

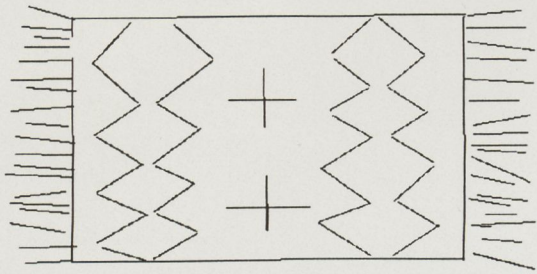
CALIFORNIA STATE UNIVERSITY DOMINGUEZ HILLS

extended education

FALL 93

weave your future





The Navajo began to weave after the Spanish brought sheep to Arizona. They learned spinning and weaving from the Pueblo tribes, and until the late 1800's produced blankets and clothing for themselves. But the railroads brought ready-made clothes and blankets.

The white traders, ever looking for potential products, told the Navajo their blanket designs would be of interest to easterners if they were made into rugs. And they were correct. To this day, prized Navajo rugs in hundreds of regional designs, made with native wool and vegetable dyes, are popular the world over.

It's time to look around our environment, find the materials we need to weave our own futures. Whether it's learning a new skill to enhance our careers or choosing to look at living in a new way, the classes, seminars and certificate programs within these pages may help improve the "fabric" of your life and the lives of those around you.

Adapt like the Navajo—learn to weave your future.

Extended Education is the continuing education branch of California State University, Dominguez Hills. Our mission is to extend the educational resources of the University to the community by augmenting regular University offerings and by providing further education opportunities for all who wish to gain new knowledge and skills or enhance those already acquired.

To enroll, see instructions on pages 57-59 of this Bulletin. For further information, call (310) 516-3741.

The cover was designed by Radius Graphic Design, Long Beach. The Bulletin is printed on recycled paper with soy inks, and was not printed at taxpayers' expense.

In the following course listings, you will see abbreviations for class locations and other information.

For example:

Intermediate Japanese Conversation

1.0 CEUs

This class is for those who have some knowledge of Japanese language. The class is focused on routine speaking situations such as daily tasks, greetings, restaurant dialogue, office talk, etc., with intensive substitution drills.

Hiroshi Moriyasu

5 mtgs: Thu Sept 30 - Oct 28

6:30-8:30pm

FCC room 7

\$65 (plus \$3 materials fee payable to instructor)

This class offers one Continuing Education Unit (CEU).

The instructor is Hiroshi Moriyasu.

The class meets 5 times on Thursdays from September 30 through October 28 from 6:30-8:30pm each meeting.

FCC refers to:

The Franklin Community Center
850 Inglewood Avenue, Redondo Beach
(see map page 62)

RBCRC refers to:

The Redondo Beach Community
Resource Center, 320 Knob Hill Avenue at
Pacific Coast Highway, Redondo Beach.
(see map page 61)

CSUDH refers to:

California State University, Dominguez Hills
campus at 1000 E. Victoria Street, Carson
(see map page 60)

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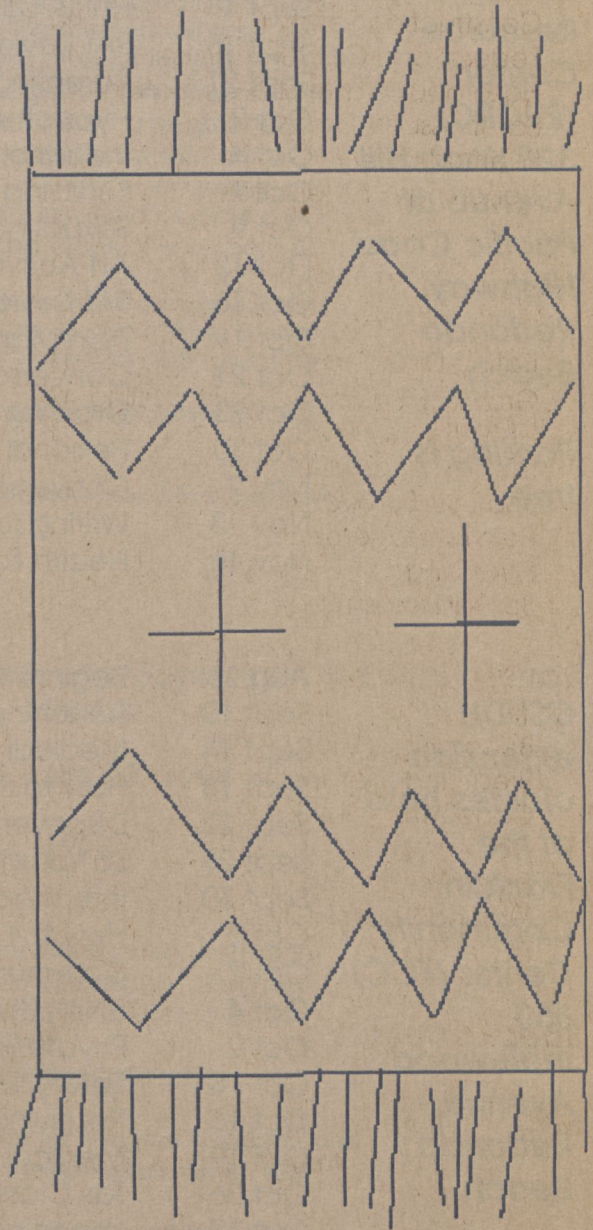
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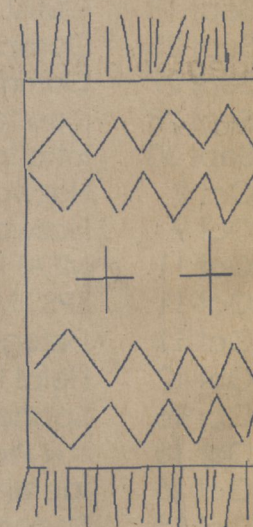
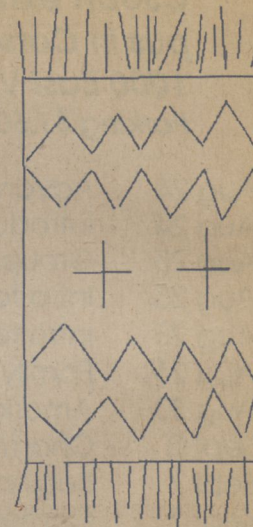
**CSUDH extension classes held on campus in Carson (CSUDH campus)
1000 East Victoria, Carson, CA
Parking \$1.50 per day (bring quarters)**

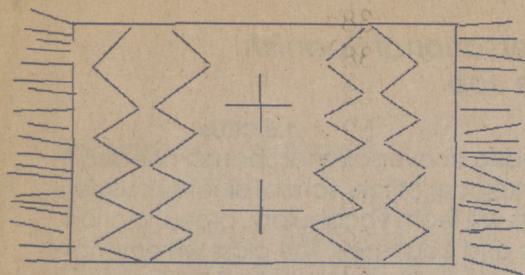
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Parking is free			

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Parking is free			





arts and humanities

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Intensive Communication in Spanish: Beginning

1.8 CEUs

An intensive, in-depth introduction to the Spanish language emphasizing basic communication skills. Participants will gain an understanding valuable on the job, traveling, or by being able to communicate with millions of Spanish-speaking people here and abroad. Games, humor and other activities help you learn the language quickly. This is total immersion. Come prepared to learn and speak only in Spanish.

Josefina Culton, MA, applied linguistics and Latin American Literature, has taught English to Spanish and Spanish to English speakers in Mexico and the USA.

6 mtgs: Tue Nov 2 - Dec 14 (No class Nov 23)

6:30-9:30pm

RBCRC room 7

\$145 (plus \$5 for materials, payable to instructor)

Live, Love and Learn Spanish in Cuernavaca, Mexico

Dec 31, 1993 - Jan 21, 1994

(3 wks) or

Jan 7 - Jan 21, 1994

(2 wks)

A 2 or 3-week intensive Spanish Language Immersion program specifically designed to develop conversational fluency in the shortest possible time.

- **No previous knowledge of Spanish required**
- **Study at the Center for Bilingual & Multicultural Studies—Mexico's foremost center for the study of Spanish**
- **Live with a Mexican family and enjoy the culture and additional conversational practice**
- **Daily two-hour study of professional terminology available**
- **Earn 3 semester units of credit in Spanish**

For complete costs and itinerary, contact the CSUDH Office of Extended Education, (310) 516-3746, or write: Extended Education, SCC B141, CSUDH, 1000 East Victoria, Carson, CA 90747.

Conversational Spanish for Health Professionals: Spanish without Pain

2.4 CEUs

The purpose of this course is to provide a sufficient level of Spanish language proficiency to enable health professionals to communicate with their Spanish-speaking patients. Tailored to the health field, this course is useful to nurses, doctors, dentists, medical and dental assistants and secretaries, therapists, and other interested professionals. Students will learn Spanish while becoming acquainted with medical terminology in Spanish, as well as the medical culture (herbal and folk medicine) shared by many patients who only speak Spanish.

- **Easy guide to pronunciation**
- **Efficient acquisition of vocabulary**
- **Role playing in realistic situations**
- **Giving and receiving instructions**
- **Polite phrases to ease patient tensions**
- **Writing and reading in the health field**

Recommended textbook: *Bilingual Vocabulary for the Medical Profession* by Ralph Escandon; Scott Foresman Company.

Josefina Culton

8 mtgs: Sat Oct 16 - Dec 11 (no class Nov 27)

6:30-9:30

CSUDH campus SAC 1106

\$145 (plus \$5 for materials payable to instructor)

Conversational Spanish on the Job

1.8 CEUs

Learn basic conversational Spanish needed in the workplace; office, school or retail business. Students will learn vocabulary, pronunciation, phrases and courtesies. The class will emphasize on-the-job situations and will be taught using the communicative natural approach appropriate for beginning or intermediate levels. Topics include: easy guide and review of pronunciation, efficient acquisition of vocabulary, role playing in realistic situations, giving and receiving instructions, courtesies and polite phrases, and basic writing and reading needed in the workplace.

Josefina Culton

6 mtgs: Thu Oct 21 - Dec 2 (no class Nov 25)

6:30-9:30pm

RBCRC room 8

\$145

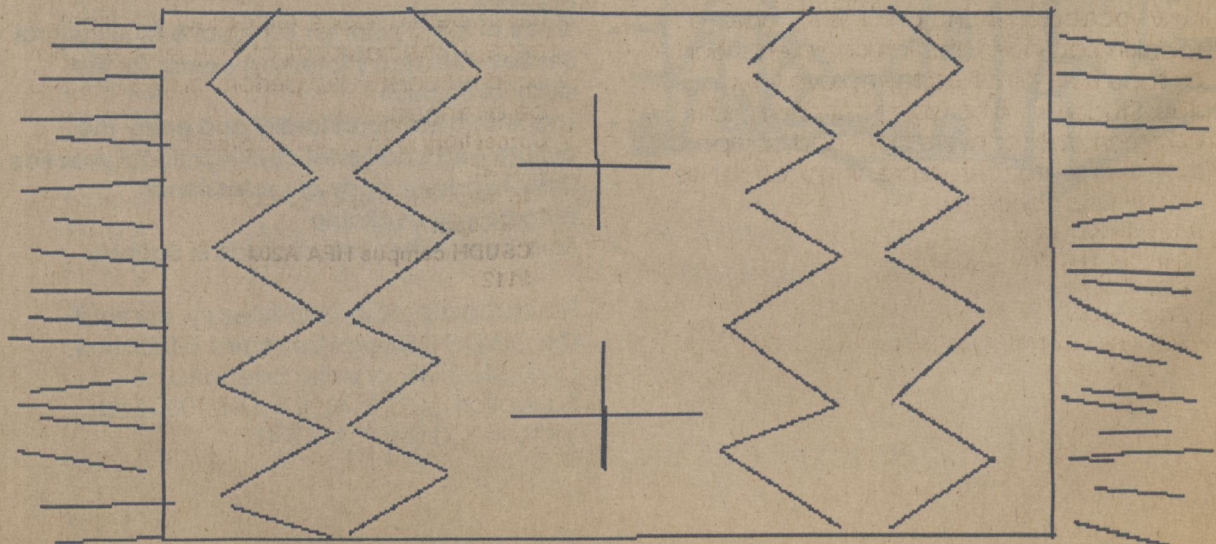
American Language and Culture Program

English as a Second Language

The American Language and Culture Program (ALCP) offers year-round intensive ESL classes for international students. This program prepares international students in the academic reading, writing, listening, speaking, and conversation skills needed to enter American colleges and universities.

- **Professional staff**
- **Quality materials**
- **Use of campus facilities**
- **I-20s issued to qualified applicants**
- **Noncredit**

For more information, telephone the American Language and Culture Program at (310) 516-3830 FAX (310) 516-3971.



Beginning Japanese Conversation

FJP 101-01 1.0 CEUs

Designed for those who want to learn Japanese conversation quickly and efficiently. Students will learn greetings, functional speech and basic sentence structure using a unique phonics manual. By the end of the course, students will also be able to construct hundreds of conversational sentences. Ideal for those who plan to visit Japan or who work for a Japanese corporation.

Hiroshi Moriyasu, instructor, is a graduate of the University of Arkansas where he received a BA in English, and has worked as a teacher of English and Japanese for 15 years.

5 mtgs: Thu Aug 26 - Sept 23

6:30-8:30pm

FCC room 7

\$65 (plus \$3 materials fee payable to instructor)

Intermediate Japanese Conversation

FJP 210-01 1.0 CEUs

This class is for those who have some knowledge of Japanese language. The class is focused on routine speaking situations such as daily tasks, greetings, restaurant dialogue, office talk, etc., with intensive substitution drills.

Hiroshi Moriyasu

5 mtgs: Thu Sept 30 - Oct 28

6:30-8:30pm

FCC room 7

\$65 (plus \$3 materials fee payable to instructor)

Advanced Japanese Conversation

FJP 301-01 1.2 CEUs

This class is focused on situations and dialogues along with intensive substitution drills, new vocabularies and phrases to improve speaking abilities. Listening comprehension by tape is emphasized to improve listening skills. Students will be able to understand common daily conversations and compose their own sentences, expressing themselves clearly and concisely.

Hiroshi Moriyasu

6 mtgs: Thu Nov 4 - Dec 9

6:30-8:30pm

FCC room 7

\$65 (plus \$3 materials fee payable to instructor)

Beginning Guitar Workshop

AMU 101-01 MUX 122 1 ext unit

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

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

15 mtgs: Tue Sept 7 - Dec 7

7- 8:50pm

CSUDH campus HFA A207

\$112

Contemporary Guitar Workshop

AMU 201-01 MUX 322 1 ext unit

Prerequisite: Previous Experience or consent of instructor

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

William Davila

15 mtgs: Tue Sept 7 - Dec 7

7-8:50pm

CSUDH campus HFA A204

\$112

Chamber Music Ensemble for all instruments & voice

AMU 301-01 MUX 170, MUX270,
MUX370 or MUX470
1 ext unit

Prerequisite: Previous experience or consent of instructor

Study of music through small instrumental ensemble rehearsal and performance. Public performance expected. Repeatable once. Three hours of activity per week plus extra rehearsal and performances times to be arranged.

Cornel Imry is an acclaimed classical guitarist and teacher.

15 mtgs: Thu Sept 2 - Dec 7

7-8:50pm

CSUDH campus HFA A204

\$112

Writing from Within

1.5 CEUs

Most of our lives we spend putting distance between our selves, our experience, our competencies and our feelings. The instructor's objective in offering this course is to help the teacher and the student overcome this distance. In this workshop, participants will

- **Learn the nine-step "Writing from Within" life story writing process**
- **Find the authentic, passionate writer's voice within you and enable your students to find their own writers' voices**
- **Understand writing fears and blocks; enable your students to understand their fears as well**
- **Explore your own self-critic and assist students in finding and calming their self-critics**
- **Enable students to critique their own work while building confidence**
- **Assist students in creating powerful, believable, insightful stories using standard fiction writing techniques, balancing narrative, dialogue and inner thoughts and feelings**
- **Learn an innovative approach to teaching language skills including: using present/past tense effectively, creating strong verbs, eliminating adjectives/adverbs, understanding first person points of view, creating vivid dialogue, finding a strong beginning, building a strong climax to a story, and learning to love rewriting**
- **Help students become aware of themselves using their stories as mirrors of the self and to use writing from different points of view as an effective crisis management technique**
- **Enable students to use "Writing from Within" life writing skills as a first step to doing effective analytical writing**

Bernard Selling, MA, has 30 years experience as a writer and writing teacher. He is the author of *In Your Own Voice: Building Language Skills Through Life Story Writing*, and *Writing from Within; a Guide to Writing Your Life Stories*.

2 mtgs: Sat Nov 13 & 20

9am-5pm

RBCRC room 8

\$110



Omnilore Society

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

Omnilore Society, an affiliate of ALIROW and Elder Hostel Institutes, South Bay Study/Discussion Groups may be just the thing for you. Groups meet mornings and afternoons every other week for two hours. The curriculum is limited only by the imagination of the membership. Noncredit, self-directed.

Interested?

Fall discussion groups begin in September at the Redondo Beach Community Resource Center, 320 Knob Hill Avenue at Pacific Coast Highway, Room 7.

For information phone (310) 540-6011 or write to:
Omnilore, PO Box 7000-23, Redondo Beach, CA 90277

The Department of English and the Division of Extended Education of California State University, Dominguez Hills announce a one-day symposium:

***Toys in the Attic:
Doll Imagery
in Literature & Art
September 17, 1993
CSU Dominguez Hills
Loker Student Union***



The conference will feature a keynote address by CSU Outstanding Professor Roberta Markman, a symposium of panel papers of interest to scholars and teachers at all levels (K-university), an exhibit of dolls, live performances and dinner. All events will be held in the Loker Student Union.

Preregistration fee: \$25.00 (Includes dinner)

On site registration: \$30

Please return the form below by September 10

Name _____

Institution _____

Address _____

City/State/Zip _____

Registration fee enclosed \$ _____

\$25 per participant

For information call (310) 516-3998

*Make check, payable to
CSUDH*

Mail to: Karen Blank

*Extended Education
SCC B141*

*CSU Dominguez Hills
1000 East Victoria
Carson, CA 90747*

AMERICAN LANGUAGE and CULTURE PROGRAM (ALCP)

Beginning, Intermediate and Advanced Levels

Two Fall 1993 Sessions:

Fall A: Aug 30 - Oct 15

Fall B: Oct 25 - Dec 17

Conversation \$360
9:00-10:20 a.m. MWF

Improve your English. This course emphasizes listening, speaking and grammar for conversational purposes.

ESL Composition \$360
10:30-11:50 a.m. MWF

Develop your writing skills. Focus on grammar, punctuation and organization.

Pronunciation \$240
1:00-1:50 p.m. MWF

Improve your pronunciation. This course covers stress, intonation and pronunciation strategies.

Grammar \$240
9:00-10:20 a.m. TTh

Learn English grammar. Practice using new structures in conversation.

Reading & Vocabulary \$240
10:30-11:50 a.m. TTh

Develop vocabulary and reading strategies using the local newspaper. Practice new words by discussing current events with other international students.

Idiomatic Expressions \$160
1:00-1:50 p.m. TTh

Learn idiomatic expressions that will help you "keep up with" conversations with Americans. "Learn the ropes" with other international students.

TOEFL PREPARATION

TOEFL Grammar \$240
9:00-10:20 a.m. TTh

Prepare for the structure & written expression section of the TOEFL.

TOEFL Vocabulary & Reading \$240
10:30-11:50 a.m. TTh

Prepare for the vocabulary & reading comprehension section of the TOEFL.

TOEFL Listening \$160
1:00-1:50 p.m. TTh

Prepare for the listening comprehension section of the TOEFL.

ALSO OFFERED by the
**AMERICAN LANGUAGE
and CULTURE PROGRAM:**

VESL On-site Training

Save valuable training dollars and minimize down-time with an ALCP on-site trainer. Choose one of the ESL courses listed above or request a specialized vocational ESL course to address your company's specific concerns and conform to your company's schedule. Call the ALCP for more information regarding on-site training programs.

ESL Intensive Program

International students can improve their English rapidly in the ALCP Intensive Program. This full-time program issues Form I-20s to eligible applicants. Applicants are welcome at all levels—beginning, intermediate and advanced. Listed above are the courses included in the Intensive Program curriculum. Call the ALCP for a brochure.

To register:

Fill in the registration form below.
There are two Fall 1993 sessions

LATE REGISTRATION FEE APPLIES AFTER:

AUGUST 25 FALL A Session
OCTOBER 20 FALL B Session

Room numbers will be posted at the American Language and Culture Program Office, SAC 1143
California State University, Dominguez Hills. For more information, call (310) 516-3830.

AMERICAN LANGUAGE & CULTURE PROGRAM (ALCP) REGISTRATION FORM

NAME _____
ADDRESS _____
CITY _____ STATE _____ ZIP _____
COUNTRY OF RESIDENCE _____
COUNTRY OF CITIZENSHIP _____
TELEPHONE _____

I AM REGISTERING FOR:

COURSE _____ PRICE _____

COURSE _____ PRICE _____

COURSE _____ PRICE _____

TOTAL ENCLOSED _____

Make checks payable to California State University, Dominguez Hills.

Mail to:
American Language and Culture Program
CSUDH, 1000 E. Victoria, Carson, CA USA 90747-0005
or FAX to: (310) 516-3971 Information: (310) 516-3830

**EARN A MASTER OF ARTS
BY CORRESPONDENCE
AND/OR
BY USING YOUR HOME
COMPUTER**



The Master of Arts in Humanities External Degree Program (HUX) provides a broad interdisciplinary exposure to all areas of the Humanities—history, literature, philosophy, music, and art.

THE HUMANITIES EXTERNAL DEGREE PROGRAM NOW OFFERS COMPUTER-ORIENTED STUDENTS AN ONLINE OPTION--COURSES OVER THE INTERNET INTERACTIVE COMPUTER-BASED COMMUNICATIONS WITH FACULTY AND OTHER STUDENTS.

COMING SOON—MULTI-MEDIA INSTRUCTIONAL PACKAGES TO HELP YOU LEARN HOW TO NAVIGATE THE INTERNET AND USE THIS VALUABLE, FREE INSTRUCTIONAL RESOURCE TO ENRICH YOUR STUDIES AND HAVE SOME GOOD OLD FASHIONED FUN IN CYBER SPACE.

**FOR INFORMATION—CALL 310-516-3743,
WRITE THE HUX PROGRAM OFFICE AT
CSUDH, 1000 E. VICTORIA ST
CARSON, CA 90747**

OR E-MAIL US AT HUXONLINE@DHVX20.CSUDH.EDU

Certificate Programs

Extended Education offers many unique certificate programs designed to assist the individual to gain professional knowledge in several disciplines. Programs offer academic credit, applicable to a degree program, or professional credits.

certificate
programs

Certificate Programs

Alcohol/Drug Counseling
Community College Teaching
Early Childhood
Teaching/Administration
Manufacturing Supervision
Purchasing
Orthotics
Paralegal
Production & Inventory Control
Special Education- Resource Specialist

Certificate Programs offering Continuing Education Units

Construction Management
Mortgage Banking
Professional Supervision
Real Estate Appraisal
Technical Writing

Alcohol & Drug Counseling

The Certificate Program in Alcohol/Drug Counseling consists of nine courses designed to prepare individuals to enter the field at a professional level. All courses provide Continuing Education Units (CEUs) for registered nurses and teachers. Courses may be taken on an individual basis without formal entrance into the certificate program with permission from the program coordinator. Students may begin the program in the Fall or Spring Semester. Upon satisfactory completion of all nine courses, with a 2.5 grade point average, the student will receive a certification of recognition of educational achievement and professional status. The Certificate is widely recognized by alcoholism treatment centers.

See listing page 48

Community College Teaching

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.

See listing page 35

Early Childhood Education

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 take 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: 3 core courses and 2 specialization courses (in either Infant or Preschool Program Development).

See listing page 38

Manufacturing Supervision

CSUDH Extended Education offers this certificate designed for employees in the manufacturing and engineering industries who are moving into their first supervisory positions.

See listing page 17

Purchasing

CSUDH presents a new program in Purchasing for those who wish to gain a broad education in the principles of procurement management. Those already in this growing field as well as those anticipating a career change will find this training valuable. It is possible to apply this training to a Baccalaureate degree with the addition of other courses. Industry professionals, nationally certified by the National Purchasing Association and currently employed in the field of procurement, teach the curriculum on campus in Carson and over television in 13-week trimesters.

See listing page 23

Orthotics

The Orthotics Department at Rancho Los Amigos Medical Center, in affiliation with California State University,

certificate programs

Dominguez Hills, offers a one-year certificate course in orthotics. This program, which is accredited by the American Board for Certification in Orthotics-Prosthetics, 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.

See listing page 50

Paralegal

A paralegal is a legal assistant who works under the supervision of a lawyer and functions as a vital member of a law office team. Such paraprofessional positions have been created by many public agencies and private law offices to help meet the increasing demands for legal services. The American Bar Association officially encourages the training and employment of paralegals in the legal professions. See listing page 19

Production and Inventory Control

Offered by the California State University, Dominguez Hills Division of Extended Education, and the Los Angeles Chapter of the American Production and Inventory Control Society (APICS), The certificate program in Production and Inventory Control consists of five courses designed to provide a broad education in the field. The courses are offered during three 13-week trimesters. Students may enter the program at the beginning of any trimester.

See listing page 20

Special Education - Resource Specialist

The Special Education Resource Specialist plays many roles which are different from that of a self-contained, special class teacher. While the Special Teacher deals primarily with direct services to students, the Resource Specialist often deals indirectly with students by working with significant adults (mainstream teachers, parents, support services and community agencies)

Consequently, there are skills and knowledge which Resource Specialists need that are not expected of Special Day Class teachers (law & regulations, coordination of services, consultation with teachers, parent education, staff development, current assessment and intervention methods and materials for students at risk or school failure.)

See listing page 36

Construction Management

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

See listing page 16

Mortgage Banking

The Certificate Program in Mortgage Banking is designed for those working in the industry who wish to upgrade their skills, realtors, regulators, mortgage brokers, individuals seeking career changes and those who desire general information in the field.

See listing page 18

Professional Supervision

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. See listing page 21

Real Estate Appraisal

The Certificate Award in Real Estate Appraisal is designed to meet the education requirements for state licensing and certification of real estate appraisers. The program of study conforms to the specifications provided by the Appraisal Foundation for licensing and certification in the 50 states. The curriculum may be updated over the lifetime of the certificate in response to legislative changes in licensing requirements. The program is designed to meet the continuing education needs of practicing real estate appraisers, regulators of financial institutions, attorneys dealing with real estate practice, and other real estate professionals who must meet the revised standards set forth by the State.

See listing page 24

Technical Writing

Anyone who is interested in becoming a technical writer may take these courses. The program serves to introduce students to the many aspects of contemporary technical writing practice and to help them develop the skills that lead to effective technical communication.

Career opportunities are found in the aerospace, construction, electronics, nuclear, automotive, medical, computer, agricultural, financial and petrochemical industries. Many engineers, scientists and technicians have increased their effectiveness through improvement of their technical writing abilities.

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business

business courses

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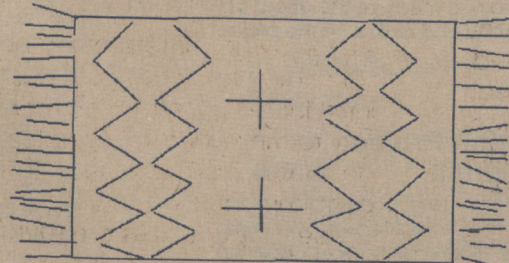
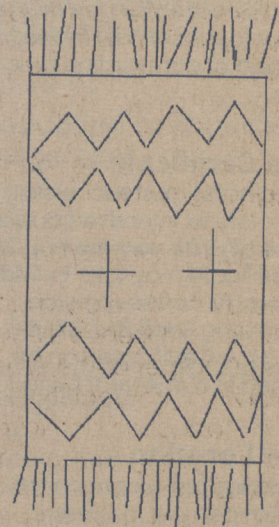
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business



Certificate Award in Construction Management

business

Who Should Attend

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

The Certificate

Candidates must successfully complete six intensive courses. Those who do not wish to pursue a certificate may take individual classes. All courses provide Continuing Education Units (CEUs). A Certificate can be earned in a one-year period.

The Location

All classes are taught on the CSUDH campus in Carson.

The Courses

Survey of Construction Practices 3 CEUs

Basic principles and responsibilities of construction management, including construction process and operating environment, functions of the manager, staffing, planning, organizing, marketing, public relations, subcontractors, suppliers, sureties, and financial institutions will be covered.

Legal Aspects of Construction Management 3CEUs

Overview of the legal system; Contractor's license law, contract and subcontract clauses, litigation and arbitration, contractor's liability in tort-negligence, mechanic's liens, plus basic contract principles and responsibilities.

Accounting for the Construction Industry 3 CEUs

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

Estimating and Bidding 3 CEUs

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

Construction Project Management I 3 CEUs

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

Construction Project Management II 3CEUs

The integration of total construction management at the project level is addressed in this course. Project planning, budgeting and scheduling, resource allocations and leveling, analysis of construction operations using critical path methods, time-cost optimization, project control, plus a review of available network modes for construction manager is also covered.

Fall 1993 Schedule

Legal Aspects of Construction Management 3 CEUs

Gordon Russell, JD, Sole Practitioner

10 mtgs: Tue Sept 14 - Nov 16
6-9pm
CSUDH campus SAC 1104
\$185

Construction Project Management I 3 CEUs

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

10 mtgs: Thu Sept 16 - Nov 18
6-9pm
CSUDH campus SAC 1106
\$185

Certificate in Manufacturing Supervision

business

CSUDH Extended Education offers this certificate designed for employees in the manufacturing and engineering industries who seek to enhance their supervisory skills for application in manufacturing environment.

Who Should Attend

This series of practical courses is designed to meet the needs of newcomers to the field and individuals who work in related areas.

The Certificate

To receive the certificate, candidates must successfully complete four courses. Those who do not wish to pursue a certificate may take individual courses.

Location

Classes meet one evening per week from 4-7pm, offer 3 extension credit units and are held on campus and at off-campus sites in 13-week trimesters. The entire Certificate in Manufacturing Supervision is also taught via the ITFS interactive television system.

The Cost

Cost of each unit is \$112, or \$336 for a 3-unit course. If taken over television, there will be an additional fee of \$90. Textbooks and syllabi are required and are payable in class by check or money order only. Cash will not be accepted. Please call Scott MacKay at (310) 516-3355 for further details.

The Courses

PIX 319 Introduction to Materials Management

Provides a broad overview of the nature of business organizations, the function structure of a manufacturing company, the planning process, the role played by materials management, and the relationship of the manufacturing function to the marketplace. The basic concepts and specialized vocabulary of this field are covered. This course also serves as the first course in the Production and Inventory Control Certificate taught in partnership with the Los Angeles Chapter of the American Production and Inventory Control Society (LAPICS).

APX 270 Quality Management in the Manufacturing Environment

A study directed towards productivity improvement, learning and improving the industrial environment. Total Quality Control is discussed as a tool of continuous improvement, employee job certification and certification of special manufacturing processes.

APX 272 Work Standards in Manufacturing Operations

A study of staff operations in the industrial environment including safety, space layout, scheduling and flow control of the manufacturing process. Loading shop equipment and capability analysis are discussed.

APS 303 Statistical Process Control

Prerequisite: MAT 131

A study of the application of SPC techniques used to control the quality of manufacturing and service operations. The course includes a brief statistics review, quality control deviations and sampling techniques of defined risk.

Fall 1993 Schedule

APX 270

Quality Management in the Manufacturing Environment

Mon
4-6:30 pm
CSUDH campus ERC - E133
\$336 or \$426 over TV

PIX 319-01

Introduction to Materials Management

Thu
6:30-10pm
CSUDH campus SAC 1102
\$336

PIX 319-02 (92)

Introduction to Materials Management

Tu
4:00-7:30pm
CSUDH campus ERC E-133
or on site (specify PX 319-92)
\$336 or \$426 over TV

On-Site Programs
can be developed
by calling
Scott MacKay, at
(310) 516-3355.

For information on how
your company can
become an ITFS receive
site, call Warren Ashley at
(310) 516-4288.

Certificate Award in Mortgage Banking

business

Who Should

Attend The Certificate Program in Mortgage Banking is designed for those working in the

industry who wish to upgrade their skills, realtors, regulators, mortgage brokers, individuals seeking career changes and those who desire general information in the field.

The Certificate

The entire Certificate Program can be completed in three semesters (one year's time). The classes will be scheduled each Fall, Spring and Summer semesters. Eight courses taught by field professionals, give the participant a strong, comprehensive background in the material. The Certificate in Mortgage Banking is awarded upon successful completion of six courses. There are no prerequisites to enter the program. Attendance requirements at the classes and homework assignments, completed by due dates established by instructors as well as passing grades on in-class quizzes and tests and completed written assignments at established performance criteria will result in the awarding of the Certificate to those who complete 185 hours of instruction. Fundamentals of Mortgage Banking is the only course required; the student may choose the courses he/she wishes to take to complete the required hours. Continuing Education Units (CEUs) will be awarded for every 10 hours of class completed.

Location

Classes meet for five weeks, weekday evenings from 6:30-9:30pm at the Redondo Beach Community Resource Center or the Franklin Community Center.

Endorsed by
National Association
of Professional
Mortgage Women
California Mortgage
Bankers Association
California Association
of Residential Lenders

The Courses

Fundamentals of Mortgage Banking

3 CEUs

An introduction to the vocabulary of mortgage banking and its basic elements such as the purchase of real property, the life of a loan and the environment of mortgage banking. Through lecture, discussion and reading, participants will learn the history and development of mortgage banking, including the origin of real estate lending, the effects of money markets and credit on local lending and the difference between mortgage bankers and savings and loans or commercial banks.

Loan Origination

3 CEUs

Prerequisite: Fundamentals of Mortgage Banking

An overview of how and why loans are made, covering loan qualification, the parties and agencies involved and loan categories and products. Competencies include completion of loan applications, analysis of borrower profiles, assembly of initial loan packages and an understanding of pertinent documentation. Participants will also be introduced to applicable laws and the compliance requirements. Lecture, small work groups and case studies are some of the learning activities.

Loan Processing

2 CEUs

An overview of how and why loans are made covering competencies which include completion of loan applications, analysis of borrower profiles, assembly of loan packages and an understanding of pertinent documentation. Participants will also be introduced to applicable laws and compliance requirements. Lecture, small work groups and case studies are included.

Mortgage Law and Compliance

3 CEUs

Prerequisite: Fundamentals of Mortgage Banking

A review of the fundamentals of contract law and its applicability to mortgage lending activities, such as loan commitments, warehousing agreements and servicing agreements. Participants will learn the basic requirements of an enforceable note and deed of trust, the legal process of reconveyance after loan payoff. Also included is a review of applicable state and federal laws, such as Truth-in-Lending, the Equal Credit Opportunity Act, Fair Housing laws and others.

Loan Underwriting and Appraisal Review

3 CEUs

An overview of FHA, VA and other loan underwriting including historical evaluation where it fits into the mortgage process, components (credit and liability, employment, income and assets), risks, comparative state laws and rules & regulations. Appraisal review will focus on the basics of appraisal review including analysis of key areas such as type of property, condition of construction economic life and method of determining value, and full or limited documentation. Lecture, discussion and case study using sample loan files are also covered.

Loan Closing

2 CEUs

An analysis of loan documentation including investor requirements, an overview of escrow and its function, how escrow and title companies interact, reading a preliminary title report and reviewing a statement of identity. Also discussed will be loan guarantees and insurance, loan shipping, salability of loans and why added conditions sometimes occur at closing. Lecture, discussion and case studies will also be included.

Secondary Mortgage Marketing

1.5 CEUs

An overview of secondary capital financial markets including economic forecasting and risk management. Topics include the historical assessment of secondary markets distinctions between primary and secondary markets and major responsibilities of marketing including pricing, selling, shipping, investor relations, "pipeline" management, securities vs. cash, "hedging" and repurchase.

Loan Servicing

1.5 CEUs

Loan administration and management of loans and their terms. A comprehensive view of loan servicing including customer service, collections, foreclosure, trust account management, tax assumptions, REO's, insurance, claims, investor reporting bankruptcy and quality control.

Fall 1993 Schedule

Fundamentals of Mortgage Banking

Debra K. Betterton

10 mtgs: Mon & Thu Sept 9 - Oct 11
6:30-9:45pm
RBCRC room 8
\$230

Loan Origination

David Kaduk

10 mtgs: Wed Sept 8 - Nov 10
6:30-9:15pm
RBCRC room 8
\$230

Loan Processing

Jacque Lollie

7 mtgs: Tue Nov 2-Dec 14
6:30-9:45pm
FCC room 8
\$185

Certificate in Paralegal Studies

business

A paralegal is a legal assistant who works under the supervision of a lawyer and functions as a vital member of a law office team. Such paraprofessional positions have been created by many public agencies and private law offices to help meet the increasing demands for legal services. The American Bar Association officially encourages the training and employment of paralegals in the legal professions.

Paralegal work involves conducting legal research, interviewing clients, representing clients before some administrative agencies, assisting in the drafting and interpreting of legal documents, and participating in various other paraprofessional legal activities.

Who Should Attend

The Certificate in Paralegal Studies is designed to prepare and qualify recipients for employment as paralegals in the private and public sectors.

The Certificate

The program also is designed for those who are employed already in a law-related career or have related work experience, but have not completed at least 33 semester units of lower division general education and law-related courses. Such students must obtain prior approval from the Paralegal Studies Coordinating Committee before enrolling in the program. Upon completing the program with a minimum GPA of 2.0 (C), such students receive an official Letter of Completion verifying the sequence of courses satisfactorily passed. The program offers a number of courses useful to those who are planning to enter other law-related careers, such as law enforcement, immigration, etc.

Location

All classes are held on the CSUDH campus in Carson.

**Fall 1993
Schedule:
Classes, dates
and times to be
arranged.**

**Please note: the
courses for the
Paralegal
Certificate
Program offer
regular CSU
credit through
Special
Sessions.**



Certificate in Production & Inventory Control

business

Offered by the California State University, Dominguez Hills Division of Extended Education, in cooperation with

the Los Angeles Chapter of the American Production and Inventory Control Society (APICS). The Certificate Program in Production and Inventory Control consists of five courses designed to provide a broad education in the field. The courses are offered during three 13-week trimesters. Students may enter the program at the beginning of any trimester.

Who Should Attend

This series of practical courses is designed to meet the needs of newcomers to the field and individuals who work in related areas.

The Certificate

Students who complete all five courses with a 2.5 grade point average are awarded a Certificate in recognition of their learning achievement and professional status.

Location

Classes meet from 6:30-10:00pm 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 per day is charged on the campus.

The Courses

Courses are offered each trimester and provides three (3) units of upper division degree-applicable academic credit.

**APICS HOTLINE
(310) 516-3355**

PIX 319 Introduction to Materials Management

Provides a broad overview of the nature of business organizations, the functional structure of a manufacturing company, the planning process, the role played by materials management, and the relationship of the manufacturing function to the marketplace.

The basic concepts and specialized vocabulary of this field are covered. This course can serve as a comprehensive survey of the materials management field for individuals who may not wish to enroll in the Certificate program. This is a required course in the University Certificate Program, but individuals with experience in materials management may test-out of the course. (For test-out information, please call Robin Francis (310) 516-3880.

PIX 320 Inventory Management & Master Planning

Planning and control techniques for items with independent demand. Forecasting, order point and safety stock calculations, lot sizing techniques, master production scheduling, and aggregate inventory management topics are covered.

PIX 321 Material Requirements Planning & Purchasing

Planning and control techniques for items with dependent demand. The material requirements planning process, bills of materials, distribution resources planning, and the purchasing function are covered.

PIX 322 Capacity & Priority Management

Long, medium, and short-range capacity planning, work centers, routings, lead-time analysis, scheduling, and shop floor control and elements of just-in-time manufacturing are covered.

PIX 324 Just-in-Time/Total Quality Control

Just-in-Time techniques discussed include focused factories and group technology, setup reduction, uniform scheduling, pull systems and Kanban, supplier relations, and worker involvement. TQC encompasses all phases of a manufacturing operation, from design engineering to delivery, to ensure no defective parts are produced. Techniques discussed include process control, quality at the source, and cause and effect analysis.

Fall 1993 SCHEDULE Begins week of 9/13/93

Classes meet once each week, on the days indicated below, from 6:30-10:00pm for 13 sessions (unless otherwise indicated).

PIX 319-01 Introduction to Materials Management

Thu
6:30-10pm
CSUDH campus SAC 1102
\$336

PIX 319-02 (92) Introduction to Materials Management

Tu
6:30-10pm
CSUDH campus ERC E-133
or on site (specify PIX 319-92 if taking at a company site over TV)
4-7:30pm
\$336 or \$426 over TV

PIX 320-01 Inventory Management and Master Planning

Thu
4-7:30pm
CSUDH campus ERC E-133
or on site (specify PIX 320-92 if taking at a company site over TV)
\$336 or \$426 over TV

PIX 321-01 Material Requirements Planning & Purchasing

Thu
6:30-10pm
CSUDH campus SAC 1104
\$336

PIX 322-01 Capacity and Priority Management

Tu
6:30-10pm
CSUDH campus SAC 1102
\$336

A Bachelor's Degree Program has been developed which uses the APICS courses as its core. Call Scott MacKay at (310) 516-3355 for more information.

On-Site Programs can be developed by calling Scott MacKay, at (310) 516-3355.

For information on how your company can become an ITFS receive site, call Warren Ashley at (310) 516-4288.

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, a total of five hours. Enrollments are accepted on an individual basis, and a certificate of achievement is awarded upon the completion of any six courses.

The Location

Courses are held on campus at CSUDH in Carson or on site by special arrangement

Now in Spanish

All courses in the Professional Supervision Certificate Program are also offered in Spanish.

The Cost

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

The Courses

Introduction 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 & 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.

Communication & Listening Skills Workshop .5 CEUs

This course provides detailed ideas for communications skills required by the supervisor. Learn how to give meaningful work assignments. Listening skills will enable you to be more helpful to others, 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.

Certificate Award in Professional Supervision

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 performance. Participate in a lively workshop to practice delegation skills. Be able to cope with changing priorities, lack of information, poor planning and changing signals. Learn how to get employees to accept responsibility and develop self-confidence. Develop delegation skills which will make your job easier, more effective and more enjoyable for both you and your employees with team-building techniques.

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 both 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.

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. Improve team building between management and staff.

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, increase personal productivity by working more effectively by being better organized.

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 with an employment interview. The coaching interview will inspire employees to become more career-oriented, while the counseling interview will help employees 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.

Coaching for Improved Work Performance .5 CEUs

The objective of effective coaching is to change 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 situations 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.

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. Participants can become personally flexible in seeing differences in people's "styles" and relate to different styles of the boss, subordinates, customers and contemporaries.

business

Team Building Concepts & Strategies

.5 CEUs

Learn to recognize elements which 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 in a workshop team leadership profiles, and apply an individual team building skills balance sheet. Separate myth from reality in a teambuilding scenario. Learn to recognize specific characteristics of effective teams actions.

business

Success Skills in Supervising Cultural Diversity

.5 CEUs

Each participant will learn to: Understand cultural diversity as positive differences 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 and bias which limit opportunities for full employee's team participation. Learn to recognize and avoid assumptions, cultural symbols, slang, acronyms, 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.

Legal Aspects of Supervisory Actions - Legal I

.5 CEUs

Learn to understand legal aspects such as Federal and State Laws covered protected class, 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 order ad, employee requisitions and how to use the job description and application from in the employment interview will also be covered. Difficult aspects such as how to interview a handicapped person, and how to cope with pregnancy, AIDS, and life-threatening diseases in the workplace will be discussed.

Legal Aspects of Supervisory Actions - Legal II

.5 CEUs

Such issues as sexual harassment and the complete Sexual Harassment Law with sample cases will be examined, and methods for applying preventive actions as the correct response to harassment claims will be detailed. How to utilize "due process" and "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.

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 why you should consider why appraisal systems are disliked and ineffective. Learn to understand what we 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 performance, how to prepare complete appraisal interview documentation and how to be more objective and less subjective during the interview.

Positive Discipline Strategies

.5 CEUs

Learn how to discipline can be a positive experience to change behavior and why employees do not perform, how to recognize problems requiring discipline, and how to dispense discipline which is perceived as fair. 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 crises discharge situations will be covered. A case study in handling absenteeism will be presented.

Fall 1993 Schedule

Introduction to the Role of Supervision

.5 CEUs

Ernest C. Jewell, MBA, Instructor, has 14 years experience in industrial engineering and management consulting.
2 mtgs: Mon Sept 13 & 20
7-9:30pm
CSUDH campus SAC 1104
\$85

Communication & Listening Skills Workshop

.5 CEUs

Ernest C. Jewell, MBA.
2 mtgs: Mon Sept 27, Oct 4
7-9:30pm
CSUDH campus SAC 1104
\$85

Delegation Techniques & Strategies

.5 CEUs

Ernest C. Jewell, MBA.
2 mtgs: Mon Oct 11 & 18
7-9:30pm
CSUDH campus SAC 1104
\$85

Productivity Motivation

.5 CEUs

Ernest C. Jewell, MBA.
2 mtgs: Mon Oct 25 & Nov 1
7-9:30pm
CSUDH campus SAC 1104
\$85

Coping with Stress & Reducing Organizational Conflict

.5 CEUs

Ernest C. Jewell, MBA.
2 mtgs: Mon Nov 8, 15
7-9:30pm
CSUDH campus SAC 1104
\$85

Understanding & Coping with Different Leadership Styles Workshop

.5 CEUs

Ernest C. Jewell, MBA.
2 mtgs: Mon Nov 29, Dec 6
7-9:30pm
CSUDH campus SAC 1104
\$85

NEW PROGRAM!

Who Should Attend

CSUDH presents a new program in Purchasing for those who wish to gain a broad education in the principles of procurement management. Those already in this growing field as well as those anticipating a career change will find this training valuable. Those who complete the Certificate in Purchasing will be prepared to assume entry level and/or management level positions in aerospace, military, manufacturing, hospital, retail, and other purchasing environments.

The Certificate

It is possible to apply this training to a Baccalaureate degree with the addition of other courses. Industry professionals, nationally certified by the National Purchasing Association and currently employed in the field of procurement, teach the curriculum on campus in Carson and over television in 13-week trimesters.

Location

All classes are held on the CSUDH campus in Carson or over the ITFS television network.

The Cost

The fee for each three-unit course is \$336. If taken over television, there will be an additional fee of \$90. Textbooks and syllabi are required and are payable in class by check or money order only. Cash will not be accepted. Please call Scott MacKay at (310) 516-3355 for further details.

Certificate in Purchasing

business

The Courses

Requirements

PIX 320 Inventory Management and Master Planning
(look under the APICS curriculum for this course)
PRX 200 Purchasing Fundamentals (offered Fall 1993)
PRX 310 Cost/Price Analysis and Negotiation
PRX 330 Public Sector Procurement
PRX 340 Advanced Purchasing Concepts
(these courses to be offered in subsequent semesters)

Fall 1993 Schedule

PRX 200 Purchasing Fundamentals

13 mtgs: Wed Sept 15- Dec 15
4-7pm
CSUDH campus, ERC E133.
\$336

PRX 200 Purchasing Fundamentals

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

PRX 310 Cost-Price Analysis and Negotiation

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

PRX 330 Public Sector Procurement

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

PRX 340 Advanced Purchasing Concepts

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

For information on how your company can become an ITFS receive site, call Warren Ashley at (310) 516-4288.

On-site programs can be developed by calling Scott MacKay, at (310) 516-3355.

Certificate Award in Real Estate Appraisal

The Certificate Award in Real Estate Appraisal is designed to meet the education requirements for state licensing and certification of real estate

business

appraisers. The program of study conforms to the specifications provided by the Appraisal Foundation for licensing and certification in the 50 states. The curriculum may be updated over the lifetime of the certificate in response to legislative changes in licensing requirements. The program is designed to meet the continuing education needs of practicing real estate appraisers, regulators of financial institutions, attorneys dealing with real estate practice, and other real estate professionals who must meet the revised standards set forth by the State.

Who Should Attend

Students may select the Residential Certification curriculum by taking the Income and Applied Sales Comparison Approaches class or the General Certification curriculum by taking the Income Approaches to Real Estate class. The remaining courses apply to both certifications. The certificate award is given after completion of eight classes for a total of 20.4 continuing education units. It is possible to complete entire program in 1 1/2 yrs.

The Certificate

Provides in-depth knowledge and skills in the field of real estate valuation and analysis
Program content corresponds to current licensing requirements
Prepares students for examinations required for state certification
Meets the continuing education needs of practicing real estate appraisers

Location

Classes are held at the Franklin Community Center in Redondo Beach.

The Classes

Classes are participative, practical, and incorporate problem-solving activities that reflect current trends in the field.

Courses required for General Certification in Real Estate Appraisal

Uniform Standards of Professional Appraisal Practice

- **Real Estate Economics
- *Real Estate Valuations
- *Fundamentals of Construction and Land Valuations
- *Sales Comparison Approaches to Real Estate Appraisal
- **Cost Approaches to Real Estate Appraisal
- **Legal Considerations in Real Estate Appraisal
- *Income Approaches to Real Estate Appraisal

Courses required for Residential Certificate in Real Estate Appraisal

Uniform Standards of Professional Appraisal Practice

- **Real Estate Economics
- *Real Estate Valuations
- *Fundamentals of Construction and Land Valuations
- *Sales Comparison Approaches to Real Estate Appraisal
- **Cost Approaches to Real Estate Appraisal
- **Legal Considerations in Real Estate Appraisal
- **Income Approaches and Applied Sales Comparison Methods for Real Estate Appraisal

*Offered Fall '93

**Offered Spring '94

Fall 1993 Schedule

Real Estate Valuations

1.8 CEUs

Appraisal of real property is not limited or confined to valuation of land and improvements. It is also valuation of the rights of ownership. The property rights to be appraised may be partial interest or fractional rights. This class addresses the valuation processing in its entirety to bring about the necessary knowledge for the professional appraiser in valuation of real property. An understanding of the many facets of the valuation process will assist the professional in evaluating multiple aspects of the appraisal problem and finding appropriate solutions that are relevant and applicable to the problem. Topics include impacts of real estate value associated with physical and environmental factors, and economic governmental considerations. Applications and limitations of approaches to valuation, data collection and analysis, property improvements and site analysis, techniques in valuation of partial interest. The narrative report; purpose, form and critique is explained.

John Emery

6 mtgs: Mon & Tue Sept 7-27

6:30-9:45pm

FCC room 7

\$165

Income Approaches to Real Estate Appraisal

3.6 CEUs

Discussions of the income approaches address both residential properties and investment properties, progress to income capitalization, analysis of cashflows, discounted cashflow, capital gains, analysis of expenses, direct capitalization, band of investment, and mortgage equity capitalization. Instruction includes lecture presentations, small group and individual problem solving activities. Narrative report writing for the income approach to valuations is also covered.

John Emery

12 mtgs: Mon & Tue Sept 28 - Nov 8

6:30-9:45pm

FCC room 7

\$330

Fundamentals of Construction and Land Valuations 1.5 CEUs

Differences between "site" value and "land" value are addressed and analyzed. Discussions focus on land valuations as well as fundamentals of construction. Understanding the concepts and techniques of land valuation and fundamentals of construction are essential so that the professional appraiser is able to report needed modernization or repairs. Various methods for organizing the property description and analysis are reviewed and issues associated with property description and site value, including site and improvement description, basic construction and design, sales comparison, land residential, allocation, extraction, ground rent capitalization and subdivision analysis are reviewed. Presenting the land valuation and construction aspects in the narrative report are covered in this course.

John Emery

5 mtgs: Mon & Tue Nov 9-23
6:30-9:45pm
FCC room 7
\$150

Sales Comparison Approaches to real Estate Appraisal 1.8 CEUs

This approach to real estate appraisal is reviewed through lecture, discussion and problem solving. The sales comparison approach includes discussions of principles of substitution, data, matched pair of sales, comparable sales and listings, regression analysis, percentage adjustments, dollar adjustments, elements of comparison, units of comparison, sequence of adjustments, gross rent multipliers and other related techniques. Narrative report writing of the sales comparison analysis is also covered.

John Emery

6 mtgs: Mon & Tue Nov 29-Dec 14
6:30-9:45pm
FCC room 7
\$165

Certificate Award in Technical Writing

Who Should Attend

Anyone who is interested in becoming a technical writer may take these courses. The program serves to introduce students to the many aspects of contemporary technical writing practice and to help them develop the skills that lead to effective technical communication.

Career opportunities are found in the aerospace, construction, electronics, nuclear, automotive, medical, computer, agricultural, financial and petrochemical industries. Many engineers, scientists and technicians have increased their effectiveness through improvement of their technical writing abilities.

The Certificate

The program consists of three courses designed to provide a broad introduction to the skills required in the contemporary professional workplace. Continuing Education Units (CEUs) are awarded to those who complete each course. Courses may be taken on an individual basis without formal registration in the certificate program, and students may enter the program at the beginning of any session—classes need not be taken in order.

The Location

Classes are offered on campus in Carson, and at the Redondo Beach Community Resource Center or at the Franklin Community Center, depending upon the session schedule.

The Courses Technical Writing Fundamentals 3 CEUs

Special emphasis on meeting the communication needs brought about by today's sophisticated high technology. Students will learn to create test reports, technical papers, instructional materials, specifications, letters and other documents requiring accuracy and clarity within a concise construction. Class members will also learn to deal with industrial or corporate guidelines and specifications when creating manuals and other publica-

tions. The class is designed to provide engineers and other technical personnel with writing skills, broaden the knowledge of technical writers, and prepare individuals for entry positions in technical writing.

Tom Moran, MS, engineering, is a technical writer/trainer specializing in technical publications.

10 mtgs: Tue Sept 14 - Nov 16
6:30-9:30pm
CSUDH campus SAC 1108
\$130

Writing Technical Instructions 3 CEUs

This course presents basic techniques needed to develop technical instructions used in industrial settings, including those necessary for equipment assembly, maintenance, inspection, overhaul, repair, and process control. Topics will include task analysis, use of source data, presentation style and format, text and illustration coordination, technical nomenclature, and target audience. Students will learn techniques to increase the usefulness of their writing, including methods of cross-referencing, indexing, common types of front matter and reading-grade-level test. Special writing requirements and specifications for the aerospace, nuclear, computer and other industries will be covered.

To be offered Spring 1994

Advanced Technical Writing Topics 3 CEUs

Presents advanced technical writing topics, including writing on-line computer instructions and tutorials, hyper-text, paperless technical manuals, compliance with Computer-Aided Acquisition and Logistics Supports (CALS) requirements, readability computations, validation and verification instructions, maintaining configuration, methods of updating instructions, and writing specifications. Introduces students to technical manual production, including editing, typesetting, layout, desktop publishing (DTP) programs, and printing. The class also surveys the special requirements of managing a technical manual program.

To be offered Summer 1994

business

Master of Science in Quality Assurance

California State University,
Dominguez Hills offers a Master of
Science Degree in Quality
Assurance and Graduate
Certificates at four off-cam-
pus sites.

business

Who Should Attend

Quality Assurance is a profession practiced by members of management in manufacturing, engineering, service industries, and government interested in applying these 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 culminating project are used to provide a well-rounded learning experience.

Service/Government Emphasis Now Available

Beginning Fall 1993, coursework applying Quality principles to service industries and government has been added to the program. See the next page for details.

Contact Gene Watson, program coordinator, at (310)516-3880 for MSQA educational opportunities.

All MSQA programs
available in-house
at your site.
Contact
Scott MacKay
(310) 516-3355

Location

Classes are held on campus in
Carson and at the following sites:

Van Nuys

Valley College
5800 Fulton Avenue

Anaheim

Anaheim Higher Education Center
of Fullerton College
100 South Anaheim

Corona

United States Naval Warfare
Assessment Center
Bldg. 210
2300 5th St
Norco

Ontario

GTE
2970 Inland Empire Blvd

The Requirements

A candidate must meet CSUDH graduate admission requirements and hold a bachelors degree in engineering, science, business, or a mathematics-related discipline. The applicant should have taken 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) 516-3880 for details.

33 semester units of graduate work must be completed, with at least 21 units through CSUDH. The courses listed must be completed with at least a 3.0 (B) average, and a culminating project 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.

The Courses

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(18 units)

The student selects 18 additional units
from Quality Assurance courses with
advisor approval.

Final Project (3 units)

QAS 599 Project
One other elective with advisor
approval (3)

Fall 1993 Schedule

Anaheim

QAS 512 Reliability (3)

Tue 6-9pm

QAS 530 Stat Quality Control for Service
Professionals

Wed 6-9pm

QAS 518 Quality Administration &
Productivity

Thu 6-9pm

Ontario

QAS 530 Sta Quality Control for Service
Professionals

Thu 6-9pm

Corona

QAS 514 Adv Exper Design

Mon 4-7pm

QAS 510 Adv Probability/Statistics

Mon 4-7pm

QAS 520 Quality Cost & Supplier

Evaluation

Mon 1-4pm

Van Nuys

QAS 530 Sta Quality Control for Service
Professionals

Tue 6-9pm

QAS 510 Adv Probability/Statistics

Wed 6-9pm

QAS 511 Quality Project Management &
TQM

Thu 7-10pm

ITFS Network

QAS 512 Reliability

Service

Quality

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

Mark Crumly
Chairman, American Society for Quality Control, Service Industries Division

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.

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.

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 to help them excel is growing rapidly.

Call Scott MacKay
at (310) 516-3355
for MSQA - Service
information

Master of Science in Quality Assurance - Service

NEW PROGRAM!

business

Convenient Locations

The entire MSQA for Service and Government will be offered for the working professional at three sites: **Anaheim, Van Nuys and Ontario**. Students may take a class one night (3 hours) per week for 15 weeks or opt to take two classes on two nights (3 hours each) per week. It will be possible to complete the program in approximately two and one-half years (5 semesters and a summer) depending on personal schedule and choice.

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 units)
QAS 515 Human Factors in Quality Assurance (3)
QAS 518 Quality Administration and Productivity (3)
QAS 595 Special Topics (3)

Electives (18 units)

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)
QAS 533 Quality Assurance of Automated Systems used in Service Industries
Two other electives

Final Project (3 units)

ORIENTATION MEETINGS

MSQA - Service 7-9pm

Anaheim

Tuesday, August 24, 1993
Anaheim Higher Education Center of Fullerton College
100 S. Anaheim Suite 150

Van Nuys

Wednesday, August 25, 1993
Campus Cafeteria, Valley College
5800 Fulton Avenue

Ontario

Thursday, August 26, 1993
GTE (ERS)
2979 Inland Empire Blvd.

Fall 1993 Schedule

See listing at left for MSQA degree information.

REGISTER FOR ALL MSQA AND MSQA - SERVICE DEGREE CLASSES WITH SPECIAL SESSIONS REGISTRATION FORM ON P. 56

SEE CERTIFICATE INFORMATION ON NEXT PAGE!

Assurance

Now ! Certificate in Quality Assurance - Service

business

Students who complete the four required courses for the Master of Quality Assurance - Service (see previous page) with a cumulative GPA of 3.0 (B) or better will receive a Professional Certificate issued through the California State University, Dominguez Hills Division of Extended Education.

Admission to the University is not required, but a bachelor's degree which includes some probability and/or statistics is a requirement.

Exceptions to this requirement can be approved by the MSQA program coordinator, Dr. Gene Watson (310) 516-3880.

Professional Certificate Program Requirements

Complete the following courses with a GPA of 3.0 or better:

QAS 530 Statistical Quality Control for Service Professionals

QAS 531 Customer Satisfaction and Quality Assurance

QAS 532 Quality Assurance of the Service Delivery Process

QAS 533 Quality Assurance of Automated Systems Used in Service Industries

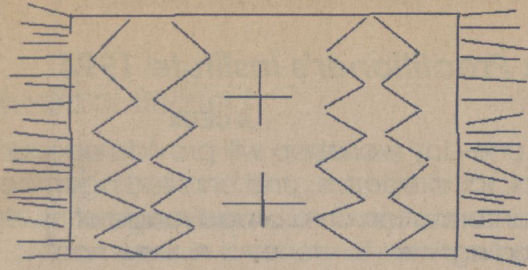
Tuition/Fees

\$130 per unit/\$390 per course

Register using a Special Sessions Registration Form (page 56).

Service Quality Assurance

**MSQA - Service
Certificate Programs
available in-house at
your site.
Contact
Scott MacKay
(310) 516-3355**



Small Business Tax Seminar

BSB 102-01

Noncredit

Whether you're just starting a business, currently own or run a small business, or even if the business tax returns are done by an outside professional, you will learn tax options available to you as a business person. A simplified, small business tax return is explained. Topics include:

- Tax forms
- Self-employment tax and estimated tax
- Basics of preparing a business tax return
- Expense deductions
- Depreciation
- New tax law highlights
- Record-keeping methods
- General tax tips

David Westerfield is an accountant, business consultant and entrepreneur, specializing in consumer-oriented seminars, including business tax workshops.

1 mtg: Sat Nov 6

1-4pm

FCC room 8

\$45 (plus \$10 materials fee payable to instructor)

How the Set Up Bookkeeping for a Small Business

BSB 103-01

Noncredit

This seminar will de-mystify bookkeeping for your small business and bring credibility to your bookkeeping. Learn how to set up and use a simplified bookkeeping system for your small business. Included will be: how to record expenses and income, how to set up files and records for easy retrieval and taxes, how to set up petty cash, how to maintain receipts, how to prepare monthly billing. Workbook is included, along with blank master forms that you can use in your business.

David Westerfield

1 mtg: Sat Nov 6

8:30am-noon

FCC room 8

\$45 (plus \$10 materials fee payable to the instructor)

Both courses: \$75

How to Start a Home-based Business

BSB 104-01

Noncredit

A step-by-step guide to starting a home-based business covering a broad spectrum of topics including trends in home-based businesses, the planning process (evaluating yourself, deciding on a business, writing a business plan), getting the business set up (setting up the company, applying for a license and registration, getting insurance, learning about taxes) and operating the business (setting up your office, reaching your customers, managing your business). Cindy Zuvich, BS, instructor, is the owner of a consulting firm and a seminar presenter on home-based business and organizational management.

1 mtg: Sat Sept 18

8:30am-5pm

FCC room 7

\$45 (plus \$10 materials fee payable to instructor)

business

Importing and Exporting An In-depth Guide

Noncredit

If you have ever dreamed of owning your own profitable and fascinating business venture, this in-depth class is a MUST! It is designed for those seeking a practical, hands-on workshop with specific information about importing as a business and a career. This informative seminar provides a clear, step-by-step approach to starting an importing business as well as providing an overview of careers in importing, such as banking, freight forwarding, and custom house.

Topics include:

- Selecting a product to import
- International market research
- Negotiating with foreign suppliers
- Samples, prices, discounts
- Terms of payment, including the Letter of Credit
- Shipping and insurance
- Foreign exchange
- US Customs rules and procedures

Expert guest speakers will provide additional information. Importing represents a substantial portion of the nation's business, and is especially important to California.

Dr. Sinclair D. Rimmon is president of S. Rimmon and Co., Inc., an importing company, and is author of *Importing: Your Guide to Fortune and Fulfillment*.

1 mtg: Sat Oct 30

10am - 3pm

FCC room 8

\$65 (plus \$15 materials fee payable to instructor)

Discover Easy Money Strategies for Retirement

BPI 101-01

Noncredit

Learn key concepts and practices for developing a winning strategy to map a secure and enjoyable future in this practical class presented in plain English. You will learn facts and information that professionals know yet seldom offer.

business

Topics include:

- How tax brackets affect financial decisions
- The 26 most common financial mistakes of retirement
- The most popular ways of receiving & increasing income
- Clearing-up misconceptions about IRAs and lump sum distributions
- Estate planning and living trusts and many other topics that will enhance your knowledge for smart money management in retirement.

Regina McKernan and Chris Miloc, Financial Consultants, Financial Network Advisory Corporation

3 mtgs: Wed Sept 22, 29, Oct 6

7-9:30pm

FCC room 8

\$35 or \$45 per couple

Personal Investing

BIN 101-01

Noncredit

This course provides an overview of the portfolio management process, and discusses quantitative investment analysis techniques with emphasis on active investment strategies, including security selection and market timing. Topics covered include the risk-return trade-off, efficient diversification, market anomalies, and hedging techniques. Use of spreadsheet models and other investment software will also be discussed.

Textbook: *Management of Investments*, 3rd ed. Textbook cost: approximately \$60 (UPS delivery available). Call CSUDH Bookstore (310-516-3789; M-Th 8:30am-7:30pm; F 8:30am-4pm; Sa 9am-2pm).

Bill Jerkovsky, MS, instructor, has over 20 years experience in investing for individuals.

4 mtgs: Oct 30, Nov 6, 13, 20

9am-noon

RBCRC room 7

\$50 or \$60 per couple

Tax Practitioner's Institute 1994

.8 CEUs

This one-day workshop will provide accountants, tax preparers, and enrolled agents current information on a broad range of issues including:

- **Passive Losses:** IRS audit activity, how to compute losses, carryovers with a discussion of P.I.G.'s and the regulations
- **Penalties - Accuracy related to penalties along with preparer, delinquency and estimated penalties**
- **Offers in Compromise - When and how to make an offer in settlement of tax liabilities, procedures and what to expect from collection**
- **Compliance 2000 - New audit direction, non filers and market segment specialization programs**
- **Alternative Minimum Tax -- When and how this tax takes effect. The red flag activities and computations.**
- **Updates -- Year-end update: latest developments in business expenses, depreciation, itemized deductions and tax credits**

There will be time allotted for a general question and answer period.

Ken Ficklin, DD, CPS, IRS, Chief Examination Support & Compliance, has presented topics at the Tax Practitioner's Institute for 10 years and is a speaker and presenter for colleges and professional groups throughout the Southland.

Kaye Sheppard is an IRS Revenue Agent specializing in corporate and individual tax law, also has "Big 6" accounting experience.

1 mtg: Sat Oct 16

8:30am - 5:30pm

CSUDH campus SAC 1104

\$85 (includes materials)

A Tax Class for Landlords

BRE 106-01

Noncredit

If you are a current landlord or are thinking about becoming one, this workshop is for you. Rental property will be discussed from a tax perspective. You will learn the tax advantages of owning rental property stressing deductions. You will be guided step-by-step toward a better understanding of rental tax rules and how to apply them as a landlord or future landlord.

David Westerfield, instructor, is an accountant, business consultant and entrepreneur, specializing in consumer-oriented seminars, including business tax workshops.

1 mtg: Tue Oct 26

6:30-10pm

FCC room 8

\$45 (plus \$5 materials fee payable to instructor)

Medical Billing I

BMB 101-01

Noncredit

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

Sandra Collins is Vice President of Giles & Associates, a medical consultant, former medical billing service owner a graduate of UC Riverside.

4 mtgs: Tue-Thu Sept 14, 16, 21, 23

6:45-9:45pm

FCC room 8

\$110 (plus \$25 materials fee payable to instructor)

Medical Billing II

BMB 101-02

Noncredit

Prerequisite: Medical Billing I or previous billing experience)

Build upon your knowledge of basic coding with these topics:

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

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

Sandra Collins

3 mtgs: Tue-Thu Oct 19, 21, 28

6:45-9:45pm

FCC room 8

\$100 (plus \$15 materials fee payable to instructor)

Medical Insurance Computer Billing

Noncredit

Learn the basics of using a computer in medical insurance billing. Learn how to build a patient information data base, 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. Also review the information needed to set up a computerized medical insurance billing practice. Previous computer experience is not necessary.

Medical Insurance Billing I suggested as a pre-requisite.

Sandra Collins

1 mtg: Sat Oct 30

9am-1pm

CSUDH campus SBS A110

\$79

business

Make Medical Insurance Billing Your Home Business

BMB 102-01

Noncredit

Overhead costs are steadily increasing for physicians in private practice. Doctors are avidly searching for cost effective measures to cut their operating expenses. One such trend is to use independent contractors who work from their homes instead of incurring the cost of hiring and maintaining a full-time employee. 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.

Medical Insurance Billing knowledge suggested.

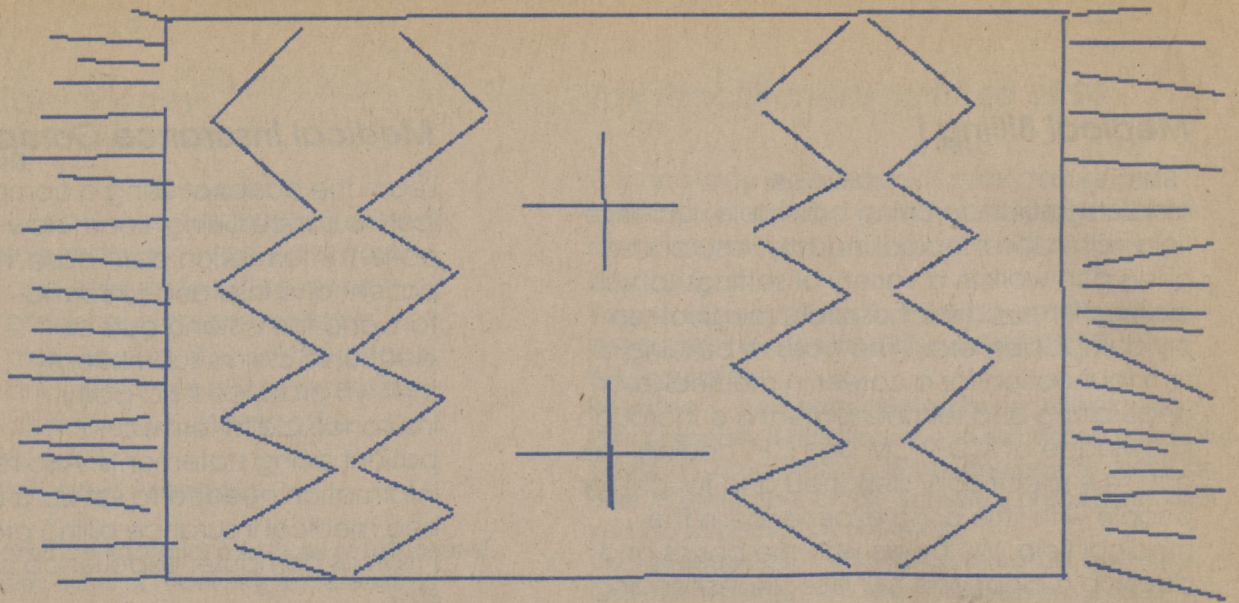
Sandra Collins

1 mtg: Sat Nov 13

9am-1pm

FCC room 7

\$45



Communication Skills for Powerful and Persuasive Selling

Noncredit

How do you get customers to buy your services, products or ideas? Here is a dynamic workshop which will help your business to succeed! Topics include:

- Communication strategies that influence others
- 10 powerful ways to get others to buy what you sell
- How to avoid major mistakes in selling yourself or your product
- Non-verbal techniques which build instant rapport
- How to recognize and sell to different customers
- How to position yourself in the marketplace
- Formulas for winning presentations which persuade customers
- Advantages of visual aids
- Eight communication style hang-ups
- Selling yourself without high pressure

Eve Cappello, PhD, is a corporate trainer, author and communication specialist.

1 mtg: Sat Oct 2

9am-4pm

FCC room 7

\$75

Business Management Strategy

3.0 CEUs

Learn how to manage using many of the same techniques used by successful business people--- the same approaches to solving problems, starting up businesses, and management styles can help you acquire the basic concepts and procedures to help you style your own management strategy and business plan. Apply these principles to your own company, or to your employer's firm.

Required Text: *How to Write a Business Plan*, by Mike McKeever, 4th ed. Nolo Press.

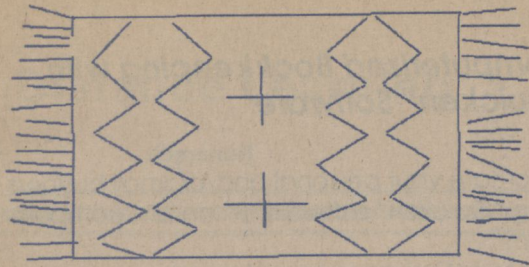
Harry V. Redinger, MBA, business management consultant and author specializing in small to intermediate-sized services companies.

10 mtgs: Thu Sept 16 - Nov 18

6:30-9:30pm

RBCRC room 7

\$185



computers

Computerized Bookkeeping with Quicken software	34
Help! Help! Computers	33
Intro to DOS	33
Intro to Lotus 1-2-3	33
Intro to UNIX OS	34
Intro to WordPerfect 5.1	33
UNIX System Administration	34

Introduction to Lotus 1-2-3

Noncredit

Designed for the first-time user. The excitement over Lotus 1-2-3 comes from the program's tremendous power combining three business application programs (electronic spreadsheets, business graphics and data management). Build spreadsheets from scratch, customize them for business use and alter, sort and graph information. Each person will have exclusive use of an IBM or compatible computer during class.

Required text: *Using Lotus 1-2-3, Special Edition*.
Sung Yo, MS, UCLA computer science, is a Senior Member of the Programming staff at Xerox Corporation. He has extensive training experience.

4 mtgs: Thu Sept 30-Oct 21
6:30-9:30pm
CSUDH campus SBS B109
\$145

Introduction to WordPerfect 5.1

Noncredit

Learn how to use WordPerfect 5.1, even if you've never touched a computer in your life! You will learn how to create, edit, and print documents, plus insert, delete, move and copy letters, words, sentences and paragraphs without retyping.
 Required text: *Using WordPerfect 5.1*.

Sung Yo, instructor
4 mtgs: Thu Oct 28-Nov 18
6:30-9:30pm
CSUDH campus SBS B109
\$145

computers

Introduction to DOS

Noncredit

Develop greater control over your computer operation through knowledge of DOS commands. Your DOS disk holds important commands that every computer user should know, such as copying and erasing files, and preparing new disks. Through DOS commands you will manage your disk storage more effectively, and reduce the risk of erasing information.

Required text: *Using MS DOS 5.0*

Frank Steffen, Associate member of the programming staff at XEROX Corporation.

4 mtgs: Mon Sept 13, 20, 27 & Oct 4
6:30-8:30pm
CSUDH campus SBS A110
\$90

Help! Help! Computers: Selecting and Buying

Noncredit

Apple or IBM? This class will take the mystery out of computers. Facts are presented in a simple, straight forward, comprehensive manner for the beginner. One MB or 4MB of RAM? You will learn computer lingo. The best way to purchase a computer, including questions to ask salespeople when shopping is discussed. You will walk away from this seminar COMPUTER SAVVY! This class is recommended prior to enrollment into other computer courses.

David Westerfield is the author of *Microcomputers: Shop with Savvy*.

1 mtg: Tue Oct 12
6:30-9:30pm
FCC room 8
\$25 (plus \$10 materials fee payable to the instructor)

Introduction to UNIX OS for Multi-platforms

1.2 CEUs

From PC to main frames. Designed to meet the needs of users seeking instruction on one of the fastest growing operating systems today! Novice and experienced users will be introduced to UNIX features and capabilities such as UNIX file system, standard directories and files, general format of UNIX commands, file/directory utilities, UNIX protection system, piping and redirecting, UNIX mail system, editors (VI) foreground & background processing, and finding, comparing, & removing files. This

computers

class is hands-on!

Mason Pari MS, computer science, works as a systems manager in the aerospace industry.

3 mtgs: Mon Sept 13, 20, 27

6:30-10pm

CSUDH campus SBS A104

\$135 (plus \$6 materials fee payable to instructor)

UNIX System Administration

1.4 CEUs

Designed for individuals with some UNIX operating system experience and interest in system administration, this course ranges from system set-up through start-up and shut-down options. Control of the system includes topics such as: system administrator responsibilities, super-user privileges, file system check, adding and removing users, security, back-up and restoration, hardware maintenance, mounting/unmounting file system, day-to-day activities, UNIX communication system and superuser commands.

Mason Pari, instructor.

3 mtgs: Mon Oct 4, 11, 18

6:30-10pm

FCC room 8

\$145 (plus \$6 materials fee payable to instructor)

Computerized Bookkeeping with "Quicken" Software

Noncredit

Automate your personal and/or small business using "Quicken" software on an IBM computer. Learn:

- How to set up expense and income accounts
- How to record and track expenses and income
- How to use a computerized check register
- How to prepare month-end expense and income reports
- How to prepare profit and loss statements
- How to prepare a balance sheet

This workshop will feature an overview of computerized financial bookkeeping using the #1 best-selling software, "Quicken."

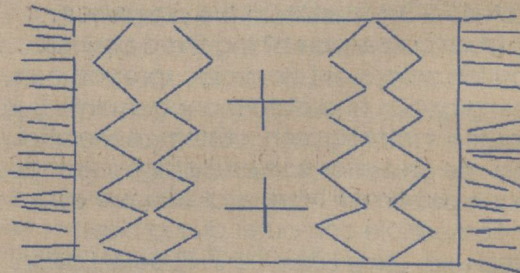
David Westerfield is a computer consultant, degreed accountant and conducts over 80 small business seminars annually.

1 mtg: Sat Sept 25

9am - 3pm

CSUDH campus SBS A110

\$65 (plus \$5 materials fee payable to instructor)



Distance Learning

Cal State University, Dominguez Hills
Interactive Instructional Television
ITFS Ch23 - Paragon Cable Ch54 - Copley Colony Vision - Ch48

Fall '93 Broadcast Schedule

MA in Behavioral Sciences

BEH 535 Sec 92	Organizational Conflict(4)	Haney/Eber
Sat 8:30am-6pm (5 Sat)	Open University	Begins 9/11

MS in Quality Assurance

QAS 510 Sec 92	Advanced Probability & Statistics (3)	A. Galant
Fri 11:00AM - 1:45PM	Special Sessions	Begins 9/3

Production and Inventory Control Certificate Program

PI X319 Sec 92	Introduction to Materials Management (3)	J. Tarr
Tue. 4:00-6:45PM	Extension	Begins 9/14

PI X320 Sec 92	Inventory management & Planning (3)	J. Hall
Thu 4:00-6:45PM	Extension	Begins 9/16

Manufacturing Supervision Certificate Program

APS X270 Sec 92	Quality Management in Manufacturing (3)	A. Brown
Mon 4:00-6:45PM	Extension	Begins 9/13

Purchasing Certificate Program

PUR X320 Sec 92	Introduction to Purchasing (3)	J. Speer
Wed 4:00-6:45PM	Extension	Begins 9/15

Education

HEA 300 Sec 91	Health in Public Education (3)	C. Kinney
Tue 7:00-9:30PM	Open University	Begins 8/31*

GED 503 Sec 91	Socio-Cultural Issues in Education (3)	M Sanchez
Wed 7:00-9:30PM	Open University	Begins 9/1*

TED 405 Sec 91	Mainstreaming Children w/Spec Needs (3)	C.Hanley
Thu 7:00-9:30PM	Open University	Begins 9/2*

*simulcast on KLCS Ch. 58

distance
learning

California State University, Dominguez Hills has become the leading campus in Southern California for delivering university courses over television. These courses are broadcast live. Students can call in and talk with the instructors during class. Our broadcasts can be seen on Paragon Cable Television (Ch 54) in the South Bay, Copley Colony Cable Television (Ch 48) in the Harbor area and at many businesses and industry sites which receive our ITFS signal. Three of our education courses are also available on KLCS UHF Channel 58.

For more information, call (310) 516-3741.

distance
learning

Cooperative "2 Plus 2" B.A. Degree Program Delivered Via Interactive Video in Fountain Valley!

For regularly enrolled CSUDH students in Orange County, or those who register through Open University, the following courses will be offered at the Fountain Valley-Coastline Center in an interactive video system format. Regularly enrolled CSUDH students pay normal student fees. For Open University students, the fee is \$349 per course.

Social Science Semester (suggested for 1st semester students)

85363	HIS 384-91	Labor in American Society	(3)	M 7-9:45pm
77781	IDS 320-91	Comp Work Ethics: US & E Africa	(3)	W 7-9:45pm

Natural Science Semester (suggested for 3rd semester students)

36153	IDS 350-91	The Greenhouse Effect	(3)	T 7-9:45pm	D. Brest
22503	SMT 312-91	Natural Processes	(3)	TH 7-9:45pm	

Humanities Semester (no prerequisites)

68456	IDS 336-91	Visions of the Future	(3)	Sa 8:30am-6pm
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Students interested in this unique opportunity to earn a Bachelor's Degree via interactive video should call Dr. David Heifetz (310) 516-3640.

education

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Open University

Open University is a program that permits you, as a member of the community, to take regular University classes offered on the California State University, Dominguez Hills campus without going through the formal admissions process. Essentially, it "opens University" courses to the general public. Open University can help you update your professional skills or simply allow you to rediscover the joys of exploring new frontiers of learning. Open University makes it possible for you to begin or continue your education for any purpose you may have. Open University is for you if you:

- Missed the deadline for admission to the regular resident program
- Want to examine a particular field before actually enrolling in a degree program
- Want to update your professional training
- Are not able to attend on a continuous basis
- Have been disqualified or are otherwise ineligible for admission and need to raise your GPA

CALL (310) 516-3741 for a brochure!

Super Teaching Strategies

How Learning Occurs and Why Learning is Not About Being Smart

.9 CEUs

Be able to utilize accelerated teaching methods and successfully teach any student the appropriate strategy to learn math facts, spelling, vocabulary and rapid reading skills.

Accelerated learning research has proven that these skills can be more rapidly and efficiently assimilated through specific hemispheric brain integration techniques than through traditional rote teaching/learning methods. Learn the strategies that promote stress-free and rapidly successful teaching/learning methods which benefit teachers, parents and students. Note: especially valuable for teachers of both gifted and learning disabled students.

You can expect to learn:

- 3 basic learning styles and how to teach them
- How to teach any student 3 memory strategies for remembering content on any subject
- Super spelling strategy: how hemispheric brain integration techniques win out over traditional rote teaching
- 3 rapid reading skills
- How to identify images to improve reading comprehension skills
- BAT waves for Learning power; how music enhances the learning process

Pat Mavredakis, MA, CSULA, Founder/President Discoveries in Learning, Menlo Park, CA is a former reading specialist in Los Angeles and San Gabriel school districts, and is currently teaching in San Mateo, CA.
1 mtg: Sat Nov 20
9:30am-4pm
FCC room 7
\$59 (plus \$12 materials fee payable to instructor)
New course format for teachers! 8 hrs instruction, 22 of individualized study practicum

How to Learn Anything Fast

.5 CEUs

If you are an employer, employee, college student, adult returning to school or work, or high school student: Learning is not about being smart! The only smart part is knowing the strategies which successful people use to quickly and easily learn any skill. Stress-free learning is a reality, not a dream.

After this class you can consider yourself a memory expert, knowing exactly "how to learn" and remember everything. You will be able to take charge of your brain and actually cut your learning time in half and teach others to do the same. If you are an employer, you will be able to increase productivity and business because employees will easily learn

new skills and be able to use expert memory techniques on the job. Self-image also improves vastly.

If you have ever felt blocked in being able to learn a foreign language, math skill, spelling, university coursework or business-related information, this seminar is for you.

Discover powerful strategies to:

- Learn faster and easier
- Develop a super memory
- Double your reading speed
- Triple your vocabulary
- Learn any new job skills
- Reduce study time

Pat Mavredakis

1 mtg: Sat Oct 2

9:30am-4pm

FCC room 8

\$49 (plus \$12 materials fee payable to instructor)

education

Certificate in Early Childhood Education

Who should attend

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

The 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

education certificate program is NOT necessary to take 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).

Location

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

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)
TEX 353 Preschool Program Development I (3) and
TEX 425 Workshop in Teaching Methods (3)

Fall 1993 Schedule

PSX 350 Developmental Psychology 3 ext units

Designed for the early childhood practitioner in infant care programs and pre-school/child care programs. The course studies the cognitive, psychological and social development of the child.

Delores Skjervem

Ed D., Nova University, Instructor and Early Childhood Consultant.

15 mtgs: Mon Aug 30-Dec 13

(No class Sept 6)

RBCRC room 7

6:30-9:30pm

\$336

TEX 353 Preschool Program Development I 3 ext units

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, Director, Campus Child Development Center

15 mtgs: Wed Sept 1 - Dec 15 (no class Nov 24)

6:30-9:30pm

RBCRC room 7

\$336

TEX 425-01 Workshop in Teaching Methods: Children's Literature in the Language Arts 1 ext unit

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.

Cynthia McDermott Ed D., Temple University, Assistant Professor of Teacher Education California State University, Dominguez Hills.

5 mtgs: Tue Sept 7 - Oct 5

6:30-9:30pm

RBCRC room 7

\$112

TEX 425-02 Workshop in Teaching Methods: Art Activities for Young Children 1 ext unit

Approaches, methods and materials for teaching art to young children. Examines the nature and development of creativity and self-expression through appropriate art experiences. Hands-on experimentation with all art media.

Gwen Morgan-Bezell

5 mtgs: Tue Oct 12 - Nov 9

6:30-9:30pm

RBCRC room 7

\$112

TEX 425-03 Workshop in Teaching Methods: Health & Safety for Young Children 1 ext unit

Examines preventive health practices, strategies for maintenance and promotion of health and safety, substance use and abuse, and accident prevention. Includes CPR training and certification.

Dorothea Gillingham

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

5 mtgs: Tue Nov 16 - Dec 14

6:30-9:30pm

RBCRC room 7

\$112

For program information, please call Dr. Kathleen Taira, (310) 516-3522.

Credential in Special Education

Who should attend

CSUDH Division of Extended Education is offering a concurrent Multiple Subject/Learning Handicapped credential program. It is designed for individuals presently teaching on waivers in special education classrooms who want to become fully certified special education teachers.

The Credential

This collaborative program between the Graduate and Teacher Education Departments has recently been approved by the Commission on Teacher Credentialing. It allows the student to earn two credentials concurrently: a basic elementary credential (multiple subject) and a special education credential (learning or severely handicapped).

Time Savings

- 56 unit streamlined program -- 23% reduction in coursework
- Concurrent Program can be completed part-time in 2 1/2 years -- a 30% time reduction
- Unique collaborative experiences in general/special education offered
- Only 3 additional units need ed for a Master of Arts in Special Education degree

Innovative Schedule

A special class schedule has been designed to meet the needs of working teachers. 3-unit classes meet twice weekly in six-week segments on weekdays in late afternoon/early evening and/or Saturday mornings. Courses will run back-to-back allowing the student to complete two courses in 12 weeks. (This allows for mid-semester tuition payment). Classes will be offered during the summer and intersessions. Other classes with varying credits will have non-traditional schedules.

Fall 1993

Admission is restricted to those already admitted to this program.

GED 557-71 Development & Health (4) #56066

Leviton

12 mtgs: Tu & Sat Sept 7- Oct 16

Tu: 4-6:45pm

Sat: 8:30am-1:15pm

CSUDH campus room TBA

\$520

GED 562-71 Advanced Behavior Management Methods-- Individuals w/ Severe Emotional Disturbances (3) #81443

Lieberman

Prerequisite: GED 558

10 mtgs: Tu & Sat

Tu: 7-9:45pm

Sat: 8:30am-1:15pm

CSUDH campus SBS B137

\$390

TED 403-71 Teaching Whole Language (3)

Wolff

8 mtgs: Wed Oct 20-Dec 8

4-9:45pm

CSUDH campus HFA A224

\$390

GED 460-71 Intro to Exceptional Children (3)

Blackaller

12 mtgs: Mon & Sat Aug 30-Oct 13

Mon: 4-9:45pm

Sat: 8:30am-1:15

CSUDH campus HFA A224

\$390

For a complete enrollment package, including a brochure, application and program description, contact Carrie Ann Blackaller, PhD, program coordinator, (310) 516-3524 or (310) 516-3900 in the CSUDH Department of Graduate Education or Diana Wolff, EdD in the CSUDH Department of Teacher Education (310) 516-3922.

education

Use
Special
Sessions
Registration Form on
Page 56

Certificate in Community College Teaching

education

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

Effective College Teaching

GED 548-71 3 sem 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.

6 mtgs: Sat Aug 28, Sept 11, 18, 25, Oct 2, 9
9am - 4:30pm
CSUDH campus
\$390

The Community College

GED 549-71 2 sem 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.

4 mtgs: Sat Oct 23, Nov 6, 13, 20
9am - 4:30pm
CSUDH campus
\$260

College Teaching Internship

GED 594-71 3 sem 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.

15 weeks TBA at local Community College
\$390

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.

Certificate in Special Education Resource Specialist

Who Should Attend

The Special Education Resource Specialist plays many roles which are different from that of a self-contained, special class teacher. While the Special Teacher deals primarily with direct services to students, the Resource Specialist often deals indirectly with students by working with significant adults (mainstream teachers, parents, support services and community agencies) Consequently, there are skills and knowledge which Resource Specialists need that are not expected of Special Day Class teachers (law & regulations, coordination of services, consultation with teachers, parent education, staff development, current assessment and intervention methods and materials for students at risk or school failure.)

The Certificate

The CSUDH Resource Specialist Certificate program covers these unique functions of the California Resource Specialist in three courses. Field projects are included in each course to help candidates master the skills required. The program meets all the state requirements for the California Resource Specialist Certificate.

Admission Requirements

Possession of a clear California Special Education Specialist Credential or equivalent, three current professorial references from education supervisors and CSUDH Resource Specialist Certificate program application (from the Education Department).

Location

All classes held on CSUDH campus in Carson.

The Courses

Certification Requirements

Completion of GED 527, GED 528, GED 529 with satisfactory examination and field project evaluations and three years of K-12 classroom teaching experience including at least one semester in both regular and special education (student teaching included). For information, an application or further questions, contact the Graduate Education Department secretary, HFA C306 (310) 516-3524 or the Special Education Coordinator, HFA A319 (310) 516-3923.

education

Fall 1993

GED 527 -71 Program Planning for Resource Specialist (3)

Blackaller

6 mtgs: Sat Oct 30-Dec 11 (no class
Nov 27)

8:30am -4pm

CSUDH campus HFA A324

\$390

GED 529 Adv Services for Resource Specialist (3)

Skindrud

7 mtgs: Sat Sept 11- Oct 23

9am-4pm

CSUDH campus HFA A230

\$390

**Register using the
Special Sessions
Registration Form on
Page 56**

Speed Reading and Comprehension Training

For Adults and College Students

Noncredit

In this program you will learn to double your reading speed in academic and professional material, triple your reading speed in recreational reading, and eliminate wasteful and time-consuming re-reading. You will also learn a systematic approach to reading and studying difficult nonfiction. You will improve your ability to absorb and retain information, while learning to sustain concentration through hours of continuous reading.

Program participants receive a Course Review Kit and Lifetime Repeat Privileges at all sponsoring universities and municipal agencies.

For more detailed information, please call the

Institute for Reading Development at (310) 630-8884.

Staff

Section I

4 mtgs: Sat-Sun Oct 23-24, 30-31

9am-1pm

CSUDH campus SCC E145

\$198 (includes materials)

Section II

4 mtgs: sat-Sun Nov 6-7, 13-14

9am-1pm

CSUDH campus SCC E145

\$198 (includes materials)

SPSS Made Simple

Noncredit

Statistical Package for the Social Sciences for data analysis

This course is especially designed for social science students who wish to learn SPSS and data analysis without the pressure of grades, credits or deadlines! It is planned to appeal to those who are afraid of computer statistics who would like to have hands-on experience which will help them in their regular research and statistics courses.

Shahin Garrigan, PhD, UCLA, sociology, adjunct faculty, CSUDH and Chapman College, has ten years experience in research and statistics.

8 mtgs: Mon Oct 11- Nov 29

6-7pm CSUDH SBS F117

7-8pm CSUDH SBS A110

\$300

Resolving Math Anxiety

Noncredit

If you either think or say "I can't do math" then this course is for you! Together, we can resolve math anxiety. You can let go with negative false beliefs about your math abilities, discover a new approach to math and pursue more freely your academic and career goals. This method has worked for over ten years for people of any age and math knowledge, regardless of gender.

Maria-Grazia Ascenzi, PhD

Brandeis University, mathematics, has served as part-time teacher and math consultant for UCLA, University of San Diego and Mount St. Mary's College.

3 mtgs: Sat Oct 16, 23, 30

9-11am

FCC room 7

\$70 (Plus \$1 materials fee payable to instructor)

Hypnotherapy I and II

Noncredit

Increased psychotherapeutic skills and an expanded practice are among the benefits of becoming proficient in Ericksonian hypnotherapy.

The first section, "Getting Started," is primarily for practitioners with little or no background in hypnotherapy. Basic principles of hypnotherapy in general and the Ericksonian approach in particular, now to create a hypnotherapeutic state, and how to proceed with healing suggestions and metaphors, will be covered. In the second section, "Going Further," basic skills will be expanded. Learning to deepen the trance state, to use hypnotherapeutic language effectively, and to utilize special techniques such as age regression will be covered.

Both sections will address, in differing depth, areas where hypnotherapy is particularly effective, such as marital learning ability and sexuality. There will be generous amounts of demonstration and role playing.

Ruth Lampert, MA, MFCC, Family Kaleidoscope, SM Therapy and Training Center, Founder/Director. Faculty, CSU Northridge, Pepperdine University, Graduate School of Psychology & Education, Los Angeles, Antioch University.

2 mtgs: Sat Oct 2 & 16

9am - 4:30pm

RBCRC room 8 (Oct 2)

RBCRC room 7 (Oct 16)

\$65 for one session,

\$120 for both sessions

education

Bobrow Test Preparation

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

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

Fees paid for these test preparation courses do not include payment and registration for the actual exam. For information on registration for the exams, call the CSUDH Testing Office at (310) 516-3909.

All workshops cover the most recent areas. Students may repeat the class at no charge. GRE (Graduate Record Examination) Review
This class is geared to the latest format of the GRE with emphasis on quantitative ability--arithmetic, algebra, and geometry. Verbal analogies, antonyms, reading comprehension, sentence completion, analytical reasoning and logical reasoning will all be carefully examined and reviewed.

GRE Review for Dec 11 Exam

4 mtgs: Sat Nov 6, 13, 20, Dec 4 (no class Nov 27)
9am-1pm
CSUDH campus SBS D215
\$175

GMAT (Graduate Management Admission Test) Review

This course will cover the various areas of the GMAT:
Math Ability (problem solving)
Reading Comprehension
Sentence Correction
Data Sufficiency
Critical Reasoning
Review of basic arithmetic, algebra and geometry

GMAT Review for Oct 16

XGM 101-01
4 mtgs: Sat-Sun Sept 18, 26, Oct 2, 9
9am-3pm
CSUDH campus SBS D215
\$195

GMAT Review for Jan 15

XGM 101-02
4 mtgs: Sat-Sun Dec 18, 19, Jan 8, 9
9am-3pm
CSUDH campus SBS D215
\$195

CBEST (California Basic Educational Skills Test) Review

These workshops are designed to assist students and teachers in preparation for the CBEST. Each area of the exam--reading comprehension, essay writing, and mathematics will be carefully explained and analyzed. Special emphasis will be placed on a review of mathematics including: basic arithmetic, algebra, geometry, symbols and terminology, and graph reading.

CBEST Review for OCT 2 Exam

XCB 101-01
3 mtgs: Sat-Sun Sept 11, 18, 26
9am-3pm
CSUDH campus SBS E216
\$155

CBEST Review for Dec 11 Exam

XCB 101-02
3 mtgs: Sat Nov 13, 20 Dec 4 (no class Nov 27)
9am-3pm
CSUDH campus SBS E216
\$155

SAT (Scholastic Aptitude Test) Review

The SAT sessions are a series of prep sessions designed to give the potential college student an edge in doing his/her best on the college entrance exam. Emphasis will be placed on the mathematical ability section of the exam with verbal analogies, antonyms, sentence completion, and reading comprehension also analyzed. Students will be given a number of short-form tests, giving them practice in actual testing conditions.

SAT Review for Oct 9

XSA 101-01
3 mtgs: Sat-Sun Sept 18, 26, Oct 2
9am-12:30pm
RBCRC room 7
\$115

SAT Review for Nov 6

XSA 101-02
3 mtgs: Sat Oct 16, 23, 30
9am-12:30pm
RBCRC room 8
\$115

LSAT (Law School Admission Test) Review

This program is designed to assist students in preparing for the newly revised LSAT by familiarizing them with each subject area, giving important insights into the types of questions and offering timed testing practice. Areas covered include:
Analytical reasoning
Logical reasoning
Reading comprehension
The writing sample

LSAT Review for Dec 4

XLS 101-01
3 mtgs: Sun Nov 7, 14, 21
9am-4pm
CSUDH campus SBS D215
\$195

education

MSAT (Multiple Subject Assessment for Teachers) (formerly NTE)

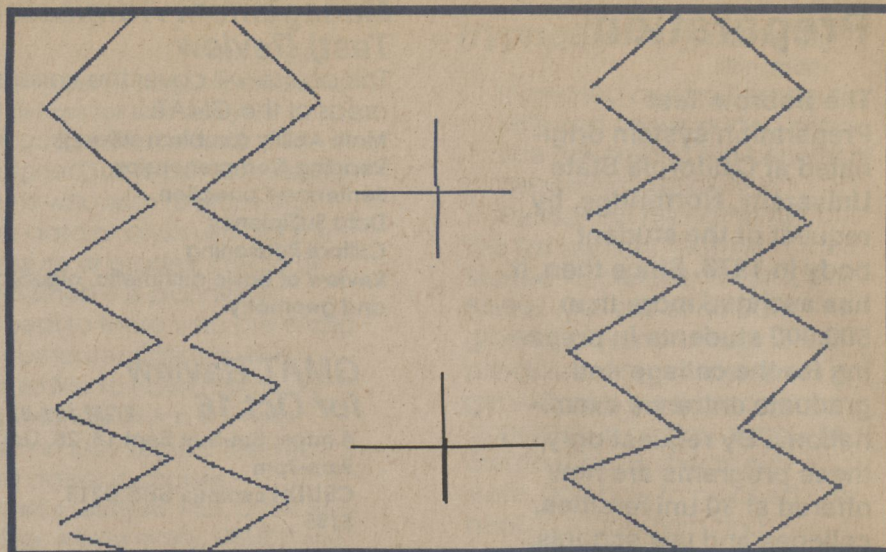
This program is designed to familiarize test-takers with the new Multi-Subjects exam question types and format. Strategies and techniques for multiple choice and constructed response questions will be emphasized. This program is designed to help students apply their knowledge of science, math, history/social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

education

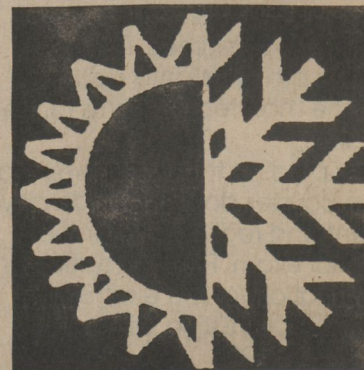
MSAT/NTE

(Multiple Subject Assessment for Teachers) Review for Oct 23 Exam

XMS 101-01
3 mtgs: Sun-Sat Oct 10, 16, 17
9am - 4pm
CSUDH campus SBS E216
\$185



**Winter Session
Dec 31, 1993
to
Jan 21, 1994**



*Up to 4 units credit in
three weeks!
Intensive courses with full
CSU credit offered on campus in Carson.*

*Please send me information on CSUDH Winter
Session:.*

Name _____

Address _____

City/St/Zip _____

**Mail to Winter Session, Extended Education, SCC
B141, 1000 East Victoria, Carson, CA 90747 or
call (310) 516-3741.**

environmental

Construction Safety	45
Federal and CalOSHA - understanding	45
Hazardous Waste Site Operations	46
Industrial Accident Investigation	45
Safety Issues- Ergonomics	46
Scaffold Safety	46
Trenching & Excavation Operations	46

These classes sponsored by the Long Beach Chapter of the American Society of Safety Engineers

Hazardous Waste Site Operations Emergency Response and 40-hour and 8-hour Updates

This Hazwoper course is designed to comply with 29CFR 1910, 120 and Cal/OSHA Hazardous Waste Operations requirements for Health and Safety Training. Topics include:

- Environmental Law overview
- Medical surveillance
- Hazard definitions
- Basic Toxicology
- Hazard communication
- Site safety planning
- Air monitoring
- Respiratory protection
- Personal protective clothing
- Decontamination

All participants will receive CFR/First Aid Certification.

Danny Gammage, Onyx Environmental Company.
40-hour Section I **3.6 CEUs**

4 mtgs: Sat-Sun Oct 9 & 10, 16 & 17
8:30am-6:30pm

CSUDH campus SAC 1108
\$425

40-Hour Section II

4 mtgs: Sat-Sun Nov 13 & 14, 20 & 21
8:30am-6:30pm

CSUDH campus SAC 1108
\$425

8-hour Annual Update **.8 CEUs**

1 mtg: Sat Oct 2

8:30am-5:30pm

CSUDH campus SAC 1108
\$125

8-hour Hazwoper for Supervisors **.8 CEUs**

1 mtg: Sat Nov 6

8:30am-5:30pm

CSUDH campus SAC 1108
\$125

Introduction to Construction Safety and Occupational Health

3 CEUs

Planning for protection of construction workers and the public, including protection of property and the environment, during construction and maintenance operations is the primary responsibility of construction consumers, construction managers, and general contractors. Students will learn how to develop and implement an effective Injury and Illness Prevention Program how to identify and evaluate risks, and to determine which Fed/Cal OSHA safety (health) standard is applicable to both the physical conditions and the adopted or proposed means, methods, or procedures for the operation or process.

Topics include:

- Overview of Fed/Cal OSHA Standards and Regulations
- How to Develop and Implement an Effective IIPP and Code of Safe Practices
- Other Laws Applicable to Construction and Facilities Maintenance Operations
- OSHA's Hazard Recognition Training Program
- Emergency Preparedness Planning
- Tort and Criminal Liability for Fed/Cal OSHA Violations and Accidents

James R. Hinson, PE (Safety), has taught Health and Safety classes at colleges and universities in the US and Canada, and has led many seminars for professional organizations including the ASSE and NSMS. He also has extensive experience as a Safety & Health trainer for private industry.

4 mtgs: Fri-Sat Nov 12, 13, 19, 20

8:30-5pm

FCC room 8

\$495

environmental

Industrial Accident Investigation

3.0 CEUs

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

John A. O'Toole, PhD, REA, is a Safety Engineer at the California Department of Industrial Relations, Div of Occupational Safety & Health.

10 mtgs: Mon Oct 4 - Dec 13

6-9pm

RBCRC room 8

\$250 (plus \$55 materials fee payable to instructor)

Understanding Federal and California OSHA Programs

1.5 CEUs

For all who need to know how to respond to Fed/Cal OSHA compliance orders will find this seminar invaluable. Dealing with compliance officers, walk-through inspections, citations and proposed civil penalties, accident and criminal investigations, safety permits in California, standards development, serious and willful misconduct issues related to Workers' Compensation and contractors' license suspension and concealed dangers at your worksite will be among the issues addressed. Other topics include:

- Federal and California OSHA Programs
- Fed/Cal OSHA Standards and Regulations
- Standards development, Interpretation and Variance Process
- Elements of an Effective IIPP and Code of Safe Practices
- Duties and Responsibilities for Safety and Fed Cal OSHA Compliance
- Fed/Cal OSHA Citations and Fines -- Your Appeal Rights and Responsibilities
- Impact of Accidents -- Fed/Cal OSHA, Workers' Comp, Tort and Criminal Liabilities

James R. Hinson
2 mtgs: Fri-Sat Dec 3 & 4
8:30-5pm
FCC room 8
\$275

Trenching and Excavation Operations -- Planning, Implementing & Monitoring for Safety

3 CEUs

Planning for protection of people, property, and the environment during trenching and excavations operations requires a thorough knowledge of safety procedures, Fed/Cal OSHA requirements as well as the new Labor Code and Civil Courts mandates for trenching and excavations. Company owners, managers and supervisors; construction managers and owners of the improvements or emergency repairs who attend this course will learn how to pre-plan the work, develop and implement effective safety procedures and monitor the work. Topics include:

- Overview of Federal/Cal OSHA Trenching and Excavation Standards
- Updating Your IIPP and Code of Safe Practices
- Other Laws Applicable to Subsurface Installations
- Traffic Control through Construction Zones
- Hands-On Soil Analysis and Classification

James R. Hinson, PE.
4 mtgs: Fri-Sat Sept 10 & 11, 18 & 19
8:30am-5pm
FCC room 8
\$495

environmental

Scaffold Safety -- Planning, Erection, Use, Maintenance and Removal

3 CEUs

Scaffold safety begins with planning, not when the contractor shows up with a truck load of scaffolding and a crew of workers. Plans for the loads to be imposed, secondary purposes, building and structure; site conditions, anticipated environmental and working conditions--all enter into the project, a vital component in construction.

Topics include:

- Over view of Federal/Cal OSHA Scaffold Standards
- Updating Your IIPP and Code of Safe Practices
- Hazard Recognition and Control
- Understanding the Risks
- Scaffold Planning Guidelines
- Selection, Erection, Maintenance, Use & Removal
- Emergency Response--Planning for the Foreseeable

James R. Hinson, PE.
4 mtgs: Fri-Sat Oct 15 & 16, 22 & 23
8:30am-5pm
FCC room 8
\$495

Safety Issues: Man vs. Machines-- Human Factors and Ergonomics

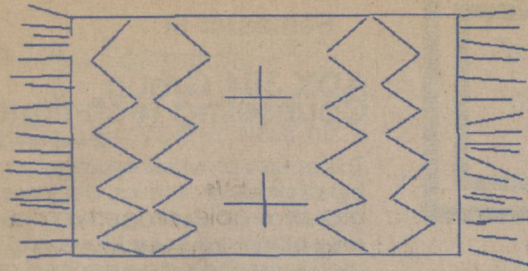
EER 101-01

Noncredit

Ergonomics is a discipline concerned with the anatomical and physiological relationship of man to machine. Human Factors looks at psychological and behavioral aspects of the relationship as they coexist in the work environment. Those vitally concerned with the elimination of cumulative trauma and musculoskeletal disease in the workplace will find this class very important as they learn to improve the efficiency of the Person-Machine system and create a safer environment for their industry..

Charles A. Cacha, PhD, Safety/Ergonomics, CSP, ARM, is owner of a consulting firm to the field of Ergonomics and has taught course at CSULA and USC as well as for the Air Force and private industry.

1 mtg: Sat Oct 9
8am - 5pm
FCC room 8
\$50 (plus \$10 materials fee payable to instructor)



health sciences & psychology

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Growing, Balancing and Succeeding as Women: A Day of Nurturance

Credit

This one-day workshop for women is designed to explore how we give away our success and sabotage our growth. Participants will learn the roadblocks and barriers that we use to protect us from change. Topics include understanding how feelings of inadequacy are linked to self-esteem, how to build up and protect our self-concept as well as the importance of self-worth in releasing old patterns of behavior. You will learn how we defeat ourselves with fear and liberate ourselves by taking personal responsibility. Explore how we allow emotional dependence/codependence to define and limit us. Discover how to take care of yourself in healthy ways. Activities include lecture, written exercises, group process and discussion. Please bring a sack lunch and wear comfortable clothes.

Cynthia Campbell, MA, MFCC, in private practice has worked in clinics in Southern California.

1 mtg: Sat Oct 23

10am - 4pm

RBCRC room 7

\$45 (plus \$5 materials fee payable to instructor)

Parenting - How to Do It Best

Noncredit

Are you the best parent you can be? In this workshop you will explore parenting problems and learn effective alternatives.

Topics may include:

- Loving your child and finding better ways to demonstrate it
- Improving communication and bonding
- Supporting your child emotionally
- Establishing boundaries, exploring conflicts, and discovering possible solutions
- Nurturing self-esteem

Ron Feuer, MFCC, instructor, is a licensed psychotherapist in private practice who has given many seminars and workshops on family relationships.

3 mtgs: Tue Sept 21-Oct 5

7:30-9:45pm

RBCRC room 7

\$45

Identifying and Dealing with Abusive People

.8 CEUs

This is a practical approach to the issues of abuse in our lives. It assumes that there is an identifiable model of an "abuse addict" who has clear cut characteristics and behaviors. This course will make a chart of the abusive people in the lives of the participants. Techniques for self-protection will be covered.

Laura Russell, PhD., MFCC, in private practice, is associated with Gentle Support Counseling Services.

1 mtg: Sat Oct 16

9am - 5pm

CSUDH campus SAC 1110

\$65

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psychology

Certificate in Alcohol and Drug Counseling

Who Should Attend

Applicants should have completed at least 2 years of college or have at least 2 years of work experience in a health or human service agency. If applicant is a recovering substance abuser, two years of continuous sobriety is required. Prospective students must complete an application form and supply transcripts and letters of recommendation. Applicants will be admitted initially on a conditional basis and are required to pass the introductory class ADX301 with a "C+" or better.

The Certificate

The Certificate Program in Alcohol/Drug Counseling consists of nine courses designed to prepare individuals to enter the field at a professional level. All courses provide Continuing Education Units (CEUs) for registered nurses and teachers. Courses may be taken on an individual basis without formal entrance into the certificate program with permission from the program coordinator. Students may begin the program in the Fall or Spring Semester. Upon satisfactory completion of

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psychology

all nine courses, in the sequence outlined below, with a 2.5 grade point average, the student will receive a certification of recognition of educational achievement and professional status. The Certificate is widely recognized by alcoholism treatment centers.

Location

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

The Cost

The fee is \$112 per unit; a three unit course is \$336. Tuition fees must be paid upon admission into program.

The Courses

Students must successfully complete all nine courses in the program in the sequence outlined below. No course waivers or substitutions are allowed. All courses are degree applicable.

Semester I

ADX 300 Introduction to Alcoholism 3 ext units

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

ADX 301 Introduction to Counseling Techniques 3 ext units

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

Semester II

ADX 302 Counseling for the Individual 3 ext units

This course develops an understanding of the psychological factors in alcoholism and drug abuse and their implications for treatment. Counseling techniques are examined & practiced including assessment, perception and communication skills required for various stages of treatment, prognosis & termination.

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

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

Semester III

ADX 304 Group Counseling Techniques 2 ext units

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

AD X305 Introductory Practicum 2 ext units credit

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

Semester IV

ADX 306 Family Dynamics 3 ext units

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

ADX 307 Advanced Practicum 2 ext units

This course demonstrates how to link clients with community resources. The student learns charting techniques, becomes aware of the needs of special populations and develops a further understanding of the counselor-client relationship, including confidentiality and legal aspects. The student learns about the 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

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 are explored. The history of the interrelationship of alcohol and food as substances sometimes abused is explored. Provides an overview of techniques for counseling individuals with eating problems.

Fall 1993 Schedule

ADX 300 Introduction to Alcoholism

3 ext units

Mary Cook, MA Psychology. Clinical Supervisor for Diversion Substance Abuse program since 1976. Instructor for CSUDH since 1978.

15 mtgs: Mon Aug 25 - Dec 6
(no class Sept 6)
6:30-9:30pm
CSUDH campus SAC 1102
\$336

ADX 301 Introduction to Counseling Techniques

3 ext units

Jeanne Hendricks, PhD, MFCC, is a licensed Psychologist in private practice in Manhattan Beach specializing in addictions and co-dependency.

15 mtgs: Wed Aug 25-Dec 8
6:30-9:30pm
CSUDH campus SAC 1102
\$336

ADX 304 Group Counseling Techniques

3 ext units

Mary Cook, MA
15 mtgs: Wed Aug 25 -Dec 8
6:30-9:30pm
CSUDH campus SAC 1106
\$336

ADX 305 Introductory Practicum

2 ext units

Nancy Sanders, MA, MFCC is the Academic Coordinator for the CSUDH Alcohol/Drug Counseling Program and is also an instructor in the program. Ms. Sanders has been teaching and working in the field of chemical dependency since 1978. Ms. Sanders is a licensed Marriage and Family Therapist with a private practice in the South Bay area.

15 mtgs: Tue Aug 24 - Dec 7
6:30-9:30pm
CSUDH campus SAC 1106
\$224

ADX 306 Family Dynamics

3 ext units

Mary Cook, MA
15 mtgs: Thu Aug 26-Dec 9
(No class Nov 25)
6:30-9:30pm
CSUDH campus SAC 1108
\$336

ADX 307 Advanced Practicum

2 ext units

Staff

15 mtgs: Tue Aug 24-Dec 7
(No class Nov 23)
6:30-9:30pm
CSUDH campus SAC 1108
\$224

ADX 308 Treatment of Eating Disorders

3 ext units

Robbin Grossman, MA, MFCC intern, is former Program Director of the Rader Institute of Eating Disorders Unit at South Bay Hospital. She is a specialist in the identification and treatment of eating disorders.

15 mtgs: Mon Aug 23- Dec 6
(No class Sept 6)
CSUDH campus SAC 1108
\$336

These courses can be taken without joining the Certificate Program in Alcohol and Drug Counseling: ADX 300, ADX 303 and ADX 308

For more information, call the Extended Education Office at (310) 516-3741, or to obtain a class schedule or application.

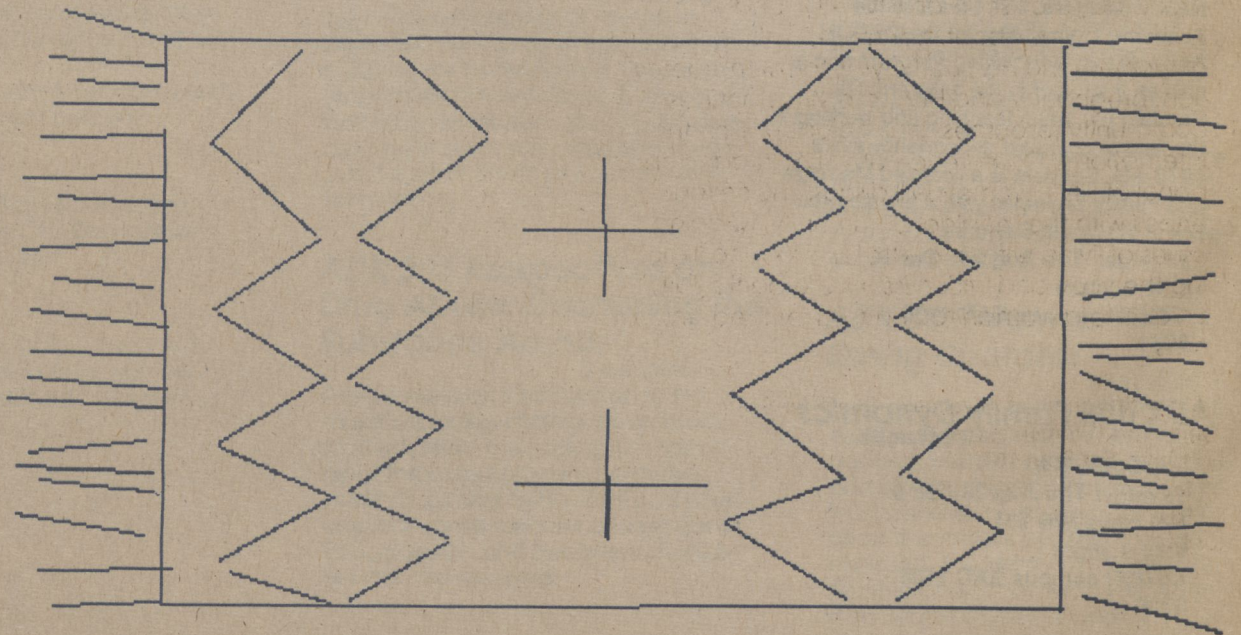
health
sciences &
psychology

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 American Board for Certification in Orthotics-Prosthetics, 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 in 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.

health
sciences &
psychology



Treatment of Eating Disorders

3 ext units

This course is an introduction to the treatment of anorexia nervosa, bulimia, compulsive eating, obesity and atypical eat disorders. The focus of the course is on clinical categories, psychological assessment and the practical aspects of helping persons troubled by eating disorders through a multi-disciplinary approach. Biological, psychoanalytic, behavioral, psychosocial and other theoretical perspectives are explored. Patterns of chronic dieting are also investigated, as well as the societal emphasis on thinness.

Robbin Grossman, MA, MFCC Intern, is former Program Director for the Rader Institute of Eating Disorders Unit at South Bay Hospital. She is a specialist in the treatment of eating disorders.

15 mtgs: Mon Aug 23 - Dec 6 (no class Sept 6)
6:30-9:30pm
CSUDH campus SAC 1108
\$336

Pain Management: Establishing a positive relationship with pain

Noncredit

Do you ever hurt? Learn to deal with pain--listening to it, moving through it vs. blocking its release. Physical and emotional pains can be eased through the Mezieres Method. Back& neck pains have been helped by this process.

Ron Feuer, MFCC, instructor, has practiced the Mezieres Method for over 18 years.

2 mtgs: Tue Oct 19, 26
7-9:30pm
RBCRC room 7
\$45

HIV, AIDS and Women: Where are We as Women in This Epidemic?

Noncredit

A one-day workshop on HIV, AIDS and women to learn the facts about: transmission, rising statistics of women and HIV, early symptoms and detection, pregnancy and HIV, safe sex practices, community resources, and an update on the International Conference on AIDS. In addition, a panel of HIV+ women will discuss their experiences with the medical community, ongoing issues of living with HIV, what has helped in fighting the virus, and which issues are particularly unique to a woman facing this life-threatening illness.

Alima Sherman, of Advanced Council for Search Alliance and WAR (Women at Risk).

1 mtg: Sat Sept 18
8:30am-5pm
RBCRC room 8
\$45

Surviving the Threat (or Reality) of Job Loss

Noncredit

As the threat of job loss is present, learn how to cope and keep functioning under this pressure. Discover ways to look at unemployment as an opportunity to explore your life according to your values, wants and needs. Build skills to maximize personal resources. Explore emotions and maladaptive behaviors that keep you feeling victimized and how to overcome them.

Cynthia Campbell, MA, MFCC, in private practice has worked in clinics in Southern California.

1 mtg: Sat Oct 9
10am-1pm
RBCRC room 8
\$45

Ozzie and Harriet Meet Thelma and Louise: Sexual Harassment and What To Do About It

Noncredit

Designed for men and women, this course challenges our assumptions about sexual harassment. Learn the myths surrounding this vexing subject. Open your eyes to the range of behaviors which some women find offensive. Learn how to handle offensive people in an assertive and effective manner. Learn to allow for harmless mistakes.

Adele Borman, MA, MFCC Intern, is president of Adele Borman Seminars and is in private practice.

1 mtg: Sat Oct 9
9am-4pm
RBCRC room 7
\$55

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travel, fitness & fun

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Canoe Trip - Black Canyon	53
Chi Kong	52
Costa Rica Rainforest Adventure	54
Fitness for the 90's	53
Ground School - Flying	52
Travel Study	54

Chi Kong: Nurturing You and Your Body

Noncredit

Focus on breathing and movement integrated with balance and relaxation using the ancient Chinese exercise system which relaxes the mind as well as the body, quiets the nervous system, aids circulation, improves flexibility, breathing and balance, develops concentration and memory and heightens energy. Participants will learn to slow down and listen to their bodies. To fully absorb the power of each exercise, slowing down is as important as the movement itself. When Chi Kong is fully learned, the entire sequence takes between 15 and 60 minutes to do and varies depending on an individual's level of ability and commitment. The goal of the class is to develop an efficient mind and body relationship, and Chi Kong nurtures this process without strain or stress.

Ron Feuer, MA, MFCC, is a licensed psychotherapist and expert on breathing therapy.

5 mtgs: Tue Sept 7-28, Oct 5
6:30-7:30pm
RBCRC room 8
\$45

travel, fitness
and fun

Breathing Therapy: How to Relax

PTH 102-01

Noncredit

Improve your breathing and deal with stress--in 3 sessions, you will learn breathing awareness, proper breathing guidelines, relaxation techniques, motion integrated with breath, and how to apply the process within a daily stressful situation and finding and nurturing the positiveness in yourself.

Ron Feuer

2 mtgs: Tue Sept 7, 14
7:30-9:30pm
FCC room 8
\$45

Flying

So You Want to Become a Pilot

Noncredit

How do I become a pilot? Where do I begin? These and other questions will be answered in this one-day seminar covering the steps to becoming a private pilot: FAA, medical, age requirements, required written and flight tests, flight training and ground school. Job opportunities and publications will also be included.

Beth Ennis, CFI, is a flight instructor at South Bay Aviation

1 mtg: Thu Sept 30

7-9:30pm

FCC room 8

\$35

Private Pilot Ground School

Noncredit

Everything you need to know to become a private pilot will be covered in this class: aerodynamics, aircraft systems and performance, weather, airspace, aeronautical charts, weight and balance, navigation, Federal Aviation Regulations, and flight physiology, plus preparation for the FAA Private Pilot written exam.

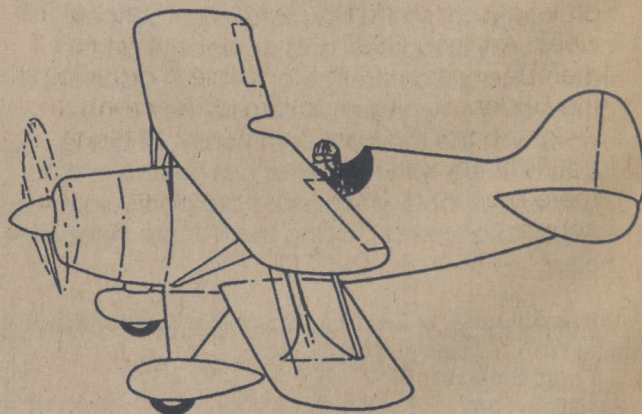
Beth Ennis, CFI, instructor

9 mtgs: Wed Oct 6 - Dec 8

6:30-9:30pm

FCC room 8

\$90 (plus \$55 materials fee payable to instructor)



Canoeing Black Canyon

Explore an 11-mile section of the Colorado River between Hoover Dam (Lake Mead) and Willow Beach, including hot springs, clear river waters, a sauna cave (which goes 200 feet into the canyon wall), bighorn sheep (maybe), and high canyon walls. Instruction provided in paddling strokes, maneuvering techniques, canoe loading and weight distribution, canoe camping, and safety procedures. Prerequisites: participants should be in good physical condition, and have basic swimming skills. Participants furnish their own food, camping equipment, and transportation. Course fee includes canoe rental, paddles, lifejackets, canoe transportation and shuttle fee. There will be no orientation meeting; information sheets will be sent to participants upon receipt of registration fees.

Preregistration required by Sept 2.

Chuck Reynolds has taught canoeing, wilderness survival, rescue skills, back-packing, scuba and skin diving for 16 years.

Section I

Noncredit

2 days: Sat & Sun Nov 6 & 7

\$60 plus \$45 materials fee, payable to the instructor for canoe rental, canoe transportation and shuttle fee.

Section II

Noncredit

2 days: Thu & Fri Nov 11 & 12

\$60 plus \$45 materials fee payable to the instructor for canoe rental, canoe transportation and shuttle fee.

Fitness for the 90's

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

Noncredit

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

\$120

Limited Membership

Noncredit

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

\$40

Learning Adventure in Costa Rica!

Rich in ecological diversity, Costa Rica has more than 850 species of birds, 1,100 kinds of orchids and many rare and exotic animals within its national parks, comprising 12% of the entire country!. Join this adventure as a researcher through the study of rainforest environments, adaptations and conservation issues. Participants also acquire Spanish language survival skills and an understanding of Costa Rica's rich culture.

Debra Ostergren, Founder/Director, The Nature Institute, is a speaker on natural and cultural history and an experienced world traveler.

Date: Spring Break, 1994

Cost: \$1595 (includes course, accommodations, meals, ground transportation within Costa Rica. Airfare NOT included. Group rates available from Los Angeles.)

Registration deadline: March 18, 1994.



travel, fitness
and fun

FALL 1993 - WINTER/SPRING 1994 TRAVEL/STUDY PROGRAMS

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

Unique features of these travel/study programs include:

- College faculty escorts and in-country specialists who share their insights about the contemporary, natural and historical aspects of the destinations visited.
- National and local guides chosen for their knowledge, efficiency, enthusiasm, and fluency in English.
- Comfortably paced itineraries 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.

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

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



Sept. 16 - 30
April 14 - 28
IRELAND



Oct. 11 - 27,
January 3 - 19
KENYA



October 5 - 21
Apr. 26 - May 12
CHINA



January 7 - 16
March 4 - 14
BELIZE



January 7 - 20
March 18 - 31
COSTA RICA



January 6 - 23
NEPAL & THAILAND




Sept. 2 - 15
ENGLAND




March 7 - 21
**PATAGONIA/
CHILE**




January 4 - 15
HAWAII




October 16 - 30
January 8 - 22, March 12 - 26
MOROCCO



October 3 - 15
January 2 - 14, March 13 - 25
EGYPT



October 19 - November 3
January 4 - 19, April 5 - 20
INDONESIA



October 2 - 15
January 8 - 21, March 12 - 25
GALAPAGOS ISLANDS

travel, fitness
and fun

Special Sessions

Residence Credit through Special Sessions

The following courses are offered for residence credit through Extended Education. Special Sessions courses are available both to matriculated students and to members of the community. The courses below are representative of those to be available during the year. Call the Office of Extended Education (310) 516-3746 for the latest information on additional classes. Use the Special Session Registration Form on the following page to register for these classes only. Course descriptions can be found under the appropriate subject heading:

BEH 522-71
Negotiation Tactics

GED 529-71 Resource Specialist III
Advanced

GED 527-71 Resource Specialist I
Program Planning

GED 548-71
Effective College Teaching

GED 549-71
The Community College

GED 594-71
Internship in Community College Teaching

*HEA 495-71
Workers Compensation

*PLG 301-71
Legal Research, Writing & Analysis

QAS 510-71
Advanced Probability/Statistics

QAS 511-71
Quality Project Management & TQM

QAS 512 -71
Reliability

QAS 514-71
Advanced Experimental Design

QAS 518
Quality Administration & Productivity

QAS 520
Quality Cost and Supplier Evaluation

QAS 530
Statistics Q.C. for Service Professional

QAS 595
Special Topic

QAS 599
Project

QAS 600
Project Continuation

TED 423-71
Supervisory Field Experience
in Adult Education

TED 424-71
Counseling for Adult Education

special
sessions

Special Sessions Registration Form

Social Security No: _____ **Birth Date:** _____
Month/Day/Year

Name: _____
Last, First, M.I.

Address: _____
Street City State Zip

Telephone: _____
 Day Time New address? yes no male female Evening
 Enrolled at CSUDH previously? yes no
 Date last enrolled: _____

SCHEDULE #	DEPARTMENT	COURSE	SECTION	UNITS	COURSE FEE	INSTRUCTOR/DEPT CONSENT

Course Fee \$ _____
 Late Fee \$ _____
TOTAL FEE PAID \$ _____

Check/Money Order, Made Payable to CSUDH I AUTHORIZE THE USE OF MY: VISA MASTERCARD

ACCOUNT NUMBER _____ EXP. DATE _____

REFUND POLICY (Please 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 \$5 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. Stop payments on checks are 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 credit card number if entered above.

Signature: _____ Date: _____

special sessions



MAIL TO OR STOP BY:
 CSU Dominguez Hills,
 EXTENDED
 EDUCATION, SCC
 B141, 1000 E. Victoria
 Street, Carson, CA
 90747.



FAX TO:
 EXTENDED
 EDUCATION
 (213)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 Extension, or a credit card authorization to

CSUDH Extension
1000 E. Victoria St.
Carson, CA 90747-0005



BY PHONE:

You may register by phone with your VISA or MasterCard by calling (310) 516-3741, Monday

through Thursday 8am - 6pm and
Friday 8am - 5pm.



BY FAX:

You may register by Fax with your VISA or MasterCard by completing the registration form and FAXing it to

(310) 516-3971.



IN PERSON: Come to the Extended Education office to register for a class in person. The office is located in the Small

College Complex area on the CSUDH campus, B141 (next to the Cashier). You may pay by check or money order, or use your VISA or MasterCard. Cash payments will be accepted for the exact amount only.

Confirmation/Receipts

You are considered officially enrolled when your registration fees are paid in full and your registration form has been received. You should receive a confirmation letter within two weeks after we have received your registration and fees. This letter is your receipt for fees paid. Please read the letter carefully because any changes in the course meeting time or

place will be indicated in the letter. Changes which occur after the cards are mailed will be posted on the door of the scheduled classroom.

If you do not receive a confirmation letter, REPORT TO THE FIRST CLASS MEETING. The instructor will have a roster and, if your registration is complete, your name will be on the roster. If it is not on the roster, contact the Extension office at your earliest convenience.

Fees

The fees for each course are listed in this Bulletin. 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.

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

Refunds are not automatic; you must file appropriate forms in the Extension Office in order to receive a refund. Refunds take a minimum of six to eight weeks for processing.

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 non-credit class, or a class offering Continuing Education or Professional Units, you must notify the Division of Extended Education between the hours of 8am and 6pm 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 have paid in advance for a series of workshops and need to withdraw before the first class meeting, follow the refund instructions above. If you need to withdraw on or after the day of the first class meeting, notify the Extension office immediately. You will be refunded the balance of the series fee for the classes minus the fee(s) for the class(es) attended. For example, if you register for a series of three workshops that cost \$35 each and pay a special rate of \$90, and request a refund after the first class meeting, you will receive a refund of \$55.

Refunds are granted in accordance with the State refund schedule.

- ¥ If an Extension course is cancelled, the entire course fee will be refunded
- ¥ If you withdraw 2 working days 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 percent of the course has elapsed, 65 percent of the total fee will be refunded
- ¥ After 25 percent of the course time has elapsed, no refund will be made
- ¥ Courses of four meetings duration or less, no refund

Do not put a stop payment on a check to withdraw from a course. This results in a financial obligation to the University for the course fee, plus an additional \$10 charge.

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.

Extension Courses

Academic credit is awarded for successful completion of formally recognized institutional X100-X599 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. Course numbering is X100-X499 for undergraduate and X500-X599 for graduate courses.

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 course numbering system, see the university catalog.

registration information

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 and professional credit.

Noncredit

Many of the short courses, workshops and seminars in this bulletin are non-credit. These are designed to respond to the various educational interests and needs of those living and working in the University's service area. Course numbering identification 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

SA=SAT

Continuing Education Units (CEUs)

Some extension workshops and courses award Continuing Education Units (CEUs). The CEU is a nationally recognized relicensure, promotion or career advancement. One CEU equals ten hours of participation in lecture. CEUs are not degree-applicable. A cumulative permanent transcript of all CEU study undertaken is provided to Extension students upon written request. Course numbering is 900-999.

Extension Grading Procedures

Unless a course is offered for a grade of credit/no credit 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.

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 Extension 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) 516-3737 or the Vice President of Student Affairs at (310) 516-3784.

Standards

Degree credit courses in Extension 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 Extension 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.

registration
information

Resources for Students

Library Services

Student identification cards -- available at the Extension Office--will entitle those enrolled in credit courses to full use of the CSUDH Library.

Loker Student Union

Hours are 8am to 5pm daily. Breakfast is served from 8am - 10:30am. Other food areas open at 10am. Food programs include Taco Bell, Round Table Pizza, Togo s, Carl s Jr., Mrs. Cleaver s Grill, a variety of catering services as well as Espresso Yourself, which features freshly ground coffees and pastries. Round Table Pizza has satellite viewing on three televisions for students, faculty and staff. There is no food service on Saturdays and 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) 516-3814.

Parking

Redondo Beach Community Resource Center: Ample free parking
Franklin Community Center: Free parking in lot and on Fisk and Inglewood Avenues.
CSUDH campus: 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 or quarters for the machines).

Textbooks

Unless otherwise noted, textbooks may be purchased at the University Bookstore. Registration fees do not include textbooks unless noted.

Open University

Extension 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 resident extension credit that may be used toward a degree at our campus or most other colleges or universities. Course fees are \$112 per semester unit (\$336 for a three-unit class).

Fall semester classes begin August 28. To register for Open University classes, follow the instructions below:

1. Pick up an Open University registration form from the Division of Extended Education (located on the CSUDH campus, Building 2, room B141 in the Small College Complex).
2. Complete the student information on the registration form, including the course information.
3. If you have been assigned a CSUDH student identification number, please be sure to indicate it on the form.
4. Take the Open University registration form to the first session of each course and ask the instructor to sign the form, permitting you to enroll. All enrollments through Open University are on a space-available basis. Remember, all prerequisites for a course must be completed before you will be permitted to enroll.
5. Bring the signed and completed registration form to the Extension office and pay the required fees. Payment may be by check, money order or VISA/MasterCard draft, payable to CSUDH in the exact amount required. Registration will not be complete until all payments have cleared the bank. You must complete registration by September 17. For a complete schedule of classes, please call (310) 516-3741.

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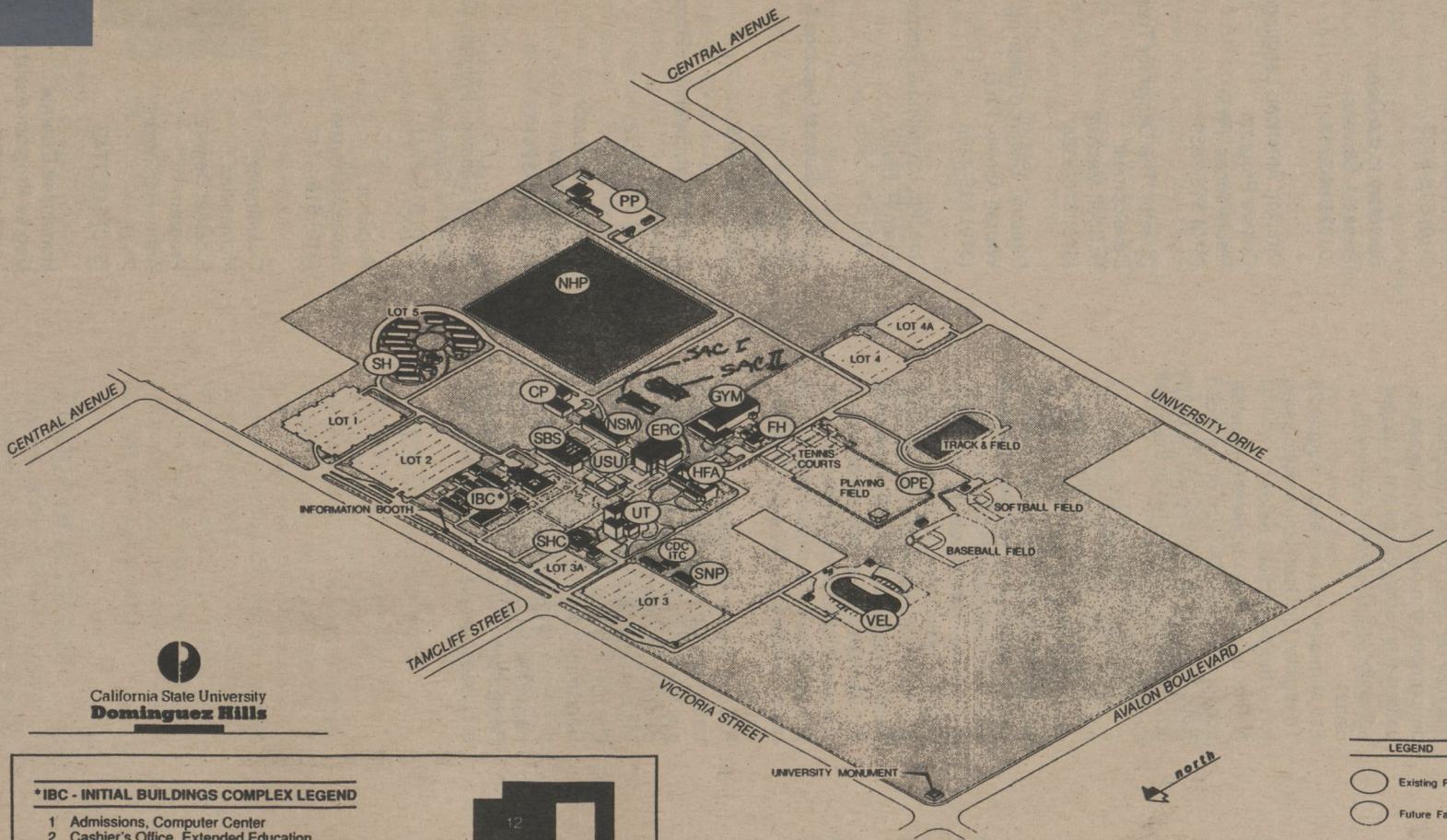
Registrar
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(310) 516-3741

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External Degree
Program
Arthur Harshman,
Ph.D.
(310) 516-3743

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Degree Program Assistant
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(310) 516-3743

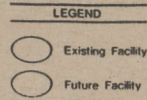
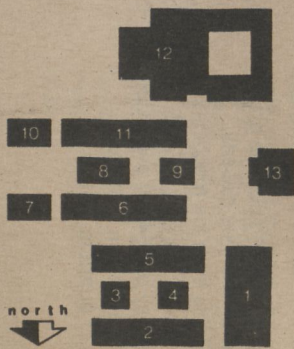
registration
information

California State University, Dominguez Hills Carson Campus
 1000 East Victoria, Carson 90747 (310) 516-3300 (Campus Information)
 (310) 516-3741 - Extended Education



***IBC - INITIAL BUILDINGS COMPLEX LEGEND**

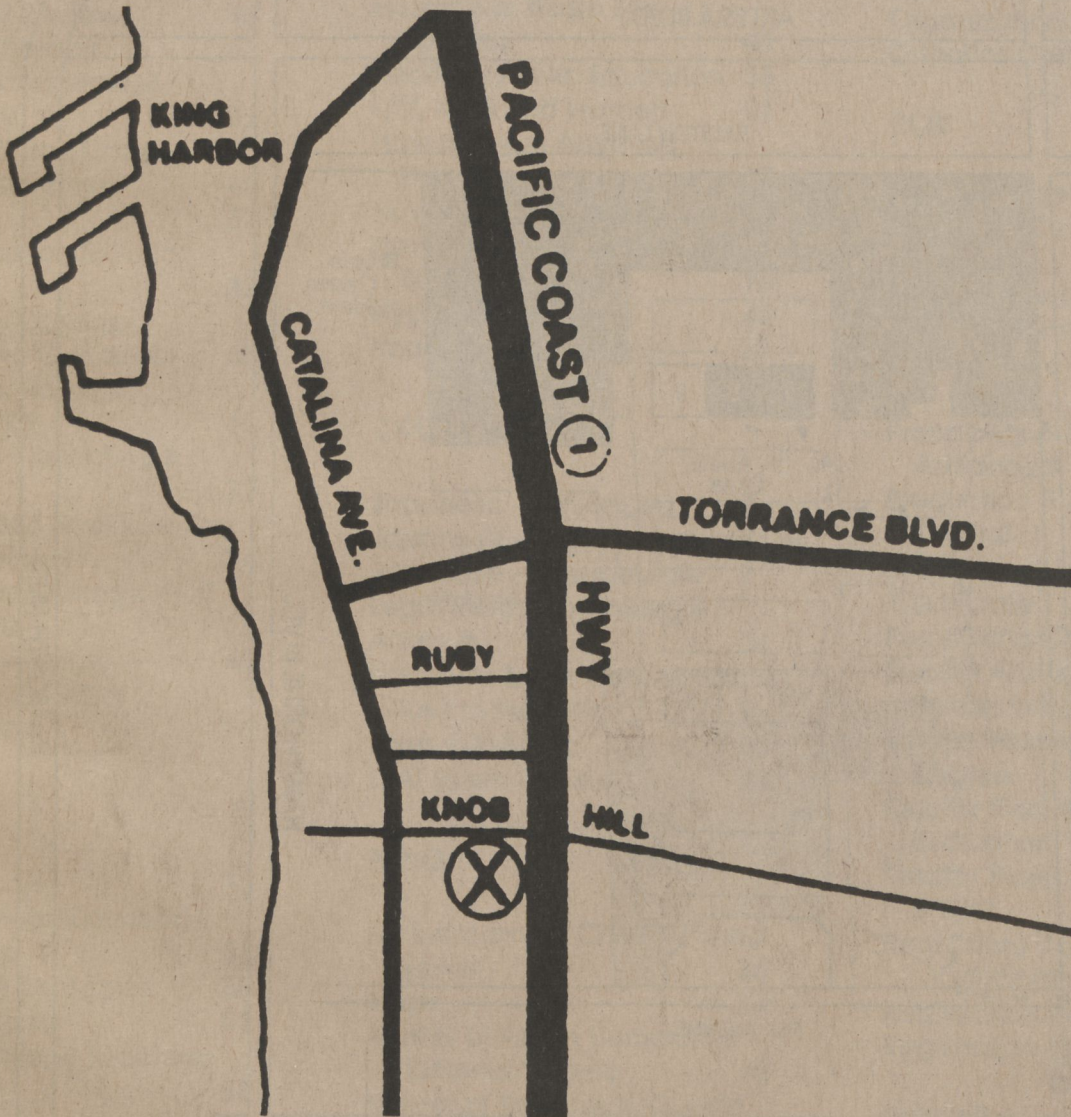
- 1 Admissions, Computer Center
- 2 Cashier's Office, Extended Education, Information Center, Public Safety, Relations with Schools
- 3 Advising Center
- 4 Educational Opportunity Program
- 5 Financial Aid, Student Affirmative Action, Student Development, Testing
- 6 Classrooms, Student Computer Lab
- 7 Classrooms, International Students
- 8 Classrooms
- 9 Classrooms
- 10 University Center
- 11 Bookstore
- 12 The Commons: Cafeteria, Serenity Center, Reproduction Services, Student Activities, Student Programs, Student Union, Women's Center
- 13 Registrar: Records and Registration



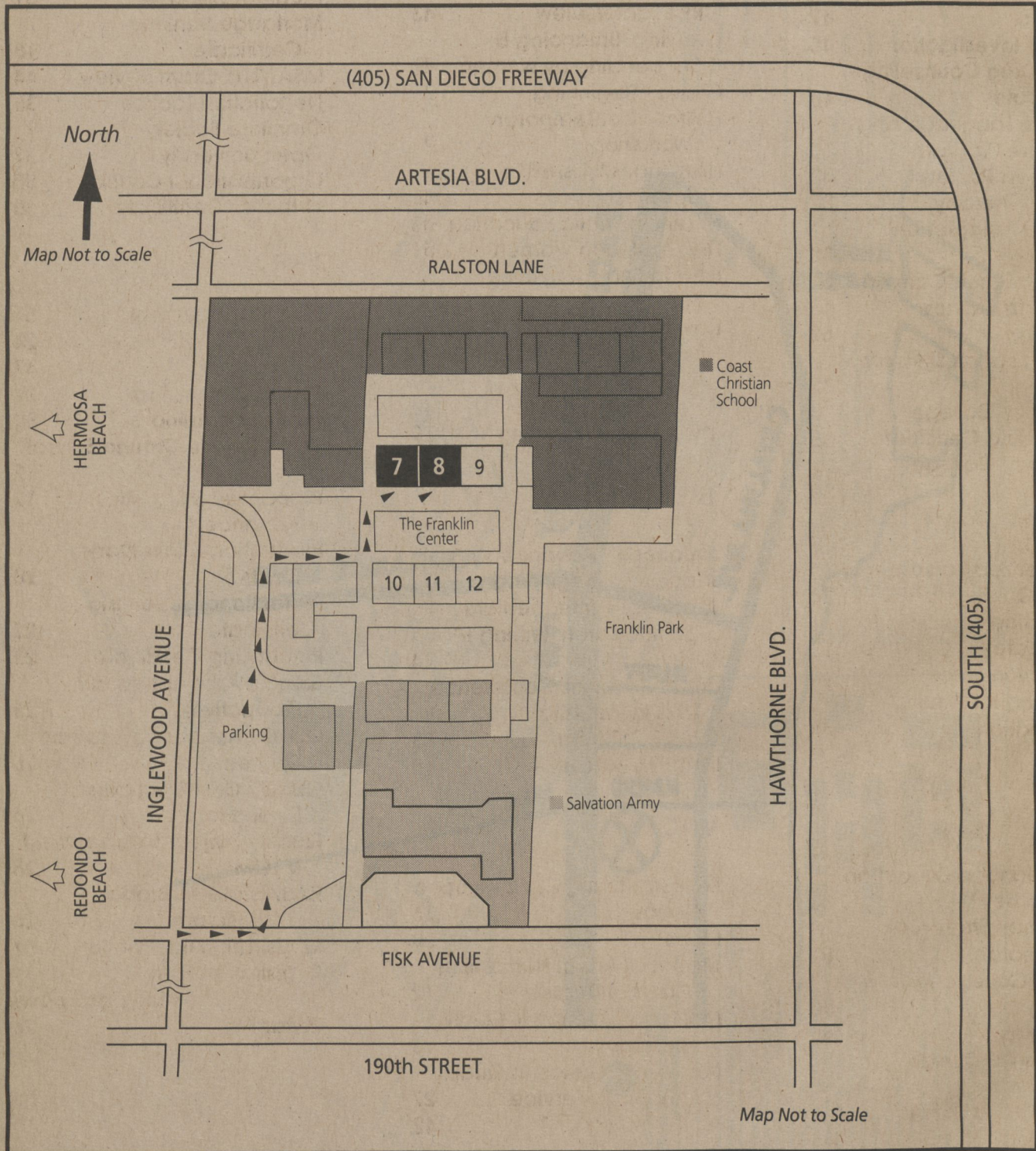
UNIVERSITY GENERAL LEGEND

- | | |
|--|--|
| CDC - CHILD DEVELOPMENT CENTER | PP - PHYSICAL PLANT
Warehouse and Receiving |
| CP - CENTRAL UTILITY PLANT | SBS - SOCIAL AND BEHAVIORAL SCIENCES
School of Management
School of Social and Behavioral Sciences
Shinwa Japanese Garden |
| ERC - CAIN EDUCATIONAL RESOURCES CENTER
Central Administration Offices, Instructional Media,
Learning Assistance Center, Library, TV Studios | SH - STUDENT HOUSING (Pueblo Dominguez) |
| FH - FIELD HOUSE | SHC - STUDENT HEALTH CENTER
Disabled Students Center, Health Programs and
Psychological Counseling, Veterans Affairs |
| GYM - GYMNASIUM | SNP - STATEWIDE NURSING PROGRAM (Temporary) |
| HFA - HUMANITIES AND FINE ARTS
School of Humanities and Fine Arts
Center for Quality Education | USU - DONALD P. AND KATHERINE B. LOKER
UNIVERSITY STUDENT UNION (Future) |
| IBC - INITIAL BUILDINGS COMPLEX (See legend at left) | UT - UNIVERSITY THEATRE |
| ITC - INFANT TODDLER CENTER | VEL - 7-ELEVEN OLYMPIC VELODROME |
| NHP - NATURAL HISTORY PRESERVE | |
| NSM - NATURAL SCIENCES AND MATHEMATICS
School of Science, Mathematics and Technology | |
| OPE - OUTDOOR PHYSICAL EDUCATION | |

**The Redondo Beach Community Resource Center
320 Knob Hills Avenue At Pacific Coast Highway, Redondo Beach**



The Franklin Community Center
850 Inglewood Avenue, Redondo Beach



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