

For **Summer '99**  
they've gone to

California State University  
Dominguez Hills  
Extended Education





# What is Extended Education?

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

Extended Education offers dozens of courses a year covering a variety of topics. The majority focus on career oriented information in a specific field. These professional development classes emphasize a practical, real-world approach. Other courses explore cultural and personal interests.

## How can I find out more?

By simply calling (310) 243-3741 during business hours. We will be glad to answer any questions you may have about our programs. If you do not receive our bulletin in the mail already, request to have your name put on our mailing list!

## Business/Certificate Programs

Would you like to become self-employed running your own child care center or medical billing service? Ideas abound for entrepreneurs on pages 4-18.

## Computers/Internet

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! 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 19-23.

## Education

Courses for teachers and parents, plus speed reading courses for all ages. See pages 24-27.

## ESL

For those who need to improve English skills for work or study, see pages 28-29.

## Health

CSUDH's Certificate Program in Alcohol and Drug Counseling is one of the best in California. See pages 30-31 for the summer schedule.

## Travel

Exciting travel experiences begin on page 3!

*Cover: Judith Reeder, King Printing, Torrance.*

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



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### MUX 122-01 Beginning Guitar Workshop

1 ext unit CRN 33376

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

**10 mtgs: Thu Jun 10-Aug 12**

**7-8:50pm**

**CSUDH campus LCH A 207**

**\$135**

### MUX 322-01 Contemporary Guitar Workshop

1 ext unit CRN 33377

**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 10-Aug 12**

**7-8:50pm**

**CSUDH campus LCH A 207**

**\$135**

Don't Delay!  
Be sure to register  
early  
so that we know  
you're coming!

### Omnilore Society

**Over 50? ("seasoned")**

**Like to stretch your mind? Enjoy intellectual discussions?**



Omnilore Society, an affiliate of ALIROW and Elder Hostel Institutes, South Bay Study/Discussion Groups may be just the thing for you.

Groups meet mornings and afternoons every other week for two hours. The curriculum is limited only by the imagination of the membership. Noncredit, self-directed.

Interested?

**NHSN 101-01 Singles CRN 33500**

**NHSN 101-02 Couples CRN 33501**

Summer discussion groups meet June 7-August 24 Mon-Thu. Optional hours are 9am-12 noon at the Redondo Beach Community Resource Center, 320 Knob Hill Avenue at Pacific Coast Highway, Rooms 7 & 8. Annual Membership through 8/27/00 is \$90 for single registration, \$150 for couples.

**For information phone (310) 540-6011 or write to: Omnilore, PO Box 7000-236 Redondo Beach, CA 90277**

### NAFL 102-01 Hollywood Screenplay Writing on the Web

**Noncredit CRN 33389**

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.

**Sat May 31-Aug 22**

**\$895**

**For specific information, contact the instructor at:**

**www.moviewriting.com**



## NRBT 102-01/02 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 01:** CRN 33354  
Sun-Wed Jul 11-14 (must register by June 21)

**Session 02:** CRN 33388  
Sun-Wed Aug 9-12 (must register by July 19)

\$190 per session  
(incl. canoe rental)

# 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  
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!





## Employers!

Take Advantage of California's  
Best-Kept Training Secret:

## Employment Training Panel (ETP)

- ✓ CSUDH carries the contract for training services
- ✓ No Paperwork
- ✓ Training suited to your specific needs
- ✓ No out-of-pocket expense for training

"We gained a philosophy of learning the company will incorporate across the board through this great experience!"  
Lulie Leonard  
Human Resources  
Juanita's Foods, Inc

In 1982, the State of California founded the Employment Training Panel to assist employers in training their workforce. Funding comes from the pool of employer contributions to unemployment funds (approximately \$100 million per year).

Major corporations such as Sony Entertainment and Boeing Corporation participate in the program to enhance the skills of their workforce.

CSUDH will tailor-make a program suited to your training needs.

- ✓ Computer Training
  - ✓ Vocational English
  - ✓ Human Resource Management
  - ✓ Professional Supervision
  - ✓ Production & Inventory Control
  - ✓ Purchasing
- and much more!

And now:  
Allied Signal Challenger Learning Center offers

### The Quantum Leap Challenger Training Program

Space-Age Team Building Skills and Dynamic Communications Training

**For more information, call**

**Reginald Francis at**

**(310) 243-3747**

Begin reaping your ETP benefits today!



## Family Child Care 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	CRN No
June 5	Session 1	Your Family Child Care Business	TEX 906-01	33368
June 12	Session 2	Setting Up Your Home Environment	TEX 907-01	33369
June 19	Session 3	Preparing Nutritious Meals & Snacks	TEX 908-01	33370
June 26	Session 4	Curriculum, Observation & Assessment	TEX 909-01	33371
July 10	Session 5	Working with Parents/Positive Discipline	TEX 910-01	33372
July 17	Session 6	Networking & Professional Development	TEX 911-01	33373

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 awarding 1.8 CEUs.

Courses may be taken on an individual basis for \$25 each, however, all six courses are required to receive a certificate. Each course awards .3 CEUs.

For further information, contact Tia Kuhl at (310) 243-3352.



## Certificate Award in Construction Project Management

### The Program

This innovative and timely program is designed for professionals in construction, architects, engineers, property owners, developers and those who wish to develop and expand their managerial skills in construction.

### Certificate Award

A Certificate is awarded at the successful completion of all seven courses. A certificate can be earned in a five-month period. All courses provide Continuing Education Units (CEUs). **Those who do not wish to pursue a certificate may take individual classes.** Successfully completed courses by candidates in the program prior to Spring 1999 will automatically be counted toward the revised certificate requirements. Provider number is available for completion of Real Estate Law.

### Schedule of Courses

Courses are offered Tuesdays and Thursdays, 6:30-9:30pm at the Franklin Community Center in Redondo Beach.

### Textbooks

Textbooks may be purchased at the bookstore on campus (310) 243-3789, or payable by check or money order only in class.

**For more information,  
call:**

**(310) 243-3352**

### The Courses

#### CMX 920 Project Management 1.8 CEUs \$160

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 921 Real Estate Law 1.8 CEUs \$160

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

#### CMX 922 Construction Accounting 1.8 CEUs \$160

The course will review accounting theory offering an understanding of the terminology of accounting. Payroll accounting will focus on workers' compensation insurance, cost allocation and control. Other subjects include types of businesses and organizations, lien law, construction cost control, progress payments and subcontractor invoices, back charges, cash flow and cost of sales.

#### CMX 923 Construction Finance .9 CEUs \$90

The course will focus on the nature of development projects, sources of funds, mortgages, permanent and construction loans, loan processing and administration for both portfolio and for sale projects.

#### CMX 924 Estimating and Plan Reading 1.8 CEUs \$160

This course provides a survey of the fundamentals of Construction Math, plan reading, and cost estimating with an emphasis on quantity surveying and pricing.

#### CMX 925 Bidding & Scheduling 1.8 CEUs \$160

This course covers the different bidding strategies used in the construction industry: methods of selling or buying out the construction project, whether from the owners' or contractors' perspective. Learn to read, analyze and create your own bar chart and critical path method schedules. Learn to monitor and control time, money and other resources with the schedule. Learn how to use the schedule to measure the effect of changes and delays on the project.

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



**CMX 926 Construction Safety****1.2 CEUs     \$105**

This course provides an overview of safety procedures, regulations and their application as they apply to the Southern California construction industry. Also included will be a series of lectures supported by printed material given by an industry working safety specialist. Areas such as fall protection, working in confined spaces, excavation safety procedures, CAL/OSHA, Federal OSHA regulations and procedures are covered.

**Summer 1999 Schedule****CMX 921-01 Real Estate Law****1.8 CEUs     CRN 33391****Arnold Sock, J.D., LL.M.**

6 mtgs: Tue Jun 1-Jul 6  
6:30-9:30pm  
FCC rm 7  
\$160

**CMX 920-01 Project Management****1.8 CEUs     CRN 33390**

**Paul Imrie**, Senior Project Construction Superintendent, 20th Century Fox Entertainment Corporation.

6 mtgs: Thu Jun 3-July 8  
6:30-9:30pm  
FCC rm 8  
\$160

**CMX 922-01 Construction Accounting****1.8 CEUs     CRN 33392**

**William Stinde**, MBA, General Contractor, Real Estate Broker, Management Accountant, licensed to practice before the Internal Revenue Service.

6 mtgs: Tue & Thu Jul 13-29  
6:30-9:30pm  
FCC rm 7  
\$160

**CMX 923-01 Construction Finance****1.8 CEUs     CRN 33393**

**William Stinde**,  
3 mtgs: Tue Aug 3-17  
6:30-9:30pm  
FCC rm 7  
\$90

**Fall 1999 Schedule**

**CMX 924 Estimating & Plan Reading**  
August 5-September 9

**CMX 926 Construction Safety**  
August 24-September 14

**CMX 925 Bidding & Scheduling**  
September 16-October 21

**Preregistration  
Required**



## 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 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. Five core courses plus one elective course are required. Elective courses are offered to suit the needs with- in various industries. **Students not pursuing the certificate may take individual courses.** The total program awards 10 Continuing Education Units (CEUs).

### **Who Should Attend**

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

### **The Location**

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

### **Core Courses**

**HEX 945 Foundations of Safety and Health Program Administration**

**HEX 946 OSHA Laws and Accident Investigation**

**HEX 947 Introduction to Workers' Compensation**

**HEX 950 Introduction to Industrial Hygiene**

**HEX 953 Recognition and Control of Workplace Hazards**

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

### **ELECTIVE COURSES**

One elective is required from the list below.

**HEX 920 Ergonomics**

**HEX 957 System Safety**

**HEX 954 Safety Protection**

**HEX 963 Workplace Security & Violence Issues**

**HEX 956 Environmental Fundamentals for the Safety Practitioner**

**HEX 925/926 Principles of Industrial Hygiene and Exam Preparation Part I and Part II** (Offered each Spring semester)

On-site instruction is avail- able. For information or to obtain a current schedule of classes, call the CSUDH Office of Extended Education, (310) 243-3741.

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



**PROFESSIONAL ADVISORY  
COMMITTEE**

**Joanette Alpert, MS, PT,**  
CIE, CPE, Vice President  
of Woodward, Alpert &  
Assoc.

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

**D.M. "Skip" Clark,**  
Manager, Safety &  
Industrial Hygiene,  
Boeing, RSSP

**Don Christian, JD,** Loyola  
Univ, MA, Health  
Science, CSULA

**Carl Cronin, REA, RSSP,**  
Principal Safety  
Engineer, ESHA.

**Dolores Johnson, BSBA**  
Administrative Workers'  
Compensation, Boeing

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

**John A. O'Toole, Ph.D.,**  
RSSP, Health & Safety  
Consultant, CAL/OSHA  
Consultation

**James L. Unmack, CSP,**  
CIH, PE. Vice President,  
Westates EHS Services,  
Inc.

**CORE COURSES****HEX 945 Foundations of  
Safety and Health Program  
Administration**

2.0 CEUs \$250

This course covers the implementation of injury and illness prevention programs, typical health and safety problems, program responsibility, employee compliance, communications to the employees, hazard evaluations, injury and illness investigations, correction of unsafe or unhealthful conditions, employee training and recordkeeping in an industrial setting.

**HEX 946 OSHA Laws and  
Accident Investigation**

2.0 CEUs \$250

Provides participants with the foundation and practical application of current laws and regulations to identify the sources of injuries and illnesses in order to reduce them in the workplace. Legislation and defense for civil and criminal liability from collection and identification of accident evidence will be covered.

**HEX 947 Introduction to  
Workers' Compensation**

2.0 CEUs \$250

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 950 Introduction to  
Industrial Hygiene**

1.0 CEU \$150

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

**HEX 953 Recognition and  
Control of Workplace  
Hazards**

1.5 CEUs \$180

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 hazards in order to provide a safe and healthy workplace for their organization.

See page 38 for maps to  
Redondo Beach  
Community Center &  
Franklin Community  
Center

**Summer 1999  
Schedule****HEX 945-01  
Foundations of Safety &  
Health Program  
Administration**

CORE 2.0 CEUs CRN 33375

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

7 mtgs: Mon Jun 28-Aug 16 (no  
class 7/5)  
6:30-9:30pm  
RBCC rm 7  
\$250

**HEX 946-01 OSHA Laws  
and Accident  
Investigation**

CORE 2.0 CEUs CRN 33374

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

7 mtgs: Wed Jul 7-Aug 18  
6:30-9:30pm  
FCC rm 8  
\$250

**Fall 1999 Schedule****HEX 947-01 Introduction  
to Workers' Compensation  
August 23-October 18 (no  
class 9/6 & 10/11)****HEX 963-01 Workplace  
Security & Violence Issues  
August 26-September 23****HEX 950-01 Introduction  
to Industrial Hygiene  
September 1-29****HEX 953-01 Recognition &  
Control of Workplace  
Hazards  
October 16-November 3**



## Certificate Award in Advanced Human Resource Management

### THE CERTIFICATE PROGRAM

Intended for the seasoned Human Resource professional, the Certificate Award in Advanced Human Resource Management is a series of classes in specific topic areas that focus on the important HR management issues of today. Rather than focus on a basic understanding of employment wage, and hour, and labor laws, the Advanced Certificate curriculum places emphasis on a detailed understanding of processes, systems, and practical "how-to" knowledge for administering HR programs and moving into strategic positions as part of the company management team in today's competitive business environment.

### PROGRAM EMPHASIS IS ON

- Development of practical HR systems and their administration
- Measurement and benchmarking of HR success
- Avoiding costly mistakes in hiring and dealing with HR issues
- Developing strategies for reducing corporate risk and liability through effective HR practices

### 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 June 1-July 20 from 6:30-9:30pm at the Franklin Center, room 8.

Preregistration  
Required

### 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.



THE COURSES

## **BUX 929-01 Certificate Award in Advanced Human Resource Management**

2.4 CEUs      CRN 33387

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 1-Jul 20  
6:30-9:30pm  
FCC rm 8  
\$498

### **Analyzing HR**

will examine specific models for establishing benchmarks and measuring HR effectiveness. **Tue Jun 1**

### **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 8**

### **Behavioral Interviewing**

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

**Tue Jun 15**

### **Union Organizing in the Workplace**

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

**Tue Jun 22**

### **Understanding Workers' Compensation**

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

**Tue Jun 29**

### **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 6**

### **Conducting Workplace Investigations**

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

**Tue Jul 13**

### **Employee Discipline and Termination**

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

**Tue Jul 20**

### **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.

**Onsite Instruction Available: call (310) 243-3352**



## 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.

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

### NBMB 105-01 Medical Terminology

Noncredit

CRN 33379

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.

**Carey 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 12 & 19**

**9am-2:30pm**

**FCC 7**

**\$90 (fee includes materials)**

### NBMB 101-01 Medical Insurance Billing I

Noncredit

CRN 33380

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 21, 23, 28, 30**

**6-9pm**

**FCC 7**

**\$95 (fee includes materials)**

**Required text: Physician's Procedural Terminology, CPT -- latest edition)**

### NBMB 102-01 Medical Insurance Billing II

Noncredit

CRN 33381

**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.

**Tuany Reid**

**4 mtgs: Mon & Wed Jul 12, 14, 19, 21**

**6-9pm**

**FCC 7**

**\$95 (fee includes materials)**

**Required text: ICD-9CM -- latest edition**



### NBMB 103-01 Medical Insurance Computer Billing

Noncredit

CRN 33382

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.

**Tuanya Reid**

1 mtg: Sat Jul 24

9am-3pm

CSUDH campus SBS B109

\$95 (fee includes materials)

Each session limited to 20 students

### NBMB 106-01 Applied Billing Techniques

Noncredit

CRN 33384

Optional course. Limited to 10 students who have completed previous courses in series.

Students who have taken all previous billing courses will be given an opportunity to do hands-on billing on the computer at their own pace. Students will develop and input database of CPT & ICP.9 codes, input charges and payment from superbills, calculate write-offs and adjusts, utilize DPT & ICD-9 books to locate appropriate codes for a variety of procedures and create payment appeals.

**Tuanya Reid**

1 mtg: Sat Aug 7

9am-12noon

CSUDH campus SBS B109

\$50 (fee includes materials)

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

Noncredit

CRN 33386

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.

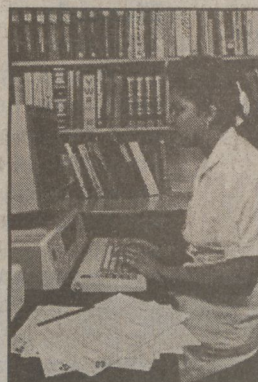
**Tuanya Reid**

1 mtg: Sat Aug 14

9am-3pm

FCC 7

\$90 (fee includes materials)





# NEW! Certificate Award in Safety and Security

**RECOGNIZED AND  
APPROVED BY THE  
INTERNATIONAL ASSO-  
CIATION OF SAFETY &  
SECURITY  
PROFESSIONAL (IASSP)  
TRAINING ACADEMY**

## Certificate Award

A certificate reflecting 70 hours and 7.0 Continuing Education Units (CEUs) is awarded upon successful completion of the program.

**Courses may also be taken independently of the program.**

## Course Schedule

The certificate can be earned in one semester (15 weeks). Courses are offered evenings or Saturdays on campus.

## The Program

Provides safety and security personnel with practical, hands-on training in how to implement and maintain a safe and secure work environment according to the Peace Officers Standard of Training (POST) regulatory requirements for the state of California.

## Who Should Attend

- Security Personnel
- Managers
- Supervisors
- Security Officers who need to fulfill POST Regulator requirements

## The Courses

### HEX 946 OSHA Laws & Accident Investigation 2.0 CEUs \$250

Provides participants with the foundation and practical application of current laws and regulations to identify the sources of injuries and illnesses in order to reduce them in the workplace. Legislation and defense for civil and criminal liability from collection and identification of accident evidence will be covered.

### HEX 953 Recognition & Control of Workplace Hazards 1.5 CEUs \$180

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 hazards in order to provide a safe and healthy workplace for their organization.

### HEX 958 Penal Code 832 Concepts 2.0 CEUs \$250

Course materials will provide security personnel, managers, and supervisors with a ready reference guide that outlines the

authority and responsibilities of sworn peace officers and security officers in the following areas of responsibility:

- Professional Orientation
- Intro to California Constitutional Law
- Basic Concepts of Criminal Law
- Constitutional Rights
- Laws of Arrest
- Taking Suspects in Custody
- Lawful Detention
- Major Penal Codes
- Use of Force:
  - a) Firearms
  - b) Chemical agents
  - c) Baton

### HEX 963 Workplace Security & Violence Issues 1.5 CEU \$180

Covers requirements under Title 8, Section 3203, Assembly Bill 508 and various Penal Codes. Legal standards v. probability liabilities. Also covered is civil litigation (tort laws) and/or regulatory citations for insufficient or non-existent security based on foreseeable duty of care stands.

Also included:

- Risk assessment and assault paradigms covering environmental and work practice risks
- Issues of workplace violence
- Causative correlations of violence
- Incident deterrent procedures.



**Summer 1999  
Schedule****HEX 946-01 OSHA Laws  
and Accident  
Investigation****2.0 CEUs      CRN 33374**

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

**7 mtgs: Wed Jul 7-Aug 18**  
**6:30-9:30pm**  
**FCC rm 8**  
**\$250**

**Fall 1999  
Schedule****HEX 953-01 Recognition  
& Control of Workplace  
Hazards**  
**October 6-November 3****HEX 963-01 Workplace  
Security & Violence  
Issues**  
**August 26-September 23****HEX 958-01 Penal Code  
832 Concepts**  
**October 25-December 6**

**Preregistration  
Required**



**FCC is Franklin Community  
Center:**

**See Map Page 38**

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



## Certificate Award in Technical Writing

### The Program

The Technical Writing Certificate Program 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.

### The Certificate

A certificate is awarded upon the completion of all eight courses. All courses provide Continuing Education Units (CEUs). **Courses may be taken individually by those not wishing to earn a certificate.** Successfully completed courses by candidates in the program prior to Spring 1999 will automatically be calculated into the new program at the 1998 unit requirement.

### Who Should Attend

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.

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

### The Courses

#### **BUX 905 Writing Technical Instructions** 1.5 CEUs \$105

Participants will learn how to apply the Technical Writing principles to the writing of simple procedures. Discussions cover presentation, grammar, syntax, punctuation, and sentence structure as well as proper use of mood and voice in writing step-by-step procedures. Chapters in the textbook are assigned for reading, and for participants to interactively question and share ideas in class.

#### **BUX 927 Fundamentals of Technical Writing** 2.7 CEUs \$225

Before one can practice technical writing, one must know what it is, how it works, why people write it, and who reads it. This introductory course examines the basic requirements of technical style and organization as used in reports, proposals and presentations. Students learn and practice how to pack extensive information into few words without sacrificing readability in their writing. Individually and in groups, students study their own technique to improve conciseness and clarity. The class explores the varieties of technical writing and the requirements of the various audiences for each of them. Finally, students may make a technical presentation to the class on a topic of their own choosing.

#### **BUX 931 Information Design** 2.7 CEUs \$225

Students will learn about the principles of information management, design and presentation and be able to apply them to the design of print and online documents as well as multimedia presentations.

#### **BUX 932 People Skills for Technical Writers** 1.5 CEUs \$105

Technical writers work with people as well as words. This course prepares students for interactions with prospective consumers of technical writing, with technical experts, and with audiences. Students practice and workshop with each other on meeting the needs of all three groups. Participants learn to listen and ask questions so as to correctly interpret the needs of business and industry customers, to present technical information in an engaging and clear way, and to translate technical talk into comprehensible, everyday language.

**Preregistration  
Required**



**BUX 948 Proposal Preparation & Writing**

1.5 CEUs

\$105

The marketplace is lean and mean, and companies cannot afford proposals that fail. Students learn the importance of effective proposal writing in the business. 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

\$105

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

\$105

An overview of online documentation concepts on Adobe Acrobat 3.0 application for Macintosh. This course consists 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 970 Technical Editing**

1.5 CEUs

\$105

Participants will apply principles of how to help authors achieve effective writing by using the techniques of technical editing. Exercises and discussions deal with excerpts from these types of real-world documents: product descriptions, proposals, technical reports, and users' manuals. Chapters in the textbook are assigned for reading and for participants to interactively question and share ideas in class.

**Summer 1999 Schedule****BUX 950-01 Online Documentation**

1.5 CEUs

CRN 33003

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

5 mtgs: Wed Jun 16-Jul 14

6:30-9:30pm

CSUDH campus ERC A115

\$105

**BUX 932-01 People Skills for Technical Writers**

1.5 CEUs

CRN 33004

**David Zasloff**, BA, UC Santa Cruz, is a graduate of the USC Technical Writing Program and is an experienced technical writer and editor.

5 mtgs: Mon Jun 21-Jul 19

6:30-9:30pm

FCC 8

\$105

**BUX 927-01 Fundamentals of Technical Writing**

2.7 CEUs

CRN 47394

**David Zasloff**

9 mtgs: Mon Jul 26-Sept 27

(no class 9/6)

6:30-9:30pm

FCC rm 8

\$225

**BUX 931-01 Information Design**

2.7 CEUs

CRN 47395

**Sara Stohl**, MA, has over 19 years experience preparing proposals such clients as TRW, Hughes, McDonnell Douglas and Northrop Grumman and is president for the Society of Technical Communications.

9 mtgs: Wed Jul 28-Sept 22

6:30-9:30pm

FCC rm 7

\$225

**Fall 1999 Schedule****BUX 948 Proposal Preparation & Writing September 29-October 27****BUX 905 Writing Technical Instructions October 4-November 8 (no class 10/11)****BUX 970 Technical Editing November 15-December 20 (no class 11/22)****BUX 949 Graphics for Technical Writing November 3-December 8 (No class 11/24)**



## New! Certificate Program in Telecommunications

Move ahead in this fast-moving industry by completing a series of courses designed to place you among the most

The Certificate Program in Telecommunications at California State University, Dominguez Hills is designed for those already making their mark within the industry who want to move into supervisory or management positions. The curriculum enhances your own knowledge and expertise by following the trends--it is virtually a living program which advances along with current technology so you won't be left behind.

Courses are scheduled at times and locations that take into account the needs of working adults. Instructors are university faculty as well as those experienced in particular areas of the Telecommunications industry. Whenever possible, the Certificate Program in Telecommunications courses will be delivered to work sites using telecommunications technology, taking in account the needs of working adults. Instructors will be drawn from the regular university faculty and augmented by experienced practitioners from the Telecommunications industry. All credit earned in courses in this Certificate Program will be applicable to a planned Bachelor of Science Telecommunications degree program.

Classes will begin in Fall, 1999 and may be completed within one calendar year by taking two classes each in the Fall 1999 and Spring 2000 terms, and one class during the 2000 Summer Session.

Cost is \$140 per unit (\$420 for a 3-credit course) plus an additional \$30 per unit when telecommunications technology is used to deliver courses to a worksite.

### The Courses Fall 1999 Schedule

#### COM 303 Policy and Regulation Issues for Telecommunications (3)

The study of telecommunications policies, regulations, and laws. Focus on current regulatory schemes at local, state, and federal levels and their impact on technology & society.

#### COM 312 Telecommunications Technologies (3)

Basic theory and principles of the operation and utilization of contemporary telecommunications, technologies and delivery systems. Assessment of implications of current and developing technologies.

### Spring 2000 Schedule

#### COM 403 Financial Analysis & Strategies for Telecommunications Resources (3)

Case studies in costing telecommunications. Developing and responding to RFPs/RFQs. Needs analyses. Financial strategies for telecommunications expenditures. Developing business cases.

#### COM 495 Special Topics in Communications: Telecommunications Planning and Consulting (3)

Emphasis on needs analysis, planning and meeting customer expectations. Social and ethical issues in telecommunications. Case studies and models.

### Summer 2000 Schedule

#### COM 496 Off-campus Internship in Telecommunications: Practicum (3)

Analysis and solution of a real-life telecommunications problem in a defied organizational setting. Student may participate in this internship at his/her place of employment.

#### For further information contact

**Dr. James Sudalnik, Chair,**  
Department of  
Communications, CSUDH  
(310) 243-3313

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



## 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 33394**

Adobe Illustrator 7.0 is one of the most popular illustrative software programs around. Illustrators, designers, artists, and many others use the powerful software too 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 July 10  
9am-5pm**

**CSUDH campus ERC A103  
\$125**

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

**NCGP 107-01****Introduction to Adobe Photoshop 5.0****Noncredit****CRN 33395**

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 Jul 24**

**9am-5pm**

**CSUDH campus ERC A103**

**\$125**

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

**NCGP 102-01****Introduction to QuarkXPress 4.0****Noncredit****CRN 33396**

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 Aug 7**

**9am-5pm**

**CSUDH campus ERC A103**

**\$125**

**Enrollment limited to 10. Seats 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!**



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

**Noncredit** **CRN 33397**

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 - CMYK 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 Aug 21**

**9am-5pm**

**CSUDH campus ERC A103**

**\$125**

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

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

**Noncredit**

**CRN 33398**

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-ink 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 1/2 inch high-density Mac diskette (either double density high density) or bring a 100mg ZIP disk.

#### **Bernard Baker**

**1 mtg: Sat Aug 28**

**9am-5pm**

**CSUDH campus ERC A103**

**\$125**

**Enrollment limited to 10. Seats assigned by fee receipt date.**

**Participants may double-up on a computer for \$100 each.**

## **Computer Courses** **at the** **Inglewood** **One-Stop Center** **Summer 1999**

### **Beginning** **Computer Program**

<b>MS WORD I</b>	<b>Fri 6/11</b>
<b>MS EXCEL I</b>	<b>Fri 6/18</b>
<b>POWER POINT</b>	<b>Fri 6/25</b>
<b>MS ACCESS I</b>	<b>Fri 7/9</b>

### **Intermediate** **Computer Program**

<b>MS WORD II</b>	<b>Fri 7/16</b>
<b>MS EXCEL II</b>	<b>Fri 7/23</b>
<b>POWER POINT II</b>	<b>Fri 7/30</b>
<b>MS ACCESS II</b>	<b>Fri 8/6</b>
<b>USING INTERNET</b> <b>(NETSCAPE</b>	
<b>NAVIGATOR 4.0</b>	<b>Fri 8/13</b>

### **Advanced** **Computer Program**

<b>MS WORD III</b>	<b>Fri 8/20</b>
<b>MS EXCEL III</b>	<b>Fri 8/27</b>
<b>MS ACCESS III</b>	<b>Fri 9/10</b>

**All classes meet at the**  
**Inglewood One-Stop**  
**Center, 110 S. LaBrea,**  
**Inglewood, from 9am-**  
**5pm in room 508.**

**Cost is \$85 per class.**

**Enroll in more than one**  
**class for \$75 each.**

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



## 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.

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.

### 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

### 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 33406**

**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 15**

**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 33407**

**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: Sa Jul 17**

**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 33408**

**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: Sa Jul 17**

**1-4pm**

**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 33409**

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 & Sa Jul 30 & 31**

**6:30-9:30pm Fri**

**9am-4pm Sa (1 hr lunch)**

**CSUDH ERC A-115 (One student per computer)**

**\$160**

## Two Certificate Awards in HTML Publishing INTERMEDIATE • ADVANCED

### 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.

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).

### CIX 913 Intermediate HTML Publishing - Lab

**.9 CEUs**

**CRN 33410**

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

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



**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](mailto:abarton@csudh.edu)

**2 mtgs: Fri & Sa Aug 13 & 14**

**6:30-9:30pm Fri**

**9am-4pm Sa (1 hr lunch)**

**CSUDH ERC A-115 (One student per computer)**

**\$160**

### **CIX 914-01 Advanced HTML Publishing - Lab**

**.9 CEUs CRN 33411**

**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 & Sa Aug 27 & 28**

**6:30-9:30pm Fri**

**9am-4pm Sa (1 hr lunch)**

**CSUDH ERC A-115 (One student per computer)**

**\$160**

### **CIX 907-01 Introduction to the Internet**

**.3 CEUs CRN 33405**

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 8**

**6:30-9:30pm**

**CSUDH ERC A115**

**\$60**

**Pre-Registration  
Required**



## 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.

### 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 June Computerized Test (CAT)

Session II NXGM 101-02

CRN 33007

4 mtgs: Sat June 5, 12, 19, 26

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 19 Exam

Session V NXCB 101-03

CRN 33493

3 mtgs: Sat May 22, Jun 5, 12  
(no class 5/29)

9am-3pm

CSUDH SBS A216

\$195

### CBEST Review for August 7 Exam

Session VI NXCB 101-04

CRN 33006

3 mtgs: Sat Jul 17, 24, 31

9am-3pm

CSUDH SBS A144

\$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 June 12 Exam

Session III NXMS 101-03

CRN 27522

3 mtgs: Sat/Sun May 22/23,  
Jun 6

9am-4pm

CSUDH SBS A144

\$235

### MSAT Review for September 18 Exam

Session I NXMS 101-04

CRN

3 mtgs: Sat/Sun Aug 29,  
Sept 11/12 (no class 9/4)

9am-4pm

CSUDH TBA

\$235

### The New RICA Exam Preparation Program Reading Instruction Competence Assessment

The Bobrow Test Preparation system presents a new program to help teachers and potential elementary school teachers in preparing for the NEW RICA Written Examination. The workshop

will focus on introducing test-taking strategies and applying knowledge and abilities necessary to do well on the test. *This preparation workshop is not meant to substitute for formal or informal classes in reading and reading instruction.*

### RICA Review for June 12 Exam

Session II NXRI 101-02

CRN 27547

2 mtgs: Sun May 23, Jun 6 (no  
class May 30)

9am-3pm

CSUDH SBS B203

\$135



**TEX 916-01 Classroom  
Organizing for Success**

.4 CEUs

CRN 33378

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 Jun 12**  
**8:30am-12:30pm**  
**RBCC rm 7**  
**\$52**

**Did you know?**

**CSU Dominguez Hills is producing more  
credentialled teachers than any other  
university statewide?**

**Extended Education offers one of the only  
Master of Science, Quality Assurance  
degrees available online, and serves stu-  
dents worldwide?**

**The Master of Arts in the Humanities,  
External Degree has been offered for over  
25 years and has 1500 active students by  
correspondence and via World Wide Web?**

**Open University allows you to take  
regular university courses on a space-  
available basis without formal admittance  
to the university?**

**Watch for the Fall Extension Bulletin  
to learn more about these  
exciting programs...**

**Call (310) 243-3741 for more information**



## Do You Need To:

Complete or Renew Your Credential?

Get Your Masters in Education?

Pursue a CLAD Certificate?

Fulfill Professional Clear Credential Requirements?

## *Head for the Hills!*

Attend Summer Sessions 1999 at

**California State University, Dominguez Hills...**

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than any other CSU!

Three sessions! Convenient hours!

For a free Summer Sessions schedule

call (310) 243-3741 or visit our Web site at

[www.csudh.edu/extendeded](http://www.csudh.edu/extendeded)



### 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 33355

5 mtgs: Th Jun 24-Jul 22  
8:30-9:45am  
CSUDH SBS F121  
\$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 33356

5 mtgs: Fri Jun 25-Jul 23  
11:30am-1:30pm  
CSUDH F121  
\$229

#### NWRD 102-01 Program Level 2: For Entering 2nd Graders

Noncredit CRN 33357

5 mtgs: Fri Jun 25-Jul 23  
2:30-4:30pm  
CSUDH SBS F121  
\$229

#### NWRD 103-01 Program Level 3: For Entering 3rd Graders

Noncredit CRN 33358

5 mtgs: Fri Jun 25-Jul 23  
8:30-10:30am  
CSUDH SBS F121  
\$229

#### NWRD 104-01 Program Level 4: For Entering 4th & 5th Graders

Noncredit CRN 33359

5 mtgs: Wed Jun 23-Jul 21  
4:00-6:00pm  
CSUDH SCC E145  
\$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 Program Level 5: For Students Entering 6th, 7th & 8th Grades

Noncredit CRN 33360

5 mtgs: Th Jun 24-Jul 22  
10:30am-12:45pm  
CSUDH SBS F121  
\$229

#### NWRD 106-01 Reading Program 6 For Students Entering 9th-11th Grades

Noncredit CRN 33361

5 mtgs: Th Jun 24-Jul 22  
1:30-4:00pm  
CSUDH SBS G122  
\$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 33362

5 mtgs: Wed Jun 23-Jul 21  
7-9:30pm  
CSUDH SBS D121  
\$229

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



## 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 by students. A certificate of achievement is awarded after successful completion of at least one session. Language skills studied are:

### Conversation

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

### 1999 Schedule Intensive English Language Program

Summer Session	Class Dates	Weeks	Tuition	Orientation
Summer A	May 5 - June 25	7	\$1,400	May 3-4
Summer B	June 30 - August 20	7	\$1,400	June 28-29
Fall Semester	Class Dates	Weeks	Tuition	Orientation
Fall A	Sep 1 - Oct 22	7	\$1,400	August 30-31
Fall B	Oct 27 - Dec 17	7	\$1,400	October 25-26

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

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



## 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, Films
- Conversation Partners
- Pronunciation

### 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](mailto:alcp@dhvx20.csudh.edu)

World Wide Web:

<http://www.csudh.edu/alcp/index.html>

Registration: Tel. (310) 243-3830



## Certificate in Alcohol & Drug Counseling

### The Program

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 board-approved provider number for registered nurses and teachers. 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 required to pass each course with a grade of C or better and maintain a 2.5 G.P.A.

### The Certificate

Upon satisfactory completion of all nine courses with a 2.5 grade point average, and 300 hours of field work. The student will receive a Certificate as recognition of educational achievement and professional status. The Certificate is widely recognized by alcoholism treatment centers.

### Entrance Requirements

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

### The Courses

Students must successfully complete all nine courses in the program. Six courses are degree applicable. Courses transferable to the Human Services Program and their equivalencies are as follows:

**ADX 301 is equivalent to PSY 367**

**ADX 303 is equivalent to SOC 363**

**ADX 304 is equivalent to PSY 342**

**ADX 305 is equivalent to PSY 496**

**ADX 306 & 307 are equivalent to SOC 320**

### The Cost

The fee is \$135 per unit; a three-unit course is \$405. Fees must be paid upon registration before classes begin.

\*Fees subject to change.

### Location and Schedule

Classes are held weekday evenings 6:30-9:30 pm on the CSU Dominguez Hills campus in Carson. Summer class hours are 6-10pm.

**Deadline for Fall application: August 13.**

For Information, call the Division of Extended Education at (310) 243-3352.

### ADX 300 Introduction to Alcoholism 3 ext units

*Prerequisite for program*

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

### ADX 301 Introduction to Counseling Techniques 3 ext units

*Prerequisite for program. ADX 300 and 301 must be taken before any other courses*

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 the Individual 3 ext units

*Prerequisite: ADX 300, 301*

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

*Prerequisite 300, 301*

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

### ADX 304 Group Counseling Techniques 3 ext units

*Prerequisite 300, 301*

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

*Prerequisite 300, 301*

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.

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



**ADX 306 Family****Dynamics 3 ext units***Prerequisite 300, 301*

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***Prerequisite 300, 301, 305*

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***Prerequisite 300, 301*

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. Designed for professionals and interested public.

**Summer 1999 Schedule****ADX 302 Counseling the Individual****3 ext units****CRN 33351****Mary Cook-Lund, MA**

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

12 mtgs: Mon Jun 7-Aug 30 (no class 7/5)

6pm-10pm

CSUDH SAC 1104

\$405

**ADX 303 Perspectives on Drug Abuse: Counseling the Substance Abuser****3 ext units****CRN 33352**

**James McDaniel, MA**, is an MAC/MFCC.

12 mtgs: Tue Jun 1-Aug 17

6-10pm

CSUDH SAC 1104

\$405

**ADX 304 Group Counseling Techniques****3 ext units****CRN 33353****Mary Cook-Lund**

12 mtgs: Thu Jun 3-Aug 19

6-10m

CSUDH SAC 1104

\$405

**ADX 305 Introductory Practicum****2 ext units****CRN 33335****Jacqueline McDaniel**

12 mtgs: Tue Jun 1-Aug 17

6-10pm

CSUDH SAC 1106

\$270

**Preregistration  
Required**



## 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/

MasterCard/Discover 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 VISA/MasterCard or Discover Card 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/MasterCard or Discover Card. 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/Discover 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 \$25 charge.

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



***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.

### 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.

### Verification of Enrollment for Noncredit Courses

At the end of each term, students enrolled in noncredit courses are sent a Verification of Enrollment. More copies may be obtained by calling the Office of Extended Education, (310) 243-3741.



## Noncredit

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

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

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

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

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

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

**H=Health:** GH=General Health.

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

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

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

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

MA=Martial Arts; SL=Sailing

**S=Seniors:** OM=Omnifore

**T=Travel**

**X=Exam Test Prep:** CB=CBEST;

GM=GMAT; LS=LSAT;

MS=MSAT; SA=SAT

## Continuing Education Units (CEUs)

Some extension workshops and courses award Continuing Education Units (CEUs). The CEU is 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 course 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.

## Class Cancellation

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

## Change of Address

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

## Nondiscrimination Policy

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

## Privacy Information

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



## Schedule Changes

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

## Standards

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

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

## Resources for Students Computer Labs

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

## Library Services

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

## Loker Student Union

Hours are 7:30am to 7pm Monday through Thursday, from 7:30am to 5pm Friday, and from 8am to 3pm on Saturday. Food is served from 7:30am-6pm Monday

through Thursday, 7:30am-2pm Friday, and from 8am-2pm Saturday. 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 \$2 per day. Weekly passes are available at the Cashier's Office. No charge for parking on Sundays. (Bring dollars and/or quarters for the machines). \*Subject to change.

## 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/Discover 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.



## Use of Social Security Number

Students are required to provide the university with their correct social security numbers (individual taxpayer identification numbers) pursuant to the authority contained in Section 41201, Title 5, California Code of Regulations, and Section 6109 of the Internal Revenue Code. The University uses the social security number to identify records pertaining to the student and, if needed, to collect debts owed the University. Also, the Internal Revenue Service requires the University to file information returns that include the student's social security number and other information such as the amount paid for qualified tuition, related expenses, and interest on educational loans. That information is used to help determine whether a student, or a person claiming a student as a dependent, may take a credit or deduction to reduce federal income taxes. Students who do not have a social security number at the time of enrollment will be required to obtain a social security number and submit it to the University within sixty days. Failure to furnish a correct social security number may result in the imposition of a penalty by the Internal Revenue Service.

## Important Tax Credit Information

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 Lifetime 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 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. **The Lifetime Learning Tax Credit** The Lifetime Learning tax credit is available to students at all educational and enrollment levels who are enrolled at an eligible educational institution. As with the Hope Scholarship tax credit, this opportunity is 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. The Lifetime Learning credit applies to fees paid after June 30, 1998. Consult IRS Publication 970 or your tax preparer for additional information on both programs.

## Disabled Student Services

Students with verified disabilities, which are permanent or temporary (e.g., broken bones, strained back, other sprains, etc.) are eligible for a variety of support services from the Disabled Student Services Office. Information regarding special facilities and services available to students with a disability may be obtained from the Director of Disabled student Services Office, located in the Student Health Center, Room A-106, (310) 243-3660 (voice) or 243-2028 (TDD).

## Section 504 of the Rehabilitation Act of 1973

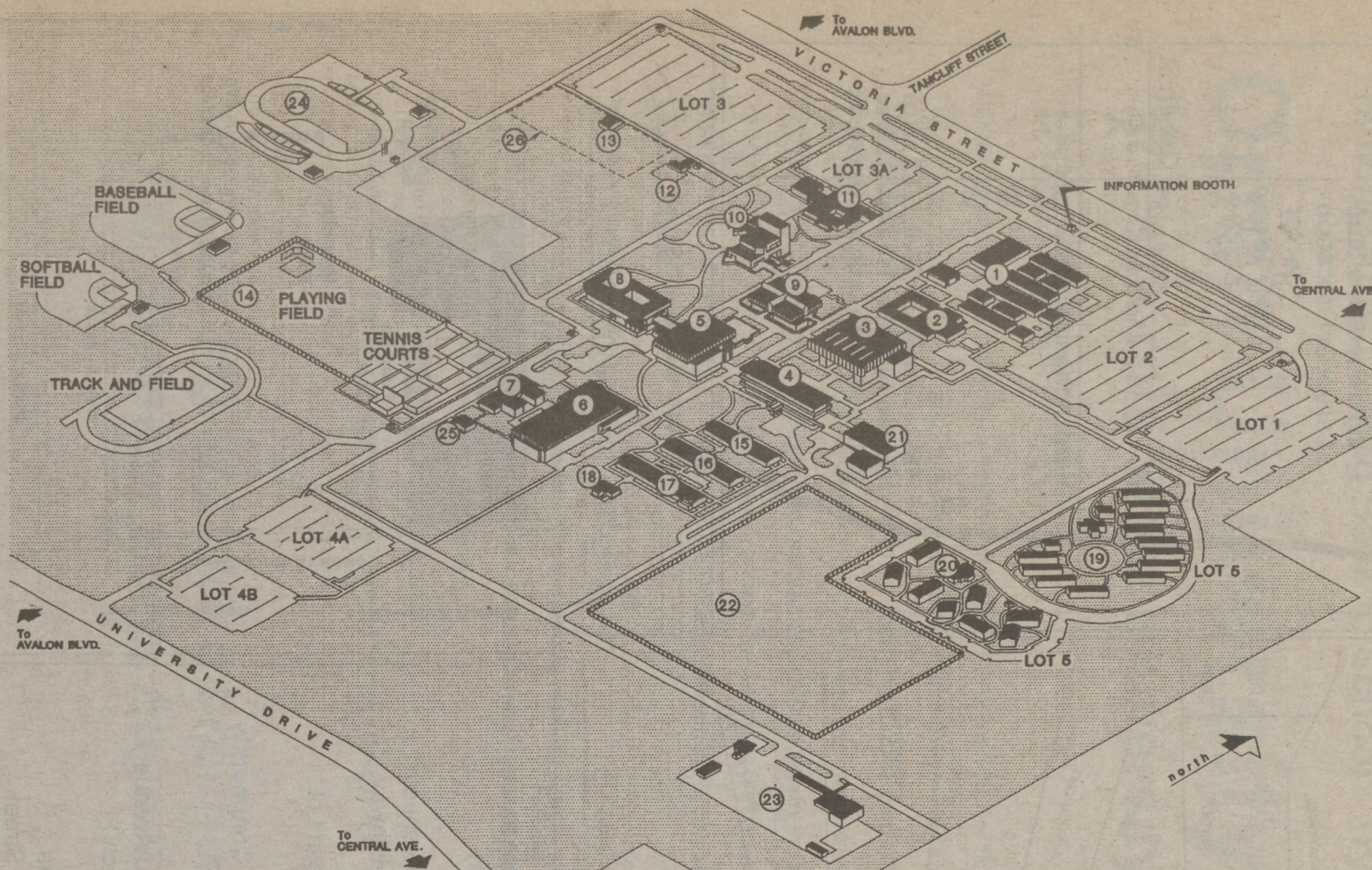
California State University, Dominguez Hills is an equal opportunity/affirmative action institution. As a unit of the university, the Division of Extended Education does not discriminate on the basis of race, color, religion, national origin, gender, sexual preference, age, disability or veteran status. This policy is applicable to employment and student admission, and to all educational programs and activities.

## Immigration Requirements for Licensure

On August 27, 1996, Governor Pete Wilson issued Executive Order W-135-96 which requested that the CSU and other state agencies implement "as expeditiously as reasonably practicable" the provision of The Personal Responsibility and Work Opportunity Reconciliation Act (PRAWORA) of 1996 (P.L. 104-193). The Act, also known as the Welfare Reform Act, included provisions to eliminate eligibility for federal and state public benefits for certain categories of lawful immigrants as well as benefits for all illegal immigrants.

Students who will require a professional or commercial license provided by a local, state, or federal government agency in order to engage in an occupation for which the CSU may be training them must meet the immigration requirements of the new Personal Responsibility and Work Opportunity Reconciliation Act to achieve licensure. Information concerning the regulation is available from the Chancellor's office.

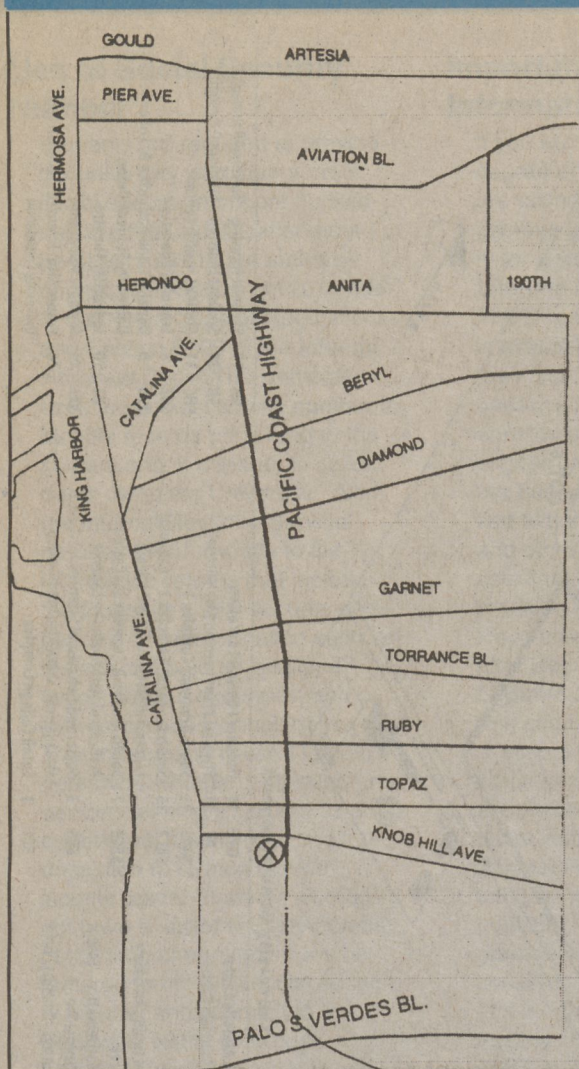




# University General Legend

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 (above)**

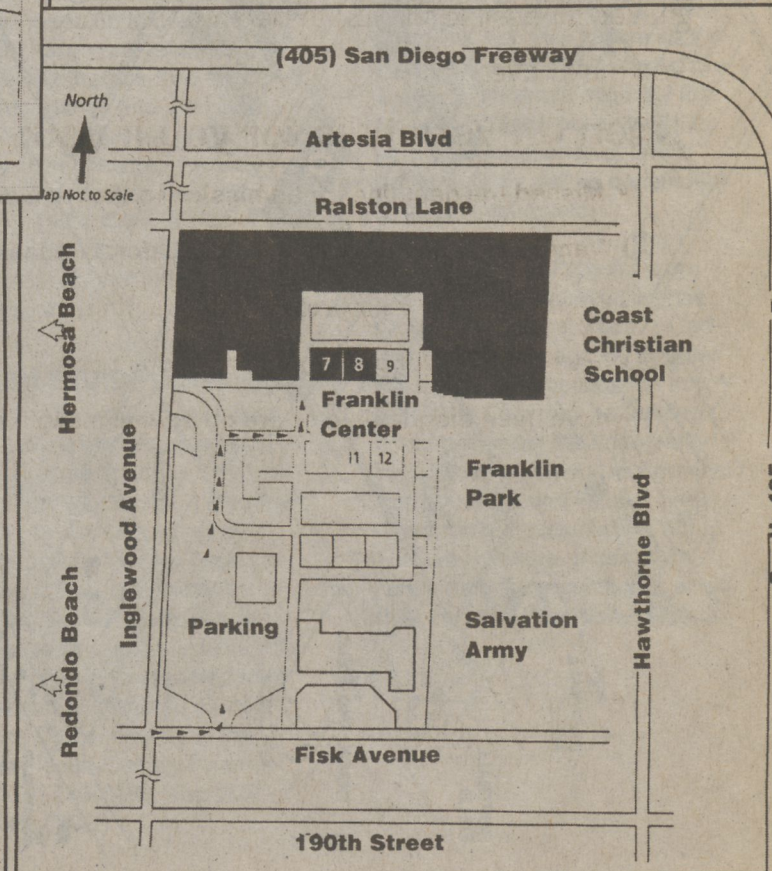
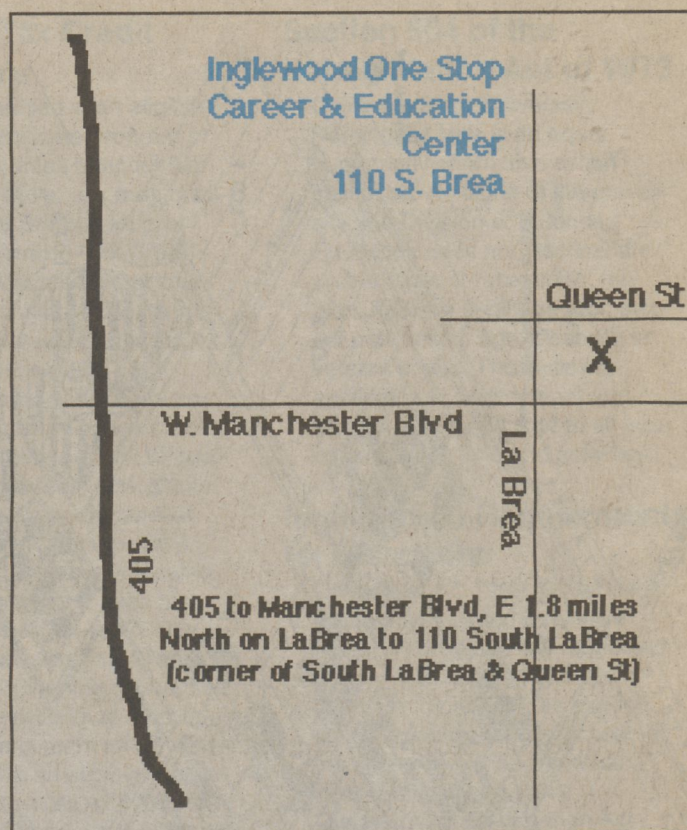
320 Knob Hill Avenue at  
Pacific Coast Highway.

Parking is Free in Lot

**The Franklin Community  
Center (right)**

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 28!***



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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* ethnicity (optional) \_\_\_\_\_ single ☐ married ☐

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

**Course Information**

CRN No	DEPT	SECTION	TERM (i.e. Sum 99)	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/Disc (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



**Phone (310) 243-3741**



**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



**FAX to (310) 516-3971**





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) 243-3741
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

**This Summer,  
check out these certificate programs:**

- Alcohol & Drug Counseling
- Computer Graphics Competency
- Family Child Care Provider
- Construction Project Management
- Environmental & Occupational Health & Safety
- HTML Publishing (Intermediate & Advanced)
- Human Resource Management – Advanced
- Internet Business & Marketing
- Medical Insurance Billing
- Safety & Security
- Technical Writing
- Telecommunications