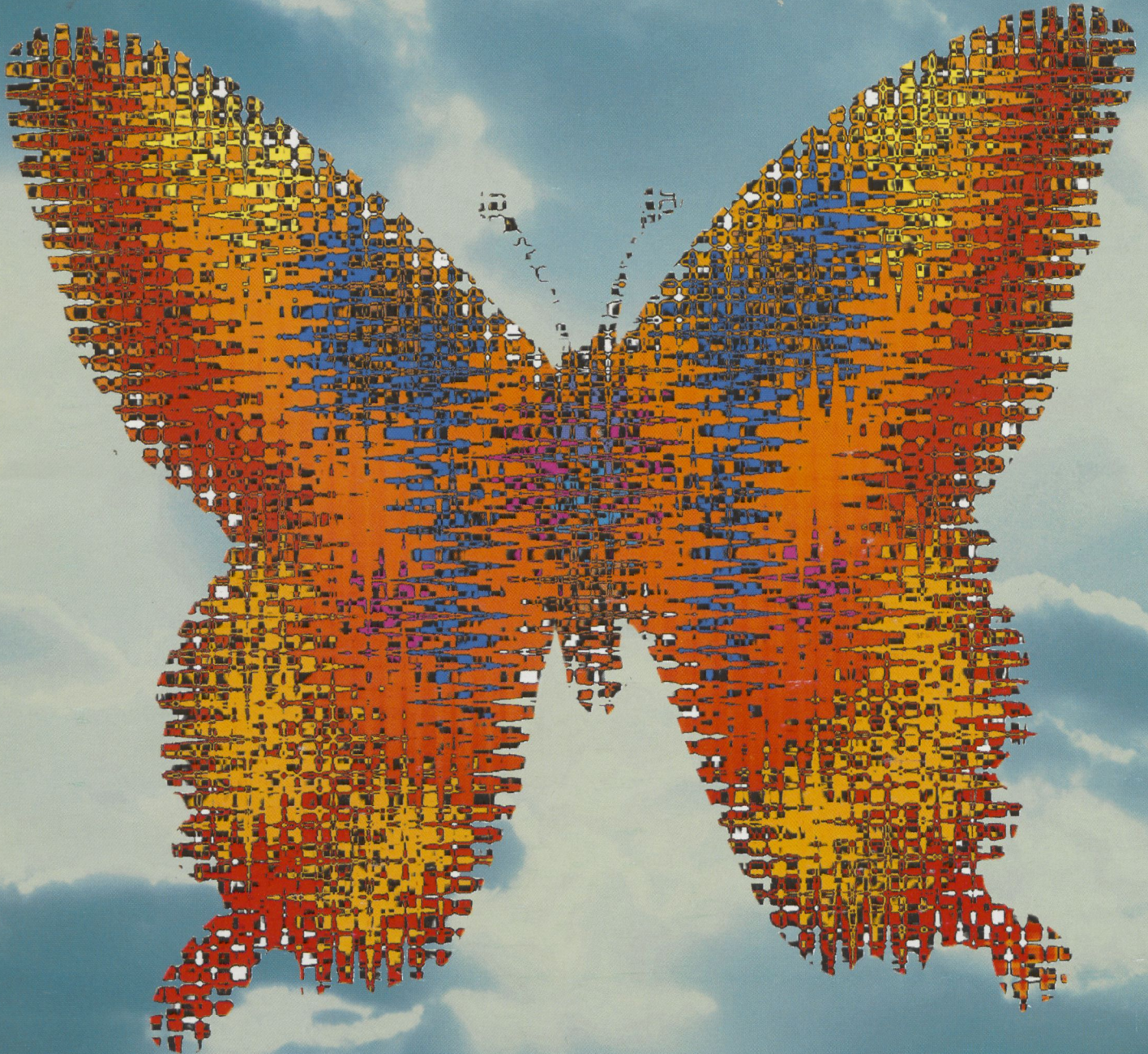


# transform yourself

Spring '99



California State University Dominguez Hills  
Extended Education



In the following pages, you will find many ways to transform your career and enhance your life through classes, degrees and certificate programs. And now, you will also find many new ways to access them. Be sure to see our Mediated Instruction and Distance Learning section to learn about new directions in delivery of education! Spring is a great time to make a change!

## PROGRAMS OF EXTENDED EDUCATION

### Extension

Courses of general interest, Certificate Programs and workshops in Fine Arts & Humanities, Business, Health, Natural and Behavioral Sciences, Education and Recreation are offered in Winter, Spring, Summer and Fall terms.

### Certificate Programs

Career opportunities can be enhanced by obtaining professional certificates.

### American Language & Culture Program

Intensive English program for international students, business people or new residents who wish to improve their English language skills

Cover: Judith Reeder, King Printing, Torrance.

This bulletin was not printed or distributed at taxpayers' expense. It was printed on recycled paper using soy inks. Schedules and fees are subject to change.

### Open University

Provides an opportunity for those who have not been admitted to the University to enroll in regular classes.

### Center for Training & Development

Custom-designed training programs for business, industry, government and non-profit organizations are available through this unique service.

### Mediated Instruction and Distance Learning

Programs delivered to homes, schools, community and work sites using satellite, cable, videoconferencing and online computer.

### Special Sessions

Winter and Summer Sessions, plus credential, certificate and degree programs throughout the year.

## TABLE OF CONTENTS

### 3-4 Classes by Date & Location

#### 5-14 Personal Development

- 9 Art Gallery Schedule
- 14 Canoeing Topock Gorge
- 5 Chamber Music Ensemble
- 10 Dalcroze Music Workshop
- 14 Film Writing
- 14 Finance, Personal
- 5 Fitness for the '90s
- 5 Guitar Workshop, Beginning
- 5 Guitar Workshop, Contemporary
- 6 Omnilore Society
- 8 Theatre Arts Schedule
- 12-14 Travel Programs

#### 11 Degree Program

- 11 Humanities External Degree

#### 15-45 Business

##### 41 Degree Programs

##### 40 BS in Applied Studies

##### 41 MS in Quality Assurance

- 42 Advanced Probability & Statistics
- 42 Quality Function, Management & TQM
- 42 Measurement & Testing Techniques
- 42 Quality Project Management & Productivity
- 42 Customer Satisfaction & Quality Assurance
- 42 Statistical Quality Control: Service Profsnls
- 42 Quality Assurance : Service Delivery Area
- 42 ISO 9000
- 42 Eval & Outcome Anal: Health Care Delivery
- 42 Special Topics: Directed Study
- 41 Project
- 41 Graduate Continuation Course

##### 43 MS in Quality Assurance, Internet

##### 44 CPIM Exam Review Schedules

##### 45 MBA - Televised

#### 16 Certificate Programs

##### 16 Family Child Care

- 16 Your Family Childcare Business
- 16 Setting Up Your Home Environment
- 16 Preparing Nutritious Meals & Snacks
- 16 Curriculum, Observation & Assessment
- 16 Working with Parents/Positive Discipline
- 16 Networking and Professional Development

##### 17 Construction Management

- 18 Real Estate Law
- 18 Project Management
- 18 Construction Accounting
- 18 Construction Finance
- 18 Estimating & Plan Reading
- 18 Bidding & Scheduling
- 18 Construction Safety

##### 19 Environmental & Occupational Health & Safety

- 21 Foundations of Safety & Health Prgm Admin
- 21 Ergonomics
- 21 Introduction to Industrial Hygiene
- 21 Intro to Workers' Compensation
- 21 OSHA Laws & Accident Investigation
- 21 Principles of Industrial Hygiene & Exam Prep  
Parts I & II
- 21 Recognition & Control of Workplace Hazards

##### 22 Human Resource Management

- 23 Communication Dynamics
- 23 Compensation & Benefits
- 23 Establishing Human Resource Systems
- 23 Labor & Employment Law

##### 24 Advanced Human Resource Management

##### 25 Medical Insurance Billing

- 26 Medical Terminology
- 25 Medical Insurance Billing I
- 25 Medical Insurance Billing II
- 25 Medical Insurance Computer Billing
- 26 How to Start & Run Your Own Billing Service
- 26 Applied Billing Techniques

##### 27 Production & Inventory Control

- 28 Basic of Supply Chain Management
- 28 Material Capacity Requirements Planning
- 28 Inventory Management
- 28 Just-in-Time/Total Quality Management
- 28 Master Planning
- 28 Manufacturing Mgmt Systems & Technology

##### 29 Production & Inventory Control- Online

##### 31 Professional Supervision

- 33 Legal Aspects of Supervisory Actions I
- 33 Legal Aspects of Supervisory Actions II
- 33 Conducting Effective Employee Interviews
- 33 Coaching for Improved Work Performance
- 33 Team-Building Concepts & Strategies
- 33 Success Skills Supervising Cultural Div.
- 33 Positive Discipline Strategies
- 33 Appraisal of Individual Performance

##### 34 Purchasing - Online

- 34 Purchasing Fundamentals
- 34 Advanced Purchasing
- 34 Public Sector Procurement

##### 35 Safety & Security

- 36 OSHA Laws & Accident Investigation
- 36 Penal Code 832 Concepts
- 36 Workplace Security & Violence Issues
- 36 Recognition & Control of Workplace Hazards

##### 37 Technical Writing

- 38 Fundamentals of Technical Writing
- 38 Information Design
- 38 Proposal Preparation & Writing
- 38 Writing Technical Instructions
- 38 Technical Editing
- 38 Graphics for Technical Writing
- 38 Online Documentation
- 38 People Skills for Technical Writers

##### 39 Telecommunications

##### 47 Employee Training Panel information for employers

## TABLE OF CONTENTS

### 48-53 Computers

52 Internet, Intro

### 53 Computer Classes: Inglewood One-Stop

#### Certificate Programs

- 48 Computer Graphics Competency
  - 48 Adobe Illustrator, Intro
  - 49 Adobe Photoshop, Intro
  - 49 Prepress, Introduction
  - 48 Pagemaker, Intro to 6.5
  - 49 QuarkXPress, Intro
- 51 HTML Publishing--Intermediate & Adv.
- 50 Internet Business & Marketing Fundamentals
  - 51 Building a Better Web Site
  - 50 Designing an Effective Web Site
  - 50 Finding It Fast on the Internet
  - 50 Internet Applications for Business & Professionals

### 54-60 Mediated Distance Learning

- 58, 59 Interdisciplinary Studies - Televised
- 45, 54 MBA Program - Televised
- 56 MBA Program - Satellite
- 55, 58 Negotiation & Conflict Mgt Televised
- 55 Production & Inventory Control - Televised
- 55 Teacher Education Classes - Televised
- 56, 81 Bachelor of Science, Nursing (Satellite)
- 41, 56 MSQA Internet Classes

### 61-74 Education & Test Preparation

- 61 Bobrow Test Preparation
  - 62 CBEST Review
  - 62 GMAT Review
  - 61 GRE Review
  - 62 MSAT Review
  - 61 RICA Review
  - 62 SAT Review
- 67 California Teacher Corps - Math & Science
- 74 Dalcroze Music Workshop
- 73 Open University
- 67 Teacher Corps -- CA Math & Science

#### Certificate Programs

- 67 Assistive Technology Specialist
  - 67 Basic Assistive Technology
  - 67 Assistive Technology Intro
- 65 Community College Teaching
  - 65 The Community College
  - 65 Community College Internship
  - 65 Effective College Teaching
- 63 Early Childhood Education
  - 64 Developmental Psychology
  - 64 Integrating Lit Across the Curriculum
  - 64 Learning & Dev of Infants & Toddlers
  - 64 Meeting the Needs of Special Children
  - 64 Preschool Program Development
- 66 Urban Settings Counseling

#### Credentials

- 72 Administrative Services
- 68 Designated Subject Adult Educ Teaching
  - 68 Adult Education, Methods & Materials
  - 68 Adult Education, Principles
- 68 Elem/HS --Teacher Corps
- 71 Multiple Subject Credential: Cross-Cultural, Language & Acad Dev (CLAD) Emphasis

### 75-76 American Language & Culture Program

- 75 Work-site Programs
- 75 Intensive English Program

### 77-85 Health & Behavioral Sciences

- 77 Anger: Make it Your Best Friend
- 77 Difficult People: How to Deal with
- 77 Feel Good All the Time
- 77 Radiant Health: Secrets of
- 77 Your Career: Chance or Choice

#### Certificate Programs

- 78 Alcohol and Drug Counseling
  - 79 Advanced Practicum
  - 78 Alcoholism -- Introduction
  - 79 Counseling the Individual
  - 79 Counseling Techniques --Introduction
  - 79 Family Dynamics
  - 79 Group Counseling Techniques
  - 79 Introductory Practicum
  - 79 Perspectives on Drug Abuse
  - 79 Treatment of Eating Disorders
- 81 Orthotics
- 83 Orthotics and Prosthetics

#### Degree Programs

- 81 Bachelor of Science in Nursing /JEC
- 82 Bachelor of Science/Occupational Therapy
- 85 Master of Science in Health Science, Physician Assistant Option

### 86-90 Special Sessions

#### Certificate and Credential Programs

- 72 Administrative Services Credential
- 67 Assistive Technology Specialist Certificate
- 65 Community College Teaching Certificate
- 71 Multiple Subject Teacher Credential
- 83 Orthotics & Prosthetics Certificate
- 42 Quality Assurance Service Certificate
- 69 Teaching Credential in Designated Subjects - Adult Education
- 64 Urban Settings Counseling Certificate

#### Bachelor Degree Programs

- 81 Bachelor of Science Nursing (via Satellite)
- 82 Bachelor of Science Occupational Therapy
- 90 CALNET

#### Masters Degree Programs

- 48 Masters Degree, Business Administration
- 54, 55, 58 Masters Degree, Negotiation and Conflict Management
- 85 Masters Degree, Physician's Assistant
- 40 Master of Science, Quality Assurance

### 91-96 Registration Information

- 91 Payments & Refunds
- 93 Credit Information
- 94 Resources for Students
- 94 Parking
- 94 Textbooks
- 96 Staff Directory

### 97-98 Maps

### 102-104 Index

Extension Registration Form Inside Back Cover

## Classes held on CSUDH campus 1000 East Victoria, Carson

- |  |  |
|--|--|
| 1/6 American Language & Culture<br>Program Term A            | 3/6 Adobe Illustrator, Intro                                   |
| 1/23 CBEST Review  | 3/6 GRE Review   |
| 1/25 Fitness for the '90s                                    | 3/6 GMAT Review  |
| 1/25 Penal Code 832 Concepts                                 | 3/9 Introducing Literature Across the<br>Curriculum            |
| 1/25 Developmental Psychology                                | 3/13 Effective College Teaching                                |
| 1/30 Open University   | 3/16 Coaching for Improved Work<br>Performance                 |
| 1/27 Preschool Program Development                           | 3/20 CBEST Review  |
| 2/1 Alcoholism -- Introduction                               | 3/20 Introduction to Photoshop 5.0                             |
| 2/2 Advanced Practicum                                       | 3/21 Designing an Effective WebSite                            |
| 2/2 Perspectives on Drug Abuse                               | 3/21 Finding It Fast on the Internet                           |
| 2/2 Legal Aspects of Supervisory<br>Actions -- Legal I       | 3/27 Medical Insurance Computer Billing                        |
| 2/3 Meeting the Needs of Special Children                    | 3/28 RICA Review   |
| 2/3 Ergonomics   | 4/6 MSAT Review  |
| 2/3 Counseling Techniques - -Introduction                    | 4/9 Building a Better Web Site                                 |
| 2/3 Treatment of Eating Disorders                            | 4/10 Applied Billing Techniques                                |
| 2/3 Individual Counseling Techniques                         | 4/10 SAT Review  |
| 2/4 Family Dynamics  | 4/10 Introduction to QuarkXPress                               |
| 2/4 Chamber Music Ensemble                                   | 4/16 Team-Building Concepts & Strategies                       |
| 2/4 Guitar Workshop, Beginning                               | 4/20 Success Skills in Supervising Cultural<br>Diversity       |
| 2/4 Guitar Workshop, Contemporary                            | 4/20 Learning & Development of Infants<br>and Toddlers         |
| 2/5 Adult Education Internships                              | 4/22 MSAT Review   |
| 2/6 Counseling & Guidance for<br>Teachers of Adult Education | 4/23 HTML Publishing, Intermediate                             |
| 2/6 The Community College                                    | 4/28 Introduction to Industrial Hygiene                        |
| 2/15 Introduction to the Internet                            | 5/1 Intro to PrePress: Illustrator,<br>Photoshop & QuarkXPress |
| 2/16 Legal Aspects of Supervisory Actions -<br>-Legal II     | 5/3 American Language & Culture<br>Program, Summer A Term      |
| 2/20 Dalcroze Music Workshop                                 | 5/4 Positive Discipline Strategies                             |
| 2/20 Introduction to Pagemaker                               | 5/14 HTML Publishing, Advanced                                 |
| 2/22 Introduction to Workers Compensation                    | 5/18 Appraisal of Individual Performance                       |
| 2/27 Dalcroze Music Workshop                                 | 5/22 CBEST Review  |
| 2/27 MSAT Review   | 5/23 RICA Review   |
| 3/2 Conducting Effective Employee<br>Interviews              | 5/26 Recog & Cntrl of Workplace Hazards                        |
| 3/2 Internet Applications for Business and<br>Professionals  | 6/5 GMAT Review  |
| 3/3 American Language & Culture Program<br>Spring B Term     | 6/28 American Language & Culture<br>Program, Summer B Term     |
| 3/3 OSHA and Environmental Law                               | 6/30 Workplace & Security Violence Issues                      |
|  | 7/17 CBEST Review  |

**Parking: \$1.50/day Bring quarters for permit machine!**

**Classes held at  
Redondo Beach Community  
Center (RBCC)  
320 Knob Hill Avenue at  
Pacific Coast Highway  
Redondo Beach  
Free Parking**

- 1/30 Principles of Industrial Hygiene & Exam Prep Part I
- 1/30 Omnilore Society
- 2/6 Your Career: Chance or Choice
- 2/11 How to Make Anger Your Best Friend
- 2/24 How to Feel Good All the Time
- 2/29 Investment Principles & Techniques
- 3/15 How to Deal with Difficult People
- 3/27 Principles of Industrial Hygiene Part II
- 4/8 Secrets of Radiant Health through Nutrition

**Extension Instructors  
Needed**

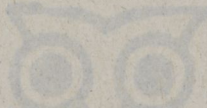
in the areas of  
computer skills,  
employee  
supervision, medical  
insurance billing &  
early childhood  
education.

Call Tia Kuhl,  
Director of Extension  
Programs  
at (310) 243-3352

**Classes held at  
Franklin Community  
Center  
(FCC)  
850 Inglewood Avenue  
Redondo Beach  
Free Parking**

- 1/4 Foundations of Health & Safety Administration
- 1/25 Fundamentals of Technical Writing
- 1/26 Real Estate Law
- 1/27 Information Design
- 1/28 Project Management
- 1/31 Medical Terminology
- 2/2 Establishing Human Resource Systems
- 2/4 Advanced Human Resource Management
- 2/22 Medical Insurance Billing I
- 3/2 Compensation & Benefits
- 3/15 Medical Insurance Billing II
- 4/6 Labor & Employment Law
- 4/6 Construction Finance
- 4/7 Proposal Preparation & Writing
- 4/8 Estimating & Plan Reading
- 4/12 Writing Technical Instructions
- 4/17 How to Start & Run Your Own Billing Service
- 4/27 Construction Safety
- 5/4 Communication Dynamics
- 5/12 Graphics for Technical Writing
- 5/15 Medical Terminology
- 5/17 Technical Editing
- 5/20 Bidding & Scheduling
- 6/16 Online Documentation
- 6/21 People Skills for Technical Writers

# PERSONAL DEVELOPMENT



- 9 Art Gallery Schedule
- 11 Canoeing Topock Gorge
- 5 Chamber Music Ensemble
- 14 Film Writing
- 14 Finance, Personal
- 5 Fitness for the '90s
- 5 Guitar Workshop, Beginning
- 5 Guitar Workshop, Contemporary
- 10 Dalcroze Music Workshop
- 6 Omnilore Society
- 8 Theatre Arts Schedule
- 12-14 Travel Programs

## DEGREE PROGRAM

- 11 Humanities External Degree

## **MUX 122-01 Beginning Guitar Workshop**

**1 ext unit CRN 27425**

Learn the rudiments of guitar playing including chords, strums, finger picking and reading music. Popular styles as well as classical technique will be presented. Entertain family and friends at home or at parties.

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

**15 mtgs: Thu Feb 4-May 20 (no class 4/2)  
6:30-8:30pm  
CSUDH LCH A207  
\$135**

## **MUX 322-01 Contemporary Guitar Workshop**

**1 ext unit CRN 27426**  
**Prerequisite: Previous experience or consent of instructor**

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

**William Davila**

**15 mtgs: Thu Feb 4-May 20 (no class 4/2)  
6:30-8:30pm  
CSUDH LCH A207  
\$135**

## **MUX 170 Chamber Music Ensemble (for all instruments & voice)**

**MUX 170-01**

**1 ext unit CRN 27487**

**MUX 370-01**

**1 ext unit CRN 27488**

**MUX 470-01**

**1 ext unit CRN 27489**

**Prerequisite: Previous experience or consent of instructor**

Study of music through small instrumental ensemble rehearsal and performance. A class designed to accommodate music students who need a performance class as an alternative to choir or orchestra, as well as to provide an opportunity for off-campus musicians to enjoy playing in an ensemble made up of a variety of instruments. Public performance is optional. Repeatable.

**Cornel Imry** is an acclaimed classical guitarist and teacher.

**15 mtgs: Thu Feb 4-May 20  
7-8:50pm  
CSUDH LCH A207  
\$135**

## **NHEX 101 Fitness for the '90s NHEX 101-01/02**

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

### **Full Membership**

**NHEX 101-01 CRN 42592**  
**Noncredit**

Entitles individuals to utilize all of the above facilities during the designated hours posted between the dates of Jan 25-May 28, 1999.  
**\$120**

### **Limited Membership**

**NHEX 101-02 CRN 42593**  
**Noncredit**

Entitles individuals to utilize the locker rooms, track and tennis courts between the dates of Jan 25-May 28, 1999. (does not include swimming pool or weight room usage).  
**\$40**



## OMNIILORE

**Over 50? ("seasoned") Like to stretch your mind?  
Enjoy intellectual  
discussions?**

**Omnilore, an affiliate of ALIROW and Elder Hostel  
Institutes, may be just the thing for you.**

### **Peer Learning Provides Intellectual Stimulation**

**Interested in learning more**

**about the History of**

**Medicine? The Plays of**

**George Bernard Shaw?**

**Understanding the Stock**

**Market?**

**These are but a few of the**

**scores of stimulating topics**

**that members of Omnilore**

**choose to study and dis-**

**cuss each year.**

Omnilore is a challenging, collegiate-level experience, where members on a rotating basis make brief presentations, followed by engaging group discussions. There are no professors, tests or grades. The learning process is remarkable, especially since members often select topics about which they are curious, but have not explored in depth previously. Omnilore membership is open to all who can enjoy the challenge of shared learning in an informal environment.

Meetings are held in classrooms in the Redondo Beach Community Center, and parking is easy and free. The Omnilore program consists of three trimesters. During each trimester 15 study/discussion subjects are offered.

Each group of 8-15 members focuses on a chosen subject, and meets for eight bi-weekly, two-hour sessions. Members can choose one or several study/discussion groups per semester.

Other optional activities include luncheon meetings, field trips and social events.

#### **Annual membership fee:**

**• \$90 per individual (NHSN  
101-01 CRN 27395)**

**or**

**• \$150 per couple (NHSN  
101-02 CRN 27396)**

There are currently 140 enthusiastic Omnilore compatriots, mostly living in the South Bay. Omnilore is actively seeking new members from a diversity of backgrounds.

**If you're interested in  
learning more, please call  
(310) 540-6011 and leave a  
message requesting more  
formation, or write to**

**Omnilore  
P.O. Box 7000-236  
Redondo Beach, CA  
90277**



# 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.

Consult IRS Publication 970 or your tax preparer for additional information on both programs.

The Department of Theatre Arts  
California State University Dominguez Hills announces its

## Spring 1999 Season

# The Piano Lesson

by August Wilson

Directed by Bill DeLuca

**February 25, 26, 27, March 4, 5, 6 8pm**  
**February 28 & March 7 matinee 2:30pm**

# Camelot

by Lerner & Loewe

Directed by Rex Heuschkel

**April 16, 17, 22, 23, 24 8pm**  
**April 18 & 25 matinee 2:30pm**

# University Art Gallery

## Spring 1999 Schedule

The University Art Gallery hosts showings of paintings and sculpture several times throughout the school year in a 2,000 square foot area. Local and national artists are represented, along with a student multi-media show at the end of the semester. The public is encouraged to attend all events. Call (310) 243-3334 or 243-3310 for exhibit times.

# *Painted Light:*

*California Impressionist Painting  
from the Gardena High School*

*Los Angeles Unified School District Collection*

*January 19-April 25 1999*

A major exhibition of thirty-one premier California Impressionist paintings formed by Gardena High School students. Presented as gifts over the years to the high school by seniors graduating from the summer and winter classes, these paintings are superb examples of California Impressionism and reflect an important period in California art, history and culture.

## *Annual Student Art Exhibition*

*B.A. Graduates*

*May 13-20, 1999*

Opening reception: May 13, 7-9pm

An exhibition highlighting works of art in various media  
by 1999 graduates in Studio Art and Design



13TH ANNUAL DALCROZE SEASON  
1998-1999 DALCROZE CONFERENCE  
**THE ARTS IN ACTION**

offering  
**Professional Development Opportunities  
in Music Through Movement**  
for  
**Educators and Performers**

The Dalcroze Society of America, Los Angeles Chapter, a chartered member of the Dalcroze International Society of Geneva, Switzerland and host of this year's Conference on Music and Movement, together with the Department of Music and the Division of Extended Education at California State University, Dominguez Hills present the 13th Annual Dalcroze Season!

**CONFERENCE ON MUSIC AND MOVEMENT**

The following workshops are suitable for early childhood, classroom, music, dance/movement, and drama educators; teachers of special learners and physical therapists; choral and instrumental directors; performing arts professionals; performing arts students and teaching credential candidates; arts administrators; parents and caregivers. Each workshop will take place from 9:00am-5:00pm in the CSUDH Dance Studio, Gym A 102. It is suggested that participants wear comfortable clothes and shoes as these sessions are movement-oriented.

**Let the Music Move You!**

SPRING WORKSHOP I

**Dalcroze Eurhythmics in Today's Music Classroom**

**Saturday, February 20, 1999**

Guest Presenter: Virginia Hoge Mead  
This workshop is designed to expand one's music teaching ideas through active participation in a variety of Dalcroze eurhythmics techniques. Eurhythmics is an experience in which movement can heighten one's awareness to various aspects of music: timing, tempo, dynamics, phrasing and many more! Emphasis will be placed on understanding eurhythmics experiences, easily adaptable to all ages and various teaching situations, and their value in learning music. Let the music move you, as your body becomes the instrument which "plays" the music.

SPRING WORKSHOP II

**Dalcroze Eurhythmics Across the Curriculum**

**Saturday, February 27, 1999**

Guest Presenter: Christine Ann Martin  
Come share in the beat of colorful, pulsating world rhythms and discover the joy of Dalcroze eurhythmics in the classroom setting. Join us for an enlightening cultural and artistic expedition of folk dance/music traditions with suggested ideas for your Spring dance program. Using creative lesson themes and easy-to-make props, learn how to integrate rhythmic songs and games, music listening activities, creative body movement, and instrument playing techniques into the general curriculum.

**Presenters:**

**Christine Ann Martin, B.M.**, an Early Childhood educator in LAUSD for 28 years, currently teaching in the School Readiness Language Development Program, is a national Dalcroze scholarship recipient. Trained with Paul Salamunovich, she sings with the Loyola Marymount University Concert Choir and is a well-known music/movement conference presenter and an accomplished choreographer.

**Virginia Hoge Mead, M.M.E.**, Oberlin College and Indiana University, received a Dalcroze License from the Dalcroze School of Music, New York City. Formerly on faculty at Muskingum College and Kent State University in Ohio, Ms. Mead has been a guest clinician-lecturer at many universities including the Shanghai and Beijing Conservatories of Music, and has demonstrated throughout the U.S. She is the author of *Dalcroze Eurhythmics in Today's Music Classroom*.

**COST:** Dalcroze members: FREE. Full-time students with ID: \$15 per session. All others: \$50 per session. Credit Registration Fee: \$35 \*One Semester Unit Credit = One LAUSD Salary Point\*\*. Registration: 9:00-9:30am. Conference hours: 9:30am-5:00pm (includes working lunch). **Call Jacqueline Paquette (323) 773-0758 for more information.**

\*\* Both Workshops must be attended for credit.



Earn a  
**Master of Arts in  
the Humanities**

**At Home by Correspondence  
and/or Online**

The Humanities External Degree Program provides a broad interdisciplinary exposure to all areas of the Humanities: Literature, History, Philosophy/Religion, Music and Art (as well as Film and Cultural Diversity). Courses are completely by correspondence (either by mail or by computer via the Internet) and are fully accredited. Fee: \$140 per unit.

For more information or a program catalog and application, contact:

**Humanities External Degree Program  
California State University, Dominguez Hills  
1000 East Victoria Street - SAC 2126  
Carson, CA 90747**

**Voice: (310) 243-3743  
Monday-Friday 8am-4pm (Pacific Standard Time)**

**FAX: (310) 516-4399  
24 hours/day, 7 days/week**

**E-Mail: HUXOnline@dhvx20.csudh.edu**



**Canoeing Topock Gorge**

**NRBT 101-01/02      Noncredit**

Explore a 17-mile section of the Colorado River's Havasu Wildlife Refuge, including sandy beaches, hidden lagoons, the Devil's Elbow, sand dunes, and nocturnal burro "visits." Instruction provided in paddling strokes, canoe camping, and safety procedures. Participants furnish their own food, camping equipment and transportation.

Prerequisites: no prior canoeing experience is necessary, but participants must be in good physical condition and have basic swimming skills. Canoeing field trip starts near Needles, CA (approximately 4 1/2-5 hour drive from the Los Angeles area).

**Chuck Reynolds** has taught canoeing, wilderness survival, rescue skills, back-packing, scuba and skin diving for 20 years.

**Session I**

**NRBT 101-01 CRN 27666**

**2 Days:**

**Sat-Sun April 24 & 25**

**\*\$90 (completed insurance release forms must be returned to the Extended Education Office by Apr 2)  
Maximum enrollment: 10  
(w/ waiting list)**

**Session II**

**NRBT 101-02 CRN 27785**

**2 Days:**

**Sat-Sun May 8 & 9**

**\*\$90 (completed insurance release forms must be returned to the Extended Education Office by Apr 23)  
Maximum enrollment: 10  
(w/ waiting list)**

**\* No refund 22 days prior to the trip**

## Learn, don't yearn .... to Travel!

Experience the joy of discovering ancient, modern and unexpected places or special trips that are unlike conventional tours. Unique features of these travel/study programs include:

- College faculty escorts and in-country specialists who share their insights about the contemporary, natural and historical aspects of the destination visited.
- National and local guides chosen for their knowledge, efficiency, enthusiasm, and fluency in English.
- Comfortably-paced itineraries that allow time to revisit a particular site that has sparked your interest. First class accommodations and local transport allow you to combine a comfortable vacation with learning.
- Contact with local people and their lifestyles through specially arranged small group luncheons in the relaxed and hospitable atmosphere of their own homes.
- View a slide/lecture presentation by the Curator of the Pyramids of Giza at the foot of the great pyramids in Egypt.
- Learn about animal behavior and the inter-relationship of "land, people and animals" from a wildlife researcher at her camp at the foot of Mt. Kilimanjaro in East Africa.
- In Morocco, hear a lecture by King Hassan's personal interpreter and have lunch in the homes of Moroccan families in the ancient Medina of Fez.

What are you  
waiting for?

See the exciting  
trips on the following  
pages!

# Winter - Spring - Summer 1999 Travel Study Programs

personal  
development

 <b>INDONESIA</b> April 14 - 28, August 4 - 18, October 6 - 20	 <b>GREECE</b> May 13 - 24, June 24 - July 5, October 7 - 18	 <b>IRELAND</b> April 15 - 29, July 8 - 22, Aug. 26 - Sept. 9
 <b>ISRAEL</b> March 14 - 27, June 13 - 26, October 10 - 23	 <b>NOVA SCOTIA</b> July 11 - 25, August 1 - 15, Sept. 19 - Oct. 3	 <b>TURKEY</b> April 24 - May 8, June 26 - July 10, Sept. 11 - 25
 <b>MOROCCO</b> March 20 - 27, April 17 - May 1, October 2 - 16, November 13 - 20	 <b>CHINA</b> April 19 - May 8, July 19 - Aug. 7, Sept. 13 - Oct. 2, Oct. 4 - 23, Oct. 18 - Nov. 6	
 <b>EGYPT</b> March 7 - 19, June 27 - July 9, October 10 - 22, November 7 - 19	 <b>SOUTH AFRICA</b> May 14 - 31, July 23 - August 9, August 20 - September 6	
 <b>ITALY</b> April 10 - 24, July 10 - 24, August 4 - 18, November 6 - 20	 <b>KENYA</b> June 14 - 30, July 12 - 28, August 2 - 18, October 4 - 20	
 <b>ALASKA</b> June 14 - 29, June 28 - July 13, July 12 - 27, July 26 - August 10, August 9 - 24	 <b>PERU</b> June 5 - 20, July 17 - August 1, September 4 - 19	
 <b>GALAPAGOS ISLS</b> March 13 - 26, July 3 - 16, July 31 - August 13, September 25 - October 8	 <b>COSTA RICA</b> March 12 - 23, April 16 - 27	

For Complete Itineraries and Prices, Write or Call:



California State University  
**Dominguez Hills**

DIVISION OF EXTENDED EDUCATION  
1000 East Victoria Street  
Carson, CA 90747  
(310) 243-3741



To register for these programs, call (310) 243-3741

## Career in Film

### NAFL 102-01 Write a Screenplay in One Semester

**Noncredit CRN 27397**

From story idea, to format and outline, the student will create the appropriate characters and plot-method (or blueprint) to achieve the greatest suspense and emotional impact possible for the overall story. When the script is ready it will be submitted to appropriate agents and producers. This is a special workshop for highly motivated students committed to writing a complete rough draft script of feature length. Students will learn how to:

- create memorable stories
- write in screen format
- adapt professional techniques
- develop successful step outlines
- develop comedy writing talent
- write low budget movies
- write clear, succinct synopses
- "pitch" stories

and learn advanced writing techniques and how to apply.

**Textbook req:** *Magic Methods of Screenwriting*, by the instructor.

**Donna Lee**, director/owner of the Hollywood Scriptwriting Institute, brings over 35 years of successful screenwriting and teaching to this course. She has written 7 feature films and 37 teleplays which have been produced, as well as her book and 3 stage plays.

**15 mtgs: Sat Jan 30-May 8**  
All course work will be carried on by distance learning; email, correspondence, etc.  
**\$895 (plus \$64.93 for text)**

## Personal Finance

### BUX 911-01 Investment Principles and Techniques

**1.2 CEUs CRN 27455**

This course is a beginning to intermediate presentation of the investment principles and quantitative analysis techniques which are used in modern portfolio analysis and investment management. These principles and techniques apply to investing for a relatively small portfolio managed by or for individual investors, and to large professional-sized portfolios managed by mutual funds and pension funds. Topics include: survey of investment alternatives, sources of investment information, mutual funds, analysis of performance data, diversification and risk reduction, investment portfolio construction, asset classes, asset allocation, passive and active portfolio management, planning and saving for retirement, and spending of savings in retirement.

The course includes sample investment portfolios and investment analyses using tools such as Excel spreadsheets for statistical calculations, and the Excel Solver for optimization. An introduction to investment resources on the internet will also be provided.

**Prerequisite:** elementary algebra or familiarity with computer spreadsheet calculations and formulas. Some prior knowledge or experience with investments is helpful but not essential.

Required Textbook: *Essentials of Investments, 3th ed.* (ISBN: 0-256-16459-2), by Bodie, Kane, and Marcus. Approximately \$75 at CSUDH Bookstore; (310) 243-3789; Mo-Th: 8:30 am - 8:45 pm; Fr: 8:30 am - 4 pm; Sa: 10 am - 2 pm; UPS delivery available.

For more information on the textbook, see the internet website:

**<http://www.mhhe.com/business/finance/bkm/essentials/>**

It is recommended that students read (or at least scan/browse) the first five chapters of the textbook prior to the first class meeting. Additional reading recommendations will be provided during each class meeting. For more information including a course outline, visit the internet web site for the course: <http://www.cyberverse.com/~billj/bjics.htm>

**Bill Jerkovsky**, MS, member of Los Angeles Society of Financial Analysts, and of Association for Investment Management and Research; teaching investments since 1986.

**6 mtgs: Tue Feb 9-Mar 16**  
**6:45-9pm**  
**RBCC rm 7**  
**\$59**

RBCC is the  
Redondo Beach  
Community Center  
on PCH at Knob Hill  
in Redondo Beach



# BUSINESS

## 40 Degrees

### 40 BS in Applied Studies

### 41 MS in Quality Assurance

- 42 Advanced Probability & Statistics
- 42 Quality Function, Management & TQM
- 42 Measurement & Testing Techniques
- 42 Quality Project Management & Productivity
- 42 Customer Satisfaction & Quality Assurance
- 42 Statistical Quality Control: Service Profsnls
- 42 Quality Assurance : Service Delivery Area
- 42 ISO 9000
- 42 Eval & Outcome Anal: Health Care Delivery
- 42 Special Topics: Directed Study
- 41 Project
- 41 Graduate Continuation Course

### 43 MS in Quality Assurance, Internet

### 44 CPIM Exam Review Schedules

### 45 MBA - Televised

## 16 Certificate Programs

### 16 Family Child Care

- 16 Your Family Childcare Business
- 16 Setting Up Your Home Environment
- 16 Preparing Nutritious Meals & Snacks
- 16 Curriculum, Observation & Assessment
- 16 Working with Parents/Positive Discipline
- 16 Networking and Professional Development

### 17 Construction Management

- 18 Real Estate Law
- 18 Project Management
- 18 Construction Accounting
- 18 Construction Finance
- 18 Estimating & Plan Reading
- 18 Bidding & Scheduling
- 18 Construction Safety

### 19 Environmental & Occupational Health & Safety

- 21 Foundations of Safety & Health Prgm Admin
- 21 Ergonomics
- 21 Introduction to Industrial Hygiene
- 21 Intro to Workers' Compensation
- 21 OSHA Laws & Accident Investigation
- 21 Principles of Industrial Hygiene & Exam Prep Parts I & II
- 21 Recognition & Control of Workplace Hazards

### 22 Human Resource Management

- 23 Communication Dynamics
- 23 Compensation & Benefits
- 23 Establishing Human Resource Systems
- 23 Labor & Employment Law

### 25 Medical Insurance Billing

- 26 Medical Terminology
- 25 Medical Insurance Billing I
- 25 Medical Insurance Billing II
- 25 Medical Insurance Computer Billing
- 26 How to Start & Run Your Own Billing Service
- 26 Applied Billing Techniques

### 27 Production & Inventory Control

- 28 Basic of Supply Chain Management
- 28 Material Capacity Requirements Planning
- 28 Inventory Management
- 28 Just-in-Time/Total Quality Management
- 28 Master Planning
- 28 Manufacturing Mgmt Systems & Technology

### 29 Production & Inventory Control- Online

### 31 Professional Supervision

- 33 Legal Aspects of Supervisory Actions -- Legal I
- 33 Legal Aspects of Supervisory Actions -- Legal II
- 33 Conducting Effective Employee Interviews
- 33 Coaching for Improved Work Performance
- 33 Team-Building Concepts & Strategies
- 33 Success Skills in Supervising Cultural Diversity
- 33 Positive Discipline Strategies
- 34 Appraisal of Individual Performance

### 34 Purchasing - Online

- 34 Purchasing Fundamentals
- 34 Advanced Purchasing
- 34 Public Sector Procurement

### 35 Safety & Security

- 36 OSHA Laws & Accident Investigation
- 36 Penal Code 832 Concepts
- 36 Workplace Security & Violence Issues
- 36 Recognition & Control of Workplace Hazards

### 37 Technical Writing

- 38 Fundamentals of Technical Writing
- 38 Information Design
- 38 Proposal Preparation & Writing
- 38 Writing Technical Instructions
- 38 Technical Editing
- 38 Graphics for Technical Writing
- 38 Online Documentation
- 38 People Skills for Technical Writers

### 39 Telecommunications

### 47 Employee Training Panel information for employers

SEE COMPUTER SECTION FOR  
INTERNET CERTIFICATE PROGRAMS!

## Family Child Care Certificate Award Program

### Family Childcare Providers: Are you tired of being labeled "baby-sitter?"

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

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

#### **Credit: 1.8 Continuing Education Units (CEUs) for all six classes**

Course no	Classes	Dates	Room	CRN no
TEX 906-01	Your Family Child Care Business	Jan 30	7	27457
TEX 907-01	Setting Up Your Home Environment	Feb 6	7	27458
TEX 908-01	Preparing Nutritious Meals & Snacks	Feb 13	7	27459
TEX 909-01	Curriculum, Observation & Assessment	Feb 20	7	27460
TEX 910-01	Working with Parents/Positive Discipline	Feb 27	7	27461
TEX 911-01	Networking & Professional Development	Mar 6	7	27462

All Classes on Saturdays from 9am-noon at the Franklin Community Center  
850 Inglewood Avenue, Redondo Beach

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

Courses may be taken on an individual basis for \$25 each, however, all six courses are required to receive a certificate. For further information, call (310) 243-3782.

# Certificate Award in Construction Management

## Certificate Program

### Class Date Planner

#### Spring 1999

#### **CMX 921 Real Estate Law**

Tuesday,  
January 26- March 2

#### **CMX 920 Project Management**

Thursday,  
January 28 - March 4

#### **CMX 922 Construction Accounting**

Tuesday & Thursday,  
March 9-25

#### **CMX 923 Construction Finance**

Tuesday,  
April 6-20

#### **CMX 924 Estimating & Plan Reading**

Thursday,  
April 8-May 13

#### **CMX 926 Construction Safety**

Tuesday,  
April 27-May 18

#### **CMX 925 Bidding & Scheduling**

Thursday,  
May 5-June 24

### The Program

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

### Certificate Award

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

### Schedule of Courses

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



### Textbooks

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

### COURSES

#### **CMX 920 Project Management** 1.8 CEUs

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

#### **CMX 921 Real Estate Law** 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.

#### **CMX 922 Construction Accounting** 1.8 CEUs

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

**CMX 923 Construction Finance** .9 CEUs

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 sale projects.

**CMX 924 Estimating and Plan Reading** 1.8 CEUs

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

**CMX 925 Bidding & Scheduling** 1.8 CEUs

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

**CMX 926 Construction Safety** 1.2 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, Federal OSHA are covered.

**SPRING 1999 SCHEDULE**

**CMX 921-01 Real Estate Law**

1.8 CEUs CRN 27416

Arnold Sock

6 mtgs: Tue Jan 26-Mar 2  
6:30-9:30pm  
FCC rm 7  
\$160

**CMX 920-01 Project Management**

1.8 CEUs CRN 27417

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

6 mtgs: Thu Jan 28-Mar 4  
6:30-9:30pm  
FCC rm 7  
\$160

**CMX 922-01 Construction Accounting**

1.8 CEUs CRN 27418

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

6 mtgs: Tue & Thu Mar 9-25  
6:30-9:30pm  
FCC rm 7  
\$160

**CMX 923-01 Construction Finance**

.9 CEUs CRN 27419

William Stinde

3 mtgs: Tue Apr 6-20  
6:30-9:30pm  
FCC rm 7  
\$90

**CMX 924-01 Estimating & Plan Reading**

1.8 CEUs CRN 27420

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

6 mtgs: Thu Apr 8-May 13  
6:30-9:30pm  
FCC rm 7  
\$160

**CMX 926-01 Construction Safety**

1.2 CEUs CRN 27421

Staff

4 mtgs: Tue Apr 27-May 18  
6:30-9:30pm  
FCC rm 7  
\$105

**CMX 925-01 Bidding & Scheduling**

1.8 CEUs CRN 27422

W. John Irwin, II, PE, Mechanical Engineer, Senior Consultant for Wagner, m Holms, Inglis, Inc.

6 mtgs: Thu May 20-Jun 24  
6:30-9:30pm  
FCC rm 7  
\$160

**For more information, call (310) 243-3782**



FCC  
is the Franklin  
Community Center,  
850 Inglewood Ave,  
Redondo Beach

# CERTIFICATE AWARD IN ENVIRONMENTAL & OCCUPATIONAL HEALTH & SAFETY

Learn how to fulfill OSHA requirements!

## CERTIFICATE PROGRAM CLASS DATE PLANNER SPRING 1999

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

Monday, January 4-  
February 15

### HEX 920 Ergonomics

Wednesday, February 3-March 3

### HEX 947 Introduction to Workers' Compensation

Monday, February 22-April 12

### HEX 946 OSHA Laws and Accident Investigation

Wednesday, March 3-April 21

### HEX 950 Introduction to Industrial Hygiene

Wednesday, April 28-May 19

### HEX 953 Recognition and Control of Workplace Hazards

Wednesday, May 26-June 23

### HEX 925 Principles of Industrial Hygiene & Exam Prep Part I

Saturday, January 30,  
February 13 & 27, March 13

### HEX 925 Principles of Industrial Hygiene Part II

Saturday, March 27,  
April 10, 24, May 8

The Certificate Award in Environmental & Occupational Health & Safety is endorsed by the National Safety Council. An MCLE Provider for HEX 946.

### The Certificate

Designed for Health & Safety officers and those planning to enter the field, the program will enable a person to apply the skills and fulfill the requirements of functioning in a Health & Safety Department and to administer health & safety programs in an industrial setting. Five core courses plus one elective course are required. Elective courses are offered to suit the needs within various industries. **Students not pursuing the certificate may take individual courses.** The total program awards 10 Continuing Education Units (CEUs).

### Who Should Attend

The program will meet and satisfy ongoing CEU requirements for the safety officer, registered environmental assessors, certified safety professionals, certified industrial hygienists, professional engineers and safety & industrial nurses. Supervisors, company owners, top & middle management, loss control representatives, worker compensation administrators, risk manage-

ment, general managers and superintendents will also find this program a valuable and important means of gaining professional knowledge.

### The Schedule

Students may attend classes in any order according to their needs. Courses are offered in the evenings and/or on weekends. The Program can be completed in five months.

### The Location

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

### Core Courses

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

**HEX 946 OSHA Laws and Accident Investigation**

**HEX 947 Introduction to Workers' Compensation**

**HEX 950 Introduction to Industrial Hygiene**

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

## **ELECTIVE COURSES**

One elective is required from the list below.

**HEX 920 Ergonomics**

**HEX 957 System Safety**

**HEX 914 HAZWOPER 8-hr.**

**HEX 915 HAZWOPER 24-hr.**

**HEX 954 Safety Protection**

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

**HEX 963 Workplace Security & Violence Issues**

**HEX 925/926 Principles of Industrial Hygiene and Exam Preparation Part I and Part II, offered each spring semester.**

## **CORE COURSES**

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

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

**HEX 946 OSHA Laws and Accident Investigation**  
2.0 CEUs

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

**HEX 947 Introduction to Workers' Compensation**

2.0 CEUs

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

**HEX 950 Introduction to Industrial Hygiene** 1.0 CEU

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

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

1.5 CEUs

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



## **PROFESSIONAL ADVISORY COMMITTEE**

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

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

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

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

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

**Dolores Johnson, BSBA**  
Administrative Workers  
Compensation, Boeing  
Corp.

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

**John C. McCullar, Ph.D.,** RSSP,  
IASSP

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

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

**SPRING 1999  
SCHEDULE**

**HEX 945-01 Foundations of Safety and Health Program Administration**

2.0 CEUs CRN 27497

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

7 mtgs: Mon Jan 4-Feb 15  
6:30-9:30pm  
FCC rm 7  
\$250

**HEX 920-01 Ergonomics**

1.5 CEU CRN 27499

This course will focus 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, work place design, and current standards and regulations.

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

5 mtgs: Wed Feb 3-Mar 3  
6:30-9:30pm  
CSUDH SAC 1108  
\$180

**HEX 947-01 Introduction to Workers' Compensation**

2.0 CEUs CRN 27502

**Dolores Johnson**, BSBA Administrative Workers Compensation, Boeing Corp.

7 mtgs: Mon Feb 22-Apr 12 (no class 3/29)  
6:30-9:30pm  
CSUDH SAC 1104  
\$250

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

2.0 CEUs CRN 27504

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

7 mtgs: Wed Mar 3-Apr 21 (no class 3/31)  
6:30-9:30pm  
CSUDH SAC 1108  
\$250

**HEX 950-01 Introduction to Industrial Hygiene**

1.0 CEU CRN 27507

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

4 mtgs: Wed Apr 28-May 19  
6:30-9pm  
CSUDH SAC 1108  
\$150

**HEX 953-01 Recognition and Control of Workplace Hazards**

1.5 CEUs CRN 27509

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

5 mtgs: Wed May 26-Jun 23  
6:30-9:30pm  
CSUDH SAC 1108  
\$180



**HEX 925-01 Principles of Industrial Hygiene & Exam Prep Part I**

2.4 CEUs CRN 27510

**James L. Unmack**, CSP, CIH, PE, is Health and Safety Director, Earth Technology Corporation & **Joseph Kukla**, BS, MPH, PE, CIH, CSP, is Regional Manager of CE Heath Cal.

4 mtgs: Sat Jan 30, Feb 13, 27, Mar 13  
9am-4pm  
RBCC rm 7  
\$340 (Includes cost of texts: *Comprehensive Review of Industrial Hygiene Vols. I-III to be used in both courses*)

**HEX 926-01 Principles of Industrial Hygiene Part II**

2.4 CEUs CRN 27513

**James Unmack & Joe Kukla.**

4 mtgs: Sat Mar 27, Apr 10, 24, May 8  
9am-4pm  
RBCC rm 7  
\$250

For more information, call **(310) 243-3782**

See the related new certificate award program **Safety & Security** on page 35

FCC is the Franklin Community Center, 850 Inglewood Ave, and RBCC is the Redondo Beach Community Center, 320 Knob Hill at PCH. Both are in Redondo Beach.

Certificate Programs

**CERTIFICATE  
PROGRAM CLASS  
DATE PLANNER  
SPRING 1999**

**BUX 998 Establishing  
Human Resource  
Systems**

Tuesday, February 2-23

**BUX 971 Compensation  
& Benefits**

Tuesday, March 2-23

**BUX 982 Labor &  
Employment Law**

Tuesday, April 4-27

**BUX 980  
Communication  
Dynamics**

Tuesday, May 4-18

**THE CERTIFICATE  
PROGRAM**

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

**Certificate Award in  
Human Resource Management**

*Candidates explore the practical application of human resource tools*

**PROGRAM EMPHASIS  
IS ON**

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

**WHO SHOULD ATTEND**

- Specialists in the Human Resource field who need to expand their knowledge and expertise in all aspects of Human Resource Management
- Those 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

**CERTIFICATE AWARD**

A certificate is awarded upon completion of all four modules. Upon completion of the Certificate Program 4.5 Continuing Education Units (CEU's) are awarded. University transcripts are available upon request. **(Students not pursuing the certificate may take individual modules).**

**THE SCHEDULE**

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

**THE LOCATION**

All classes are offered on the CSUDH campus in Carson or at the Redondo Beach Community Center or Franklin Community Center in Redondo Beach. See current catalog schedule for location.

**Advisory Board**

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

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

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



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

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

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

## THE COURSES

### **BUX 998 Establishing Human Resource Systems**

1.2 CEUs

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

### **BUX 971 Compensation & Benefits**

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 necessary for accomplishing these tasks through an intensive "Hands-on" skills development approach. Students will actually build a compensation plan from scratch and implement that plan under the parameters established by law and corporate policy. Students will also build benefits tracking and measurements systems they can take back to their own workplaces.

### **BUX 982 Labor & Employment Law**

1.2 CEUs

Corporate and company success is more and more dependent on the ability of the organization to effectively manage its 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.

### **BUX 980 Communication 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.

## **SPRING 1999 SCHEDULE**

### **BUX 998-01 Establishing Human Resource Systems**

1.2 CEUs CRN 27463

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

4 mtgs: Tue Feb 2-23  
6:30-9:30pm  
FCC rm 8  
\$249

### **BUX 971-01 Compensation & Benefits**

1.2 CEUs CRN 27464

**James D. Vigneau**,  
4 mtgs: Tue Mar 2-23  
6:30-9:30pm  
FCC rm 8  
\$249

### **BUX 982-01 Labor & Employment Law**

1.2 CEUs CRN 27465

**James D. Vigneau**  
4 mtgs: Tue Apr 6-27  
6:30-9:30pm  
FCC rm 8  
\$249

### **BUX 980-01 Communication Dynamics**

.9 CEUs CRN 27466

**James D. Vigneau**  
3 mtgs: Tue May 4-18  
6:30-9:30pm  
FCC rm 8  
\$145

**For more information call  
(310) 243-3782**

# Advanced Certificate Award in Human Resource Management

Certificate Programs

Employers: This program is eligible for ETP funding! See page 47

## THE CERTIFICATE PROGRAM

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

## PROGRAM EMPHASIS IS ON:

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

## SPRING 1999 SCHEDULE

### BUX 929-01 Advanced Human Resource Management

2.4 CEUs CRN 27467

8 mtgs: Thu Feb 4-Mar 25  
6:30-9:30pm  
FCC rm 8  
\$498

#### Analyzing HR

Thursday, February 4

#### Enhancing the Value of HR

Thursday February 11

#### Behavioral Interviewing

Thursday, February 18

#### Union Organizing in the Workplace

Thursday, February 25

#### Understanding Workers' Compensation

Thursday, March 4

#### Employee Leaves & Paid Time Off

Thursday, March 11

#### Conducting Workplace Investigations

Thursday, March 18

#### Employee Discipline and Termination

Thursday, March 25

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

**For more information, call (310) 243-3782**

## Certificate of Completion in Medical Insurance Billing

Learn the skills to join one of the fastest growing industries of the '90s.

### The Program

Provides instruction and hands-on training in how to decipher medical insurance coding and process insurance claims accurately to obtain the maximum reimbursement. A Certificate is awarded at the successful completion of each course.

### Who should attend

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

### NBMB 101-01 Medical Insurance Billing I

Noncredit

CRN 27399

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

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

4 mtgs: Mon & Wed Feb 22, 24;  
Mar 1, 3

6-9pm

FCC rm 7

\$95 Bring the required text to class: Physician's Procedural Terminology, CPT -- 1999 edition

### NBMB 102-01 Medical Insurance Billing II

Noncredit

CRN 27400

**Prerequisite: Medical Billing I or previous billing experience**

Build upon your knowledge of basic coding with these topics:

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

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

**Tuanya Reid**

4 mtgs: Mon & Wed Mar 15, 17, 22,  
24

6-9pm

FCC rm 7

\$95 Bring required text to class: 1999 edition of the Clinical Modification ICD-9

### The Location

Classes are held on the CSUDH campus in Carson and at the Franklin Community Center in Redondo Beach.

### The Schedule

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

**For more information, call (310) 243-3782.**

### NBMB 103-01 Medical Insurance Computer Billing

Noncredit

CRN 27401

**Medical Insurance Billing I suggested as a prerequisite.**

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

**Tuanya Reid**

1 mtg: Sat Mar 27

9am-3pm

CSUDH SBS B109

\$95 Limited to 20 students

FCC  
is the Franklin  
Community Center,  
850 Inglewood Ave,  
Redondo Beach

Certificate  
Programs

Employers: This program is eligible for ETP funding! See page 47

### NBMB 106-01 Applied Billing Techniques

Noncredit CRN 27402

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

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

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

**Tuanya Reid**

**1 mtg: Sat Apr 10  
9am-3pm  
CSUDH SBS B109  
\$90 (fee includes materials)**

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

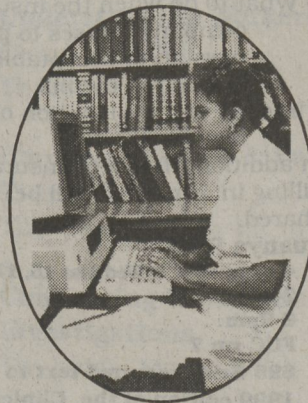
Noncredit CRN 27403

**Medical insurance billing knowledge required.**

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

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

**1 mtg: Sat Apr 17  
9am-3pm  
FCC rm 7  
\$90 (fee includes materials)**



### NBMB 105-01 Medical Terminology

Noncredit CRN 27398

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

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

**2 mtgs: Sat May 15 & 22  
9am-2:30pm  
FCC rm 7  
\$90 (fee includes materials)**

# Certificate in Production & Inventory Control

## Professional Training in Supply Chain Management Important LAPICS Program Modification!

Since January, 1998 the CSUDH Production and Inventory Control Certificate Program has gone through several important and exciting changes. In addition to our ongoing practice of regularly updating existing curriculum, **two new courses** are being added to reflect the growth and changing dynamics occurring within the field of supply chain management. To earn the revised P&IC Certificate students will continue to complete five courses (15 credit units):

**PIX 319 Basics of Supply Chain Management** (formerly Introduction to Materials Management) and four courses chosen from:

**PIX 320 Inventory Management** (formerly Inventory Management & Master Planning)

**PIX 321 Material and Capacity Requirements Planning** (formerly Material Requirements Planning & Purchasing)

**PIX 322 Production Activity Control and Constraints Management** (formerly Capacity & Priority Management)

**PIX 324 Just-In-Time/Total Quality Management** (formerly Just-In-Time/Total Quality Control), and the two new courses

**\*PIX 325 Master Planning and PIX 326 Manufacturing Management Systems and Technology**

\*These two new courses will be offered only on the Internet

The new Certificate format will allow students the flexibility to complete the Certificate as it exists now (PIX 319, 320, 321, 322, and 324) or choose courses which better fit individual career interests and job-site requirements. In addition to leading to the well-known and Industry respected CSUDH Production and Inventory Control Certificate, the courses continue to be excellent preparation for students studying to take their CPIM certification exams.

Students must also achieve a minimum total grade point average (GPA) of 2.3 or better. The courses are offered during three 13-week trimesters. **Students may enter the program at the beginning of any trimester.**

### Who Should Attend

The Certificate program in Production and Inventory Control is designed for those who wish to gain a broad education in the principles of supply chain management as well as assist Production and Inventory Control professionals planning on qualifying for CPIM certification.

### The Cost

The tuition fee for a three-unit course taken on the CSUDH campus is \$405. (If taken over television-away from campus, there will be an additional fee of \$90). The tuition for courses taken over the Internet is \$450 per class. Students wishing to take LAPICS courses over the Web should visit the web site at <http://www.csudh.edu/LapicsOnLine> for further information.

### Books and Materials

LAPICS will no longer distribute materials in class or via courier to ITFS sites. Students should arrange to purchase textbooks and other materials directly from the CSUDH Bookstore. You may either visit the bookstore (M-Th 8am-6:30pm, F 8am-4pm, Sa 10am-2pm) to purchase texts and materials or you may order via phone or Bookstore website with credit card (Visa, MC, AMEX, DISC) at (310) 243-3829 or [www.csudh.bkstr.com](http://www.csudh.bkstr.com). Please allow 5-7 working days for shipping. APICS members receive a discount ONLY if ordered directly from APICS (1-800-444-2742).

### Location

Classes meet on the CSU Dominguez Hills campus in Carson. The classrooms are located in the South Academic Complex (unless otherwise indicated). A parking fee of \$1.50/day is charged on campus.

### The Courses

Courses are offered three trimesters each year and provide three (3) units of upper division degree-applicable academic credit. All students are required to take the foundation course, PIX 319, and to choose four additional courses (5 courses total) from:

**PIX 320, PIX 321, PIX 322, PIX 324, PIX 325\* & PIX 326\***  
\*offered on the Internet only

### Course Offerings

#### PIX 319 Basics of Supply Chain Management (3)

Provides a broad overview of the field of Supply Chain Management and its role in the functional nature of organizations. The fundamental concepts and specialized vocabulary of this field are covered.

#### PIX 320 Inventory Management (3)

Inventory Management objectives and policies, inventory systems, techniques and distribution inventory planning and control concepts are covered.

**PIX 321 Material & Capacity Requirements Planning (3)**

Material Requirements Planning (MRP) and Capacity Requirements Planning (CPR) techniques and concepts are discussed in relationship to their roles in effective materials management.

**PIX 322 Production Activity Control and Constraints Management (3)**

Production control processes are discussed in a wide variety of manufacturing environments, including job shops, low-volume batch operation plants, high-volume repetitive manufacturers, automated process plants, and remanufacturing plants. Course will also include a discussion of the Theory of Constraints using the drum-buffer-rope system.

**PIX 324 Just-In-Time/Total Quality Management (3)**

The Just-In-Time concept is defined in relationship to human resource development and involvement, total quality management techniques, integration and application, and implementation.

**\*PIX 325 Master Planning (3)**

Sales forecasting, order servicing, sales and operations, planning, and master scheduling concepts are covered. This class will only be offered on the Internet.

**\*PIX 326 Manufacturing Management Systems and Technology (3)**

Strategic drivers and management choices affecting production and inventory control, configuring and integrating production and inventory systems, managing implementations of systems and technologies and measuring organizational performance will be covered. This class will only be offered on the Internet.

\*Offered only on the Internet

**Spring 1999 Trimester  
(13 weeks)**

Begins week of January 26, 1999

**PIX 319-01 Basics of Supply Chain Management**

CRN 25641  
Thu 6:30-10pm  
CSUDH SAC 1102  
\$405

**PIX 319-02 (92) Basics of Supply Chain Management**

CRN 25642  
Tue 4-6:30pm  
CSUDH ERC A103  
If taking over TV at a company site, or your home, specify that you are taking section 92, CRN 25643, then add \$90 to the fee below.  
\$405

**PIX 319-41 (Internet) Basics of Supply Chain Management**

CRN 25644  
(please visit the LAPICS-OnLine Web Site for more information at <http://www.csudh.edu/LapicsOnLine>)  
\$450 (when registering BE SURE TO REPORT YOUR E-MAIL ADDRESS(es))

**PIX 320-01 (91) Inventory Management**

CRN 25645  
Thu 4-6:30pm  
CSUDH ERC A103  
If taking over TV at a company site, or your home, specify that you are taking section 91, CRN 25646, then add \$90 to the fee below.  
\$405

**PIX 321-41 (Internet) Material & Capacity Requirements Planning**

CRN 25647  
(please visit the LAPICS-OnLine Web Site for more information at <http://www.csudh.edu/LapicsOnLine>)  
\$450 (when registering BE SURE TO REPORT YOUR E-MAIL ADDRESS(es))

**PIX 324-01 Just-In-Time/Total Quality Management**

CRN 25648  
Tue 6:30-10pm  
CSUDH SAC 1102  
\$405

**PIX 325-41 (Internet) Master Planning\***

CRN 25649  
(please visit the LAPICS-OnLine Web Site for more information at <http://www.csudh.edu/LapicsOnLine>)  
\$450 (when registering BE SURE YOU LEAVE YOUR E-MAIL ADDRESS(es))

**Summer 1999 Trimester  
(13 weeks)**

Begins week of April 26, 1999

**PIX 319-01 Basics of Supply Chain Management**

CRN 31003  
Thu 6:30-10pm  
CSUDH SAC 1102  
\$405

**PIX 319-02(92) Basics of Supply Chain Management**

CRN 31004  
Tue 4-6:30pm  
CSUDH ERC A103  
If taking over TV at a company site, or your home, specify that you are taking section 92, CRN 31006, then add \$90 to the fee below.  
\$405

**PIX 319-41 (Internet) Basics of Supply Chain Management**

CRN 31005  
Tue (please visit the LAPICS-OnLine Web Site for more information at <http://www.csudh.edu/LapicsOnLine>)  
\$450 (when registering BE SURE YOU LEAVE YOUR E-MAIL ADDRESS(es))

**PIX 320-01 Inventory Management**

CRN 31007  
Tue 6:30-10pm  
CSUDH SAC 1102  
\$405

**PIX 321-01 (91) Material & Capacity Requirements Planning**

CRN 31008  
Thu 4-6:30pm  
CSUDH ERC A103  
If taking over TV at a company site, or your home, specify that you are taking section 92, CRN 31009, then add \$90 to the fee below.  
\$405

**PIX 322-41 (Internet) Production Activity Control and Constraints Management**

CRN 31010  
Tue (please visit the LAPICS-OnLine Web Site for more information at <http://www.csudh.edu/LapicsOnLine>)  
\$450 (when registering BE SURE YOU LEAVE YOUR E-MAIL ADDRESS(es))

**PIX 326-41 (Internet) Manufacturing Management Systems and Technology**

CRN 31011  
Tue (please visit the LAPICS-OnLine Web Site for more information at <http://www.csudh.edu/LapicsOnLine>)  
\$450 (when registering BE SURE YOU LEAVE YOUR E-MAIL ADDRESS(es))

**NEW!**

## **ONLINE CERTIFICATE IN PRODUCTION AND INVENTORY CONTROL**

Certificate  
Programs

### **Training in Supply Chain Management on the World Wide Web!**

<http://www.csudh.edu/LapicsOnLine>  
e-mail: [learn@csudh.edu](mailto:learn@csudh.edu)

Following in the tradition of its internationally recognized MSQA-Internet program, California State University, Dominguez Hills Division of Extended Education, in partnership with the Los Angeles Chapter of APICS (LAPICS) and the CSUDH School of Management, is proud to present its popular Certificate Program in Production and Inventory Control entirely over the World Wide Web!

To successfully earn the Certificate, students must take a total of five courses (one foundation course and any four of the remaining six core courses) and achieve a total grade point average of at least a 2.3 (C+).

### **Who Should Attend**

The Online Certificate Program in Production and Inventory Control is 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 CPIM certified professionals currently employed in production and inventory control. In addition to providing a comprehensive introduction to supply chain management, the coursework is designed to help students prepare for the CPIM Certification Exams.

### **Employment Opportunities**

CSUDH LAPICS Certificate holders find employment in aerospace, electronics, military, hospitals, retail, and warehouse supervision. This is an excellent program for those seeking advancement or a career change.

### **The Cost**

The tuition for each three-unit online course is \$450. Textbooks and syllabi are required and are not included in the tuition. They can be obtained directly from APICS: Please allow at least two weeks for delivery via mail.

Further information regarding acquiring required materials is available at

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

### **Taking OnLine Courses from CSUDH**

Courses offered via the World Wide Web provide the same curriculum as those offered on campus and at local business and industry sites. In order to participate students need only an e-mail account and access to the World Wide Web. Students who feel comfortable sending e-mail and "surfing the web" are well prepared to participate in CSUDH Online coursework.

### **Want To Know More or Ready to Get Started?**

Complete instructions are available on the World Wide Web at <http://www.csudh.edu/LapicsOnline>. You may also contact the Program Director, Scott MacKay via e-mail at [learn@csudh.edu](mailto:learn@csudh.edu) or by phone at (310) 243-3355

### **The Courses**

Courses are offered via the Internet three trimesters each year and provide three (3) units of upper division degree-applicable academic credit. Current cost per class is \$450 (not including materials). Information on obtaining required material can be obtained from

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

### **Foundation Course**

#### **PIX 319 Basics of Supply Chain Management (3)**

### **Core Courses**

(12 Units -- Students choose an additional four courses from the following list):

#### **PIX 320 Inventory Management (3)**

#### **PIX 321 Material and Capacity Requirements Planning (3)**

#### **PIX 322 Production Activity Control & Constraints Management (3)**

#### **PIX 324 Just-In-Time and Total Quality Management (3)**

#### **PIX 325 Master Planning (3)**

#### **PIX 326 Manufacturing Management Systems and Technology (3)**

After registering for an Online class, contact Scott MacKay at [smackay@csudh.edu](mailto:smackay@csudh.edu) with your e-mail address.

## LAPICS Certificate Online Course Offerings

### **PIX 319 Basics of Supply Chain Management (3)**

Provides a broad overview of the field of Supply Chain Management and its role in the functional nature of organizations. The fundamental concepts and specialized vocabulary of this field are covered.

### **PIX 320 Inventory Management (3)**

Inventory Management objectives and policies, inventory systems, techniques and distribution inventory planning and control concepts are covered.

### **PIX 321 Material & Capacity Requirements Planning (3)**

Material Requirements Planning (MRP) and Capacity Requirements Planning (CPR) techniques and concepts are discussed in relationship to their roles in effective materials management.

### **PIX 322 Production Activity Control and Constraints Management (3)**

Production control processes are discussed in a wide variety of manufacturing environments, including job shops, low-volume batch operation plants, high-volume repetitive manufacturers, automated process plants, and remanufacturing plants. Course will also include a discussion of the Theory of Constraints using the drum-buffer-rope system.

### **PIX 324 Just-In-Time/Total Quality Management (3)**

The Just-In-Time concept is defined in relationship to human resource development and involvement, total quality management techniques, integration and application, and implementation.

### **PIX 325 Master Planning (3)**

Sales forecasting, order servicing, sales and operations, planning, and master scheduling concepts are covered. This class only offered on Internet.

### **PIX 326 Manufacturing Management Systems and Technologies (3)**

Strategic drivers and management choices affecting production and inventory control, configuring and integrating production and inventory systems, managing implementations of systems and technologies and measuring organizational performance will be covered. This class only offered on Internet.

## Schedule

(Classes usually begin and end on a Tuesday)

### **Spring Trimester 1999**

*Begins January 26, 1999*

#### **PIX 319-41 Basics of Supply Chain Management**

CRN 25644  
\$450

#### **PIX 321-41 Material and Capacity Requirement Planning**

CRN 25647  
\$450

#### **PIX 325-41 Master Planning**

CRN 35649  
\$450

### **Summer Trimester 1999**

*Begins April 26, 1999*

#### **PIX 319-41 (Internet) Basics of Supply Chain Management**

CRN 31005  
\$450

#### **PIX 322-41 Production Activity Control & Constraints Management**

CRN 31010  
\$450

#### **PIX 326-41 Manufacturing Management Systems & Technology**

CRN 31011  
\$450

After registering for an

Online class, contact

Scott MacKay at

smackay@csudh.edu

with your e-mail address.



**Certificate Program  
Class Date Planner  
Spring 1999**

**BUX 995 Legal Aspects of  
Supervisory Actions -  
Legal I**  
*Tuesday, February 2 & 9*

**BUX 986 Legal Aspects of  
Supervisory Actions -  
Legal II**  
*Tuesday, February 16 & 23*

**BUX 994 Conducting  
Effective Employee  
Interviews**  
*Tuesday, March 2 & 9*

**BUX 979 Coaching for  
Improved Work Performance**  
*Tuesday, March 16 & 23*

**BUX 977 Team-Building  
Concepts & Strategies**  
*Tuesday, April 6 & 13*

**BUX 973 Success Skills in  
Supervising Cultural Diversity**  
*Tuesday, April 20 & 27*

**BUX 997 Positive  
Discipline Strategies**  
*Tuesday, May 4 & 11*

**BUX 981 Appraisal of  
Individual Performance**  
*Tuesday, May 18 & 25*

**The Courses**

**BUX 973 Success Skills in  
Supervising Cultural  
Diversity .5 CEUs**

Each participant will learn to: understand cultural diversity as a positive difference in age, languages, gender or ethnic backgrounds and learn to avoid stereotyping strangers by giving everyone an opportunity to contribute to the work effort. Learn to recognize diversity of cultures as a source of new skills, valid perspectives and performance. Overcome preconceived opinions

# CERTIFICATE AWARD IN PROFESSIONAL SUPERVISION

## Who Should Attend

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

## The Certificate

Each course in Professional Supervision meets two evenings per week, a total of five hours. Enrollment is accepted on an individual basis, and a certificate of achievement is awarded upon the completion of any six courses, which can be completed in four month's time. Individual courses may be attended. All courses award Continuing Education Units (CEUs).

## The Location

Courses are held on-campus at CSUDH in Carson or at local business sites by special arrangement.

## Now in Spanish

All courses in the Professional Supervision Certificate Program are also offered in Spanish (on-site instruction only).

## The Cost

Each course costs \$85 and meets for two evenings on the CSUDH campus in Carson.

## The Instructor

**Ernest C. Jewell**, MBA, Instructor in English and Spanish, has over 20 years' experience in industrial engineering and management consulting.

and bias that limit opportunities for full employee's team participation. Learn to recognize and avoid assumptions, cultural symbols, slang, acronyms, and non-verbal signals which act as barriers to communication. Also, learn to perform employee selection, work assignments, coaching, training, communicating, motivating, appraisal with a sensitivity to the impact of cultural diversity.

**BUX 974 Delegation  
Techniques & Strategies  
.5 CEUs**

Learn techniques to share responsibility, assign authority and extract commitment for improved performance. Reduce the barriers to delegation. Develop accountability through improved personal organization, setting priorities and communicating for measurable results. Recognize characteristics for improved group actions and individual performances. Participate in a lively workshop to practice delegation skills.

**BUX 975 Intro to the Role  
of Supervision .5 CEUs**

Transition skills for a successful career in management are covered. Learn how to identify and meet the needs of your employees. Recognize six specific responsibilities: to organize, plan, communicate, control, train and motivate. Recognize how to avoid the mistakes made by most supervisors, and learn to give clearly understood, complete work assignments. Enjoy effective transition into supervision. Learn how to successfully exchange the realities for the myths of supervision.

**REGISTER BY PHONE: (310) 243-3741 • REGISTER BY FAX (310) 516-3971 31**

**BUX 976  
Communication &  
Listening Skills  
Workshop** .5 CEUs

This course provides detailed ideas for communication skills required by the supervisor. Learn how to give meaningful work assignments. Listening skills will enable you to be more helpful to others and build personal confidence. Recognize communication filters, temperament clues, verbal and nonverbal skills. Review list of effective techniques including questioning strategies for improved interviewing. This workshop will help you write work objectives and conduct dialogue to gain subordinate commitment to clearly stated work assignments.

**BUX 977 Team-Building  
Concepts & Strategies** .5 CEUs

Learn to recognize elements that create team effort and develop characteristics of effective team action. Create a climate for positive team participation and design an environment for creative team decisions. Analyze workshop team leadership profiles, and apply individual team-building skills balance sheets. Separate myth from reality in a team-building scenario. Learn to recognize specific characteristics of effective team actions.

**BUX 978 Coping with  
Stress & Reducing  
Organizational Conflict** .5 CEUS

Recognize work stressors and how to cope with stress on the job. Be aware of both negative and positive ways of responding to stress. Become more sensitive to the needs of others and learn supportive actions to build team productivity. Reduce interruptions and increase personal productivity by working more effectively through better organization.

**BUX 979 Coaching for  
Improved Work  
Performance** .5 CEUs

The objective of effective coaching is to modify behavior to improve employee performance, which is the result of training by the supervisor, matching priorities and applying delegation and counseling skills designed to improve productivity. Participants will learn through actual practice how to identify problems, overcome obstacles, build on strengths of employees, and reduce existing weaknesses, discuss alternative solutions to problems, and obtain commitments for corrective actions.

**BUX 981 Appraisal of  
Individual Performance** .5 CEUs

Each participant will learn to recognize the benefits of appraisal to the organization, supervisor and the employee, how to identify what employees and supervisors expect from the appraisal process and reasons why some appraisal systems are disliked and ineffective. Learn to understand what you should and should not appraise, how to utilize the job description and job standards during evaluations, and how to consider ideas presented in several audio-visual case studies. Participants will learn to avoid the most common pitfalls in rating performances, how to prepare complete appraisal interview documentation and how to be more objective and less subjective during the interview.

**BUX 983 Understanding  
& Coping with Different  
Leadership Styles  
Workshop** .5 CEUs

Learn the essentials of leadership and how to recognize the 5 styles, how to apply coping skills for effective response, how to be flexible, and how to develop your own leadership style. By understanding differences in management "styles," participants relate to different actions of the boss, subordinates, customers and contemporaries.

**BUX 984 Productivity  
Motivation** .5 CEUs

Understand why employees need to be motivated and recognize the key elements and supervisor actions recommended by Herzberg, Maslow, McGregor & Blake-Mouton. The strengths of the formal and informal organization, the application of actions that put motion into motivation and the "self-fulfilling prophecy" concept will be discussed. Traditional vs. emergency concepts, specific productivity "empowerment" of employees and teams, and the development of personal skills in creating a self-motivating work environment will be considered.

**BUX 985 Time  
Management Strategies  
Workshop** .5 CEUs

Identify time-wasters and how to avoid them, apply strategies for setting goals and assigning priorities. Recognize ideas on accomplishing the vital few versus the many trivial tasks. Consider key organizational and delegation skills to improve the use of time. Apply the blocking concept to plan time effectively. Complete evaluation instruments to self-test and self-score individual time effectiveness. Case study analysis of real situations in time management. Handle, reduce and manage interruptions and improve team building between management and staff.

### **BUX 994 Conducting Effective Employee Interviews** .5 CEUs

Each participant will learn how to conduct seven types of employee interviews and also learn to match the employee to the right job by an employment interview. The coaching interview will inspire participants to become more career-oriented, while the counseling interview will help participants solve productivity problems. Meaningful feedback will be provided in the appraisal interview, changes in behavior can be effected in the discipline interview, and valuable improvement information can be gleaned from exit interviews. Interviewing focus, documentation, force-field analysis, listening skills and flexibility will also be covered.

### **BUX 995 Legal Aspects of Supervisory Actions - Legal I** .5 CEUs

Learn to understand legal aspects such as federal and state laws covering protected classes, current immigration laws regarding employment, what to say and what to avoid saying in an employment interview, including legal and illegal pre-employment questions. Proper structure of a correct job ad, employee requisition and how to use the job description and application form in the employment interview will also be covered.

### **BUX 986 Legal Aspects of Supervisory Actions - Legal II** .5 CEUs

Issues such as sexual harassment and the sexual harassment law with sample cases will be examined, and methods for applying preventive actions, such as the correct response to harassment claims will be detailed. How to utilize "due process" & "just cause," avoiding age discrimination and wrongful discharge suits, appraisal interviews, drug abuse, termination and crisis-firing situations. Also, view a company industrial case history on EEO laws.

### **BUX 997 Positive Discipline Strategies** .5 CEUs

Learning how to discipline can be a positive experience to change behavior. Why employees do not perform, how to recognize problems requiring discipline, and how to discipline fairly will be covered. Also, how to work closely with personnel and senior management, how to document each step of the discipline program, how to utilize discipline action checklists, and how to handle routine and crisis discharge situations will be covered. A case study in handling absenteeism will be presented.

## **SPRING 1999 SCHEDULE**

### **BUX 995-01 Legal Aspects of Supervisory Actions - Legal I**

.5 CEUs CRN 27427

2 mtgs: Tue Feb 2 & 9  
6:30-9:30pm  
CSUDH SAC 1110  
\$85

### **BUX 986-01 Legal Aspects of Supervisory Actions - Legal II**

.5 CEUs CRN 27428

2 mtgs: Tue Feb 16 & 23  
6:30-9:30pm  
CSUDH SAC 1110  
\$85

### **BUX 994-01 Conducting Effective Employee Interviews**

.5 CEUs CRN 27429

2 mtgs: Tue Mar 2 & 9  
6:30-9:30pm  
CSUDH SAC 1110  
\$85

### **BUX 979-01 Coaching for Improved Work Performance**

.5 CEUs CRN 27430

2 mtgs: Tue Mar 16 & 23  
6:30-9:30pm  
CSUDH SAC 1110  
\$85

### **BUX 977-01 Team-Building Concepts & Strategies**

.5 CEUs CRN 27431

2 mtgs: Tue Apr 6 & 13  
6:30-9:30pm  
CSUDH SAC 1110  
\$85

### **BUX 973-01 Success Skills in Supervising Cultural Diversity**

.5 CEUs CRN 27432

2 mtgs: Tue Apr 20 & 27  
6:30-9:30pm  
CSUDH SAC 1110  
\$85

### **BUX 997-01 Positive Discipline Strategies**

.5 CEUs CRN 27433

2 mtgs: Tue May 4 & 11  
6:30-9:30pm  
CSUDH SAC 1110  
\$85

### **BUX 981-01 Appraisal of Individual Performance**

.5 CEUs CRN 27434

2 mtgs: Tue May 18 & 25  
6:30-9:30pm  
CSUDH SAC 1110  
\$85



Certificate Programs

## Training in Purchasing Management on the World Wide Web

<http://www.csudh.edu/PurchasingOnline>  
e-mail: [learn@csudh.edu](mailto:learn@csudh.edu)

California State University, Dominguez Hills is pleased to introduce the Certificate Award Program in Purchasing offered entirely online via the World Wide Web. The curriculum provides a comprehensive introduction to the field of purchasing and is designed to help students prepare for the CPM Certification Exams.

### Who Should Attend

Those who complete the Online Certificate Award in Purchasing will be prepared to assume entry level and/or management level positions in aerospace, military, manufacturing, health care, retail, and other purchasing environments.

### The Cost

The tuition for each three-unit course is \$450. Textbooks and syllabi are required and are not included in the tuition. Further information regarding required materials and how to obtain them is available at [www.csudh.edu/PurchasingOnline](http://www.csudh.edu/PurchasingOnline)

**NEW!**

## ONLINE CERTIFICATE AWARD IN PURCHASING

### Taking Online Courses from CSUDH

In order to participate, students need only have an e-mail account and access to the World Wide Web. Students who feel comfortable sending e-mail and "surfing the web" are well prepared to participate in CSUDH online coursework. For further information about the CSUDH Online Certificate Award in Purchasing consult the PurchasingOnline web site at:

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

### Requirements

Students must complete the following courses achieving an over-all grade point average of 2.3 (C+) or better.

#### PRX 200-41 Purchasing Fundamentals

#### PRX 310-41 Cost/Price Analysis and Negotiation

#### PRX 330-41 Public Sector Procurement

#### PRX 340-41 Advanced Purchasing Concepts

### Summer 1999 Trimester

Classes begin week of  
April 26, 1999

#### PRX 200-41 Purchasing Fundamentals

CRN 31001  
Tue (please visit the Purchasing-Online Web Site for more information at:  
<http://www.csudh.edu/PurchasingOnline>)  
\$450 (when registering BE SURE TO REPORT YOUR E-MAIL ADDRESS(es))

#### PRX 340-41 Advanced Purchasing

CRN 31002  
Tue (please visit the Purchasing-Online Web Site for more information at  
<http://www.csudh.edu/PurchasingOnline>)  
\$450 (when registering BE SURE TO REPORT YOUR E-MAIL ADDRESS(es))

#### PRX 330-41 Public Sector Procurement

CRN 25640  
Tue (Please visit the Purchasing-Online Web Site for more information at  
[www.csudh.edu/PurchasingOnline](http://www.csudh.edu/PurchasingOnline))  
\$450 (when registering BE SURE TO REPORT YOUR EM-MAIL ADDRESS(es))

After registering for an Online class, contact Scott MacKay at [smackay@csudh.edu](mailto:smackay@csudh.edu) with your e-mail address.

### Important Registration Information:

For information on how to register for Purchasing-Online courses, and what to do after you register, please refer to the Purchasing-Online web site at: [www.csudh.edu/PurchasingOnline](http://www.csudh.edu/PurchasingOnline)

# **NEW!** Certificate Award in **Safety and Security**

## **RECOGNIZED AND APPROVED BY THE INTERNATIONAL ASSOCIATION OF SAFETY & SECURITY PROFESSIONAL (IASSP) TRAINING ACADEMY**

### **Certificate Award**

A certificate reflecting 80 hours and 8.0 Continuing Education Units (CEUs) is awarded upon successful completion of the program. Courses may also be taken independently of the program.

### **Course Schedule**

The certificate can be earned in one semester (15 weeks). Courses are offered evenings or Saturdays on campus or at the IASSP Training Academy in Long Beach.

### **The Program**

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

### **Who Should Attend**

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

### **The Courses**

#### **HEX 946 OSHA Laws & Accident Investigation**

**2 CEUs**

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

#### **HEX 953 Recognition & Control of Workplace Hazards**

**1.5 CEUs**

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

#### **HEX 958 Penal Code 832 Concepts**

**3 CEUs**

Course materials will provide security personnel, managers, and supervisors with a ready reference guide that outlines the authority and responsibilities of sworn peace officers and security officers in the following areas of responsibility:

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

#### **HEX 963 Workplace Security & Violence Issues**

**1.5 CEU**

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

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

Certificate Programs

Employers: This program is eligible for ETP funding! See page 47

**Spring 1999 Schedule**

**HEX 958-01 Penal Code 832 Concepts**

3.0 CEUs CRN 27516

**Bob Cue** is CEO of the Association of Accredited Safety & Security Professionals (AASSP) and has taught courses in Administration of Justice, Advanced Security Concepts and Firearms.

10 mtgs: Mon Jan 25-4/12 (no class 2/15 & 3/29)  
6:30-9:30pm  
CSUDH SAC 1108  
\$350

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

2.0 CEUs CRN 27504

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

7 mtgs: Wed Mar 3-Apr 21 (no class 3/31)  
6:30-9:30pm  
CSUDH SAC 1108  
\$250

**HEX 953-01 Recognition & Control of Workplace Hazards**

1.5 CEU CRN 27509

**John A. O'Toole**

5 mtgs: Wed May 26-Jun 23  
6:30-9:30pm  
CSUDH SAC 1108  
\$180

**HEX 963-01 Workplace Security & Violence Issues**

1.5 CEU CRN 33002

**Michael Nicolas**, RSSP, Owner, California Loss Control, Qualified Expert Witness on safety & liability issues in Orange and Los Angeles counties.

5 mtgs: Wed Jun 30-July 28  
6:30-8:30pm  
CSUDH SAC 1110  
\$180 (Required text \$85 available at IAASP-(562) 427-7310)

See the related Certificate Program

in

**CERTIFICATE AWARD IN ENVIRONMENTAL & OCCUPATIONAL HEALTH & SAFETY**

*Learn how to fulfill OSHA requirements!*

*see page 20*



# CERTIFICATE IN TECHNICAL WRITING

## The Program

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

## The Certificate

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

### BUX 905 Writing Technical Instructions

1.5 CEUs

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

### BUX 927 Fundamentals of Technical Writing

2.7 CEUs

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

## Who Should Attend

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

### BUX 931 Information Design

2.7 CEUs

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

### BUX 932 People Skills for Technical Writers

1.5 CEUs

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

### BUX 948 Proposal Preparation & Writing

1.5 CEUs

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

## BUX 949 Graphics for Technical Writing

1.5 CEUs

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

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

## BUX 950 Online Documentation

1.5 CEUs

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

## BUX 970 Technical Editing

1.5 CEUs

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

## Spring 1999 Schedule

### BUX 927-01 Fundamentals of Technical Writing

2.7 CEUs CRN 27518

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

9 mtgs: Mon Jan 25-Apr 5 (no class 2/15 & 3/29)  
6:30-9:30pm  
FCC rm 8  
\$225

### BUX 931-01 Information Design

2.7 CEUs CRN 27519

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

9 mtgs: Wed Jan 27- Mar 24  
6:30-9:30pm  
FCC rm 8  
\$225

### BUX 948-01 Proposal Preparation & Writing

1.5 CEUs CRN 27544

**Sara Stohl**

5 mtgs: Wed Apr 7-May 5  
6:30-9:30pm  
FCC rm 8  
\$105

FCC  
is the Franklin  
Community Center,  
850 Inglewood Ave,  
Redondo Beach

### BUX 905-01 Writing Technical Instructions

1.5 CEUs CRN 27545

**Kent S. Pearson**, MBA, is the Quality Control Editor in the Service & Special Tools Department of American Honda, producing newsletters, manuals, bulletins and special projects.

5 mtgs: Mon Apr 12-May 10  
6:30-9:30pm  
FCC rm 8  
\$105

### BUX 949-01 Graphics for Technical Writing

1.5 CEUs CRN 33005

**Michelle Anderson**

5 mtgs: Wed May 12-Jun 9  
6:30-9:30pm  
FCC rm 8  
\$105

### BUX 970-01 Technical Editing

1.5 CEUs CRN 33008

**Kent S. Pearson**

5 mtgs: Mon May 17-Jun 14  
6:30-9:30pm  
FCC rm 8  
\$105

### BUX 950-01 Online Documentation

1.5 CEUs CRN 33003

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

5 mtgs: Wed Jun 16-Jul 17  
6:30-9:30pm  
CSUDH ERC A115  
\$105

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

1.5 CEUs CRN 33004

**David Zasloff**

5 mtgs: Mon Jun 21-Jul 19  
6:30-9:30pm  
FCC rm 8  
\$105



# New! Certificate Program in Telecommunications

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

The Certificate Program in Telecommunications at California State University, Dominguez Hills is designed for those already making their mark within the industry who want to move into supervisory or management positions. The curriculum enhances your own knowledge and expertise by following the trends--it is virtually a living program which advances along with current technology so you won't be left behind. Courses are scheduled at times and locations that take into account the needs of working adults. Instructors are university faculty as well as those experienced in particular areas of the Telecommunications industry. Whenever possible, the Certificate Program in Telecommunications courses will be delivered to work sites using telecommunications technology, taking in account the needs of working adults. Instructors will be drawn from the regular university faculty and augmented by experienced practitioners from the Telecommunications industry. All credit earned in courses in this Certificate Program will be applicable to a planned Bachelor of Science Telecommunications degree program to begin in Fall, 1999.

The certificate may be earned in one calendar year. The cost is \$140 per unit (\$420 per course) plus an additional \$30 per unit when telecommunications technology is used to deliver courses to a worksite.

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

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

## The Courses

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

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

### **COM 312 Telecommunications Technologies (3)**

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

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

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

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

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

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

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

## **For further information contact**

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

Now! a university program to advance you in your technical career within the changing workplace

## BACHELOR OF SCIENCE IN APPLIED STUDIES

The Bachelor of Science Program in Applied Studies provides a flexible baccalaureate completion program designed primarily for holders of community college technical associate degrees or certificates who are seeking to advance in the occupational fields.

The program offers some special features:

### Credit for courses already completed elsewhere:

The Bachelor of Science in Applied Studies Program accepts up to 18 units for transfer of technical courses not typically transferable at other universities.

### Attend while you keep your day job:

Classes are scheduled at times and locations convenient to working adults.

### Tailor the program to your needs:

You are involved in the design of your own curriculum.

### A well-rounded program:

All management disciplines and selected subjects in the social sciences, humanities and natural science are included.

### On-the-job skills:

The program emphasizes development of critical and analytical thinking and teaching you to express yourself clearly and directly.

### Your degree breaks down career barriers:

The relevant course of study will help you to achieve a leadership position in your field.

### Requirements

124 semester units are required for completion, including units transferred from an associate degree earned at a California community college or the equivalent. The major in Applied Studies consists of 39 of those semester units in management and the liberal arts. Within those subject areas, you and your faculty advisor will tailor the program to meet your career needs.

- Associate degree from an accredited community college or other comparable technical educational background
- 18 unit upper division management component
- 18 unit upper division liberal arts component, including a 9 unit upper division General Education integrative studies requirement
- 3 unit capstone seminar in occupational leadership that ties together academics, your experiences, practice and theory
- 15 units of electives, at least three of which are upper division
- Remainder of units needed to total 124

Fees are the same as any regular part-time or full-time student at CSU Dominguez Hills

**For more information, contact Dr. Julia Britt at (310) 243-3583 or the School of Management at (310) 243-3548**

## MASTER OF SCIENCE QUALITY ASSURANCE

California State  
University,  
Dominguez Hills  
offers the Master  
of Science Degree  
in Quality  
Assurance  
on the  
INTERNET!

**All MSQA  
programs  
available live,  
in-house at  
your site.**

**Contact  
Scott MacKay  
(310)  
243-3355**

### Who Should Attend

Quality Assurance is practiced by members of management in manufacturing, engineering, service industries, and government interested in applying Quality principles to their disciplines. Career opportunities in the field are excellent as the demand for Graduate Quality Assurance Professionals continues to increase.

### The Program

An interdisciplinary approach blends study in management with quality concepts. Relevant theoretical and practical course work, independent study, interaction with fellow students, working Quality Assurance professionals and a final project are used to provide a well-rounded learning experience.

### The Requirements

A candidate must meet CSUDH graduate admission requirements and hold a bachelors degree. The applicant should have completed courses in mathematical statistics, theory of probabilities and principles of computer technology. Students not meeting these requirements need to obtain special permission. Please contact Gene Watson (310) 243-3880 for details.

Thirty-three semester units of graduate work must be completed, with at least 21 units from CSUDH. The courses listed must be completed with at least a 3.0 (B) average, and a final project and/or a comprehensive examination must be completed. In addition, the Graduate Writing Assessment and all other requirements as described in the current university catalog must be completed.

**for more information,  
check us  
out on the Web:  
<http://www.csudh.edu/msqa>**

# Quality

**Spring 1999  
Schedule of MSQA  
CLASSES  
via the Internet**

All are 3-unit classes

**QAS 510-41 Advanced  
Probability & Statistics**

CRN 27577

Time: TBA

Inst: Michelle Manning

Fee: \$420

**QAS 511-41 Quality  
Function Management  
& TQM**

CRN 27576

Time: TBA

Inst: Keith Fulton

Fee: \$420

**QAS 516-41  
Measurement & Testing  
Techniques**

CRN 27575

Time: TBA

Inst: Eugene Watson

Fee: \$420

**QAS 518-41 Quality  
Project Management  
and Productivity**

CRN 27574

Time: TBA

Inst: William Trappen

Fee: \$420

**QAS 530-41 Statistical  
Quality Control for  
Service Professionals**

CRN 27573

Time: TBA

Inst: Cynthia Johnson

Fee: \$420

**QAS 532-41 Quality  
Assurance of the  
Service Delivery Area**

CRN 27572

Time: TBA

Inst: Keith Fulton

Fee: \$420

**QAS 595-41 ISO 9000**

CRN 27571

Time: TBA

Inst: William Trappen

Fee: \$420

**QAS 595-42 Evaluation  
& Outcome Analysis of  
Health Care Delivery**

CRN 27616

Time: TBA

Inst: Sharon McFerran

Fee: \$420

**QAS 595-43 Special  
Topics: Directed Study**

CRN 27563

Time: TBA

Inst: Eugene Watson

Fee: \$420

**QAS 599-41 Project**

CRN 27562

Time: TBA

Inst: E. Watson

Fee: \$420

**QAS 600S-41 Grad  
Continuation Course**

CRN 27643

Time: TBA

Inst: E. Watson

Fee: \$405

If this is your first internet class, please contact the MSQA office at (310) 243-3880 before registering. Call (310) 243-3741 to register for MSQA Internet classes. Make sure you give your correct e-mail address when registering. To contact us on the web:

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

After registering for an Online class, contact Scott MacKay at [smackay@csudh.edu](mailto:smackay@csudh.edu) with your e-mail address.

**Assurance**

# MASTER OF SCIENCE IN QUALITY ASSURANCE - SERVICE ON THE INTERNET!

California State University, Dominguez Hills is proud to announce the expansion of its MSQA to include a focus on Quality within the Service Industry and Government.

"The Right Program at the Right Time--Meeting the Quality Assurance Training Needs of Service and Government Professionals."

*Mark Crumly  
1993/94 Chairman,  
American Society for  
Quality Control, Service  
Industries Division*

## The Program

Leading local business, industry and government Quality Assurance Professionals in conjunction with University Faculty have developed a program and curriculum designed to meet the advanced Quality Assurance training needs of service and government professionals. With the service industry now encompassing 65% of all California businesses, the need for highly trained professionals is growing rapidly.

### Now on the INTERNET!

See page 41 for more information or check us out on the Web:  
<http://www.csudh.edu/msqa>

## Who Should Attend

Employees in the following fields will benefit greatly by earning an MSQA specifically designed for the needs of the Service and Government Professional: Health Care, Public Relations, Public Utilities, Construction/Housing, Retail, Insurance, Telecommunications, Finance/Banking, Food Service, Education, Entertainment, Government, Transportation and Broadcast/Media.

## Convenience

The entire MSQA for Service and Government will be offered for the working professional over the Internet.

**Call Scott**

**MacKay at**

**(310) 243-3355**

**for**

**MSQA - Service**

**information**

## Suggested Program for MSQA students focusing in the area of Service Quality Assurance

### Core Courses (12 units)

QAS 511 Quality Project Management and Total Quality Management (3)

QAS 515 Human Factors in Quality Assurance (3)

QAS 518 Quality Administration and Productivity (3)

QAS 595 Special Topics (3)

### Electives (9+ 9 units of student's choice)

QAS 530 Statistical Quality Control for Service Professionals (3)

QAS 531 Customer Satisfaction and Quality Assurance (3)

QAS 532 Quality Assurance for the Service Delivery Process (3)

### Final Project (3 units)

QAS 599 Project

# Quality Certification Exam Preparation Courses

California State University Dominguez Hills, Division of Extended Education, in cooperation with the American Society for Quality Los Angeles, Section 0700, can help you prepare for your choice of upcoming exams. Have an expert review of the body of knowledge. Certification is a recognized professional accomplishment bound to enhance your career and personal marketability. You'll be glad you did it! Note: "41" indicates Internet section and specifies date range of course.  
**RU = Recertification Units**

**NBQA 701-01 (41) Certified Quality Manager** 2.7 RUs CRN 27651  
**Inst:** William Trappen  
**Sec. 41 dates:** Jan 5-Mar 1  
**Sec 01:** CRN 27650  
**9 mtgs:** Tue Jan 5-Mar 2  
**6-9 pm**  
**RBCC, rm 8**  
**\$350**

**NBQA 702-41 Certified Quality Engineer**  
 2.4 RUs CRN 27652  
**Instructor:** Teresa Omar  
**Internet Only:** Apr 5-May 24  
**Fee:** \$350

**NBQA-703-41 Certified Quality Auditor**  
 2.4 RUs CRN 27653  
**Instructor:** Teresa Omar  
**Internet Only:** Apr 5-May 24  
**\$350**

**NBQA-704-41 Certified Reliability Engineer** 2.4 RUs CRN TBA  
**Instructor:** Michael Falk  
**Internet Only:** Aug 2-Sept 27  
**\$350**

**NBQA-705-41 Certified Software Quality Engineer** 2.4 RUs CRN TBA  
**Instructor:** Michelle Manning  
**Internet Only:** Jan 4-Mar 1  
**\$350**

Register by email: [tmozia@csudh.edu](mailto:tmozia@csudh.edu)

for more information, contact William Trappen,  
 (760) 723-7718

**The CSUDH  
MSQA ONLINE**

As seen in  
*Quality Progress*  
 Magazine  
**DECEMBER 1997**

Copyright 1996 American Society for Quality



JOHN LAMBERT

# High-Quality MBA Program TELEVISED ON the L.A. Channel and PrimeOne Tele-TV

**Earn an MBA  
from The School  
of Management at  
California State  
University,  
Dominguez Hills  
by taking classes  
over television in  
your own home  
or at a site via  
the CSU Satellite  
in northern  
California!**

All graduate courses will be offered on PrimeOne Tele-TV, some Cable TV systems and the CSU Satellite System at selected sites. Students will have the capability to interact with faculty during class by telephone and by e-mail. Classes will be broadcast from noon to 3pm.

For students holding an undergraduate degree in business from an accredited college or university, the program consists of a total of 30 graduate semester units or 10 graduate level courses ( 7 required seminars and 3 elective courses). Each graduate course will be offered on a 14-week trimester basis. Thirteen sessions will be broadcast over television. A final evaluation will be done in the 14th week.

All students are required to demonstrate competency in basic business administration skills and knowledge prior to enrolling in graduate seminars. Students already holding an undergraduate degree in business from a regionally accredited college or university are deemed to have satisfied this requirement. Students holding non-business degrees must satisfy business core requirements based on specific undergraduate or graduate courses which were part of the student's prior college work. Students needing to demonstrate competency in any business core area should contact the MBA Office for further information.

#### **Course areas are:**

- Financial Accounting**
- Business Law**
- Business Information Systems**
- Economics**
- Finance**
- Management**
- Marketing**
- Management Science**

## **The Faculty**

Faculty are teaching staff of the School of Management or adjunct faculty chosen for their expertise, teaching, and business experience.

## **Accreditation**

The Televised Master of Business Administration (M.B.A.) Program in the School of Management at CSU Dominguez Hills is accredited by the Association of Collegiate Business Schools and Programs (ACBSP).

Cost for the program is \$597 per graduate course. The MBA Office at California State University, Dominguez Hills can answer questions regarding curricula and admissions.

Please call  
(310) 243-2162  
Fax (310) 516-4178  
or E-mail

[pputz@soma.csudh.edu](mailto:pputz@soma.csudh.edu)

**Required Graduate Seminars**

**21 units or 7 courses**

These 3-unit courses provide advanced graduate work:

- Financial Management
- Organization Behavior
- Advanced Marketing
- Business Strategy
- Management Accounting
- International Business
- Operations Management

**Electives**

**9 units or 3 courses**

These 3-unit courses include topics of contemporary importance to business: management information systems, human resource management, negotiations and conflict management, investment and personal portfolio management, and other subjects will be available.

**Admission Requirements**

Students will be subject to the same admission requirements as for the on-campus MBA program:

1. Hold a bachelor's degree from an accredited college or university
2. Be in good standing at the last institution attended
3. Achieve a minimum grade point average of 2.75 in the last sixty upper division units earned for the baccalaureate degree
4. Submit two official copies of transcripts of all previous college work to the MBA Office
5. Attain a minimum score of 450 on the Graduate Management Admission Test (GMAT) with minimum scores at or above the 25th percentile on both the verbal and quantitative portions of the test.

**Applicants will be exempt from submitting a GMAT score if:**

- they have achieved a minimum 3.20 grade point average in the last sixty upper division semester units earned for the baccalaureate degree or,
- they have completed at least 5 years of verifiable managerial experience or,
- they have earned a master's degree or higher from a regionally accredited college or university.

**Spring 1999 Schedule**

*Live on campus*

**MKT 500-71 Current Cases and Issues in Marketing (3)**

Prerequisites: Graduate standing, consent of instructor or department.

CRN 27602

J. Katzenstein

13 mtgs: Sat Jan 16-Apr 24

12noon-3pm

CSUDH ERC A103

\$507

*Via Satellite*

**MKT 500-91 Current Cases and Issues in Marketing (3)**

Prerequisites: Graduate standing, consent of instructor or department.

CRN 27603

J. Katzenstein

13 mtgs: Sat Jan 16-Apr 24

12noon-3pm

\$597

*Live on campus*

**BUS 595-71 Global Purchasing and Supply Chain Management (3)**

Prerequisites: Graduate standing, consent of department.

CRN 27604

S. Cokelez

13 mtgs: Sun Jan 17-Apr 25

12noon-3pm

CSUDH ERC E133

\$507

*Via Satellite*

**BUS 595-91 Global Purchasing and Supply Chain Management (3)**

Prerequisites: Graduate standing, consent of department.

CRN 27605

S. Cokelez

13 mtgs: Sun Jan 17-Apr 25

12noon-3pm

CSUDH ERC E133

\$597



# Employers!

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

## Employment Training Panel (ETP)

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

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

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

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

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

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

and much more!

And now:

Allied Signal Challenger Learning Center offers

### The Quantum Leap Challenger Training Program

Space-Age Team Building Skills and Dynamic Communications Training

For more information, call

Reginald Francis at (310) 243-3747

Email: [rfrancis@csudh.edu](mailto:rfrancis@csudh.edu)  
 Begin reaping your ETP benefits today!

## COMPUTERS

- 48 Adobe Illustrator, Intro
- 49 Adobe Photoshop, Intro
- 51 Building a Better Web Site
- 50 Designing an Effective Web Site
- 50 Finding It Fast on the Internet
- 51 HTML Publishing, Intermediate
- 52 HTML Publishing, Advanced
- 50 Internet Applications for Business & Professionals
- 52 Internet, Intro
- 49 Prepress, Introduction
- 48 Pagemaker, Intro to 6.5
- 49 QuarkXPress, Intro

### Certificate Programs

- 48 Computer Graphics Competency
- 51 HTML Publishing--Intermediate & Advanced
- 50 Internet Business and Marketing Fundamentals

**See Mediated Distance Learning Section for Internet Degree Programs Page 54**

**Computer Classes at the Inglewood One-Stop Center! Page 53**

## Certificate of Completion in Computer Graphics Competency

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

### NCGP 104-01 Introduction to PageMaker 6.5

Noncredit CRN 27404

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

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

1 mtg: Sat Feb 20  
9am-5:30pm  
CSUDH ERC A115  
\$125

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

### NCGP 108-01 Introduction to Adobe Illustrator 7.0

Noncredit CRN 27412

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

**Bernard Baker**

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

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

## **NCGP 107-01 Introduction to Photoshop 5.0**

**Noncredit**

**CRN 27413**

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

### **Bernard Baker**

**1 mtg: Sat Mar 20**

**9am-5:30pm**

**CSUDH ERC A115**

**\$125**

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

## **NCGP 102-01 Introduction to QuarkXPress 4.0**

**Noncredit**

**CRN 27414**

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

### **Bernard Baker**

**1 mtg: Sat Apr 10**

**9am-5:30pm**

**CSUDH ERC A115**

**\$125**

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

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

**Noncredit**

**CRN 27415**

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

### **Bernard Baker**

**1 mtg: Sat May 1**

**9am-5:30pm**

**CSUDH ERC A115**

**\$125**

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

### **Don't Delay!**

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

## Certificate Award in Internet Business & Marketing Fundamentals

The Certificate Award Program in Internet Business and Marketing Fundamentals can be an important addition to your personal or business profile. It informs customers and employers that you have chosen to explore and understand this new and huge communications and marketing medium. The Internet is the Information Superhighway. Personal interests, business and career opportunities abound as the Internet doubles in size each year.

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

### Who Should Attend

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

### The Certificate

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

#### **CIX 920-01 Internet Applications for Business and Professionals**

(replaces CIX 907 Internet Fundamentals)

.3 CEUs

CRN 27608

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

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

**Annemarie Boyer**

1 mtg: Tue Mar 2  
6:30-9:30pm  
CSUDH ERC A115  
\$60

#### **CIX 934-01 Finding It Fast on the Internet**

(replaces CIX 908 Surfing the Internet)

.3 CEUs

CRN 27609

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

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

**Gary Palmer**

1 mtg: Sun Mar 21  
9am-noon  
CSUDH ERC A-115 (Two students per computer)  
\$60

#### **CIX 923-01 Designing an Effective Web Site**

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

.3 CEUs

CRN 27610

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

There are thousands of Web sites on the Internet and hundreds more are being added each day. How will your target users find your site among all the others? What will make them come back? Learn the latest techniques for attracting target customers to your Web site. Discover the most recent developments in effective Web site design and learn what you can do to keep users returning to your Web site. This is a conceptual class, designed to prepare students for the Certificate capstone course CIX 928 Building a Better Web Site. Under the guidance of the instructor students will think through the design and objectives of the Web site they will be creating in CIX 928.

**Lynda Palmer**

1 mtg: Sun Mar 21  
1-4pm  
CSUDH ERC A-115 (Two students per computer)  
\$60

## CIX 928-01 Building a Better Web Site

(replaces CIX 912 Beginning HTML Publishing Lab)

.9 CEUs

CRN 27611

Enrollment limited to 10 students. **Mandatory prerequisites:** CIX 923 **Designing An Effective Web Site** An HTML beginning-level workshop in which students will create a basic Web site for a business, a non-profit organization, or for individual personal or professional use. In addition, students will learn how to get their site onto the Web once it's created, how to choose an Internet Service Provider or Web Hosting Service, how to register their domain name with Internic, and how to make sure their site gets listed with all the right search engines and directories. Successful completion of a basic Web site is required to obtain the certificate.

**Annemarie Boyer**

2 mtgs: Fri & Sat Apr 9 & 10

6:30-9:30pm Fri

9am-4pm Sat (1 hr lunch)

CSUDH ERC A-115 (One student per computer)

\$160

## Two Certificate Awards in HTML Publishing INTERMEDIATE • ADVANCED

To successfully achieve either the Intermediate or Advanced Certificate Awards in HTML Publishing, students are required to participate in 9 hours of hands-on computer experience in the CSUDH On-Line/Multi-Media Computer Lab and demonstrate to the instructor that they have achieved the understanding and publishing skills required for each level. Students may repeat courses as often as required (repeat tuition but no additional materials fee).

### CIX 913 Intermediate HTML Publishing - Lab

.9 CEUs

CRN 27612

Enrollment limited to 10

One computer per person

**Prerequisite:** CIX 928 or instructor approval (must be obtained prior to enrolling in class-be prepared to submit to the instructor a beginning level web page of your own creation for consideration)

#### Who should attend:

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

Not a beginning level course:

Students must have a basic knowledge of HTML and Web page design. Students who have successfully completed CIX 928 or have an equivalent level of expertise are prepared for participation in this course. All students will work on their own projects with individual guidance from instructor as needed.

#### Who Should Attend

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

Topics covered include: a quick review of software and keyboard basics and basic HTML structure, advanced tags, images (formats, background imagery, copying graphics from web, creating original graphics, scanning and manipulating photos and clip art), using tables to control layout, and more. This class also includes information on how to get a site onto the Web once it is created, how to choose an Internet Service Provider or Web Hosting Service, how to register a domain name with Internic, and how to make sure a site gets listed with all the right search engines and directories.

Students will need to bring the following to class:

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

**Important Information:**

Course may be repeated as needed. Participation in class does not automatically qualify a student to receive the Intermediate Certificate Award. Instructor will determine when student has achieved the competency and skill level sufficient to have earned the Intermediate Certificate Award and is thereby eligible to participate in the Advanced Certificate Award program. 9 Hours of Instruction.

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

abarton@csudh.edu

**2 mtgs: Fri & Sat Apr 23 & 24**

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

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

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

**\$160**

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

.9 CEUs CRN 27613

**Enrollment limited to 10 One computer per person**

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

**Who should attend:**

Anyone with intermediate level HTML publishing experience who wishes to achieve an advanced level of competency. Not a beginning level course: students must have more than a basic knowledge of HTML and Web page design. Students who have successfully completed CIX 913 or have an equivalent level of expertise are prepared for participation in this course.

Students will work together to create and/or update an exciting Web site; the final project will actually be used on-line! This course builds on the skills gained in the Intermediate class and adds forms, frames, image maps, access counters, sound, video and animation, java applets and more. This class also includes information on how to get a site onto the Web once it is created, how to choose an Internet Service Provider or Web Hosting Service, how to register a domain name with Internic, and how to make sure a site is listed with all the right search engines and directories.

Students will need to bring the following to class:

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

**IMPORTANT INFORMATION**

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

**Anissa Barton-Thompson**

**2 mtgs: Fri & Sat May 14 & 15**

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

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

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

**\$160**

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

.3 CEUs

CRN 27607

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

**Annemarie Boyer**

**1 mtg: Tue Feb 16**

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

**CSUDH ERC A115**

**\$60**



**Pre-Registration  
Required**

## Computer Classes at the Inglewood One-Stop Center

Learn many of the most important computer programs at the  
Convenient One-Stop Center  
Call Reggie Francis to Enroll

Course	Dates
<b>WIN 95 Overview</b>	<b>Monday, January 4</b>
Overview of desktop environment, Windows Explorer office manager.	
<b>MS Word I</b>	<b>Tuesday, January 5</b>
Introduction to word-processing, template creation, Word short-cuts.	
<b>MS Excel I</b>	<b>Wednesday, January 6</b>
Intro to Excel, format worksheets, Excel short-cuts.	
<b>MS Access I</b>	<b>Thursday, January 7</b>
Creating tables, working in existing databases.	
<b>Internet I</b>	<b>Friday, January 7</b>
Sign-on & navigate the web, search & download information.	
<b>ACT II</b>	<b>Monday, January 11</b>
Design fields and layouts, running queries, creating groups.	
<b>MS Excel III</b>	<b>Tuesday, January 12</b>
Advanced IF functions, consolidate data, pivot tables, advanced work sheets, auto subtotals.	
<b>MS Project I</b>	<b>Wednesday, January 13</b>
Project Management concepts, PERT chart, using GANTT charts.	
<b>MS Access III</b>	<b>Thursday, January 14</b>
Advanced query, forms and reports, exchanging data, controlling environment.	
<b>MS FrontPage</b>	<b>Friday, January 15</b>
Design & deploy a Company website. No coding required from start to finish.	

All Classes from 9am-5pm at the Inglewood One-Stop Center

PC Training Facility

Cost: \$55 per class

(additional materials may be required)

110 S. LaBrea Ave opposite Inglewood City Hall

Parking in City Hall lot

To enroll, call Reggie Francis at  
(310) 243-3747

# Mediated Instruction and Distance Learning

**"One of the Top 20 Cyber Universities" ...Forbes Magazine**

TV Classes are broadcast live from specially equipped classrooms on the campus. Although some courses require students to come on campus for a final examination, all of the classes can be taken over TV. Students have an 800 number they can use to call in and speak to the instructor during the broadcast. The broadcasts can be seen on a variety of television systems.

All of the TV courses can be seen on PrimeOne Tele-TV. More than 200 schools, police departments, fire departments and businesses are receive sites for the Tele-TV signal.

Residents of Los Angeles and Orange counties can subscribe to PrimeOne Tele-TV and put a University in their living room.

All of the TV classes can also be seen on Turner Cable Television in the South Bay (Torrance, Hawthorne, Lawndale, Gardena and El Segundo). Some of the TV classes are also available on the L.A. Channel, the Los Angeles City Cable Television Education Interconnect Channel.

In addition to PrimeOne Tele-TV and cable television, two teacher education classes can be seen on KLCS Channel 58. KLCS is the UHF channel assigned to the Los Angeles Unified School District. Anyone with line of sight to Mt. Wilson should be able to receive Channel 58 on their antenna. KLCS is also carried by many cable television systems in Southern California.

All TV classes can be seen on PrimeOne Tele-TV and cable television in the South Bay

\* can also be seen on the L.A. Channel in the City of Los Angeles

\*\* can also be seen on KLCS Channel 58 in Southern California

## MBA Program

### \*MKT 500-91 Current Cases and Issues in Marketing (3)

Prerequisites: Graduate standing, consent of instructor or department.

CRN 27603

J. Katzenstein

13 mtgs: Sat Jan 16-Apr 24

12noon-3pm

\$597

### \*BUS 595-91 Global Purchasing and Supply Chain Management (3)

Prerequisites: Graduate standing, consent of department.

CRN 27605

S. Cokelez

13 mtgs: Sun Jan 17-Apr 25

12noon-3pm

CSUDH ERC E133

\$597



**PrimeOne Tele-TV  
The CSU Satellite  
The Internet**

**M.A. in Behavioral  
Science: Negotiation &  
Conflict Management**

**BEH 505-91 Computer  
Applications in Behavioral  
Science (4)**

CRN 27588  
C. Bossler  
10 mtgs: Fri Jan 15-Mar 19  
6-9pm  
\$680 (Special Sessions)

**BEH 535-91 Conflict in  
Organizations (3)**

CRN 27555  
R. Eber  
10 mtgs: Wed Jan 13-Mar 17  
7-10pm  
\$510 (Special Sessions)

**BEH 507-91 Research Design (4)**

CRN 33013  
Staff  
10 mtgs: Wed Apr 14-Jun 23  
7-10pm  
\$680 (Special Sessions)

**BEH 525-91 Mediation (4)**

CRN 33011  
D. Williams  
10 mtgs: Fri Apr 16-Jun 25  
7-10pm  
\$680 (Special Sessions)

**PrimeOne Tele-TV**

**B.A. in  
Interdisciplinary  
Studies (PACE)**

**\*SBS 318-91 Education,  
Language & Society (3)**

L. Battaglia  
13 mtgs: Begins Tue Jan 12  
7-10pm  
\$510 (Special Sessions)

**The Internet**

**\*SMT 312-91 Natural  
Processes (3)**

D. Gauthier  
13 mtgs: Begins Sun Feb 6  
7-10pm  
\$420 (Special Sessions)

**Fee Waiver Courses for  
High School Seniors**

**\*ART 100-91 Looking at Art (3)**

CRN  
B. Baker  
14 wks: MTW Begins Feb 17  
3-4pm  
\$510 (Open University)  
HS Seniors w/B Average  
\$4 (Fee Waiver)

**\*ELM Preparation Class**

H. Anderson  
14 wks: Begins Thu Feb 20  
3-4pm  
Free!

**Certificate in  
Production & Inventory  
Control**

**PIX 319-02 (92) Basics of  
Supply Chain Management**

CRN 25643  
Staff  
13 mtgs: Tue Jan 26-Apr 20  
4-6:30pm  
\$495 (Extension)

**PIX 320-91 Inventory  
Management**

CRN 25646  
Staff  
13 mtgs: Thu Jan 28-Apr 22  
4-6:30pm  
\$495 (Extension)

**PIX 319-92 Basics of Supply  
Chain Management**

CRN 31005  
Staff  
13 mtgs: Tue Apr 27-Jul 20  
4-6:30pm  
\$495 (Extension)

**Teacher Education  
Courses**

**PrimeOne Tele-TV and  
KLCS Channel 58**

**\*\*TED 407-93 Language  
Learning (3)**

CRN 26530  
S. Russell  
14 mtgs: Begins Sat Feb 7  
9-11:30am  
\$510 (Open University)

**\*\* GED 535-91 Intro to  
Computers in Educ (3)**

CRN 27000  
P. Desberg  
14 mtgs: Begins Sun Feb 8  
9-11:30am  
\$510 (Open University)

**PrimeOne Tele-TV and  
The L.A. Channel**

**\*TED 403-93  
Reading/Language Arts in  
Elementary Schools (3)**

CRN 26520  
D. Wolff  
14 mtgs: Begins Mon Feb 1  
4-6:30pm  
\$510 (Open University)

**PrimeOne Tele-TV and  
Local Cable Television**

**TED 304-98 Foundations in  
Education (1)**

CRN 27408  
R. Gordon  
14 mtgs: Begins Wed Feb 3  
4-5pm  
\$170 (Open University)

**TED 402-98 Motivation &  
Learning (2)**

CRN 27410  
R. Gordon  
14 mtgs: Begins Wed Feb 3  
5-6:30pm  
\$340 (Open University)

## SATELLITE COURSES

Satellite classes are available over the CSU Satellite (CSUSAT) and Jones Education Channel (JEC). CSUSAT can be seen in more than forty rural communities in California. JEC can be seen on cable television systems in over 40 million homes throughout the United States.

Dominguez Hills broadcasts classes live over CSUSAT. Students see the same program that is broadcast in southern California on PrimeOne Tele-TV and have access to the same 800 phone numbers to speak with the instructors during the broadcast.

The courses broadcast by JEC are videotaped programs produced by the Dominguez Hills Distance Learning staff. Students use email or the telephone to communicate with their instructors during the week.

Although students who are enrolled in satellite classes may be asked to find a proctor in their community to administer an examination, they do not need to come to the campus to complete the course.

### Spring Classes via Satellite

#### MBA Program

##### **\*MKT 500-91 Current Cases and Issues in Marketing (3)**

Prerequisites: Graduate standing,  
consent of instructor or department.

CRN 27603

J. Katzenstein

13 mtgs: Sat Jan 16-Apr 24

12noon-3pm

\$597

##### **\*BUS 595-91 Global Purchasing and Supply Chain Management (3)**

Prerequisites: Graduate standing,  
consent of department.

CRN 27605

S. Cokelez

13 mtgs: Sun Jan 17-Apr 25

12noon-3pm

CSUDH ERC E133

\$597

#### **M.A. in Behavioral Science: Negotiation & Conflict Management**

##### **BEH 505-91 Computer Applications in Behavioral Science (4)**

CRN 27588

C. Bossler

10 mtgs: Fri Jan 15-Mar 19

6-9pm

\$680 (Special Sessions)

##### **BEH 535-91 Conflict in Organizations (3)**

CRN 27555

R. Eber

10 mtgs: Wed Jan 15-Mar 17

7-10pm

\$510 (Special Sessions)

##### **BEH 507-91 Research Design (4)**

CRN 33013

Staff

10 mtgs: Wed Apr 14-Jun 23

7-10pm

\$680 (Special Sessions)

##### **BEH 525-91 Mediation (4)**

CRN 33011

D. Williams

10 mtgs: Fri Apr 16-Jun 25

7-10pm

\$680 (Special Sessions)

#### **JEC - Jones Education Network/B.S. Nursing**

Call the

National Nursing

Program Office for

Spring Schedule:

**(310) 243-2029**

## INTERNET CLASSES

Internet classes are conducted entirely online, via the World Wide Web. Online activities include lectures, assignments, research, class discussions, student-instructor communication, online "field trips," and guest speakers.

Students will need a computer, a modem (minimum 14.4 kbps) and an Internet provider with a Netscape compatible browser. For more information see *Computer Skills and Technical Requirements for Online Classes* on the Distance Learning Web Page:  
<http://www.csudh.edu/dominguezonline>

Although students enrolled in Internet classes may be asked to find a proctor in their community to administer an examination, they will not have to come to campus to complete the course. Some of the Internet classes can be used as electives or to complete requirements for an undergraduate degree. The MSQA classes are part of a graduate program which allows students to earn a masters of science degree without ever coming to campus.

### Spring Internet Classes

#### B.A. in Interdisciplinary Studies (PACE)

##### \*SMT 312-91 Natural Processes (3)

D. Gauthier  
13 mtgs: Begins Sun Feb 6  
7-10pm  
\$420 (Special Sessions)

#### MSQA Degree

All are 3-unit classes and begin  
January 4

##### GAS 510-41 Advanced Probability & Statistics

CRN 27577  
M. Manning  
\$420

##### GAS 511-41 Quality Function Management & TQM

CRN 27576  
K. Fulton  
\$420

##### GAS 516-41 Measurement & Testing Techniques

CRN 27575  
E. Watson  
\$420

##### GAS 518-41 Quality Project Management and Productivity

CRN 27574  
W. Trappen  
\$420

##### GAS 530-41 Statistical Quality Control for Service Professionals

CRN 27573  
C. Johnson  
\$420

##### GAS 532-41 Quality Assurance of the Service Delivery Area

CRN 27572  
K. Fulton  
\$420

##### GAS 595-41 ISO 9000

CRN 27571  
W. Trappen  
\$420

##### GAS 595-42 Evaluation & Outcome Analysis of Health Care Delivery

CRN 27616  
S. McFerran  
\$420

##### GAS 595-43 Special Topics: Directed Study

CRN 27563  
E. Watson  
\$420

##### GAS 599-41 Project

CRN 27562  
E. Watson  
Fee: \$420

##### GAS 600S-41 Grad Continuation Course

CRN 27643  
E. Watson  
\$405

**Note: Before beginning any internet class, you must contact Scott MacKay at (310) 243-3355 or by email: [smackay@dhvx20.csudh.edu](mailto:smackay@dhvx20.csudh.edu)**

**REGISTER BY PHONE: (310) 243-3741 • REGISTER BY FAX (310) 516-3971 57**

**Production and Inventory Control Online Schedule**

**Spring Trimester**

Classes begin week of  
January 26, 1999

**PIX 319-41 Basics of Supply Chain Management**  
CRN 25644  
\$450

**PIX 321-41 Material and Capacity Requirement Planning**  
CRN 25647  
\$450

**PIX 325-41 Master Planning**  
CRN 35649  
\$450

**Summer Trimester**

Classes begin week of  
April 26, 1999

**PIX 322-41 Production Activity Control & Constraints Management**  
CRN 31010  
\$450

**PIX 325-41 Manufacturing Management Systems & Technology**  
CRN 31011  
\$450

**Purchasing Online Schedule**

**Spring Trimester**

Classes begin week of  
January 26, 1999

**PRX 200-41 Basic Supply Chain Management**  
CRN 25639  
(Please visit the Purchasing-OnLine Web Site for more information at [www.csudh.edu/PurchasingOnLine](http://www.csudh.edu/PurchasingOnLine))  
\$450 (when registering BE SURE TO REPORT YOUR EM-MAIL ADDRESS(es))

**PRX 330-41 Public Sector Procurement**  
CRN 25640  
(Please visit the Purchasing-OnLine Web Site for more information at [www.csudh.edu/PurchasingOnLine](http://www.csudh.edu/PurchasingOnLine))  
\$450 (when registering BE SURE TO REPORT YOUR EM-MAIL ADDRESS(es))

**Summer Trimester**

Classes begin week of  
April 26, 1999

**PRX 200-41 Purchasing Fundamentals**  
CRN 31001  
(please visit the Purchasing-OnLine Web Site for more information at: <http://www.csudh.edu/PurchasingOnLine>)  
\$450 (when registering BE SURE TO REPORT YOUR E-MAIL ADDRESS(es))

**PRX 340-41 Advanced Purchasing**  
CRN 31002  
(please visit the Purchasing-OnLine Web Site for more information at <http://www.csudh.edu/PurchasingOnLine>)  
\$450 (when registering BE SURE TO REPORT YOUR E-MAIL ADDRESS(es))

**MORE CLASSES MAY BE ADDED AFTER PUBLICATION OF THIS BULLETIN**

CALL THE OFFICE OF SPECIAL SESSIONS  
(310) 243-2781

OFFICE OF EXTENDED EDUCATION  
(310) 243-3741

OR INDIVIDUAL ACADEMIC DEPARTMENTS FOR MORE INFORMATION

Distance Learning

**Note: Before beginning any internet class, you must contact Scott MacKay at (310) 243-3355 or by email: [smackay@dhvx20.csudh.edu](mailto:smackay@dhvx20.csudh.edu)**

## Bachelor of Arts Degree in Interdisciplinary Studies

**Students can complete their Bachelor's Degree at home!**

### The Program

This program was developed for adult working students who want to earn a bachelor's degree in a reasonable period of time while they maintain a full-time job. Courses have been designed to address current topics and develop a student's oral and written communication, critical thinking, analytical reading and problem-solving skills.

### The Courses

The Interdisciplinary Studies major consists of 11 courses (33 units) in the social sciences, humanities and natural sciences. In addition to the IDS courses, the university will broadcast five courses (15 units) needed for a minor and two upper-division electives (6 units).

These courses (54 units), combined with the maximum number of transferable units allowable from a community college (70 units), will complete the requirements for a bachelor of arts degree.

### The Cost

The cost per unit for the Spring 1999 academic term is \$170 (price includes TV surcharge and all fees but not books or materials).

### The Requirements

The program is available to all students who have completed a minimum of 56 semester units of transferable coursework with a GPA of 2.0 or better.

For more information, call Professor David Heifetz at

**(310) 243-3640**

### Spring Schedule

#### Via PrimeOne Tele-TV

#### **\*SBS 318-91 Education, Language & Society (3)**

L. Battaglia  
13 mtgs: Begins Tue Jan 12  
7-10pm  
\$510 (Special Sessions)

#### Via the Internet

#### **\*SMT 312-91 Natural Processes (3)**

Don Gauthier  
13 mtgs: Begins Sun Feb 6  
7-10pm  
\$420 (Special Sessions)

# Master of Arts Degree in Behavioral Science; Negotiation and Conflict Management

California State University Dominguez Hills is now offering a Behavioral Science Master's Degree program in Negotiation and Conflict Management which can be completed in two years. Courses teach participants valuable skills and knowledge which may be applied directly to police work, counseling, human resources management, labor relations, supervision and administration.

Other career applications include alternative dispute resolution (ADR), mediation, negotiation, arbitration, public policy, social work, teaching, inter-cultural and community conflicts, corporate contracts and purchasing.

Additionally, participants will improve their computer, listening, speaking, writing, critical thinking and problem solving skills.

## The Program

Participants complete eight, ten-week courses over a two year period in the evenings from 7-10pm. Courses meet one day per week.

## The Cost

The cost per unit for 1998-99 is \$170 (price includes TV surcharge and all fees but not books and materials).

## The Requirements

Admission requires a bachelor's degree in any major from an accredited university with GPA of 3.0 in the last 60 units of undergraduate work. Exceptions to the GPA requirement may be considered on an individual basis. Students will be allowed to complete a maximum of two classes before they are formally admitted to the program.

## The Courses

### BEH 522

**Negotiation Tactics (4)**

### BEH 505

**Computer Applications (4)**

### BEH 525

**Mediation (4)**

### BEH 540

**Community Conflict (3)**

### BEH 510

**Theories of Conflict (4)**

### BEH 535

**Organizational Conflict (3)**

### BEH 507

**Research Design (4)**

### BEH 509

**Applied Behavioral Science (4)**

**NOW AVAILABLE ON PrimeOne Tele-TV**

**and at selected sites in central & northern California via CSUSAT**

All courses are broadcast live from a classroom on campus. 800 numbers are available for students to call-in during the broadcast and communicate with their instructor. Home reception is possible in Southern California by subscribing to PrimeOne Tele-TV.

**CALL TODAY (310) 243-2288**

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

## EDUCATION

- 70 Adult Education, Counseling
- 70 Adult Education, Internships
- 70 Adult Education, Fieldwork
- 67 Assistive Technology, Basic
- 67 Assistive Technology, Intro
- 61 Bobrow Test Preparation
  - 62 CBEST Review
  - 62 GMAT Review
  - 61 GRE Review
  - 62 MSAT Review
  - 61 RICA Review
  - 62 SAT Review
- 69 California Teacher Corps
  - - Math & Science
- 65 The Community College
- 65 Community College Internship
- 74 Dalcroze Music Workshop
- 64 Developmental Psychology
- 65 Effective College Teaching
- 64 Integrating Literature Across the Curriculum
- 64 Learning & Development of Infants & Toddlers
- 64 Meeting the Needs of Special Children
- 73 Open University
- 64 Preschool Program Development
- 68 Teacher Corps -- CA Math & Science

### Certificate Programs

- 67 Assistive Technology Specialist
- 65 Community College Teaching
- 63 Early Childhood Education
- 66 Urban Settings Counseling

### Credentials

- 72 Administrative Services
- 69 Designated Subject Adult Education Teaching
- 68 Elem/HS --Teacher Corps
- 71 Multiple Subject Credential: Cross-Cultural, Language & Acad Dev (CLAD) Emphasis

## Bobrow Test Preparation

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

The staff is comprised of math and reading specialists and other expert instructors who are fully credentialled and have advanced degrees. The programs are constantly updated for the most recent forms of the exams. Fees paid for these test preparation courses do not include payment and registration for the actual exam. For information on registration for the exams, call the CSUDH Testing Office at (310) 243-3909.

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

### GRE (Graduate Record Examination) Review

This program is geared to the latest format of the GRE with emphasis on quantitative ability--arithmetic, algebra, and geometry. Verbal ability--analogies, antonyms, reading comprehension, sentence completion, and analytical ability-- will all be carefully examined and reviewed. For information about test application call ETS at (510) 873-8100 or see their website at <http://www.gre.org>  
NOTE: Additional test dates are available year-round. To apply for COMPUTER-BASED GRE TESTING call ETS at (800) 808-0090 or your nearest Sylvan Technology Center at (800) GRE-CALL.

### GRE Review for April 10 Exam

Session I NXGR 101-01  
CRN 27525

4 mtgs: Sat Mar 6, 13, 20, 27  
9am-1pm  
CSUDH SBS B137  
\$215

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

The Bobrow Test Preparation system presents a new program to help teachers and potential elementary school teachers in preparing for the NEW RICA Written Examination. The workshop will focus on introducing test-taking strategies and applying knowledge and abilities necessary to do well on the test. *This preparation workshop is not meant to substitute for formal or informal classes in reading and reading instruction.*

### RICA Review for April 17 Exam

Session I NXRI 101-01  
CRN 27546

4 mtgs: Sun Mar 28, Apr 11 (no class 4/4)  
9am-3pm  
CSUDH SBS B203  
\$135

### RICA Review for June 12 Exam

Session II NXRI 101-02  
CRN 27547

4 mtgs: Sun May 23, Jun 6 (no class 5/30)  
9am-3pm  
CSUDH SBS B203  
\$135

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

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

### GMAT Review for March Session I for Computerized Test (CAT) Session III NXGM 101-01 CRN 27527

4 mtgs: Sat Mar 6, 13, 20, 27  
9am-3pm  
CSUDH SBS B209  
\$235

### GMAT Review for June Session for Computerized Test (CAT) Session II NXGM 101-02 CRN 33007

4 mtgs: Sat Jun 5, 12, 19, 26  
9am-3pm  
CSUDH SBS B203  
\$235

## The Scholastic Assessment Test (SAT I) Review

The SAT I Prep Sessions are a series of workshops designed to help students prepare for the NEW test. All question types will be carefully discussed and reviewed. Emphasis will be placed on Mathematical Reasoning (Multiple Choice, Quantitative Comparison, and

Grid-ins) and a short review of algebra and geometry. Verbal Reasoning (Analogies, Sentence Completions, and Critical Reading) will also be discussed and analyzed. Students should bring simple calculators to class as they are allowed on the new SAT I. NOTE: Early enrollment is advisable. Class contingent upon a minimum enrollment. For information about test application call your high school or class ETS at (510) 873-8100 or see the ETS website: <http://www.collegeboard.org>

### SAT I Review for May 1 Exam

Session I NXSA 101-01  
CRN 27526

3 mtgs: Sat Apr 10, 17, 24  
9am-12:30pm  
CSUDH SBS B209  
\$145

## CBEST (California Basic Educational Skills Test) Review

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

### CBEST Review for February 13 Exam

Session I NXCB 101-01  
CRN 25609

3 mtgs: Sat Jan 23, 30, Feb 6  
9am-3pm  
CSUDH SBS B209  
\$195

### CBEST Review for April 17 Exam

Session II NXCB 101-02  
CRN 27524

3 mtgs: Sat Mar 20, 27, Apr 10  
(no class 4/3)  
9am-3pm  
CSUDH SBS A216  
\$195

### CBEST Review for June 19 Exam

Session III NXCB 101-03  
CRN 27523

3 mtgs: Sat May 22, Jun 5, 12  
(no class 5/29)  
9am-3pm  
CSUDH SBS A216  
\$195

### CBEST Review for August 7 Exam

Session VI NXCB 101-04  
CRN 33006

3 mtgs: Sat July 17, 24, 31  
9am-3pm  
CSUDH SBS A144  
\$195

## MSAT (Multiple Subject Assessment for Teachers) Review

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

### MSAT Review for March 13 Exam

Session I NXMS 101-01  
CRN 27520

3 mtgs: Sat/Sun Feb 27/28,  
Mar 7  
9am-4pm  
CSUDH SBS A144  
\$235

### MSAT Review for April 24 Exam

Session II NXMS 101-02  
CRN 27521

3 mtgs: Sat/Sun Apr 10, 11, 18  
9am-4pm  
CSUDH SBS A144  
\$235

### MSAT Review for June 12 Exam

Session III NXMS 101-03  
CRN 27522

3 mtgs: Sat/Sun May 22, 23, Jun 6  
9am-4pm  
CSUDH SBS A144  
\$235



# CERTIFICATE IN EARLY CHILDHOOD EDUCATION

## Certificate in Early Childhood Education Date Planner Spring 1999

### PSX 350-01 Developmental Psychology

Monday, Jan 25- May 17 (no class  
2/15 & 3/29)

### TEX 353-01 Preschool Program Development

Wednesday, January 27 -  
May 12

### TEX 425-01 Meeting the Needs of Special Children

Tuesday, February 2-March 2

### TEX 425-02 Workshop in Teaching Methods: Integrating Literature Across the Curriculum

Tuesday, March 9-April 13

### TEX 425-03 Learning & Development of Infants & Toddlers

Tuesday, April 20-May 18

## Who should attend

The program is designed to meet the requirements for teachers and directors of Title 22 programs and apply toward Child Development Permits. Courses also meet the academic requirements for Professional Growth Activities outlined by the Commission on Teacher Credentialing.

## The Certificate

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

## Location

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

## The Courses -- All Students (required core courses)

PSX 350  
Developmental Psychology (3)

TEX 355  
Child, Family and Community (3)

## Administration only:

TEX 356  
Early Childhood Administration  
and Supervision (3)

## Specialization Courses:

TEX 351 Infant Program  
Development I (3)

and

TEX 425 Workshop in Teaching  
Methods (3)

or

TEX 353 Preschool Program  
Development I (3)



## Spring 1999 Schedule

### PSX 350-01 Developmental Psychology

3 ext units CRN 27469

Designed for the early childhood practitioner in infant care programs and pre-school/child care programs. The course highlights the cognitive, psychological and social development of the child.

**Tenagne Gebreheywot, MA**, California State University, Dominguez Hills. Coordinator, Compton/Lynwood Credential Program.

15 mtgs: Mon Jan 25-May 17  
(no class 2/15 & 3/29)  
6:30-9:30pm  
CSUDH SAC 1106  
\$405

### TEX 353-01 Preschool Program Development

3 ext units CRN 27468

Examines a variety of early childhood curricula and the relationship of curriculum development to organization and instruction. Discussions include planning, development, and organizing the environment.

**Joanne Sato, MA**, California State University, Dominguez Hills; Early Childhood Specialist/Consultant; Program Specialist, World of Wonder Child Development Center.

15 mtgs: Wed Jan 27-May 12  
(no class 3/31)  
6:30-9:30pm  
CSUDH SAC 1108  
\$405

### TEX 425-01 Meeting the Needs of Special Children

1 ext unit CRN 27470

Methods and materials for teaching children with special needs in the early childhood setting. Emphasis will be on the nature and needs of children with special needs, curricular concerns and instructional considerations.

**Linda Dingman, MA**, Brandeis University, English, holds a teaching credential for teaching the Severely Handicapped.

5 mtgs: Tue Feb 2-Mar 2  
6:30-9:30pm  
CSUDH SAC 1104  
\$135

### TEX 425-02 Workshop in Teaching Methods: Integrating Literature Across the Curriculum

1 ext unit CRN 27471

Integrating literature across the language arts. Includes acquisition of language skills and reading development. Selection of children's books and practical methods and materials for introducing reading and literature to young children.

**Joanne Sato**

5 mtgs: Tue Mar 9-Apr 13 (no  
class 3/30)  
6:30-9:30  
CSUDH SAC 1104  
\$135

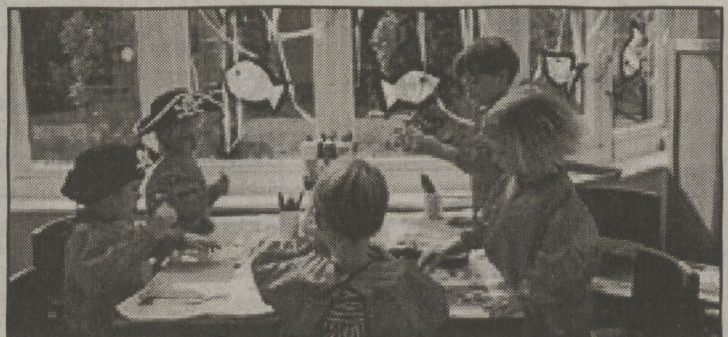
### TEX 425-03 Learning & Development of Infants & Toddlers

1 ext unit CRN 27472

Examines the relationship between aspects of the physical environment and the infants' and toddlers' overall development. Reviews the practice of establishing routines as the basic curriculum. The course will include discussions on providing developmentally appropriate materials and experiences that enhance and promote the growth of the very young child.

**Nancy DiCristina, MA**, California State University, Dominguez Hills. Consultant and Early Intervention Specialist

5 mtgs: Tue Apr 20-May 18  
6:30-9:30  
CSUDH SAC 1104  
\$135



# Certificate in Community College Teaching

## Who Should Attend

CSUDH offers a three-course Certificate in Community College Teaching for those who would like to explore the option of a career in community college instruction.

## The Certificate

The certificate program is designed to enhance the skills, and thereby the employability, of the potential community college instructor. Students must either be enrolled in a graduate program, possess a master's degree in a subject area taught at the community college level, or be currently employed as an instructor in a community college.

## Location

GED 548 and GED 549 are taught on campus at CSUDH in Carson. Registrants for GED 594S will perform their internship at a local community college.

## The Courses

### GED 548-71 Effective College Teaching 3 units

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 and student retention, and instructional technology.

### GED 549-71 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.

### GED 594-71 College Teaching Internship 3 units

A discipline-specific internship will be arranged for each eligible student through the Internship Coordinator and will be jointly supervised by community college faculty and CSUDH graduate program faculty.

## Spring 1999 Schedule

### GED 549-71 The Community College (2)

**Note: Must have a masters degree or be completing one**  
CRN 27584

R. McGinness  
4 mtgs: Sat Feb 6-27  
9am-4pm  
CSUDH LCH A330  
\$270

### GED 548-71 Effective College Teaching (3)

**Note: Must have a masters degree or be completing one**  
CRN 27583

P. McKenna  
6 mtgs: Sat Mar 13-Apr 24 (no class 4/3)  
9am-4pm  
CSUDH LCH A330  
\$405

### GED 594S-71 Community College Teaching Internship(3)

CRN 27585  
Prerequisite: GED 548 and GED 549, master's degree by the time the program is completed and minimum grade of "B" in both prerequisite courses in the program and the approval of the Internship Coordinator.

T. Giannotti  
TBA (Jan 30-Jun 2)  
\$405

**Join those who have successfully completed the program and are putting the knowledge gained to use:**

*"This program gave me the tools that enabled me to compete successfully for a Community College teaching position. Since the instructors were actively involved at a Community College, their first-hand experience proved to be invaluable."*

Sharyn Seaton, History Instructor, Long Beach City College and Orange Coast College

*"The Community College Teaching Program was invaluable for me. I particularly appreciated the course that required me to prepare a full semester syllabus and the internship that gave me the hands-on experience of teaching a class for a full semester."*

Linda Adams, Instructor in English Composition, private test review firm

*"Oftentimes, as I stand in front of my class of 40-50 students, I realize what an overwhelming experience this would have been if I had not gone through this program. I highly recommend this program for anyone considering teaching at a community college."*

Janet Young, Instructor in Child Development, Long Beach and Cerritos Community Colleges

# CERTIFICATE IN URBAN SETTINGS COUNSELING

The Urban Settings Counselor Certificate consists of four courses for a total of 12 semester units (180 hours). The Certificate will be of interest to Pupil Personnel Services credentialed counselors who seek specialized, experiential training for counseling in diverse, urban environments.

## Admission Requirements

- Possession of a valid Pupil Personnel Services Credential
- Must be affiliated with the Partnership Training Program for Counselors

## Cost

\$405 per 3-unit course (\$135 per unit).

## Degree Option

Students who meet the requirements for the masters program may apply nine units from the certificate courses toward the Master of Arts in Education, Counseling Option, degree.

## Course Requirements for the Urban Settings Counselor Certificate

**GED 544 Seminar in Behavior Change (3) (Multicultural Emphasis)**

**GED 583 Seminar in Career and Vocational Guidance (3)**

**GED 584 Seminar in Techniques of Group Counseling (3)**

**GED 586 Seminar in Counseling Children and Adolescents (3)**

Note: Each of the above courses has a fieldwork component that can be met at the counselor's own site, under the direction of a PPS-credentialed supervisor.

## Proposed Schedules for One or Two-Year Programs:

### One Year Program

**Fall (10 wks/90 hrs)**

Friday 3 hrs  
Saturday 6 hrs

**Spring (10 wks/90 hrs)**

Friday 3 hrs  
Saturday 6 hrs.

### Two Year Program

**Fall (5 wks/45 hrs)**

Friday 3 hrs  
Saturday 6 hrs

**Spring (5 wks/45 hrs)**

Friday 3 hrs  
Saturday 6 hrs

Note: The 3-hour and 6-hour time frames may be changed to 3 and one-half hour and 5 and one-half hour time frames.

For more information on the Certificate in Urban Settings Counselor Program, please call: Rita Lee at (310) 243-3524.

# ASSISTIVE TECHNOLOGY SPECIALIST CERTIFICATE PROGRAM

*A new certificate program to prepare special education personnel for state & federal mandates in Assistive Technology*

## THE PROGRAM

California State University Dominguez Hills and the Orange County Department of Education now offer the first Certificate Program in the state of California in the area of Assistive Technology. Classes will be held at the Orange County Department of Education Offices in Costa Mesa. 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 Certificate Program will prepare individuals to fully understand and implement these state and federal mandates.

## WHO SHOULD ATTEND

Educational administrators, teachers, and 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 and Physical Therapists**
- **Speech and Language Specialists**
- **Rehabilitation Specialists**
- **Program Specialists**
- **Resource Specialists**
- **Psychologists**
- **Administrators**

In addition, the first course, GED 530 Introduction to Assistive Technology, is an overview which will be of interest to a greater audience including parents of disabled students as well as other interested members of the community.

## COURSES

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

### GED 530 Introduction to Assistive Technology

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.

### GED 531 Basic Assistive Technology

Provides information regarding design and development of basic assistive technologies, compares human and system performance, and details the development of system interfaces and switches.

### GED 532 Advanced Assistive Technology

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.

### GED 533 Administration of Assistive Technology Services

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.

### GED 537 Capstone Course in Assistive Technology

Student will apply assistive technology skills by performing functional assessments, developing technology goals/objectives, and selecting appropriate assistive technology services for the disabled.

## Spring 1999 Schedule

### GED 531-71 Basic Assistive Technology (3)

CRN 27615

L. Belkin and P. Richard

14 mtgs: Thu Jan 28-May 20

4-7pm

Costa Mesa HS Annex

1150 Arlington Dr.

Costa Mesa, CA 92626

\$405

## Via the Internet

### GED 530-41 Introduction to Assistive Technology (3)

CRN 27655

L. Belkin and P. Richard

Jan 28-May 20

\$420

## INFORMATION

Contact Paul Richard  
Orange County Department of  
Education, PO Box 9050  
Costa Mesa, CA 92628-9050  
(714) 966-4140

# California Math/Science Teacher Corps Project

**Rocket Scientists needed: Engineers, Scientists, Military Personnel with backgrounds in math and science and non-scientific personnel with a liberal arts background can put their skills to work where they are needed.**

Become an elementary or secondary teacher -- Join the California Math/Science Teacher Corps Project in cooperation with the Division of Extended Education! The Teacher Education Department at California State University, Dominguez Hills offers outstanding credential programs in elementary education and math & science at the secondary level.

California's students urgently need your help: From Crescent City to Calexico, there is a critical shortage of qualified math, science and elementary teachers. In some cases, schools are forced to use teachers unqualified in these subject matter areas, thus depriving students of basic knowledge they need to fulfill their potential. By the year 2000, California will need approximately 10,000 new math and science teachers, and a much greater number of elementary teachers, yet fewer college students than ever before are entering these fields.

## **You can make the difference through the California Math/Science Teacher Corps Project**

As a professional with years of experience as an engineer, you have an ideal background for a second career as a math or science teacher. As a liberal studies professional, your background may be most appropriate for a second career as an elementary teacher. By participation in the California Math/Science Teacher Corps Project, you can make the transition from conference room to classroom easier than ever before.

Sponsored jointly by several private industry councils, aerospace companies, the School of Education at California State University, Dominguez Hills, and the Division of Extended Education, this innovative program was created specifically to retrain former aerospace scientists and engineers and liberal studies professional personnel to tap their training and experience for careers in teaching.

### **A Unique Program**

The California Math/Science Teacher Corps Project offers a program which can be completed in a calendar year or less. The program includes forty-six semester units for both the secondary program and the elementary program, and consists of seminar work in educational strategies and tactics, extensive opportunities for observation, and an internship with an experienced and eminent master teacher. This internship is a realistic classroom experience, with frequent coaching from supportive master teachers and university supervisors. Faculty for the program are experienced teacher educators who are committed to a practical preparation program.

### **A Cohort Approach**

Approximately twenty-five participants complete a program together. New cohorts will be initiated when twenty-five participants have applied for admission to the program.

### **Other Options**

For individuals interested in other areas of teaching, alternative programs are available. For further information, contact Gayle Heifetz at CSUDH (310) 243-3997.

### **Qualifications**

To enter the California Math/Science Teacher Corps Project, you must hold a bachelor's degree from an accredited college or university, submit two letters of reference and have a background in mathematics, engineering and/or science for the secondary program, or a liberal studies bachelor's degree for the elementary program. To enter the teaching profession, you must maintain a GPA of 3.0 or better throughout the program, pass the CBEST and related content area examinations, and complete the requirements for either a preliminary or professional clear credential. Course fees are \$178 per unit, which includes application for admission, the costs of all books and materials, two semesters of parking fees and one administration of the California Basic Educational Skills Test (CBEST), and either the Multiple Subject Assessment for Teachers (MSAT) or the Single Subject Assessment for Teachers (SSAT/PRAXIS).

### **Financial Aid**

Under certain circumstances, financial aid may be available. Information about how to determine eligibility may be secured from the program advisor.

### **For further information**

**contact: Gayle Heifetz,  
CSUDH School of  
Education (310) 243-3997  
or Gary R. Levine CSUDH  
Division of Extended  
Education (310) 243-3727.**

# Credential in Designated Subject Adult Education Teaching

## Who should attend

The Designated Subject Teaching Credential Program is designed for students who meet the preliminary credential requirements and would like to fulfill the requirements for a clear Adult Education Credential as outlined by the Commission on Teacher Credentialing.

## Program Requirements for a Five-Year Preliminary Credential

### Academic subjects:

Adult Basic Education, English and Humanities, Foreign Language, Mathematics, Science and Social Science, a Bachelor's degree with 20 semester units or 10 upper division semester units in the subject to be taught or 5 years related work experience\*, successful passing of the California Basic Educational Skills Test (CBEST), and completion of the US Constitution requirement (POL SCI 101 or equivalent) or exam.

### Non-Academic Subjects:

Arts & Crafts, Business Education, Communications, Foreign Language (conversational), Gerontology, Handicapped, Health & Safety, Health Occupations, Home Economics, Parent Education & Public Administration. You also need a high school diploma; verification of 20 semester units or 10 upper division semester units in the subject area to be taught or 5 years related work experience\*, plus the completion of the US Constitution requirement (POL SCI 101 equivalent) or exam.

\* Full-time work experience must be verified by employer on company letterhead stationery and a brief statement of job responsibilities with the beginning and ending employment dates provided)

## Career Opportunities

Graduates find employment in public and private schools, community agencies, private industry, health services, government agencies, military settings, correctional and religious institutions, volunteer agencies and centers for older or exceptional adults.

## Program Requirements and Courses for a Clear Credential

Possession of a valid preliminary Adult Credential, plus TED 421 Principles of Adult Education, TED 418 Methods and Materials of Adult Education Part I, TED 419 Methods & Materials of Adult Education Part II, TED 423 Supervised Field Experience, TED 417 Seminar in Adult Education: Credential Interns Counseling and TED 424 Guidance for Teachers of Adult Education, or verification of 2 years full-time teaching experience as authorized by the Preliminary Credential. CLEAR CREDENTIAL CANDIDATES MUST COMPLETE THE LEVEL I COURSES BEFORE THE END OF THE SECOND YEAR OF THEIR PRELIMINARY CREDENTIAL. In addition to these 6 courses students are also required to complete HEA 300, Health in Public Education and TED 420, Computer Literacy for Teachers.

**Note: If you never held a California Credential before, fingerprinting will be required. Credential is issued by the State of California.**

## Level I

- TED 418 Methods & Materials I (2)
- TED 419 Methods & Materials II (2)
- TED 421 Principles of Adult Education (2)

## Level II

- TED 417 Seminar in Adult Education: Credential Interns (1)
- TED 423 Supervised Field Experience/Adult Education (2)
- TED 424 Counseling & Guidance for Teachers of Adult Education (2)

## The Location

All classes (except field experience) are taught on-campus at California State University, Dominguez Hills.

## The Cost

Each unit is \$140. A two-unit course is \$280.

**For more information, call Steven Lee at (310) 243-3720**

## The Courses

### **TED 417 Seminar: Adult Education Credential Interns (1)**

**Must be taken concurrently with TED 423.**

Addresses beginning adult education intern needs for working in ethnically, culturally, and language diverse adult school settings. Emphasis is on problem solving, discussion of competency checklists used in fieldwork.

### **TED 418 Methods & Materials of Adult Education, Part I (2)**

Course covers instructional techniques, evaluation of student achievement and the learning process in adult education.

### **TED 419 Methods & Materials of Adult Education, Part II (2)**

**Prerequisite: TED 418**

Covers instructional techniques, instructional technology, strategies to address the needs of diverse learners and resources in the Adult Education community. Emphasis will be placed on three specific groups: ESL students, older adults and exceptional adults.

### **TED 421 Principles of Adult Education (2)**

Course is designed to meet the requirements for the Designated Subject Credential Topics include scope and function of adult education, knowledge of cultural differences in students and communities, curriculum, media and community relationships.

### **TED 423 Supervised Field Exp in Adult Education (2)**

**Prereq: TED 418, 419 & 42; must be taken concurrently w/ TED 417.**

Practical experience in teaching adults, including classroom, school, community, and individualized assignments to fulfill the particular needs of each intern.

### **TED 424 Counseling & Guidance for Teachers in Adult Education (2)**

Counseling techniques to meet the special needs of adult students, career counseling, interpersonal and communication skills.

## Spring 1999 Schedule

### **TED 417-71 Adult Education: Credential Interns (1)**

**Co: req: TED 423S-71**

**CRN 27589**

**T. Johnson**

**13 mtgs: Fri Feb 5-May 14**

**4-6:30pm**

**CSUDH SBS A216**

**\$140**

### **TED 424-71 Counseling & Guidance for Teachers of Adult Education (2)**

**CRN 27591**

**R. Ross**

**6 mtgs: Sat Feb 6-May 15**

**9am-5pm**

**CSUDH SBS B203**

**\$280**

### **TED 423S-71 Supervised Field Experience/Adult Education (2)**

**Co-Req: TED 417-71**

**CRN 27592**

**T. Johnson**

**6 mtgs: Fri Feb 5-May 14**

**4-6:30pm**

**CSUDH SBS A216**

**\$280**



# Multiple Subject Credential: Cross-Cultural, Language & Academic Development (CLAD) Emphasis

## The Credential

Designed for the Emergency or Internship credentialed, full-time teacher who is assigned to a regular classroom in the Los Angeles Unified, Long Beach Unified, Compton Unified, Hawthorne or Lennox School Districts, as well as other school districts and private schools within the university service area (south of the Santa Monica Freeway). The Multiple Subject CLAD credential authorizes the holder to teach all subjects in a self-contained classroom (usually K-6) which includes students for whom English is a second language. The program requires a minimum of three semesters to complete.

## Preliminary Application

Prior to admission to the Phase I courses, the applicant must:

1. Attend credential advising meeting
2. Meet with faculty advisor
3. Be admitted to the University (application available at Information and Service Center)
4. Submit preliminary application to the Multiple Subject Internship Credential Program (application available at credential advisement meeting).
5. Submit nonrefundable \$25 processing fee in the form of a check or money order.
6. Submit passing CBEST scores.
7. Have a full-time teaching position (documentation required)
8. Have an acceptable GPA in the upper half of the class in under graduate major.
9. For those teaching in private schools: application and fee for Certificate of Clearance or copy of California Teaching Credential.

## PHASE I - First Semester (6.0

semester units)

During the first semester of the program, complete 3 preliminary classes:

- TED 446 Seminar: Introduction to Internship - Elementary (1.0)
- TED 403 Teaching Whole Language: (Elementary Reading/Language Arts (3.0)
- TED 411 Classroom Management Methods - Elementary (2.0)

As part of TED 446, interns apply for admission to the fieldwork component including application, administrator recommendation, statement of philosophy and Multiple Subjects Assessment for Teachers (MSAT) scores or waiver. Requirements for admission to Phase II of the intern program include: satisfactory administrator recommendations; B (3.0) average in Phase I courses with no grade lower than a C; and passing MSAT scores or waiver completion. It is recommended that the second language learning requirements be completed prior to advancement to field work status.

## PHASE II

Advancement to Fieldwork (12.0 semester units) Enroll in:

- TED 445 Supervised Fieldwork - Elementary (6.0)
- TED 410 Elementary Math Methods (2.0)
- TED 412 Elementary Social Studies/Content Reading, Writing (2.0)
- TED 416 Elementary Science Methods (2.0)

## PHASE III

Fieldwork (12.0) semester units) Enroll in

- TED 445 Supervised Fieldwork - Elementary (6.0)
- TED 304 Foundations in Education (1.0)
- TED 402 Motivation and Learning (2.0)
- and for non-CSUDH Liberal Studies Majors**
- TED 408 Elementary Art/Music Methods (2.0)
- TED 409 Elementary Physical Education Methods (1.0)

## PREREQUISITE COURSES (6.0 semester units)\*

- TED 305 Introduction to Classroom Teaching (Co-requisite with TED 415) (1.0)
- TED 407 Language Learning (3.0) (Prerequisite: English 314 or equivalent)
- TED 415 Multicultural Perspectives for Teachers (Co-requisite with TED 305) (2.0)

\*These courses, required as prerequisites for entry into the traditionally organized programs, may be taken by the interns at any time within the three semesters of internship; at completion of the three semesters of internship; prior to application for internship; or, in intensive formats during intercessions.

## PRELIMINARY CREDENTIAL

A five-year Preliminary Multiple Subject Credential may be issued when the intern has:

1. Successfully completed the program described above.
2. Successfully completed at least 3 semesters of full-time teaching.
3. Demonstrated Subject Matter Competency (coursework leading to a Liberal Studies waiver or passing scores on the Multiple Subjects Assessment for Teachers (MSAT) examination.
5. Completed U.S. Constitution requirement (POL 101 or equivalent)
6. Completed second language learning requirement.

## PROFESSIONAL CLEAR CREDENTIAL

Following issuance of the Preliminary Credential, the teacher has five years to complete the following additional requirements for the Professional Clear Credential:

1. Thirty semester units of post baccalaureate coursework including:
2. TED 405 Mainstreaming Children with Special Needs (3.0)
3. HEA 300 Health in Public Education
4. TED 420 Computer Literacy for Teachers (1.0) (limited to CSUDH Preliminary Credential candidates) or GED 535 Introduction to Computers in Education (3).

**For more information:  
call Joel Colbert in the  
Teacher Education Department  
at  
(310) 243-3522.**

# Administrative Services Credential

## The Program

Designed to prepare educators for leadership positions in elementary and secondary schools and certain district level positions. The program is comprised of two tiers. The first tier, the Preliminary Administrative Services Credential, authorizes service in positions serving grades K-12 and is valid for a period of five years from date of issuance or three years from date of initial employment as an administrator, whichever is later. This credential is not renewable.

The second tier, the Professional Administrative Services Credential, which also authorizes service in grades K-12, is valid for a period of five years and is renewable. A valid Preliminary Administrative Services Credential is required for admission to the second tier (Professional Administrative Services Credential program).

Before the candidate is permitted to undertake the fieldwork portion of the program and before the Professional Administrative Services Credential can be granted, the candidate must be employed in a position requiring a valid Administrative Services Credential. Every effort is made to integrate credential and master's degree program for the benefit of the students.

## Preliminary Credential (34 units)

This program is a competency based program for the schools, particularly elementary, junior and senior high school principals and vice-principals, and certain district level positions. Students should consult with their advisors concerning the second level of training which is additional training beyond the first level described below.

## Admission Requirements

- \* Three years full-time teaching experience in a public or private school or three years experience in pupil personnel services
- \* A 2.75 grade point average in last 60 units of college work
- \* Possession of a valid California Teaching Credential or Pupil Personnel Services Credential
- \* A personal interview and three confidential recommendations
- \* Pass California Basic Educational Skills Test (CBEST)

## A. Prerequisite Course

TED 405 Mainstreaming Children with Special Needs (3)

## B. Required Courses (34 units) TIER I

- GED 501 Sem in Learning & Development
- GED 503 Socio-Cultural Issues in Education (3)
- GED 506 Law & Ethics in Public Education (3)
- GED 510 Process of Curriculum Development (3)
- GED 570 Supervision of Instruction (3)
- GED 571 School Management & Finance (3)
- GED 574 Governance & Politics of Education (3)
- GED 582 Group Dynamics for Personal Growth (3)
- PUB 508 Seminar in Public Personnel & Labor Relations (4) or
- GED 514 LAUSD Academy Personnel Seminar (3)
- GED 593 Internship in School Administration and Supervision (3.3)

## Professional Credential (27 units) TIER II

- GED 572 Pre-Assessment Seminar (1)
- GED 573 Post-Assessment Seminar (1)
- GED 575 Organizational Theory & Behavior (3)
- GED 576 Instructional Leadership (3)
- GED 577 Management of Human and Material Resources (3)
- GED 578 Evaluation & Technology (3)
- GED 596 Advanced Internship in School Administration and Supervision (9)
- GED 504 Extramural Professional Seminar (2)

**For more information on this program, contact:**

**Coordinator, Tier I**

**Fred Rodriguez  
(310) 243-3896**

**Coordinator, Tier II**

**Jits Furasawa  
(310) 243-3965**

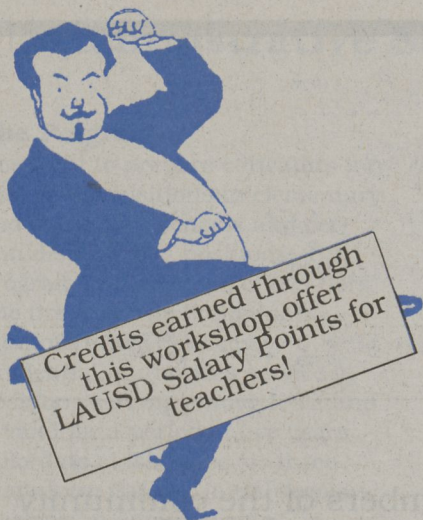
# Open University

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. Open University can help you update your professional skills or simply allow you to rediscover the joys of exploring new frontiers of learning. Open University makes it possible for you to begin or continue your education for any purpose you may have.

*Open University is for you if you:*

- Missed the deadline for admission to the regular resident program
- Want to examine a particular field before actually enrolling in a degree program
- Want to update your professional training
- Are not able to attend on a continuous basis
- Have been disqualified or are otherwise ineligible for admission and need to raise your GPA

**Call (310) 243-3741 for a brochure now**



13TH ANNUAL DALCROZE SEASON  
1999 DALCROZE CONFERENCE  
**THE ARTS IN ACTION**

offering  
**Professional Development Opportunities  
in Music Through Movement**  
for  
**Educators and Performers**

The Dalcroze Society of America, Los Angeles Chapter, a chartered member of the Dalcroze International Society of Geneva, Switzerland and host of this year's Conference on Music and Movement, together with the Department of Music and the Division of Extended Education at California State University, Dominguez Hills present the 13th Annual Dalcroze Season!

**CONFERENCE ON MUSIC AND MOVEMENT**

The following workshops are suitable for early childhood, classroom, music, dance/movement, and drama educators; teachers of special learners and physical therapists; choral and instrumental directors; performing arts professionals; performing arts students and teaching credential candidates; arts administrators; parents and caregivers. Each workshop will take place from 9:00am-5:00pm in the CSUDH Dance Studio, Gym A 102. It is suggested that participants wear comfortable clothes and shoes as these sessions are movement-oriented.

**Let the Music Move You!**

SPRING WORKSHOP I  
**Dalcroze Eurhythmics in Today's  
Music Classroom**

**Saturday, February 20, 1999**  
Guest Presenter: Virginia Hoge Mead  
This workshop is designed to expand one's music teaching ideas through active participation in a variety of Dalcroze eurhythmics techniques. Eurhythmics is an experience in which movement can heighten one's awareness to various aspects of music: timing, tempo, dynamics, phrasing and many more! Emphasis will be placed on understanding eurhythmics experiences, easily adaptable to all ages and various teaching situations, and their value in learning music. Let the music move you, as your body becomes the instrument which "plays" the music.

SPRING WORKSHOP II  
**Dalcroze Eurhythmics Across the  
Curriculum**

**Saturday, February 27, 1999**  
Guest Presenter: Christine Ann Martin  
Come share in the beat of colorful, pulsating world rhythms and discover the joy of Dalcroze eurhythmics in the classroom setting. Join us for an enlightening cultural and artistic expedition of folk dance/music traditions with suggested ideas for your Spring dance program. Using creative lesson themes and easy-to-make props, learn how to integrate rhythmic songs and games, music listening activities, creative body movement, and instrument playing techniques into the general curriculum.

**Presenters;**  
**Christine Ann Martin**, B.M., an Early Childhood educator in LAUSD for 28 years, currently teaching in the School Readiness Language Development Program, is a national Dalcroze scholarship recipient. Trained with Paul Salamunovich, she sings with the Loyola Marymount University Concert Choir and is a well-known music/movement conference presenter and an accomplished choreographer.

**Virginia Hoge Mead**, M.M.E., Oberlin College and Indiana University, received a Dalcroze License from the Dalcroze School of Music, New York City. Formerly on faculty at Muskingum College and Kent State University in Ohio, Ms. Mead has been a guest clinician-lecturer at many universities including the Shanghai and Beijing Conservatories of Music, and has demonstrated throughout the U.S. She is the author of *Dalcroze Eurhythmics in Today's Music Classroom*.

**COST:** Dalcroze members: FREE. Full-time students with ID: \$15 per session. All others: \$50 per session. Credit Registration Fee: \$35 \*One Semester Unit Credit = One LAUSD Salary Point\*\*. Registration: 9:00-9:30am. Conference hours: 9:30am-5:00pm (includes working lunch). **Call Jacqueline Paquette (323) 773-0758 for more information.**

\*\* Both Workshops must be attended for credit.

# THE AMERICAN LANGUAGE & CULTURE PROGRAM

## ENGLISH LANGUAGE COURSES FOR

### BEGINNING, INTERMEDIATE AND ADVANCED INTERNATIONAL STUDENTS

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

#### Work-Site Programs (WSP)

ALCP can offer English language and culture programs at the work-site for non-native speakers of English. Programs can be developed for a wide range of work needs: on-the-line employees who need basic communication skills and orientation to an English-speaking work environment; executives who need high-level communication skills to negotiate business and operate in social environments or other special situations. English-for-Special-Purposes (ESP) programs are often offered in industries such as hospitality, tourism and travel, import/export, banking and manufacturing. ESP programs can include safety English, industry-specific terminology and jargon, company-specific terminology and jargon, writing skills (forms, memos, reports), oral communication/pronunciation, asking questions, giving/receiving directions, clarifying, expressing opinions, and expressing safety concepts.

#### Intensive English Program (IEP)

IEP offers an eight-week intensive English language program five times a year for students with academic or professional goals, including passing the TOEFL for entrance into an American university. The 20-hour per week IEP (9am-1pm daily) offers a coordinated program of conversation, grammar, writing, reading/vocabulary, pronunciation and listening. Students from all over the world enroll in this multi-level program and can continue to improve their skills by advancing from session to session. Qualified students from outside the U.S. are eligible for a student visa. Individual courses may also be taken. A certificate of achievement is awarded after successful completion of at least one session. Language skills studied are:

#### Listening & Conversation

This class offers extensive individual student practice in both speaking and listening. Students learn to use authentic language in situations related to work, school, leisure and social life. Classroom assignments utilize pair work, small-group discussions and information-sharing activities. Face-to-face discussions simulate real-life social interaction, encouraging the use of eye contact and accurate intonation. Furthermore, each student is given the opportunity to participate in a variety of in-class activities using tapes, videos, and guest speakers. Each listening exercise allows students to progress from controlled listening activities to more complex ones.

Conversation Skills offers extensive individual student practice in speaking. Students learn to use authentic language in situations related to work, school, leisure and social life. They are encouraged to express their thoughts and ideas, plus their wants and needs, in classroom situations that make extensive use of pair work, small-group discussions, and information-sharing activities. These face-to-face discussions simulate real-life social interaction, encouraging the use of eye contact, exclamations, questions, accurate intonation and emotional tone. 24 meetings per session.

#### Writing

Writing Skills emphasizes the process of writing and highlights the various strategies writers can use in the process. The class teaches such organizational patterns as generalizing, describing, defining, talking about differences and similarities, and expressing cause and result. Although the focus is on content-based writing, other language skills are integrated, and practice writing is combined with speaking and listening activities. In order to gather data for their writing, students share ideas, opinions, and suggestions in pair, small group, and whole-class discussions. These brainstorming activities lead to teacher and peer analyses of student essays where the focus is on topic sentences, supporting facts, discourse markers, and concluding sentences. 24 meetings per session.

## Grammar

The Grammar class presents the important grammatical structures in English through a process of observing, describing and using the structures in written and spoken language. Controlled and open-ended exercises and tasks are practiced in class to help the students increase their mastery over the forms. Special attention is given to grammar points that are most difficult for students. Additionally, the ways in which grammar is tested in the TOEFL are examined and practice TOEFL exercises are done. 16 meetings per session.

## Reading & Vocabulary

The focus of Reading & Vocabulary is to help students increase their vocabulary within the context of meaningful, high-interest readings. Each student will learn the skills needed to find the meanings of unfamiliar words and then incorporate them into active, everyday use. Reading and vocabulary skills will be practiced through an integrated approach that uses a variety of topics, genres, moods and styles. Interesting subjects will be read and then examined through paired discussions, small group work and whole-class activities. 16 meetings per session.

## Optional Afternoon Classes

- TOEFL Preparation
- Computer, e-mail
- WWW and Internet
- Pronunciation
- Sports/Activities

## 1999 Schedule: Intensive English Language Program

### Eight-Week Sessions

Session	Orientation	Class Dates	Tuition
5 Per Year	Monday & Tuesday	8 Weeks	
Spring A	January 4-5	January 6-February 26	\$1,400
Spring B	March 1-2	March 3-April 23	\$1,400
Summer A	May 3-4	May 5-June 25	\$1,400
Summer B	June 28-29	June 30-August 21	\$1,400
Fall A	August 30-31	September 1-October 22	\$1,400
Fall B	October 25-26	October 27-December 17	\$1,400

*Registration and Payment for two consecutive 8-week session allow for a one-hundred-dollar discount. Prices and dates subject to change without prior notice.*

### TO APPLY SEND:

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

For more information on ALCP/ESL classes:

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

E-mail: [alcp@dhvx20.csudh.edu](mailto:alcp@dhvx20.csudh.edu)

World Wide Web:

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

Registration: Tel. (310) 243-3830

## HEALTH & BEHAVIORAL SCIENCES

- 79 Advanced Practicum
- 78 Alcoholism -- Introduction
- 77 Anger: Make it Your Best Friend
- 79 Counseling for the Individual
- 79 Counseling Techniques -- Introduction
- 77 Difficult People: How to Deal with
- 79 Family Dynamics
- 77 Feel Good All the Time
- 79 Group Counseling Techniques
- 79 Introductory Practicum
- 79 Perspectives on Drug Abuse
- 77 Radiant Health: Secrets of
- 79 Treatment of Eating Disorders
- 77 Your Career: Chance or Choice

### Certificate Programs

- 78 Alcohol and Drug Counseling
- 81 Orthotics
- 83 Orthotics and Prosthetics

### Degree Programs

- 81 Bachelor of Science in Nursing /JEC
- 82 Bachelor of Science in Occupational Therapy
- 85 Master of Science in Health Science, Physician Assistant Option

### NBGB 108-01 Your Career: Chance or Choice

Noncredit CRN 27486

Find out which career is a full expression of you. A Step-by-step system designed to put you in control of your present and future direction. Materials to help you find your talents and a career test are included.

**Benice Lindo**, PhD, is host of the cable TV show The Doctor is In, and has taught at UCLA, Pepperdine and CSUDH.

1 mtg: Sat Feb 6  
9am-1pm  
RBCC rm 7  
\$65

### NHGH 102-01 How to Make Anger Your Friend

Noncredit CRN 27485

Make your life more peaceful and rewarding through this special seminar. Discover what anger is, find your own "Irritability Quotient" and learn how to consciously liberate your effectiveness in order to make more appropriate choices of expression.

**Benice Lindo**

2 mtgs: Thu Feb 11 & 18  
7-9pm  
RBCC rm 7  
\$65

### NHGH 101-01 How to Feel Good All the Time

Noncredit CRN 27484

Our happiness is often affected by negative people and events. Feeling good with yourself is learning how to own your life and recover your balance and self-esteem with technologies that get results.

**Benice Lindo**

2 mtgs: Wed Feb 24 & Mar 3  
7-9pm  
RBCC rm 7  
\$65

### NHPS 101-01 How to Deal with Difficult People

Noncredit CRN 27482

Learn about the four types of difficult people: the Steam Roller, Sniper, Exploder, and Complainer. Find out why they behave the way they do, and how to avoid becoming a victim. Eliminate guilt feeling, disarm the difficult person and be in command.

**Benice Lindo**

3 mtgs: Mon Mar 15 & Apr 5  
(no class 3/29)  
7-9pm  
RBCC rm 7  
\$75

### NHGH 103-01 Secrets of Radiant Health with Nutrition

Noncredit CRN 27483

Every time we eat, we can make a decision to feel healthy, energetic, prevent illness and the effects of aging. Build brain power, memory, and be in control of your own health by choosing foods and vitamins confidently. A step-by-step approach to covering vitamins, macrominerals, fiber, fat supplements, and the newly-discovered phytochemicals in food plus and self-evaluation based on 9 systems of the body and your individualized eating plan are included.

**Bernard Winikur**, PhD, Nutrition, Ryokan College, is in private practice.

2 mtgs: Thu Apr 8 & 15  
7-9pm  
RBCC rm 7  
\$65

# Certificate in Alcohol and Drug Counseling

## Certificate in Alcohol and Drug Counseling Date Planner

### Spring Application Submission Deadline

Wednesday, January 6, 1999

### Orientation

Thursday, January 14, 1999  
6:30pm

CSUDH SAC 1102

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

### ADX 300 Introduction to Alcoholism

Monday, February 1-May 24  
(no class 2/15 & 3/29)

### ADX 301 Introduction to Counseling

Wednesday, February 3-May 19  
(no class 3/31)

### ADX 302 Counseling the Individual

Wednesday, February 3-May 19  
(no class 3/31)

### ADX 303 Perspectives on Drug Abuse

Tuesday, February 2-May 18  
(no class 3/30)

### ADX 306 Family Dynamics

Thursday, February 4-May 20  
(no class 4/1)

### ADX 307 Adv Practicum

Tuesday, February 2-May 18  
(no class 3/30)

### ADX 308 Treatment of Eating Disorders

Wednesday, February 3-May 19  
(no class 3/31)

## Who Should Attend

Applicants should have completed at least 2 years of college or have at least 2 years of work experience in a health or human service agency. If the applicant is a recovering substance abuser, two years of continuous sobriety is strongly recommended. Prospective students must complete an application form and supply transcripts and letters of recommendation. Call (310) 243-3782 for more information.

## The Certificate

The Certificate Program in Alcohol/Drug Counseling consists of 9 courses designed to prepare individuals for entry into the field at a professional level. All courses provide Continuing Education Units (CEUs) for registered nurses and teachers which must be requested at the time of registration if desired. ADX 300 may be taken on an individual basis without formal entrance into the Certificate Program. Students may enter the program in either the Fall or Spring Semester. Students are expected to pass each course with a grade of C or better and maintain a 2.5 G.P.A. Those seeking a Certificate must apply to the program and successfully complete all courses.

## Location

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

## The Cost

The fee is \$135 per unit; a three-unit course is \$405. Tuition fees must be paid before classes begin. Fees are subject to change.

## The Courses

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

ADX 301 is equivalent to PSY 367  
ADX 303 is equivalent to SOC 363  
ADX 304 is equivalent to PSY 342  
ADX 305 is equivalent to PSY 496  
ADX 306 & 307 are equivalent to SOC 320

## Spring Application Submission Deadline

Wednesday, January 6, 1999.

## Orientation

Thursday, January 14, 1999, 6:30pm, CSUDH campus SAC 1102. Attendance required for newly admitted students and for those whose applications are being reviewed.

## ADX 300 Introduction to Alcoholism

*Prerequisite for program*  
**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.



### **ADX 301 Introduction to Counseling Techniques**

**3 ext units**

*Prerequisite for program*

*\* ADX 300 and 301 must be taken before any other courses*

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

### **ADX 302 Counseling the Individual**

**3 ext units**

*Prerequisite: ADX 300, 301*

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

### **ADX 303 Perspectives on Drug Abuse: Counseling the Substance Abuser**

**3 ext units**

*Prerequisite 300, 301*

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

### **ADX 304 Group Counseling Techniques**

**3 ext units**

*Prerequisite 300, 301*

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

### **ADX 305 Introductory Practicum**

**2 ext units**

*Prerequisite 300, 301*

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

### **ADX 306 Family Dynamics**

**3 ext units**

*Prerequisite 300, 301*

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

### **ADX 307 Advanced Practicum**

**2 ext units**

*Prerequisite 300, 301, 305*

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

### **ADX 308 Treatment of Eating Disorders**

**3 ext units**

*Prerequisite 300, 301*

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

Health &  
Behavioral  
Science  
Certificates

## Spring 1999 Schedule

### ADX 300-01 Introduction to Alcoholism

3 ext units CRN 27388

**Mary Cook-Lund, MA**  
Psychology, has 20 years experience in the practice and teaching of clinical psychology.

15 mtgs: Mon Feb 1-May 24  
(no class 2/15, 3/29)  
6:30-9:30pm  
CSUDH SAC 1102  
\$405

### ADX 301-01 Introduction to Counseling Techniques

3 ext units CRN 27389

**M. Jean Hendricks, PhD,**  
MFCC, is a licensed Psychologist in private practice in Manhattan Beach.

15 mtgs: Wed Feb 3-May 19 (no  
class 3/31)  
6:30-9:30pm  
CSUDH SAC 1102  
\$405

### ADX 302 Counseling the Individual

3 ext units CRN 27390

**Mary Cook-Lund, MA**  
Psychology, has 20 years experience in the practice and teaching of clinical psychology.

15 mtgs: Wed Feb 3-May 19  
(no class 3/31)  
6:30-9:30pm  
CSUDH SAC 1104  
\$405

### ADX 303 Perspectives on Drug Abuse

3 ext units CRN 27391

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

15 mtgs: Tue Feb 2-May 18  
(no class 3/30)  
6:30-9:30pm  
CSUDH SAC 1106  
\$405

### ADX 306-01 Family Dynamics

3 ext units CRN 27392

**Mary Cook-Lund**  
15 mtgs: Thu Feb 4-May 20  
(no class 4/1)  
6:30-9:30pm  
CSUDH SAC 1104  
\$405

### ADX 307-01 Advanced Practicum

2 ext units CRN 27393

**Jacqueline McDaniel,**  
MFCC/MAC, is a Certified  
Counselor through the National  
Board of Addiction Examiners,  
and is in private practice in  
Long Beach and Newport Beach.

15 mtgs: Tue Feb 2-May 18  
(no class 3/30)  
6:30-9:30pm  
CSUDH SAC 1108  
\$270

### ADX 308-01 Treatment of Eating Disorders

3 ext units CRN 27394

**Lisa Majeski-Pedersen, MA,**  
LCSW, is in private practice  
counseling eating disorders.

15 mtgs: Wed Feb 3-May 19  
(no class 3/31)  
6:30-9:30pm  
CSUDH SAC 1106  
\$405

## **Certificate Program in Orthotics**

The Orthotics Department at Rancho Los Amigos Medical Center, in affiliation with California State University, Dominguez Hills, offers a one-year certificate course in orthotics. This program, which is accredited by the National Commission on Orthotic and Prosthetic Education, is designed to train students in the field of orthotics: the profession of designing, fabrication and fitting of orthopedic appliances for the physically handicapped. Students receive a mixture of practical laboratory instruction, classroom didactics, and exposure to patients in a wide variety of clinical situations. Students rotate through various services to acquaint them with the more prevalent pathologies and treatment philosophies. This course is designed for applicants who have a bachelor's degree. Applicants must have some experience with hand tools and light duty power equipment. The program begins in July each year and applications must be submitted by December 31 of the preceding year. Enrollment is limited to six students.

For more information, contact:

D. Clark  
Rancho Los Amigos  
Orthotics Department  
7450 Leeds St.  
Downey, CA 90242  
(310) 940-7655

*In addition to this program offering, Extended Education also offers an on-campus certificate program in Prosthetics as part of Special Sessions.*

## **The Statewide Nursing Program Goes National!**

**Now it's here!**

## **The Bachelor of Science Degree in Nursing**

**is  
available over  
satellite with**

**JEC College Connection**

**For additional information, call  
1-800-777-6463**

**Health &  
Behavioral  
Science**

**REGISTER BY PHONE: (310) 243-3741 • REGISTER BY FAX (310) 516-3971 81**

# Bachelor of Science in Occupational Therapy

## California State University, Dominguez Hills now offers a major in Occupational Therapy

The CSUDH Occupational Therapy Program will be a "2+2" --the first two years of the program involve the completion of general studies and prerequisite coursework to the major. These include General Education, statutory, foreign language, GEAR (writing assessment requirement), upper division humanities (9 units) and Pre-OT prerequisites. A student is strongly urged to arrange an advising appointment directly with the Occupational Therapy Program prior to entertaining enrollment in courses to avoid confusion and delay of admission to the Occupational Therapy Major. A free brochure is available with a complete listing of prerequisite courses either for pick up in front of the Occupational Therapy Office at LCH B-102 or by mail at your request. Students are encouraged to log onto our Website at [www.csudh.edu/otclub/](http://www.csudh.edu/otclub/) and join our Occupational Therapy Club.

The last two years comprise the professional junior and senior OTR coursework. Applicant must be admitted student to the CSUDH campus, using the regular application form (available from the Information Center (310) 243-3696) and indicate they are "Pre-OT majors." In addition, a second application process is required to be formally admitted to the Occupational Therapy major. Students will be selected using the Supplemental Admission Criteria (see CSUDH catalog, page 297). Differential tuition will apply to these courses. Fees will be \$295 per semester unit for the junior and senior year coursework. Upon completion of the junior and senior year OTR coursework, students will require faculty committee approval to enter two, 3-month affiliations. These affiliations are full-time traineeships and must be completed within AOTA standards of practice prior to eligibility for the national certification examination.

**For more information,  
call the Occupational  
Therapy Hotline at:  
(310) 243-2726**

### Accreditation

Note: This program has been granted "Developing Program Status" from the Accreditation Council for Occupational Therapy Education (ACOTE), which has completed the "On Site Accreditation Visit" in Fall, 1998. The program is currently awaiting formal accreditation in Winter, 1999 from the Accreditation Council for Occupational Therapy Education (ACOTE). Students must have graduated from an accredited program to be eligible to take the national board examinations.

### Occupational Therapy Prerequisite Coursework

Registration for OTR 101, 205 and 206 do not require admission to the university. There are no prerequisites to enroll in OTR 101. However, beginning in Spring, 1999, OTR 205 and 206 have a prerequisite of OTR 101. Please call (310) 243-3741 for details and application forms. The fees are \$140 per semester unit. Each course is 3 units. In addition, students are required to obtain a minimum of 80 documented volunteer hours under the supervision of an OTR in a variety of settings and across all age groups.

# CERTIFICATE PROGRAM IN ORTHOTICS - PROSTHETICS

The Orthotics and Prosthetics Program in the Health Science Department at California State University, Dominguez Hills now offers two Certificate Programs consisting of a nine-month curriculum in Prosthetics, and a seven-month curriculum in Orthotics. These will fulfill the unmet need for practitioners who provide orthotic and prosthetic rehabilitations to individuals requiring custom made orthotic braces and artificial limbs.

## Who May Attend

Up to fourteen students will be admitted to each Certificate class. Applicants must possess a bachelors degree, preferably in a health-related major, and must also meet the special criteria for admission established by the Admissions Review Committee. Prerequisites and course content for the Certificate Programs in Orthotics and Prosthetics will adhere to the Essentials and Guidelines for an Accredited Educational Program for the Orthotist and Prosthetist approved by the National Commission on Orthotic and Prosthetic Education (NCOP) in 1993.

## Prerequisites

(Introductory College Level Acceptable)

Course	Minimum req.
Biology	3 units
Chemistry	3 units
Physics	3 units
Psychology	3 units
Computer Science	3 units
Algebra or Higher Math	3 units
Human Anatomy & Physiology w/lab	6 units

Certain prerequisites may be waived or taken concurrently with Certificate courses, with consent of the Director.

## About the Program

The Orthotics and Prosthetics Program at California State University, Dominguez Hills offers the highest quality baccalaureate level degree available in orthotics and prosthetics. The Program has developed and refined its teaching materials, attracted a highly-respected director and clinical faculty, matriculated its first six classes of students, developed strong program, student and faculty evaluation procedures, and engaged in active recruitment of minorities, disabled individuals, and women.

The Program has continued a close clinical affiliation with Rancho Los Amigos Medical Center, and in 1994 entered into a clinical affiliation agreement with the Long Beach Veterans Medical Center.

## Two Options

The Prosthetic Certificate is offered every Fall and the Orthotic Certificate is offered every other year with the next Orthotic class beginning in June 1999. Each discipline will consist of one academic year credit, or 30 Carnegie units. A successful applicant may pursue both Certificates sequentially, but applications are only accepted for one Certificate at a time.

## The Cost

The tuition of \$395 per unit, is half payable at the time classes start, with the balance due the following January 1. Scholarship assistance may be available. Books and course materials will cost up to \$300 per semester.

## Prosthetic Option Only 30 units

	Units
Fall	
HEA 240 Lower Limb Biomechanics & Kinesio	3
HEA 250 Normal & Pathological Gait	2
HEA 350 Below Knee Prosthetics I	3
HEA 354 Above Knee Prosthetics I	3
HEA 482 Special Radiographic Procedures/Pathologies Related to Amputation	2
HEA 491 Research & Seminar in O&P	1
HEA 493 O&P Preceptorship	2
Winter Session (3-wk intensive)	
HEA 335 Practice Management for O&P	2
Spring	
HEA 450 Upper Limb Prosthetics	3
HEA 242 Upper Limb Biomechanics and Kinesio	2
HEA 352 Below Knee Prosthetics II	3
HEA 452 Above Knee Prosthetics II	3
HEA 492 Research & Seminar in O&P I	1
HEA 493 O&P Preceptorship II	2

## Orthotics Option Only 31 Units

Fall	
HEA 240 Lower Limb Biomechanics & Kinesio	3
HEA 250 Normal & Pathological Gait	2
HEA 340 Lower Limb Orthotics	3
HEA 344 Spinal Orthotics	3
HEA 482 Special Radiographic Procedures	2
HEA 491 Research & Seminar in O&P	1
HEA 493 O&P Preceptorship	2
Winter Session (3-Wk Intensive)	
HEA 335 Practice Management for O&P	2
Spring	
HEA 342 Lower Limb Orthotics II	3
HEA 317 Pathophysiology for O&P	3
HEA 242 Upper Limb Biomechanics & Kinesio	2
HEA 344A Spinal Orthotics II	2
HEA 440 Upper Limb Orthotics	2
HEA 491 Research & Seminar in O&P II	1
HEA 493 O&P Preceptorship II	2

Please  
contact the  
Orthotics and  
Prosthetic  
Program at  
(310) 243-  
2700 to obtain  
more informa-  
tion and to  
request an  
application for  
the  
program.

# MASTER OF SCIENCE IN HEALTH SCIENCE PHYSICIAN ASSISTANT OPTION

A new Master of Science in Health Science: Physician Assistant Option is now offered through Extended Education. Those who choose this course of study will find this an increasingly important and rewarding field.

## The Program

The Master of Science in Health Science, Physician Assistant Option, in which the course work is completed off-campus. The following clinical residencies are offered through the masters degree program. Each clinical residency requires full-time attendance for 12 months beginning the last week in August. Residencies are held only at sites designated by the program. Some residencies provide stipends while others do not. Students should indicate their first and second choices for residency placement in the space provided on the application form the the masters degree.

**Emergency Medicine\***  
**Cardiac Medicine & Surgery\***  
**Gerontology**  
**Surgery\***  
**Pediatrics\***  
**Neonatology\***  
**Internal Medicine**  
**Family Medicine**

\*Students who have completed a physician assistant postgraduate residency program in this specialty may be awarded academic credit by examination.

## Who May Attend

Those who hold an acceptable bachelors degree from a regionally-accredited institution or have equivalent preparation as determined by the university; have a GPA of at least 2.5 (4.00 scale) in their last 60 semester units; be in good standing at the last college attended; have graduated from a primary care physician assistant training program approved by the American Medical Association Committee on Allied Health Education and Accreditation, or successor agency; and have passed the National Commission of Certification of Physician Assistants examination and have current certification; have a current physician assistant license in California or eligibility; have submitted three letters of recommendation, including one from the director of the physician assistant training program where graduated and one from a supervising physician (applicants who have graduated from a postgraduate physician assistant program must also submit a letter of recommendation from the postgraduate program director); and have completed a successful interview with the program's Graduate Coordinator and representatives from the department faculty.

## How to Apply

To apply for admission, an applicant must obtain and complete a Health Science External Degree Application and a Supplemental Health Science External Degree Application. A \$55 application fee must be submitted with the completed application forms. Make checks payable to CSUDH. Two official copies of all transcripts are required from the institution granting the baccalaureate degree and those institutions where you have received academic credit for graduate work.

The applications for admission to the program, letters of recommendation, two official copies of transcripts, and the \$55 non-refundable application fee must be forwarded to:

Department of Health Science,  
MSHS-PA California State  
University, Dominguez Hills,  
1000 East Victoria Street,  
Carson, CA 90747.

For more information, call  
(310) 243-2217.

Health &  
Behavioral  
Sciences  
Degree

## Special Sessions

### Residence Credit through Special Sessions

The following courses are offered for residence credit through Extended Education. Special Sessions courses are available to both matriculated students and members of the community.

These courses are representative of those available during the year.

Call the Office of Extended Education (310) 243-3741 for the latest information on additional classes.

Use the Special Session Registration Form on page 86 to register for these classes only.

### Certificate and Credential Programs

- 72 Administrative Services Credential
- 67 Assistive Technology Specialist Certificate Program
- 65 Community College Teaching Certificate
- 71 Multiple Subject Teacher Credential
- Single Subject Teacher Credential (call Susan Prescott (310) 243-3960)
- 83 Orthotics & Prosthetics Certificate
- 69 Teaching Credential in Designated Subjects - Adult Education
- 66 Urban Settings Counseling Certificate

### Bachelors Degree Programs

- 55, 59 Bachelor of Arts -- Interdisciplinary Studies (PACE Program)
- 56, 81 Bachelor of Science Nursing -- (via Satellite)
- 82 Bachelor of Science Occupational Therapy

### Masters Degree Programs

- 45, 54 Masters Degree, Business Administration
- 55 Masters Degree, Negotiation and Conflict Management
- 85 Masters Degree, Physician's Assistant
- 41 Master of Science, Quality Assurance

## Spring 1999 Schedule

### Community College Teaching

#### GED 549-71 The Community College (2)

Note: Must have a masters degree or be completing one  
CRN 27584

R. McGinness  
4 mtgs: Sat Feb 6-27  
9am-4pm  
CSUDH LCH A330  
\$270

#### GED 548-71 Effective College Teaching (3)

Note: Must have a masters degree or be completing one  
CRN 27583

P. McKenna  
6 mtgs: Sat Mar 13-Apr 24 (no class 4/3)  
9am-4pm  
CSUDH LCH A330  
\$405

#### GED 594S-71 Community College Teaching Internship (3)

CRN 27585

Prerequisite: GED 548 and GED 549, master's degree by the time the program is completed and minimum grade of "B" in both prerequisite courses in the program and the approval of the Internship Coordinator.

T. Giannotti  
TBA (Jan 30-Jun 2)  
\$405



## Teaching Credential in Designated Subjects - Adult Education

### TED 417-71 Seminar in Adult Education: Credential Interns (1)

Co: req: TED 423S-71  
CRN 27589

T. Johnson

13 mtgs: Fri Feb 5-May 14  
4-6:30pm  
CSUDH SBS A216  
\$140

### TED 424-71 Counseling & Guidance for Teachers of Adult Education (2)

CRN 27591

R. Ross

6 mtgs: Sat Feb 6-May 15  
9am-5pm  
CSUDH SBS B203  
\$280

### TED 423S-71 Supervised Field Experience/Adult Education (2)

Co-Req: TED 417-71  
CRN 27592

T. Johnson

6 mtgs: Fri Feb 5-May 14  
4-6:30pm  
CSUDH SBS A216  
\$280

## MBA Program

### MKT 500-71 Current Cases and Issues in Marketing (3)

Prerequisites: Graduate standing, consent of instructor or department.

CRN 27602

J. Katzenstein

15 mtgs: Sat Jan 16-Apr 24  
12noon-3pm  
CSUDH ERC A103  
\$507

### BUS 595-71 Global Purchasing and Supply Chain Management (3)

Prerequisites: Graduate standing, consent of department.

CRN 27604

S. Cokelez

15 mtgs: Sun Jan 17-Apr 25  
12noon-3pm  
CSUDH ERC E133  
\$507

## MA in Behavioral Science: Negotiation & Conflict Management-TV

### BEH 505-91 Computer Applications in Behavioral Science (4)

CRN 27588

C. Bossler

10 mtgs: Fri Jan 15-Mar 19  
6-9pm  
\$680 (Special Sessions)

### BEH 535-91 Conflict in Organizations (3)

CRN 27555

R. Eber

10 mtgs: Wed Jan 15-Mar 17  
7-10pm  
\$680 (Special Sessions)

### BEH 507-91 Research Design (4)

CRN 33013

Staff

10 mtgs: Wed Apr 14-Jun 23  
7-10pm  
\$680 (Special Sessions)

### BEH 525-41 Mediation (4)

CRN 33011

D. Williams

10 mtgs: Fri Apr 16-Jun 25  
7-10pm  
\$680 (Special Sessions)

## B.A. in Interdisciplinary Studies (PACE) PrimeOne Tele-TV

### B.A. in Interdisciplinary Studies (PACE)

### \*SBS 318-91 Education, Language & Society (3)

L. Battaglia

13 mtgs: Begins Tue Jan 12  
7-10pm  
\$510 (Special Sessions)

## The Internet

### \*SMT 312-91 Natural Processes (3)

D. Gauthier

13 mtgs: Begins Sun Feb 6  
7-10pm  
\$420 (Special Sessions)

## Assistive Technology Specialist Certificate

### GED 531-71 Basic Assistive Technology (3)

CRN 27615

L. Belkin and P. Richard

14 mtgs: Thu Jan 28-May 20  
4-7pm  
Costa Mesa HS Annex  
1150 Arlington Dr.  
Costa Mesa, CA 92626  
\$405

## Via the Internet

### GED 530-41 Introduction to Assistive Technology (3)

CRN 27655

L. Belkin and P. Richard

Jan 28-May 20  
\$420

## Occupational Therapy Program

Schedule of Classes not available at time of printing this bulletin.

Call the Occupational Therapy Office at (310) 243-2726 for more information

**MORE CLASSES  
MAY BE ADDED  
AFTER  
PUBLICATION OF  
THIS BULLETIN**

CALL THE OFFICE OF  
SPECIAL SESSIONS  
(310) 243-2781  
OFFICE OF EXTENDED  
EDUCATION  
(310) 243-3741  
OR INDIVIDUAL  
ACADEMIC  
DEPARTMENTS FOR  
MORE INFORMATION

Special  
Sessions

## Master of Science Quality Assurance

All are 3-unit classes

### QAS 510-41 Advanced Probability & Statistics

CRN 27577

Time: TBA

Inst: Michelle Manning

Fee: \$420

### QAS 511-41 Quality Function Management & TQM

CRN 27576

Time: TBA

Inst: Keith Fulton

Fee: \$420

### QAS 516-41 Measurement & Testing Techniques

CRN 27575

Time: TBA

Inst: Eugene Watson

Fee: \$420

### QAS 518-41 Quality Project Management and Productivity

CRN 27574

Time: TBA

Inst: William Trappen

Fee: \$420

### QAS 530-41 Statistical Quality Control for Service Professionals

CRN 27573

Time: TBA

Inst: Cynthia Johnson

Fee: \$420

### QAS 532-41 Quality Assurance of the Service Delivery Area

CRN 27572

Time: TBA

Inst: Keith Fulton

Fee: \$420

### QAS 595-41 ISO 9000

CRN 27571

Time: TBA

Inst: William Trappen

Fee: \$420

### QAS 595-42 Evaluation & Outcome Analysis of Health Care Delivery

CRN 27616

Time: TBA

Inst: Sharon McFerran

Fee: \$420

### QAS 595-43 Special Topics: Directed Study

CRN 27563

Time: TBA

Inst: Eugene Watson

Fee: \$420

### QAS 599-41 Project

CRN 27562

Time: TBA

Inst: E. Watson

Fee: \$420

### QAS 600S-41 Grad Continuation Course

CRN 27643

Time: TBA

Inst: E. Watson

Fee: \$405

Note: Before beginning any Internet class, you must contact Scott MacKay at (310) 243-3355 or [smackay@dhvx20.csudh.edu](mailto:smackay@dhvx20.csudh.edu)

**Call (310) 243-3741 to enroll**

**California State University, Dominguez Hills  
Special Sessions Registration Form**

Date of Application \_\_\_\_\_ Social Security No: \_\_\_\_\_ Birthdate \_\_\_\_\_

Month/Day/Year

**Name** \_\_\_\_\_

                    Last                                      First                                      Middle Initial

**Address** \_\_\_\_\_

                    Street                                      City                                      State      Zip

**Telephone** \_\_\_\_\_ **E-Mail** \_\_\_\_\_

                    Day                                      Evening

**New address?** yes  no       **male**       **female**       **Term/Year (i.e. Sp 99)** \_\_\_\_\_

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

**Course Information**

Schedule #	Dept	Course	Section	Units	Course Fee	Instructor/Dept Consent

**SPECIAL  
SESSIONS**

**Course Fee** \$ \_\_\_\_\_

**Late Fee** \$ \_\_\_\_\_

**Total Fee PAID** \$ \_\_\_\_\_

**Payment Method**

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

Account Number \_\_\_\_\_ Exp Date \_\_\_\_\_

Cardholder's Name \_\_\_\_\_ Cardholder's Signature \_\_\_\_\_

**Refund Policy (Read and Sign Below)**

Refunds are granted in accordance with the State refund schedule. If a course is cancelled, the entire course fee will be returned. If you withdraw 24 hours prior to the first class meeting, 100 percent of the course fee will be refunded (less a \$10 processing fee). If you withdraw after the first class and before 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, however, a drop form must still be filed. A stop payment on a check is NOT an acceptable withdrawal from the course(s) and will result in a financial penalty. I have read and understand the rules regarding the refund policy and I authorize the use of the credit card number if entered above.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**3 WAYS TO REGISTER**



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



**Stop by the Office of Extended Education on Campus in Carson  
1000 East Victoria, Carson**

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



For more information, call the Office of Extended Education, (310) 243-3741.

**REGISTER BY PHONE: (310) 243-3741 • REGISTER BY FAX (310) 516-3971 89**

Special  
Sessions

ONE CALL: 5 UNIVERSITIES

# CALNET

## DISTANCE LEARNING PROGRAMMING CSU DOMINGUEZ HILLS • CSU FULLERTON CSU LONG BEACH • CSU LOS ANGELES • CAL POLY POMONA

### What is CALNET Distance Learning?

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

### Who can enroll?

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

### What kind of equipment do I need?

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

### What classes will be offered this Spring?

There will be a variety of upper-division classes available:

### CSUDH

#### Natural Processes

SMT 312-41 (3 units) Internet  
Start date: January 11, 1999  
Professor: D. Gauthier

#### Special Topics :

##### Educ/Language & Society

SBS 318-91 (3 units) Television  
Start date: January 11, 1999  
Professor: G. Battaglia

### CSUF

#### Energy and the Environment

Physics 301 (3 units) Internet  
CRN 10148  
Start date January 27, 1999  
Look at  
<http://energy.fullerton.edu/spring99.html>  
for a description of the class  
Professor: Dr. Mark Shapiro

### CSULB

#### Technological Literacy

OCST 3881 (3 units) Internet  
Start date February 1, 1999  
Instructor: Eric Moore  
E-mail: [ideas@uces.csulb.edu](mailto:ideas@uces.csulb.edu)

#### Family Stress and Coping

FCS 319 (3 units) Internet  
Start date February 1, 1999  
Instructor: James Koval  
[www.Courses.uces.csulb.edu/FCS319](http://www.Courses.uces.csulb.edu/FCS319)  
IS98

### CSULA

#### Spec Topics: World Builders

EDIT 472 (4 units) Internet  
Students work in groups to design planets from the stellar dust through the development of alien plants and animals. A course for the future! Create planets; post them on the web! Create and evaluate ideas, challenge knowledge. Explore the future, learning styles, broaden learning structures through technology. Professor Elizabeth Viau Cost: \$500  
Call (213) 344-4916 or 343-4908 to register.

### CAL POLY POMONA

#### Introduction to Philosophy

PHL 201 (4 quarter units) Television  
Dates: T-Th January 5-March 18, 3-4:50pm  
Investigation of Basic Concepts and methods of philosophy; selected metaphysical, epistemological, ethical, aesthetic, & logical problems and issues traditional to philosophy w/ emphasis on their relevance for intelligent living.  
Instructor: James Manley Cost: \$292

#### Human Nature/Human Affairs: A Biocultural View

ANT 201 (4 quarter units) Television  
Dates: M-th March 29-June 10, 7-7:50am  
Integrated exploration of both cultural and biological factors affecting critical cultural/ethical issues such as intelligence, aggression and territoriality, sexism, racism and altruism.  
Prof: Dr. Harold Turnbull Cost: \$292

## AND THERE'S ROOM TO GROW!

Here's what's in your future when you take advantage of easy-access classes by CALNET:

- More ways to access classes
- More classes offered in this format
- Combinations of distance and on-campus programs

Where do I begin? Call 1-888-5CALNET or visit the website at [www.calnet.edu](http://www.calnet.edu)

Interested? Answers are as close as your phone or internet connection:

**[www.calnet.edu](http://www.calnet.edu) • tel: 1-888-5CALNET**

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

## How and When to Register

Enrollment is open now for all of the courses listed in this Bulletin. Because enrollments are taken in order received, we recommend that you register early.

### There are Four Convenient Ways to Register for Courses:

#### BY MAIL:

Complete the original or photocopy of the registration form on the inside back cover. Please provide all of the information requested on the form to ensure quick processing of your registration. Please print clearly. Mail the form with a check or money order to CSUDH Extended Education, or a credit card authorization to CSUDH Extended Education 1000 E. Victoria St. Carson, CA 90747-0005



#### BY PHONE:

You may register by phone with your VISA or MasterCard by calling (310) 243-3741, Monday through Thursday 8am - 6pm; Friday 8am - 5pm; and Saturday, 8am - 1:30pm.



#### BY FAX:

You may register by FAX with your VISA or MasterCard by completing the registration form and faxing it to (310) 516-3971.



#### IN PERSON:

Come to the Extended Education office to register for a class in person. The office is located in the Small College Complex area on the CSUDH campus, B141 (next to the Cashier). You may pay by check or money order, or use your VISA or MasterCard. No cash payments, please.



## Confirmation/Receipts

You are considered officially enrolled when your registration fees are paid in full and your registration form has been received. You should receive a confirmation letter within two weeks after we have received your registration and fees. This letter is your receipt for fees paid. Please read the letter carefully because any changes in the course meeting time or place will be indicated in the letter. Changes which occur after the cards are mailed will be posted on the door of the scheduled classroom. If you do not receive a confirmation letter, REPORT TO THE FIRST CLASS MEETING. The instructor will have a roster and, if your registration is complete, your name will be on the roster. If it is not on the roster, contact the Extended Education office at your earliest convenience.

## Fees

The fees for each course are listed in this Bulletin. Please note that there is an additional \$30 per unit charge for TV courses. The fees are the same for residents and nonresidents. Payment may be made by check, money order or VISA/MasterCard draft, payable to CSUDH in the exact amount required. Registration will not be considered until all payments have cleared the bank. Fees are subject to change.

## Tax Deduction

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

## Refund of Fees

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

- If an Extended Education course is cancelled, the entire course fee will be refunded
- If you withdraw prior to the first class meeting, 100 percent of the course fee will be refunded (less a \$5 processing fee for credit courses)
- If you withdraw after the first class and before the first 25 per cent of the course has elapsed, 65 percent of the total fee will be refunded
- After 25 percent of the course time has elapsed, no refund will be made
- Courses of four meetings duration or less, no refund will be made

Do not put a stop payment on a check to withdraw from a course. This results in a financial obligation to the University for the course fee, plus an additional \$25 charge.

## 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.

**The Division of Extended Education at CSUDH offers a variety of credit and noncredit courses.**

### 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 for Special Sessions classes through Extended Education. Registration is open to both matriculated students and to the community. For the course numbering system, see the University catalog.

### Professional Credit

A few courses in the Bulletin are offered for Professional Credit. Professional credit is designed for professionals who benefit from credit for salary or step advancement. The awarding of professional credit requires completion of out-of-class assignments. One Professional Credit equals 15 hours of participation in lecture. Professional credit is not degree-applicable. Course numbering is 800-899 for educational professional credit. Course numbering is 600-699 for business professional credit.

## Official Withdrawal from 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 permanent transcript. An administrative grade of "W" will be assigned if a student withdraws at any time during the course.

### One Week Courses

During the first day of the week a student may withdraw and no grade is assigned; the enrollment does not appear on the student's permanent transcript. An administrative grade of "W" will be assigned if a student withdraws at any time after the first day of the week.

### Two Week Courses

During the first three days of the first week a student may withdraw and no grade is assigned; the enrollment does not appear on the student's permanent transcript. An administrative grade of "W" will be assigned if a student withdraws at any time after the first three days of the week.

### Three Week Courses

During the first week a student may withdraw and no grade is assigned; the enrollment does not appear on the student's permanent transcript. Prior to the last two days of the session a student may withdraw with a "W". During the last two days of the session a student may withdraw with a "W" for serious and compelling reasons only.

### Four and Five Week Courses

During the first week a student may withdraw and no grade is assigned; the enrollment does not appear on the student's permanent transcript. Prior to the last four days of the session a student may withdraw with a "W". During the last four days of the session a student may withdraw with a "W" for serious and compelling reasons only.

### Six, Seven, and Eight Week Courses

During the first two weeks a student may withdraw and no grade is assigned; the enrollment does not appear on the student's permanent transcript. Prior to the last week of the session a student may withdraw with a "W". During the last week of the session a student may withdraw with a "W" for serious and compelling reasons only.

### Courses of more than Eight Weeks

For courses longer than eight weeks, refer to the withdrawal policy in the University catalog.

### Final Exams

Once final examinations begin, no drops or withdrawals are allowed. A student who does not officially withdraw shall receive "F" or "U" grades for all courses on his/her official record.

## Noncredit

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

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

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

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

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

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

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

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

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

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

**R=Recreation:** CO=Canoeing; FI=Fitness; FL=Flying; MA=Martial Arts; SL=Sailing

**S=Seniors:** OM=Omnilore

**T=Travel**

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

## 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.

## 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 (C/NC).

## Extended Education Grading Procedures

Unless a course is offered for a grade of credit/noncredit only, all extension credit courses are offered for letter grades. However, an undergraduate student in an extension class offered for a letter grade may choose to be graded on a credit/noncredit basis by informing the instructor in writing at the beginning of the class. For Special Sessions classes, follow University procedures.

## Grade Reports

Grade reports will be sent approximately three weeks after the term ends. Official transcripts with current grades will not be available for at least five weeks after the end of the term.

## Transcripts

A student may obtain an official transcript of his/her record by completing a Request for Transcript form, available from the Records and Registration Office (Small College Complex, J103). A fee of \$4 is charged for each transcript. Additional copies of transcripts prepared at the same time (up to 10) are \$2 each. (310) 243-3600.

## Class Cancellation

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

## Change of Address

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

## Nondiscrimination Policy

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

## Privacy Information

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

## Use of Social Security Number

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

## Standards

Degree credit courses in Extended Education adhere to the academic standards of the University. All activities usually associated with regular University course work are integral parts of the degree credit instruction program. It is our aim, through course review, planning and the selection of quality, experienced Extended Education faculty, to provide you with meaningful learning experiences. We realize, however, that on rare occasions your expectations and the course do not match. Should this occur, let us know. It is through your feedback that we are able to make changes and adjustments for future courses.

## Disabled Student Services

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

## Immigration Requirements for Licensure

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

Students who will require a professional or commercial license provided by a local, state, or federal government agency in order to engage in an occupation for which the CSU may be training them must meet the immigration requirements of the new Personal Responsibility and Work Opportunity Reconciliation Act to achieve licensure. Information concerning the regulation is available from the Vice President of Student Affairs, (310) 243-3784.



## Resources for Students Computer Labs

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

## Library Services

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

## 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

Hours are 7:30am to 8pm Monday through Thursday, from 7:30am to 2pm Friday, and from 8am to 2pm on Saturday. Breakfast is served from 8am - 10:30am. Other food areas open at 10am. There is no food service on Sundays. Food vending machines are available on the first floors of the Social and Behavioral Sciences building and the Educational Resources Center. They are available Saturdays, 7:30am -2pm. For further information, call (310) 243-3814.

## Parking

Redondo Beach Community Center (RBCC): Free parking.  
Franklin Community Center (FCC): Free parking in lot and on Fisk and Inglewood Avenues.  
Inglewood One-Stop Center: Free Parking in lot.  
CSUDH: Parking permits are required for all on-campus classes. They are available from the machines at the entrance to each parking lot and cost \$1.50 per day or \$54 per semester. No charge for parking on Sundays. (Bring dollars and/or quarters for the machines).

## Open University

Students may enroll in regular CSUDH classes through a program called Open University. To enroll in a course you need the consent of the instructor and you must have completed any prerequisites for the course. You will earn special sessions credit that may be used toward a degree at our campus or most other colleges or universities. Course fees are \$140 per semester unit (\$420 for a three-unit class).

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

1. Pick up an Open University registration form from the Division of Extended Education (located on the CSUDH campus, Building 2, room B141 in the Small College Complex).
2. Complete the student information on the registration form, including the course information.
3. If you have been assigned a CSUDH student identification number, please be sure to indicate it on the form.
4. Take the Open University registration form to the first session of each course and ask the instructor to sign the form, permitting you to enroll. All enrollments through Open University are on a space-available basis. Remember, all prerequisites for a course must be completed before you will be permitted to enroll.
5. Bring the signed and completed registration form to the Extended Education office and pay the required fees. Payment may be by check, money order or VISA/MasterCard draft, payable to CSUDH in the exact amount required. Registration will not be complete until all payments have cleared the bank. You must complete registration by February 19, 1999. For a complete schedule of classes, please call (310) 243-3741.

## Extension Instructors Needed

in the areas of  
computer skills,  
employee  
supervision,  
medical insurance  
billing &  
early childhood  
education.

Call Tia Kuhl,  
Director of  
Extension Programs  
at (310) 243-3352

## **Extended Education Staff**

### **Dean, Extended Education**

Margaret Gordon, Ph.D.  
(310) 243-3737

### **Associate Dean**

Gary R. Levine  
(310) 243-3727

### **Assistant to the Dean**

Teresa J. Stevens  
(310) 243-3737

### **Secretary, Associate Dean**

Anabel Hernandez  
(310) 243-3737

### **Receptionist**

Alethea Castanada  
(310) 243-3737

### **Budget Analyst**

Brenda Blow  
(310) 243-2422

### **Director, American Language & Cultural Program**

Edward R. Milecki  
(310) 243-3830

### **Academic Coordinator, American Language and Culture Program**

Tony J. Costanzo  
(310) 243-3830

### **Clerical Assistant, American Language and Culture Program**

Chetan Tandon  
(310) 243-3830

### **Director, The Center for Training & Development**

R. Scott MacKay  
(310) 243-3355

### **Director, Mediated Instruction and Distance Learning**

Warren Ashley, Ph.D.  
(310) 243-2288

### **Coordinator, Distance Learning**

Van Bridgeman  
(310) 243-2675

### **Staff Producer, Distance Learning**

Bernard Clinch  
(310) 243-2674

### **Instructional Design, Website**

Annemarie Boyer  
(310) 243-3049

### **Instructional Design, Distance Learning**

Wendy Anson  
(310) 243-3098

### **Program Assistant, Distance Learning**

Joy Jones  
(310) 243-2288

### **Television Studio Manager**

Garry Jacobs  
(310) 243-3066

### **Media Production Specialist**

Mario Congreve  
(310) 243-2053

### **Program Assistant, Televised MBA Program**

Penny Putz  
(310) 243-2162

### **Director, Extension Program**

Tia Jerger Kuhl  
(310) 243-3352

### **Program Assistant, Extension Program**

Gabrielle Meachem McKeney  
(310) 243-3782

### **Director, Publications**

Karen P. Blank  
(310) 243-3998

### **Director, Marketing**

Keith Otterberg  
(310) 217-6922

### **Director, Special Sessions**

Lynn Hutcheson  
(310) 243-3972

### **Program Assistant Special Sessions**

Jeanette Gimenez  
(310) 243-2781

### **Program Assistant Special Sessions**

Diana Ybarra  
(310) 243-2781

### **Program Assistant Special Sessions**

Rodney Foster  
(310) 243-3880

### **Supervisor, Registration & Finance**

Timothy Mozia, Ph.D.  
(310) 243-2190

### **Registrar**

Jacqueline McKenzie  
(310) 243-3741

### **Accounting Technician**

Christina Baltazar  
(310) 243-3741

### **Payroll Technician**

Diedre Sanabria  
(310) 243-3741

### **Coordinator, Humanities External Degree Program**

Arthur Harshman, Ph.D.  
(310) 243-3743

### **Program Assistant, Humanities External Degree Program**

Loretta Edwards  
(310) 243-3743

### **Program Assistant, Humanities External Degree Program**

Nicole Ballard  
(310) 243-3744

### **Director, Occupational Therapy Program**

Marilyn Noriega  
(310) 243-2726

### **Program Assistant, Occupational Therapy Program**

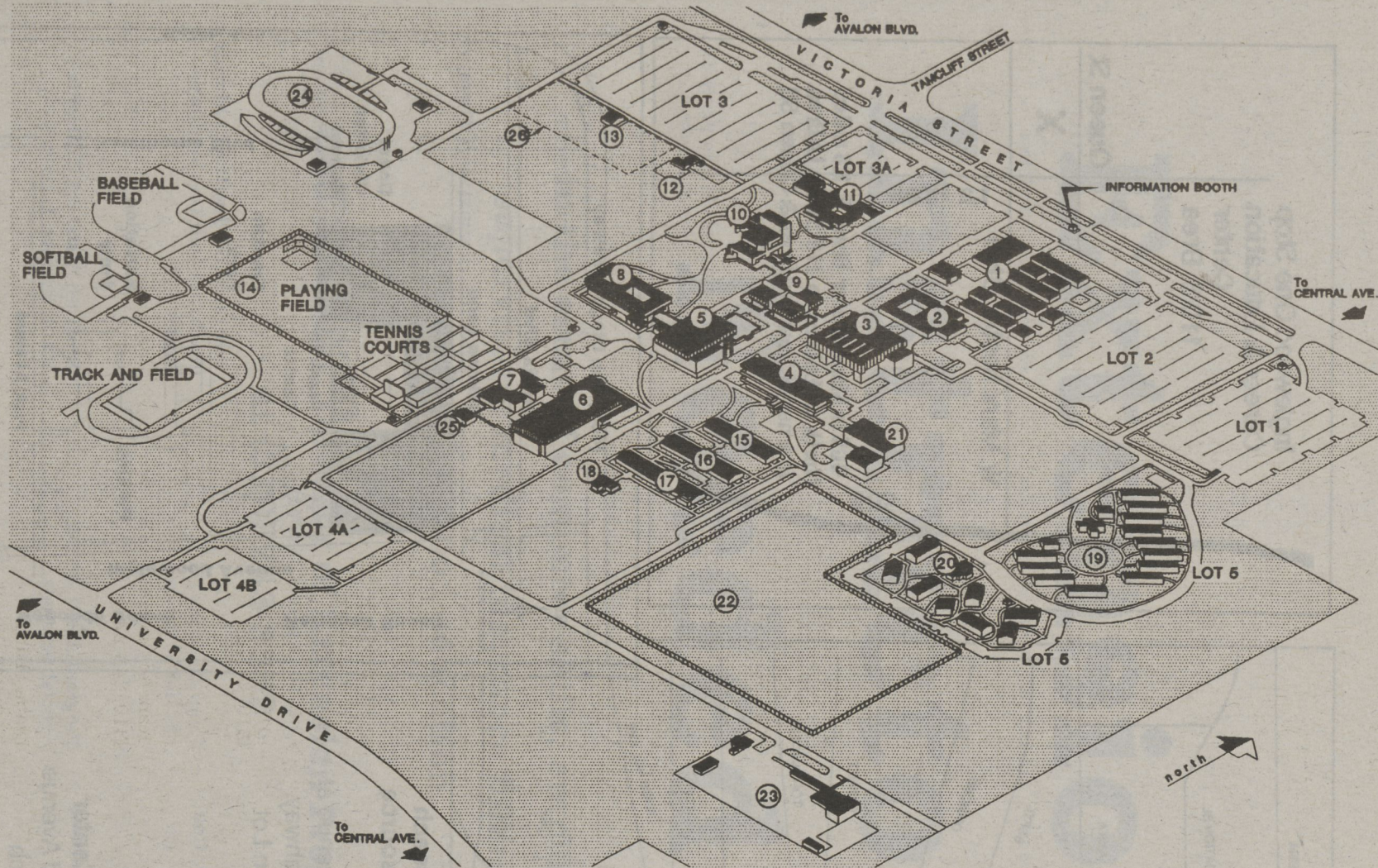
Christian Calson  
(310) 243-2726

### **Program Coordinator, California Math/Science Teacher Corps Project**

Joan Jefferson  
(310) 243-2826

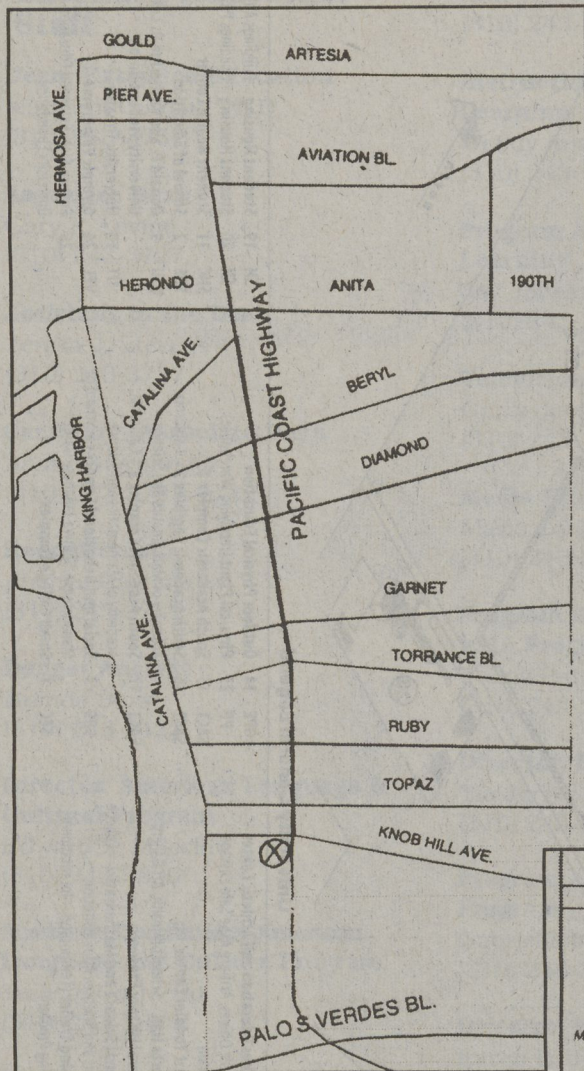
### **Program Assistant, California Math/Science Teacher Corps Project**

Gayle Heifetz  
(310) 243-3997



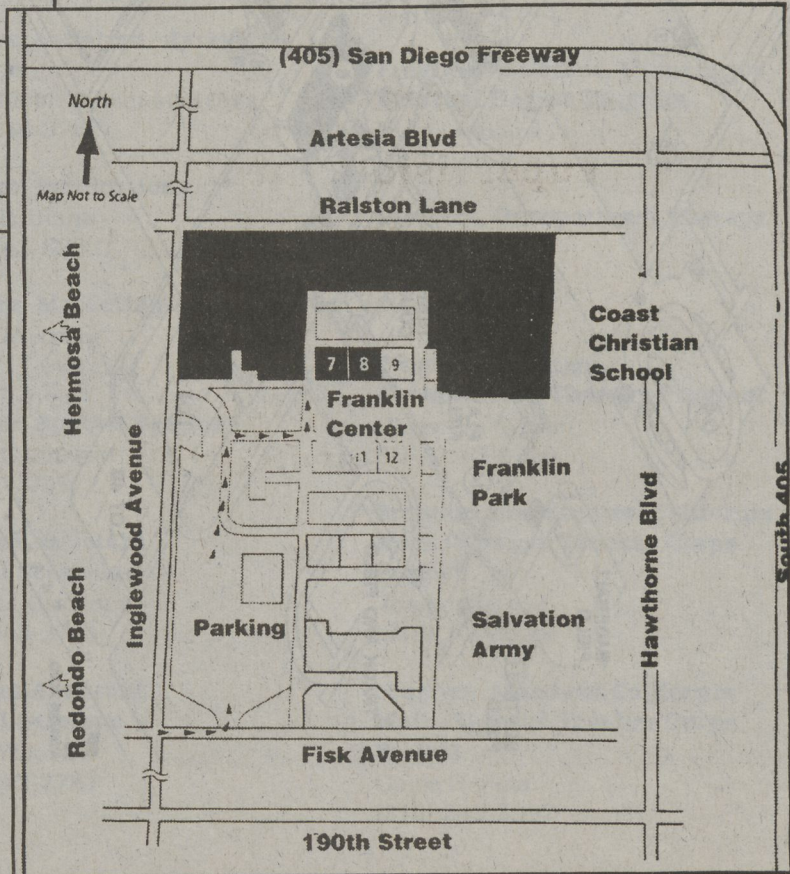
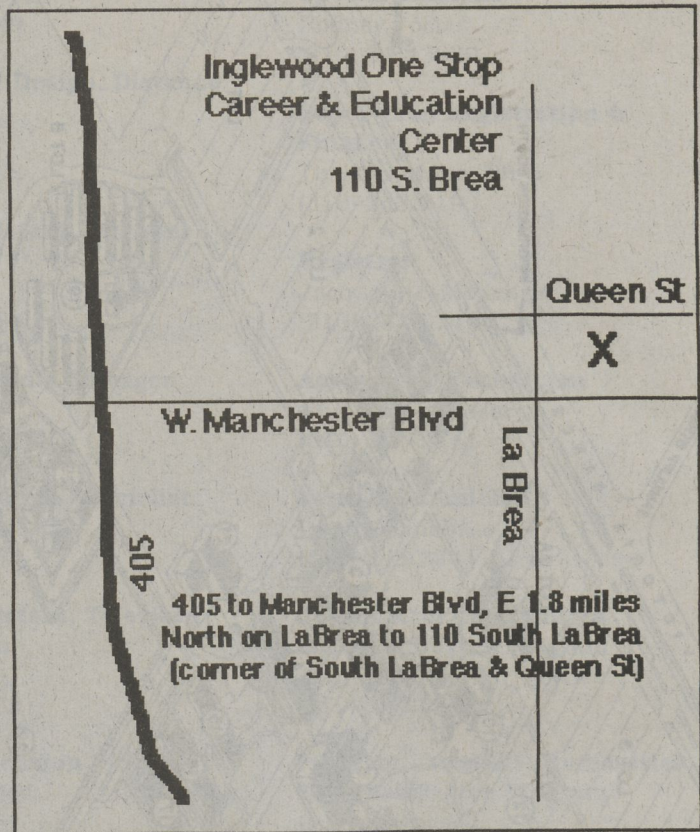
**University General Legend**

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



**The Redondo Beach Community Resource Center**  
 320 Knob Hill Avenue at Pacific Coast Highway.  
 Parking is Free in Lot

**The Franklin Community Center**  
 850 Inglewood Avenue Redondo Beach  
 Parking is Free -- in Lot or in Street



# **Extension Instructors Needed**

**in the areas of computer skills, employee  
supervision, medical insurance billing &  
early childhood education.**

**Call Tia Kuhl, Director of Extension Programs  
at (310) 243-3352**

## **Did you know?**

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

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

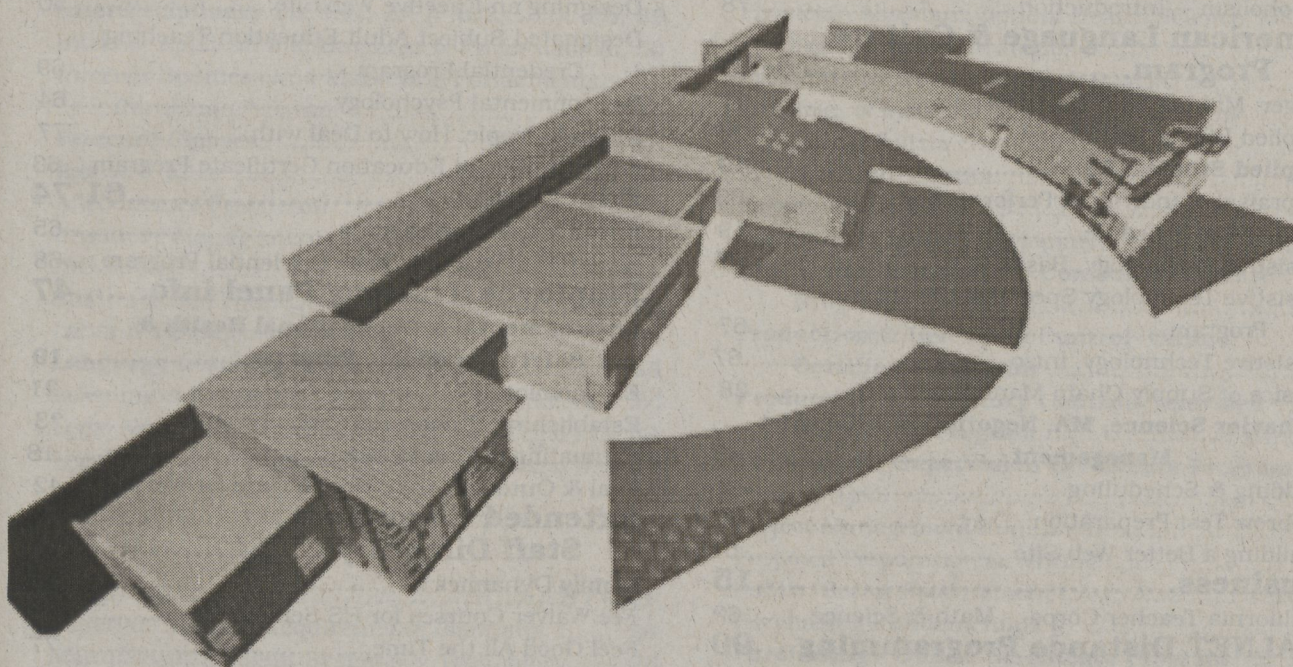
**The Master of Arts in the Humanities, External Degree has been offered for over 25 and has 1500 active students by correspondence and via World Wide Web?**

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

**See the index for your key to finding out more about these exciting programs...  
and more!**

New Millennium!  
New Courses!  
New Programs in

## **A Brand New Facility**



**The Division of Extended Education proudly  
invites you to join us in celebrating the  
opening of our new 25,000 sq. ft.,  
state-of-the-art instructional facility:  
Extended Education Building  
Expected Occupancy, January 1, 2000**

## INDEX

### ABC

Administrative Services Credential Program.....	72
Adobe Illustrator, Intro .....	48
Adobe Photoshop, Intro .....	49
Adult Education, Counseling .....	70
Adult Education, Internships .....	70
Adult Education, Field Work .....	70
Advanced Practicum .....	79
Advanced Probability & Statistics.....	42
Advanced Purchasing.....	34
Alcohol and Drug Counseling Certificate Program .....	78
Alcoholism -- Introduction .....	78
<b>American Language &amp; Culture Program.....</b>	<b>75-76</b>
Anger: Make it Your Best Friend .....	77
Applied Billing Techniques .....	26
<b>Applied Studies, BS.....</b>	<b>40</b>
Appraisal of Individual Performance .....	33
Art Gallery Schedule.....	9
Assistive Technology, Basic .....	67
Assistive Technology Specialist Certificate Program .....	67
Assistive Technology, Intro .....	67
Basics of Supply Chain Management.....	28
<b>Behavior Science, MA, Negotiation &amp; Conflict Management.....</b>	<b>55</b>
Bidding & Scheduling.....	18
Bobrow Test Preparation.....	61
Building a Better Web Site .....	51
<b>Business.....</b>	<b>15</b>
California Teacher Corps- - Math & Science .....	69
<b>CALNET Distance Programming...90</b>	
Canoeing Topock Gorge.....	14
CBEST Review .....	62
Chamber Music Ensemble.....	5
<b>Child Care Certificate Program .....</b>	<b>16</b>
<b>Classes by Date &amp; Location .....</b>	<b>3-4</b>
Coaching for Improved Work Performance.....	33
Communication Dynamics .....	23
Community College .....	65
Community College Internship .....	65
Community College Teaching Certificate Program.....	65
Compensation & Benefits .....	23
Computer Graphics Competency Certificate Program .....	48
<b>Computers.....</b>	<b>48</b>
Computers in Educ, Intro to - GED 535-93.....	55
Conducting Effective Employee Interviews.....	33
Construction Accounting .....	18
Construction Finance.....	18
<b>Construction Management, Certificate.....</b>	<b>17</b>

Construction Safety.....	18
Counseling for the Individual .....	79
Counseling Techniques - - Introduction.....	79
<b>CPIM Exam Review Schedules .....</b>	<b>44</b>
Current Cases & Issues: MKT 500-91.....	56
Curriculum, Observation & Assessment .....	16
Customer Satisfaction & Quality Assurance.....	42

### DEFG

Dalcroze Music Workshop.....	10, 74
Designing an Effective Web Site.....	50
Designated Subject Adult Education Teaching Credential Program .....	69
Developmental Psychology .....	64
Difficult People: How to Deal with .....	77
Early Childhood Education Certificate Program .....	63
<b>Education.....</b>	<b>61-74</b>
Effective College Teaching .....	65
Elem/HS --Teacher Corps Credential Program .....	68
<b>Employee Training Panel info.....</b>	<b>47</b>
<b>Environmental &amp; Occupational Health &amp; Safety Certificate Program .....</b>	<b>19</b>
Ergonomics.....	21
Establishing Human Resource Systems .....	23
Estimating & Plan Reading .....	18
Eval & Outcome Anal: Health Care Delivery.....	42
<b>Extended Education Staff Directory.....</b>	<b>96</b>
Family Dynamics .....	79
Fee Waiver Courses for HS Seniors.....	55
Feel Good All the Time.....	77
Film Writing .....	14
Finance, Personal .....	14
Finding It Fast on the Internet .....	50
Fitness for the '90s.....	5
Foundations in Education -- TED 304-93 .....	55
Foundations of Safety & Health Prgm Admin.....	21
Fundamentals of Technical Writing .....	38
Global Purchasing & Supply Chain Management BUS 595-91.....	56
GMAT Review .....	62
Graduate Continuation Course, QAS.....	42
Graphics for Technical Writing .....	38
GRE Review.....	61
Group Counseling Techniques .....	79
Guitar Workshop, Beginning.....	5
Guitar Workshop, Contemporary.....	5



## INDEX

### HIJKL

<b>Health &amp; Behavioral Sciences..77-85</b>	
HTML Publishing, Intermediate .....	51
HTML Publishing, Advanced .....	52
HTML Publishing Certificate Programs:	
Intermediate & Advanced .....	51
Humanities External Degree.....	11
<b>Human Resource Management Certificate</b>	
<b>Program .....</b>	<b>22</b>
Industrial Hygiene, Introduction to .....	21
Information Design .....	38
Integrating Literature Across the Curriculum .....	64
<b>Interdisciplinary Studies, BA (PACE).....55, 59</b>	
Internet Applications: Business & Professionals..	50
Internet Business and Marketing Fundamentals	
Certificate Program .....	50
<b>Internet Classes.....50, 51, 52, 57</b>	
Internet, Intro .....	52
Introductory Practicum .....	79
Inventory Management .....	28
ISO 9000.....	42
Just-in-Time/Total Quality Management .....	28
Labor & Employment Law .....	23
<b>Language Learning- TED 407-93 .....</b>	<b>55</b>
Learning & Development of Infants & Toddlers ...	64
Legal Aspects of Supervisory Actions --Legal I .....	33
Legal Aspects of Supervisory Actions --Legal II....	33

### MN

<b>Maps .....</b>	<b>97-98</b>
Material Capacity Requirements Planning .....	28
Manufacturing Mgmt Systems & Technology .....	28
Master Planning .....	28
<b>MBA - Televised .....</b>	<b>45, 54</b>
<b>MBA - Satellite .....</b>	<b>45, 56</b>
Measurement & Testing Techniques.....	42
<b>Mediated Instruction &amp;</b>	
<b>Distance Learning.....54-60</b>	
<b>Medical Insurance Billing Certificate Program 25</b>	
Medical Insurance Billing I .....	25
Medical Insurance Billing II .....	25
Medical Insurance Computer Billing.....	25
Medical Terminology .....	26
Meeting the Needs of Special Children.....	64
<b>Motivation &amp; Learning -- TED 402-93 .....</b>	<b>55</b>
MSAT Review .....	62
Multiple Subject Credential: Cross-Cultural,	
Language & Acad Dev (CLAD) Emphasis .....	71
Networking and Professional Development .....	16
<b>Nursing, B.S. JEC .....</b>	<b>56, 81</b>

### OP

Occupational Therapy, Bachelor of Science .....	82
Omnilore Society .....	6
Online Documentation .....	38
Open University .....	73
Orthotics Certificate Program .....	81
Orthotics and Prosthetics Certificate Program .....	83
OSHA Laws & Accident Investigation .....	21,36
Penal Code 832 Concepts .....	36
People Skills for Technical Writers .....	38
<b>Personal Development .....</b>	<b>5-14</b>
Perspectives on Drug Abuse .....	79
Physician Assistant Option, Health Science, MS ..	85
Positive Discipline Strategies .....	33
Preparing Nutritious Meals & Snacks .....	16
Principles of Industrial Hygiene & Exam Prep	
Parts I & II.....	21
Prepress, Introduction .....	49
Pagemaker, Intro to 6.5 .....	48
Preschool Program Development .....	64
<b>Production &amp; Inventory Control Certificate</b>	
<b>Program .....</b>	<b>27</b>
<b>Production &amp; Inventory Control- Online</b>	
<b>Certificate Program .....</b>	<b>29</b>
<b>Production &amp; Inventory Control- Televised</b>	
<b>Certificate Program .....</b>	<b>55</b>
<b>Professional Supervision Certificate Program..31</b>	
Project, QAS .....	42
Project Management .....	18
Proposal Preparation & Writing.....	38
Public Sector Procurement .....	34
Purchasing Fundamentals .....	34
<b>Purchasing - Online Certificate Program .....</b>	<b>34</b>

### QR

<b>Quality Assurance, MS.....</b>	<b>41</b>
<b>Quality Assurance, Internet, MS .....</b>	<b>43</b>
Quality Assurance : Service Delivery Area .....	42
Quality Function, Management & TQM .....	42
Quality Project Management & Productivity .....	42
QuarkXPress, Intro .....	49
Radiant Health: Secrets of .....	77
<b>Reading/Language Arts in Elementary Schools --</b>	
<b>TED 403-93 .....</b>	<b>55</b>
Real Estate Law .....	18
Recognition & Control of Workplace Hazards .....	21,36
<b>Registration Information .....</b>	<b>91-96</b>
<b>Registration Form inside back cover</b>	
RICA Review .....	61

**REGISTER BY PHONE: (310) 243-3741 • REGISTER BY FAX (310) 516-3971 103**

## INDEX

### ST

<b>Safety &amp; Security Certificate Program</b> .....	35
SAT Review .....	62
<b>Satellite Courses</b> .....	<b>56</b>
Setting Up Your Home Environment .....	16
<b>Special Sessions</b> .....	<b>86-90</b>
<b>Special Sessions Registration Form</b> .....	<b>89</b>
Special Topics: Directed Study, QAS .....	42
Start & Run Your Own Billing Service - How to .....	26
Statistical Quality Control: Service Professionals	42
Success Skills in Supervising Cultural Diversity..	33
Teacher Education Courses, Televised.....	55
Teacher Corps -- CA Math & Science .....	68
Team-Building Concepts & Strategies .....	33
Technical Editing .....	38
<b>Technical Writing Certificate Program</b> .....	<b>37</b>
<b>TED 304-93 Foundations in Education</b> .....	<b>55</b>
<b>TED 402-93 Motivation &amp; Learning</b> .....	<b>55</b>
<b>TED 403-93 Reading/Language Arts in Elementary Schools</b> .....	<b>55</b>
<b>TED 407-93 Language Learning</b> .....	<b>55</b>
<b>Telecommunications Certificate Program</b> .....	<b>39</b>
Theatre Arts Schedule.....	8
Travel Programs .....	12-14
Treatment of Eating Disorders .....	79

### UVWXYZ

Urban Settings Counseling Certificate Program ...	66
Workers' Compensation, Intro to .....	21
Working with Parents/Positive Discipline.....	16
Workplace Security & Violence Issues .....	36
Writing Technical Instructions .....	38
Your Career: Chance or Choice .....	77
Your Family Childcare Business .....	16

Is there a class you  
can't find here?

Give us a call:

**(310) 243-3741**

**REGISTER BY PHONE**

**(310) 243-3741**

**REGISTER BY FAX**

**(310) 516-3971**

**OR STOP BY:**

**Office of Extended  
Education, SCC B141  
California State University  
Dominguez Hills  
1000 E. Victoria  
Carson, CA 90747**

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

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

Name \_\_\_\_\_  
Last First Middle Initial

Address \_\_\_\_\_  
Street City State Zip

Telephone \_\_\_\_\_  
Day Evening Fax Email

New address? yes  no  male  female

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

**Course Information**

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

Total Fee Submitted \$ \_\_\_\_\_

**Payment Method**

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

Account Number \_\_\_\_\_ Exp Date \_\_\_\_\_

Cardholder's Name \_\_\_\_\_ Cardholder's Signature \_\_\_\_\_

**Refund Policy**

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

**4 WAYS TO REGISTER**

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

**Stop by** the Office of Extended Education on Campus in Carson, 1000 East Victoria, Carson.

**Phone** (310) 243-3741

**FAX** to Extended Education, (310) 516-3971



For more information, call the Office of Extended Education, (310) 243-3741

Office use only	
Semester:	Total
Sum Fall	Fees _____
Win Spr	Grade _____
Yr _____	
Date:	Initial _____



California State University  
**Dominguez Hills**

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

**SPRING INTO THE NEW**  
**Safety & Security**  
**Certificate Program**

**FOR INFORMATION:**

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