

Fall 2015

California State University Dominguez Hills

Extended Education



California State University, Dominguez Hills

College of Extended and International Education

Open University

Do you want to take University Classes *NOW*?

Open University is an easy way for anyone to participate in regular university classes at CSUDH.

Registration is easy – formal admission to CSUDH is not required.

Each class you take through Open University at CSUDH may apply toward your future degree while you enhance your professional skills and explore your personal interests.

Now you have access to hundreds of CSUDH courses each fall, spring and summer.

High school students who will have completed their junior year by June may register with the written support of their principal or counselor accompanying their registration form and fees.

- Take CSUDH credit courses without being admitted to the university. No transcripts, applications, or other documentation are required. Apply credits you earn to a degree later, if you wish.
- Test a degree program to see if it suits your educational aspirations. You can find out if your passion for microbiology, archeology or gerontology is satisfied through academic study.
- Improve your grade point average if your first attempt at college courses was less than successful. If you have been disqualified from the university or denied admission because of a grade point deficiency, you can enroll through Open University and get a second chance to show your true potential.
- Start accumulating credits that can apply to your degree once you are admitted to the university. You can apply up to 24 undergraduate and up to 9 graduate units toward your degree.
- Complete requirements for a degree begun at another university.



<http://www.csudh.edu/open>

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This bulletin was not printed or distributed at taxpayers' expense. Schedules and fees are subject to change.

Open House Schedule - Fall 2015

CSUDH Extended Education offers free introductory sessions for several programs.

Attend a free session and see what the program has to offer.

Programs and information session dates for August through December 2015 are listed below.

Schedule subject to change.

Please call contact number listed to make your reservation and to confirm date.

Program	Day	Date	Time	Location	Reg. No.	Contact
Alcohol & Drug Counseling*	Wed	Oct 14, 2015	6:00pm	EE-1213	42930	310-243-3741
Cal-OSHA	Fri	Nov 13, 2015	12-3pm	EE-1213	42837	310-243-2425
	Fri	Nov 13, 2015	12-3pm	EE-1213	42619	310-243-2425
Community College Teaching Certificate*	Sat	Aug 15, 2015	10-11:30am	EE-120		310-243-3741
EKG Technician Certificate of Completion*	Mon	Sep 21, 2015	6:30pm	EE 1209	42753	310-243-3741
Human Resources Management	Thu	Aug 6, 2015	6:30pm	EE-1213	30940	310-243-3741
International Education Center - Study Abroad	Wed	Sep 9, 2015	12-1pm	EE-1210		310-243-3919
	Tue	Oct 6, 2015	2-3pm	EE-1210		310-243-3919
	Thu	Nov 6, 2015	11am-12pm	EE-1210		310-243-3919
	Wed	Dec 2, 2015	3-4pm	EE-1210		310-243-3919
Lifelong Learning at CSUDH (OLLI)	Tue	Sep 8, 2015	10am - 12pm	EE-1213		310-243-3208
Mediation and Conflict Resolution	Sat	Aug 15, 2015	10am	EE-1206	30914	310-243-3741
Personal Fitness Trainer Certification*	Wed	Sep 9, 2015	6:30pm	EE-1213	42760	310-243-3741
Pharmacy Tech. Certificate of Completion*	Tue	Sep 22, 2015	6:30pm	EE-1213	42747	310-243-3741

* Requires Registration

Session Times and dates are subject to change Please call to verify schedule.

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Although this bulletin was prepared on the basis of the best information available at the time, all information is subject to change without notice or obligation including instructors, the class offerings and class descriptions, and statement of tuition and fees.

Extended Education Facilities

**California State University
 Dominguez Hills**

The College of Extended and International Education facilities are available for group rental. The complex, designed by the firm of Dougherty & Dougherty, has garnered an "Outstanding Building" award from American School & University magazine and is available for classes, seminars, video conferencing and other events.

Facilities

- 10 classrooms
- Lecture Hall
- Executive Conference Room
- Warming Kitchen
- Administrative and registration offices

Classroom Features

- 100" Projection Board
- CPR with OC3 Internet Access
- VCR/DVD Players
- Video Presenter Camera/Projection Capability
- Wireless Network

Conference Room Features

- 52" LED Screen
- CPR with OC3 Internet Access
- VCR/DVD Players
- Video/Presenter Camera/Projection Capability
- Miracast Enabled
- Video/Audio Conferencing
- Warming kitchen
- Patio

Lecture Hall/Theater Features

- 150" Motorized Projection Screen
- 1080P Projector
- CPR with OC3 Internet Access
- VCR/DVD Player
- Video/Presenter Camera/Projection Capability
- Wireless Network

For pricing, scheduling and catering information:
 call Teresa Stevens 310-243-2012 or 310-243-3737
 email: tstevens@csudh.edu

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Master of Business Administration (MBA) Online

The Program

The MBA at CSUDH provides a solid qualification in business management with courses that are wide-ranging in content, covering the essential areas of knowledge and skills required in today's competitive business environment. The curriculum is focused on providing students with the tools for solving business problems and making decisions within the framework of a strategic plan. The MBA is designed not only to impart the knowledge of accounting, economics, finance, management, and marketing but also to equip graduates with the foundation for effective team building, quantitative and qualitative decision making, and creative problem solving.

The MBA can be completed entirely online through the MBA Online Program. Courses feature a high level of interaction between faculty and students. Each class combines text materials, lecture videos, case studies, group interaction among students, threaded discussions, interactive net meetings and video conferencing.

The 30-33 unit MBA curriculum can be completed online within 18 months through the CSUDH MBA Online Program. All MBA courses are three (3) credit units each and are offered on a twelve (12) week schedule.

Students can choose from seven (7) areas of concentration

- General Business
- Finance
- Marketing
- International Business
- Management
- Human Resource Management
- Information Technology Management
- Logistics Management

For further information: <http://mbaonline.csudh.edu>
mbaonline@csudh.edu
 310-243-3646

Master of Public Administration (MPA)

Online

The Online MPA Program is designed to meet the needs of adult learners who work in the public, nonprofit and private sectors

The Program

The Master of Public Administration (MPA) program is designed to provide a quality graduate professional education for individuals entering or currently employed in public service and non-profit professions.

What You Will Learn

The MPA program prepares students for careers as professional managers of public sector or non-profit organizations as well as for research, consulting, and teaching careers. The MPA curriculum is developed on a theoretical foundation for the practice of effective public management in a wide range of public service functional areas at all levels of government.

The MPA Online Program is offered in four or six sessions each year. Students can enroll and begin studies in the Spring and Fall sessions. The 36-unit MPA curriculum consists of core and elective courses (3 credit units each) offered in an eight week or twelve week schedule.

Accreditation

The Master of Public Administration Program is additionally accredited by the National Association of Schools of Public Affairs and Public Administration. The MPA program is also WASC accredited through the University.

For further information: <http://mpaonline.csudh.edu>
mpaonline@csudh.edu
 310-243-3646

Cal State Online Bachelor of Science in Applied Studies

Your access to an affordable degree completion program

Bachelor of Science Applied Studies (APS) program is accessible

- on campus at CSUDH in Carson
- distance learning through CAL STATE ONLINE an using online course management platform with video lectures by instructors in selected courses

The Program

The Bachelor of Science in Applied Studies is a degree completion program designed to meet the needs of community college graduates with backgrounds or degrees in technical fields for which there is no apparent bachelor's program into which they may readily transfer and pursue upper division coursework. The Applied Studies major blends

business and liberal arts courses and involves integration of transferable skills. Students with technical or vocational associate degrees are able to obtain a four-year degree and prepare to advance in their occupations.

Enrollment in courses is permitted to qualified students before admission.

Admission as a Transfer Student

The best way to prepare to transfer to CSUDH and be admitted as an upper division student in Applied Studies is to obtain an associate degree at a California Community College and a certification of completion of the California State University lower-division General Education requirements. Most students will enter the program with an associate's degree or equivalent completed.

Refer to the CSUDH admissions website for information about qualifying for admission: <http://www3.csudh.edu/student-affairs/ois/transfer-students/admissions-criteria/default.html>

For further information: email: learn@csudh.edu
800-247-5168

or go to: <http://www4.csudh.edu/applied-studies-bs/index>

Construction Project Management Certificate of Completion

The Program

This course is designed to provide students with the knowledge and skill sets needed to successfully manage projects in today's construction industry.

What You Will Learn

Students will gain practical knowledge and skills needed to manage and/or supervise projects in today's construction industry. Students will learn how to successfully plan, manage and coordinate construction projects and activities including an understanding of project budgets, scheduling, construction contracts and law, and construction safety.

Who Should Attend

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

Eligibility Requirements

There are no prerequisites required for the

program. A background in construction, architecture, engineering or real estate is desirable.

Special Features

All program instructors are experienced practitioners in their field of expertise. They bring practical application of project management practices to their classes. All classes are scheduled in the evenings or on Saturdays on the CSUDH campus at the Extended Education complex to meet the needs of working adults. Courses are offered for Continuing Education Units (CEUs). Nationally recognized standards govern attendance requirements to earn CEU credit. A permanent record of attendance is established and students may obtain a copy of their transcripts by calling the Records Office at (310) 243-3621.

Certificate Requirements

A Certificate of Completion is awarded upon successful completion of eight required courses. Those who do not wish to pursue a certificate may take individual courses. *Plan Reading should be taken before Estimating, Bidding Scheduling & Field Project Management should be taken as the last two classes.*

Courses

Required Courses

Plan Reading CMX 903

Estimating	CMX 902
Construction Safety	CMX 926
Law for Construction	CMX 921
Construction Accounting	CMX 904
Financing Real Estate Acquisitions	CMX 905
Bidding & Scheduling	CMX 925
Field Project Management	CMX 920

The program is designed so students taking one course at a time can complete the program in eight months.

Note: Most courses in this program utilize Blackboard. Be sure to get your password and instructions on how to access MyCSUDH when you register.

Attendance is required at all classes.

Program Instructors

Kathleen Flachmeier, MPA, has over 25 years in the construction industry, including seven years with the CSU.

Jay Jefferson, Construction Manager, CSU Office of the Chancellor with over 30 years of experience in construction management.

Garry A. Jones, Principal of Garry A. Jones & Associates, Certified Public Accountant with over 25 years experience, prior construction controller, continued client involvement.

Larry Kaltman, Architect and General Contractor, has over 40 years of experience in design and building.

Construction Project Management Certificate of Completion

(continued)

Austen Pell, JD, is currently a construction inspector and has been in private practice. He recently received his CMX certificate.

David Stern, PE, Founder and President, Westec Construction, Inc. David has over 30 years of experience in the construction industry.

"Just to let you know, I received a promotion to Facilities Project Manager - 1 with LAUSD in January 2009. I appreciate all of your quality teaching, experience & information. I have directly benefited from the CSUDH Construction Project Management Certificate Program. "

-Dan Crawford
Facilities Project Manager - 1
LAUSD Maintenance & Operations
Projects Unit

SCHEDULED CLASSES

Law for Construction

1.8 CEUs

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.

Date: Aug 12 - Sep 16
Time: Thu 6:30-9:30pm
Meetings: 6
Location: EE1222
Fee: \$240
Instructor: Austin Pell
Course No.: CMX 921 Sec 01
Reg. No.: 42353

Financing Real Estate Acquisitions

.6 CEUs

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

Date: Aug 22
Time: Sat 9am-4pm
Meetings: 1
Location: EE 1222
Fee: \$105
Instructor: David Stern
Course No.: CMX 905 Sec 01
Reg. No.: 42354

Construction Safety

1.8 CEUs

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 regulations and procedures, and Federal OSHA are covered.

Date: Sep 23 - Oct 28
Time: Wed 6:30-9:30pm
Meetings: 6
Location: EE 1222
Fee: \$240
Instructor: Jay Jefferson
Course No.: CMX 926 Sec 01
Reg. No.: 42356

Construction Accounting

.9 CEUs

This course reviews 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.

Date: Oct 10-24
Time: Sat 8:30 - 11:30am
Meetings: 3
Location: EE 1222
Fee: \$125
Instructor: Garry Jones
Course No.: CMX 904 Sec 01
Reg. No.: 42357

Bidding & Scheduling

1.8 CEUs

This course will cover the foundation of bidding and scheduling in the construction industry, from the perspective of both owner and contractor. Learn the requirements of bidding public and private works, and the various types of bid package options used throughout the industry. Learn the basics of scheduling, with emphasis on critical path methodology. Students will learn to build a schedule in an organized, logical manner without the use of a software program.

Date: Nov 3 - Dec 15
Time: Tue 6:30-9:30pm
Meetings: 6
Location: EE 1222
Fee: \$240
Instructor: Kathy Flachmeier
Course No.: CMX 925 Sec 01
Reg. No.: 42358

Field Project Management

1.8 CEUs

This class should be taken towards the end of the series.

Become a successful project manager by learning the basic principles and responsibilities of construction project management and how to 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.

Date: Jan 13 - Feb 17
Time: Wed 6:30-9:30pm
Meetings: 6
Location: EE 1222

Construction Project Management Eight Required Classes		
Course No.	Title	CEUs
CMX 903	Plan Reading	1.2
CMX 902	Estimating	1.8
CMX 926	Construction Safety	1.8
CMX 904	Construction Accounting	0.9
CMX 921	Law for Construction	1.8
CMX 905	Financing Real Estate Acquisitions	0.6
CMX 925	Bidding & Scheduling	1.8
CMX 920	Field Project Management	1.8

Construction Project Management Certificate of Completion

(continued)

Fee: \$240
 Instructor: Jay Jefferson
 Course No.: CMX 920 Sec 01
 Reg. No.: TBA

For more info: Email learn@csudh.edu or Visit the website www.csudh.edu/ee/construction.html



Global Logistics Certificate of Completion

The Program

The Global Logistics program is designed to provide training for operational staff in freight forwarding companies, small to medium size shipping department supervisors and export/import office staff. Additional exposure to warehouse operations, trucking operations and the handling of hazardous material procedures as well as international finance provides for a pragmatic program, with immediate, applicable job skills.

What You Will Learn

The curriculum is based upon a sequence of courses that cover the body of knowledge to enter the field of logistics or improve current job skills for individuals already employed in the field. An overview of logistics, designed to introduce and define terms leads to specific courses that will enrich knowledge of how transportation plays such a major role in the world economy. The program will explore all modes of transportation both domestic and international and provide the groundwork to identify and handle commodities that require special attention, including security, dangerous goods and government compliance. The curriculum is focused on the operational level of logistics.

Who Should Attend

Individuals who desire an entry level position or improved job skills with a freight

forwarder, small package company, trucking company or warehouse. Additionally, many small to medium size manufacturing and distribution firms depend upon a shipping supervisor to be familiar with the many facets of logistics; the various topics of the courses in this program would satisfy that need.

Program Benefits

- Program of six courses can be completed in less than four months
- Participants will acquire skills needed to enrich many employer's lean program
- Program emphasizes a practical body of operational skills that can be immediately put to use
- Participants will enter a dynamic field, with many levels of career opportunities and specialty areas

Certificate of Completion Requirements

A certificate is awarded upon successful completion of the six required courses comprised of 70 classroom hours

Program Cost

- Total Program Fee: \$1190.00
- Books/Parking - Program \$450.00 (Approx.)

Advisory Committee

W. Guy Fox, MBA, Licensed Customs Broker
 Chairman of the Board, Global Transportation Services,
Carol Rowen, Founder, International Trade Education Programs (ITEP, Inc.)
Amy Grat, CEO, ITEP, Inc.
Fred Prinz, LAUSD CTE unit

Courses

Introduction to Logistics

1.0 CEU
 This course provides an overview of logistics. The goal is to define terms and identify the different segments of logistics. Topics include warehousing, inventory control, material handling, transportation modes, INCOTERMS, the role of all logistical parties and intermodal activities.
 Date: Aug 15 & 22
 Time: Sat 9am – 3pm
 Meetings: 2
 Location: SAC 1102
 Fee: \$170
 Instructor: Duane Murphy
 Course No.: GLX 900 Sec 01
 Reg. No.: 42384

Importing and Exporting

1.0 CEU
 This course provides an introduction to importing and exporting, by both sea and air. Students will learn advanced shipping terminology, financial terms, and the role of government in logistics and the importance of security in transportation. Cost analysis and protection of funds and goods will be introduced.
 Date: Sep 12 & 19
 Time: Sat 9am – 3pm
 Meetings: 2
 Location: SAC 1102
 Fee: \$170
 Instructor: Duane Murphy
 Course No.: GLX 901 Sec 01
 Reg. No.: 42385

Global Logistics

2.0 CEUs
 This course focuses on the transportation of goods. Emphasis is placed upon freight forwarding, analyzing and selecting the proper mode of transportation consistent with the goods being transported. Covered is the importance of proper documentation, the role of the third party in financing, boycotts, embargoes, NAFTA and other consortiums. Upon completion the student should be able to arrange and coordinate the transportation of goods globally.
 Date: Sep 26 - Oct 17
 Time: Sat 9am – 3pm
 Meetings: 4
 Location: SAC 1102
 Fee: \$340
 Instructor: Duane Murphy
 Course No.: GLX 902 Sec 01
 Reg. No.: 42386

Transportation Management / Physical Distribution

2.0 CEUs
 This course introduces modern warehouse shipping procedures such as packing, crating, kitting, security, perishable goods storage, hazardous materials storage and record keeping. Container loading and transport vehicle selection are introduced; long term storage is not included. The course covers selection of trucking companies, railroads, freight forwarders, small package services, reverse logistics and global carriers. The emphasis will be on domestic transportation, inland freight, rate negotiation, dealing with brokers and OTI carriers. Cost, performance and time will be overriding themes.

**Global Logistics
Certificate of Completion**

(Continued)

Date: Oct 24 - Nov 14
Time: Sat 9am - 3pm
Meetings: 4
Location: SAC 1102
Fee: \$340
Instructor: Duane Murphy
Course No.: GLX 903 Sec 01
Reg. No.: 42387

Financial Instruments of International Trade

0.5 CEU

This course introduces the student to the international banking process. Emphasis is placed upon letters of credit, and also includes sight/time drafts, invoice procedures, pro-forma invoices, open accounts and other payment transactions. The detail and complexity of letters of credit demand that most of the session covers this important transaction method.

Date: Nov 21
Time: Sat 9am - 3pm
Meetings: 1
Location: SAC 1102
Fee: \$85
Instructor: Diana Da Costa
Course No.: GLX 904 Sec 01
Reg. No.: 42388

Hazardous Materials

0.5 CEU

This course introduces the student to CFR49 and other resources required to properly identify, store, pack, mark and prepare a HAZMAT shipment for transportation. Examples of packaging materials, labels, placards will be presented. Safety and compliance is the focus of this course.

Date: Dec 5
Time: Sat 9am - 3pm
Meetings: 1
Location: SAC 1102
Fee: \$85
Instructor: Diana Da Costa
Course No.: GLX 905 Sec 01
Reg. No.: 42389

For more information:
email: learn@csudh.edu
www.csudh.edu/ee/logistics.html

**Human Resource
Management**

Certificate of Completion

The Program

This course provides the knowledge and practical skills for career enhancement and job advancement in human resource management. The focus is on current business and personnel management systems to teach how to successfully meet the challenges encountered in today's competitive business environments. The program also meets and exceeds the requirements for PHR (Professional in Human Resources) and SPHR (Senior Professional in Human Resources) recertification.

What You Will Learn

- How to develop and administer practical HR systems
- How to measure and benchmark HR success
- How to avoid costly mistakes when hiring and dealing with HR issues
- How to develop strategies for reducing corporate risk and liability through effective HR practices

Who Should Attend

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

Eligibility Requirements

This course is open to all students interested in entering or learning more about the Human Resource field.

Special Features

All classes are scheduled in the evenings to meet the needs of working adults. Courses are offered for Continuing Education Units (CEUs). Nationally recognized standards govern attendance requirements to earn CEU credit. A permanent record of attendance is

established and students may obtain a copy of their transcripts by calling the Cashier's Office at (310) 243-3821.

Certificate Requirements

A Certificate of Completion is awarded upon successful completion of four required courses.

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

State Bar of California MCLE Provider #3897
Board of Behavioral Science Provider #PCE 1676

Required Courses

Establishing Human Resource Systems	HRX 901
Total Rewards	HRX 903
Labor and Employment Law	HRX 905
Communication Dynamics	HRX 907

Advisory Board Members

Christine Becker, SPHR, HR Generalist, Pelican Products

Ben Boish, Comp & Training Manager, CSUDH

Jesse Bosque, President, Professional Solutions

Gary Bradley, Esq. Bradley & Gmelich

Corey Curties, Training General Manager, Coffee Bean & Tea Leaf

Michelle Jaure, PHR, HR Manager, Webcor

Anne Laguzza, M. A., Human Resources Consultant with over 17 years of Leadership Development experience.

Program Instructors

Genoveva Perez, M.A. Human Resources Manager, Ace Clearwater Enterprises.

Jeanie Talbot, PHR-CA, SHRM-CP, Principal, Talbot HR Solutions. Consultant with over 20 years of experience in the Human Resource field.

James D. Vigneau, SPHR, Human Resource executive and consultant with over 30 years of experience in the Human Resource field.

Be sure to download and print materials for the first class.

Note: This program utilizes Blackboard. Be sure to get your password and instructions on how to access MyCSUDH when you register.

Human Resource Management Certificate of Completion

(Continued)

Scheduled Classes

Establishing Human Resource Systems

1.2 CEUs

Find and hire the right candidate. Build effective internal HR management systems to meet the personnel needs of the company and to assist with the management of the human resource function. Students will take a "hands-on" approach to building an effective human resource management structure to support company operations by developing effective employment applications, personnel policies and procedures as well as completing an employee handbook.

Date: Sep 14-30
 Time: Mon 6:30-9:30pm
 Wed (9/30) 6:30-9:30pm
 Meetings: 4
 Location: SAC 1104
 Fee: \$279
 Course No.: HRX 901 Sec 01
 Reg. No.: 42670

Date: Sep 8-29
 Time: Tue 6:30-9:30pm
 Meetings: 4
 Location: SAC 1102
 Fee: \$279
 Course No.: HRX 901 Sec 02
 Reg. No.: 42675

Date: Sep 10 - Oct 1
 Time: Thu 6:30-9:30pm
 Meetings: 4
 Location: SAC 1108
 Fee: \$279
 Course No.: HRX 901 Sec 03
 Reg. No.: 42696

Total Rewards

1.2 CEUs

How do I build an entire compensation program for my company? What benefits are right for my company's employees and how do I manage them? This class will develop the tools needed to accomplish these tasks through an intensive "hands-on" skills development approach. Students will build a compensation plan to be implemented under the parameters established by law and

1-Hour Information Session Free to the public

Come learn about the Human Resources Certificate Programs. You get an overview of the industry and job opportunities.

Call (310) 243-3741 to make your reservation for this free information session.

Date: Aug 6, 2015
 Time: Thur 6:30pm
 Location: CSUDH EE-1213
 Course No.: NBHR 200 Sec 01
 Reg. No.: 30940

corporate policy. Students will also build a benefits tracking and measurements systems to take back to their workplaces.

Date: Oct 5-26
 Time: Mon 6:30-9:30pm
 Meetings: 4
 Location: SAC 1104
 Fee: \$279
 Course No.: HRX 903 Sec 01
 Reg. No.: 42671

Date: Oct 6-27
 Time: Tue 6:30-9:30pm
 Meetings: 4
 Location: SAC 1102
 Fee: \$279
 Course No.: HRX 903 Sec 02
 Reg. No.: 42674

Date: Oct 8-29
 Time: Thu 6:30-9:30pm
 Meetings: 4
 Location: SAC 1108
 Fee: \$279
 Course No.: HRX 903 Sec 03
 Reg. No.: 42703

Labor & Employment Law

1.2 CEU's

This course will satisfy the two hours of sexual harassment training required by the state.

Corporate and company success is more and more dependent on the ability of the organization to effectively manage employees in an environment of dramatic change, increasing legal constraints, and workplace conflict. This class will examine the increasingly important role Human Resources plays in managing the workplace, and

provide you with the tools and knowledge necessary to develop personnel systems to effectively address the myriad of employee/management problems faced in today's workplace.

Date: Nov 2-23
 Time: Mon 6:30-9:30pm
 Meetings: 4
 Location: SAC 1104
 Fee: \$279
 Course No.: HRX 905 Sec 01
 Reg. No.: 42672

Date: Nov 3-24
 Time: Tue 6:30-9:30pm
 Meetings: 4
 Location: SAC 1102
 Fee: \$279
 Course No.: HRX 905 Sec 02
 Reg. No.: 42683

Date: Nov 5-19 (plus 11/16)
 Time: Thu 6:30-9:30pm
 Mon 11/16 6:30-9:30pm
 Meetings: 4
 Location: SAC 1108
 Fee: \$279
 Course No.: HRX 905 Sec 03
 Reg. No.: 42704

Communications Dynamics

.9 CEUs

Change that "No" to a "Yes" when you meet resistance. Learn to "speak the other person's language" to communicate more effectively. Avoid the pitfalls of group communications. Learn to listen actively. This highly participative class will provide you with the tools for better communication and understanding in the workplace, and in any other communication situation.

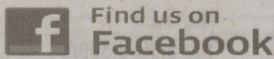
Date: Nov 30 - Dec 14
 Time: Mon 6:30-9:30pm
 Meetings: 3
 Location: SAC 1104
 Fee: \$189
 Course No.: HRX 907 Sec 01
 Reg. No.: 42673

Date: Dec 1-15
 Time: Tue 6:30-9:30pm
 Meetings: 3
 Location: SAC 1102
 Fee: \$189
 Course No.: HRX 907 Sec 02
 Reg. No.: 42676

Human Resource Management Certificate of Completion

(Continued)

Date: Dec 3-17
 Time: Thu 6:30-9:30pm
 Meetings: 3
 Location: SAC 1108
 Fee: \$189
 Course No.: HRX 907 Sec 03
 Reg. No.: 42729



For more information:
 Email learn@csudh.edu
 Visit the website
www.csudh.edu/ee/hr.html

Advanced Human Resource Management Certificate of Completion

The Program

Rather than focus on a basic understanding of employment wage and hours, and labor laws, this program emphasizes detailed understanding of processes, systems, and practical "how-to" knowledge for administering HR programs and moving into strategic positions on the company management team.

What You Will Learn

Intended for the seasoned Human Resource Professional, the Certificate of Completion in Advanced Human Resource Management is a series of specific topic areas that focuses on today's important HR management issues. Students will learn about:

- strategic partnerships
- the impact of laws, regulations and court cases
- global/international environment
- corporate culture
- strategic project model
- analytical and measurement models
- safety and security practices
- workplace privacy practices
- union and non-union environments
- negotiation techniques

"Anne, I just want to thank you so much for your wonderful classes! CSUDH is very lucky to have you. I truly enjoyed your teaching style and you definitely know your topics. I wanted to brush up on my H/R and being in this industry for over 30 years, one can tell when people know their stuff and have a passion for something, and you definitely have both. You made the classes fun and interesting and I am sure you're making a huge impact on many lives. I appreciated your knowledge and delivery. Again, thanks!"

-Eva D'Avella
 Regional Employee Relations Specialist
 ABM Services
 Commerce, CA

- ethics
- investigations

Who Should Attend

- Specialists in the Human Resource field who need to expand their knowledge and expertise in all aspects of Human Resource Management
- Business owners and executives
- Business attorneys
- Business consultants
- MBA students

Special Features

All classes are scheduled in the evenings to meet the needs of working adults. Courses are offered for Continuing Education Units (CEUs). Nationally recognized standards govern attendance requirements to earn CEU credit. A permanent record of attendance is established and students may obtain a copy of their transcripts by calling the Cashier's Office at (310) 243-3821.

Certificate Requirements

A Certificate of Completion is awarded upon successful completion of the required courses.

Required Courses

Strategic HR Management	HRX 951
Benchmarks and Trends	HRX 953
Human Resources Practices	HRX 955

Note: This program utilizes Blackboard. Be sure to get your password and instructions on how to access MyCSUDH when you register.

Advisory Board Members

Christine Becker, SPHR, Human Resources Generalist, Pelican Products

Ben Boish, Comp & Training Manager, CSUDH

Jesse Bosque, President, Professional Solutions

Gary Bradley, Esq. Bradley & Omelich

Corey Curties, Training General Manager, Coffee Bean & Tea Leaf

Michelle Jaure, PHR, HR Manager, Webcor

Anne Laguzza, M. A., Human Resources Consultant.

Program Instructors

Jeanie Talbot, PHR-CA, SHRM-CP, Principal, Talbot HR Solutions. Consultant with over 20 years of experience in the Human Resource field.

Be sure to download and print materials for the first class.

SCHEDULED CLASSES

Strategic HR Management

Note: This program utilizes Blackboard. Be sure to get your password and instructions on how to access MyCSUDH when you register.

1.8 CEUs

Students will focus on practical approaches and advanced techniques to strategically position the HR function within the business enterprise. This course is specifically designed to satisfy strategic knowledge and skill development required for continuing education for SHRM/HRCI recertification. This highly interactive course consists of discussions, case studies and projects to build student knowledge, skills and abilities to contribute to company's success at a strategic level. *A certificate award will be awarded upon successful completion of this course.*

Date: Sep 15 - Oct 20
 Time: Tue 6:30-9:30pm
 Meetings: 6
 Location: SAC 1108
 Fee: \$395
 Course No.: HRX 951 Sec 01
 Reg. No.: 42730

**Advanced
Human Resource
Management
Certificate of Completion**

(Continued)

Benchmarks and Trends

1.2 CEUs

This course focuses on practical approaches and advanced techniques to analyzing and measuring HR, Risk Management, Workplace Privacy and HIPAA. The course utilizes interactive discussions, case studies and student projects to build student knowledge, skills and abilities to contribute to a company's success.

Date: Oct 27 - Nov 17
Time: Tue 6:30-9:30pm
Meetings: 4
Location: SAC 1108
Fee: \$285
Course No.: HRX 953 Sec 01
Reg. No.: 42731

Human Resource Practices

1.2 CEUs

This course focuses on management and labor relations in both a union and non union environment, including negotiation and managing under a collective bargaining agreement. Positive employee relations practices will be examined. Students will also role play ethical HR issues and learn how to conduct workplace investigations.

Date: Nov 24 - Dec 15
Time: Mon 6:30-9:30pm
Meetings: 4
Location: SAC 1108
Fee: \$285
Course No.: HRX 955 Sec 01
Reg. No.: 42732



Find us on
Facebook

For more information:
Email: learn@csudh.edu
Visit the website
www.csudh.edu/ee/advancedhr.html

**Human Resources
Certification
Preparation**

**SHRM-CP & SHRM-SCP
EARN THE NEW STANDARD IN HR
CERTIFICATION**

The Program

Establish yourself as a globally-recognized human resource expert by earning the new standard in HR Certification: SHRM Certified Professional (SHRM-CP™) and SHRM Senior Certified Professional (SHRM-SCP™). Ensure you're prepared with CSUDH's new SHRM prep, designed for SHRM credential candidates. Expand and test your knowledge and practical, real-life competencies in areas critical for HR career success.

This intensive 12-week/36-hour program combines expert instruction with the SHRM Learning System so you will learn faster, retain more knowledge and track for success on the exam.

What You Will Learn

This is an exciting and pivotal time in the HR profession. Now, more than ever, HR teams are required to assume a greater leadership role, contributing to the strategic direction of their organization. The profession is no longer just about what you know – but how you do your job.

SHRM certification is poised to become the new standard for HR professionals around the globe, as it is among the first HR certifications that is focused on teaching and testing the practical, real-life information HR professionals need to excel in their careers today, including knowledge, skills and behavioral competencies.

The SHRM-CP™ and SHRM-SCP™ encourage HR professionals to acquire the competencies and knowledge they'll need to effectively perform their jobs and achieve career success, now and in the future. This certification, built with employers in mind, will help set the global standard for excellence in HR and grow certification throughout the HR profession.

Are you ready to enhance your competence

and knowledge to become a strategic, global-minded HR leader?

Who Should Attend

To make certification accessible to all HR professionals, SHRM has created eligibility requirements that minimize participation barriers, reflect current HR roles and expand opportunities for HR practitioners employed in non-traditional work arrangements. For complete eligibility requirements go to: <http://certification.shrm.org/> ecertification credits

Special Features

As part of your course, you will receive the 2015 SHRM Learning System® for SHRM-CP™/SHRM-SCP™. This new and comprehensive program is filled with unique features, including innovative SmartStudy™ tools, comprehensive learning modules, and interactive online multi-media resources to help streamline your study time, expand your competencies and knowledge and build confidence for passing the certification exam.

SmartStudy steps to success

- **ASSESS:** Complete the online assessments to determine your current knowledge and gaps, with the results weighted against tested areas on the SHRM-CP™ or SHRM-SCP™ certification exam.
- **STUDY:** Use assessment results to identify your learning priorities, create your personal study plan, estimate study time and apply learned knowledge.
- **PASS:** Complete the post-test and use other testing preparation tools to validate your learning and refine your study plan as you prepare to pass the exam.

SmartStudy™ is like having a compass pointing toward content you most need to study.

Comprehensive learning modules

The SHRM Learning System for SHRM-CP™/SHRM-SCP™ includes five modules covering a comprehensive body of competency and knowledge so you'll learn everything you need for the SHRM-CP™ or SHRM-SCP™ exam.

1. HR Competencies
 - Leadership & Navigation
 - Ethical Practice

**Human Resources
Certification Preparation**

(continued)

- Business Acumen
 - Relationship Management
 - Consultation
 - Critical Evaluation
 - Global & Cultural Effectiveness
 - Communication
2. People
- Talent Acquisition & Retention
 - Employee Engagement
 - Learning & Development
 - Total Rewards
3. Organization
- Structure of the HR Function
 - Organizational Effectiveness & Development
 - Workforce Management
 - Employee Relations
 - Technology & Data
4. Workplace
- HR in the Global Context
 - Diversity & Inclusion
 - Risk Management
 - Corporate Social Responsibility
 - Employment Law & Regulations (U.S. only)
5. Strategy
- Business & HR Strategy
- Online multi-media resources**
- Whatever your learning style, you'll find ways to test your knowledge and build confidence with online study tools. Check out the Online Learning Center for a wealth of supplemental study materials:
- Assessment – Identify topics you already know and those areas that require more time and attention.
 - Tests – Test your situational judgment, knowledge and comprehension with more than 1,000 questions.
 - Post-test – Gain experience with the SHRM-CP/SHRM-SCP exam format by completing the post-test that mimics the certification exam in style, function, timing and weighted topics.
 - Online Resource Center – Download flashcards (printed or online) and access HR updates, related links, feedback feature and more.

Best of all, you can access the SHRM

Learning System via your PC, laptop, mobile device, or e-reader—making it easy to study wherever and whenever you have time.

Costs

\$1,199 for the course which includes the SHRM Learning System ® print modules, access to the Online Learning Center, including a wealth of supplemental study materials, and 36 hours of classroom instruction.

YOU MAY QUALIFY FOR TUITION REIMBURSEMENT FROM YOUR EMPLOYER.

There are no refunds after the first class.

You must register by Sep 8 for the \$1199 rate. For those who register after Sep 8, the fee is \$1249.

Program Instructor

Christine Becker, SPHR, Human Resource Director, IPS Corporation.

Scheduled Class

SHRM Learning System

Noncredit

Date:	Sep 21 - Dec 7
Time:	Mon 6:30pm - 9:30pm
Meetings:	12
Location:	EE 1221
Instructor:	Christine Becker
Course No.:	NBHR 101 Sec 01
Fee:	\$1,199 (must register by Sep 8)
Reg. No.:	42733
Fee:	\$1,249 (for registration after Sep 8)
Reg. No.:	42743



www.facebook.com/#!/societyforhumanresourcemanagement?ref=ts

For more information:
Email: learn@csudh.edu or
Visit the website
www.csudh.edu/ee/shrm.html

**Meeting and Event
Planning**

Certificate of Completion

The Program

Meeting and Event Planning is a rapidly growing, multi-billion dollar global industry with conferences, meetings, trade shows and social events hosted regularly. During the 2012 calendar year, 1.83 million meetings were held in the US, attended by 225 million participants. Meetings contribution to GDP surpasses that of air transportation, motion picture, sound recording, performing arts and spectator sport industries.

In a recent report produced by the Convention Industry Council (CIC) in 2012, meetings employed nearly 1.8 million people. That translates to 8.3% more jobs created by meetings in 2012 than in 2009. The Bureau of Labor Statistics projects meeting, convention and event planner employment growth of 33.2 percent between 2012 and 2022, adding 31,300 more jobs. Favorable job prospects help this profession rank No. 53.

What You Will Learn

The program provides an overview of the industry and information regarding resources, professional organizations, and career possibilities and answers the following questions:

- How can I become a meeting professional and what are my opportunities?
- What types of jobs are available?
- Should I work for myself or someone else?
- What salary can I expect to make?

Employment Outlook

What positions might this certificate lead to? Meeting Planner, Event Director, Meeting Coordinator, Wedding Planner, Special Event Planner, Destination Management Planner, Corporate Planner, Association Planner, Independent Meeting Planner.

Who Should Attend

Individuals who should attend include:

- Individuals who coordinate meetings, conferences, weddings, fundraisers, sport programs, social functions, or other types of events.

**Meeting and Event Planning
Certificate of Completion**

(Continued)

- Individuals who are considering making a career change and seeking a comprehensive introduction to the field of Meeting and Event Planning.
- Employees of the hospitality industry, such as hotel sales and convention service managers, who work with meeting and event planners.
- Those who work in related fields such as entertainment, lighting, audio/visual, sound, and catering who are looking for additional knowledge to further their skills and enhance their competitive edge.

Eligibility Requirements

No prerequisites are required for the certificate. Some experience in meeting and event planning is helpful, but not necessary.

Special Features

All courses are taught by industry professionals, and are experts at what they do. The courses are scheduled for Saturdays for the convenience of working professionals. Most classes are offered on the CSUDH campus located at 1000 East Victoria Street in Carson. Some classes will be held off campus as indicated.

Certificate Requirements

A Certificate of Completion will be awarded upon the completion of seven required courses, and one elective. Those who do not wish to pursue a certificate may take individual classes. All courses provide Continuing Education Units (CEUs).

Required Courses

Introduction and Fundamentals of Meeting Planning	MEX 901
Special Event Management	MEX 902
Negotiations and Contracts	MEX 903
Site Selection and Inspections	MEX 904
Marketing and Promotion Financial Management	MEX 905
Food & Beverage Management	
Room Set Ups	MEX 906
Audio Visual and Technology Today	MEX 907

Elective Courses

(Offered Alternate Semesters)
 Planning Global and Incentive Meetings MEX 908
 Wedding Planning MEX 909

Program Instructors

Marla Harr, CMP, has more than 18 years of experience in wedding planning, and special events.

Michael Herman has managed audiovisual departments of the finest hotels in Los Angeles and Santa Monica.

Carroll Reuben, CMP, CMM, has been a corporate and association event director for more than 25 years.

Marjorie Y. Risinger, CMP, has been a meeting planner for 30 years.

Gary Rosenberg, CMP, is a Professional Meeting Planner and has 25 years industry experience.

Charmaine Wilkerson is the Catering and Event Manager for Hewlett Packard.

SCHEDULED CLASSES

Introduction and Fundamentals of Meeting Planning

.6 CEUs

This course provides an overview of the industry and information regarding resources, professional organizations, and career possibilities. Students will learn the step-by-step plans to ensure that their meeting fits the needs of the audience, stays within budget, and remains on time. Topics covered:

- Meeting Planning as a career, expectations and opportunities
- Meeting Planner disciplines
- Core Competencies
- Program Design
- Room layouts and formulae
- Resources
- Legal issues, ethics and safety

Date: Sep 12
 Time: Sat 9am-4pm
 Meetings: 1
 Location: CSUDH EE 1221
 Fee: \$125
 Instructor: Carroll Reuben, CMM
 Course No.: MEX 901 Sec 01
 Reg. No.: 43010

Food and Beverage Management/Room Set Ups

.6 CEUs

One of the largest expenditures of any

meeting is food and beverage. In this course you will learn how to select food and beverage items as well as what to select to fit your attendees' needs.

Date: Sep 19
 Time: Sat 9am-4pm
 Meetings: 1
 Location: CSUDH EE 1217
 Fee: \$125
 Instructor: Marjorie Y Risinger, CMP
 Course No.: MEX 906 Sec 01
 Reg. No.: 43015

Negotiations and Contracts

.6 CEUs

This course will help you identify what is negotiable, and how to ask for what your client needs. Contract clauses and liability issues will be discussed. Topics include: definition of negotiations; tactics one may use; knowledge one should have prior to negotiating; costs of hotels and profit centers; what is negotiable; and contract inclusions.

Date: Sep 26
 Time: Sat 9am-4pm
 Meetings: 1
 Location: CSUDH EE 1221
 Fee: \$125
 Instructor: Gary Rosenberg, CMP
 Course No.: MEX 903 Sec 01
 Reg. No.: 43012

Site Selection and Inspections

.6 CEUs

In this course you will learn how to conduct the site inspection, which will result in the selection of a suitable venue.

Topics which will be covered include: your impression upon arriving at the site; process of researching sites; profile of the group; resources available to the Meeting Planner; how to conduct the Site Visit.

Date: Oct 10
 Time: Sat 9am-4pm
 Meetings: 1
 Location: (Note: This course will be held off-campus. Ask for location when registering at 310-243-3741)
 Fee: \$125
 Instructor: Gary Rosenberg, CMP
 Course No.: MEX 904 Sec 01
 Reg. No.: 43013

**Meeting and Event Planning
Certificate of Completion**

(Continued)

**Marketing and Promotion/Financial
Management**

.6 CEUs

You will learn the basic steps to identify the often forgotten hidden charges, discounts and fees that lead to budget over runs, as well as how to prepare and present reports that will impress your management. This course will also cover some of the basics of marketing.

Date: Oct 17
Time: Sat 9am-4pm
Meetings: 1
Location: CSUDH EE 1217
Fee: \$125
Instructor: Carroll Reuben, CMM
Course No.: MEX 905 Sec 01
Reg. No.: 43014

Special Event Management

.6 CEUs

This course will provide you with tools to improve the effectiveness of your special events. You will learn to improve catering quality while maintaining budgets.

Date: Oct 24
Time: Sat 9am-4pm
Meetings: 1
Location: CSUDH EE 1217
Fee: \$125
Instructor: Charmaine Wilkerson
Course No.: MEX 902 Sec 01
Reg. No.: 43011

Audio Visual and Technology Today

.6 CEUs

Knowledge of audio visual technology has become more critical in this age of computers and electronics. You will learn about the audio visual technology which is available, and how to use the equipment effectively. Topics will include teleconferencing, multimedia, and the planning of successful productions.

Date: Oct 31
Time: Sat 9am-4pm
Meetings: 1
Location: CSUDH EE 1221
Fee: \$125
Instructor: Michael Herman
Course No.: MEX 907 Sec 01
Reg. No.: 43016

Wedding Planning

.6 CEUs

Wedding planning is an exciting and fast-growing field. Nowadays, many brides — and their mothers — are too busy to devote months of time to planning a wedding. And the modern bride feels that it's very important to host a special day that will be remembered as an event with a unique style and flavor. For these reasons, a growing number of couples now seek the outside assistance of a professional wedding planner. Today 45% of couples getting married in the US hire a wedding planner. This course addresses what you need to know about the art and business of wedding planning. From selecting a venue, creating a guest list, hiring vendors, developing the budget, timelines and to do lists, to creating a beautiful wedding design, we cover everything you need to orchestrate a memorable event.

Date: Nov 7
Time: Sat 9am-4 pm (1 hour lunch)
Meetings: 1
Location: CSUDH EE 1221
Fee: \$125
Instructor: Marla Harr
Course No.: MEX 909 Sec 01
Reg. No.: 43017

For more information:
email: learn@csudh.edu
www.csudh.edu/ee/meetingandevent.html

**Project
Management
Certificate of Completion**

The Program

Obtain the management skills required to bring projects in on time and within budget. The results of successfully completing coursework in this program will be visible in your overall job performance, leadership effectiveness, risk analysis and decision-making capabilities, and improved management style.



CSUDH, College of Extended and International Education is an official Global Registered Education Provider by the Project

Management Institute (PMI).

What You Will Learn

The curriculum is based on an organized sequence of courses that cover the Project Management Body of Knowledge (PMBOK), which serves as the fundamental knowledge base for project management.

As a result, those who qualify will be better prepared to sit for the Project Management Professional Exam. Recognized domestically and internationally, the PMP Certification has a standard for excellence in project management. Obtaining use of the PMP designation distinguishes you as an expert in the profession.

Who Should Attend

Individuals in any discipline who work on projects in either the public or private sector will benefit from course work. Those with 3-5 years work experience who are not currently

**CSUDH PMX classes are
PMI Certified**

working in this field will be prepared to pursue career opportunities specifically in the area of project management upon completion of the program. Individuals who are considering a career change will get a good overview of the project management profession to aid in their career decisions.

Program Benefits

- Individual course certificates showing CEUs and PDUs are awarded to students who do not miss any of the class sessions.
- Obtain a proven, practical body of project management knowledge and skills that will help you avoid making costly mistakes.
- Helps students prepare to sit for the Project Management Professional (PMP) and Certified Associate in Project Management (CAPM) exams.
- Learn techniques for effectively coordinating and managing all aspects of a project including team leadership, project risk and financial analysis, evaluation and control techniques, project planning and decision-making.
- Explore the international dimensions of project management

**Project Management
Certificate of Completion**

(Continued)

Certificate Requirements

A certificate is awarded upon successful completion of five required courses.

Instructors

Kamal Vinayak Inamdar, Ed.D, PMP, has over 30 years of combined experience in engineering, manufacturing management, project management and finance. He has taught business and management at two CSU campuses and UCI.

Tammo T. Wilkens, MBA, P.E., PMP, CSM, has 31 years of experience in Project Management. He has managed various projects in software, engineering and construction industries, both in the private and public sectors. He has lectured and presented numerous papers and is a recognized subject matter expert in planning & scheduling and earned value management. He has mentored employees, delivered PHMP exam prep courses and continues to receive overwhelmingly positive feedback from students.

Books for the Certificate should be purchased in the CSUDH bookstore or the Project Management Institute (pmi.org) or other retailer.

Required Textbooks:

- "A Guide to the Project Management Body of Knowledge" (PMBOK® Guide) - Fifth Edition, Paperback
- "Project Management - A Systems Approach to Planning, Scheduling and Controlling", 11th Edition by Harold Kerzner, PhD, John Wiley & Sons

Courses

- Intro & Overview of Project Mgt - PMX 900
 - Project Human Resource & Procurement Management - PMX 901
 - Project Quality and Communications Management - PMX 902
 - Project Risk & Scope Management - PMX 903
 - Project Time and Cost Management - PMX 904
- PMX 900 is a prerequisite for PMX 901, 902, 903 & 904, which can be taken in any order.

Note: This program utilizes Blackboard. Be sure to get your password and instructions on how to access MyCSUDH when you register.

"I have enjoyed my journey of learning. I discovered I really do love learning and now that I have "time on my hands" I may just take a Project Management course. Thank you for your help and encouragement."
- Sally Kaye
Production Planner
Younger Optics, Torrance, CA

SCHEDULED CLASSES

Project Quality and Communications Management

1.5 CEUs, 15 Seat-Hours, 15 PDUs
Students gain an understanding of the disciplines involved in managing project quality and communications. Major topics related to quality include establishing a quality assurance program, executing the appropriate quality control measures, and assuring that the customer's needs are met. Major topics related to communications include the principles of communication, how to improve the effectiveness of communications and what specific communications tools are used on projects.

Date: Aug 29 - Sep 26
Time: Sat 9am-1pm
Meetings: 4 (no class 9/5)
Location: EE 1218
Fee: \$294
Instructor: Kamal Inamdar
Course No. PMX 902 01
Reg. No. 42058

Date: Sep 3 - Oct 1
Time: Thu 6-9pm
Meetings: 5
Location: EE 1218
Fee: \$294
Instructor: Tammo Wilkens
Course No.: PMX 902 Sec 02
Reg. No.: 42060

Introduction & Overview of Project Management

This course is a prerequisite for PMX 901, 902, 903 & 904
0.6 CEUs, 6 Seat-Time Hours, 6 PDUs
Students gain an understanding of project management as a scientific and professional business function. This is the first course in a five-course certification and will be the prerequisite for all other classes. The Course introduces detailed descriptions of projects, project life cycles, and project integration.
Date: Sep 26

"I want to commend Dr. Inamdar for his superb and sincere work in conducting his project management courses. I have been a design engineer for more than 35 years. With Dr. Inamdar's help, I am putting pieces together and learning details that only a highly educated and experienced person can make look simple. He has gone beyond the hours allotted and worked with students explaining details of project management techniques and methods. He has also helped us practice for the CAPM and PMP exams. Dr. Inamdar is an asset to CSUDH and I congratulate you for having him on board.
I would also like to add that your PMX program is the best for the price in Los Angeles and Orange Counties."

Chris Khecho Asadoorian, P.E.
Principal Instrumentation & Controls Engineer
WorleyParsons
Monrovia, California

Time: Sat 9am-4pm
Meetings: 1
Location: EE 1217
Fee: \$135
Instructor: Tammo Wilkens
Course No. PMX 900 01
Reg. No. 42853

Project Risk and Scope Management

1.5 CEUs, 15 Seat-Hours, 15 PDUs
Students gain an understanding of the disciplines involved in managing project risk and scope. Major risk related topics include the basic nature of project risk, as well as risk assessment, analysis and mitigation. Major scope related topics include defining the purpose and scope of the project, planning the execution of the project, establishing and using a work breakdown structure, controlling the scope and verifying that the delivered project matches the specified scope.

Date: Oct 3-31
Time: Sat 9am-Noon
Meetings: 5
Location: EE 1218
Fee: \$294
Instructor: Kamal Inamdar
Course No. PMX 903 01
Reg. No. 42086

Date: Oct 8 - Nov 5
Time: Thu 6-9pm

**Project Management
Certificate of Completion**

(Continued)

Meetings: 5
Location: EE 1218
Fee: \$294
Instructor: Tammo Wilkens
Course No. PMX 903 02
Reg. No 42089

Project Time and Cost Management

1.5 CEUs, 15 Seat-Hours, 15 PDUs

Students gain an understanding of the disciplines involved in managing the project schedule and expenditures. Major time related topics include using the work breakdown structure to establish the project schedule, optimizing the project execution plan, establishing the project schedule baseline, reporting actual progress and costs, and communicating project costs and forecasts to the stakeholders. Major cost related topics include using the project schedule as the basis for the project cost estimate, estimating costs, establishing the project cost baseline, reporting actual costs and communicating project costs and forecasts to the stakeholders. This course addresses the benefits of a tight integration of the schedule and the cost tracking systems.

Date: Nov 7 - Dec 12
Time: Thu 6-9pm
Meetings: 5
Location: EE 1218
Fee: \$294
Instructor: Tammo T. Wilkens
Course No. PMX 904 02
Reg. No 42161

Date: Nov 12 - Dec 17
Time: Sat 9am-Noon
Meetings: 5
Location: EE 1218
Fee: \$294
Instructor: Kamal Inamdar
Course No. PMX 904 01
Reg. No 42162

For CSUDH PM Program information:
Email: learn@csudh.edu
www.csudh.edu/ee/projectmanagement.html

For more information about the Project Management Institute and their PMP Certification program go to: www.pmi.org

**Project Management
Professional (PMP)
Examination
Preparation**

The Program

The test preparation course was developed for professionals who are currently working in the field of project management and are interested in taking the Project Management Professional (PMP) exam.

Passing the PMP is a challenge and requires 60 to 80 hours of practice. This course will provide direction and strategies to be successful with passing the test.

What You Will Learn

Students will learn strategies to help them pass the PMP exam. Students will also learn how practice will help to improve their chances for passing the exam.

Who Should Attend

Individuals who are interested in taking the PMP exam.

Eligibility Requirements

Students must be qualified to take the PMP exam. For details, go to www.pmi.org Students should have completed all Project Management courses and be knowledgeable in all process areas as set in PMBOK.

Special Features

Course instructors PMPs and are practicing project managers. Students will take a simulated exam on the last day of class.

Books

Students should purchase the most current edition of Rita's Course in a Book for Passing the PMP Exam, Rita Mulcahy, RMC Publications.

Please bring it to the first class meeting.

Scheduled Classes

PMP Exam Prep Course

This 30-hour course was developed for those professionals who are currently working in the field of project management who would like to take the PMP exam.

Date: Oct 25 - Nov 22

Time: Sun 9am-4pm
Meetings: 5
Location: EE 1202
Fee: \$750
Instructor: Kamal Inamdar
Course No.: NMPM 101 sec. 01
Reg. No.: 42770

For more info: email learn@csudh.edu
www.csudh.edu/ee/pmpexamprep.html

**Project Management
Microsoft Project**

The Program

This course is designed to give students an understanding and confidence using Microsoft Project 2010 by providing individual, hands-on participation in the demonstration of the software features and functions. The course includes CPM scheduling, including Critical Chain and Agile project management. Students will learn how to customize the software to particular needs of various projects. Students will perform all the features and functions demonstrated as well as perform individual exercises to reinforce the material.

What You Will Learn

Students will learn how to create schedules, develop cost-loaded baselines, track progress and produce meaningful reports for stakeholders, as well as customize the software to their preferences.

Who Should Attend

- Students of the Project Management (PMX) and Construction Project Management (CMX) certificate programs who need training in the software.
- Individuals who wish to gain proficiency in using Microsoft Project.
- Individuals who wish to enter the project management profession at the entry level with scheduling software knowledge.
- Individuals who wish to train their project management and scheduling/planning staff in the proficiency of Microsoft Project
- Students who wish to learn how to configure Microsoft Project for compliance with PMI's PMBOK® Guide and Practice Standard for Scheduling.

Project Management Microsoft Project

(Continued)

Eligibility Requirements

Students should have a general understanding of computers. Experience with Microsoft Office Tools is a plus.

Special Features

Students will have an opportunity to create a project plan, track progress and design and print reports.

Books

Microsoft Project 2010 Software Training Guide, Wilkens

Available in the CSUDH bookstore.

Please bring it to the first class meeting.

Scheduled Classes

Microsoft Project 2010

1.8 CEUs, 18 Seat-Hours, 18 PDUs

The course is structured to cover all aspects of the software and how to use it effectively. This course is supplemental to the "Certificate in Project Management" program (PMX-900 series) and the "Certificate in Construction Project Management" program (CMX-900 series). This course also supports scheduling principles as documented in PMI's PMBOK® Guide and PMP® & CAPM® certification programs.

Date: Sep 15 - Oct 209

Time: Tue 6-9pm

Meetings: 6

Location: EE 1202

Fee: \$499

Instructor: Tammo Wilkens

Course No.: PMX 951 Sec 01

Reg. No.: 42770

For more info: email learn@csudh.edu
www.csudh.edu/ee/microsoftproject.html

Resume Writing, Job Searching and Self Promotion

Many people have a difficult time promoting themselves or communicating their extraordinary skills to employers. Writing a resume that highlights capabilities and

accomplishments is not easy. This class will help define skills, attributes and achievements and present them in a way that is quick and easy to read—a must for the world of Internet communication. Developing confidence and self-promotion is essential to the success of job hunting. Learn the steps to an interview when you can comfortably promote you as a professional event planner. Have the confidence to share your experiences and show how they result in a valued employee.

Scheduled Class

Resume Writing, Job Searching & Self Promotion

0.6 CEUs

Date: Dec 5

Time: Sat 9am-4pm (1 hr lunch)

Meetings: 1

Location: EE 1222

Fee: \$125

Instructor: Carroll Reuben

Course No.: NMEP 105 Sec 01

Reg. No.: 43018



For more info: email learn@csudh.edu

Special Major Bachelor of Arts Degree

A Special Major degree for those who have completed the Production and Inventory Control Certificate Program

The Program

Students who have completed the Supply Chain Management / Production and Inventory Control program at California State University, Dominguez Hills, are invited to apply the credits earned to a bachelor's degree program as part of a unique program entitled Special Major. Through this program, students can integrate their studies in Supply Chain Management with at least two other disciplines to obtain the degree. Working with an advisory committee, participants design a

path that best suits their individual and career objectives. Working adults and their employers will appreciate the career-specific approach of this innovative course of study.

Eligibility Requirements

Formal admittance to the University is not required for participation in the Supply Chain Management / Production & Inventory Control Certificate program, but is required for participation in the balance of the Bachelor's Degree Program. All students are required to pay extension tuition for these courses. Students desiring to enter the University to earn a Special Major BA must follow standard University application procedures as outlined in the University Catalog.

Program Requirements

The Special Major Bachelor of Arts degree requires the completion of 120 semester hours including both lower and upper division course work. Participating students must complete all general studies program requirements (52-59 semester units) and integrate at least one other discipline outside of the College of Business and Public Policy with the PIX units to achieve a total of 24 units of upper division credit to complete the Special Major. Students must also complete an acceptable University minor.

Other graduation requirements are listed in the general University Catalog. The minimum requirement for the Special Major is 24 semester units of approved upper division work. The credit hours earned while completing the Supply Chain Management / Production and Inventory Control Certificate serve as the foundation for the Special Major. The remaining upper division credit hours, in consultation with the student's advisory committee, should be chosen from at least one other department outside the School of Management.

Residence Requirements

A minimum of 30 semester units (of which 24 must be upper division units) must be completed in residence at CSU Dominguez Hills. This does not include the credits earned as part of the PIX certificate program because credits earned through extension are not considered residence credit. Please see the University Catalog for other residence and transfer credit requirements.

**Special Major
Bachelor of Arts Degree**

(Continued)

The Minor

In addition to the Special Major, participating students are required to complete a regular academic minor.

University Requirements

A student working towards the Special Major PIX degree is subject to university-wide policy relative to admission, scholastic standards and graduation requirements (please refer to the University Catalog). A maximum of 24 semester units through extension, correspondence and the United States Armed Forces Institute may be accepted toward a bachelor's degree. Each PIX course successfully completed counts as 3 of the 24 acceptable units.

Sample Programs

For complete requirements, please consult the University Catalog at: <http://www.csudh.edu/catalog/2011-2013/SpecialMajor.htm> and a program advisor. Additional prerequisite units may be required in the major and minor.

**Two Online Certificate
Programs in
Supply Chain
Management:**

- Supply Chain Management
- Purchasing

Who Should Attend

The Certificate programs are designed for those who wish to gain a broad education in the principles of supply chain management. Those already in this growing field as well as those anticipating a career change will benefit from this practical training taught by leading professionals currently employed in production and inventory control and/or purchasing. In addition to providing a comprehensive introduction to supply chain management, the coursework is designed to help students prepare for the national CPIM Certification Exams or ISM (NAPM) Purchasing

CPM Certification Exams.

Employment Opportunities

Production & Inventory Control and Purchasing Certificate holders find employment in aerospace, electronics, military, hospitals, retail, and warehousing.

Requirements

Courses are offered three trimesters each year and each course provides three (3) units of upper division degree-applicable academic credit. Students must complete 5 courses and achieve an over-all grade point average of 2.5 (C+) or better to receive the certificate. The certificate must be completed within 3 years once the student has started the program.

**Supply Chain
Management
Certificate Program**

Courses

Supply Chain Fundamentals	PIX 351
(PIX 351 is the foundation course and must be taken first)	
Supply Chain Scheduling	PIX 353
Supply Chain Operations	PIX 355
Supply Chain Planning	PIX 357
Supply Chain Strategies	PIX 359

Books and Materials

Please purchase the most current edition:
PIX 351: *Introduction to Materials Management* (7th ed), J.R. Tony Arnold, Stephen N. Chapman and Lloyd Clive
PIX353 and PIX355: *Manufacturing Planning and Control for Supply Chain Management*, F. Robert Jacobs, William L. Berry, D. Clay Whybark, Thomas E. Vollmann.
Introduction to Materials Management (7th

ed), J.R. Tony Arnold, Stephen N. Chapman and Lloyd Clive

PIX 357: *Master Scheduling in the 21st Century*, Thomas F. Wallace and Robert A. Stahl; *Sales Forecasting, A New Approach*, Thomas F. Wallace and Robert A. Stahl; *Introduction to Materials Management* (7th ed), J.R. Tony Arnold, Stephen N. Chapman and Lloyd Clive

PIX359: *Sales & Operations Planning, The How-To Handbook*, Thomas F. Wallace, Robert A. Stahl; *Manufacturing Planning and Control for Supply Chain Management*, F. Robert Jacobs, William L. Berry, D. Clay Whybark, Thomas E. Vollmann.

Students must obtain textbooks prior to their first class.

Program Instructor

Joan Hall, MA, is a Lifetime CPIM with APICS and has over 25 years of experience in production and inventory control. She has been teaching the Production and Inventory Control certificate program for over 20 years for CSUDH which included company in-house programs, television, on campus and now the internet. Joan has a BS in Business Education and an MA in Secondary Education from CSULB.

**Scheduled Classes
Fall 2015**

Supply Chain Fundamentals

3 units
Supply chain management covers the flow of a product from the supplier to the manufacturer through the distribution system to the customer. This includes planning, forecasting, purchasing, manufacturing, moving, storing and tracking a product from conception to customer possession. This course provides an overview of the fundamental concepts and vocabulary to prepare students for the remaining courses in the certificate program.

Supply Chain 2015 Course Schedule

Class	Title	Credits	Fall '15	Spr '16	Sum '16
PIX 351	Supply Chain Fundamentals	3 Ext	●	●	●
PIX 353	Supply Chain Scheduling	3 Ext		●	
PIX 355	Supply Chain Operations	3 Ext			
PIX 357	Supply Chain Planning	3 Ext			●
PIX 359	Supply Chain Strategies	3 Ext	●		

Schedule subject to change

Supply Chain Management Certificate Program

(Continued)

Date: Sep 8 - Dec 4
 Location: Online
 Fee: \$555
 Instructor: Joan Hall
 Course No. PIX351 Sec 41
 Reg. No. 41907

Supply Chain Strategies

3 units

This course covers the higher-level thinking of strategic planning which includes how to develop a strategy after understanding the company's business environment. Once the strategy is determined then it must be implemented so leadership roles and responsibilities to make the change are reviewed.

Date: Sep 8 - Dec 4
 Location: Online
 Fee: \$555
 Instructor: Joan Hall
 Course No. PIX359 Sec 41
 Reg. No. 41908

Scheduled Classes Spring 2016

Supply Chain Fundamentals

3 units

Supply chain management covers the flow of a product from the supplier to the manufacturer through the distribution system to the customer. This includes planning, forecasting, purchasing, manufacturing, moving, storing and tracking a product from conception to customer possession. This course provides an overview of the fundamental concepts and vocabulary to prepare students for the remaining courses in the certificate program.

Date: Jan 4 - Apr 2
 Location: Online
 Fee: \$555
 Instructor: Joan Hall
 Course No. PIX351 Sec 41
 Reg. No. 20301

Supply Chain Scheduling

3 units

This course focuses on the various techniques for material and capacity scheduling. This includes detailed descriptions of the material requirements, planning and capacity requirements, planning processes and the

impact of inventory management, procurement, and supplier planning on these processes.

Date: Jan 4 - Apr 2
 Location: Online
 Fee: \$555
 Instructor: Joan Hall
 Course No. PIX353 Sec 41
 Reg. No. 20302

For more information:
 Email: learn@csudh.edu
 www.csudh.edu/supplychainmanagement/

Purchasing Certificate Program

Courses

Purchasing Fundamentals PRX 200
 Cost/price Analysis and Negotiation PRX 310
 Public Sector Procurement PRX 330
 Advanced Purchasing Concepts PRX 340
 Supply Chain Fundamentals PIX 351

Instructor

Frank Putz, MBA, A.P.P., C.P.M.. and CPIM, with over 30 years of active experience in electronics, material planning and military procurement practices.

Required Texts

Please purchase the most current edition.

The Supply Management Handbook, Cavinato, Flynn and Kaufman, Available in hard cover and Kindle
C.P.S.M. Study Guide, Edition 2 #CPSMSG2

SCHEDULED CLASSES

Fall 2015

Purchasing Fundamentals

3 Units

(PRX 200 is the foundation course and must

"Frank, once more, I wanted to thank you for the additional time that you spend in explaining both the homework assignments and how they pertain to daily situations. I have already learned more since taking the classes that you've taught than I have in the last 30 years of work. I appreciate the additional effort that you put into the class."

- Susi Guzsella
 Director of Operations
 Mobius Photonics, Inc.
 Mountain View, CA

be taken first.)

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

Date: Sep 8 - Dec 4
 Location: online
 Fee: \$555
 Instructor: Frank Putz
 Course No. PRX 200 Sec 41
 Reg. No. 41904

Cost-Price Analysis and Negotiation

3 Units

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

Date: Sep 8 - Dec 4
 Location: online
 Fee: \$555
 Instructor: Frank Putz
 Course No. PRX 310 Sec 41
 Reg. No. 41905

Purchasing Year 2015-16 Internet Schedule

Class	Title	Credits	Fall '15	Spr '16	Sum '16
PRX 200	Purchasing Fundamentals	3 Ext	●	●	●
PIX 351	Supply Chain Fundamentals	3 Ext	●	●	●
PRX 310	Cost-Price Analysis and Negotiation	3 Ext	●	●	
PRX 330	Public Sector Procurement	3 Ext		●	●
PRX 340	Advanced Purchasing Concepts	3 Ext	●		●


**Purchasing
Certificate Program**

(Continued)

Advanced Purchasing Concepts

3 Units

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


Date: Sep 8 - Dec 4
 Location: online 
 Fee: \$555
 Instructor: Frank Putz
 Course No. PRX 340 Sec 41
 Reg. No. 41906

Spring 2016

Purchasing Fundamentals

3 Units *(PRX 200 is the foundation course and must be taken first.)*


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

Date: Jan 4 - Apr 2
 Location: online 
 Fee: \$555
 Instructor: Frank Putz
 Course No. PRX 200 Sec 41
 Reg. No. 20303

Cost-Price Analysis and Negotiation

3 Units


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

Date: Jan 4 - Apr 2
 Location: online 
 Fee: \$555
 Instructor: Frank Putz
 Course No. PRX 310 Sec 41
 Reg. No. 20304

Public Sector Procurement

3 Units

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

Date: Jan 4 - Apr 2
 Location: online 
 Fee: \$555
 Instructor: Frank Putz
 Course No. PRX 330 Sec 41
 Reg. No. 20305

For more information:
learn@csudh.edu
www.csudh.edu/purchasingonline

**Workforce Investment Board
FREE TRAINING
for a New Career**

More than 40 programs at CSUDH's College of Extended and International Education are approved by the Workforce Investment Board (WIB), which means you may qualify to earn a professional certificate for FREE.

Develop your professional skills

From technical writing of project management, from green job skills to pharmacy technician training, develop the practical work-ready skills you need to stand out from the crowd.

Get ahead without falling behind

Work your professional training around your job search and your busy life, with convenient classroom and online programs.

Build a career pathway that makes sense

If you have been downsized from a no-growth field, seize the opportunity! Explore the many professional certificates we offer in high-growth fields from healthcare to accounting.

Take the first step!

**Contact the
Workforce Investment Board
at
310-970-7700**

Center for Training & Development

Your Resource for Education and Training in the South Bay!

The CTD utilizes the resources of California State University, Dominguez Hills to provide customized workforce training to the local business community, with the goal of keeping businesses in California productive and competitive. The center is housed in the College of Extended and International Education at California State University, Dominguez Hills.

We offer

- customized curriculum
- flexibility for clients to choose the dates & times that best meet their needs!
- Delivery Options:
 - On-site
 - On Campus

Businesses have access to all partners of CTD, which include, but are not limited, to:

- The Workforce Investment Board
- South Bay Economic Development Partnership
- Small Business Development Center
- One Stop Business and Career Centers
- Center for International Trade and Development
- California Manufacturing Technology Center
- City Economic Development Departments
- Chambers of Commerce

Clients Include:

- American Renolit
- ARMM, Inc
- Boeing
- City of Inglewood
- City of Torrance
- Dameron
- Hi-Shear Corp.
- Hollywood Park Casino

- Korean Airlines
- L. A. County Dept. of Probation
- LAX
- Los Angeles County
- Menzies Aviation
- Primary Freight
- Raytheon
- South Bay Workforce Investment Board
- Sit 'n' Sleep
- Urth Cafe
- Watts Labor Community Action Committee
- Yoplait

Workforce Development Training Examples:

- Computer/Technology
- Customer Service
- Federal & Cal-OSHA
- Human Resource Management
- Leadership Training
- Management & Supervision
- Project Management
- Quality Assurance
- Sexual Harassment
- Small Business Development
- Succession Training
- Bachelor Degree Programs
- Certificate Programs
- Master Degree Programs
- Test Preparation Programs

For more information:

Email kmcnutt@csudh.edu or
Visit the web site at
<http://www.csudh.edu/ee/training.html>

**Your people work hard.
Get them the credit they
deserve.**

**Continuing Education Credit
for the
training you already do**

Credit is a BIG bonus

Your employees and conference attendees gain value every time they attend a training you've created to meet their particular needs.

**You could add a big value bonus:
continuing education
credit**

CSUDH Extended Education offers a service that starts with three steps to review your planned or existing in-house training programs for continuing education credit:

- ✓ Call 310-243-3730, or email bwald@lists.csudh.edu.
- ✓ Prior to your training event, package and send information about your in-house or conference training.
- ✓ Your training is reviewed by CSUDH Extended Education for content and quality.

If your course, curriculum or conference is approved, participants receive a permanent California State University Dominguez Hills record showing continuing education units (CEUs).

For further information: 310-243-3730
bwald@lists.csudh.edu

Proud founding partner of the South Bay Business Resource Network!



Grant Writing and Administration Certificate of Completion

The Program

Hybrid Format

This program provides students with the basics in grant proposal funding. It includes learning terminology, identifying eligibility to apply for certain grant programs, finding grant funding resources and statistical data to document need for funding, learning about proposal requirements and how to prepare the components of a grant proposal.

This NEW HYBRID program requires students to attend three in-class sessions and participate on-line using Blackboard.

Students are required to complete the on-line readings and exercises. Students will also be required to participate by posting responses to instructors' questions and participating in class discussions utilizing the discussion board. Each class session includes an assignment that will reinforce the material, promote the peer review process, and provide a hands-on writing experience.

What You Will Learn

Students will gain practical knowledge needed to develop and strengthen funding proposals. Topics covered include:

- Strategic planning and program design
- Understanding the application process
- Managing projects and performance reporting

Fall Session

Pre Award Grant Administration

2.0 CEUs

Date: Sep 10-24
Time: Thu 6:30 - 9:30pm
Meetings: 3 (9/10, 9/17, 9/24) plus online
Location: EE 1210
Fee: \$168
Instructor: Theresa Lu
Course No.: TEX 914 Sec 35
Reg. No.: 42789

"I completed the course in June. I am recommending the program to work colleagues and many that I know working in non profit and community based organizations.

The evaluation and post grant administration were so timely for my work in Los Angeles County."

-Carol Magee
Public Health Advisor
CDC

Evaluation and Grant Implementation

2.0 CEUs

Date: Oct 8-22
Time: Thu 6:30 - 9:30pm
Meetings: 3 (10/8, 10/15, 10/22) plus online
Location: EE 1210
Fee: \$168
Instructor: Theresa Lu
Course No.: TEX 917 Sec 35
Reg. No. 42790

Post Award Grant Administration

2.0 CEUs

Date: Nov 5-19
Time: Thu 6:30 - 9:30pm
Meetings: 3 (11/5, 11/12, 11/19) plus online
Location: EE 1210
Fee: \$168
Instructor: Theresa Lu
Course No.: TEX 919 Sec 36
Reg. No.: 42791



Find us on
Facebook

For more information:
Email bwald@lists.csudh.edu or
Visit the website
www.csudh.edu/ee/grantwriting.html

Convergence Media Certificate of Completion

The Program

The Certificate of Completion will prepare an individual with the fundamental knowledge and skill necessary for creating a social media campaign.

What You Will Learn

Upon successful completion, students will be able to:

- Use tools and techniques for developing a social media campaign.
- Recognize the importance of graphic design in a successful social media campaign
- Avoid the pitfalls that can derail a social marketing campaign
- Demonstrate knowledge of the process for branding.
- Create a successful campaign for product or service marketing, politics or social movements.
- Develop a portfolio of content for a social media campaign.

Employment Outlook

Courses are designed to prepare participants for positions that require knowledge of converging media:

Social Media Director
Advertising, Promotions, or Marketing
Manager

Craft and Fine Artists

Editors

Graphic Designers

Producers and Directors

Public relations specialists

Reporters, Correspondents, and Broadcast

News Analysts

Writers and Authors

Who Should Attend

Professionals who need to know how social media can be used for marketing and advertising.

Eligibility Requirements

Limited computer experience is needed to take these courses. You are required to have a laptop or tablet that you can bring to each class.

Special Features

All classes are offered on the CSUDH campus in Carson. Wifi will be available for use by students.

Certificate Requirements

A Certificate of Completion will be awarded upon the completion of five required courses. All courses provide Continuing Education Units (CEUs). Prerequisites are listed with the description of each class. Coursework of registered students will be recorded on a permanent CSUDH transcript.

**Convergence Media
Certificate of Completion**

Continued

Courses

Required Courses

- Introduction to Convergence Media, Marketing & Advertising - JMX 901
- Graphics and Social Media - JMX 902
- Journalism, Entertainment, and e-Commerce - JMX 903
- Social Cause Marketing & Community Building - JMX 904
- How to Make Anything Go Viral - JMX 905

Program Instructor

Catherine Clinch is a longtime WGA member and former Board of Directors member and seasoned TV veteran, Catherine's produced script credits include: HUNTER, JAKE & THE FATMAN, KNIGHT RIDER, LOVE BOAT, HART TO HART, FOUL PLAY, TRUE CONFESSIONS and, most recently, RESCUE BOTS. She writes for Cultural Weekly and Studio System News, exploring media and technology - from mobile and apps to games, second screen and online digital - and blogs for The Huffington Post. Catherine serves as a media strategy and content advisor for companies through her consultancy Media Grazing. In the past two years, she has participated in nine Hackathons and won prizes for her app inventions at four of them. Catherine has also been awarded two US Patents for inventing a new form of mobile entertainment. She has a B.A. Theatre/Film; M.A. Speech Communications from the University of South Florida.

Convergence Media Courses

Introduction to Convergence Media

.6 CEUs

No prerequisite

Build a framework for a media campaign through a social / emotional analysis of user demographics / psychographics on media platforms. Focus on tools and techniques; intellectual property; monetization; predictive models. Begin a portfolio to implement a personal media campaign.

- Date: Sep 9 & 14
- Time: Mon & Wed 6:30 - 9:30pm
- Meetings: 2
- Location: 1202
- Fee: \$150
- Instructor: Catherine Clinch

Course No.: JMX 901 Sec 1
Reg. No.: 43021

Images, Graphics, Platforms and Content

1.2 CEUs

Prerequisite JMX 901.

Course covers visual messaging in social media formats; psychological / emotional impact of image elements; tools and applications to create professional quality images. Focus on effective content on each platform; best practices for creation and distribution of your content.

- Date: Sep 16, 21, 23, 28
- Time: Mon & Wed 6:30 - 9:30pm
- Meetings: 4
- Location: 1202
- Fee: \$300
- Instructor: Catherine Clinch
- Course No.: JMX 902 Sec 1
- Reg. No.: 43022

Journalism, Publishing, Entertainment and eCommerce

1.2 CEUs

Prerequisites JMX 901 and JMX 902

Course covers designing and building a brand and making it marketable through digital content. Students will learn the elements that are required to take a simple idea (i.e. Pokemon cards) and build it into a social phenomenon.

- Date: Sep 31, Oct 5, 7, 12
- Time: Mon & Wed 6:30 - 9:30pm
- Meetings: 4
- Location: 1202
- Fee: \$300
- Instructor: Catherine Clinch
- Course No.: JMX 903 Sec 1
- Reg. No.: 43023

Politics, Social Cause Marketing and Community Building

1.2 CEU

Prerequisite JMX 901, JMX 902

This course covers how convergence media can be used to move the masses to take action toward a desired goal. Micro-topics include propaganda, digital town hall meetings, socially conscious platforms, polling and interview techniques.

- Date: Oct 14, 19, 12, 26
- Time: Mon & Wed 6:30 - 9:30pm
- Meetings: 4
- Location: 1202
- Fee: \$300
- Instructor: Catherine Clinch

Course No.: JMX 904 Sec 1
Reg. No.: 43024

How to Make Anything Go Viral

.6 CEU

Prerequisites JMX 901, JMX 902 and JMX 903 or JMX 904

Course covers the needs and desires that explain why people share content with friends and co-workers, including preparation that must be done prior to launch that enables viral transmission.

- Date: Oct 28 & Nov 2
- Time: Mon & Wed 6:30 - 9:30pm
- Meetings: 2
- Location: 1202
- Fee: \$150
- Instructor: Catherine Clinch
- Course No.: JMX 905 Sec 1
- Reg. No.: 43025

For more information:

Email learn@csudh.edu

Visit the website

<http://www4.csudh.edu/ceie/programs-schedules/career-pro-dev/ceie-communications/Convergence-Media/index>

**Technical Writing
Certificate of Completion**


The Program

The Technical Writing Certificate of Completion Program

introduces students to the many aspects of contemporary technical writing practices and helps them develop the skills and confidence to communicate complex technical concepts simply and effectively.

What You Will Learn

Technical writing plays an extremely important role in the business field and high tech world. With increasing reliance on sophisticated technology, written technical instructions have become the primary paths to understanding complex procedures. Some of the concepts that students will learn include how to determine their audience, purpose and objectives for various documents; how to follow steps to successful technical writing; how to write collaboratively;

Online! 

**Technical Writing
Certificate of Completion**

(Continued)

how to write a procedures manual; and how to design the most common types of technical documents.

Who Should Attend

Career opportunities are found in the financial, industrial, construction, electronics, automotive, medical, computer, biomedical, healthcare, agricultural and petrochemical industries. Many engineers, scientists and technicians have increased their effectiveness through improvement of their technical writing skills. Individuals who are interested in becoming technical communicators, or those who are already in technical writing positions and would like to improve their skills.

Eligibility Requirements

Students must have a command of the English language and understand the basic principles of composition including grammar and sentence construction.

Special Features

The program is taught online.

Certificate Requirements

A Certificate of Completion is awarded upon successful completion of the entire program.

Courses

Fundamentals of Technical Communication
Advanced Technical Communication
Information Design
Courses begin every 10-11 weeks.

Costs

The cost of each course is \$489. Total cost for a certificate is \$1,467. There will be an additional cost for materials and/or textbooks.

Textbooks

(The most current edition of each textbook)
Technical Communication, Markel
Handbook Technical Writing, Alred, Brusaw, Oliu
Document Design: A Guide for Technical Communicators, Kimball

Program Instructors

Lu Kondor, DBM, is a technical writer, researcher, and systems administrator with

more than 20 years experience. As a technical writer, Ms. Kondor's background includes employment by organizations such as Sony Pictures Imageworks, AT&T, GE, and Panavision, Senior member of the Society of Technical Communicators and a member of the Academy of Television arts & Sciences.

Rachael Post, M.A., M.J., is a writer, editor, and owner of Luna Sky Media, a digital media marketing firm with a focus on green technology. As a journalist, she worked for the *Daily Yomiuri* in Tokyo, the *San Jose Mercury News* in Hong Kong, and *Business Mexico* magazine. She has been developing Web sites and putting print publications online since 1998.

Scheduled Classes

Fundamentals of Technical Communication

This 9-week course examines the basic requirements of technical style and organizational patterns used in a variety of business and technical documents. Students learn and practice how to condense extensive information into the fewest words possible without sacrificing content. The class also covers how to identify the audiences and apply various styles to each.

Date: Aug 10 - Oct 9
Location: Online ✓
Fee: \$489
Instructor: Rachael Post
Course No.: NWTW 101 Sec 41
Reg. No.: 42158

Date: Oct 19 - Dec 18
Location: Online ✓
Fee: \$489
Instructor: Rachael Post
Course No.: NWTW 101 Sec 42
Reg. No.: 42765

Advanced Technical Communications

This 9-week course builds on the concepts learned in the "Fundamentals" course. Students hone their skills by creating various types of documents including a proposal, report, instructions, and presentations for their portfolios. Additionally, students learn about interviewing, types of reports, outlines, portfolios, creating graphics for technical documents, and resources for technical communication.

Date: Aug 10 - Oct 9
Location: Online ✓
Fee: \$489

"The Technical Writing Certificate program through CSUDH was exactly what I needed to update my skills as a technical communications specialist and launch myself into a new career. The courses are well-thought and include relevant assignments and projects. The instructors are easy to connect with, available, and provide insightful feedback. I highly recommend the program to anyone who is looking to further their career or launch themselves ainto a new one."

- Melanie Bryant
Atascadero, CA

Instructor: Lu Kondor
Course No.: NWTW 102 Sec 41
Reg. No.: 42159

Date: Oct 19 - Dec 18
Location: Online ✓
Fee: \$489
Instructor: Lu Kondor
Course No.: NWTW 102 Sec 42
Reg. No.: 42766

Information Design

The final 9-week course gives students a command of the design principals and production processes required for truly effective technical communications. Students will be required to complete a capstone project that incorporates every aspect of technical writing learned in the program.

Date: Aug 10 - Oct 9
Location: Online ✓
Fee: \$489
Instructor: Lu Kondor
Course No.: NWTW 103 Sec 41
Reg. No.: 42160

Date: Oct 19 - Dec 18
Location: Online ✓
Fee: \$489
Instructor: Lu Kondor
Course No.: NWTW 103 Sec 42
Reg. No.: 42767

Additional classes begin in January 2016.



For more information:
Email learn@csudh.edu or
Visit the website
www.csudh.edu/technicalwritingonline.

Web Design Certificate of Completion

The Program

The Certificate of Completion will prepare an individual with the fundamental knowledge and skills necessary for web design.

What You Will Learn

In this series of courses you will learn the fundamentals of HTML website creation. You will also have experience with a web coding application, a graphic design application, and a multimedia animation application..

Employment Outlook

Courses are designed to prepare you for the following positions:

- Web Designer
- Web Developer
- UI/UX Designer
- Web Programmer
- Content Manager

Who Should Attend

Business professionals and students who want an intensive and thorough knowledge of web design in a short period of time should attend these classes.

Eligibility Requirements

Only limited computer experience is needed to take these courses. Programming experience is helpful, but not required. Students should be familiar with using a mouse, keyboarding, and simple keyboard shortcuts.

Special Features

All classes are offered on the CSUDH campus in Carson. The courses have been scheduled for Fridays (evening) and Saturdays for the convenience of working professionals.

Certificate Requirements

A Certificate of Completion will be awarded upon the completion of four required courses, and one elective. Those who do not wish to pursue a certificate may take individual classes. All courses provide Continuing Education Units (CEUs). A Certificate can be earned in one semester.

Courses

Required Courses

Using Dreamweaver	CIX 902
Introduction to HTML	CIX 912
Intermediate HTML	CIX 913
Advanced HTML	CIX 914

Elective courses (one of the following)

Using Flash	CIX 935
Using Fireworks	CIX 936

Program Instructor

Anissa Barton-Thompson, an Adobe Certified Expert/user group manager and full-time web developer/designer and trainer, has taught website design at CSUDH since 1995. Learn more about her and program details at <http://webcert.anissat.com>

Classes are held in the Extended Education PC lab using Adobe Creative Suite CS5 software.

Scheduled Classes

Introduction to HTML

.9 CEUs
This course is an HTML beginning-level workshop. Students will create a basic website for business, a non-profit organization, or for individual personal or professional use.

Beginning principles of HTML include: proper HTML code structure; color selection; placement of images, text, and links

Date:	Sep 11 & 12
Time:	Fri 6-9pm; Sat 9am-4pm (1 hour lunch)
Meetings:	2
Location:	CSUDH EE 1202
Fee:	\$199
Instructor:	Anissa Barton-Thompson
Course No.:	CIX 912 Sec 01
Reg. No.:	42986

Intermediate HTML

.9 CEUs
This course builds on the skills gained in the Introduction to HTML class, and introduces HTML5 semantic pages with CSS styling.

Topics covered include: a quick review of basic HTML structure, advanced tags, images, using tables, divs and HTML5 to organize content; how to implement stylesheets to control site design; working with form elements for user feedback.

Date:	Sep 18 & 19
Time:	Fri 6-9pm;
Date:	Sat 9am-4pm (1 hour lunch)
Meetings:	2
Location:	CSUDH EE 1202
Fee:	\$199
Instructor:	Anissa Barton-Thompson
Course No.:	CIX 913 Sec 01
Reg. No.:	42987

Advanced HTML (with CSS and JavaScript)

.9 CEUs
This course builds on the skills gained in the Intermediate class and explores internal site navigation and adding additional featured content.

Topics covered include: CSS3 special effects; image maps; HTML5 video & audio and embedded Google/YouTube content; FTP upload/download and web hosting directory structure.

Date:	Sep 25 & 26
Time:	Fri 6-9pm; Sat 9am-4pm (1 hour lunch)
Meetings:	2
Location:	CSUDH EE 1202
Fee:	\$199
Instructor:	Anissa Barton-Thompson
Course No.:	CIX 914 Sec 01
Reg. No.:	42988

Web Design				
Course	Title	Fall '15	Spr '16	Sum '16
CIX 912	Beginning HTML (Building a Better Website)	•	•	•
CIX 913	Intermediate HTML Publishing	•	•	•
CIX 914	Advanced HTML Publishing	•	•	•
CIX 902	Using DreamWeaver	•	•	•
CIX 935	Using Flash	•	•	
CIX 936	Using Fireworks	•	•	•

**Web Design
Certificate of Completion**

(continued)

Using Dreamweaver

1.8 CEUs

Prerequisite: Basic Knowledge of HTML

Adobe Dreamweaver is the ultimate developing and coding application! Design, build, upload and manage dynamic websites with this professional editor, providing tools for virtually every web-related aspect of programming.

Topics covered include: working with text and graphics, visual page design, tools for creating tables, templates and forms, site management, styling with CSS (cascading style sheets), and adding JavaScript or behaviors.

Date: Oct 16, 17, 23, 24
 Time: Fri 6-9pm;
 Sat 9am-4pm (1 hour lunch)
 Meetings: 4
 Location: CSUDH EE 1202
 Fee: \$389
 Instructor: Anissa Barton-Thompson
 Course No.: CIX 902 Sec 01
 Reg. No.: 42921

Using Fireworks

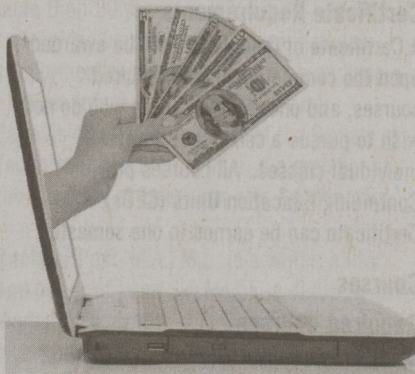
1.2 CEUs

Prerequisite: Basic knowledge of HTML

Adobe Fireworks is the premier program for fast graphic design and rapid prototyping for websites and applications, eliminating the need for expensive image editing software with high learning curves.

Topics covered include: manipulate photos, design logos, web graphics and create animation with little or no design experience; import Photoshop files; optimize and slice images; create HTML, CSS, and JavaScript without a code editor.

Date: Oct 31 & Nov 7
 Time: Sat 9am- 4pm (1 hour lunch)
 Meetings: 2
 Location: CSUDH EE 1202
 Fee: \$269
 Instructor: Anissa Barton-Thompson
 Course No.: CIX 936 Sec 01
 Reg. No.: 42993



Using Flash

1.2 CEUs

Prerequisite: Basic knowledge of HTML

Flash is the web standard for vector graphics and animation. Designed for the web, Flash is used to create beautiful and compact animations, navigation, interfaces, ad banners, logos, technical illustrations, and full-length cartoons. Using Flash, web designers can create interactive vector graphics and animations without scripting.

Date: Nov 14 & 21
 Time: Sat 9am- 4pm (1 hour lunch)
 Meetings: 2
 Location: CSUDH EE 1202
 Fee: \$245
 Instructor: Anissa Barton-Thompson
 Course No.: CIX 935 Sec 01
 Reg. No.: 42994

For more info:
 email learn@csudh.edu
 Visit the website
www.csudh.edu/ee/webdesign.html

**Certificate in
Mediation and
Conflict
Resolution**

Valuable for those seeking careers or career advancement as attorneys, counselors, educational administrators, teachers, human resource professionals, managers and others who must deal with conflict in professional and personal situations. A one semester program that satisfies the educational requirements of the Dispute Resolution Program Act of California.



See Page 44

Degree Programs

MA Negotiation, Conflict Resolution & Peacebuilding .44
 MBA4
 MPA4
 MS Quality Assurance52
 BS Applied Studies (online)5
 BS Quality Assurance 52

Certificate Programs

Assistive Technology29
 Community College Teaching ...30
 Purchasing19
 Supply Chain Management18

Certificate of Completion Programs

Paralegal45
 Technical Writing23
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Most CSUDH internet classes are conducted via the easy-to-use Blackboard software
 Visit the Blackboard website:
<http://toro.csudh.edu>

Young Scholars

College Courses for High School Students

Young Scholars Distance Learning courses are California State University Dominguez Hills courses taught on television and the Internet. Students who successfully complete an Young Scholars Distance Learning course will have three semester units recorded on a Dominguez Hills transcript. High schools can choose to give a student high school credit for successfully completing the Young Scholars Distance Learning course but that decision is at the discretion of the high schools.

Young Scholars Distance Learning courses have one 90 minute class that is broadcast live on cable television in southern California and on the Internet each week. Students who cannot watch the live classes can view archived videos at youtube.com/csudhtv.

Credit courses are broadcast online and on television. For further information and a schedule, please visit <http://dominguezonline.csudh.edu>

Young Scholars Information
 Call 310-243-2288
 email: jjones@csudh.edu
<http://www.csudh.edu/ee/youngscholars.html>

Distance Learning

California State University, Dominguez Hills is a national leader in distance learning, named by *Forbes* magazine as one of the top cyber universities. The university has the largest distance learning program in the CSU system, with more than 4,000 students enrolled in distance learning programs in all 50 states and more than 60 countries. CSU Dominguez Hills offered its first distance learning degree in 1974, and in 1995 offered one of the first online masters degree programs ever approved by the Western Association of Schools and Colleges. CSU Dominguez Hills continues to be in the forefront of distance learning technology and academic excellence, garnering numerous awards including the Best Distance Learning Teacher from the U.S. Distance Learning Association, an Omni Intermedia Award, an Aegis Award, two Telly Awards and a Top 100 Video Producer Award. CSU Dominguez Hills is accredited by the Western Association of Schools and Colleges.

A New Way to Learn

CSUDH has developed an entirely new online interactive educational experience. In some ways, it's even better than being in class-room!

Every week, a class is broadcast on cable TV and the Web, and appears as streaming video on your computer. Video, pictures, graphics and other enriched media help illustrate the lecture. Students can ask the professor a question at any time via e-mail or phone. Professors can also ask questions during the class, and students respond through the interactive features of the site. Students can also chat with each other during the broadcast.

For Information about the **MS Nursing** and **BS Nursing** programs please visit:
<http://dominguezonline.csudh.edu>

If students miss a broadcast or would like to review the material, an archived video of the class is available on the Web site. In addition, every class has Blackboard Web site, where, in between broadcasts, students can download reading materials, participate in threaded discussions, take quizzes and turn in assignments.

Interactive courses and special programming are produced by the Center for Mediated Instruction and Distance Learning in specially equipped studios and broadcast live on DHTV, the television and Internet program service of CSU Dominguez Hills. Students and viewers may call a toll-free 800 number to be part of live, interactive discussions by asking questions and sharing comments with the instructor or in-studio guest lecturers.

TV classes can be seen on a variety of cable networks throughout Southern California including LA36 (cable channel 36 throughout the City of Los Angeles), on cable channel 6 in the South Bay region of Los Angeles County (Torrance, Hawthorne, Lawndale, Lomita, Gardena and El Segundo), cable channel 64 in Pasadena and Altadena and CityTV/cable channel 16 in Santa Monica and an increasing number of other cable systems throughout the region. Be sure to check you local cable listings for the channel location for DHTV in your area. For information about DHTV, program schedules and more, call the Center for Mediated Instruction and Distance Learning at 310.243.2288.





DHTV Cable Television Partnerships

Community Television Programming

DHTV broadcasts a number of courses live on television, online at <http://dhtv.csudh.edu>, and archived at <https://www.youtube.com/user/CSUDHTV>. For more information, visit <http://dominguezonline.csudh.edu>. To enroll, call 877-GO-HILLS or 310-243-3741.

General Education Courses

DHTV broadcasts interdisciplinary studies courses such as Jazz in the Modern Era and Gardens of California. These credit courses can help fulfill graduation requirements for many degree programs. Check with your advisor for information. For a schedule of courses, visit dominguezonline.csudh.edu.

Distant Learning State Authorization

California State University Dominguez Hills provides the following information for its online and distance learning students in compliance with State Authorization information & Consumer Complaints federal Title IV regulation. Federal law [Section 668.43(b)] requires all institutions must disclose to all students or prospective students the complaint agency in all states where students reside. If a student has a complaint or concern, information on how to contact a state agency and register a complaint, can be found at the following website. <http://www.calstate.edu/AcadAff/state-regulatory-authorizations/index.shtml>

City / Location	Channel Name /No.
City of Los Angeles Includes all communities in the City of Los Angeles and portions of West Hollywood	LA36 / Channel 36 TIME WARNER CABLE
City of Pasadena Includes parts of Altadena and South Pasadena	KLRN / Channel 99 CHARTER CABLE ATT UVERSE
West San Gabriel Valley Includes Arcadia, Monrovia, Sierra Madre, Temple City	Channel 99 TIME WARNER CABLE
South Bay Includes Torrance, Lomita, Gardena, Hawthorne, Lawndale	Channel 6, 23, 29 TIME WARNER CABLE
City of Beverly Hills	Channel 35 TIME WARNER CABLE
City of Santa Monica Forte TV	Forte TV/ Channel 99 TIME WARNER CABLE
North Orange County Includes Placentia; portions of Fullerton, Anaheim	Channel 36 TIME WARNER CABLE
Beach Cities Includes Redondo Beach, Hermosa Beach, Manhattan Beach and El Segundo	TBD TIME WARNER CABLE
City of Carson	TBD TIME WARNER CABLE

EDUCATION

Certificate Programs

- Assistive Technology Specialist (online) 29
- Communication Sciences & Disorders 36
- Community College Teaching 30

Grant Writing Certificate of Completion 22


Professional Development

Courses via Distance Learning 31

Fee: \$840
 Instructor: Larry Belkin & Paul Richard
 Course No.: SPE 532 Sec 41
 Reg. No.: 4300

Assistive Technology Specialist Certificate Program

The Program California State University Dominguez Hills and the Orange County Department of Education offer an online Certificate Program in the area of Assistive Technology. Federal and state laws require that school personnel be prepared to offer a full range of services to disabled persons in the area of assistive technology. This online program prepares individuals to fully understand and implement these state and federal mandates. Courses meet professional development hours for licensure renewal as required by the California Speech-Language Pathology and Audiology Board.

Online! 



Who Should Attend

Anyone who has the desire or professional need to learn the federal and state requirements for serving the disabled within their organizations, including:

- Special Education Teachers
- Occupational & Physical Therapists
- Speech and Language Specialists
- Rehabilitation Specialists

COURSES

All courses carry 3 semester units of graduate-level education credit.

- Introduction to Assistive Technology SPE 530
- Basic Assistive Technology SPE 531
- Advanced Assistive Technology SPE 532
- Admin. of Assistive Tech. Svcs SPE 533
- Capstone Course in Assistive Technology SPE 537

About the Instructors


Larry Belkin, M.A. School Psychology; Chief, Special Education Services, Orange County Department of Education

Paul Richard, M.B.A.; Assistive Technology Coordinator, Orange County Department of Education

Fall 2015 Scheduled Classes

Introduction to Assistive Technology


3 Units
 Reviews the use of Assistive Technology as it relates to education, communication, vocation, recreation, and mobility for individuals with disabilities. Explores types of assistive technologies, functional assessments, resources, and district responsibilities.

Date: Oct 5 - Dec 14
 Location: online 
 Fee: \$840
 Instructor: Larry Belkin & Paul Richard
 Course No.: SPE 530 Sec 42
 Reg. No.: 42980

SPE 530 Introduction to Assistive Technology provides an overview for a broad audience including parents of disabled students and other interested members of the community.


Advanced Assistive Technology

3 Units
 Teaches students to use and adapt a variety of assistive technology devices and software and apply these technologies in a wide range of integrated educational settings.

Date: Oct 5 - Dec 14
 Location: online 


Administration of Assistive Technology Services

3 Units
 Provides students with information on a variety of administrative issues, including the role of the Transdisciplinary Team, identification of funding and other resources, specialized computer adaptations, legal and ethical issues, and effective solutions.

Date: Oct 5 - Dec 14
 Location: online 
 Fee: \$840
 Instructor: Larry Belkin & Paul Richard
 Course No.: SPE 533 Sec 41
 Reg. No.: 43002

Capstone Course in Assistive Technology

3 Units
 Students will apply assistive technology skills by performing functional assessments, developing technology goals/objectives, and selecting appropriate assistive technology services for the disabled. Additionally, students will develop skills to facilitate the development of a system to deliver assistive technology devices and services.

Date: Oct 5 - Dec 14
 Location: online 
 Fee: \$840
 Instructor: Larry Belkin & Paul Richard
 Course No.: SPE 537 Sec 43
 Reg. No.: 43003

For more information:
 email learn@csudh.edu
 Visit the website: www.csudh.edu/at

Certificate in Community College Teaching

The Program

A three-course Certificate in Community College Teaching is designed for those who are ready to explore the option of a career in community college teaching. Courses are designed to enhance the skills and knowledge, and thereby employability, of potential community college instructors.

Community College Teaching Certificate Program

Free orientation session

(Reservations Required)

Saturday Aug 15, 2015

10 - 11:30am

Room TBA

Course No: NECC 101

Reg. No. TBA

Phone 310-243-3741 to register

For further information go to

<http://www.csudh.edu/ccteaching>

Who Should Attend

Participants should hold a master's degree in a subject area taught at the community college level, or be in the final phase of a graduate degree program, or be currently employed as an instructor in a community college.

Location

GED 548 and GED 549 are taught **online** in the **Spring** semester. These courses are taught **on campus** at CSUDH in Carson in the **Fall** semester. Registrants for GED 594S will perform their internship at a community college.

Courses

Graduate-level Education credit

Effective College Teaching GED 548

The Community College GED 549

College Teaching Internship GED 594S

About the Instructors

Rodger McGinness, Ed.D. Educational Leadership, Vice President of Academic Affairs (ret.) Copper Mountain College, educator for 30 years with

"The course work provided me with a basic understanding of the goals and objectives of the California Community College system, and how the system operates. In addition, I was given the opportunity to intern at Harbor College which lead directly to my obtaining a teaching position there. I highly recommend the Community College Teaching Certificate Program at CSUDH to anyone who is interested in pursuing a career in teaching at the community college level."

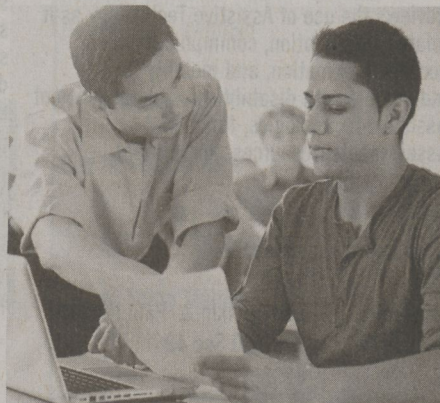
-Ron Maricich

extensive experience as a community college instructor and administrator

Martha Sklar, Ph.D. Mathematics Education, educator for 20 years with extensive experience as a community college dean

Ramon Baltazar, MBA, Instructor, Los Angeles Harbor College, graduate CSUDH Community College Teaching Certificate program

Course outlines for GED 548 & 549 are available at www.csudh.edu/ccteaching



Fall 2015 Scheduled Classes

The Community College

2 Units

An overview of the history, mission and function of the community college. Topics include the history of higher education, the role of the community college, student characteristics, curriculum, finance, governance and the California Master Plan.

Date: Sep 12 - Oct 3

Time: Sat 9am-4:30pm

Location: EE 1205

Fee: \$560

Instructor: Ramon Baltazar

Course No.: GED 549 Sec 71

Reg. No.: 42971

Effective College Teaching

3 Units

Prerequisite: Must have completed, or be completing MA/MS or be teaching at a Community College.

Study of research, theory, and practices associated with teaching and learning processes within the community college system. Topics include course planning and organization, student diversity, teaching technology, student retention & instructional technology.

Date: Oct 17 - Dec 5

Time: Sat 9am-4:30pm

Location: EE 1205

Fee: \$840

Instructor: Rodger McGinness

Course No.: GED 548 Sec 41

Reg. No.: 42972

self-paced

Independent Study - Community College Teaching Internship

3 units

Completion of GED 548 & 549 with "B" or better. Student must apply and be approved for internship to receive permission to enroll. Each eligible student will arrange discipline-specific internship through the Internship Coordinator and will be jointly supervised by community college faculty and CSUDH Internship Coordinator.

Date: Aug 24 - Dec 7

Time: TBA

Location: TBA

Fee: \$840

Instructor: Martha Sklar

Course No.: GED 594S Sec 71

Reg. No.: 42978

For more info:

email: learn@csudh.edu or visit the website www.csudh.edu/ccteaching

**Professional
Development Courses
Distance Learning**

The Program

These distance learning courses are computer-based, and designed by experts who carefully and thoughtfully craft the courseware which allows you to work at a pace that fits your schedule. The instructors establish regular office hours and provide access by a toll-free number and/or by email for questions.

Who Should Participate

Educators who need the flexibility of e-learning to advance their careers to the next step or compensation level. Learn at home or work, on your own computer, on your own time, at your own pace.

Special Features

All program instructors are experienced practitioners in their field of expertise. The courses are only available online. Student must have Mac OSX 10.x OR Windows XP Home, Professional or newer. Requires 1GB of RAM, 5MB of free hard disk space, 15" or larger color monitor with a minimum resolution of 800 x 600, and a printer connected to your computer.

Credit Information

Credit varies depending on course.

You must complete each examination with a minimum score of 70% or higher to pass this course.

Course Completion Information

Students are expected to complete all coursework within the same semester they registered for the course. If a student cannot complete the course within the semester, they must contact VESi prior to the semester deadline to request an extension. Extension will only be granted for severely extenuating circumstances and if substantial work has been done in the course. The student **must** then complete all coursework by the date given by VESi.

If you do not complete by the end of the term and have not received approval for an extension, an F will automatically be reported.

Costs

Each class is priced individually.
2 Extension Unit courses - \$340
3 Extension Unit courses - \$499

There are no refunds.

Instructors

- Melissa Bandy**, MA. Faculty Boise State University Early Childhood Studies.
- Pamela Bernards**, Ed.D., Curriculum coordinator, St. Joseph School, Knoxville, TN.
- Kimberly Chappel**, Ed.D. Assistant Professor of Education, Crown College, MN.
- Aumony Dahl**, MA. Instructor and curriculum developer, Vesi.
- Steve Dahl**, MA, Director of Special Programs, Lynden School District.
- Darcie Donegan**, MA. Instructor and coordinator, Early Childhood Education Dept.
- Joan Halverstadt**, MS Ed. School counselor, Rochester (WA) Primary School.
- Mick Jackson**, MS Ed. President and CEO for Virtual Education Software, Spokane, WA.
- Florah Luseno**, Ph.D. Assistant Professor, Chicago State University, Special Education.
- A.N. (Bob) Pillay**, Ed.D., senior lecturer, executive officer, special education and director, Learning Improvement Center, The University of Melbourne (Australia).
- Candyce Reynolds**, Ph. D. , Associate Professor and Director of Mentor Programs, Portland State University.
- Michael Sedler**, Ph.D., MSW, teaches distance learning courses throughout the northwest.
- Marrea Winnega**, Ph.D., in private practice and a consultant on autism and related disorders in Chicago.

Dates for all classes: Aug 22 - Dec 11

Courses

- Advanced Classroom Management: Children as Change Agents
Course No.: TEX 495.59
Reg. No.: 42595 2 Ext Units
- Attention Deficit/Hyperactivity Disorder: Information & Interventions for Effective Teaching
Course No.: TEX 495.43
Reg. No.: 42586 2 Ext Units

- Autism & Asperger's Disorder: Information & Effective Intervention Strategies
Course No.: TEX 495.49
Reg. No.: 42590 2 Ext Units
- Behavior is Language: Strategies for Managing Disruptive Behavior
Course No.: TEX 495.41
Reg. No.: 42585 3 Ext Units
- Child Abuse: Working with Abused & Neglected Children
Course No.: TEX 495.56
Reg. No.: 24593 2 Ext Units
- Drugs & Alcohol in Schools: Understanding Substance Use & Abuse
Course No.: TEX 495.45
Reg. No.: 42588 2 Ext Units
- Early Childhood: Family-Centered Services
Course No.: TEX 495.68
Reg. No.: 42603 2 Ext Units
- Early Childhood: Observation & Assessment
Course No.: TEX 495.70
Reg. No.: 42605 3 Ext Units
- Early Childhood: Program Planning
Course No.: TEX 495.69
Reg. No.: 42604 3 Ext Units
- Early Childhood: Typical & Atypical Development
Course No.: TEX 495.71
Reg. No.: 42606 3 Ext Units
- Educational Assessment: Assessing Student Learning in the Classroom
Course No.: TEX 495.61
Reg. No.: 42586 2 Ext Units
- Harassment, Bullying & Cyber-Intimidation in Schools
Course No.: TEX 495.72
Reg. No.: 42607 2 Ext Units
- Inclusion: Working with Students with Special Needs in General Education Classrooms
Course No.: TEX 495.62
Reg. No.: 42597 2 Ext Units
- Infant & Toddler Mental Health: Issues & Information for Educators
Course No.: TEX 495.67
Reg. No.: 42602 2 Ext Units

**Professional Development
via Distance Learning**

(Continued)

Learning Disabilities: Practical Information
for the Classroom Teacher

Course No.: TEX 495.46
Reg. No.: 42589 3 Ext Units

Reading Fundamentals 1: An Introduction to
Scientifically-based Research

Course No.: TEX 495.64
Reg. No.: 42599 2 Ext Units

Reading Fundamentals 2: Laying the
Foundation for Effective Reading
Instruction

Course No.: TEX 495.65
Reg. No.: 42600 2 Ext Units

Reading Fundamentals 3: The Elements of
Effective Reading Instruction &
Assessment

Course No.: TEX 495.66
Reg. No.: 42601 3 Ext Units

Reading & Writing in Content Area

Course No.: TEX 495.76
Reg. No.: 42610 2 Ext. Units

Talented & Gifted: Working with High
Achievers

Course No.: TEX 495.52
Reg. No.: 42591 2 Ext Units

Teaching Diversity: Influences & Issues in the
Classroom

Course No.: TEX 495.63
Reg. No.: 42598 2 Ext Units

Teaching Elementary Math Conceptually: A
New Paradigm

Course No.: TEX 495.73
Reg. No.: 42608 2 Ext. Units

Traumatized Child: The Effects of Stress,
Trauma & Violence on Student Learning

Course No.: TEX 495.57
Reg. No.: 42594 2 Ext Units

Try DI!: Planning & Preparing a Differentiated
Instruction Program

Course No.: TEX 495.77
Reg. No.: 42611 3 Ext. Units

Understanding Aggression: Coping with
Aggressive Behavior in the Classroom

Course No.: TEX 495.53
Reg. No.: 42592 3 Ext Units

Violence in Schools: Identification,
Prevention & Intervention Strategies

Course No.: TEX 495.44
Reg. No.: 42587 2 Ext Units

Understanding & Implementing Common Core
Standards

Course No.: TEX 495.78
Reg. No.: 42612 3 ext Units

Why DI? An Introduction to Differentiated
Instruction

Course No.: TEX 495.74
Reg. No.: 42609 3 Ext. Units

For more information:
Email: learn@csudh.edu
www.csudh.edu/ee/educatoronline.html



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See page 41

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- Try out/finish up a degree program
- Enhance professional skills
- Explore a personal interest

For further information:
www.csudh.edu/open

HEALTHCARE

Degree Programs

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Pharmacy Technician	39

**MS in Health Sciences,
O&P Option**

Orthotics and prosthetics is a specialized health care profession, which combines a unique blend of clinical and technical skills to care for patients who have neuromuscular and musculoskeletal disorders and/or patients who have a partial or total absence of a limb. Orthotists and prosthetists provide treatment that allows these individuals to lead more active and independent lives by collaborating with other members of the healthcare team. This work requires substantial clinical and technical judgment.

At the conclusion of the Orthotic and/or Prosthetic Programs at CSUDH, the student will demonstrate the ability to:

- Perform a comprehensive assessment of the patient to obtain an understanding of the patient's orthotic/prosthetic needs
- Formulate a comprehensive orthotic/prosthetic treatment plan
- Implement the prescribed orthotic/prosthetic treatment plan
- Follow up the treatment plan by providing continuing patient care and periodic evaluation
- Manage the human resources, physical environment, business and financial practices of the O&P office
- Promote competency and enhance professional practice
- Maintain a safe and secure laboratory and clinical environment on behalf of O&P patients,
- Utilize Universal Precautions and Personal Protective equipment in compliance with OSHA's Hazard Communication and blood borne pathogen rulings.
- Practice relationship-centered, culturally sensitive care with individuals and families during all phases of O&P interaction
- Work in interdisciplinary teams during interaction with patients, peers, colleagues, supervisors, and other health team members
- Exhibit ethical behavior in all professional activities
- Provide evidence-based, clinically competent care
- Articulate how the theoretical concepts learned within the didactic coursework are exemplified in clinical settings

CSUDH Orthotic and Prosthetic Education Center
10641 Calle Lee, Suite 185
Los Alamitos, CA 90720
562-735-3300

Master of Social Work

The Program

Given of the diversity of the various ethnic groups and cultures in the LA area, the MSW program at CSUDH will prepare students for contextually competent social work practice, inclusive of issues of culture, race, ethnicity, socioeconomic status, class and gender differences, religion and the effects of bias, prejudice and institutionalized racism.

Upon completion of the MSW program at California State University, Dominguez Hills students will be able to:

- Engage in autonomous professional practice
- Identify the concepts of critical race theory and intersectionality applied to case situations
- Discuss contextually and culturally competent practice in the appropriate setting
- Discuss the roles of advocacy and policy practices as integral components of professional social work practice
- Apply appropriate and valid research methods and other models of critical analysis to the field
- Produce and disseminate scholarly work documenting and assessing effective approaches in this field
- Practice professional relationships with client systems of all sizes using a Community Practice focus.
- Identify and discuss an array of problem solving models
- Apply the knowledge and related practice techniques of two theories appropriately adapted to the field
- Demonstrate skills in building cooperation and collaboration with and among systems of all sizes to impact positive social changes in diverse and complex urban communities.
- Identify and describe skills required to work within and amongst organizations in a variety of roles
- Understand, articulate and adhere to the underlying philosophies and ensuing codes of the highest ethical standards embodied in professional ethics
- Develop capacity to effectively engage in the systematic evaluations of their practice.
- Demonstrate and articulate the value and necessity of lifelong learning as an essential component of professional competence
- Participate in the social work profession, locally, within the state and nationally professional practices.

For further information:
<http://www4.csudh.edu/health-sciences/oandp/msop-option>

For further information:
<http://www.csudh.edu/cps/hhs/sw/pd.htm>

Alcohol and Drug Counseling Certificate

The Program

The Certificate Program in Alcohol/Drug Counseling consists of 11 courses designed to prepare individuals for entry into the field at a professional level. The Certificate is widely recognized by alcoholism treatment centers.

Eligibility Requirements

Students may enter the program in either the Fall or Spring Semester. 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 the applicant is a recovering substance abuser, two years of continuous sobriety is required. Prospective students must complete an application form and supply transcripts and letters of recommendation. Call (310) 243-3782 for more information.

Special Features

CSUDH Extended Education is a Continuing Education PCE Provider (#1675)

Seven courses offered in this program are degree applicable. Courses transferable to the Human Services Program and their equivalents are as follows:

ADX 301 is equivalent to HUS 310
 ADX 304 is equivalent to HEA 315
 ADX 306 is equivalent to SOC 320 or HIS 379
 ADX 351/352 and ADX 353/354 are equivalent to HUS 380/381

Three additional ADX courses can be used as electives.

Students who are majoring in Human Services at CSUDH and who wish to complete the requirements of the Alcohol and Drug Counseling Certificate, the equivalents are as follows:

PSY 367 or HUS 310 is equivalent to ADX 301
 PSY 342 or HEA 315 is equivalent to ADX 304
 SOC 320 or HIS 379 is equivalent to ADX 306

Students with the Bachelor of Arts degree in Human Services must complete the following for the Certificate: ADX 300, ADX 302, ADX 303, ADX 351/352 and ADX 353/354, and ADX 309 or 311. If enrolled in both programs at

once, Human Services students may use any three of ADX 300, 302, 303, 309 and 311 as electives for the major.

Students typically take two years to complete the ADX program.

CAADAC Approved Program

Fall 2015 Application Submission Deadline - Fri. July 10, 2015

Spring 2016 Application Submission Deadline - Tue. Nov 3, 2015

Certificate requirements

Upon satisfactory completion of all ten required courses plus one elective course with a 2.5 grade point average and 300 hours of field work, students will receive a Certificate as recognition of educational achievement and professional status. Students are required to pass each course with a grade of C or better and maintain a 2.5 GPA.

Classes may be taken on an individual basis without formal entrance into the Certificate Program.

Orientation

Attendance is required for newly admitted students and for those whose applications are being reviewed. The Spring orientation is scheduled for **Wed. Aug. 12, 2015 at 6:00pm in EE 1217.**

Courses

Required Courses

Introduction to Alcoholism	ADX 300
Introduction to Counseling	ADX 301
Counseling the Individual	ADX 302
Perspectives on Drug Abuse: Counseling the Substance Abuser	ADX 303
Group Counseling Techniques Seminar in Counseling Fieldwork I	ADX 304
Counseling Fieldwork I	ADX 351
Family Dynamics	ADX 352
Seminar in Counseling Fieldwork II	ADX 353
Counseling Fieldwork II	ADX 354

Elective Courses (Choose One)

Cognitive-Behavioral Treatment for Domestic Violence	ADX 309
Process Addiction	ADX 311

ADX 300-306 and ADX 351-354 are required. Students may choose either ADX 309 or ADX 311.

Costs

Financial aid is available for qualified applicants who are enrolled in the certificate program. Please contact the Director of Financial Aid at (310) 243-3647 for additional information.

Advisory Board

Craig Burazin, Director of Drug and Alcohol Programs, Helpline Youth Counseling, Inc.

Mari Conti, Program Coordinator, Masada Homes

Robbin I. Gregson is a licensed psychotherapist specializing in the treatment of Eating Disorders in the South Bay over the past 20 years. She is currently in private practice.

Chuck Kalajkovic, Clinical Director, Drivers Benefits Inc.

Terese Lang, Primary Counselor, Thelma McMillen Center, Torrance Memorial

Barbara Smith, Program Director, NCADD, South Bay

Bob Tyler, Director of Operations, Twin Town Treatment Centers and immediate past president for CAADAC

Program Instructors

Veronica Bobe-Kollmeyer, M.S. Marriage and Family Therapy, Addiction Specialist, Domestic Violence Counselor, Sexual Assault Crisis Counselor.

Dario L. Ghio, MS in Marriage and Family Therapy, is executive director and founder of Harbor Area Counseling Service, Inc. and Harbor Area Substance Abuse Treatment Center.

Jean Hendricks, Ph.D., is in private practice in Manhattan Beach.

Timothy Hutson, MA, Addiction Specialist with 31 years of counseling experience. Director of the Adolescent Education Program, National Council on Alcoholism and Drug Dependence (South Bay.)

George Melgarejo, MA, CEAP, SAP is a contract manager for United Healthcare, OptumHealth for Raytheon's EAP and has worked in substance abuse for over 32 years.

Victoria Scott, MS, CADII, LAADC has over 21 years of clinical experience in addiction treatment and behavioral health

Toni B. White, LCSW, is a clinical social worker and has a Certificate in Alcohol and Drug counseling from CSUDH.

Board of Behavioral Science
 Provider #PCE 1676

Alcohol and Drug Counseling Certificate

(continued)

SCHEDULED CLASSES

Introduction to Alcoholism

3 Ext Units

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

Date: Aug 24 - Dec 15
 Time: Mon 6:30-9:30pm
 Meetings: 15 (no class 9/7)
 Location: EE 1206
 Fee: \$555
 Instructor: Dario Ghio
 Course No.: ADX 300 Sec 01
 Reg. No.: 42754

Introduction to Counseling Techniques

3 Ext Units

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

1-Hour Information Session

Free to the public

Come learn about the Alcohol & Drug Counseling Certificate Program. You get an overview of the industry and job opportunities.

Call (310) 243-3741 to make your reservation for this free information session.

Date: Oct 14, 2015
 Time: Wed 6:00pm
 Location: CSUDH EE-1213
 Course No.: NAOH 100 Sec 01
 Reg. No.: 42930

Date: Aug 26 - Dec 9
 Time: Wed 6:30-9:30pm
 Meetings: 15 (no class 11/11 & 11/25)
 Location: EE 1206
 Fee: \$555
 Instructor: Jean Hendricks
 Course No.: ADX 301 Sec 01
 Reg. No.: 42755

Counseling the Individual

3 Ext Units

Prerequisites: ADX 300, ADX 301
 This course develops an understanding of the psychological factors in 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.

Date: Aug 24 - Dec 15
 Time: Mon 6:30-9:30pm
 Meetings: 15 (no class 9/7)
 Location: EE 1210
 Fee: \$555
 Instructor: Victoria Scott
 Course No.: ADX 302 Sec 01
 Reg. No.: 42756

Group Counseling Techniques

3 Ext Units

Prerequisite ADX 300 and ADX 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.

Date: Aug 26 - Dec 9
 Time: Wed 6:30-9:30pm
 Meetings: 15
 (no class 11/11 thru 11/25)
 Location: EE 1210
 Fee: \$555
 Instructor: George Melgarejo
 Course No.: ADX 304 Sec 01
 Reg. No.: 42757

Seminar in Counseling Fieldwork I

2 Ext. Units

The Fieldwork course is designed to provide the student with basic understanding of the role of an Addiction Counselor while the student is participating in an internship (ADX 352). The course covers the Twelve Core Functions, State Mandated Reporting Requirements, Legal Aspects, Suicide, and Charting, which are principal applications for paraprofessionals in the Addictions Field. This course utilizes various teaching and instructional modalities accompanied by handouts, recommended book/reading for review, problem solving activities, skill exercises, small group exercises and open guided discussion.

Date: Aug 25 - Dec 8
 Time: Tue 6:30-9:30pm
 Meetings: 12
 (no class 11/10 thru 12/1)
 Location: EE 1206
 Fee: \$370
 Instructor: Toni B. White
 Course No.: ADX 351 Sec. 01
 Reg. No.: 42762

ALCOHOL AND DRUG COUNSELING SCHEDULE

COURSE	TITLE	CREDITS	Fall 15	Spr 16	Sum 16
ADX 300	Introduction to Alcoholism	3 Ext	●	●	
ADX 301	Introduction to Counseling	3 Ext	●	●	
ADX 302	Counseling the Individual	3 Ext	●		●
ADX 303	Perspectives on Drug Abuse: Counseling the Substance Abuser	3 Ext		●	
ADX 304	Group Counseling Techniques	3 Ext	●		●
ADX 351 ADX 352	Seminar in Counseling Fieldwork I Counseling Fieldwork I	2 Ext 1 Ext	Rotates with ADX 353/354		
ADX 306	Family Dynamics & Treatment	3 Ext		●	
ADX 353 ADX 354	Seminar in Counseling Fieldwork II Counseling Fieldwork II	2 Ext 1 Ext	Rotates with ADX 351/352		
ADX 309	Cognitive Behavior Treatment	3 Ext		●	
ADX 311	Process Addictions	3 Ext	●		●

Applications accepted in the Spring and Fall Semesters. Orientation held prior to start of first class. Schedule subject to change.

Alcohol and Drug Counseling Certificate

(continued)

Counseling Fieldwork I

1 Ext. Unit

The ADX 352 Fieldwork component is the first of two fieldwork courses in the Alcohol and Drug Counseling Certificate Program. It is structured to provide guided instructions regarding the professional expectations of working in this field and the practical aspects of Addiction Counseling. It is also designed to meet the initial requirements of the State of California approved substance abuse certifying agencies and provides the "hands-on" experience of being an Addiction Counselor.

The course is driven by the exchange of ideas regarding student experiences encountered while in the field. Discussions will revolve around best practice, service delivery and appropriate conduct as an Addiction Counselor.

Date: Aug 25 - Dec 8
 Time: Tue 6:30-9:30pm
 Meetings: 12
 (no class 11/10 thru 12/1)
 Location: EE 1206
 Fee: \$185
 Instructor: Toni B. White
 Course No.: ADX 352 Sec. 01
 Reg. No.: 42763

Process Addictions

3 Ext. Units

The course provides an introduction to and identification of process addictions, their symptoms and treatment. Process addictions of gambling, gaming, video games, work, internet, sex, cybersex, pornography, spending/debting, shopping, overeating, exercise, social media, chat rooms and Texting will be examined from a developmental, behavioral, familial and cultural perspective.

Impulse control disorder (ICD) will also be examined. Historical perspectives, attitudes and current societal emphasis on these addictions and disorders will be highlighted. Important issues such as incidence of cross addiction and dual diagnosis frequently accompanying these symptoms along with current research will be presented.

Date: Aug 27 - Dec 10

Time: Thurs 6:30-9:30pm
 Meetings: 15 (no class 11/26)
 Location: EE 1206
 Fee: \$555
 Instructor: Timothy Hutson
 Course No.: ADX 311 Sec. 01
 Reg. No.: 42758

Board of Behavioral Science
 Provider #PCE 1676

For more information: Call 310-243-3782
 Email learn@csudh.edu or visit: the website
www.csudh.edu/ee/alcoholdrug.html

Communication Sciences & Disorders Certificate

The Program

The Certificate in Communication Sciences and Disorders is a pre-professional program offering students the prerequisite knowledge that is required for education leading to a career as a Speech-Language Pathologist. Students will be prepared to enter MA/MS programs in Communication Sciences and Disorders or meet the academic requirements for state licensure as a Speech-Language Pathology Assistant. Classes are offered only in the evening and on Saturdays to accommodate students who work full or part time. The program offers students the opportunity to observe certificated, licensed, and credentialed speech and language pathologists in clinical and school settings. Students are trained within a cohort model and are mentored throughout the certificate program.

Employment Outlook

Speech-Language Pathologists work in a variety of settings that offer year round, 1-month, full time, part time, and/or per diem employment. Therapists work in public and nonpublic schools, preschools, community colleges, colleges and universities. They also work in hospitals, individual and family services, out patient care centers, and child care centers. Others choose to work for corporations, in the offices of physicians or other allied health practitioners, or own a private practice.

Courses

Communication Sci. & Disorders CSD 341
 Phonetics CSD 342
 Speech & Language Development CSD 343
 Anatomy and Physiology of the Speech and Swallowing Mechanism CSD 354
 Audiology and Audiometry CSD 355
 Clinical Methods and Procedures CSD 356
 Speech Science CSD 441
 Articulation & Phonologic Disord. CSD 442
 Neurology & Neurogenic Disorders CSD 443
 Childhood Language Disorders CSD 454
 Voice and Fluency Disorders CSD 455
 Aural Rehabilitation CSD 456

Costs

Financial Aid is available for qualified applicants who are enrolled in the certificate program. Please contact the director of Financial Aid at (310)243-3647.

Preparation

Students must hold a BA/BS in a subject area not related to Communication Sciences and Disorders from an accredited institution and have a minimum 3.0 GPA.

For further information or to apply. Please contact: Margaret Dee Parker, Ph.D.
 Program Coordinator
 (310)243-3075
 email: mparker@csudh.edu
www.csudh.edu/ee/commsciencedisorders.html

EKG Technician Certificate of Completion

The Program

This comprehensive 50 hour EKG (Electrocardiograph) Technician Certification Program prepares students to function as EKG Technicians and to take the American Society of Phlebotomy Technician (ASPT) – Electrocardiograph (EKG) Technician exam in addition to other National Certification Exams. This course will include important practice and background information on anatomy of the heart and physiology, medical disease processes, medical terminology, medical ethics, legal aspects of patient contact, the Holter monitor, electrocardiography and echocardiography.

**EKG Technician
Certificate of Completion**

(Continued)

What You Will Learn

EKG Technicians are responsible for performing electrocardiogram tests in order to monitor and record electrical impulses transmitted by the heart. These tests include basic EKGs, Holter Monitoring (portable EKG which records activity for 24-48 hrs.), 12 lead placement and Stress Tests (treadmill). They assist a physician in diagnosing and treating cardiac and blood vessel irregularities.

Employment Outlook

EKG Technicians work in physician offices, hospitals, clinics, and other health care facilities and organizations. EKG Technicians also work for insurance companies to establish health and life insurance policies. Similar to other growing healthcare professions, the demand for EKG Technicians is expected to continue to grow substantially.

Who Should Attend

This is an entry level program geared towards students of all ages wanting to enter the EKG Technician Field.

Eligibility Requirements

Students should possess a high school diploma and GED. Students should have a command of the English language.

Special Features

The EKG Technician Certification Program includes a graded final exam to help prepare students for the ASPT – EKG Technician Exam.

Certificate Requirements

A Certificate is awarded upon successful

Free 1-Hour Information Session

Come learn about the EKG Technician field from an expert. You'll also get an overview of job opportunities in this growing field. Call 310-243-3741 to make your reservation.

Date: Sep 21, 2015
 Time: Mon 6:30pm
 Location: EE 1209
 Course No.: NMEK 100 Sec 01
 Reg. No.: 42753

completion of the program.

Costs

The cost of the program is \$999 which includes the cost of the materials.

SCHEDULED CLASS

EKG Technician Certificate

Noncredit
 Course content includes medical terminology specific to the electrocardiography, care and safety of patients, anatomy of the heart; circulation of the heart and blood vessels, basic EKG interpretation, preparing a patient for an EKG, 12 lead placement, and other roles for the EKG technician.

Date: Oct 5 - Nov 30
 Time: Mon & Wed 6:30pm-10pm
 Meetings: 15 (no class 11/11 & 11/25)
 Location: EE1209
 Fee: \$999
 Instructor: Staff
 Course No.: NMEK 101 Sec 01
 Reg. No.: 42759

For more information:
 Email learn@csudh.edu or
 Visit the website
www.csudh.edu/ee/EKGtech.html

**Medical Insurance
Billing
Certificate of Completion**

The Program

This program is designed to give the students an in-depth understanding of complex issues involved in the medical insurance billing industry.

Employment Outlook

Medical insurance billing is a stable and lucrative field within the medical industry. The business office of every healthcare provider must provide proper documentation to a number of insurance companies for reimbursement for services. Opportunities for employment of insurance billers include physicians' offices, clinics, hospitals, and medical supply companies. The demand is driven by the growing need for healthcare services of an aging population as well as the need for individuals able to handle the complexities of paper and electronic information.

What You Will Learn

Students will gain practical knowledge to enhance their understanding of medical insurance billing practices as well as learn skills required to operate efficiently in today's medical offices, hospitals and clinics.

Who Should Attend

This program is designed to provide students

Notes on chart below:

OPEID is institutional code found on IPEDS
 CIP code may need to be assigned by CO
 Credential level - post baccalaureate certificate 04
 SOC (Standard Operating Code) found at
<http://www.bls.gov/soc/>
 O'NET profiles found at <http://www.onetonline.org/>

Extended Education Gainful Employment Regulation Disclosure Worksheet

Program	OPEID	CIP Code	Occupation Name and SOC Code	O'NET Profiles	Tuition/ Fees	Books/ Supplies	On-time Completion Rate	Median Loan Debt
Alcohol and Drug Counseling	114100	51.1501	21-1011.00 Substance Abuse and Behavior Disorder Counselors	www.onetonline.org/link/summary/21-1011.00	\$4,625	\$1,300	90%	\$12,913
Communication Sciences & Disorders	114100	51.0203	29-1127.00 Speech-Language Pathologists	www.onetonline.org/link/summary/29-1011.00	\$9,000	\$1,200 - 3,000	95%	\$5,444
Combined Orthotics & Prosthetics	114100	51.2307	29-2091.00 Orthotists and Prosthetists	www.onetonline.org/link/summary/29-2091.00	\$31,320	\$2070	97.5%	\$10,148

**Medical Insurance Billing
Certificate of Completion**

(continued)

with comprehensive training in medical insurance billing. Each course will provide building blocks for those seeking a career in a physician's office, hospital or clinic as well as for those who are seeking to augment and improve their skills.

Eligibility Requirements

There are NO special eligibility requirements for this program. Prerequisites are recommended to enhance the learning experience.

Certificate requirements

A Certificate of Completion is awarded upon successful completion of all courses. Those who do not wish to pursue a certificate may take individual courses.

Special Features

Classes are offered on Saturdays at CSUDH campus.

Books & Materials

Books and materials are available in the student bookstore for purchase. Students will use the most current edition of the following textbooks for the entire program:

- Insurance Handbook for the Medical Office with Student Workbook
- Medical Terminology: A Short Course
- ICD-10 PCS 2014 (Official Draft Code Set)
- CPT-4 Coding Book

Students should bring the required text to each class.

Program Instructors

Audra L. Villalobos, President/CEO, Beach Cities Medical Management, Torrance.
Victoria Morgan FHFMA, MS. She is the Principal for Morgan & Associates Health Care Consulting Firm and has over 20 year of experience in healthcare financial management.

Courses

All courses are noncredit.

Medical Terminology NBMB 115

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.

Students should bring the required textbook to class: Medical Terminology: A Short Course

ICD-10 Coding NBMB 116

Prerequisite: Medical Terminology or equivalent coursework and/or experience are recommended.

This course will provide a basic understanding of Diagnosis Coding Principles. The basic steps in coding will be reviewed and students will be able to practice with actual coding exercises. Students should bring the required textbooks to class: ICD-10 PCS 2014 (Official Draft Code Set) & Insurance Handbook for the

Medical Office with Student Workbook.

CPT Procedure Coding NBMB 117

Prerequisite: Medical Terminology or equivalent coursework and/or experience are recommended.

Students will develop a firm foundation for medical insurance billing with a thorough knowledge of 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 the procedure coding systems to help formulate an accurate insurance claim that will maximize reimbursement.

Students should bring the required text to class: CPT-4 Coding Book—latest edition & Insurance Handbook for the Medical Office with Student Workbook

Insurance and Third Party Payers NBMB 111

This course will include detail review of Medicare, Medicaid, 3rd Party Insurance, Worker's Compensation, Blue Cross and Managed Care. Emphasis will include providing payers with "clean claims" and techniques to employ to minimize claims denials.

Regulatory Requirements

– **HIPAA Compliance & Ethics** NBMB 113

This course will focus on the Regulatory Requirements impacting the operation of the Healthcare/Physician Practice. Major topics include:

- Regulatory Agencies
- Fraud & Abuse
- False Claims Act
- Medical Necessity Denials
- Compliance programs for Physician Offices
- Compliance Programs for 3rd party billing

Medical Insurance Billing - Saturday Classes

Course	Dates	Mtgs	Day - Time	Instructor	Location	Fee	Course No.	Reg. No
Medical Terminology	Aug 8-15	2	Sat 8:30am-2pm	Villalobos	SAC 1104	\$130	NBMB 115-1	30245
Special Topics: ICD-10 Diagnosis Coding	Aug 22-29	2	Sat 8:30am-2pm	Villalobos	SAC 1104	\$130	NBMB 995-1	42362
CPT Procedure Coding	Sep 12-19	2	Sat 8:30am-2pm	Villalobos	SAC 1106	\$130	NBMB 117-1	42371
Medical Terminology	Oct 10-17	2	Sat 8:30am-2pm	Villalobos	SAC 1104	\$130	NBMB 115-1	42360
Insurance and Third Party Payers	Oct 24 - Nov 7	3	Sat 8:30am-2pm	Morgan	SAC 1104	\$190	NBMB 111-1	42364
Office & Insurance Problem Solving	Nov 14	1	Sat 8:30am-2pm	Morgan	SAC 1104	\$90	NBMB 112-1	42367
Inpatient / Outpatient Facility Billing	Nov 21	1	Sat 8:30am-2pm	Morgan	SAC 1104	\$90	NBMB 114-1	42369
Medical Insurance Computer Billing and Applied Billing Techniques	Dec 5	1	Sat 8:30am-2pm	Morgn	SAC 1104	\$90	8NBMB 114-1	42373

Medical Insurance Billing Certificate of Completion

(continued)

- companies
- Healthcare Insurance Portability & Accountability Act (HIPAA)
- Ethics

Office & Ins. Problem Solving NBMB 112
This course provides details concerning the Operations within a Medical Practice such as: Job Descriptions, Human Resources Office Operations, and Best Practices. Topics will also include follow-up procedures, collections and utilization of electronic media to improve cash flow and minimize errors.

Medical Insurance Computer Billing and Applied Billing Techniques NBMB 118
Medical Terminology, ICD-9 & CPT Coding are suggested prerequisites for the class.

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. This course will also provide hands-on practice with the opportunity to simulate common activities in a "day in the life" of a Medical Office biller. Focus will include collecting data, charges and coding to create "clean" claims. Students should bring all required textbooks to class.

Inpatient / Outpatient Facility Billing NBMB 114
This course will focus on entities which bill for facility charges using the UB-92. Specialized billing requirements for Hospital Inpatients, Outpatients, Therapies, and Home Health will be covered. Reimbursement systems such as Diagnostic-Related Groups (DRGs) and Outpatient Prospective Payment System (OPPS or APCs) will be reviewed.

For more information:
Call (310) 243-3741
Email bwald@lists.csudh.edu or Visit the website: www.csudh.edu/ee/medicalinsurancebilling.html

Pharmacy Technician Certificate of Completion

The Program
This comprehensive 50-hour course will prepare students to enter the pharmacy field and take the Pharmacy Technician Certification Board's PTCB exam. Technicians work in hospitals, home infusion pharmacies, community pharmacies and other health care settings – working under the supervision of a registered pharmacist.

What You Will Learn
Pharmacy Technicians work in pharmacies under the direction of a pharmacist. Their main responsibility is filling prescriptions

Free 1-Hour Information Session
Come learn about the pharmacy field from an expert. You'll also get an overview of job opportunities in this growing field.
Call 310-243-3741 to make your reservation.

Date: Sep 22, 2015
Time: Tue 6:30pm
Location: EE 1213
Course No.: NHEx 100 Sec 01
Reg. No.: 42747

according to doctors' orders. Pharmacy Technicians prepare medications for dispensing to patients. This generally includes retrieving drugs in the correct dosage form and strength, measuring the appropriate amount of drug and producing a prescription label. Pharmacy Technicians work with drugs to be administered orally, topically, for the eye, nose, etc. Depending upon the practice setting, a Pharmacy Technician is also involved in the admixture of drugs for intravenous use. Other duties include checking inventories and ordering supplies, receiving and checking in supplies, and assisting customers

Employment Outlook
Employment of pharmacy technicians is expected to increase by 32 percent from 2006 to 2016. The increased number of middle-aged and elderly people—who use more prescription drugs—will spur demand for technicians. In addition, as scientific

Medical Insurance Billing - Weeknight Classes								
Course	Dates	Mtgs	Day - Time	Instructor	Location	Fee	Course No.	Reg. No
Medical Terminology	Aug 11-18	3	Tu-Th 6:30-9:50pm	Villalobos	SAC 1106	\$130	NBMB 115-2	30329
Special Topics: ICD-10 Diagnosis Coding	Aug 20-27	3	Tu-Th 6:30-9:50pm	Villalobos	SAC 1106	\$130	NBMB 995-2	42363
CPT Procedure Coding	Sep 3-10	3	Tu-Th 6:30-9:50pm	Villalobos	SAC 1104	\$130	NBMB 117-2	42372
Insurance and Third Party Payers	Sep 15 - Oct 1	5	Tu-Th 6:30-9:30pm	Villalobos	SAC 1104	\$190	NBMB 111-2	42365
Regulatory Requirements – HIPAA, Compliance & Ethics	Oct 6-13	3	Tu-Th 6:30-9:50pm	Villalobos	SAC 1104	\$130	NBMB 113-2	42366
Office & Insurance Problem Solving	Oct 20-22	2	Tu-Th 6:30-9pm	Villalobos	SAC 1104	\$90	NBMB 112-2	42368
Medical Insurance Computer Billing and Applied Billing Techniques	Oct 27-29	2	Tu-Th 6:30-9pm	Villalobos	SAC 1104	\$90	NBMB 118-2	42374
Inpatient / Outpatient Facility Billing	Nov 17-19	2	Tu-Th 6:30-9pm	Villalobos	SAC 1104	\$90	NBMB 114-2	42370

**Pharmacy Technician
Certificate of Completion**

(continued)

advances bring treatments for an increasing number of conditions, more pharmacy technicians will be needed to fill a growing number of prescriptions. Good job opportunities are expected for full-time and part-time work, especially for technicians with formal training or previous experience.

Who Should Attend

This is an entry level program geared towards students of all ages wanting to enter the Pharmacy Technician Field.

Eligibility Requirements

Students should have a command of the English language.

Special Features

This comprehensive 50-hour course will prepare students to enter the pharmacy field and take the Pharmacy Technician Certification Board's PTCB exam. The program is offered in the evenings to accommodate working adults.

Certificate Requirements

A Certificate is awarded upon successful completion of the program.

Costs

The cost of the program is \$1199 which includes the cost of the materials.

Scheduled Classes

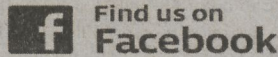
Pharmacy Technician Certificate

Noncredit

Course content includes medical terminology specific to the pharmacy, reading and interpreting prescriptions and defining drugs by generic and brand names. Students will learn dosage calculations, I.V. flow rates, drug compounding, dose conversions, dispensing of prescriptions, inventory control and billing and reimbursement.

Date: Oct 6 - Nov 24
 Time: Tue & Thu 6:30pm-10pm
 Meetings: 15
 Location: EE1221
 Fee: \$1199
 Instructor: Staff
 Course No.: NMPH 101 Sec 01
 Reg. No.: 42748

For more information:
 Email learn@csudh.edu or on the web:
www.csudh.edu/ee/pharmacy.html



**Master of Science
Quality Assurance**

Online!

**Concentrations in:
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Service**

For further information:
 See Page 52
www.csudh.edu/msqa
msqa@csudh.edu
 310-243-3880

Earn a
Master's Degree
 in
Public Administration
 (MPA)

online

See Page 4

**Humanities (HUX)
Master of Arts
40 Years of Achievement in
Distance Learning**



**IT'S YOUR WORLD: LEARN IT
IT'S YOUR DEGREE: EARN IT!**

The Humanities Master of Arts (HUX) program celebrates the Humanities, distance learning, and YOU!

Educators, military officers, administrators, and professionals in business, healthcare, and law pursue advanced study of the humanities to develop abilities to think and write critically, interpret cultural values, and design and present research projects. Graduates of the HUX M.A. program include nationally known broadcasters, military leaders, innovative educators, screen writers, marketing professionals, and college faculty.

The Program

The M.A. in Humanities program offers advanced disciplinary and interdisciplinary study of the Humanities: History, Literature, Art, Philosophy and Music. Courses are structured as independent studies, guided by expert faculty and offered via correspondence with online support, to engage distance learners in the region and around the world. The curriculum addresses the needs of those interested in deepening their knowledge of the arts and Humanities in innovative, practical, and global contexts. The HUX program enables students to

- Examine a broad range of texts and cultural artifacts
- Apply frameworks for organizing cultural knowledge
- Apply rhetorical and critical thinking competencies in academic and practical contexts
- Apply knowledge and values derived from the Humanities to engage and impact communities--local, national, and global
- Explain human experience and creativity from multiple perspectives

The way this program is structured is almost revolutionary. It's structured but still allows its students to creatively explore their fields of study and be independent... This program has been ahead of its time.

David Marks
HUX M.A. Grad

Special Features

- All courses offered in convenient year-round trimesters, with no campus attendance required.
- Opportunities for mentored independent study
- Disciplinary, Interdisciplinary, and Creative Study concentrations available
- Capstone Experience: Formal thesis or project
- Admission with B.A. or B.S., not necessarily in the Humanities, from a regionally accredited college or university; GPA 3.0 or better in last 60 semester (90 quarter) units of upper division course work attempted. (Inquire about special consideration.)

HUX students regularly take top honors in the CSUDH Graduate Thesis/Project of the Year.

We invite you to join us! For more information or to apply, please review our website at

www.csudh.edu/hux
or contact us at

Humanities Master of Arts External Degree (HUX) Program
California State University Dominguez Hills
SAC 2-2126
1000 E. Victoria St.
Carson CA 90747
310 243-3743



MA Humanities CSU Dominguez Hills

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through

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University**

For further information:
www.csudh.edu/open
310-243-3741
eeinfo@csudh.edu

Learn to
plan, write and manage
successful grants

**Grant Writing
Certificate Program**

See page 22

International Programs

The College of Extended and International Education provides education and training for international students inbound to CSUDH as well as outbound programs for CSUDH students and faculty.

The International Campus

California State University, Dominguez Hills (CSUDH) reflects the international flavor of Los Angeles. CSUDH, one of the most diverse student populations in the country, hosts students and faculty from all over the globe, sends students and faculty to study and teach abroad, and offers short-term education and training programs for students and professionals. Our American Language and Culture program helps students to raise their English skills to the level necessary for university study, and the Open University enables students take courses prior to formal admission. For further information, please visit <http://www4.csudh.edu/ceie-intl>

The American Language & Culture Program (ESL)

English as a Second Language

The American Language and Culture Program at California State University, Dominguez Hills is an Intensive English Program (IEP). ALCP offers a complete program of 18 plus hours of classes Monday through Thursday. On Fridays interesting and relaxing outings such as trips to Southern California tourist attractions, parties to celebrate an American tradition or holiday, on-campus picnics; on-campus arts, music and theater events, movies, and sports events. These activities are offered to allow students to practice their English skills in fun and interesting environments. Courses are divided into grammar, writing, reading, conversation, and listening. Each student is placed into each of these areas so they can study with others of the same skill level. Courses offered at all levels for international students, business people, tourists, and new

residents who wish to improve their English language skills..



TOEFL Waiver and International Admissions

If you are an international student interested in applying to CSUDH, and would like English language preparation to help you pass the TOEFL exam, contact please ALCP. International Students can meet the university English admission requirements without taking the TOEFL or IELTS tests through the University TOEFL Waiver program at ALCP. For more information contact ALCP.

Conditional Admission

Conditional Admission allows academically qualified students to be accepted to the university after they study in our American Language and Culture Program (ALCP) and meet the university's English language requirement (TOEFL or IELTS). Students seeking a conditional admission should contact ALCP for guidance and assistance.

Conversation & Listening Class

These classes offer extensive individual student practice in speaking and listening. 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 in classroom situations which make extensive use of pair work, small group discussions, and information-sharing activities. These face-to-face discussions simulate real-life

social interactions, encouraging the use of eye contact, exclamations, questions, accurate intonation, and emotional tone.

Writing Class

These classes emphasize the process of writing strategies from basic sentences through research papers. Each class teaches organizational patterns such as generalizing, describing, defining, and expressing cause and effect. In order to gather data for their writing assignments, students share their ideas, opinions, and suggestions in pairs, small groups, and whole-class discussions. These brainstorming activities lead to teacher and peer analysis of student essays where the focus is on topic sentences, supporting facts, discourse markers, and concluding sentences.

Electives

(vary session to session) Pronunciation, TOEFL Preparation, Vocabulary, American Idioms, Language Through Media, American Culture.

Grammar Class

These classes present important grammatical structures in written and spoken language. In-class grammar exercises, homework and tests are given in each level to help students increase their mastery over the grammar skills learned in class.

Reading/Vocabulary Class

These classes help students increase their vocabulary within the context of meaningful, high-interest readings. Students learn the skills needed to analyze meanings of unfamiliar words and then incorporate them into active everyday use. Reading assignments focus on an integrated approach that uses a variety of topics, genres, moods, and styles. Students read a variety of interesting subjects and examine them through paired discussions, small group work, and whole-class activities.

The American Language & Culture Program (ESL)

(Continued)

Tutoring

ALCP students may sign up for additional no-cost one-on-one tutoring. This time may be allotted to those students who are most in need of assistance at the faculty's discretion.

The American Language and Culture Program offers this eight-week intensive English language program with six levels, six times a year for students with academic or professional goals. The staff and teachers help students with a wide range of personal and academic needs, besides providing information on the many points of interest in the Los Angeles area. Campus facilities such as the library, computerized language and listening lab, cafeteria, swimming pool, tennis courts, soccer fields, and gymnasium are available to ALCP students.

2015 Schedule

Fall Session A

Testing &

Orientation Date: Aug 24 & 25
 Class Dates: Aug 26 - Oct 9
 Tuition: \$2,400

Fall Session B

Testing &

Orientation Date: Oct 19 & 20
 Class Dates: Oct 21 - Dec 11
 Tuition: \$2,400

Study Abroad America

Study Abroad America (SAA) is a non-degree program where international students visit the California State University, Dominguez Hills campus for a semester or two.

International students can attend university credit courses without formal admission or university exchange agreement. Study Abroad America (SAA)

provides an incredible cultural and academic learning opportunity. Students experience American culture, learn in interesting university classes, enjoy beautiful Southern California weather, and make lasting friendships.

SAA is designed for students who have met the TOEFL requirement or who have received high scores on placement tests. Students who do not meet the English proficiency requirement may need to complete a semester or more of intensive English courses in our ALCP before enrolling in university courses.

For information on English language programs and Study Abroad America: (310) 243-3830
 email: alcp@csudh.edu
www.csudh.edu/alcp

International Training Programs

The College of Extended and International Education is one of the university's outreach tools to link California State University, Dominguez Hills (CSUDH) to the world's diverse communities. We believe our efforts to share our economic, cultural and social developments benefit not only the communities we serve but also the University.

Our program provides information for diverse audiences that include government officials, business executives, scholars, and students. We can customize a variety of academic programs, including classroom instruction, field visitations, internships, and professional appointments.

The programs build cultural and business bridges between the U.S., California, and countries outside the U. S. and foster increased exchange between organizations and individuals in economic, governmental, academic, and civic sectors. To ensure the success of our programs, we work closely with our university faculty and with expert professionals in California companies and government agencies at the state, county, city, and national level.

Short-term training programs can be from one week to three months.

For further information:
 310-243-3972
mcasner@csudh.edu
<http://www.csudh.edu/iec/training.html>

Study Abroad

California State University at Dominguez Hills offers many study abroad programs and teaching abroad opportunities, including:

- CSU International Programs (IP) is the overseas study program of the CSU system. Full year programs are offered over 70 institutions of higher learning in 17 countries.
- CSUDH faculty develop and offer varied international learning opportunities for CSUDH students, including study abroad, field study, and travel study programs. Faculty-led international programs have focused on many issues, ranging from Meso-American Ethnoecology in Chiapas, Mexico, Sociology/Anthropology in Cambodia and Cuba, field study classes in Archaeology, to research projects in Australia, Costa Rica and Ethiopia.
- University Study Abroad Consortium (USAC) USAC offers semester and summer programs in 18 countries
- CSUDH campus-based Overseas Programs
- CSU Sister Campus Overseas Study Programs

Teaching Abroad

There are many opportunities for credentialed teachers to teach abroad in Europe, Asia, and elsewhere during the school year and at international children's summer camps.

For more information regarding study abroad and teaching abroad programs:
 310-243-3919
iec@csudh.edu
www.csudh.edu/iec

Master of Arts in Negotiation, Conflict Resolution and Peacebuilding

Online

The online Master's Degree program in Negotiation, Conflict Resolution and Peacebuilding at California State University, Dominguez Hills teaches participants valuable negotiation, conflict resolution and peacebuilding skills, techniques and knowledge that may be applied directly to law enforcement work, counseling, education administration, human resources management, labor relations, law, business negotiations, supervision and administration, government and the foreign service.

Other career applications include alternative dispute resolution (ADR) services such as mediation, negotiation, arbitration, public policy advising, social work, teaching, non-profit organization management, resolution of inter-cultural and community conflicts, corporate contracts and purchasing.

Mediation and Conflict Resolution Certificate Program

The Program

The State of California increasingly favors resolving disputes before they evolve into litigation or, alternatively, before litigation requires a trial. Mediation is the primary method of "alternative dispute resolution" because it allows disputants to resolve their issues voluntarily and quickly with the aid of a trained mediator, thereby reducing costs for both the disputants and the court system. CSUDH College of Extended and International Education's Mediation and Conflict Resolution Certificate Program offers the most comprehensive training available in any single-semester program in this fast-growing field.

This extension certificate program consists of three courses and awards four (4) graduate extension units. It combines theory with application and practice over the duration of one semester.

What You Will Learn

The Mediation and Conflict Resolution

Program actively engages mediation providers in the community to develop opportunities for its students. Participants receive hands-on mediation and conflict resolution training that actively reinforces the classroom training.

Who Should Attend

Because this certificate program is so comprehensive, it is also valuable for those seeking careers or career advancement as counselors, educational administrators, teachers, human resource professionals, managers and others who must deal with conflict in professional and personal situations.

Eligibility Requirements

To be admitted into the program, an applicant must:

- Have a bachelor's degree from an accredited college or university
- Have been in good academic standing at the last educational institution attended
- Have a strong command of English both orally and in writing.

Program Benefits

Students will have the opportunity to network with LA's top mediators and work directly with organizations that utilize mediators. Students who complete the program receive a

NEGOTIATION, MEDIATION & LEGAL

Degree Programs

Master of Arts Negotiation, Conflict Resolution Peacebuilding 44

Certificate Programs & Courses

Mediation & Conflict Resolution Certificate 44
Paralegal Certificate 45

The program involves a comprehensive study of the practical skills, techniques, methods, theory, and research needed to be an effective mediator, negotiator and conflict manager. The degree addresses many needs of beginning and mid-career professionals in law enforcement, government, business, and non-profit organizations, and those interested in a career change. Additionally, participants will improve their computer, listening, speaking, writing, critical thinking and problem solving skills.

For further information:
email: learn@csudh.edu
<http://www4.csudh.edu/ncrp-ma>

certificate intended to satisfy the educational requirements of the Dispute Resolution Program Act (DRPA) of California. Students in the Negotiation, Conflict Resolution and Peacebuilding Masters program at CSUDH will be able to use these courses as electives in their program. Students are eligible for MCLE credit.

Certificate Requirements

A CSUDH certificate in Mediation and Conflict Resolution will be issued to learners who successfully complete the requirements of the program as outlined. Participants must earn a cumulative GPA of 2.7 or higher with no course grade below a C.

Required Courses

Fundamental Mediation Skills and Techniques	MCX 551
Mediation Practicum	MCX 552
Diversity & Cross-Cultural Communication for Conflict Resolution	MCX 555

The courses are to be taken concurrently.

Cost

The cost of the program is \$2496

Program Instructors

Jack R. Goetz, Esq., MBA, PhD, Academic Lead, has over 30 years as a law professor and bar exam expert. He was the founding

Mediation and Conflict Resolution Certificate Program

(Continued)

dean and president of Concord Law School, the nation's first fully online nationally accredited law school.

Jennifer L. Kalfsbeek, PhD, is Assistant Dean, Tseng College: Graduate, International and Midcareer Education, CSUN. Jennifer has over 20 years of higher education experience including online teaching and learning.

Scheduled Classes - Fall 2015

Fundamental Mediation Skills and Techniques

2 units

This comprehensive course will guide participants through learning, applying, and practicing fundamental skills in conflict resolution and mediation through course instruction, role playing, and simulations. Participants will also attain a comprehension-level understanding of the legal nuts and bolts essential to mediating litigated cases. Finally, participants will learn case management processes, from intake to resolution, with various conflict resolution providers in the community. The objective of this course is to provide participants with the theoretical framework for mediation and to synthesize the practical and communication skills learned in concurrently-taken courses. Participants are encouraged to become reflective practitioners.

Date: Sep 12 - Dec 5
 Time: Sat. various times
 Meetings: 6
 Location: (TBA) and online
 Fee: \$1,248
 Instructor: Goetz
 Course No.: MCX 551 Sec 35
 Reg. No.: 42778

Mediation Practicum

1 unit

The objective of this practicum is for participants to gain practical experience in the community and further refine their mediation skills and conflict-resolution training developed in their concurrently taken courses. Participants will engage in 5 sessions of mediation experience in litigated cases (civil harassment and small claims) in

Free Information Session

Call 310-243-3741 to make your reservation.

Date: Aug 15, 2015
 Time: Sat. 10am - Noon
 Location: EE 1206
 Course No.: NMCR 100 Sec 01
 Reg. No.: 30914

Los Angeles Superior Court courtrooms throughout the county, followed by submission of assignments and discussions synthesizing those experiences with the theory learned in the concurrent courses.

Date: Sep 12 - Dec 5
 Time: Weekdays
 Meetings: 5
 Location: Los Angeles Superior Courthouses
 Fee: \$624
 Instructor: Goetz
 Course No.: MCX 552 Sec 01
 Reg. No.: 42779

Diversity & Cross-Cultural Communication for Conflict Resolution
 1 unit

This online course will prepare students with the knowledge and skills necessary to communicate with cross-cultural competence. Students will learn and comprehend the underlying influences that culture and differences have on belief systems, perceptions, and communication styles. They will gain expertise in how to effectively bridge differences to discover common meaning and reach common goals.

Satisfactory completion of this course is a pre-requisite to satisfying the classroom requirements under the California Dispute Resolution Program Act (DRPA).

Date: Sep 12 - Dec 5
 Location: Online
 Fee: \$624
 Instructor: Kalfsbeek
 Course No.: MCX 555 Sec 41
 Reg. No.: 42780

For more information:
 email: learn@csudh.edu
 Visit the website
www.csudh.edu/ee/mediation.html



The Paralegal Certificate Course®

Online!

The Program

This intensive, nationally acclaimed program is designed for beginning as well as advanced legal workers. The complete Paralegal Certificate Course – (Core and Advanced)– can be completed in four seven-week sessions.

What You Will Learn

Students will be trained to assist trial attorneys, interview witnesses, investigate complex fact patterns, research the law, and assist in preparing cases for courtroom litigation. The instruction is practice-oriented and relates to those areas of the law in which legal assistants are most in demand. There are no prerequisites, but students will be expected to complete a significant amount of homework for each weekly session. This program will help students learn new marketable job skills and increase their office's efficiency, productivity, and billable hours.

Students will receive a certificate after successfully completing the Core; and another certificate for successfully completing the Advanced. To receive a Certificate, students must pass twelve quizzes and successfully complete five legal document writing assignments. Certificates will be mailed to successful graduates within 4 to 6 weeks of completion of the Core and the Advanced portions of the course.

All classes are online.

These Certificates provide an individual with the recognition that he or she has achieved the level of professional knowledge and

The Paralegal Certificate Course® Online!

(Continued)

competency necessary to work within the legal field, and it is designed to satisfy the requirements of California Business Professionals Code §6450.

Texts

For the most up-to-date list of texts needed for the CORE go to: <http://www.legalstudies.com/courses/paralegal.htm#onlinebooks>
For the most up-to-date lists of texts for the Advanced: <http://www.legalstudies.com/courses/advancedparalegal.htm>

Additional textbooks will vary depending on the topic(s) taken.

There are **no refunds**

Financial Aid

Sallie Mae Career Training Loan:
1-888-2-SALLIE, www.salliemae.com
Wells Fargo Student Loan: 800-658-3567 or www.wellsfargo.com/student

Scheduled Classes

Paralegal Certificate Core

Noncredit

Subject matter to be covered in Core includes:

- Legal Terminology, Documents, Ethics, and the Litigation Process
- Introduction to the Evidentiary Predicate
- Identifying Relevant Authority
- Introduction to Legal Research
- Legal Research Practice
- Legal Writing, Appellate Procedure
- Introduction to Computers and Law Office Administration

Paralegal Certificate Core

Date: Aug 24 - Dec 4
(No classes - week of 10/10)
Fee: \$1289
Course No.: NBLG 201 Sec 42
Reg. No.: 41942

Paralegal Certificate Core

Date: Oct 19 - Feb 26
(No classes from 12/5 - 1/10)
Fee: \$1289
Course No.: NBLG 201 Sec 41
Reg. No.: 20306

Paralegal Certificate Core

Date: Jan 11 - Apr 22
(No classes - week of 2/27)
Fee: \$1289
Course No.: NBLG 201 Sec 42
Reg. No.: TBA

Paralegal Certificate Advanced

Noncredit

To receive a certificate, students must complete at least 6 of the 15 substantive law topics. Students may choose any of the following topics:

- Advanced Legal Research
- Bankruptcy Law
- Business Law and Practices
- Constitutional Law and Civil Liberties
- Criminal Law
- Criminal Procedure
- Education Law
- Estate Planning: Probate, Wills and Trusts
- Family Law
- Immigration Law
- Intellectual Property Law
- Mediation and Other Forms of ADR
- Real Property Law
- Victim Advocacy
- Water Law

Paralegal Certificate Advanced

Date: Aug 24 - Dec 4
(No classes - week of 10/10)
Fees: \$1,800
Course No.: NBLG 202 Sec 42
Reg.No.: 41952

Paralegal Certificate Advanced

Date: Oct 19 - Feb 26
(No classes from 12/5 - 1/10)
Fee: \$1,800
Course No.: NBLG 202 Sec 41
Reg. No.: 20307

Paralegal Certificate Advanced

Date: Jan 11 - Apr 22
(No classes - week of 2/27)
Fee: \$1,800
Course No.: NBLG 202 Sec 42
Reg. No.: TBA

The Center for Legal Studies

For more information:
learn@csudh.edu
<http://www.csudh.edu/paralegalonline>

Convergence Media Certificate of Completion

Learn how to promote your business or event through Social Media

See Page 22

OPEN University

Open University is a program that permits members 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.

For more information 310-243-3741
www.csudh.edu/open

OSHA



OSHA Training Institute Education Center at California State University, Dominguez Hills

Bringing the Training Conveniently On-Site...Saving Lives, Saving Money.

The Center for Training and Development at CSUDH is working with the Dominguez Hills OSHA Education Center to deliver on-site, customized training to company sites. Deeply discounted rates are available to groups of 15 students or more. Contact the Center for Training and Development at (310) 243-3355 for further details.

Don't have a group big enough...? Volume discounts are available for companies and organizations sending five or more participants to one of our regular classes. Contact the Center for Training and Development at (310) 243-3355 to register your group or to receive further information.

Reward Your Training Efforts....Earn the CSUDH Advanced Certificate in Safety and Health....

Participation in the OSHA courses at the Dominguez Hills OSHA Education Center can earn you professional recognition when you receive the Advanced Certificate in Safety and Health! This Certificate consists of two required courses and five electives. Complete Certificate information can be found at www.csudh.edu/osha

Recognizing courses taken at other OSHA Education Centers....

The Dominguez Hills OSHA Education Center recognizes courses taken at other authorized OSHA Education Centers across the country by accepting up to four courses taken

through them towards meeting the requirements of the CSUDH Advanced Certificate in Safety and Health. Full details and the certificate application can be found at the www.csudh.edu/osha

Where Military Service counts!

CSUDH has a proud tradition of serving America's military. The recognition of training taken at OTIECs across the nation and the world by service members is just one example! Learn more about our other military friendly policies by visiting www.csudh.edu/military

Earn the CSUDH Advanced Certificate in Safety and Health on Weekends!

The Dominguez Hills OSHA Education Center offers students the option of completing the Advanced Certificate in Safety and Health in six months or less through participation in weekend and evening courses. All Certificate guidelines apply. Any student may take the accelerated courses on a space-available basis although priority seating will be given to those students who sign up for five or more accelerated courses at once. For complete Certificate guidelines see www.csudh.edu/osha

Become a Trainer: Participate in FOUR OSHA Outreach Trainer Programs....

The Dominguez Hills OSHA Education Center offers four OSHA authorized Train-the-Trainer programs in **Construction, General Industry, Maritime Safety and Disaster Site Worker**. If you have the required experience (requirements differ for each program) this can be an excellent opportunity to become an authorized Trainer for your company, or to build your own business! Consult www.csudh.edu/osha for further information.

Trainer Programs offered on weekends in Carson, the Inland Empire, Orange County, and Las Vegas

Don't have the time to become a Construction

ENVIRONMENTAL HEALTH and SAFETY

Certificate Programs

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 Occupational Safety for Managers & Supervisors Certificate of Completion 49
 Security for Managers & Supervisors Certificate of Completion 50

Training

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or General Industry Trainer during the week? Weekend Train-the-Trainer programs are available in Carson, the Inland Empire and Orange County....check www.csudh.edu/osha

Apply your Training to a Bachelor's Degree

Through a partnership with Columbia Southern University courses taken through the Dominguez Hills OSHA Education Center can be applied to an online Bachelor's Degree in Occupational Safety & Health offered by Columbia Southern University. For further information contact Columbia Southern directly at www.columbiasouthern.edu/osha or by calling (800) 977-8449. Students enrolled in or graduated from the CSUDH Advanced Safety and Health Certificate will receive a 10% tuition discount for courses taken through Columbia Southern University.

SPECIAL Discount for America's Military and Veterans!

Military personnel, and veterans receive a 10% discount on all CSUDH OTIEC courses. Details at www.csudh.edu/osha

Questions: osha@csudh.edu or (310) 243-2425
 To enroll: 877-GO-HILLS (877-464-4557)

Quarterly CalOSHA Update

CSUDH

Course #	Course Title	Section	Course Credit	Dates:	Fee	Location	Time	Reg. No
OSX 995	Cal/OSHA Quarterly Update	03	0.2 CEUs	Nov 13, 2015	\$25	EE-1213	12-3pm	42837
NQUA 495	Cal/OSHA Quarterly Update	048	0 CEUs	Nov 13, 2015	\$0	EE-1213	12-3pm	42619

Seating is limited so register early! Call 310-243-3741

Advanced Safety & Health Certificate

The Advanced Safety & Health Certificate from the CSUDH OSHA Training Institute Education Center will provide experienced and entry-level safety professionals with critical knowledge and practical experience in safety and safety standards.

Participants Will:

- Learn how to apply OSHA federal and state safety regulations to reduce hazards and increase safe working conditions
- Identify safety standards and regulations impacting today's workplace
- Network with other safety professionals and potential employers
- Gain skills needed to earn advancement or promotion
- Access the most up-to-date safety and health information available

Certificate Requirements:

To be awarded the CSUDH Advanced Safety & Health Certificate participants must complete both OSHA 510 or 511, OSHA 521 and five eligible electives (see list below). At least three of the courses, including the final two, must be completed through the CSUDH OTI Education Center. All courses must be completed within a 5 year period.

For more information, please visit www.csudh.edu/osha/AdvancedSafetyandHealth.html.

REQUIRED COURSES

OSHA 510 Occupational Safety and Health Standards for the Construction Industry
 or OSHA 511 Occupational Safety and Health Standards for General Industry.
 and OSHA 521 OSHA Guide to Industrial Hygiene

CERTIFICATE ELECTIVES (Complete five)

- | | |
|--|--|
| OSHA 2015 Hazardous Materials | OSHA 2045 Machinery and Machine Guarding Standards |
| OSHA 2225 Respiratory Protection | OSHA 2255 Principles of Ergonomics Applied to Work-Related Musculoskeletal and Nerve Disorders |
| OSHA 2264 Permit-Required Confined Space Entry | OSHA 3095 Electrical Standards |
| OSHA 3015 Excavation, Trenching and Soil Mechanics | OSHA 6000 Collateral Duty for Federal Employees |
| OSHA 3115 Fall Protection | OSHA 501 General Industry Train-the-Trainer |
| OSHA 500 Construction Train-the-Trainer | OSHA 5119 OSHA Standards for General Industry - California |
| OSHA 5109 OSHA Standards for the Construction Industry - California | OSHA 5410 OSHA Standards for the Maritime Industry |
| OSHA 5400 Maritime Industry Train-the-Trainer | OSHA 7505 Introduction to Accident Investigation |
| OSHA 5600 Disaster Site Worker – Train-the-Trainer | OSHA 5410 OSHA Standards for the Maritime Industry |
| OSHA 40-Hour Hazwoper | |
| EM 385-1-1 Construction Safety Hazard Awareness Course for Contractors | |

All CSUDH OTIEC classes are held from 8am-5pm except where indicated.

For further information: (310) 243-2425 • osha@csudh.edu • www.csudh.edu/osha/advancedsafetyandhealth.html

Certificate In Healthcare Facilities

The Program

The Certificate in Healthcare Safety is designed for the professional in the healthcare environment who is responsible for the safety of patients, employees, and visitors. A Certificate in Healthcare Safety will provide a solid foundation to assist one in facilitating institutional compliance with OSHA regulations and meeting The Joint

Commission (TJC) standards as they relate to the environment of care.

To earn a Certificate in Healthcare Safety, the professional will have to successfully complete course work in OSHA general industry standards, bloodborne pathogens, airborne pathogens, hazardous materials, fire and life safety, and emergency management. Course content will specifically address conducting risk assessments, the Hospital Incident Command System (HICS), NFPA's Life Safety Code®, and The Joint Commission's Statement of Conditions™.

Required Courses

- OSHA 511 Standards for General Industry (4 day course)
- OSHA 7200 Bloodborne Pathogens (1 Day course)
- OSHA 7210 Pandemic Influenza & Airborne Transmissible Diseases (1 day course)
- Hazardous Materials within the Healthcare Environment (1 day course)
- Emergency Management within the Healthcare Environment (1 day course)
- Fire & Life Safety within the Healthcare Environment (1 day course)
- Basic Life Support –American Heart Association (1 day course)

For further information: (310) 243-2425 • osha@csudh.edu • www.csudh.edu/osha/healthcare-facilities-certificate.html

Occupational Safety for Managers and Supervisors Certificate of Completion

Notice: This certificate is in the process of closing. The last semester of classes offered will be in fall 2015. Remaining students will be able to complete the program through OSHA courses.

The Program

Designed for Health & Safety officers and those planning to enter the field, this program will provide skills and fulfill requirements necessary to function in a Health and Safety Department and to administer health and safety programs in an industrial setting.

All program instructors are experienced practitioners in their field of expertise. Courses are offered at convenient times to meet the needs of working adults.

On-site instruction is available.

Who Should Attend

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

Eligibility Requirements

This program is open to all students interested in learning more about environmental and occupational health & safety.

Special Features

Courses are offered for Continuing Education Units (CEUs). Nationally recognized standards govern attendance requirements to earn CEU credit. A permanent record of attendance is established and students may obtain a copy of their transcripts by calling the

Records Office at (310) 243-3621. CSUDH is an MCLE Provider (#3897) for HEX 946.

Certificate Requirements

A Certificate of Completion is awarded upon successful completion of six required courses. Classes may be taken in any order according to individual needs.

Students not pursuing the certificate may take individual classes.

Required Courses

Foundations of Safety and Health Program Administration	HEX 981
Recognition and Control of Workplace Hazards	HEX 979
CAL OSHA Law / Appeals	HEX 994
Introduction to Workers' Compensation	HEX 947
Introduction to Ergonomics	HEX 920
Industrial Accident Investigation	HEX 946

Advisory Committee

Dan Leiner, MS, RSSP, Area Manager, California OSHA Consultation Service

Michael Nicolas, President, California Loss Control

Mark Pisani, Cal/OSHA Sr. Safety Engineer.

John Sterritt, MBA, Director, Health & Safety, Los Angeles Unified School District

Crist Wagner, Safety Consultant

Class Schedule

Foundations of Safety and Health Program Administration

2.0 CEUs

Class covers 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.

Date:	Aug 1-22
Time:	Sat 8:00am – 1:15pm
Meetings:	4
Location:	SAC 1106
Fee:	\$295
Instructor:	Mark Pisani
Course No.	HEX 981 Sec 01
Reg. No.	30180

Recognition and Control of Workplace Hazards

2 CEUs

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

Date:	Sep 1-29
Time:	Tues 6-10:15pm
Meetings:	5
Location:	SAC-1106
Fee:	\$320 (includes workbook)
Instructor:	John Sterritt
Course No.	HEX 979 Sec 01
Reg. No.	42393

Intro to Ergonomics

2 CEUs

Focuses on basic principles and applications of ergonomics, as applied to the office and industrial environments. Students will gain knowledge in the following areas: ergonomics as a science, the prevention of cumulative trauma disorders, program implementation strategies, workplace design, and current standards.

Date:	Oct 3-24
Time:	Sat 8am -1:15pm
Meetings:	4
Location:	SAC 1108
Fee:	\$320 (includes workbook)
Instructor:	John Sterritt
Course No.	HEX 920 Sec 01
Reg. No.	42394

For more information:
www.csudh.edu/ee/eohs.html
 email: learn@csudh.edu

Security for Managers and Supervisors

Certificate of Completion

Notice: This certificate is in the process of closing. The last semester of classes offered will be in Fall 2015.

The Program

The program provides managers and prospective managers who have both safety and security responsibilities within their organizations with practical, hands-on training in how to implement and maintain a safe and secure work environment. All program instructors are experienced practitioners in their field of expertise.

Classes are scheduled in the evenings and/or weekends to meet the needs of working adults.

What You Will Learn

Course instruction and materials will provide participants with the tools and guidelines required to manage security issues in the workplace. Participants will learn to:

- Identify workplace security issues
- Manage security concerns
- Conduct accident/incident investigations
- Address issues related to terrorism, natural disasters and workplace violence
- Understand privacy and ethics considerations

Who Should Attend

Individuals responsible or seeking responsibility for implementing and maintaining a safe and secure work environment including:

- Health and Safety professionals
- Security personnel
- Managers
- Supervisors
- Human Resource Directors
- Risk Managers

Eligibility Requirements

This program is open to all students interested in learning more about workplace safety and security practices.



Special Features

This program is recognized by the California Society of Safety & Security Professionals (CSSSP), FEMA and the Department of Homeland Security. Courses are offered for Continuing Educational Units (CEUs). Nationally recognized standards govern attendance requirements to earn CEU credit. A permanent record of attendance is established and students may obtain a copy of their transcripts by calling the Records Office at (310) 243-3621

Certificate Requirements

A Certificate of Completion is awarded upon successful completion of six required courses plus one elective course. Elective courses are offered to suit the needs of individuals from various industries. Classes may be taken in any order according to individual needs.

Required Courses

Security and Loss Prevention	HEX 989
Organizational Preparedness for Disasters	HEX 996
Introduction to Cyber Security	HEX 993
First Responders	HEX 992
Terrorism & Violence in the Workplace	HEX 983
Introduction to Security Management	HEX 982A

REQUIRED COURSES

Role of First Responders

2 CEUs

This course identifies situations requiring emergency first aid treatment and prepares managers/supervisors with the ability to respond with proper personnel and prioritize emergency care for sick and injured until medical help can be obtained.

Date: Oct 3-24
 Time: Sat 8am-1:15pm
 Meetings: 4
 Location: SAC 1-1106
 Fee: \$295
 Instructor: Crist Wagner
 Course No.: HEX 992 Sec 01
 Reg. No: 42390

Intro to Cyberspace Security

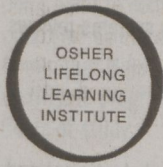
2 CEUs

This course provides essential knowledge to leverage best practices, regulatory requirements and information concerning real-world attacks on the overall security posture of an organization. Modification of employee attitude towards security behavior is emphasized.

Date: Oct 31 - Nov 21
 Time: Sat 8am-1:15pm
 Meetings: 4
 Location: SAC 1-1106
 Fee: \$295
 Instructor: Monard
 Course No.: HEX 993 Sec 01
 Reg. No: 42392

CSUDH is a recognized provider for Registered Environmental Health Specialist (REHS) Continuing Education Contact Hours. Most courses in our Environmental Occupational Health and Safety and Security Programs are eligible. Please contact osha@csudh.edu for details. For more information: www.csudh.edu/ee/safetysecurity.html

Osher Lifelong Learning Institute (OLLI)



You are invited to become a member of OLLI at CSUDH.

OLLI at CSUDH provides innovative educational programs for people over 50+

who are excited about learning for the sake of learning. OLLI at CSUDH offers a variety of stimulating courses, lectures, activities and interest groups. Learning takes place in a relaxed and supportive environment on campus where the only prerequisite is a desire to learn. See our website for descriptions of courses and activities:
<http://www.csudh.edu/olli/>

OLLI at CSUDH Benefactors

Support for CSUDH's Osher Lifelong Learning Institute comes from the Bernard Osher Foundation, CSUDH College of Extended & International Education, and OLLI at CSUDH members. There are 115 Osher Lifelong Learning Institutes in the United States.

OLLI at CSUDH Membership and Benefits

Annual membership fee is only \$30. Some courses and activities require additional nominal fees. Call (310) 243-3741 to register.

Benefits of CSUDH OLLI membership include

- Osher Lecture Series fall and spring
- Computer and technology training for lifelong learners
- CSUDH Student ID card
- OLLI catalogs and frequent updates on campus events
- Reduced rates for auditing campus courses through Open University
- State-of-the-art classrooms and computer labs
- Bookstore discounts on computer products

OLLI@CSUDH Contact Information

Registration Office 310-243-3741
 OLLI at CSUDH Office 310-243-3208 olli@csudh.edu
 OLLI at CSUDH Website <http://www.csudh.edu/olli/>

To receive an OLLI at CSUDH catalog
 Call: 310-243-3208

OLLI at CSUDH MEMBERSHIP FORM

(July 1, 2015 - June 30, 2016)

TO REGISTER: Make checks for \$30 payable to CSUDH. Or call our registration office at 310-243-3741 to register by credit card.

Name: _____

Address: _____

City: _____ Zip: _____

Phone: () _____

email: _____

Date of Birth: _____

MAIL CHECK AND REGISTRATION TO:

OLLI at CSUDH
 California State University Dominguez Hills
 College of Extended & International Education, EE-1300
 1000 East Victoria Street
 Carson, CA 90747

Contribute to OLLI!

Please consider making a tax deductible gift to the Osher Lifelong Learning Institute at CSU Dominguez Hills and add your name to our growing list of OLLI supporters. Your generosity will assure that many more OLLI members will enjoy the benefits of our learning-in-retirement program for generations to come.

To make a contribution, please contact the OLLI office at 310.243.3208 or olli@csudh.edu.

OLLI at CSUDH Omnilore Program



Omnilore is a program of OLLI at CSUDH and is available to members for an additional fee of \$90.

Omnilore features a peer-led study discussion format. Omnilore classes meet at the Edison Center in Redondo Beach in either room 5 or room 6.

Call (310) 370-9522 to learn more about peer-led courses.

Before registering in the peer-led program, a prospective member is required to attend an Omnilore orientation session. See website (www.omnilore.org) for orientation dates, or call 310-370-9522

Quality Assurance Master of Science Online

The Program

The demand for individuals with industry-specific technical, management and team-based problem-solving skills is increasing as developments in science and technology advance. A degree in Quality Assurance is extremely versatile and provides graduates with many career options.

What You Will Learn

Program options are offered in Manufacturing as well as Service and Health Care. Students can customize their program of study to include areas of personal and professional interest. Through the program, students acquire knowledge and skills in the following areas:

- Managing a quality organization
- Planning and implementing a quality assurance program
- Troubleshooting and solving quality problems, both administrative and technical
- Incorporating quality concepts and human factor techniques in the design of organizational operations
- Creating and managing supplier control systems
- Developing and analyzing statistical process control charts

- Developing and analyzing acceptance sampling plans
- Design of experiments (analysis of variance techniques)
- Performing quality cost analysis
- Performing reliability maintainability, and safety systems reviews
- Performing quality system audits.
- The ISO 9000 Series of Quality System Standards

Who Should Attend

The MSQA is ideal for creative thinkers who can apply technical and statistical principles and enjoy solving problems to increase safety and efficiency in crucial industries. The MSQA prepares professionals in manufacturing, service, government, and healthcare for career advancement. Professionals in the following fields, among many others, will benefit: quality, manufacturing, engineering, science, management, health care, government, utilities, retail, insurance, telecommunications, banking, finance, education, entertainment, transportation and other service industries.

Schedule available at: www.csudh.edu/msqa

For further information: <http://www4.csudh.edu/qa-mslearn@csudh.edu>

Leader in Quality Assurance Education

Online

On Site

CSUDH offers a full range of educational opportunities in Quality ranging from degree programs and certificate programs to seminars on cutting edge topics. Learn how to apply Quality management methods to manufacturing and service enterprises from instructors who are professionals in Quality fields. All MSQA programs are available in-house at your site. Contact msqa@csudh.edu

Quality Assurance Bachelor of Science & Quality Assurance Bachelor of Science with Measurement Science Option

The Program

Quality Assurance is an interdisciplinary profession practiced by management and technical personnel responsible for planning and assuring the quality of products and services. The BSQA program blends studies of the basic sciences, technologies, management principles, quality concepts and statistical tools needed to prepare professionals for careers in Quality Assurance, and enhance the careers of working Quality Assurance professionals. For those students more interested in the technical areas of Quality, there is a Measurement Science option.

The program is designed primarily as an upper division transfer program for students who have completed the majority of their lower division general education courses. The online program requires no on-campus attendance. Courses are offered throughout the year on a trimester basis. Enrollment in courses is permitted to qualified students before admission.

Schedule available at: www.csudh.edu/bsqa

For further information: <http://www4.csudh.edu/qa-bs/indexlearn@csudh.edu>

What You Will Learn

The BSQA program:

- prepares professionals in Quality Assurance for careers in the design, development, manufacture and support of products and service
- meets the needs and interests of the Quality Assurance professional through a combination of theoretical and practical course work, independent study, and interaction with fellow students and leading professionals
- provides an interdisciplinary approach that blends the basic sciences, technologies, management principles, quality concepts and statistical tools
- provides a well-rounded learning experience as well as preparation for advanced studies (e.g. Masters Degree) through a broad curriculum that includes a culminating project
- enables students to customize their programs of study to include areas of personal and professional interest
- develops problem-solving skills with a customer-based focus leading to the continuous improvement of process, product and service

Quality Certificates

The Program

Need certification in Quality Assurance, but don't want to commit to the entire MSQA program? California State University, Dominguez Hills has Quality Assurance certificate programs available in specialized fields of study.

Certificates of Completion

To earn a certificate students should complete three graduate level courses and the associated capstone course from the MSQA program.

Certificate in Management Quality /Organizational Excellence

Quality Function Management & TQM	QAS 511
Quality Project Management & Productivity	QAS 518
Supplier Quality Assurance	QAS 526
Quality Measurement	QAS 527
Certified Quality Manager / Organizational Excellence Preparation (capstone)	NBQA 701

Certificate in Quality Engineering

Advanced Probability & Statistics	QAS 510
Statistical Quality Control & Sampling	QAS 513
Advanced Experimental Design	QAS 514
Certified Quality Engineer Preparation (capstone)	NBQA 702

Certificate in Quality Auditing

Quality Function Management & TQM	QAS 511
ISO 9000 and the Audit Function	QAS 525
Supplier Quality Assurance	QAS 526
or	
Quality Measurement	QAS 527
Certified Quality Auditor (capstone)	NBQA 703

Certificate in Reliability Engineering

Advanced Probability & Statistics	QAS 510
Reliability	QAS 512
Statistical Quality Control & Sampling	QAS 513
Certified Reliability Engineer Preparation (capstone)	NBQA 704

Certificate in Software Quality Engineering

Software Reliability	QAS 523
Advanced Probability & Statistics	QAS 510

Statistical Quality Control & Sampling QAS 513
 Certified Software Quality Engineer NBQA 705

Certificate in Service Quality Assurance

Students who complete the four required courses for the Master of Quality Assurance -- Service with a cumulative GPA of 3.0 (B) or better will receive a Professional Certificate issued through the California State University, Dominguez Hills Division of Extended Education. Admission to the University is not required, but a bachelor's degree which includes some probability and/or statistics is a requirement. Exceptions to this requirement can be approved by the MSQA program coordinator, at (310) 243-3352.

Courses required for the Certificate in Service Quality Assurance

Quality Function Management & TQM (3)	QAS 511
Statistical Quality for Service Professionals (3)	QAS 530
Customer Satisfaction & Quality Assurance (3)	QAS 531
Q A for the Service Delivery Process (3)	QAS 532

ASQ Exam Preparation Quality Capstone

The Program

California State University, Dominguez Hills, in cooperation with the American Society for Quality in Los Angeles, can help you prepare for ASQ exams. This certification is a recognized professional accomplishment bound to enhance your career and personal marketability. Capstone courses provide a complete overview of the Body of Knowledge prescribed by ASQ and CSU Dominguez Hills for each discipline. These courses prepare a student for certification by ASQ or registration as a Professional Quality Engineer, PE, by the state of California. These courses also serve as a final review for a series of four courses that result in a certificate of competence in a specialized area of Quality. Each student will receive a certificate of

Quality Assurance

Degree Programs

- Master of Science Quality Assurance Options in Manufacturing Service & Healthcare (Online) 52
- Bachelor of Science Quality Assurance (Online) 52
- B.S. Quality Assurance Measurement Science Option (Online) 52

Certificate Programs

Project Management	14
Service Quality Assurance Certificate (Online)	53

Certificates of Completion & ASQ

Exam Prep Courses Online

Calibration Technician Engineer	.53
Mgmt/Organizational Excellence	.53
Quality Engineering	.53
Quality Auditing	.53
Reliability Engineering	53
Software Quality Engineer	53

completion following successful completion of a capstone course. ASQLA will award 0.1 Re-certification Units (RU's) per hour of classroom instruction to those students who successfully complete each course. Cost of each course is \$350.

Online Classes

NBQA 701 Certified Quality Management / Organizational Excellence Exam Prep.

NBQA 704 Certified Reliability Engineer (CRE) Exam Preparation

NBQA 702 Certified Quality Engineer (CQE) Exam Preparation

NBQA 703 Certified Quality Auditor (CQA) Exam Preparation

NBQA 705 Certified Software Quality Engineer Exam Prep

NBQA 709 Certified Calibration Technician Engineer Exam Prep

For information on scheduling for NBQA 701, NBQA 702, NBQA 703, and NBQA 706 please contact the MSQA program coordinator, Dr. Milton Krivokuca at (310) 243-3352 or by email at mkrivokuca@csudh.edu.

Sports & Recreation

- Personal Fitness Trainer Certificate of Completion54
- Sport & Fitness Psychology Certificate (Online)54

Personal Fitness Trainer Certificate

The Program

Whether you are looking to change careers or just want to enhance your knowledge, this course provides you with all the information you need to become a Certified Personal Trainer.

What You Will Learn

The course is taught over an eight-week period consisting of 16 hours of lectures including the following topics: anatomy, exercise physiology, nutrition, musculoskeletal injuries, and health screening. The program also includes 16 hours of "hands-on" practical training that prepares you to work individually with clients. Written and practical lab testing will be held on the 9th week.



Employment Outlook

Top personal fitness trainers make \$60,000 or more a year while the median salary is nearly \$30,000 according to the Bureau of Labor Statistics. Employment in California for fitness trainers is due to increase over 50% from 2002 to 2012.

Who Should Attend

Must be 18 years or older.

Eligibility Requirements

There are no prerequisites required for the program. Proof of CPR is required before the certificate can be issued.

Special Features

A thirty-hour internship will help prepare you to work in the fitness field. W.I.T.S. is an approved CEU provider for International Association of Continuing

1-Hour Orientation

Free to the public. Come learn about the personal Fitness Training Certificate program from the experts. You'll also get an overview of the personal fitness training industry and trends. Call 310-243-3741 to make your reservation for this free orientation meeting.

Date: Sep 9, 2015
 Time: Wed 6:30pm
 Location: EE 1213
 Course No.: NHEX 100 Sec 01
 Reg. No.: 42760

Education and Training (IACET), Board of Certification for Athletic Trainers (BOC) and the American Occupational Therapy Association (AOTA). College credits towards a degree can also be acquired through our affiliation with the American Council on Education.

Now approved by AOTA for Occupational Therapists!

We are proud to announce that we have been approved by the American Occupational Therapy Association (AOTA) for Occupational Therapists in the U.S.

Certificate requirements

The National Exam is held on the 9th week. Proof of CPR/AED and internship is required before the certificate can be issued.

Costs, Books, & Materials

Students are also required to purchase a textbook, *Fitness Professional's Handbook*, 6th edition by Howley and Franks.

Students are to read chapters 1, 2, 6 and 27 for the first class.

Scheduled Classes

Fitness Certification

This course includes 16 hours of lectures that include the following topics: anatomy, exercise physiology, nutrition, musculoskeletal injuries, and health screening. It also includes 16 hours of "hands-on" practical training covering evaluating clients, equipment usage, biomechanics or exercise and weight-training techniques and program design.

Date: Sep 26 - Nov 21
 Time: Sat 9am-2pm

Meetings: 9
 Location: EE 1210 & Fitness Center
 Fee: \$524
 Instructor: WITS Staff
 Course No.: NHEX 110 Sec 01
 Reg. No.: 42761

Date: Sep 27 - Nov 22
 Time: Sun 9am-2pm
 Meetings: 9
 Location: EE 1210 & Fitness Center
 Fee: \$524
 Instructor: WITS Staff
 Course No.: NHEX 110 Sec 02
 Reg. No.: 42769



www.facebook.com/pages/Virginia-Beach-VA/World-Instructor-Training-Schools/178390557941

For more information:
www.csudh.edu/ee/personalfitnesstrainer.html or
 WITS Customer Service: (888) 330-9487
csdept@witseducation.com
 or visit www.witseducation.com.

Sport & Fitness Psychology Online Certificate Program
 Achieve optimal performance & apply team-building techniques

Program Description

The online Sport & Fitness Psychology Certificate Program addresses a growing demand for techniques that contribute to optimal performance. Participants will acquire an understanding of psychological principals and knowledge that enhance sports performance, teamwork, fitness, and well-being. This is not a certificate in coaching. Courses focus on the psychological aspects of performance, teamwork and fitness.

This is an academic Certificate Program, consisting of five senior-level courses, each carrying three semester units. Take one course or complete the certificate.

Online!

**Sport & Fitness
Psychology Online
Certificate Program**

(Continued)

Location

Courses are offered online using the Blackboard course management system and can be taken anytime, anywhere.

Who Should Attend

Anyone involved in sports, fitness, coaching, and team building, such as athletes, trainers, coaches, fitness instructors, managers, health professionals, therapists, and individuals interested in performance and psychology.

Parent coaches will learn how to build cooperative teams. High school coaches can use these courses towards a teaching credential. Fitness instructors can increase their employability. Athletes have an opportunity to advance their careers.

Faculty

Beverly B. Palmer, Ph.D. Professor, Department of Psychology, California State University, Dominguez Hills. Dr. Palmer is an expert in creating online instructional programs that are maximally interactive and engaging. Dr. Palmer has a private practice as a clinical psychologist.

Mark Cartiglia, Ph.D. Instructor, Department of Psychology, California State University, Fullerton. His areas of interest include psychological testing and sport psychology.

Courses

PSY 480 Sport Psychology

In-depth analysis and application of psychological principles and research in motivation, psychophysiology, personality, cognition, and emotion in sport settings.

PSY 481 Applied Sport and Fitness Psychology

Scientific research results in the field of psychology are used to illustrate how participation in sports and physical activity can facilitate psychological development and physical well-being.

PSY 482 Psychology of Coaching and Team Building

Group processes, team-building techniques, leadership skills, and interpersonal communication skills will be applied to the enhancement of team sports performance and individual well-being.

"I thoroughly enjoyed your Sport and Fitness Psychology courses. The certificate program well exceeded my expectations. It has provided me with knowledge that I am applying on a daily basis to assist others in our physical readiness programs. Thank you."

-Chad W., Coach,
U.S. Navy's Fitness Program

PSY 483 Contemporary Issues in Sport and Fitness Psychology

Psychological theories will be applied to the identification and treatment of problems people who participate in sports may have as well as applied to the promotion of mental health.

PSY 486: Internship in Sport and Fitness Psychology

Supervised application of psychological principles applied to sports and fitness to promote performance and optimal well-being.

Course outlines available at:
www.csudh.edu/sportpsychology

Online Schedule Fall 2015

Sport Psychology
3 Units

Introductory course in the Sport & Fitness Psychology Certificate program. You will learn about the important role psychology is playing in the world of sports today. Topics include the importance of personality, temperament and mood in sports setting; issues in youth sports, including emotional abuse and exploitation; strategies to prevent excess stress and burn out in young athletes; strategies to facilitate character development in athletes of all ages; psychological techniques that improve performance.

Date: Aug 12 - Oct 7
Location: online ☑
Fee: \$280
Instructor: Mark Cartiglia, PhD
Course No.: PSY 480 Sec 41
Reg. No.: 43004

Psychology of Coaching and Team Building
3 Units

Group processes, team-building techniques, leadership skills, and interpersonal communication skills will be applied to the enhancement of team sports performance and individual well-being. Learn to use effective coaching and team-building tools in sports, whether you are a professional coach, high school coach, parent

coach, or athlete. This course shows you how these tools can be used in a variety of everyday situations.

Date: Sep 21 - Oct 30
Location: online ☑
Fee: \$280
Instructor: Beverly Palmer, PhD
Course No.: PSY 482 Sec 41
Reg. No.: 43005

Contemporary Issues in Sports and Fitness Psychology
3 Units

This course examines contemporary issues and controversies in the world of sports today. This includes topics such as violence in sports, race and ethnicity in sports, economic issues related to sports, youth sports, sports and the media, student athletes in high school and college, and performance-enhancing substances.

Date: Oct 15 - Dec 10
Location: online ☑
Fee: \$280
Instructor: Mark Cartiglia, PhD
Course No.: PSY 483 Sec 41
Reg. No.: 43006

Internship in Sports and Fitness Psychology
3 Units

Prerequisites Completion of PSY 480, 481, 482, 483; permission of coordinator
This course provides supervised application of psychological principles applied to sports and fitness exercise. Students will apply psychological principles; create individualized fitness programs; identify individual sports and exercise needs and implement a program to meet those needs; train individuals in techniques to improve team performance; describe ethical issues in delivery of sports and exercise services.

Course requirements include identification of an appropriate fieldwork site, completing supervised hours at a site, and submitting weekly written logs. This course is graded CR/NC only.

Date: Aug 24 - Dec 4
Location: on site & online ☑
Fee: \$280
Instructor: Beverly Palmer, PhD
Course No.: PSY 486S Sec 41
Reg. No.: 43007

For more information:
Contact Dianne Vogel at ddavila@csudh.edu
Visit the program website
www.csudh.edu/sportpsychology/

Test Preparation Courses

The Program

The BTPS 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 college and graduate entrance examinations. These programs are now offered at 30 universities, colleges and law schools. 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.

Program Instructors

The staff is comprised of math and reading specialists and other expert instructors who are fully credentialed and have advanced degrees.

SCHEDULED CLASSES

CBEST

(California Basic Educational Skills Test)

Date: Sep 19 - Oct 3
 Time: Sat 9am-3pm
 Meetings: 3
 Location: SAC 1104
 Fee: \$315
 Course No.: NXCB 101 Sec 01
 Reg. No.: 42805

CSET Multiple Subjects Exam

(California Subjects Exam for Teachers)

Date: Oct 31 - Nov 14
 Time: Sat 9am-5pm
 Meetings: 3
 Location: SAC 1108
 Fee: \$415
 Course No.: NXCS 101 Sec 01
 Reg. No.: 42806

GMAT

(Graduate Management Admission Test)

Date: Sep 27 - Oct 18
 Time: Sat 9am-3pm
 Meetings: 4
 Location: EE 1206
 Fee: \$425
 Course No.: NXGM 101 Sec 01
 Reg. No.: 42804

GRE Review

(Graduate Record Exam – General Test.)

Date: Oct 3-24
 Time: Sat 9am-1pm
 Meetings: 4
 Location: EE-1221
 Fee: \$425
 Course No.: NXGR 101 Sec 01
 Reg. No.: 42803

Additional Test Preparation courses will be offered in the Spring 2016

See website for scheduled classes

www.csudh.edu/ee/testprep.html

Professional Certification Training

CSUDH Extended Education offers numerous courses to prepare for academic and professional exams.

Meeting and Event Planning Certification Training

Professional Meeting Planner (PMP)

Project Management Certification Training

Project Manager Professional (PMP) Certification

American Society for Quality (ASQ) Certification Training

ASQ Certified Calibration Technician Engineer (CCTE)
 ASQ Certified Quality Auditor (CQA)
 ASQ Certified Quality Engineer (CQE)
 ASQ Certified Quality Manager (CQM)
 ASQ Certified Reliability Engineer (CRE)
 ASQ Certified Software Quality Engineer (CSQE)

Society for Human Resource Management (SRHM) Certification

Society for Human Resource Management (SHRM) Certification Prep

For more information:

Email: learn@csudh.edu or

visit the website:

www.csudh.edu/ee/testprep.html

You can take
University classes

RIGHT NOW!

through

Open University

Open University is a program that permits members 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.

For further information:

www.csudh.edu/open

310-243-3741

learn@csudh.edu

Registration Information

Who May Register

Extension classes are open to the public. You do not need a college degree to be registered in an Extended Education program at the University. Please note, however, that registration in the College of Extended & International Education does not constitute admission to California State University, Dominguez Hills.

Four Ways to Register



Register By Mail:

Complete the Registration Form at the end of this catalog and mail it to:

CSU Dominguez Hills
Registration Office, EE 1100
1000 East Victoria Street
Carson, CA 90747

Include your check, money order or credit card information; do not send cash.



By Phone:

You may register by phone with your VISA/ MasterCard/ Discover Card by calling (310) 243-3741, Monday through Thursday 8am - 8pm; Friday 8am - 5pm and 8am-1:30pm on Saturdays.



In Person:

You can register in person at the College of Extended & International Education Registration Office located on the CSU Dominguez Hills campus, EE 1100. The Office accepts checks, money orders, Visa, MasterCard and Discover Card (no cash). Hours are 8am-8pm Monday-Thursday, 8am-5pm Friday and 8am-1:30pm Saturdays.



MyCSUDH: College of Extended & International Education students who have previously taken a class at Dominguez Hills can register via MyCSUDH: <http://my.csudh.edu>

Or go to <http://www.csudh.edu> and go to the MyCSUDH link to register.

For credit courses, click on Student Center, and then on link "Add a Class". Students enrolling in non-credit and CEU courses click on Non-Credit Enrollment first and then enroll. To complete the online registration process, students must pay in full at the time of registration. Fees MUST be paid at the time of registration. After adding a course, be sure to click on "Account Inquiry" from the pull down menu, then click on "Make a Payment" from the pull down menu, select appropriate term, and pay with VISA, MasterCard, or Discover Card.

Acceptable forms of payment are Visa Card, MasterCard, or Discover Card. Students will be disenrolled from classes by 8am next business day if payment is not received at the time of registration.

Early Registration

Reasons to Enroll Early in Extension Courses

- It's a fact—all classes need a minimum number of students. Enroll early to make sure that classes you want can be held.
- Many of the most popular classes fill quickly. Be sure that you have a place in the class you want by enrolling early.
- There are several easy ways to enroll early; when you do, you will be mailed a confirmation receipt to take to the first class meeting.

Fee Payment

Students are required to pay in full for their courses at the time of registration. The fees for courses 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 or Discover card payable to CSUDH in the exact amount required. Registration will not be considered complete until all fees are paid. Fees and refunds are subject to change.

Credit and Debit Card Payment Non-Refundable Convenience Fee

A 2.75% non-refundable convenience fee will be charged to all credit and debit card payments. This fee goes directly to the third party processor PayPath™ to cover fees charged by the card companies. Debit cards are processed as credit cards and are subject to the 2.75% non-refundable convenience fee.

Confirmation/Receipts

You are considered officially enrolled when your registration fees are paid and your registration form has been received. You will receive confirmation of enrollment via e-mail, provided we have a valid e-mail address for you on record. Additionally, 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 confirmation is 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 College of Extended & International Education's office at your earliest convenience.

Returned Checks

There is a \$25.00 service charge for checks returned for any reason.

Refund of Fees

You must file appropriate forms in the College of Extended & International Education 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 College of Extended & International Education. The effective date of the refund is the day the forms are received by the Office of the College of Extended & International Education. To receive a refund of fees for any course, you must notify of College of Extended & International Education in writing between the hours of 9am and 4pm at least two working days before the course begins. You will be asked to submit a written request to our office for a refund of fees. If you need to withdraw on or after the day of the first class meeting, notify the Extended Education Registration office immediately. Refunds are granted in accordance with the State refund schedule.

- If a 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 \$10 processing fee for credit courses)
- If you withdraw after the first class and before the first 25 percent of the course has elapsed, 65 percent of the total fee will be refunded
- After 25 percent of the course time has elapsed, no refund will be made
- Courses of four meetings or less, or four weeks or less, no refund will be made.

Above refund policies do not apply to courses that are offered in partnership with other educational entities. These include, but are not limited to, the following partners: VESI, SHRM, WITS, CCI and the Center for Legal Studies.

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; you will be assessed a \$25.00 dishonored check fee plus an additional \$25 late registration charge.

Official Withdrawal from Credit Courses

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 transcript. Drops or complete withdrawals may be processed via MyCSUDH during this period. If a student wishes to withdraw at any time during the course, they may do so for serious and compelling reasons only. A student may request to withdraw with a "W" grade by submitting a change of program form with the signatures of their instructor, department chair and dean, as well as a petition for exception with attached documentation supporting the reason for withdrawal.

Registration Information

(Continued)

One Week Courses

On the first day of the week of the session, a student may withdraw and no grade is assigned; the enrollment does not appear on the student's transcript. Drops or complete withdrawals may be processed via MyCSUDH during this period. After the first day of the week of the session, a student may request to withdraw for serious and compelling reasons only. A student may request to withdraw with a "W" grade by submitting a change of program form with the signatures of their instructor, department chair and dean, as well as a petition for exception with attached documentation supporting the reason for withdrawal.

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 transcript. After the first three days of the first week, a student may request to withdraw for serious and compelling reasons only. A student may request to withdraw with a "W" grade by submitting a change of program form with the signatures of their instructor, department chair and dean, as well as a petition for exception with attached documentation supporting the reason for withdrawal.

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 transcript. After the first week, and prior to the last two days of the session, a student may request to withdraw for serious and compelling reasons only. A student may request to withdraw with a "W" grade by submitting a change of program form with the signatures of their instructor, department chair and dean, as well as a petition for exception with attached documentation supporting the reason for withdrawal, and documentation of illness or accident.

Four And Five Week Courses

During the first week, a student may withdraw and no grade is assigned. No signatures are required if a four or five week course is dropped during the first week. Prior to the last four days of the session, (a student may withdraw with a "W" with the signatures of the instructor and school dean. During the last four days of the session, a student may petition to withdraw with a "W" grade for serious and compelling reason, with the signatures of the instructor and school dean.

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. A student may withdraw with a "W" grade by submitting a change of program form with the signatures of their instructor, department chair and dean, a petition for exception with attached documentation supporting the reason for withdrawal, and documentation of illness or accident.

Courses of more than Eight Weeks

For courses longer than eight weeks, refer to the withdrawal policy in the University catalog: <http://www3.csudh.edu/student-affairs/admissions-and-records/records/add-drop/default.html>

Withdrawal from classes during final exam week (last week of session) is not permitted,

except in such cases as accident or serious illness where circumstances causing the withdrawal are clearly beyond the student's control, and the assignment of a grade of Incomplete is not practical. A student may withdraw with a "W" grade by submitting a change of program form with the signatures of their instructor, department chair and dean, a petition for exception with attached documentation supporting the reason for withdrawal, and documentation of illness or accident.

A student who does not officially withdraw shall receive "F" or "WU" grades for all courses on his/her official record.

Instructions for Withdrawal for Serious and Compelling Reasons

Student sends a packet of materials to: Extended Education Registration Office, EE 1100 Attn: CEE Registrar College of Extended and International Education California State University, Dominguez Hills 1000 E. Victoria St. Carson, CA 90747 310-243-3741 ceereg@csudh.edu

Packet should include:

- Add/Drop form, which can be found at <http://www3.csudh.edu/student-affairs/admissions-and-records/docs/change-of-program-add-drop.pdf>
- Petition for exception form, which can be found at <http://www3.csudh.edu/student-affairs/admissions-and-records/docs/form-petition.pdf>
- Letter or e-mail explaining serious and compelling reason for requesting withdrawal, including documentation
- Instructor approval memo or email
- \$10 petition fee payment (check or money order payable to CSUDH)

Instructions for Withdrawal for Medical Emergency

Student sends a packet of materials to: Extended Education Registration Office, EE 1100 Attn: CEE Registrar College of Extended and International Education California State University, Dominguez Hills 1000 E. Victoria St. Carson, CA 90747 310-243-3741 ceereg@csudh.edu

Packet should include:

- Add/Drop form, which can be found at <http://www3.csudh.edu/student-affairs/admissions-and-records/docs/change-of-program-add-drop.pdf>
- Petition for exception form, which can be found at <http://www3.csudh.edu/student-affairs/admissions-and-records/docs/form-petition.pdf>
- Letter or e-mail explaining serious and compelling reason for requesting withdrawal
- Documentation of illness or accident
- Instructor approval memo or email
- \$10 petition fee payment (check or money order payable to CSUDH)

Note. Students are limited in the amount of times they can withdraw from courses. See <http://www4.csudh.edu/university-catalog/index> for more information.

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.

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 from the University. When you pre-enroll, therefore, please give us a daytime telephone number and email address so that you will not be inconvenienced if the class must be cancelled.

Change of Address

If you are receiving several copies of the College of Extended & International 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: College of Extended & International Education, CSU Dominguez Hills, 1000 East Victoria Street, Carson, CA 90747-0005.

Registration Information

(Continued)

High School Students

Qualified high school students who will enter the junior or senior year in Fall 2015 can register for CSUDH Fall 2015 lower division (100 level) courses with a letter of recommendation from the school principal or counselor and written authorization from the parents. Address letters to the Dean of the College of Extended & International Education, California State University, Dominguez Hills. Students pay regular Open University registration fees, and the course credit they earn may be applicable to a degree from CSUDH or another institution.

Standards

Degree credit courses in the College of Extended & International 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 College of Extended & International 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 so we can make changes and adjustments for future courses.

my.csudh.edu

MyCSUDH (<http://my.csudh.edu>) is a one-stop portal that provides you with information related to financial aid, registration, student financial activity, academic advising, holds and to-do items.

Login Information

To login to MyCSUDH, you must use your username and password. If you forgot your username:

- Call the Extended Education Registration office at (310)243-3741.
- If you have any difficulty activating your account please contact the help desk at (310) 243-2500 or helpdesk@csudh.edu.

Before logging into my.csudh.edu click the "Activate your Account" link. The following is your account activation information:

- User ID:
- Activation code: your six digit birth date (mmddyy)
- Activation (and Log In) location: <http://my.csudh.edu>

If you have ever had a CSUDH e-mail account, you do not need to activate. That account's username and password are already active and you can use them to login.

If you need additional assistance, please call Extended Education Registration at (310) 243-3741 or 1-877-GO-HILLS.

Academic Information

Transcripts

Students may request transcripts online through Credentials Inc. at <http://www4.csudh.edu/admissions-records/records/request-transcript>. There is an additional \$2.00 service charge per transcript. Alternatively, you can place your transcript order via telephone by calling Credentials Inc. at 800-646-1858. There is an additional operator surcharge for placing orders over the telephone. If you wish to request a transcript order be held until degree completion or for final grades to be posted, you must specify this when you make the request.

Extended Education Grading Procedures

Unless a course is offered for a grade of credit/no-credit only, all extension credit courses are offered for letter grades.

However, an undergraduate student in an extension credit class offered for a letter grade may choose to be graded on a credit/no-credit basis by informing the instructor in writing at the beginning of the class. For Special Sessions classes, follow University procedures.

Grade Reports

Official transcripts with current grades will be available approximately five weeks after the end of the course. To learn your grade for any graded class, including Extension, Special Sessions, Summer Sessions and Winter Session, please access MyCSUDH: <http://my.csudh.edu>, or go to <http://www.csudh.edu> and select MyCSUDH.

Grades

For Academic Programs, student performance in each course is reported at the end of the session by one of the following grades (with grade points earned):

GRADE	GRADE POINTS
A.....	4.0
A-.....	3.7
B+.....	3.3
B.....	3.0
B-.....	2.7

C+.....	2.3
C.....	2.0
C-.....	1.7
D+.....	1.3
D.....	1.0
F.....	0

The following grades are to be used for approved courses only:

- I (Incomplete authorized--not counted in GPA)
- IC (Incomplete charged)
- WU (Withdrawal Unauthorized)
- W (Withdrawal--not counted in GPA)
- AU (Audit--not counted in GPA, no units allowed)
- CR Credit (not counted in grade average, but units allowed).
- CR* (Credit in sub-collegiate course, no units)
- NC No Credit (not counted in GPA, no units allowed).
- RP (Report in Progress-- credit is deferred until completion of course)
- *** (Graduate Continuation Course)
- RD (Report Delayed)

Extended Education 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 to matriculated students for Special Sessions classes through Extended Education. Registration is open to both matriculated students and to the community. For the course numbering system, see below.

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. CEU grades are for credit or no credit only (CR/NC).

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

Academic Information

(Continued)

living and working in the University's service area.

Course Numbering System

The course numbering system for the University is based upon three-digit numbers as follows:

- 000-099 Sub-collegiate courses, not for baccalaureate credit.
- 100-199 Lower division courses, normally taken in the freshman year.
- 200-299 Lower division courses, normally taken in the sophomore year.
- 300-399 Upper division courses, normally taken in the junior year.
- 400-499 Upper division courses, normally taken in the senior year.
- 500-599 Graduate courses, normally limited to graduate students.

Policies

Nondiscrimination Policy

The College of Extended & International 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. For further information, please visit: <http://www4.csudh.edu/university-catalog/index>.

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.

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 Personal Responsibility and Work Opportunity Reconciliation Act to achieve licensure. Information concerning the regulation is available from the Vice President of Student Affairs, (310) 243-3784.

Use of Social Security Number

CSUDH provides all students with generic 9 digit student ID numbers. These ID numbers are used to identify student records, registration, and to conduct all University business. However, students are still 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 may, if necessary, use the social security number 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

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.

Americans with Disabilities Act

It is the policy of California State University, Dominguez Hills to comply with the Section 504 Regulations [now, Americans with Disabilities Act] adopted by the Department of Health, Education and Welfare. Accordingly, any student at California State University, Dominguez Hills who believes that there has been a violation of the Regulations is encouraged to discuss the matter with the Dean of their College and the campus Handicapped Regulations Coordinator and/or the Handicapped Services Coordinator and

such persons as may be identified by the Handicapped Regulations Coordinator in order to resolve the matter in a prompt and equitable manner. For more information, please visit www4.csudh.edu/dss

Sexual Harassment Policy

It is the policy of California State University, Dominguez Hills, that the campus maintain a working and learning environment free from sexual harassment of its students, employees, and those who apply for student or employee status. All should be aware that California State University, Dominguez Hills is concerned and will take action to eliminate sexual harassment. Sexual harassment includes such behavior as sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature directed towards an employee, student, or applicant when one or more of the following circumstances are present:

- Submission to or toleration of the conduct is an explicit or implicit term or condition of appointment, employment, admission or academic evaluation:
- Submission to, or rejection of such conduct is used as a basis for a personnel decision or an academic evaluation:

The conduct has the purpose or effect of interfering with an employee's work performance, or creating an intimidating, hostile, offensive or otherwise adverse learning environment, or adversely affecting any student.

In determining whether conduct actually constitutes sexual harassment, the circumstances surrounding the conduct will be carefully considered. However, where the facts support the allegations, all appropriate measures including disciplinary action will be taken. For more detailed information on this policy see website at www4.csudh.edu/pms

Campus Smoking Policy

California State University, Dominguez Hills has a responsibility to its students and employees to provide a safe and healthful learning and working environment. The University recognizes the harmful effects of involuntary contact with smoke. It also recognizes the need to preserve the

reasonable individual rights of smokers as long as doing so does not interfere with the right of the non-smoker to a smoke-free environment.

The following policy shall be effective immediately:

Smoking is prohibited in all campus buildings; including offices, work areas, classrooms, lecture halls, laboratories, libraries, theaters, practice rooms, listening rooms, gymnasiums, kitchens, hallways, stairwells, elevators, eating areas and restrooms. Certain areas external to buildings which do not have adequate ventilation (e.g. patios, stairways and walkways) may also be designated as non-smoking areas by the Director of Environmental Health and Safety. Smoking is prohibited in all State automobiles, vans and trucks.

Members of the campus community who willfully violate the University smoking policy will be subject to disciplinary action through recognized administrative channels and/or in accord with the applicable collective bargaining agreement.

Appropriate signs designating no smoking and smoking areas shall be posted. At least one copy of this policy shall be posted in each campus building.

Services

Computer Labs

Student identification cards are available at the Extended Education Office. These entitle enrolled students to full use of the CSUDH Computer Labs.

Library Services

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

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 Intersession and Summer Sessions hours. Registration fees do not include textbooks unless noted.

Loker Student Union

The newly expanded facility houses the bookstore, game room, reservable meeting rooms, an elegant ballroom, a food court, a restaurant, a pub sports lounge, student clubs and organizations spaces, the student life department office, discounted amusement park tickets and an outdoor performance patio.

For further information, call (310) 243-3854, or visit the website: <http://www.csudh.edu/usu>

Grab & Go

Food Outlet in Welch Hall

In an effort to provide an additional food service venue on campus, a "grab-and-go" outlet is on the first floor of Welch Hall on the south side of the building. Offerings include: coffee, pastries, sandwiches, salads, snacks, soft drinks and similar items. The name of the venue is "Grab 'n Go TOROS." Hours of operation are expected to be 7:30 AM to 8 PM on Monday - Thursday; 8 AM to 2 PM on Friday and Saturday.

Parking

CSUDH: Parking permits are required for all on-campus classes (Disabled placards included). They are available from the machines at the entrance to each parking lot (see Parking Fees below).

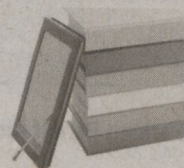
No charge for parking on Sundays. (Bring dollars and/or quarters for the machines). Franklin Community Center (FCC): Free parking in lot and on Fisk and Inglewood Avenues.

Inglewood One-Stop Center: Free Parking in City Hall lot.

Parking Fees

Per Semester \$100.00
Single entry machines \$6.00

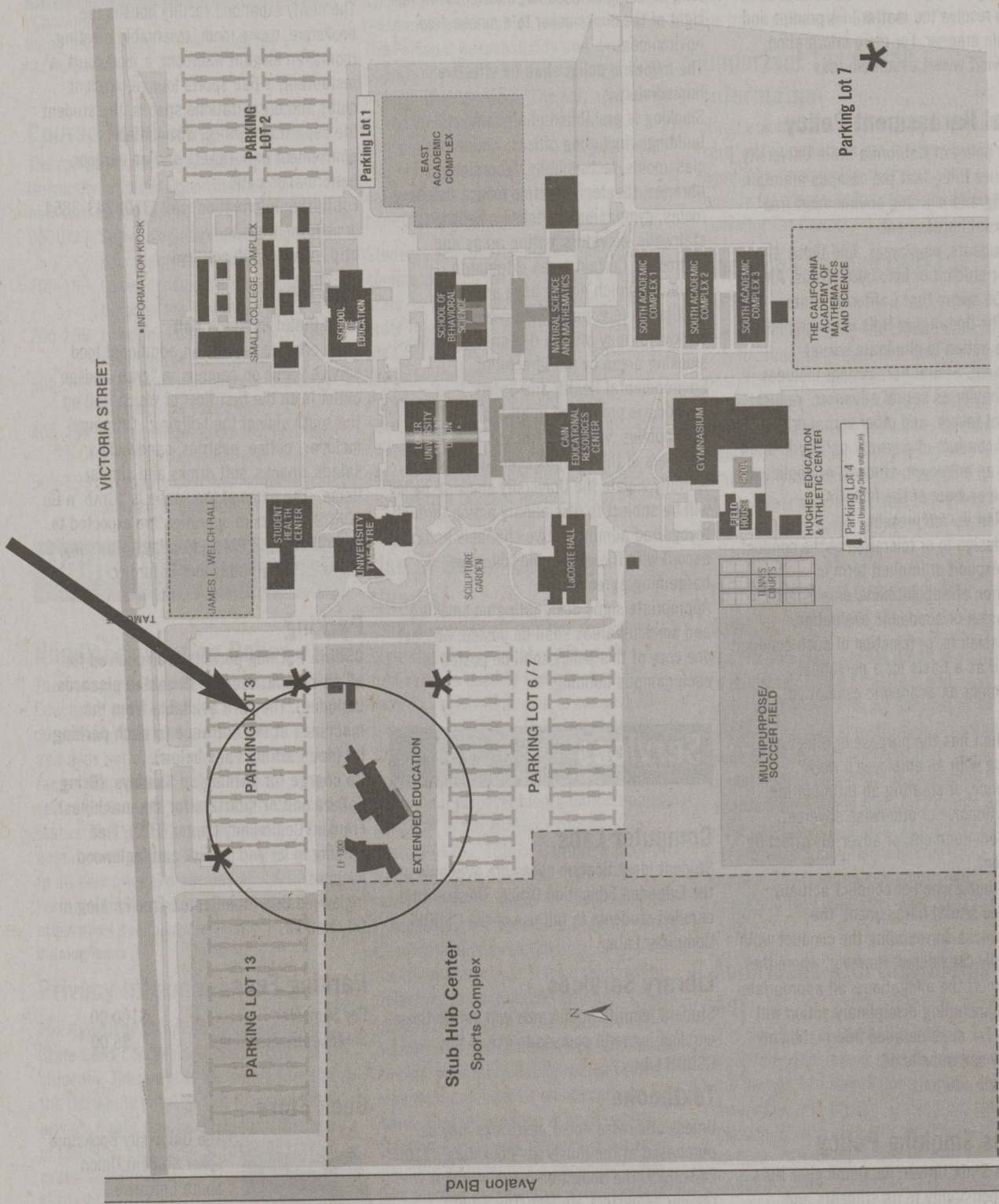
Book Store



The University Bookstore
Loker Student Union
South Entrance
1000 E. Victoria Street
Carson, California
90747

(310) 243-3829 • fax (310) 243-0329
bookstore@csudh.edu

Campus Map



* Parking Permit Kiosks

Increase Your Career Success

Increase your value to your employer, your clients and yourself. Enroll in a CSUDH professional Certificate of Completion Program.

These programs are carefully crafted curricula designed to ensure that you gain mastery of a particular topic. Upon completion of a program, you'll be eligible to receive a professional certificate of completion – a distinctive achievement.

Once completed, you'll see how your chances improve for career advancement. You may also find opportunities to transition to a new career or develop a specialty within your current field. The more you know about your chosen career, the more you can contribute and find satisfaction with what you do.

We offer over 30 certificate of completion programs. Because each certificate is developed in consultation with advisory committees made up of leaders in their respective fields, you can be sure the curriculum provides you with the latest in cutting-edge ideas, information, and practical skills that you can use immediately on the job.

Some certificates can be completed in a few weeks. Others take longer. Several enable you to sit for professional accreditation exams or meet the requirements for professional, California-mandated continuing education.

Instruction from the Best

Learn from instructors who are leading industry experts, and who are experienced teachers. Their practical, experienced and first-hand knowledge will help you excel.

Convenient and Flexible

For your convenience, CSUDH offers classes on the main campus in Carson, at satellite classrooms in Redondo Beach, online, and at your place of business by arrangement. Courses are offered at night and on weekends to accommodate your busy schedule.

Certificates are available in the following areas:

Business
Communications
Education
Healthcare
Information Technology
Legal Studies

Management
Mediation & Conflict Resolution
Occupational Safety & Health
Quality Assurance
Sports and Recreation
Supply Chain Management

Open University

Open University is an easy way for anyone to participate in regular university classes at CSU Dominguez Hills. Registration is easy – formal admission to CSUDH is not required.

Each class you take through Open University at CSUDH may apply toward your future degree while you enhance your professional skills and explore your personal interests.

Now you have access to hundreds of CSUDH courses each fall, spring and summer.

High school students who will have completed their junior year by June may register with the written support of their principal or counselor accompanying their registration form and fees.

- Take CSUDH credit courses without being admitted to the university. No transcripts, applications, or other documentation are required. Apply credits you earn to a degree later, if you wish.
- Test a degree program to see if it suits your educational aspirations. You can find out if your passion for microbiology, archeology or gerontology is satisfied through academic study.
- Improve your grade point average if your first attempt at college courses was less than successful. If you have been disqualified from the university or denied admission because of a grade point deficiency, you can enroll through Open University and get a second chance to show your true potential.
- Start accumulating credits that can apply to your degree once you are admitted to the university. You can apply up to 24 undergraduate and up to 9 graduate units toward your degree.
- Complete requirements for a degree begun at another university.

For further information: www.csudh.edu/open

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**California State University, Dominguez Hills
University Extension Registration Form
EXTENDED EDUCATION PROGRAMS**

Date of Application _____ Student ID: _____ Birthdate _____
month/day/year

Name _____
Last First Middle Initial

Address _____
Street City State Zip

Telephone _____
Day Evening Cell Phone

New address? yes no Gender: male female
Have you been enrolled at CSUDH before? yes no Date last enrolled _____

Employer _____ Email _____
Company Name

What level of education have you completed?
 Some High School High School Graduate Some College AA/AS Degree BA/BA Degree Graduate Degree

Course Information

Reg. No.	Course No.	Section	Term (Fall 2015)	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/Discover (circle one)

Account Number _____ Exp Date _____ 3 Digit Security No. _____

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 Extended Education between the hours of 8:00am and 8:00pm Monday through Thursday, from 8:00am to 5pm on Fridays and from 8:00am to 1:30pm on 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



Stop by the College of Extended & International Education on Campus
1000 East Victoria Street, Carson, CA.



By PHONE: You may register by phone with your VISA, Discover or MasterCard by calling (310) 243-3741.



Mail to CSU Dominguez Hills,
Extended Education,
EE 1100, 1000 East Victoria Street
Carson, CA 90747



Online: my.csudh.edu



California State University
Dominguez Hills

COLLEGE OF EXTENDED & INTERNATIONAL EDUCATION
1000 EAST VICTORIA STREET
CARSON, CA 90747

The background of the lower half of the page is a stylized landscape. It features a yellow sky with a single white cloud, rolling hills in shades of orange and brown, and a prominent horizontal blue band. The bottom of the page is decorated with scattered autumn leaves in various colors like red, orange, and yellow.

Open University at CSUDH!

You don't need to be a student at CSUDH
to take credit classes this Fall.

Take classes through Open University

For further information:

877-GO-HILLS

310-243-3741

www.csudh.edu/open