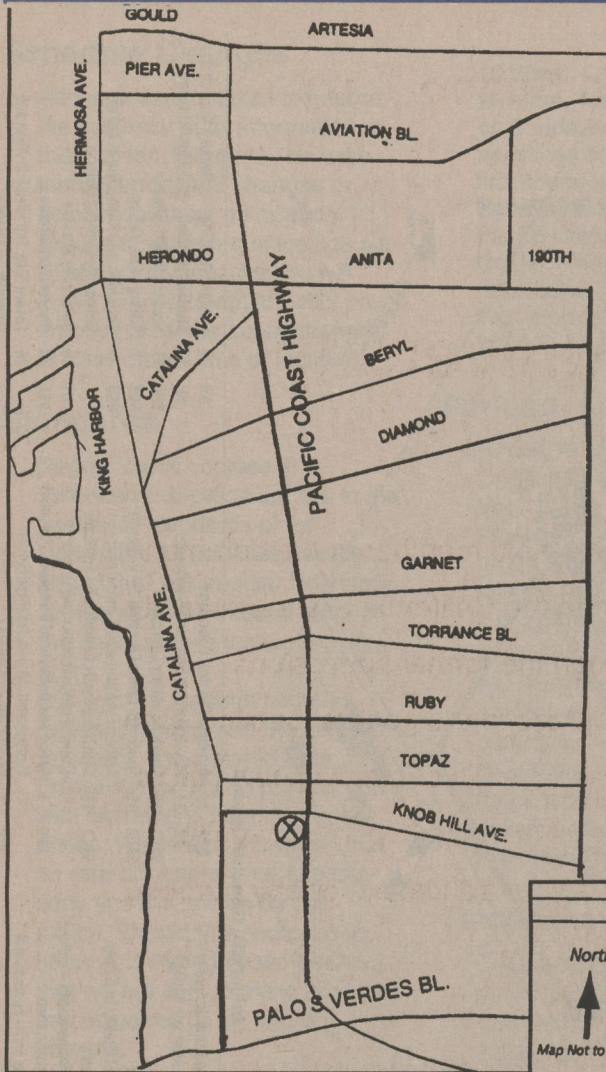
To register for Open University classes, follow the instructions below:

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.



University General Legend

CDC 12	Child Development Center	HC 25	Hughes Education and Athletic Center – Athletic Offices, Arthur Ashe Safe Passage Program	OPE 14	Outdoor Physical Education	SH 19	Student Housing – Buildings A through O
CMS 18	California Academy of Mathematics and Science Laboratory	ITC 12	Infant Toddler Center	PP 23	Physical Plant (receiving Warehouse)	SH 20	Student Housing – Buildings P through X
CP 21	Central Utility Plant	LCH 8	LaCorte Hall – School of Health, Art Gallery	SAC1 15	South Academic Complex 1	SHC 11	Student Health Center
ERC 5	Cain Educational Resources Center – Library, Central Administrative Offices, Distance Learning, Instructional Media	NHP 22	Natural History Preserve	SAC2 16	South Academic Complex 2 – California Academy of Mathematics and Science	SOE 2	School of Education
FH 7	Field House (Athletics)	NSM 4	Natural Science and Mathematics – College of Arts and Sciences Administration	SAC3 17	South Academic Complex 3 – California Academy of Mathematics and Science	USU 9	Donald P. and Katherine B. Loker University Student Union
GYM 6	Gymnasium	N-TRL 13	Nursing Trailer (Temporary) – International Nursing Program	SBS 3	Social and Behavioral Sciences – School of Management, Shinwa Japanese Garden	UT 10	University Theatre
				SCC 1	Small College Complex	VEL 24	Olympic Velodrome
						26	Future Site: Extended Education and University Foundation



The Redondo Beach Community Resource Center

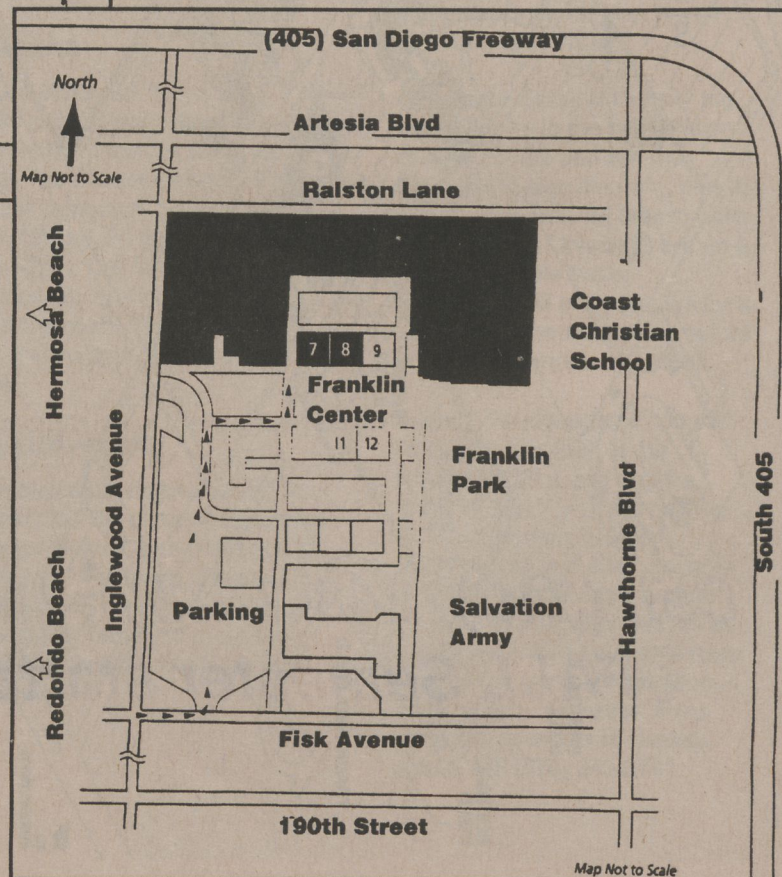
320 Knob Hill Avenue at Pacific Coast Highway.

Parking is Free in Lot

The Franklin Community Center

850 Inglewood Avenue
Redondo Beach

Parking is Free
-- in Lot or in Street



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 August 29!

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

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

Name _____
Last First Middle Initial

Address _____
Street City State Zip

Telephone _____ E-Mail _____

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

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

Course Information

CRN No	DEPT	SECTION	TERM (i.e. Sum 97)	COURSE TITLE	UNITS	FEE

Total Fee Submitted _____

Payment Method

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

Account Number _____ Exp Date _____

Cardholder's Name _____ Cardholder's Signature _____

Refund Policy

Refunds are granted in accordance with the State refund schedule. Refunds are not automatic; you must file appropriate forms in the Extended Education Office in order to receive a refund. Refunds take a minimum of six to eight weeks for processing. To receive a refund of fees for a non-credit class or a class offering continuing education, extension credit or professional units, you must notify the Division of Extended Education between the hours of 8:00am and 5:00pm Monday through Thursday, 8:00am to 4pm on Fridays, and from 8:00am to 1:30pm Saturdays, at least two working days before the course begins. You will be asked to send a written request for a refund to our office.

4 WAYS TO REGISTER



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



Stop by the Office of Extended Education on Campus in Carson, 1000 East Victoria, Carson.
For more information, call the Office of Extended Education (310) 243-3741



Phone (310) 243-3741

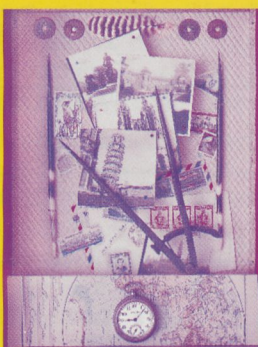


FAX to (310) 516-3971

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Study

PROGRAMS



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D

iscover ancient, modern, and unexpected places on special trips that are unlike conventional tours.

- College faculty escorts
- National and local guides
- Comfortably-paced itineraries and small groups (14 is average size)
- Interaction with local residents at luncheons in their homes
- Earn college credit while traveling (optional)

Alaska

June 22-July 7
July 6-21
July 20-August 4
August 3-18

China

June 29-July 18
September 14-October 3
October 5-24
October 19-November 7

Egypt

June 28-July 10
October 11-23
November 8-20

Galapagos Islands

June 27-July 10
August 1-14
September 26-October 9

Greece

June 25-July 6
October 1-12

Indonesia

August 5-19
October 14-28

Ireland

July 9-23
September 10-24

Israel

June 15-28
September 14-27

Italy

July 11-25
November 7-21

Kenya

June 8-24
July 6-22
July 27-August 12
October 12-28

Morocco

July 11-25
October 3-17

Nova Scotia

July 12-26
August 2-16
September 20-October 4

South Africa

June 26-July 13
September 11-28

Turkey

July 4-18
September 12-26

Jan/Feb 1999:

Antarctica • Costa Rica • Morocco • Indonesia • Kenya • South Africa • Israel • Italy
Egypt • Galapagos Islands • Caribbean/Latin America



California State University
Dominguez Hills

DIVISION OF EXTENDED EDUCATION
1000 East Victoria Street
Carson, CA 90747

FOR INFORMATION:

Registration	Tel: (310) 243-3741
	Fax: (310) 516-3971
Extension Programs	(310) 243-3741
Center for Training & Development	(310) 243-3355
Special Sessions	(310) 243-3741
Distance Learning	(310) 243-2288
American Language & Culture Program	(310) 243-3830
Financial Aid	(310) 243-3647
Disabled Student Services	(310) 243-3660
TDD	(310) 243-2028
Older Adult Center	(310) 243-2003
Women's Center	(310) 243-2486
CSUDH Bookstore	(310) 243-3789
CSUDH Library	(310) 243-3714
Parking/Public Safety	(310) 243-3639

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