

California State University

Dominguez Hills

extended education

fall 96



lect

a degree

or certificate
program

- ✕ Internet
- ✕ MBA
- ✕ Purchasing
- ✕ Quality Assurance
- ✕ Technical Writing
- ✕ Medical Insurance Billing
- ✕ Orthotics • Prosthetics
- ✕ Construction Management
- ✕ Production & Inventory Control
- ✕ Early Childhood Teaching/Administration
- ✕ Alcohol/Drug Counseling
- ✕ Professional Supervision
- ✕ Community College Teaching
- ✕ Environmental/Occupational Health & Safety

If your hat is in the ring for a new interest, career enhancement or skill, now is the time to elect to take courses toward a Certificate or Credential -- or just learn how to surf the Internet!

You will find many new programs and classes in the following pages, so cast your vote for one or more this fall.

We have a new phone number: (310) 243-3741 for registration and information.

Our fax number remains the same: (310) 516-3971.

PROGRAMS OF EXTENDED EDUCATION

Extension

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

Certificate Programs

Career opportunities can be enhanced by obtaining professional certificates.

American Language & Culture Program

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

Open University

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

Center for Training & Development

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

Distance Learning

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

Special Sessions

Winter and Summer Sessions, plus credential, certificate and degree programs.

Cover Radius Graphic Design, Long Beach.

This bulletin was not printed or distributed at taxpayers' expense. It was printed on recycled paper using soy inks.

Schedules and fees are subject to change.

3-4 Classes by Date & Location**5-10 Arts & Humanities**

- 10 Art Gallery Schedule
- 5 Chamber Music Ensemble
- 5 Guitar Workshop, Beginning
- 5 Guitar Workshop, Contemporary
- 5 Live Concert Audio Basics
- 8 Dalcroze Music Workshop
- 6 Odyssey Theatre
- 5 Omnilore Society
- 6 Playwriting - Online
- 6 Screenplaywriting
- 9 Theatre Arts Schedule

Degree Program

- 7 Humanities External Degree

11-35 Business**Degrees****27 BS in Applied Studies****28 MA in Quality Assurance**

- 29 Advanced Probability & Statistics
- 29 Advanced Experimental Design
- 29 Continuation Project
- 29 Customer Satisfaction & QAS
- 29 Independent Study in Assurance Science
- 29 ISO 9000 & The Auditing Function
- 29 Measurement & Testing Techniques
- 29 Project
- 29 Quality Administration & Productivity
- 29 Quality Project Management & Planning
- 29 Special Topics: Directed Study
- 29 Statistical Quality Control & Sampling
- 29 Statistical Quality Control - Service Professionals

30 MS in Quality Assurance, Service Option**31 MS in Quality Assurance, Internet****32 MBA Televised on KLCS****Certificate Programs****12 Construction Management**

- 13 Scheduling for Construction Management
- 13 Legal Aspects of Construction Management

14 Environmental & Occupational Health & Safety

- 16 Introduction to Workers' Compensation
- 16 Industrial Accident Investigation
- 16 Advanced Accident Investigation
- 16 Recognition & Control of Workplace Hazards
- 16 Systems Safety
- 16 Bloodborne Pathogens

17 Medical Billing

- 18 Medical Billing I
- 18 Medical Billing II
- 18 How to Start & Run Your Own Billing Service
- 18 Medical Insurance Computer Billing

19 Production & Inventory Control

- 20 Introduction to Materials Management
- 20 Material Requirements Planning & Purchasing
- 20 Inventory Management & Master Planning

21 Professional Supervision

- 23 Introduction to the Role of the Supervisor
- 23 Communications & Listening Skills Workshop
- 23 Delegation Techniques & Strategies
- 23 Productivity Motivation
- 23 Time Management Strategies
- 23 Coping with Stress & Reducing Org. Conflict

24 Purchasing

- 24 Purchasing Fundamentals
- 24 Cost-Price Analysis & Negotiation

25 Technical Writing

- 26 Technical Writing Fundamentals
- 26 Proposal Preparation & Writing

Career Enhancement

- 34 Basics of Small Business Bookkeeping
- 34 Importing & Exporting
- 34 International Business: New Era of Trade Pacts
- 34 Special Weapons Training

Financial Investment

- 35 How to Pay for College without Going Broke
- 35 Position Yourself for Financial Success
- 35 Successful Money Management
- 35 Women & Financial Power

36-43 Computers

- 42 Before Internet Fundamentals
- 36 Creating Business Reports - Microsoft Office
- 37 Home Page Design - Basic
- 36 How to Choose & Buy a Personal Computer
- 39 How to Conduct Business on the Internet
- 40 HTML Publishing
- 37 Illustrator, Introduction
- 38 Internet Fundamentals
- 41 Internet Marketing Plan--Developing
- 41 Internet Marketing Plan--Focusing
- 41 Internet Search & Research
- 43 JAVA Fundamentals
- 18 Medical Billing, Computerized
- 37 Pagemaker, Introduction
- 37 Photoshop, Introduction
- 42 Power Point
- 37 QuarkXPress, Introduction
- 42 Saturday at the Net
- 41 Supporting Customers through the Internet
- 39 Surfing the Internet

Certificate Programs

- 40 HTML Publishing
- 38 Internet Business & Marketing Fundamentals
- 41 Internet Business Productivity Improvement

44-47 Distance Learning

- 44 Interdisciplinary Studies - Televised
- 44 MBA Program - Televised
- 46 Negotiation & Conflict Management - Televised
- 44 Production & Inventory Control - Televised
- 44 Teacher Education Classes - Televised
- 67 Bachelor of Science, Nursing (via Satellite)

48-61 Education**Barrow Test Preparation**

- 49 CBEST Review
- 48 GMAT Review
- 48 GRE Review
- 49 MSAT Review
- 49 SAT Review
- 55 Adv Service: Res Spec III
- 54 Assistive Technology - Intro
- 54 Assistive Technology - Basic
- 56 California Teacher Corps - - Math & Science
- 52 The Community College
- 52 Community College Internship
- 61 Dalcroze Music Workshop
- 51 Developmental Psychology
- 52 Effective College Teaching
- 57 Methods & Materials of Adult Education
- 60 Open University
- 51 Preschool Development I
- 57 Principles of Adult Education
- 55 Program Planning Res Spec I
- 56 Teacher Corps -- CA Math&Sci
- 51 Meeting the Needs of Special Children
- 51 Math for Young Children
- 51 Working w/Parents of Young Children

Certificate Programs

- 54 Assistive Technology Specialist
- 52 Community College Teaching
- 50 Early Childhood Education
- 55 Special Education - -Resource Specialist
- 53 Urban Settings Counseling

Credentials

- 59 Administrative Services
- 57 Designated Subject Adult Education Teaching
- 57 Elem/HS --Teacher Corps
- 57 Multiple Subject Credential: Cross-Cultural, Language & Acad Dev (CLAD) Emphasis

62-63 American Language and Culture Program

- 63 ESL for Professionals
- 62 Work-site Programs
- 63 Intensive English Program
- 63 Short-Term Programs

64-70 Health & Behavioral Sciences

- 66 Advanced Practicum
- 66 Alcoholism -- Introduction
- 66 Counseling Techniques - Introduction
- 66 Family Dynamics
- 66 Group Counseling Techniques
- 66 Introductory Practicum
- 66 Treatment of Eating Disorders

Certificate Programs

- 64 Alcohol and Drug Counseling
- 67 Orthotics
- 68 Prosthetics

Degree Programs

- 67 Bachelor of Science in Nursing -- Mind Extension University
- 70 Master of Science in Health Science, Physician Assistant Option

70-73 Fun, Travel & Sports

- 72 Travel Study Programs
- 73 Canoeing Black Canyon
- 73 Fitness for the '90s
- 73 Shopping Secrets of Southern California

74-78 Special Sessions**Certificate and Credential Programs**

- 52 Community College Teaching -- Certificate
- 68 Prosthetics -- Certificate
- 28 Quality Assurance Service -- Certificate
- 55 Resource Specialist -- Certificate
- 57 Teaching in Designated Subjects -- Adult Education -- Credential
- 53 Urban Settings Counseling -- Certificate

Bachelor Degree Programs

- 67 Bachelor of Science, Nursing -- (via Satellite)
- 47 Bachelor of Arts -- Interdisciplinary Studies -- PACE Program

Masters Degree Programs

- 46 Masters Degree, Negotiation and Conflict
- 32 Masters Degree, Management -- Business Administration
- 60 Masters Degree, Physician's Assistant
- 29 Masters Degree, Quality Assurance

79-88 Registration Information

- 79 Payments & Refunds
- 80 Credit Information
- 82 Resources for Students
- 82 Parking
- 82 Textbooks
- 82 Open University
- 83 Staff Directory

84 Maps**87-88 Index****Registration Form Inside Back Cover**

Classes held on CSUDH campus

1000 East Victoria, Carson

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

- | | |
|--|---|
| 8/26 Introduction to Workers' Compensation | 10/5 JAVA Programming Session I |
| 8/26 Introduction to Alcoholism | 10/5 Surfin' Saturday - Session I |
| 8/27 Advanced Practicum | 10/5 Dalcroze Workshop |
| 8/28 Introduction to Counseling Techniques | 10/5 Effective College Teaching |
| 8/28 Group Counseling Techniques | 10/7 Before Fundamentals - Internet Sess IV |
| 8/28 Measurement & Testing Techniques | 10/8 Internet Fundamentals - Session IV |
| 8/29 Introductory Practicum | 10/10 Surfing the Internet - Session VII |
| 8/29 Family Dynamics | 10/11 Surfing the Internet - Session VIII |
| 8/30 Statistical Quality Control & Sampling | 10/12 MSAT Review for Oct 26 Exam |
| 9/4 Industrial Accident Investigation | 10/12 Pagemaker - Introduction |
| 9/5 Introduction to the Role of the Supervisor | 10/15 Conduct Business on Internet Sess. IV |
| 9/5 Chamber Music Ensemble | 10/16 JAVA Programming Session II |
| 9/6 Principles of Adult Education | 10/17 Internet Home Page Design Sess. VII |
| 9/7 Methods & Materials of Adult Education I | 10/17 Productivity Motivation |
| 9/7 The Community College | 10/19 Medical Insurance Computer Billing |
| 9/7 Adv. Service: Resource Specialist III | 10/19 Successful Money Management Sess. III |
| 9/9 Treatment of Eating Disorders | 10/19 Internet Home Page Design Sess. VIII |
| 9/9 Beginning Guitar Workshop | 10/21 Internet Marketing Plan - Focus - Sess I |
| 9/9 Scheduling for Construction Management | 10/22 Microsoft Office - Creating Reports Sess II |
| 9/9 Contemporary Guitar Workshop | 10/22 Power Point -- Session I |
| 9/9 Before Fundamentals - Internet Sess III | 10/23 Internet Marketing Plan - Focus - Sess II |
| 9/10 Inventory Management & Master Planning | 10/23 Supporting Customers Internet Sess I |
| 9/10 Microsoft Office - Creating Reports Sess I | 10/23 Supporting Customers Internet Sess II |
| 9/10 Internet Fundamentals - Session III | 10/25 HTML Publishing - Session II |
| 9/11 Legal Aspects of Construction Management | 10/26 Learn Shopping Secrets of So. California |
| 9/11 Purchasing Fundamentals | 10/26 Methods & Materials of Adult Education II |
| 9/12 Surfing the Internet - Session V | 10/26 Program Planning Resource Specialist |
| 9/12 Material Requirements Planning & Purchasing | 10/31 Time Management Strategies Workshop |
| 9/12 Cost-Price Analysis & Negotiation | 11/2 Illustrator - Introduction |
| 9/12 Introduction to Materials Management | 11/2 Dalcroze Music Workshop |
| 9/14 Quark XPress - Introduction | 11/2 Bloodborne Pathogens |
| 9/14 GRE Review for Oct 12 Exam | 11/4 Internet Search & Research - Sess I |
| 9/17 Conduct Business on Internet Session III | 11/4 Coping with Stress & Reducing
Organizational Conflict |
| 9/18 MSAT Review for Oct 26 Exam | 11/9 Surfin' Saturday - Session II |
| 9/18 Surfing the Internet - Session VI | 11/9 Power Point Session II |
| 9/19 Communications & Listening Skills Workshop | 11/9 GRE Review for Dec 14 Exam |
| 9/19 Internet Home Page Design Sess. V | 11/9 CBEST Review for Dec 7 Exam |
| 9/21 GMAT Review for Oct 19 Exam | 11/9 Before Fundamentals - Internet Sess V |
| 9/21 Internet Home Page Design Sess. VI | 11/12 Internet Fundamentals - Session V |
| 9/25 How to Choose & Buy Personal Computer | 11/12 Recognition & Control of Workplace
Hazards |
| 9/27 HTML Publishing - Session I | |
| 9/28 CBEST Review for Oct 19 Exam | |
| 10/1 Internet Marketing Plan - Developing | |
| 10/3 Delegation Techniques & Strategies | |

SEE NEXT PAGE FOR MORE CLASSES ON CAMPUS -
CSUDH

See Index for Class Information

CSUDH CLASSES CONT'D

- 11/13 Advanced Accident Investigation
- 11/14 Surfing the Internet - Session IX
- 11/14 Coping with Stress & Reducing Org. Conflict
- 11/15 Surfing the Internet - Session X
- 11/16 Systems Safety
- 11/17 Internet Search & Research - Sess II
- 11/19 Conduct Business on Internet Sess.V
- 11/21 Internet Home Page Design Sess. IX
- 11/23 Internet Home Page Design Sess. X
- 12/6 HTML Publishing - Session III
- 12/7 Photoshop - Introduction
- 1/4 GRE Review for Winter Exam
- 1/18 MSAT Review for Feb 1 Exam
- 1/18 CBEST Review for Feb 8 Exam

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

- 9/3 Omnilore Society
- 9/3 Meeting the Needs of Special Children
- 9/9 Developmental Psychology
- 9/11 Preschool Development I
- 9/17 Position Yourself for Financial Success
- 9/18 Know the Ropes: How to Pay for College
without Going Broke
- 9/21 SAT Review for Oct 12 Exam
- 10/3 International Business: The New Era of
Trade Pacts
- 10/8 Math for Young Children
- 10/12 Women & Financial Power: It's Your Money,
Take Charge!
- 11/12 Working with Parents of Young Children



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

- 8/28 Write a Screenplay in a Semester
- 9/9 Medical Billing I
- 9/10 Proposal Preparation & Writing
- 9/12 Technical Writing Fundamentals
- 9/25 How to Choose & Buy a Personal Computer
- 9/30 Medical Billing II
- 10/15 Successful Money Management Session I
- 10/17 Successful Money Management Session II
- 11/7 Basics of Small Business Bookkeeping
- 11/12 How to Start & Run Your Own
Medical Billing Service
- 12/7 Importing & Exporting: Your Guide
to fortune & Fulfillment

ARTS & HUMANITIES

- 10 Art Gallery Schedule
- 5 Chamber Music Ensemble
- 5 Guitar Workshop,
Beginning
- 5 Guitar Workshop,
Contemporary
- 5 Live Concert Audio Basics
- 8 Dalcroze Music Workshop
- 6 Odyssey Theatre
- 5 Omnilore Society
- 6 Playwriting - Online
- 6 Screenplaywriting
- 9 Theatre Arts Schedule

Degree Program

- 7 Humanities External
Degree

new!

Live Concert Audio Basics

AMS 201-01

From speaker systems to on stage microphone, and mixing consoles, students will learn the basics of operation of sound for Stadium Concerts. This is a hands-on workshop for people with a general interest in music and musicians alike who are interested in the behind-the-scenes operations of a live concert.

You will learn to:

- Operate a sound reinforcement console
- Set up live sound speaker systems
- Set up on stage monitor systems
- Identify and apply microphones
- Operate multiple effects processor
- Build and maintain audio cabling

The text is provided by the instructor. For more specific information, contact James Ure at (310) 327-1603.

James T. Ure has wide experience in the recording and concert industries, and has taught courses in field in Virginia.

Choose from 2 sessions:

8 mtgs: Tue 9/3-10/22

or 8 mtgs: Tue 10/29-12/17

6-9pm

Gardena

\$175

Beginning Guitar Workshop

MUX 122-01 1 ext unit CRN: 43068

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

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

15 mtgs: Mon 9/9-12/16

7-8:50pm

CSUDH LCH A207

\$133

Contemporary Guitar Workshop

MUX 322-01 1 ext unit CRN 43069

Prerequisite: Previous experience or consent of instructor

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

William Davila

15 mtgs: Mon 9/9-12/16

7-8:30pm

CSUDH LCH A207

\$133

Chamber Music Ensemble (for all instruments & voice)

MUX 170-01 1 ext unit CRN: 43070

MUX 370-02 1 ext unit CRN: 43071

MUX 470-03 1 ext unit CRN: 43072

Prerequisite: Previous experience or consent of instructor

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

Cornel Imry is an acclaimed classical guitarist and teacher.

15 mtgs: Thu 9/5-12/19 (no

class 11/28)

7-8:50pm

CSUDH LCH A-204 & A207

\$133

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.

Fall Topics Include:

Writer Workshop
Humor

Around the World 120 days
History Palos Verdes Peninsula
Stock Market
Short Story

Germes

Detective Novel

End of History, the Last Man
The Brain

Physics for Everyone

Western Philosophy

Future of Education

Investing Banking

Countries of the Middle East

Favorite One-Act Plays

Future of Capitalism

President & Intelligent

Communism

Napoleon

Contemporary Moral Issues

History of New York City

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

Hola! Bonjour! Guten Tag!

The American Language and Culture Program:

Where those whose first language is not English can prepare for the university experience or improve their English speaking and pronunciation skills.

See the English as a Second Language Section

new!

Play Writing Class On-Line!

Playwriting on the Internet THE 353-41 (3)

Theory and practice of writing for the stage. Explore plotting, characterization, and dialogue; scenes and short plays are submitted for discussions and evaluation.

William De Luca, MFA, Yale University, is Associate Professor of Theatre Arts at CSUDH.

**Dates: 8/28-12/15
\$375 (use Special Sessions Registration Form p. 78)**

Write a Screenplay in One Semester

AFL 201-01 Noncredit

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

Student will learn how to:

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

and learn advanced writing techniques and how to apply.

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

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

12 mtgs: Wed 8/28-11/13

6:30-9:30pm

FCC rm 7

\$150 (plus \$64 materials fee, payable to instructor in class)

THEATRE CONSERVATORY

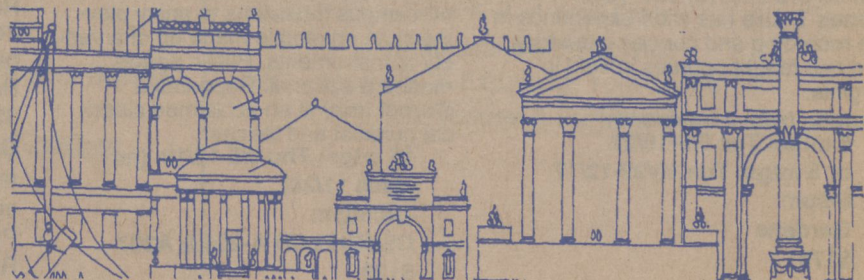
California State University Dominguez Hills and The Odyssey Theatre

Participants can gain valuable experience in stagecraft while working alongside professionals in productions at the Odyssey Theatre.

The Odyssey Theatre, with a 27-year history in Los Angeles, is located at 2055 Sepulveda Blvd., near the 405 and Olympic Blvd. Three 99-seat theaters are housed under the same roof, so at any given time there are three plays in production, three in rehearsal and one children's show in production. The Odyssey Theatre emphasizes cultural and intellectual diversity, and a great many of the plays are originals, presented to audiences for the first time.

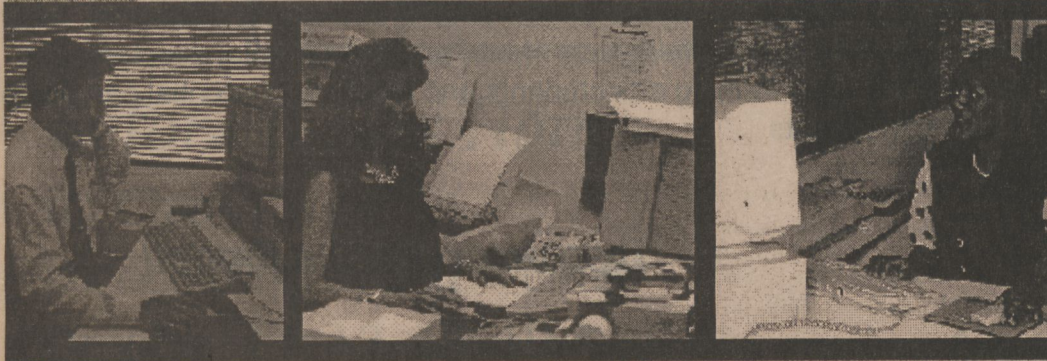
Be a part of it. Find out how to earn university credit or just gain valuable theatre experience in the CSUDH/Odyssey Theatre Collaboration. Participants need not be enrolled at CSUDH.

For more information, contact Karen Blank at CSUDH Extended Education (310) 243-3998



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

EARN A MASTER OF ARTS IN THE HUMANITIES AT HOME BY CORRESPONDENCE AND/OR COMPUTER



The Humanities External Degree Program provides a broad interdisciplinary exposure to all areas of the Humanities: Literature, History, Philosophy/Religion, Music and Art (as well as Film and Cultural Diversity). Courses are **completely by correspondence (either by mail or by computer via the Internet)** and are fully accredited. **\$135 per unit.**

For more information or a program catalog and application:



HUMANITIES EXTERNAL DEGREE PROGRAM

California State University, Dominguez Hills
1000 E. Victoria St. - SAC2-2126
Carson, CA 90747



VOICE: (310) 243-3743 OR --3190

Monday - Friday 8am-4pm (Pacific)



FAX: (310) 516-4399

24 hours/day, 7 days/week



WORLD WIDE WEB:

<http://orca.csudh.edu/~hux/index.html>



E-MAIL:

HUXOnline@dhvx20.csudh.edu



designed by Anissa Barton-Thompson

REGISTER BY PHONE: (310) 243-3743 • REGISTER BY FAX (310) 516-4399

new!

Dalcroze Workshops***Fall 1996***

for early childhood, classroom, music, dance/movement, and drama educators; teachers of special learners and physical therapists; choral and instrumental directors; performing arts professionals; performing arts students and teaching credential candidates; arts administrators and parents



See the education
section page 61 for
complete details

Credits earned through
these workshops offer
LAUSD Salary Points
for teachers

Instructor: Cecilia Riddell

Workshop I:

***Creativity in Motion:
Developing Spontaneous
Music Through Dalcroze
Eurhythmics***

Saturday, October 5, 1996

Guest Clinician: Mari Izumi

Workshop II:

***The Magic of Educational
Kinesiology in Music and
Dance***

Saturday, November 2

Guest Clinicians:

***Eugene Ward, M.A. &
Antonia DiFrancesco, B.M.***

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

Fall 1996 Season

Before It Hits Home

by Cheryl West

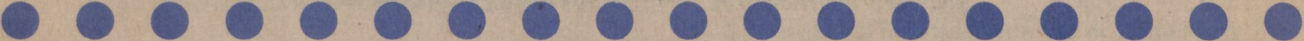
Directed by Sydell Weiner

October 11, 12, 18, 19 & 20

A riveting drama about an African American family and its response to AIDS. A deeply moving examination of a disease that continues to promote denial and recrimination and the devastating havoc it can wreak.

"West speaks from a center of pure compassionate rage."

The Village Voice



A Flea in Her Ear

by Georges Feydeau

Directed by Bud Leslie

December 6, 7, 13, 14 & 15

One of the funniest plays ever written. A wife, suspecting her husband of infidelity, sends him a letter from an imaginary female admirer, in hope of trapping him when he comes for a rendezvous. What ensues makes for a madcap comedy classic that abounds with deception, mistaken identity, and furious fun

University Art Gallery

Fall 1996 Schedule

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

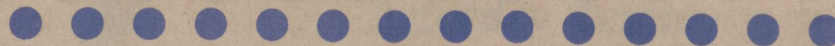
FACULTY ARTISTS: IMAGES AND DREAMS

September 26-October 23, 1996

Opening reception: September 26, 7-9pm

Preview of Gilah Yelin Hirsch's videotape "Cosmography" and a conversation with artist, October 3, 7pm

Will feature sixty-five works of art in varied media by eight Art Department faculty members including Bernard Baker, John Goders, Gilah Yelin-Hirsch, Louise H. Ivers, Noreen Larinde, Norman Neuerburg, Janet Neuwalder and Robert Schuchman. Highlights will include Gilah Yelin Hirsch's visionary, jewel-like paintings, Janet Neuwalder's installation of poetic ceramic objects "Collection" and John Goders' quirky, dynamic assemblages.



Miracles of Mexican Folk Art: Retablos and Ex-Votos and

Hablamos: We Speak, Chicano Posters

November 12 - december 5, 1996

Opening reception: November 12, 7-9pm

Two major traveling exhibits focus on rarer Mexican folk paintings of the 18th and 19th centuries and Chicano posters of the 1960s and 1970s. "Miracles of Mexican Folk Art" features 36 religious votive paintings, retablos and ex-votos which were made between 1780 and 1910. "Chicano Posters" will feature 25 boldly-colorful posters (serigraphs) that use wit and humor to create testimony about compelling issues in Chicano culture. Touring management for these exhibitions is provided by Exhibit Touring Services, a program of the College of Fine Arts at Eastern Washington University. Partial funding for ETS is provided by the Washington Commission for the Humanities and the Washington State Arts Commission in collaboration with Chicano/Chicana Studies, CSUDH.

FOR ART GALLERY SCHEDULE, CALL (310) 243-4289

BUSINESS

BUSINESS
INDEX

Degrees

27 BS in Applied Studies

28 MA in Quality Assurance

- 29 Advanced Probability & Statistics
- 29 Advanced Experimental Design
- 29 Continuation Project
- 29 Customer Satisfaction & QAS
- 29 Independent Study in Assurance Science
- 29 ISO 9000 & The Auditing Function
- 29 Measurement & Testing Techniques
- 29 Project
- 29 Quality Administration & Productivity
- 29 Quality Project Management & Planning
- 29 Special Topics: Directed Study
- 29 Statistical Quality Control & Sampling
- 29 Statistical Quality Control for Service Professionals

30 MS in Quality Assurance, Service Option

31 MS in Quality Assurance, Internet

32 MBA Televised on KLCS

Certificate Programs

12 Construction Management

- 13 Scheduling for Construction Management
- 13 Legal Aspects of Construction Management

14 Environmental & Occupational Health & Safety

- 16 Introduction to Workers' Compensation
- 16 Industrial Accident Investigation
- 16 Advanced Accident Investigation
- 16 Recognition & Control of Workplace Hazards
- 16 Systems Safety
- 16 Bloodborne Pathogens

17 Medical Billing

- 18 Medical Billing I
- 18 Medical Billing II
- 18 How to Start & Run Your Own Billing Service
- 18 Medical Insurance Computer Billing

19 Production & Inventory Control

- 20 Introduction to Materials Management
- 20 Material Requirements Planning & Purchasing
- 20 Inventory Management & Master Planning

21 Professional Supervision

- 23 Introduction to the Role of the Supervisor
- 23 Communications & Listening Skills Workshop
- 23 Delegation Techniques & Strategies
- 23 Productivity Motivation
- 23 Time Management Strategies
- 23 Coping with Stress & Reducing Organizational Conflict

24 Purchasing

- 24 Purchasing Fundamentals
- 24 Cost-Price Analysis & Negotiation

25 Technical Writing

- 26 Technical Writing Fundamentals
- 26 Proposal Preparation & Writing

SEE COMPUTER SECTION FOR
INTERNET CERTIFICATE PROGRAMS!

Career Enhancement

- 34 Basics of Small Business Bookkeeping
- 34 Importing & Exporting
- 34 International Business: New Era of Trade Pacts
- 34 Special Weapons Training

Financial Investment

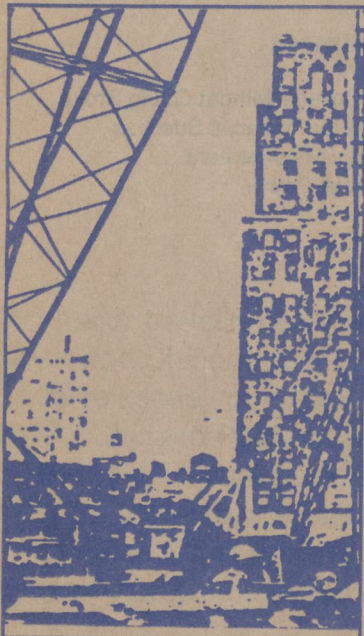
- 35 How to Pay for College without Going Broke
- 35 Position Yourself for Financial Success
- 35 Successful Money Management
- 35 Women & Financial Power

Certificate Award in Construction Management

Certificate Program Class Date Planner

*Scheduling for
Construction
Management*
Mondays September 9-
November 11

*Legal Aspects of
Construction
Management*
Wednesdays
September 11-
November 13



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

Scheduling of Construction Management CMX 950

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.

Survey of Construction Practices CMX 972

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 CMX 973

3 CEUs

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 CMX 975

3 CEUs

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

Estimating and Bidding CMX 976

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 Management Supervision in Design Development CMX 953

3 CEUs

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 are also covered.

Fall 1996 Schedule

Scheduling for Construction Management CMX 950-01

3 CEUs CRN 43013

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

10 mtgs: Mon 9/9-11/11
6:30-9:30pm
CSUDH SAC 1110
\$185

Legal Aspects of Construction Management CMX 973-01

3 CEUs CRN 43006

David Cornwell, J.D., B.S.,
Engineering, is a Registered
Civil Engineer and has taught
Construction and Engineering
Law at USC.

10 mtgs: Wed 9/11-11/13
6:30-9:30pm
CSUDH SAC 1110
\$185 (plus \$25 materials
fee payable to instructor
in class)

Registration is EASY

CAREER
DEVELOPMENT
PROGRAMS



By PHONE:
(310)
243-3741



By FAX:
(310)
516-3971



In Person
Extended
Education,
SCC B141
CSUDH
1000 East
Victoria,
Carson, CA
90747-0005



or By Mail
Extended
Education,
SCC B141
CSUDH
1000 East

Victoria, Carson, CA
90747-0005



Certificate Award in Environmental & Occupational Health & Safety

Certificate Program Class Date Planner

Environmental & Occupational Health & Safety Courses meet:

1 Introduction to Workers' Compensation

Mondays August 26-November 4

Industrial Accident Investigation

Wednesdays September 4 -
November 4

Advanced Accident Investigation

Wednesdays November 13-
December 11

new!

Recognition & Control of Workplace Hazards

Tuesdays November 12-
December 10

new!

System Safety

Saturdays November 16-
December 14

new!

Bloodborne Pathogens

Saturday, November 16

Core Courses

Foundations of Safety & Health Programs

HEX 900 3CEUs

Occupational Health & Safety Program Administration

HEX 902 3CEUs

OSHA & Environmental Law

HEX 960 3 CEUs

Industrial Accident Investigation

HEX 930 3 CEUs

Introduction to Worker's Compensation

HEX 931 3 CEUs

Fundamentals of Industrial Hygiene

HEX 934 3 CEUs

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

The Certificate

Designed for Health & Safety officers and those planning to enter the field, the program will enable a person to apply the skills and fulfill the requirements of functioning in a Health & Safety Department and to administer health & safety programs in an industrial setting. Six core courses plus two elective courses are required. Elective courses are offered to suit the needs within various industries. Each core course offers 3 Continuing Education Units (CEUs).

Who Should Attend

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

The Schedule

Students may attend classes in any order according to their needs. Courses are offered in the evenings and or on weekends. The Program can be completed in one year depending on scheduling.

The Location

All classes are held on the CSUDH campus in Carson.

Professional Advisory Committee

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

Charles Cacha, PhD, Safety/Ergonomics, CSP, ARM, Ergonomics Consultant, and has taught courses at CSULA., USC, and in the military & private industry.

Michael Ceser, MS, CSP, Principal, Environmental Resources, CSP. Chmn.

Carl Cronin, REA, Principal Safety Engineer, ESHA

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

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

John C. McCullar, PhD, is a Consultant in Violence in the Workplace and Drug Abuse among employees and a retired law enforcement officer.

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

James L. Unmack, CSP, CIH, PE, Health and Safety Director, Earth Technology Corporation

Core Courses

Foundations of Safety and Health Programs HEX 900

3 CEUs

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

Occupational Health and Safety Program Administration HEX 902

3 CEUs

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

OSHA & Environmental Law HEX 960

3 CEUs

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

Industrial Accident Investigation HEX 930

3 CEUs

Allows participants to increase skills in accident reduction in the workplace by learning to identify the sources and types of accidents, the major components of an accident investigation program 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.

Introduction to Workers' Compensation HEX 931

3 CEUs

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

Fundamentals of Industrial Hygiene HEX 934

3 CEUs

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

CAREER
DEVELOPMENT
PROGRAMS

CAREER
DEGREE
PROGRAMS**Elective Courses**

Offered throughout the year

Human Factors and Ergonomics: Principles of Industrial Ergonomics**Principles of Industrial Hygiene - Parts I & II****Confined Spaces****Recognition & Control of Workplace Hazards****Systems Safety****HAZWOPER 40-Hour Hazardous Waste Training****HAZWOPER 24-Hour Hazardous Waste Training****HAZWOPER 8-Hour First Responder Training****Occupational Respiratory Protection****Trenching & Excavation Safety****Violence in the Workplace****Medical Aspects of Occupational & Environmental Health****Hazard Communication: Train the Trainer****Managing Indoor Air Quality Issues****Industrial Health & Safety Hazards & Control****Fall 1996 Schedule****Introduction to Worker's Compensation HEX 931**

Core 3 CEUs CRN 42986

Dolores Johnson, BSBA,
University of Phoenix.

10 mtgs: Mon 8/26-11/4

(no class 9/2)

6:30-9:30pm

CSUDH LCH C104

\$350

Industrial Accident Investigation HEX 930

Core 3 CEUs CRN 42985

John A. O'Toole, REA,
CAL/OSHA Consultation.

10 mtgs: Wed 9/4-11/6

6:30-9:30pm

CSUDH LCH C104

\$350

Advanced Accident Investigation HEX 949

Elective Core 3 CEUs CRN 42987

John O'Toole

10 mtgs: Wed 11/13-12/11

6:30-9:30pm

CSUDH LCH C104

\$175

new!
Recognition & Control of Workplace Hazards HEX 962

Elective 1.5 CEUs CRN 42988

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

Carl Cronin, REA, Principal Safety Engineer, ESHA

5 mtgs: Tue 11/12-12/10

6:30-9:30pm

CSUDH LCH C104

\$ 175 (plus \$25 materials fee payable to instructor in class)

new!**Systems Safety HEX 957**

Elective 1.5 CEUs CRN 42989

An introduction to the techniques and principles of Systems Safety and System Safety Management. Students will learn to identify, quantify and control critical potential risks which may lead to severe losses within a system or organization. This course will teach Safety Professionals how to prevent critical losses before the losses occur.

Areas covered will include:

- Introductory Probabilities
- Introductory Statistics
- System Safety Techniques
- Principles of System Safety Management

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

5 mtgs: Sat 11/16-12/14

9am-noon

CSUDH LCH C104

\$175

new!**Bloodborne Pathogens HEX 935**

Elective .8 CEUs CRN 42996

This is a one-day, 8-hour course designed to assist the healthcare professional (physician, dentist, office manager, etc) in managing an effective safety and health program, emphasizing compliance with the CAL/OSHA Bloodborne Pathogen Standard. This course will cover the intent and objectives of the standard; the development of a written exposure control plan; employee information and training, and record keeping requirements. Also covered is the Injury and Illness Prevention Program, and how it is to be applied in conjunction with the Bloodborne Pathogens Standard.

Staff

1 mtg: Sat 11/2

9-5pm

CSUDH SBS A216

\$95 (plus \$25 materials fee payable to instructor in class)

CERTIFICATE OF COMPLETION IN MEDICAL INSURANCE BILLING

CAREER
DEVELOPMENT
PROGRAMS

Certificate Program Class Date Planner

Medical Billing I

Mondays and Wednesdays
September 9-18

Medical Billing II

Mondays and
Wednesdays,
September 30-October 9

Medical Insurance Computer Billing

Saturday October 19

How to Start and Run Your Own Billing Service

Saturday November 2

The Program

Provides instruction and hands-on training in how to decipher medical insurance coding and process insurance claims accurately to obtain the maximum reimbursement. A Certificate of Completion is awarded at the end of successful completion of the program. Courses may also be taken independently.

Who should attend

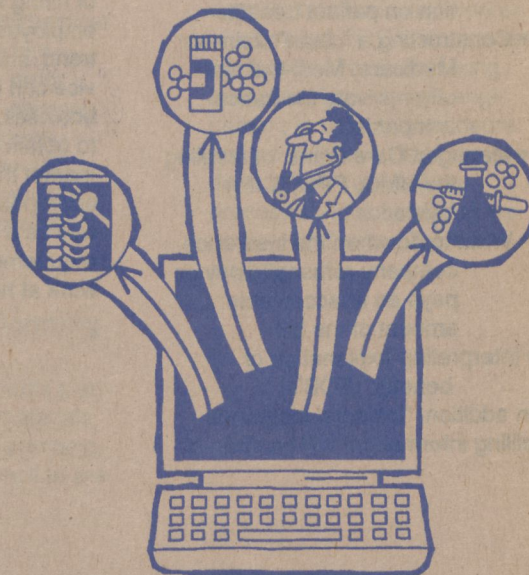
This program is best suited to the person with little or no experience who wants to start a home business or perform medical billing services for doctors, hospitals or clinics.

The Location

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

The Schedule

The Certificate can be earned in one semester (15 weeks). Courses are offered week day evenings and Saturdays.



The Courses

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 (physicians' 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. Begin with the basics and develop a clear and concise understanding of each coding system and how it relates to others to help formulate an accurate insurance claim that will maximize reimbursement.

Medical Billing II

BMB 201-02 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.

Medical Insurance Computer Billing

BMB 301-01/02 Noncredit
Medical Insurance Billing I suggested as a prerequisite.

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

How to Start & Run Your Own Billing Service

BMB 402-01 Noncredit
Medical insurance billing knowledge required

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

Fall 1996 Schedule

Medical Billing I

BMB 101-01 Noncredit

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

2 mtgs: Mon & Wed 9/9,11,16,18
6-9pm

FCC Rm 8

\$110 (plus \$5 materials fee payable to instructor in class) Required text:

Physician's 1996 Current Procedural Terminology, CPT)

Medical Billing II

BMB 201-02 Noncredit
Prerequisite: Medical Billing I or previous billing experience

Tuany Reid

2 mtgs: Mon & Wed 9/30, 10/2, 7
& 9

6-9pm

FCC rm 8

\$110 (plus \$5 materials fee payable to instructor in class) Required text: *ICD-9CM*

Medical Insurance Computer Billing

BMB 301-01 Noncredit
Medical Insurance Billing I suggested as a prerequisite.

Tuany Reid

1 mtg: Sat 10/19

9am-3pm

CSUDH SBS A110

\$100

NOTE: Limited to 20 students per session.

How to Start & Run Your Own Billing Service

BMB 402-01 Noncredit
Medical insurance billing knowledge required

Sandra Collins is a medical consultant, a medical billing service owner and a graduate of UC Riverside.

1 mtg: Sat 11/2

9-3pm

FCC rm 8

\$80 (plus \$5 materials fee payable to instructor in class)

CERTIFICATE IN PRODUCTION & INVENTORY CONTROL

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 (LAPICS). 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 (SAC) unless otherwise indicated. A parking fee of \$1.50/day is charged on the campus.

The Courses

Courses are offered three trimesters each year and provide three (3) units of upper division degree-applicable academic credit.

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 Scott MacKay, 310/243-3355).

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

The material requirements planning process, bills of materials, distribution resources planning, and the purchasing function are covered.

A Bachelors Degree Program has been developed which uses the LAPICS courses as its core. Call Scott MacKay for more information on this program at (310) 243-3355.

CAREER
DEGREE
PROGRAMS

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, set-up reduction, uniform scheduling, pull systems and Kanban, supplier relations, and worker involvement. TQC encompasses all phases of manufacturing operation, from design engineering to delivery, to ensure that no defective parts are produced. Also included are process control, quality at the source, and cause & effect analysis.

CAREER
DEVELOPMENT
PROGRAMS

Fall 1996 Trimester

Begins week of 9/9/96

PIX 319-01 Introduction to Materials Management

Seq No: 42816
Thu 6:30-10pm
CSUDH SAC 1102
\$399

PIX 319-02 (92) Introduction to Materials Management

Seq No: 42817
Tue 4-6:30pm
CSUDH ERC A103
If taking over TV at a company site or at your home, specify that you are taking sec 92, seq no 42818, and add \$90 to the fee below.
\$399

PIX 320-01 Inventory Management & Master Planning

Seq No: 42821
Tue 6:30-10pm
CSUDH SAC 1110
\$399

PIX 321-01(91) Material Requirements Planning & Purchasing

Seq No: 42819
Thu 4-6:30pm
CSUDH ERC A103
If taking over TV at a company site or at your home, specify that you are taking sec 91, seq no 42820, and add \$90 to the fee below.
\$399

Winter 1997 Trimester

Begins Week of 1/6/97

PIX 319-01 Introduction to Materials Management

Seq No: 20001
Thu 6:30-10pm
CSUDH SAC 1102
\$399

PIX 319-02 (92) Introduction to Materials Management

Seq No: 20002
Tue 4-6:30pm
CSUDH ERC A103
If taking over TV at a company site or your home, specify that you are taking sec 92, seq no 20003, and add \$90 to the fee below.
\$399

PIX 322-01 (91) Capacity & Priority Management

Seq No: 20004
Thu 4-6:30pm
CSUDH ERC A103
If taking over TV at a company site or your home, specify that you are taking sec 91, seq no 20005 and add \$90 to the fee below.
\$399

PIX 321-01 Material Requirements Planning & Purchasing

Seq No: 20006
Tue 6:30-10pm
CSUDH SAC 1102
\$399

Certificate Program Class Date Planner

Professional Supervision Courses meet on Thursdays:

Introduction to the Role of Supervision

September 5 & 12

Communication & Listening Skills Workshop

September 19 & 26

Delegation Techniques & Strategies

October 3 & 10

Productivity Motivation

October 17 & 24

Time Management Strategies Workshop

October 31 & November 7

Coping with Stress & Reducing Organizational Conflict

November 4 & 21

The Courses

Success Skills in Supervising Cultural Diversity BUX 973

.5 CEUs

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

CERTIFICATE AWARD IN PROFESSIONAL SUPERVISION

Who Should Attend

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

The Certificate

Each course in Professional Supervision meets two evenings per week, a total of five hours. Enrollment is accepted on an individual basis, and a certificate of achievement is awarded upon the completion of any six courses, which can be completed in six month's time.

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, on-site instruction only.

The Cost

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

The Instructor

Ernest C. Jewell, MBA, Instructor in English and Spanish, has 15 years' experience in industrial engineering and management consulting.

avoid assumptions, cultural symbols, slang, acronyms, and non-verbal signals which act as barriers to communication. Also, learn to perform employee selection, work assignments, coaching, training, communicating, motivating, appraisal with a sensitivity to the impact of cultural diversity.

Delegation Techniques & Strategies BUX 974

.5 CEUs

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

Introduction to the Role of Supervision BUX 975

.5 CEUs

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

CAREER
DEGREE
PROGRAMS

**CAREER
DEVELOPMENT
PROGRAMS**
**Communication & Listening
Skills Workshop BUX 976**

.5 CEUs

This course provides detailed ideas for communication skills required by the supervisor. Learn how to give meaningful work assignments. Listening skills will enable you to be more helpful to others and build per 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 that make your job easier, more effective and more enjoyable for both you and your employees with team-building sonal 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.

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

.5 CEUs

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

**Coping with Stress & Reducing
Organizational Conflict**

BUX 978

.5 CEUS

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

**Coaching for Improved Work
Performance BUX 979**

.5 CEUs

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

**Appraisal of Individual
Performance BUX 981**

.5 CEUs

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

**Understanding & Coping with
Different Leadership Styles
Workshop BUX 983**

.5 CEUs

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

Productivity Motivation BUX 984

.5 CEUs

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

**Time Management Strategies
Workshop BUX 985**

.5 CEUs

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

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

.5 CEUs

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

Conducting Effective Employee Interviews BUX 994

.5 CEUs

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

Legal Aspects of Supervisory Actions - Legal I BUX 995

.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 ad, employee requisition and how to use the job description and application form in the employment interview will also be covered.

Positive Discipline Strategies BUX 997

.5 CEUs

Learning 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 discipline fairly. 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 1996 Schedule

Intro to the Role of the Supervisor BUX 975

.5 CEUs CRN 42990
2 mtgs: Thu 9/5 & 12
7-9:30pm
CSUDH LCH C104
\$85

Communication & Listening Skills Workshop BUX 976

.5 CEUs CRN 42991
2 mtgs: Thu 9/19 & 26
7-9:30pm
CSUDH LCH C104
\$85

Delegation Techniques & Strategies BUX 974

.5 CEUs CRN 42992
2 mtgs: THU 10/3 & 10
7-9:30pm
CSUDH LCH C104
\$85

Productivity Motivation BUX 984

.5 CEUs CRN 42993
2 mtgs: Thu 10/17 & 24
7-9:30pm
CSUDH LCH C104
\$85

Time Management Strategies Workshop BUX 985

.5 CEUs CRN 42994
2 mtgs: Thu 10/31 & 11/7
7-9:30pm
CSUDH LCH C104
\$85

Coping with Stress & Reducing Organizational Conflict BUX 978

.5 CEUs CRN 42995
2 mtgs: Thu 11/14 & 21
7-9:30pm
CSUDH LCH C104
\$85

Registration is EASY

CAREER
DEVELOPMENT
PROGRAMS



By PHONE:
(310)
243-3741



By FAX:
(310)
516-3971



In Person
Extended
Education,
SCC B141
CSUDH 1000
East
Victoria,
Carson, CA 90747-0005



or By Mail
Extended
Education,
SCC B141
CSUDH
1000 East
Victoria, Carson, CA
90747-0005

CERTIFICATE IN PURCHASING

CAREER DEVELOPMENT PROGRAMS

The Certificate Program in Purchasing is 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 valuable training. 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.

Who Should Attend

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 Cost

The tuition fee for each three-unit course is \$384. 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.

Location

All classes are held on-campus in Carson or over the ITFS Network.

Requirements

- PIX 320 Inventory Management and Master Planning
- PIX 319 Intro to Materials Management (look under the APICS curriculum for this course)
- PRX 200 Purchasing Fundamentals
- PRX 310 Cost/Price Analysis and Negotiation
- PRX 330 Public Sector Procurement
- PRX 340 Advanced Purchasing Concepts (these courses to be offered in subsequent trimesters)

PRX 200 Purchasing Fundamentals (3)

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 330 Public Sector Procurement (3)

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 (3)

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

PRX 310 Cost-Price Analysis and Negotiation (3)

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.

Fall 1996 Trimester

Begins week of 9/9/96

PRX 200-01 Purchasing Fundamentals

Seq no: 42822

Wed 6:30-10pm

CSUDH SAC 1104

\$399

PRX 310-01 Cost-Price Analysis & Negotiation

Seq no: 42823

Thu 6:30-10pm

CSUDH SAC 1104

\$399

Winter 1997 Trimester

Begins week of 1/6/97

PRX 200-01 Purchasing Fundamentals

Seq no: 20007

Wed 6:30-10pm

CSUDH SAC 1104

\$399

PRX 330-01 Public Sector Procurement

Seq no: 20008

Thu 6:30-10pm

CSUDH SAC 1104

\$399

CERTIFICATE IN TECHNICAL WRITING

CAREER
DEVELOPMENT
PROGRAMS

Technical Writing plays an extremely important role in the business field and "high-tech" world. With increasing reliance on sophisticated technology, written technical instructions have become the primary paths to understanding complex procedures. Scientists in the laboratory, technicians at the workbench and consumers in the home rely on written documents to understand how to use the equipment they need on an everyday basis. Successful business proposals depend on understanding the whole marketing process and developing clear and concise proposals that focus on the client's needs.

A certificate is awarded upon the completion of three core courses and two electives. Courses may be taken on an individual basis without formal registration in the certificate program. Students may enter the program at the beginning of any session--classes need not be taken in

order, although those who are new to the Technical Writing field are encouraged to begin with Technical Writing Fundamentals or Writing Technical Instructions. Upon completion of each course Continuing Education Units are awarded and University transcripts are available upon request.

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

The Certificate Program in Technical Writing 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.

CORE COURSES

Technical Writing Fundamentals

BUX 935 3.0 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 publications. 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.

Writing Technical Instructions

BUX 905 3.0 CEUs

This course presents basic techniques needed to develop technical instructions for 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.

Advanced Technical Writing Techniques

BUX 907 3.0 CEUs

Presents advanced technical writing topics, including writing on-line computer instructions and tutorials, hypertext, paperless technical manuals, compliance with Computer-Aided Acquisition and Logistics Supports (CALs) requirements, readability computations, validation and verification instructions, maintaining configurations, 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.

CAREER
DEVELOPMENT
PROGRAMS

ELECTIVE COURSES

new!

Proposal
Preparation &
WritingBUX 948 3.0 CEUs
(counts as two elective classes)

new!

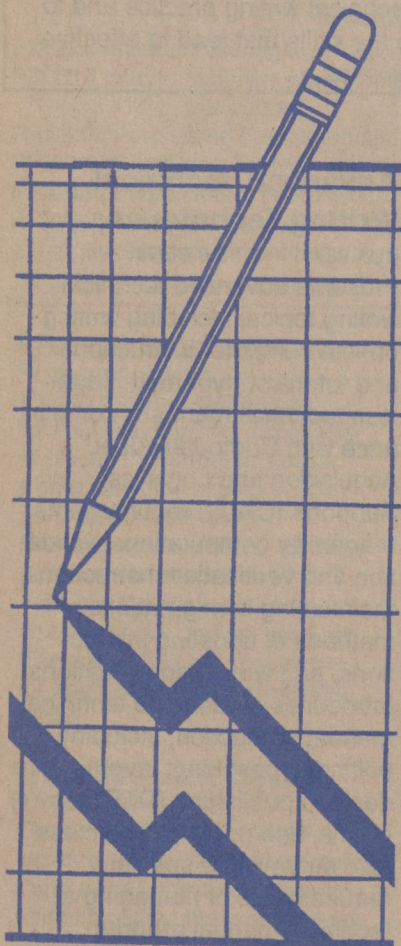
Graphics for
Technical
Communication

BUX 949 1.5 CEUs

new!

On Line
Documentation

BUX 950 1.5 CEUs



Fall Schedule 1996

Technical Writing
Fundamentals

BUX 935 3.0 CEUs CRN 43059

David Zasloff, B.A., UC Santa Cruz, is a graduate of the USC Technical Writing Program and is an experienced Technical Writer and editor.

10 mtgs: Thu 9/12-11/14 (no class Nov 5)

6:30-9:30pm

FCC rm 7

\$185

Proposal Preparation &
Writing

BUX 948 Elective
3.0 CEUs CRN 43053

This class describes how the development process, combined with your knowledge of the client, your company, its products or services, and its business strategy enables you to develop proposals filled with compelling arguments that sway clients to choose your company over competitors. Influence on proposal content, voice, language and point of view as showing your proposal in a desirable light will also be covered.

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

10 mtgs: Tue 9/10-11/19

6:30-9:30pm

FCC rm 7

\$185

Registration
is
EASY

By PHONE:
(310)
243-3741



By FAX:
(310)
516-3971



In Person
Extended
Education,
SCC B141
CSUDH 1000
East

Victoria, Carson, CA
90747-0005



or By Mail
Extended
Education,
SCC B141
CSUDH

1000 East Victoria,
Carson, CA 90747-0005

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

Bachelor of Science in Applied Studies

new!

CAREER DEGREE PROGRAMS

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

The program offers some special features:

Credit for courses already completed elsewhere:

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

Attend while you keep your day job:

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

Tailor the program to your needs:

You are involved in the design of your own curriculum.

A well-rounded program:

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

On-the-job skills:

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

Your degree breaks down career barriers:

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

Requirements

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

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

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

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

MASTER OF SCIENCE QUALITY ASSURANCE

California State University, Dominguez Hills offers a Master of Science Degree in Quality Assurance and Graduate Certificates off-campus in

Anaheim at
Fairmont Private School

1557 W. Mable Street

Anaheim

and in

San Diego (please call the MSQA Office at (310) 243-3880 for San Diego Location)

and now, on the INTERNET! See page 31 for more information.

All MSQA programs available in-house at your site.

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

Who Should Attend

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

The Program

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

The Requirements

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

Thirty-three semester units of graduate work must be completed, with at least 21 units from CSUDH. The courses listed must be completed with at least a 3.0 (B) average, and a final project 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.

Quality

Fall 1996 Schedule

On Campus or Over TV

QAS 513-71 Statistical Quality Control & Sampling (3)

Seq no: 42920
A. Golant
15 mtgs: Fri 8/30-12/13
11am-2pm
CSUDH ERC E133
\$414 (If taking over TV,
register for 42921, sec 91,
and add \$90)

QAS 516-71 Measurement & Testing Techniques (3)

Seq no: 42924
G. Watson
15 mtgs: Wed 8/28-12/11
11am-2pm
CSUDH ERC E-133
\$414 (If taking over TV,
register for 42925, sec 91,
and add \$90)

QAS 595-71 Special Topics: Directed Study (3)

Sch no: 42934
E. Watson
15 mtgs: Sat 8/24-12/13
Time, location TBA
\$414

QAS 599-71 Project (3)

Sch no: 42935
E. Watson
15 mtgs: Mon 8/26-12/9
Time, location TBA
\$414

QAS 600S-72 Continuation Project(0)

Sch no: 40913
E. Watson
15 mtgs: Sat 8/24-12/13
Time, location TBA
\$138

Anaheim

QAS 514-72 Advanced Experimental Design(3)

Sch no: 42923
D. Gill
15 mtgs: Tue 8/27-12/10
6-9pm
\$414

QAS 518-71 Quality Administration & Productivity (3)

Sch no: 42926
W. Trappen
15 mtgs: Mon 8/26-12/9
6-9pm
\$414

QAS 530-71 Statistical Quality Control for Service Professionals (3)

Sch no: 42927
S. McFerran
15 mtgs: Mon 8/26-12/7
6-9pm
\$414

QAS 531-71 Customer Satisfaction & QAS (3)

Sch no: 42928
S. McFerran
15 mtgs: Tue 8/27-12/10
6-9pm
\$414

QAS 594S-71 Independent Study in Assurance Science (3)

Sch no: 42933
15 mtgs: Sat 8/24-12/13
Time TBA
\$414

San Diego

QAS 510-71 Advanced Probability & Statistics (3)

Sch no: 42918
T. Vaden
7 mtgs: 8/26-12/7
9am-4pm
\$597

QAS 514-71 Advanced Experimental Design(3)

Sch no: 42922
D. Dunahay
15 mtgs: Mon 8/26-12/2
Time TBA
\$597

QAS 599-72 Project (3)

Sch no: 42936
E. Watson
15 mtgs: Mon 8/26-12/9
Time TBA
\$414

Internet

* QAS 510-41 Advanced Probability & Statistics (3)



Sch no: 43074
G. Hart
8/26-12/12/15
\$414

* QAS 511-41 Quality Project Management & Planning(3)



Sch no: 42919
W. Trappen
8/26-12/7
\$414

* QAS 594S-41 ISO 9000 & The Auditing Function (3)



Sch no: 42932
W. Trappen
8/6-12/7
\$414

* For MSQA Internet
classes, call (310)
243-3355 to enroll

Assurance

MASTER OF SCIENCE IN QUALITY ASSURANCE - SERVICE

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

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

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

The Program

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

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.

Convenient Locations

The entire MSQA for Service and Government will be offered for the working professional in Anaheim. 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)
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

Final Project (3 units)

QAS 599 Project

**Call Scott
MacKay at
(310) 243-3355
for
MSQA - Service
information**

THE MASTER OF SCIENCE IN
QUALITY ASSURANCE (MSQA)
IS NOW OFFERED ENTIRELY
OVER THE
INTERNET

California State University Dominguez Hills is proud to announce the offering of its Master of Science in Quality Assurance (MSQA) entirely over the Internet. Students who have access to the Internet either at home, at work, their local library, school, or elsewhere will be able to complete the degree without ever having to come to the CSUDH campus. Listservs, private and group e-mail, the World Wide Web, comprehensive syllabi and anthologies, videos, text books and other materials will help provide a complete academic experience for all participants. Students will have access to library services, individual counseling, and tutoring via the Internet. In contrast to the solitary nature of many distance education programs, the MSQA-Internet learning environment will be highly interactive.

Visit us on the Web at:
<http://www.csudh.edu/msqa/index.html>



Look for this program
highlighted in
Quality Progress
magazine, May, 1996

Copyright 1996 American Society for Quality Control reprinted with permission

A High-Quality MBA Program

**TELEVISED
ON KLCS
Ch 58
starting
September 7!
Earn an MBA
from The
School of
Management
at California
State
University,
Dominguez
Hills by taking
classes in your
own home over
the weekend!**

All graduate courses will be offered on KLCS (Channel 58 on regular TV from Orange to Ventura counties). Students will have the capability to interact with faculty during class by telephone line and by e-mail through the Internet system at other times. Graduate classes will be broadcast on Saturday and Sunday mornings.

For students holding an undergraduate degree in business from an accredited college or university, the program consists of a total of 30 graduate semester units or 10 graduate level courses, 7 required seminars and 3 elective courses. Each graduate course will be offered on a 14-week trimester basis including two weeks for evaluation and project presentations. Thus, during each 14-week trimester, students will come to campus two Saturday mornings. The remaining 12 sessions will be broadcast over television. Students who do not already hold an undergraduate degree in business may be required to complete up to 16 units of undergraduate business core or prerequisite MBA course work. The core courses will not be given via television but will be given in 10 week sessions of instructor-directed tutorials which will include three on-campus Saturday afternoon meetings (the 1st, 5th and 10th weeks of the term). The rest of the term, students will interact with the instructor and other students through e-mail, FAX and telephone. Each course carries 2 units of credit.

The Faculty

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

Accreditation

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

Cost for the program is \$597 per graduate course and \$338 per core course. The MBA Office at California State University, Dominguez Hills can answer questions regarding curricula and admissions.

Please call
(310) 243-2162
Fax (310) 516-4178
or E-mail
tvmba@dvhx20.
csudh.edu or
pputz@soma.csudh.edu
for more information.

Compare the value of this program!

Although the cost per unit is higher for the MBA program than for regular CSUDH units, you realize if you have considered attending other area universities for an MBA program, that the cost of a completed degree can be three times that of the CSUDH degree. Combined with the convenience of taking courses over KLCS, no commuting time and expense, you realize even more savings for this important step in your career!

Business Core Courses (MBA prerequisites) : 16 units

These core courses, each offering 2 units, ensure that all students are current in basic business administration skills and knowledge:

Principles of Management
Principles of Marketing
Business Economics
Business Law
Business Finance
Management Science
Financial Accounting
Business Computing

Required Graduate Seminars

21 units or 7 courses

These 3-unit courses provide advanced graduate work:

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

Electives

9 units or 3 courses

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

Admission Requirements

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

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

Applicants will be exempt from submitting a GMAT score if:

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

Earn a Certificate of Completion in Business Management

**via the Internet,
telephone, fax
and
3 on-campus
activity meet-
ings per course.**

Whether you are already in management or if you aspire to a management career, you will benefit from the information you will receive from this series of courses. Anyone wishing to improve his business skills may earn the Certificate--no formal admission to any university is required. Cost of the program is \$169 per credit unit, or \$338 per 2 unit class.

**Call today
for more
information**

(310) 243-2162

**Same High-Quality MBA
Program available to
businesses & organiza-
tions on site by
ITFS Technology!**

**Call for a free brochure:
(310) 243-2162**

CAREER
DEGREE
PROGRAMS

CAREER
DEVELOPMENT
PROGRAMS**Special Weapons
Training:
Post Approved PC
832 Concepts for Law
Enforcement Security
Officers**

new

BUX 952 3.0 CEUs CRN 43052

This 36-hour course is designed to provide the participant, employed or seeking employment in the public services, with the skills and information necessary to satisfy the state requirements for the PC 832 Firearms course, which covers firearms, safety, care and use, California Constitutional Law and security officer's limits and responsibilities.

12 mtgs: Tue & Thu 9/10-10/17
6:30-9:30pm

Bellflower Plaza, 17620
Bellflower, Ste 105-B, Bellflower,
CA 90706

\$215 (plus \$75 materials fee
payable to instructor in class))

**The Basics of Small
Business Bookkeeping**

BSB 104-02 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 are: how to record expenses and income, how to set up files and records for easy retrieval, how to set up a petty cash fund, how to maintain receipts, how to prepare monthly billing. Workbook is included, along with blank master forms that can be used in your business.

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

1 mtg: Thu 11/7

9am-noon

FCC rm 8

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

**Importing and Exporting:
Your Guide to Fortune and
Fulfillment**

BIX 101

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 experience 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 foreign suppliers
- Samples, prices, discounts
- Terms of payment, including the Letter of Credit
- Shipping and insurance
- Foreign exchange
- US Customs rules & 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.

1 mtg: Sat 12/7

10am - 3pm

FCC rm 8

\$38 (plus \$15 materials fee
payable to instructor)

**International Business:
The New Era of Trade Pacts**

BIT 101

Noncredit

With the endless changes in developing and expanding Trade Blocks in Europe and North America, International companies must be constantly in touch with how the new trade laws affect their operations. This program will provide you with the information to understand what to expect and how to stay on top of changes that impact your business. Even if your company is currently operating internationally or you are just interested in the developments occurring and about to occur, this course will interest you. Learn about NAFTA, the European Community, and the upcoming developments within these trade pacts. Also included will be the ISO 9000 standards and how they may affect how you do business internationally.

Terrisa L. Nelson, BS, USC, International Finance, is Accountant/Financial Analyst with Imperial Bank.

4 mtgs: Thu 10/3, 10, 17, 24
6:30-8:30pm

RBCC rm 7

\$80 (Plus \$10 materials fee
payable to instructor in class))

FCC & RBCC are
in
Redondo Beach!
See Maps p.84

new!**Women & Financial Empowerment: It's Your Money, Take Charge!**

BPF 106-01 Noncredit

Single, married, widowed, divorced? Every woman needs to feel comfortable with her financial situation. Grasp the concepts and take charge of your financial success. In this course you will receive the concepts, tools, techniques, strategies and vocabulary you need. Prepare now in a sharing classroom atmosphere.

3 mtgs: Sat 10/12, 19, 26
9-11am
RBCC room 8
\$35

new!**Position Yourself for Financial Success**

BPF 106-02 Noncredit

You will leave this class knowing how to build and customize your unique investment portfolio in an attempt to be financially secure. Learn the skills that make formerly complex concepts your pathway to control your investments through successful money management. Retiring? Leaving your job? College planning completed? Are you just too busy to take care of finances? Take this self-improvement short cut to gain the knowledge you must have now. You can't afford not to!

3 mtgs: Tue 9/17, 24, Oct 1
7-8:30pm
RBCC rm 8
\$35 individual
\$45 per spousal couple

new!**Know the Ropes! How to Pay for College without Going Broke**

BPF 106-03 Noncredit

Paying for college education is one of the largest expenditures a family will ever face. Learn long term strategies for saving and positioning assets toward this important goal. Gain the knowledge you'll need of financial aid issues. Learn how to locate, and qualify for, a multitude of specific scholarships, grants, and loans. Understand short term strategies for presenting your financial picture in a favorable way; regarding wise college selection for greater student aid, and alternative sources of funds. Don't get stressed, start here and now!

3 mtgs: Wed 9/18, 25 & Oct 2
7-8:30pm
RBCC rm 8
\$35 individual
\$45 spousal couple

Successful Money Management

BPF 301 Noncredit

To achieve financial success you need to first educate yourself about investment basics and then use that knowledge to develop a solid plan of action; this course achieves just that. The class will first explore the structure and components of a well-balanced portfolio, including cash reserve accounts, liquid investments (stocks, bonds, mutual funds, etc.) tax-advantaged programs as well as insurance and estate planning. Students then have the opportunity to use this information in the development and implementation of their own personal financial plan. Taught in down-to-earth language, the three information-packed sessions are ideal for anyone trying to manage money, from the pre-retiree to the retiree concerned about maintaining a particular standard of living. **Emerson Fersch, Lee King and Stephen Smith** are partners of Fersch King Financial Services. Their experience in Financial, Banking and Training services in Southern California is well-known in southern California since 1975.

Session I - BPF 301-01
3 mtgs: Tue 10/15, 22 & 29
6:30-10pm
FCC rm 8
\$69 (Advance registration)
\$79 (Late registration in class)
(Text included in registration fee)

Session II - BPF 301-02
3 mtgs: Thu 10/17, 24, 31
6:30-10pm
FCC rm 8
\$69 (Advance registration)
\$79 (Late registration in class)
(Text included in registration fee)

Session III - BPF 301-03
3 mtgs: Sat 10/19, 26, 11/2
9am-12:30pm
CSUDH SAC 1102
\$69 (Advance registration)
\$79 (Late registration in class)
(Text included in registration fee)

FINANCIAL INVESTMENT

COMPUTERS

- 42 Before Internet Fundamentals
- 36 Creating Dynamic Business Reports with Microsoft Office
- 39 Home Page Design - Basic
- 36 How to Choose & Buy a Personal Computer
- 39 How to Conduct Business on the Internet
- 40 HTML Publishing
- 37 Illustrator, Introduction
- 38 Internet Fundamentals
- 41 Internet Marketing Plan-- Developing
- 41 Internet Marketing Plan-- Focusing
- 41 Internet Search & Research
- 43 JAVA Fundamentals
- 18 Medical Billing, Computerized
- 37 Pagemaker, Introduction
- 37 Photoshop, Introduction
- 42 Power Point
- 37 QuarkXPress, Introduction
- 42 Saturday at the Net
- 41 Suporting Customers through the Internet
- 39 Surfing the Internet

Certificate Programs

- 40 HTML Publishing
- 38 Internet Business and Marketing Fundamentals
- 41 Internet Business Productivity Improvement

Creating Dynamic Reports with Microsoft Office

CSX 951 -01/02 1.5 CEUs
CRN 43060 (01) 43061 (02)

Increase your job skills with create dynamic business reports in less time yet offering more information by learning to convert massive amounts of data into manageable groups of informative documents using Microsoft's Office including:

- Sorting data
- Filtering data
- Making calculations based on data
- Creating output formats

Also included will be Windows' Object Linking and Embedding (OLE) capabilities, enabling you to

- Pass data from a database table to a report
- Pass text from a Word document to a spreadsheet
- Pass graphics & graphs between applications

You will also learn to produce

- Income statements
- Proration reports
- A variety of statistical analysis reports (regression, experimental design & ANOVA analysis).

Students should be familiar with Windows environment.

David Macias, MS, CSUF, is Operation Analyst at CSUDH.

Two Sessions:

Session I CSX 951 -01

5 mtgs: Tue 9/10-10/8
6:30-8:30pm
CSUDH SBS B109
\$89 (Plus \$5 materials fee payable to instructor in class)

Session II CSX 951 -02

5 mtgs: Tue 10/22-11/19
6:30-8:30pm
CSUDH SBS B109
\$89 (Plus \$5 materials fee payable to instructor in class)

How to Choose and Buy a Personal Computer

CCB 101 Noncredit

Apple or IBM? This class will take the mystery out of computers. Facts are presented in a simple, straightforward, 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: Wed 9/25
9am-noon
FCC rm 8
\$30 (plus \$10 materials fee payable to instructor in class)

For Complete details on the new **MSQA Internet Program** see the Business Degree Program section on page 31.

Introduction to QuarkXPress

CCB 103 **Noncredit**
Limited to 15 students

Learn QuarkXpress 3.3, the most popular and powerful page layout software available. Designers, illustrators, writers, publishers, public relations and marketing people-- anyone working with graphic layout will benefit from this workshop. In this two-day workshop you will work with real print media graphic projects such as an ad and a brochure. You will learn the fundamentals of page setup, tool functions, use of type, graphic and photo images, working with master pages, page editing, and much more. Each session will consist of demonstration and hands-on activities, so that you can put your experience to use immediately on any graphic project you need. In order to save your computer work, please come with a 3 1/2" high density diskette, or purchase one in class. Macintosh experience is not necessary.

Bernard Baker

2 mtgs: Sat 9/14 & 21

9am-4pm

CSUDH campus SCC E139

\$175 (please bring 3 1/2" high-density double-sided diskette, formatted for Macintosh)

Introduction to PageMaker

CCB 105 **Noncredit**
Limited to 25 Students

If you have always wanted to learn PageMaker, now is your chance. This intense, one-day workshop will use the new and powerful PageMaker 5.0 on Macintosh computers to introduce the fundamentals of this page layout software. You will learn the skills in PageMaker needed to create virtually any single ink color-printed graphic material, such as flyers, brochures, direct mail pieces, newspaper and magazine ads, newsletters, and many others. This hands-on workshop will introduce you to page setup, basic menu functions, text editor, and text manipulation, working with columns, placing (importing) text and graphics, captions, text wrap, reverse text, drop shadows, and much more.

Bernard W. Baker

1 mtg: Sat 10/12

9am-4pm

CSUDH SCC E-139

\$75 (please bring 3 1/2" high-density double-sided diskette, formatted or unformatted for Macintosh)

Introduction to Illustrator

CCB 104 **Noncredit**
Limited to 10 students

This illustration software is one of the most popular today. Illustrators, designers, artists, and many others in the art area use this powerful illustration software to create art work and commercial illustrations. Learn the fundamentals of Illustrator to create your own art work or either business or pleasure. This workshop will cover the basic tools, the unique drawing rules, the tools used for transformation, color application, and the fundamental structure and process to actually create an illustration. Workshop projects will be realistic. The workshop will use Macintosh computers. No computer experience is necessary.

Bernard Baker, Professor of Art, CSUDH.

2 mtgs: Sat 11/2 & 9

9am-4pm

CSUDH campus SCC E139

\$150 (please bring 3 1/2" high-density double-sided diskette, formatted or unformatted for Macintosh)

Introduction to Photoshop
CCB 107-01

Noncredit **limited to 10**

This workshop will introduce the function of Photoshop as a graphic production and artistic manipulation software. The activities will be based on realist projects. Specific topics will be the creation of original art work, modification and retouching of photography, composite photography, importing images from other programs and courses, the integration of typography with graphics and photos, plus fundamental concerns of production and color separation.

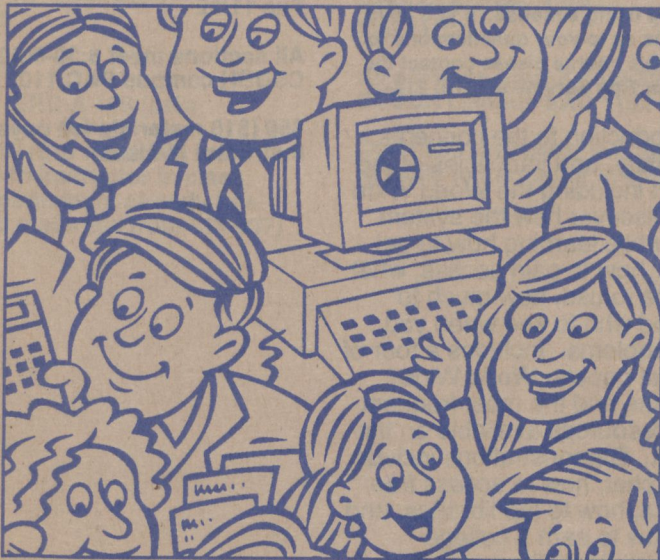
Bernard W. Baker

2 mtg: Sat 12/7 & 14

9am-4pm

CSUDH campus ERC A115

\$150 (please bring 3 1/2" high-density double-sided diskette, formatted for Macintosh)



Certificate Award in Internet Business & Marketing Fundamentals

COMPUTER CERTIFICATES

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

Who Should Attend

Anyone who desires to have access to information provided from the Internet can benefit from this program. Participants will learn how the Internet works, how to find and access information, and how to communicate with people from all over the world.

The Courses

**Internet Fundamentals -
Lecture CIX 907**

**Surfing The Internet - Lab
CIX 908**

**How to Conduct Business
on the Internet - Lecture CIX
909**

**Basic Internet Home Page
Design - Lab CIX 910**

People with a message to share, special interest groups, advertising agencies, sales and marketing professionals, small businesses, entrepreneurs and all companies who buy any type of advertising will learn how to start sharing their message and increasing sales.

The Certificate

Those participants who successfully complete all four courses will be awarded a certificate of completion in Internet Business and Marketing Fundamentals.

The Instructor

Ronald J. Servine, MBA, Seattle International University, is an experienced trainer and designer of employee development programs.

Fall Schedule

**Internet Fundamentals -
Lecture CIX 907**

.3 CEUs Enrollment limited

Prerequisite: CIX 901 "Before Fundamentals" or computer literacy including using a mouse. If you have questions as to your qualifications to start at this course please contact the instructor Ron Servine at (310) 214-1023.

An introduction to the concepts, vocabulary, and intricacies of the Internet including the World Wide Web. Discover how the system works while learning how to get started, how to gain access, what software to use, how much to pay, and who to see when you have problems. Includes a tour of the most popular World Wide Web sites and the most frequently use resources available on the Internet. Demonstrations include how to chat, how to access free graphics, how to tap libraries, and even how to earn a college degree on-line! Free access software!

Choose one:

**Section 3 CRN 42831
Tue 9/10**

**Section 4 CRN 42832
Tue 10/8**

**Section 5 CRN 42833
Tue 11/12**

**All sections meet 6:30-9:30pm
CSUDH campus SAC 1102**

**\$50 (\$10 materials fee payable to
instructor in class)**

Surfing The Internet - Lab CIX 908

.3 CEUs Enrollment limited

Prerequisite: CIX 907 or instructor approval. Instructor: Ron Servine at (310) 214-1023

In Internet Fundamentals (CIX 907) you learned what the Internet is and how it is designed. This course provides thorough instruction on how to use Netscape, how to search for and easily find valuable resources on all types of sites including FTP, Gopher, Veronica, and Jughead. It provides hands-on instruction on how to down-load software, use e-mail, and how to chat with other surfers anywhere in the world. Visit and interact with numerous commercial sites.

Choose one:

Section 5 CRN 42835
Thu 9/12

Section 6 CRN 42837
Wed 9/18

Section 7 CRN 42838
Thu 10/10

Section 8 CRN 42845
Fri 10/11

Section 9 CRN 42 846
Thu 11/14

Section 10 CRN 42847
Fri 11/15

Location

CSUDH ERC A 115 (Lab)

Cost: \$50 (\$10 materials fee payable to instructor in class, unless participant already has identical materials from CIX 907)

How to Conduct Business on the Internet - Lecture CIX 909

.3 CEUs Enrollment limited

Prerequisite: CIX 908 or instructor approval Instructor: Ron Servine at (310) 214-1023

Learn strategies and tactics for selling your products and services to 55 million well educated, affluent people via low cost automated systems. Discover how two people are grossing \$20 million a year by using the Internet to drop ship retail products. Find out who's using the Internet, what they are buying and why. Plan and develop an Internet Resource Site with the instructor and your classmates. Learn how to register your domain name and how to be included on the most popular search engines. Find out how to post advertising without being offensive. Includes a tour of the hottest selling sites. Over 100,000 new customers are going on-line each month.

Choose one:

Section 3 CRN 42848
Tue 9/17

Section 4 CRN 42849
Tue 10/15

Section 5 CRN 42851
Tue 11/19

All sections meet 6:30-9:30pm
CSUDH campus SAC 1102

Cost: \$50 (\$10 materials fee payable to instructor in class)

Basic Internet Home Page Design - Lab CIX 910

.6 CEUs Enrollment limited

Prerequisite: CIX 908 and CIX 909 or instructor approval. Instructor: Ron Servine (310) 214-1023

Discover how to build your own home page and how to place your valuable resources on the Internet using an HTML editor. Learn how to create hot links that take your prospects to wherever you want them to go. Learn formatting commands, how to place graphics into your page, how to have your customers automatically send you important e-mail. Where to find and how to place dramatic backgrounds that will make every page interesting and fun to read. Find out about the short-cuts to complex programming. Students actually build a home page in each course!

Choose one:

Section 5 CRN 42852
Thu & Fri 9/19 & 20
6:30-9:30pm

Section 6 CRN 42853
Sat 9/21
9am-4pm (one hour lunch)

Section 7 CRN 42854
Thu & Fri 10/17 & 18
6:30-9:30pm

Section 8 CRN 42855
Sat 10/19
9am-4pm (one hour lunch)

Section 9 CRN 42857
Thu & Fri 11/21 & 22
6:30-9:30pm

Section 10 CRN 42858
Sat 11/23
9am-4pm (one hour lunch)

Location:

CSUDH campus ERC A-115
(Lab)

Cost:

\$100 (\$10 materials payable to instructor in class)

COMPUTER
CERTIFICATES

Certificate Award in HTML Publishing

The Certificate Award in HTML Publishing includes 9 Hours of Hands-On Computer Experience.

Who Should Attend

Anyone interested in learning how to create or enhance their own Web page/site will benefit from participation in this certificate award program. Employment opportunities are rapidly expanding for those skilled in HTML publishing.

The Certificate

Those participants who successfully complete this program (9 hours of training) will be awarded a certificate of completion in Internet HTML Publishing.

The Instructor

Anissa Barton-Thompson: In addition to her position as a faculty member with the CSUDH-Internet Certificate Program, Anissa is employed full-time as the ON-LINE PROGRAM ANALYST with the CSUDH HUMANITIES EXTERNAL DEGREE PROGRAM. She is also responsible for the design and implementation of a variety of informative and innovative web sites. Visit Anissa at her own web site at <http://orca.csudh.edu/~anissa/index.html>

FOR MORE INFORMATION, CONTACT THE INSTRUCTOR, ANISSA BARTON-THOMPSON, AT (310) 243-3743.

HTML Publishing - Lab CIX 911

.9 CEUs Limited to 10 Students

Prerequisite: CIX 910 or instructor approval:

Instructor: Anissa Barton-Thompson (310) 243-3743 or at abarton@dvhx20.csudh.edu

Choose One:

Section 1 CRN 42971
Fri 9/27 6:30-9:30pm
and
Sat 9/28 9am-4pm

Section 2 CRN 42972
Fri 10/25 6:30-9:30pm
and
Sat 10/26 9am-4pm

Section 3 CRN 42973
Fri 12/6 6:30-9:30pm
and
Sun 12/8 9am-4pm

Location:
CSUDH campus ERC A-115 (Lab)

Cost: \$169

Learn the tips and tricks of the fastest growing part of the computer industry today! Participants will have their own computer in the state-of-the-art On-Line/Multi-Media Computer Lab. Learn to:

- create your own Web page/sites using all of the latest HTML structure and tags
- create and select the best graphics and lay out for your Web pages, and incorporate scanned images, background images and imagemaps, as well as video, animation, and sound
- build and use Netscape-specific tables and frames, and other advanced HTML features like forms, access counters and security passwords

Both Macintosh and Windows platforms will be taught. Students should bring at least two high density 3.5" diskettes to store files and graphics

Certificate Award in Internet Business Productivity Improvement

The Certificate Award in Internet Business Productivity Improvement is an Intermediate Level Certificate Program. Please see each course for prerequisite requirements. Participation in this program will make you an important resource in your companies' marketing, support, and research capacities. It will give you the tools necessary to improve your companies' efficiency using one of the most revolutionary technologies of our century. With the Internet's exponential growth, new opportunities abound for visionaries who apply Internet technology to the business process. Companies in all industries are using the Internet to remain competitive in this rapidly changing environment. Keep your business in the forefront by becoming proficient with the capabilities of the Internet.

Who Should Attend

Individuals or businesses looking to increase corporate productivity using the Internet. Or, those seeking to take advantage of career opportunities for Internet proficient individuals.

Developing Your Internet Marketing Plan--Lecture CIX 915

.3 CEUs Enrollment limited

Prerequisite: CIX 909 or
Instructor approval Instructor:
Lynda Palmer (310) 798-4372

There are over 10,000 commercial sites on the World Wide Web and the number is increasing exponentially. With such a plethora of sites, how do you attract your target audience? Developing an Internet specific marketing plan will help you maximize your web sites potential. This course covers a step-by-step process enabling you to develop your Internet marketing plan which focuses on most effectively reaching your target market.

CRN 42974

Tue 10/1

6:30-9:30pm

CSUDH SAC 1102

Cost: \$50 (\$10 materials fee payable to instructor in class)

Focusing Your Internet Marketing Plan--Lecture CIX 916

.3 CEUs

Limited to 10

Prerequisite: CIX 915 (no exceptions) **Instructor:** Lynda Palmer
(310) 798-4372

This course fine tunes and focuses your Internet Marketing plan developed in CIX 915. Each student will present his or her marketing plan and receive an in-depth evaluation centered around expanding opportunities and avoiding potential pitfalls. Participants will leave the class with

a refined plan ready for implementation. Come to class ready to present your Internet Marketing Plan. Details will be arranged in CIX 915.

Choose one:

Section 1 CRN 42975

Mon & Tue 10/21 & 22

6:30-9:30pm

Section 2 CRN 42976

Wed & Thu 10/23 & 24

6:30-9:30pm

Location:

CSUDH campus SAC 1116

Cost: \$169

Supporting Customers Through the Internet - Lab CIX 917

.3 CEUs

Enrollment limited

Prerequisites: CIX 908 & 909

(or instructor approval)

Instructor: Gary Palmer (310)
798-4372

As companies struggle to utilize Internet based methods to support additional customers, opportunities present themselves for people who can help deliver advanced support techniques that work. The Internet provides the customer 24 hour a day service, access to other experienced user's, on-line brochures, product information and more. This course shows how you can utilize a "Frequently Asked Questions" list, mail lists, customer only web pages, and e-mail to most effectively serve your customer base. You will produce a plan to incorporate all these capabilities into a comprehensive Internet based support service strategy.

The Certificate

Upon successful completion of the following four courses (CIX 915, CIX 916, CIX 917, and CIX 918), students will be awarded the certificate of completion in Internet Business Productivity.

The Instructors

Lynda H. Palmer, MBA, Pepperdine University, is a marketing and strategic planning consultant and Adjunct Professor in Marketing at Pepperdine University.

Gary T. Palmer, MA Psychology, Pepperdine University, Bachelors of Technology in Computer Systems, Rochester Institute of Technology, is an experienced corporate trainer, course developer, programmer, and Internet consultant. He has been involved with the Internet for over 10 years.

Choose One:

Section 1 CRN 42977

Wed 10/23

6:30-9:30pm

Section 2 CRN 42978

Wed 10/30

6:30-9:30pm

Location: ERC A-115 (Lab)

Cost: \$50 (plus \$10 materials fee payable to instructor in class)

Internet Search and Research-- Lab CIX 918

.3 CEUs

Enrollment limited

Prerequisite: CIX 908 & CIX 909 or
instructor approval. Instructor: Gary
Palmer at (310) 798-4372

The quantity of information on the Internet is overwhelming & increasing dramatically every day. It becomes a challenge to locate pertinent information quickly and filter the static. Some companies hire consultants able to navigate the wealth of information and produce quality research on given topics. This hands-on course will teach you how to operate the most powerful information search tools. Some search tools locate results in multiple areas of the Internet (such as FTP). This course produces a research plan for the search, retrieval and organization of results.

Choose One:

Section 1 CRN 42979

Mon 11/4

6:30-9:30pm

Section 2 CRN 42980

Thu 11/7

6:30-9:30pm

Location: ERC A115 (Lab)

Cost: \$50 (plus \$10 materials fee payable to instructor in class)

Additional Internet Courses

Before Fundamentals: Internet Workshop for Computer Novices Lecture/Lab CIX 901

.3 CEUs Limited to 20.

Prerequisites: little or no computer experience

A user-friendly, beginning-level workshop designed for those with little to no computer experience. Though just about everyone has heard of the Internet, most lack a clear understanding of what it is and how to use it. The goal of this workshop is to equip the true beginner with a solid base of knowledge on how computer and communications technology make it possible to access people, information, and resources all over the world. This workshop will be especially beneficial for anyone who feels intimidated by a lack of basic knowledge and experience with computers and/or the Internet. No previous experience is assumed or required. Workshop is held in the new CSUDH On-Line/Multimedia computer lab.

Choose One From:

Section 3 CRN: 42830
Mon 9/9
Section 4 CRN: 42981
Mon 10/7
Section 5 CRN: 42982
Mon 11/11

All sessions meet 6:30-9:30pm
Location: ERC A-115 (Lab)

Cost: \$50

About the Instructor:
Annemarie Boyer works as an instructional technology consultant and trainer at Rio Hondo College and as an instructor for the Distance Learning Department at CSUDH. She has multiple years of experience designing and teaching computer and Internet classes for a wide variety of student groups and instructional media.

Saturday at the Net

Surfin'Saturday-Lab

(Limited to 10 couples /friends or individuals)

Prerequisite: Individual participants or one of the couples/friends will have completed CIX 908 "Surfing the Internet" or obtain instructor approval from Gary or Lynda Palmer at (310)798-4372

Under the guidance of Internet Instructors' Gary or Lynda Palmer, participants will have an unstructured opportunity to investigate the Internet on our state-of-the-art high-speed systems. Look up your genealogical roots, check out the latest hot lists, investigate the Internet shopping malls, review popular travel destinations, research companies and products, download the latest shareware and freeware. Bring several 3.5 inch HD disks.

Choose from One Session:
(may be repeated)

Session 1
(Individual*) CCB301-01
Sat 10/5 1pm-4pm
Session 1
(Cpls/Frnds**) CCB301-02
Sat 10/5 1pm-4pm

Session 2
(Individual*) CCB301-03
Sat 11/9 1pm-4pm
Session 2(Cpls/Frnds) CCB301-04**
Sat 11/9 1pm-4pm

Location:
ERC A-115 (Lab)

Cost:
*Individual= (one computer per person) \$75
**Couple/Friends= (one computer--two people) \$50
(When registering please indicate if you are an individual or couple)

PowerPoint: Powerful Presentations with Microsoft PowerPoint - Lab

(Limited to ten Couple/Friends or individuals)

Prerequisite: Any previous course in the CSUDH On-Line Multimedia Computer Lab in ERC A-115 or instructor approval:
Instructor: Gary Palmer at (310) 798-4372

Learn the basics of dynamic and effective presentations by using the fastest growing presentation software. Incorporating powerful background templates for high impact special effects presentations is the goal. The student will learn to add clip art and impressive business graphics such as bar and pie charts. Also covered will be handout creation and notes pages.

Session 1 (Individual*)
CCB 300-01
Tue 10/22 6:30-9:30pm

Session 1 (Cpls/Frnds)**
CCB 300-02
Tue 10/22 6:30-9:30pm

Session 2 (Individual*)
CCB 300-03
Sat 11/9 9am-noon

Session 2 (Cpls/Frnds)**
CCB 300-04
Sat 11/9 9am-noon
Location:
ERC A-115 (Lab)

Cost:
*Individual= (one computer per person) \$90
**Couple/Friends= (one computer--two people) \$135
(When registering please indicate if you are an individual or couple)

(\$10 additional materials fee will be collected in class)

Fundamentals of Java Programming- Lab

(Limited to ten Couple/Friends or individuals) Prerequisite: Beginning PowerPoint or instructor approval.*Instructor: Gary Palmer at (310) 798-4372

The Java programming language is the hottest new computer language used for hosting Internet and client/server applications, dynamic web page content, and platform neutral programs. The JAVA language was designed to be a pure object oriented language functionally capable of spanning the Internet. JAVA is becoming a crucial component to any Internet based information system. This course explores the object oriented design features of JAVA, and differentiates between JAVA, HOT JAVA, and traditional programming languages. During this class, the student will create a simple JAVA Applet (web application), and include that Applet into an HTML web document. This course assumes the student has experience in a structured or object oriented programming language. Stand alone applications will also be covered.

Session 1 (Individual*)
CCB303-01

Sat 10/5 9am-noon

Session 1 (Cpls/Frnds**)
CCB303-02

Sat 10/5 9am-noon

Session 2 (Individual*)
CCB 303-03

Wed 10/16 6:30-9:30pm

Session 2 (Cpls/Frnds**)
CCB 303-04

Wed 10/16 6:30-9:30pm

Cost:

*Individual= (one computer per person)
\$140

**Couple/Friends = (one computer--two people) \$210

(When registering please indicate if you are an individual or couple)*

(\$10 additional materials fee payable to instructor in class)

INTERNET and WORLD WIDE WEB CONSULTING: PUTTING THE BUSINESS COMMUNITY ON-LINE

The Center for Training and Development at CSUDH provides consulting and design for a broad range of commercial activities on the Internet and the World Wide Web. Services include Web site development, marketing and promotion, on-line sales and customer support systems, secure transactions, Electronic data interchange (EDI), "Intranet" development, and comprehensive, company-specific design plans for Internet integration and implementation. For further information contact

**Scott MacKay at
(310) 243-3355 or by
e-mail at
smackay@dhvx20.csudh.edu.**

**Visit Us On the
World Wide Web
CSUDH-Internet**

Program Page at:

<http://www.csudh.edu>

[/internet/index.html](http://www.csudh.edu/internet/index.html)

Introducing our new ON-LINE/MULTIMEDIA COMPUTER LAB!

The Division of Extended Education is proud to announce the opening of its new On-Line/Multimedia Computer Lab. Students participating in the Internet Certificate Series and selected other courses will receive in-depth training thanks to the Division's commitment to excellence both in equipment and its instructional staff.

The on-line/multimedia computer lab is equipped with eleven Macintosh 8100 AV Power PC workstations, 21" monitors, Syquest 200 MB tape drives, a digital camera, an art tablet, two scanners, one of which can scan 35 mm slides, two laser printers, one of which is color, a SVHS videocassette recorder and a CD ROM Press. In addition, each workstation has an ethernet connection which makes it possible to access all of the graphics on the Internet.

The software in the lab includes MS Office, WordPerfect, Pagemaker, Filemaker, Quark Express, Fractal Painter, Macromedia Director, Macromedia Sound, Supercard, Strata Vision, Aldus Persuasion, Opcode Audioshop, Avid Videoshop, Adobe Photoshop, Adobe Premier and Adobe Illustrator.

Specialized company workshop training is available. Please contact Scott MacKay, Director of the Center for Training and Development for details. Scott can be reached at

(310) 243-3355

or by e-mail at

smackay@dhvx20.csudh.edu

COMPUTERS

DISTANCE LEARNING

FALL 1996 COURSES

DISTANCE
LEARNING

California State University, Dominguez Hills is one of the leading campuses delivering university courses over television. All of our courses are broadcast live. Students can call in and talk with the instructors during class. Classes 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 TV signal. The teacher education courses and two MBA classes can also be seen on KLCS-TV UHF Channel 58.

Interactive Instructional Digital Television Courses

**Interdisciplinary
Studies
Behavioral Science
Production &
Inventory Control
Teacher Education
Business Administration
MBA Classes**

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

BEH 510-91 Theories of Conflict (4)

D. Churchman
10 mtgs: Mon Beg 9/23
7-9:45pm
\$672 (Special Sessions
Registration Form)

BEH 522-91 Negotiation Tactics (4)

D. Churchman
10 mtgs: Wed Beg 9/25
7-9:45pm
\$672 (Special Sessions
Registration Form)

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

IDS 326-95 Elections'96 (3)

R. Palmer
10 mtgs: Tue Beg 9/3
7-9:30pm
\$504 (Special Sessions
Registration Form)

IDS 320-95 Modern American Social Problems (3)

G. Ochoa
10 mtgs: Thu Beg 9/5
7-9:30pm
\$504 (Special Sessions
Registration Form)

**Certificate in
Production & Inventory
Control**

PIX 319-92 Introduction to Materials Management (3)

J. Hall
13 mtgs: Tue Beg 9/10
4-6:30pm
\$489 (Extension
Registration Form)

PIX 321-91 Material Requirements Planning & Purchasing (3)

Staff
13 mtgs: Thu Beg 9/12
4-6:30pm
\$489 (Extension
Registration Form)

**Teacher Education
Courses**

***HEA 300-91 Health in Public Education (3)**

C. Kinney
14 mtgs: Sat Beg 8/31
12:30-3pm
\$489 (Open University - call
for Bulletin)

***TED 405-91 Mainstreaming Children w/Special Needs (3)**

C. Hanley
14 mtgs: Sat Beg 8/31
3:30-6pm
\$489 (Open University - call
for Bulletin)

KLCS MBA Program

***FIN 500-91 Advanced Topics in Finance**

R. Ulivi
14 mtgs: Sat Beg 9/7
9am-noon
\$597 (Special Sessions
Registration Form)

***BUS 495-91 SemInternat- ional Management (3)**

G. Sadri
14 mtgs: Sun Beg 9/8
9am-noon
\$597 (Special Sessions
Registration Form)
* can also be seen on KLCS
UHF Channel 58

VIDEO CONFERENCING DISTANCE LEARNING COURSES

PACE Classes

Receive Site: Coastline Community College Center, Fountain Valley and Mission College, San Fernando

SMT 312-91 Natural Processes (3)

Staff

15 mtgs: Mon Beg 8/26
7-9:45pm
\$489 (Open University - call for Bulletin)

IDS 320-95 Modern American Social Problems (3)

Staff

15 Tue Beg 8/27
7-9:45pm
\$489 (Open University - call for Bulletin)

IDS 350-95 The Greenhouse Effect (3)

C. Jacobs

15 mtgs: Wed Beg 8/28
7-9:45pm
\$489 (Open University - call for Bulletin)

IDS 326-95 Elections '96 (3)

R. Palmer

15 mtgs: Thu Beg 8/29
7-9:45pm
\$489 (Open University - call for Bulletin)

IDS 326-95 Comparative Work Ethics: U.S. & Asia (3)

S. Ko

5 mtgs: Sat 8/24, 9/7, 9/21, 10/5, 10/19
8:30-6pm
\$489 (Open University - call for Bulletin)

Coastline Community College Course MAT 100 Basic Math (3)

Staff

30 mtgs: Tue-Thu Beg 9/10
CSUDH campus rm ERC 133
4:15-6:15pm
\$39 (Community College Course: call Coastline College)

MSQA Degree ONLINE!



* QAS 510-41
Advanced Probability
& Statistics (3)

Sch no: 43074

G. Hart
8/26-12/7
\$414

* QAS 511-41 Quality Project
Management & Planning(3)



Sch no: 42919
W. Trappen
8/26-12/7
\$414

* QAS 594S-41
ISO 9000 & the Auditing
Function (3)



Sch no: 42932
W. Trappen
8/6-12/7
\$414

* For MSQA Internet
classes, call (310)
243-3355 to enroll

Coming Spring '97

Pacific Bell Digital Television will broadcast our courses in Los Angeles and Orange County. Subscribers will be able to earn a BA degree, take teacher education courses, and complete any one of three Masters Degrees, all from the comfort of their living rooms.

Check your newspaper to find out how you can get Pacific Bell Digital Television in your home.

DISTANCE
LEARNING

CSUDH

VIDEO

CONFERENCING

Facilities are now
available to the public

- Access to Sprint Meeting Rooms Nationwide
- Full ISDN Dial-Up Capability
- Comfortable room
- 40-inch TV's
- Food service

For more information, call the
Division of Extended Education,
Distance Learning Program at

(310) 243-2288

Master of Arts Degree in Behavioral Science; Negotiation and Conflict Management

California State University Dominguez Hills is now offering a Behavioral Science Master's Degree program in Negotiation and Conflict Management in two years. Courses teach participants valuable skills and knowledge which may be applied directly to police work, counseling, human resources management, labor relations, supervision and administration.

DISTANCE LEARNING

Other career applications include alternative dispute resolution (ADR), mediation, negotiation, arbitration, public policy, social work, teaching, inter-cultural and community conflicts, corporate contracts and purchasing.

Additionally, participants will improve their computer, listening, speaking, writing, critical thinking and problem solving skills.

The knowledge gained from the program can be used in both your professional and personal life.

The Program

Participants complete eight, ten-week courses over a two year period in evenings from 6:30-9:45 pm. Courses meet one day per week. Students may also be required to come on campus on some Saturdays.

The Cost

The cost per unit for 1996-97 is \$168 (price includes TV surcharge and all fees but not books and materials).

The Requirements

Admissions requires a bachelor's degree in any major from an accredited university with GPA of 3.0 in the last 60 units of undergraduate work. There are some exceptions to the GPA requirement, which will be considered on an individual basis. Students will be allowed to complete a maximum of two classes before they are formally admitted to the program.

The Courses

Year One

BEH 522
Negotiation Tactics (4)
Oct-Dec 96

BEH 505
Computer Applications (4)
Jan-March 97

BEH 525
Mediation (4)
Apr-Jun 97

BEH 540
Community Conflict (3)
Jul-Sept 97

Year Two

BEH 510
Theories of Conflict (4)
Oct-Dec 97

BEH 535
Organizational Conflict (3)
Jan-Mar 98

BEH 507
Research Design (4)
Apr-Jun 98

BEH 509
Applied Behavioral Science (4)
Jul-Sept 98

NOW AVAILABLE ON TV

All courses are broadcast live from a classroom on campus. 800 numbers are available for students to call-in during the broadcast and communicate with their instructor. During the Fall of 1996, students will be able to view the broadcasts at selected schools and worksites in Los Angeles, Orange, and Riverside counties. Home reception will become possible in the Spring of 1997 when Pacific Bell begins offering subscriptions to their Digital Television Network in Los Angeles and Orange County.

CALL TODAY (310) 243-2288

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

Bachelor of Arts Degree in Interdisciplinary Studies

Courses are broadcast live from the university campus

Students can complete their Bachelor's Degree at home!

The Program

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

The Courses

The Interdisciplinary studies major consists of 11 courses (33 units) in the social sciences, humanities and natural sciences. In addition to the IDS courses, the university will broadcast five courses (15 units) needed for a minor in Public Administration and two upper-division electives (6 units).

These courses (54 units), combined with the maximum number of transferable units allowable from a community college (70 units), will complete the requirements for the bachelor of arts degree.

The Cost

The cost per unit for the 1996-1997 academic year is \$168 (price includes TV surcharge and all fees but not books or materials).

The Requirements

The program is available to all students who have completed a minimum of 56 semester units of transferable coursework with a GPA of 2.0 or better.

Fall 1996 Schedule

IDS 326 Election '96 (3)

Tuesday 7-9:30pm
The presidential campaign will be followed closely each week through the election when the entire electoral process will be reviewed and analyzed.

IDS 320 Modern American Social Problems (3)

Thursday 7-9:30pm
Major issues confronting the U.S. and affecting life in southern California will be examined and discussed.

Spring 1997 Schedule

SMT 312 Natural Processes (3)

Tuesday 7-9:30pm
Impact of natural events on human life. Our relationship with the atmosphere, ocean, and not-so-solid earth.

HIS 348 Labor in American Society (3)

Thursday 7-9:30pm
Roles of labor in the political, economic and social life of the U.S., including organized labor, rival ideologies, legal decisions and contributions of various ethnic groups.

DISTANCE
LEARNING

NOW AVAILABLE ON TV

All courses are broadcast live from a classroom on campus. 800 numbers are available for students to call-in during the broadcast and communicate with their instructor. During the Fall of 1996, students will be able to view the broadcasts at selected schools and worksites in southern California. Home reception will become possible in the Spring of 1997 when Pacific Bell begins offering subscriptions to their Digital Television Network in Los Angeles and Orange County

CALL TODAY (310) 243-2288

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

EDUCATION

Bobrow Test Preparation

- 49 CBEST Review
- 48 GMAT Review
- 48 GRE Review
- 49 MSAT Review
- 49 SAT Review

- 55 Adv Service: Res Spec III
- 54 Assistive Technology - Intro
- 54 Assistive Technology - Basic
- 56 California Teacher Corps
-- Math & Science
- 52 The Community College
- 52 Community College Internship
- 61 Dalcroze Music Workshop
- 51 Developmental Psychology
- 52 Effective College Teaching
- 57 Methods & Materials of Adult Ed
- 60 Open University
- 51 Preschool Development I
- 57 Principles of Adult Education
- 55 Program Planning Res Spec I
- 56 Teacher Corps -- CA Math&Sci
- 51 Workshop in Teaching Methods:
Meeting the Needs of
Special Children
- 51 Workshop in Teaching Methods:
Math for Young Children
- 51 Workshop in Teaching Methods:
Working w/Parents of Young
Children

Certificate Programs

- 54 Assistive Technology Specialist
- 52 Community College Teaching
- 50 Early Childhood Education
- 55 Special Education --
Resource Specialist
- 53 Urban Settings Counseling

Credentials

- 59 Administrative Services
- 57 Designated Subject Adult
Education Teaching
- 57 Elem/HS --Teacher Corps
- 58 Multiple Subject Credential:
Cross-Cultura, Language &
Acad Dev (CLAD) Emphasis

BOBROW TEST PREPARATION

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

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

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

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

GRE (Graduate Record Examination) Review

This program 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.

NOTE: There is no written form of the GRE in January, May or July. Students who elect to take the GRE during this time must apply for COMPUTER-BASED GRE TESTING. For further information call ETS at (800) 808-0090 or (800) GRE-CALL.

GRE Review for Oct 12 Exam

Session I
XGR 101-01 Noncredit
4 mtgs: Sat 9/14,21,28, 10/5
9am-1pm
CSUDH SAC 1108
\$195

GRE Review for Dec 14 Exam

Session II
XGR 101-02 Noncredit
4 mtgs: Sat 11/9, 16, 23, 12/7
(no class 11/30)
9am-1pm
CSUDH SAC 1104
\$195

GRE Review Winter Special Session

Session III
XGR 101-03 Noncredit
4 mtgs: Sat 1/4, 11, 18, 25
9am-1pm
CSUDH SAC 1106
\$195

GMAT (Graduate Management Admission Test) Review

(including the new Analytical Writing Assessment)

A special course offered to prepare students for the latest version of the GMAT. Areas covered include: Math Ability (problem solving), Data Sufficiency, Reading Comprehension, Sentence Correction, Critical Reasoning and the new Analytical Writing Assignment. A short review of basic algebra and geometry is also included.

GMAT Review for October 19 Exam

Session I
XGM 101-01 Noncredit
4 mtgs: Sat 9/21, 28, 10/5, 12
9am-3pm
CSUDH SAC 1102
\$215

The NEW SAT I Reasoning Test Review

The SAT I Prep Sessions are a series of workshops designed to help students prepare for the NEW test. All of the new question types will be carefully discussed and reviewed along with the areas that were retained from the "old" SAT. Emphasis will be placed on Mathematical Reasoning (Multiple Choice, Quantitative Comparison, and Grid-ins) and a short review of algebra and geometry. Verbal Reasoning (Analogies, Sentence Completions, and Critical Reading including the new paired passages) will also be discussed and analyzed. Students should bring simple calculators to class as they are allowed on the new SAT I.

SAT Review for October 12 Exam

XSA 101-01 Noncredit
 3 mtgs: Sat 9/21, 28, 10/5
 9am-12:30pm
 RBCC rm 8
 \$125

CBEST (California Basic Educational Skills Test) Review

These workshops are designed to assist students and teachers in preparation for the NEW ADMINISTRATION OF THE CBEST. Each area--reading comprehension, essay writing, and mathematics--will be carefully explained and analyzed. Special emphasis will be placed on a review of mathematics including: basic arithmetic, algebra, geometry, symbols and terminology, and graph reading. The CBEST exam is now administered by National Evaluation Systems. For further information about test application call (916) 928-0212.

CBEST Review for October 19 Exam

Session I
XCB 101-01 Noncredit
 3 mtgs: Sat 9/28, 10/5, 12
 9am-3pm
 CSUDH SAC 1104
 \$185

CBEST Review for December 7 Exam

Session II
XCB 101-02 Noncredit
 3 mtgs: Sat 11/9, 16, 23
 9am-3pm
 CSUDH SAC 1102
 \$185

CBEST Review for February 8 Exam

Session III
XCB 101-03 Noncredit
 3 mtgs: Sat 1/18, 25, 2/1
 9am-3pm
 CSUDH SAC 1102
 \$185

MSAT (Multiple Subject Assessment for Teachers) Review

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

MSAT Review for October 26 Exam

Session I
XMS 101-01 Noncredit
 3 mtgs: Sat-Sun-Sun 10/12,
 13, 20
 9am-4pm
 CSUDH SAC 1106
 \$215

MSAT Review for February 1 Exam

Session II
XMS 101-02 Noncredit
 3 mtgs: Sat-Sun-Sun 1/18, 19,
 26
 9am-4pm
 CSUDH SAC 1104
 \$215

EDUCATION

CERTIFICATE IN EARLY CHILDHOOD EDUCATION DATE PLANNER

Developmental Psychology

Mondays
September 9 - December 9

Preschool Development I

Wednesdays
September 11 - December 11

Workshop in Teaching Methods: Meeting the Needs of Special Children

Tuesdays
September 3 - October 1

Workshop in Teaching Methods: Math for Young Children

Tuesdays
October 8 - November 5

Workshop in Teaching Methods: Working with Parents of Young Children

Tuesdays
November 12 - December 10

CERTIFICATE IN EARLY CHILDHOOD EDUCATION

Who should attend

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

The Certificate

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

Location

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

The Courses -- All Students (required core courses)


PSX 350 Developmental
Psychology (3)
TEX 355 Child, Family and
Community (3)

Administration only:

TEX 356 Early Childhood
Administration and
Supervision (3)

Specialization Courses:

TEX 351 Infant Program
Development I (3) and
TEX 425 Workshop in Teaching
Methods (3)
TEX 353 Preschool Program
Development I (3) and
TEX 425 Workshop in Teaching
Methods (3)



RBCC is in
Redondo Beach!
See map
page 85

Fall 1996 Schedule

Developmental Psychology

PSY 350 3 ext units CRN 42998

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

Carol C. Fox, MS, USC, is a consultant to the LA County Office of Education, a state preschool coordinator of Early Childhood Education, Parent Education, Community Involvement, Elementary Curriculum.

14 mtgs: Mon 9/9-12/9
6:30-9:30pm
RBCC rm 7
\$399

Preschool Development I

TEX 353 3 ext units CRN: 42997

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

14 mtgs: Wed 9/11-12/11
6:30-9:30pm
RBCC rm 7
\$399

Workshop in Teaching Methods: Meeting the Needs of Special Children

TEX 425-01 1 ext unit CRN 43044

Methods and materials for teaching children with special needs in the early childhood setting. Emphasis will be on the nature and needs of children with special needs, curricular concerns, and instructional considerations.

Linda Dingman, MA, Brandeis University, English, holds a teaching credential for teaching the Severely Handicapped.

5 mtgs: Tue 9/3-10/1
6:30-9:30pm
RBCC rm 7
\$133

Workshop in Teaching Methods: Math for Young Children

TEX 425-02 1 ext unit CRN 43046

Developing basic concepts and skills in math and science through concrete materials, real world experiences, and integrated curriculum activities. Focuses on developmentally appropriate activities for facilitating children's mathematical explorations and scientific investigations.

Carol Nakayama
5 mtgs: Tue 10/8-11/5
6:30-9:30pm
RBCC rm 7
\$133

Workshop in Teaching Methods: Working with Parents of Young Children

TEX 425-03 1 ext unit CRN 43047

Methods and materials in working effectively with parents. Course will address current issues and trends in parent education. Topics will include parent conferences, parent involvement and participation, and parenting skills.

Eileen Kapp, MA, a Master Teacher, teaches Parent Education classes for the LAUSD and Childhood Development classes at Los Angeles Harbor College.

5 mtgs: Tue 11/12-12/10
6:30-9:30pm
RBCC rm 7
\$133

EDUCATION
CERTIFICATE
PROGRAMS



Who Should Attend

CSUDH offers a three-course Certificate in Community College Teaching for those who would like to explore the option of a career in community college instruction.

The Certificate

The certificate program is designed to enhance the skills, and thereby the employability, of the potential community college instructor. Students must either be enrolled in a graduate program, possess a master's degree in a subject area taught at the community college level, or be currently employed as an instructor in a community college.

Location

GED 548 and GED 549 are taught on campus at CSUDH in Carson. Registrants for GED 594S will perform their internship at a local community college.

The Courses

GED 548-71 Effective College Teaching (3)

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

GED 549-71 The Community College (2)

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

GED 594-71 College Teaching Internship (3)

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.

CERTIFICATE IN COMMUNITY COLLEGE TEACHING

Fall 1996 Schedule

GED 548-71 Effective College Teaching

Sch no: 42966 3 sem units

P. McKenna
6 mtgs: Sat 10/5-11/9
9am-4pm
CSUDH
\$375

GED 549-71 The Community College

Sch no: 42967 2 sem units

N. Doffoney
4 mtgs: Sat 9/7-9/28
9am-4pm
CSUDH
\$250

GED 594S-71 Community College Teaching Internship

Sch no: 42968 3 sem units

Prerequisite: GED 548 and GED 549, master's degree by the time the program is completed and minimum grade of "B" in both prerequisite courses in the program and the approval of the Internship Coordinator.

T. Giannotti
TBA
\$375

COMMUNITY COLLEGE TEACHING CERTIFICATE PROGRAM DATE PLANNER

The Community College

Saturdays,
September 7-28

Effective College Teaching

Saturdays,
October 5-November 9

Community College Teaching Internship

Dates to be arranged by coordinator and participant

CERTIFICATE IN URBAN SETTINGS COUNSELING

The Urban Settings Counselor Certificate consists of four courses for a total of 12 semester units (180 hours). The Certificate will be of interest to Pupil Personnel Services credentialed counselors who seek specialized, experiential training for counseling in diverse, urban environments.

Admission Requirements

- Possession of a valid Pupil Personnel Services Credential
- Must be affiliated with the Partnership Training Program for Counselors

Cost

\$375 per 3-unit course or \$125 per unit.

Degree Option

If the student meets the requirements for the masters program, s/he may apply nine units from the certificate courses toward the Master of Arts in Education, Counseling Option, degree.

Course Requirements for the Urban Settings Counselor Certificate

GED 544 Seminar in Behavior Change (3) (Multicultural Emphasis)

GED 583 Seminar in Career and Vocational Guidance (3)

GED 584 Seminar in Techniques of Group Counseling (3)

GED 586 Seminar in Counseling Children and Adolescents (3)

Note: Each of the above courses has a fieldwork component that can be met at the counselor's own site, under the direction of a PPS-credentialed supervisor.

Proposed Schedules for One (1996-1997) or Two-Year (1996-1998) Programs:

One Year Program

Fall (10 wks/90 hrs)

Friday 3 hrs
Saturday 6 hrs

Spring (10 wks/90 hrs)

Friday 3 hrs
Saturday 6 hrs.

Two Year Program

Fall (5 wks/45 hrs)

Friday 3 hrs
Saturday 6 hrs

Spring (5 wks/45 hrs)

Friday 3 hrs
Saturday 6 hrs

Note: The 3-hour and 6-hour time frames may be changed to 3 and one-half hour and 5 and one-half hour time frames.

For more information on the Certificate in Urban Settings Counselor Certificate, please call: (310) 243-3524.

EDUCATION
CERTIFICATE
PROGRAMS

ASSISTIVE TECHNOLOGY SPECIALIST CERTIFICATE PROGRAM

A new certificate program to prepare special education personnel for state & federal mandates in Assistive Technology

THE PROGRAM

California State University Dominguez Hills and the Orange County Department of Education now offer the first Certificate Program in the state of California in the area of Assistive Technology. Classes will be held at the Orange County Department of Education Offices in Costa Mesa. Federal and state laws require that school personnel be prepared to offer a full range of services to disabled persons in the area of assistive technology. This Certificate Program will prepare individuals to fully understand and implement these state and federal mandates.

WHO SHOULD ATTEND

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

- **Special Education Teachers**
- **Occupational and Physical Therapists**
- **Speech and Language Specialists**
- **Rehabilitation Specialists**
- **Program Specialists**
- **Resource Specialists**
- **Psychologists**
- **Administrators**

In addition, the first course, GED 530 Introduction to Assistive Technology, is an overview which will be of interest to a greater audience including parents of disabled students as well as other interested members of the community.

COURSES

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

GED 530 Introduction to Assistive Technology

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

GED 531 Basic Assistive Technology

Provides information regarding design and development of basic assistive technologies, compares human and system performance, and details the development of system interfaces and switches.

GED 532 Advanced Assistive Technology

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

GED 533 Administration of Assistive Technology Services

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

GED 537 Capstone Course in Assistive Technology

Student will apply assistive technology skills by performing functional assessments, developing technology goals/objectives, and selecting appropriate assistive technology services for the disabled.

Fall 1996 Schedule

GED 530 Introduction to Assistive Technology

Sch no: 42937

14 mtgs: Tue 9/3-12/3

4-7pm

Orange County Dept of Education*

\$375

GED 531 Basic Assistive Technology Sch no: 42938

14 mtgs: Thu 8/29-Dec 5 (no class 11/28)

4-7pm

Orange County Dept of Education*

\$375

INFORMATION

Contact Paul Richard
Orange County Department of Education, PO Box 9050
Costa Mesa, CA 92628-9050
(714) 966-4140

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

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 that Resource Specialists need which 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 the 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 educational supervisors and CSUDH Resource Specialist Certificate program application (from the Education Department).

Location

All classes held on the CSUDH campus in Carson.

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, (310) 243-3524 or the Special Education Coordinator Karl Skindrud, HFA A319, (310) 243-3923.

Fall 1996 Schedule

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

Sch no: 42960

Staff

6 mtgs: Sat 10/26-12/7 no
class 11/30)

8:30am-4:30pm

CSUDH rm TBA

\$414

GED 529-71 Adv Service: Resource Specialist III (3)

Sch no: 42961

K. Skindrud

6 mtgs: Sat 9/7-10/19

9am-4pm

CSUDH rm TBA

\$414

EDUCATION
CERTIFICATE
PROGRAMS

California Math/Science Teacher Corps Project

Rocket Scientists needed:

Engineers, Scientists, Military Personnel with backgrounds in math and science and non-scientific personnel with a liberal arts background can put their skills to work where they are needed.

Become an elementary or high school teacher -- Join the California Math/Science Teacher Corps Project in cooperation with the Division of Extended Education!

The Teacher Education Department at California State University, Dominguez Hills offers outstanding credential programs in elementary education and math & science at the secondary level.

California's students urgently need your help:

From Crescent City to Calexico, there is a critical shortage of qualified math, science and elementary teachers. In some cases, schools are forced to use teachers unqualified in these subject matter areas, thus depriving students of basic knowledge they need to fulfill their potential. By the year 2000, California will need approximately 10,000 new math and science teachers, and a much greater number of elementary teachers, yet fewer college students than ever before are entering these fields.

You can make the difference through the California Math/Science Teacher Corps Project

As a professional with years of experience as an engineer, you have an ideal background for a

second career as a math or science teacher. As a liberal studies professional, your background may be most appropriate for a second career as an elementary teacher. By participation in the California Math/Science Teacher Corps Project, you can make the transition from conference room to classroom easier than ever before.

Sponsored jointly by several private industry councils, aerospace companies, the School of Education at California State University, Dominguez Hills, and the Division of Extended Education, this innovative program was created specifically to retrain former aerospace scientists and engineers and liberal studies professional personnel to tap their training and experience for careers in teaching.

A Unique Program

The California Math/Science Teacher Corps Project offers a program which can be completed in a calendar year or less. The program includes forty-six semester units for both the secondary program and the elementary program, and consists of seminar work in educational strategies and tactics, extensive opportunities for observation, and an internship with an experienced and eminent master teacher. This internship is a realistic classroom experience, with frequent coaching from supportive master teachers and university supervisors. Faculty for the program are experienced teacher educators who are committed to a practical preparation program.

A Cohort Approach

Approximately twenty-five participants complete a program together. New cohorts will be initiated when twenty-five participants have applied for admission to the program.

Other Options

For individuals interested in other areas of teaching, alternative programs are available. For further information, contact Robert De Vries, EdD, at CSUDH (310) 243-3997.

Qualifications

To enter the California Math/Science Teacher Corps Project, you must hold a bachelor's degree from an accredited college or university, submit two letters of reference and have a background in mathematics, engineering and/or science for the secondary program, or a liberal studies bachelor's degree for the elementary program. To enter the teaching profession, you must maintain a GPA of 3.0 or better throughout the program, pass the CBEST and related content area examinations, and complete the requirements for either a preliminary or professional clear credential.

Fees

Course fees are \$178 per unit, which includes application for admission, the costs of all books and materials, two semesters of parking fees and one administration of the California Basic Educational Skills Test (CBEST), and either the Multiple Subject Assessment for Teachers (MSAT) or the Single Subject Assessment for Teachers (PRAXIS/CAPA).

Financial Aid

Under certain circumstances, financial aid may be available. Information about how to determine eligibility may be secured from the program advisor.

For further information contact: Robert De Vries, EdD, CSUDH School of Education (310) 243-3997 or Gary R. Levine CSUDH Division of Extended Education (310) 243-3727.

Credential in Designated Subject Adult Education Teaching

Who should attend

The Designated Subject Teaching Credential Program is designed for students who meet the preliminary credential requirements and would like to fulfill the requirements for a clear Adult Education Credential as outlined by the Commission on Teacher Credentialing.

Career Opportunities

Graduates find employment in public and private schools, community agencies, private industry, health services, government agencies, military settings, correctional and religious institutions, volunteer agencies and centers for older or exceptional adults.

Program Requirements for a Five-Year Preliminary Credential

Academic subjects:

Adult Basic Education, English and Humanities, Foreign Language, Mathematics, Science and Social Science, a Bachelor's degree with 20 semester units or 10 upper division semester units in the subject to be taught or 5 years related work experience*, successful passing of the California Basic Educational Skills Test (CBEST), and completion of the US Constitution requirement (POL SCI 101 or equivalent) or exam.

Non-Academic Subjects:

Arts & Crafts, Business Education, Communications, Foreign Language (conversational), Gerontology, Handicapped, Health & Safety, Health Occupations, Home Economics, Parent Education & Public Administration. You also need a high school diploma; verification of 20 semester units or 10 upper

division semester units in the subject area to be taught or 5 years related work experience*, plus the completion of the US Constitution requirement (POL SCI 101 equivalent) or exam.

* Full-time work experience must be verified by employer on company letterhead stationery and a brief statement of job responsibilities with the beginning and ending employment dates provided)

Program Requirements and Courses for a Clear Credential

Possession of a valid preliminary Adult Credential, plus TED 495-71 Principles of Adult Education, TED 495-72 Methods and Materials of Adult Education I, TED 495-73 Methods & Materials of Adult Education II, Supervised Field Experience, Counseling and Guidance for Teachers of Adult Education, or verification of 2 years full-time teaching experience as authorized by the Preliminary Credential. CLEAR CREDENTIAL CANDIDATES MUST COMPLETE THE LEVEL I COURSES BEFORE THE END OF THE SECOND YEAR OF THE PRELIMINARY CREDENTIAL.

Note: If you never held a California Credential before, fingerprinting will be required. Credential is issued by the State of California.

Level I

TED 495-71 Principles of Adult Education
TED 495-72 Methods & Materials I
TED 495-73 Methods & Materials II

The Location

All classes (except field experience) are taught on-campus at California State University, Dominguez Hills.

The Cost

Each unit is \$138. A two-unit course is \$276.

The Courses

TED 495-71 Principles of Adult Education 2 sem units

Designed to meet requirements for the Designated Subject Adult Education Credential. Topics include scope and function of adult education, knowledge of cultural difference in students and communities, adult education curricula, and media and community relationships.

TED 495-72 Methods and Materials of Adult Education Part I 2 sem units

Course covers instructional techniques, evaluation of student achievement and the learning process in adult education.

TED 495-73 Methods & Materials of Adult Education Part II 2 sem units

This course covers the instructional methodology and strategies in adult education with an emphasis on English-as-a-Second Language, Older Adults and Special Education instruction.

FALL 1996 Schedule

TED 495-71 Principles of Adult Education (2)

Staff Sch no: 42941
13 mtgs: Fri 9/6-12/6*
4-6:30pm
CSUDH rm TBA
\$276

TED 495-72 Methods & Materials of Adult Education - Part I (2)

Staff Sch no: 42942
6 mtgs: Sat 9/7-10/12
9am-2pm
CSUDH rm TBA
\$276

TED 495-73 Methods & Materials of Adult Education - Part II (2)

Staff Sch no: 42943
6 mtgs: Sat 10/26-12/7
9am-2pm
CSUDH rm TBA
\$276

EDUCATION
CERTIFICATE
PROGRAMS

Multiple Subject Credential: Cross-Cultural, Language & Academic Development (CLAD) Emphasis

The Credential

Designed for the Emergency or Internship credentialed, full-time teacher who is assigned to a regular classroom in the Los Angeles Unified, Long Beach Unified, Compton Unified, Hawthorne or Lennox School Districts, as well as other school districts and private schools within our service area (south of the Santa Monica Freeway). The Multiple Subject CLAD credential authorizes the holder to teach all subjects in a self-contained classroom (usually K-6) which includes students for whom English is a second language. The program requires a minimum of three semesters to complete.

Preliminary Application

Prior to admission to the Phase I courses, the applicant must:

1. Attend credential advising meeting
2. Meet with faculty advisor
3. Be admitted to the University (application available at Information and Service Center)
4. Submit preliminary application to the Multiple Subject Internship Credential Program (application available at credential advisement meeting).
5. Submit nonrefundable \$25 processing fee in the form of a check or money order.
6. Submit passing CBEST scores.
7. Have a full-time teaching position (documentation required)
8. Have an acceptable GPA in the upper half of the class in the undergraduate major.
9. For those teaching in private schools: application and fee for Certificate of Clearance or copy of California Teaching Credential.

PHASE I - First Semester (6.0 semester units)

During the first semester of the program, complete 3 preliminary classes:

- TED 446 Seminar: Introduction to Internship - Elementary (1.0)
 TED 403 Teaching Whole Language: (Elementary/Reading/ Language Arts (3.0)
 TED 411 Classroom Management Methods - Elementary (2.0)

As part of TED 446, interns apply for admission to the fieldwork component including application, administrator recommendation, statement of philosophy and Multiple Subjects Assessment for Teachers (MSAT) scores or waiver. Requirements for admission to Phase II of the intern program include: satisfactory administrator recommendations; B (3.0) average in Phase I courses with no grade lower than a C; and passing MSAT scores or waiver completion. It is recommended that the second language learning requirements be completed prior to advancement to field work status.

PHASE II

Advancement to Fieldwork (12.0 semester units) Enroll in:

- TED 445 Supervised Fieldwork - Elementary (6.0)
 TED 410 Elementary Math Methods (2.0)
 TED 412 Elementary Social Studies/Content Reading, Writing (2.0)
 TED 416 Elementary Science Methods (2.0)

PHASE III

Fieldwork (12.0) semester units) Enroll in

- TED 445 Supervised Fieldwork - Elementary (6.0)
 TED 304 Foundations in Education (1.0)
 TED 402 Motivation and Learning (2.0)

and for non-CSUDH Liberal Studies Majors

- TED 408 Elementary Art/Music Methods (2.0)
 TED 409 Elementary Physical Education Methods (1.0)

PREREQUISITE COURSES

(6.0 semester units)*

- TED 305 Introduction to Classroom Teaching (Co-requisite with TED 415) (1.0)
 TED 407 Language Learning (3.0) (Prerequisite: English 314 or equivalent)

TED 415 Multicultural Perspectives for Teachers (Co-requisite with TED 305) (2.0)

*These courses, required as prerequisites for entry into the traditionally organized programs, may be taken by the interns at any time within the three semesters of internship; at completion of the three semesters of internship; prior to application for internship; or, in intensive formats during intercessions.

PRELIMINARY CREDENTIAL

A five-year Preliminary Multiple Subject Credential may be issued when the intern has:

1. Successfully completed the program described above.
2. Successfully completed at least 3 semesters of full-time teaching.
3. Demonstrated Subject Matter Competency (coursework leading to a Liberal Studies waiver or passing scores on the Multiple Subjects Assessment for Teachers (MSAT) examination.
5. Completed U.S. Constitution requirement (POL 101 or equivalent)
6. Completed second language learning requirement.

PROFESSIONAL CLEAR CREDENTIAL

Following issuance of the Preliminary Credential, the teacher has five years to complete the following additional requirements for the Professional Clear Credential:

1. Thirty semester units of post baccalaureate coursework including:
 1. TED 405 Mainstreaming Children with Special Needs (3.0)
 3. HEA 300 Health in Public Education
 4. TED 420 Computer Literacy for Teachers (1.0) (limited to CSUDH Preliminary Credential candidates) or GED 535 Introduction to Computers in Education (3).

For more information: call Kathleen Taira in the Teacher Education Department: (310) 243-3522.

Administrative Services Credential

The Program

Designed to prepare educators for leadership positions in elementary and secondary schools and certain district level positions. The program is comprised of two tiers: the first tier, the Preliminary Administrative Services Credential, authorizes service in positions serving grades K-12 and is valid for a period of five years from date of issuance or three years from date of initial employment as an administrator, whichever is later. This credential is not renewable.

The second tier, the Professional Administrative Services Credential, which also authorizes service in grades K-12, is valid for a period of five years and is renewable. A valid Preliminary Administrative Services Credential is required for admission to the second tier (Professional Administrative Services Credential program).

Before the candidate is permitted to undertake the fieldwork portion of the program and before the Professional Administrative Services Credential can be granted, the candidate must be employed in a position requiring a valid Administrative Services Credential. Every effort is made to integrate credential and master's degree program for the benefit of the students.

Preliminary Credential (34 units)

This program is a competency based program for the schools, particularly elementary, junior and senior high school principals and vice-principals, and certain district level positions. Students should consult with their advisors concerning the second level of training which is additional training beyond the first level described below.

Admission Requirements

- * Three years full-time teaching experience in a public or private school or three years experience in pupil personnel services
- * A 2.75 grade point average in last 60 units of college work
- * Possession of a valid California Teaching Credential or Pupil Personnel Services Credential
- * A personal interview and three confidential recommendations
- * Pass California Basic Educational Skills Test (CBEST)

A. Prerequisite Course

TED 405 Mainstreaming Children with Special Needs (3)

B. Required Courses (34 units) TIER I

- GED 501 Sem in Learning & Development
- GED 503 Socio-Cultural Issues in Education (3)
- GED 506 Law & Ethics in Public Education (3)
- GED 510 Process of Curriculum Development (3)
- GED 570 Supervision of Instruction (3)
- GED 571 School Management & Finance (3)
- GED 574 Governance & Politics of Education (3)
- GED 582 Group Dynamics for Personal Growth (3)
- PUB 508 Seminar in Public Personnel & Labor Relations (4) or
- GED 514 LAUSD Academy Personnel Seminar (3)
- GED 593 Internship in School Administration and Supervision (3.3)

Professional Credential (27 units) TIER II

- GED 572 Pre-Assessment Seminar (1)
- GED 573 Post-Assessment Seminar (1)
- GED 575 Organizational Theory & Behavior (3)
- GED 576 Instructional Leadership (3)
- GED 577 Management of Human and Material Resources (3)
- GED 578 Evaluation & Technology (3)
- GED 596 Advanced Internship in School Administration and Supervision (9)
- GED 504 Extramural Professional Seminar (2)

EDUCATION
CERTIFICATE
PROGRAMS

**For more information on this program, contact Dr. Robbe Henderson in the Graduate Education Department:
(310) 243-3524**

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) 243-3741 for a brochure now



Dalcroze Workshops ***Fall 1996***

For early childhood, classroom, music, dance/movement, and drama educators; teachers of special learners and physical therapists; choral and instrumental directors; performing arts professionals; performing arts students and teaching credential candidates; arts administrators and parents.

Workshop I: Creativity in Motion: Developing Spontaneous Music Through Dalcroze Eurhythmics

This workshop will focus on the dynamic connection between music and movement in stimulating creative interest and active involvement in music learning for all ages. Gain innovative teaching and performance strategies through individual and group experiences in quick-reaction response, aural awareness, keyboard exploration, vocal development, percussion improvisation, and body movement.

Instructor: Cecilia Riddell

Saturday, October 5, 1996

Guest Clinician: Mari Izumi

Workshop II: The Magic of Educational Kinesiology in Music and Dance

Join us to experience exciting Edu-K activities highlighting enhanced teaching/learning techniques for: developing listening, thinking, and coordination skills associated with Music and Dance. Come share in the BEAT through safe, simple, and energizing movements leading to an enlightening cultural and artistic exploration of folk dance/music traditions from around the world.

Saturday, November 2, 1996

***Guest Clinicians: Eugene Ward,
M.A. & Antonia DiFrancesco, B.M.***

**Credits earned through
these workshops offer
LAUSD Salary Points
for teachers!**

The final workshop of this series will be presented February 22, entitled:
***Rhythmic Sensibility: Maximizing Your
Time, Space and Energy***

For a detailed brochure and registration information, contact:

- CSUDH Extension Programs: (310) 243-3782
- Dalcroze Society Members: Free Admission
- Full Time Students with ID: \$10 each workshop
- Non-Members: \$40 each workshop
- Students must register for both workshops to earn credit or salary points.

One unit extension credit=one LAUSD salary point: \$35, for both the October & November workshops (both workshops must be attended to earn credit)

THE AMERICAN LANGUAGE & CULTURE PROGRAM

ENGLISH LANGUAGE COURSES FOR BEGINNING, INTERMEDIATE AND ADVANCED INTERNATIONAL STUDENTS

The American Language and Culture Program at California State University, Dominguez Hills has courses for international students, business people and new residents who wish to improve their English language skills. Maximum enrollment in most classes is 15 students to ensure sufficient student practice and attention from the teacher.

ENGLISH
AS A
SECOND
LANGUAGE

Work-Site Programs (WSP)

ALCP can offer English language and culture programs at the work-site for non-native speakers of English. Programs can be developed for a wide range of work needs: on-the-line employees who need basic communication skills and orientation to an American work environment; executives who need high-level communication skills to negotiate business and operate in social environments or other special situations. English-for-Special-Purposes (ESP) programs are often offered in industries such as hospitality, tourism and travel, import/export, banking and manufacturing. ESP programs can include safety English, industry-specific terminology and jargon, company-specific terminology and jargon, writing skills (forms, memos, reports), oral communication/pronunciation, asking questions, giving/receiving directions, clarifying, expressing opinions, and expressing safety concepts.

Intensive English Program (IEP)

IEP offers an eight-week intensive English language program five times a year for students with academic or professional goals, including passing the TOEFL for entrance into an American university. The 20-hour per week IEP (9am-1pm daily) offers a coordinated program of conversation, grammar, writing, reading/vocabulary, pronunciation and listening. Students from all over the world enroll in this multi-level program and can continue to improve their skills by advancing from session to session. Qualified students from outside the U.S. are eligible for a student visa. Individual courses may also be taken. A certificate of achievement is awarded after successful completion of at least one session. Language skills studied are:

Conversation

Conversation Skills offers extensive individual student practice in speaking. Students learn to use authentic language in situations related to work, school, leisure and social life. They are encouraged to express their thoughts and ideas, plus their wants and needs, in classroom situations that make extensive use of pair work, small-group discussions, and information-sharing activities. These face-to-face discussions simulate real-life social interaction, encouraging the use of eye contact, exclamations, questions, accurate intonation and emotional tone. 24 meetings per session.

Writing

Writing Skills emphasizes the process of writing and highlights the various strategies writers can use in the process. The class teaches such organizational patterns as generalizing, describing, defining, talking about differences and similarities, and expressing cause and result. Although the focus is on content-based writing, other language skills are integrated, and practice writing is combined with speaking and listening activities. In order to gather data for their writing, students share ideas, opinions, and suggestions in pair, small group, and whole-class discussions. These brainstorming activities lead to teacher and peer analyses of student essays where the focus is on topic sentences, supporting facts, discourse markers, and concluding sentences. 24 meetings per session.

Pronunciation

The Pronunciation class helps develop clear pronunciation and American English intonation patterns for increased spoken comprehension. Students learn acceptable pronunciation of single vowel and consonant sounds, groups of sounds, stress patterns in words, and intonation patterns in sentences. Students have the opportunity to listen and practice with tapes and to express their own views and opinions under the teacher's guidance. Students receive personal attention and special homework assignments focused on their specific pronunciation and intonation problems. Further pronunciation work can be done in the University's learning laboratory. 24 meetings per session.

FOR ESL REGISTRATION & INFORMATION CALL (310) 243-3830

Grammar

The Grammar class presents the important grammatical structures in English through a process of observing, describing and using the structures in written and spoken language. Controlled and open-ended exercises and tasks are practiced in class to help the students increase their mastery over the forms. Special attention is given to grammar points that are most difficult for students.

Additionally, the ways in which grammar is tested in the TOEFL are examined and practice TOEFL exercises are done. 16 meetings per session.

Reading & Vocabulary

The focus of Reading & Vocabulary is to help students increase their vocabulary within the context of meaningful, high-interest readings. Each student will learn the skills needed to find the meanings of unfamiliar words and then incorporate them into active, everyday use.

Reading and vocabulary skills will be practiced through an integrated approach that uses a variety of topics, genres, moods and styles. Interesting subjects will be read and then examined through paired discussions, small group work and whole-class activities. 16 meetings per session.

Listening Skills

The Listening Skills class allows students to develop their aural skills in a supportive, active environment. Each student is given the opportunity to participate in a variety of in-class activities using tapes, videos and guest speakers. Students listen to and learn how to appropriately respond to questions presented in meaningful language contexts. Each listening exercise allows students to progress from controlled listening activities to more complex ones. Each student will be expected to strengthen his listening skills outside the classroom through assignments involving TV, radio and community service projects that require interaction with American speakers. Additional practice is available through tapes in the University's Learning Labs. 16 meetings per session.

Intensive English Program (IEP) Optional Afternoon Classes

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

Short-Term Programs

- 1) Programs in a wide variety of language studies are given in January and June-August for students visiting the U.S.
- 2) Customized programs are available at any time of the year.

ADULT PROGRAMS

Aviation English

with Flight Training available at local flight schools: helicopter and fixed-wing training.

Business English

Conversation and American Culture

YOUNG STUDENTS PROGRAMS

Children's Conversation

Program: Ages 8 - 12

Youth Conversation

Program: Ages 13 - 17

ESL TEACHERS' PROGRAMS

Speaking/Pronunciation Development for ESL Teachers

TESL Methodology, Theory & Textbooks

ENGLISH
AS A
SECOND
LANGUAGE

For more information: Tel: (310) 243-3830

Fax: (310) 516-4418

E-mail: alcp@DHVX20.csudh.edu

WORLD WIDE WEB:

<http://dolphin.csudh.edu/~alcp/index.html>

FOR ESL REGISTRATION & INFORMATION CALL (310) 243-3830

CERTIFICATE IN ALCOHOL AND DRUG COUNSELING

HEALTH & BEHAVIORAL SCIENCES

- 66 Advanced Practicum
- 66 Alcoholism -- Introduction
- 66 Counseling Techniques - Introduction
- 66 Family Dynamics
- 66 Group Counseling Techniques
- 66 Introductory Practicum
- 66 Treatment of Eating Disorders

Certificate Programs

- 64 Alcohol and Drug Counseling
- 67 Orthotics
- 68 Orthotics and Prosthetics

Degree Programs

- 67 Bachelor of Science in Nursing -- Mind Extension University
- 70 Master of Science in Health Science, Physician Assistant Option

HEALTH & BEHAVIORAL SCIENCES CERTIFICATES

CERTIFICATE IN ALCOHOL AND DRUG COUNSELING

DATE PLANNER

Fall Application Submission Deadline
August 14, 1996

Orientation
Thursday, August 15, 1996

Introduction to Alcoholism
Mondays
August 26 - December 16

Introduction to Counseling Techniques
Wednesdays
August 28 - December 11

Group Counseling Techniques
Wednesdays
August 28 - December 11

Introductory Practicum
Thursdays
August 29 - December 19

Family Dynamics
Thursdays
August 29 - December 19

Advanced Practicum
Tuesdays
August 27 - December 10

Treatment of Eating Disorders
Mondays
September 9 - December 16

Who Should Attend

Applicants should have completed at least 2 years of college or have at least 2 years of work experience in a health or human service agency. If the applicant is a recovering substance abuser, two years of continuous sobriety is strongly recommended. Prospective students must complete an application form and supply transcripts and letters of recommendation.

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 a provider number for registered nurses. 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, 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. Length of the certificate program is 1 1/2 years.

Location

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

The Cost

The fee is \$133 per unit; a three-unit course is \$399. Tuition fees must be paid before classes begin. Fees are subject to change.

The Courses

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

Fall Application Submission Deadline

August 14, 1996

Orientation

Thursday, August 15, 1996
6:30pm CSUDH campus SAC 1102. Attendance required for newly admitted students.

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 of alcoholism and drug abuse and their implications for treatment. Counseling techniques are examined and practiced including assessment, perception and communication skills required for various stages of treatment, prognosis and termination.

ADX 303 Perspectives on Drug Abuse: Counseling the Substance Abuser

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

Semester III

ADX 304 Group Counseling Techniques

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

ADX 305 Introductory Practicum

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

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.

HEALTH &
BEHAVIORAL
SCIENCES
CERTIFICATES

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 will be highlighted. The history of the interrelationship of alcohol and food as substances often abused is explored. Multidimensional treatment techniques will be explored for a comprehensive understanding of this illness.

HEALTH &
BEHAVIORAL
SCIENCES
CERTIFICATES

Fall 1996 Schedule

ADX 300-01 Introduction to Alcoholism

3 ext units CRN 42999

Mary Cook-Lund, MA
Psychology, 20 years experience in the practice and teaching of clinical psychology specializing in addictions, and instructor for CSUDH since 1978.

15 mtgs: Mon 8/26-12/16 (no class 9/2)
6:30-9:30pm
CSUDH SAC 1102
\$399

ADX 301-01 Introduction to Counseling Techniques

3 ext units CRN 43000

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

15 mtgs: Wed 8/28-12/11
6:30-9:30pm
CSUDH SAC 1102
\$399

ADX 304-01 Group Counseling Techniques

3 ext units CRN 43001

Mary Cook-Lund

15 mtgs: Wed 8/28-12/11
6:30-9:30pm
CSUDH SAC 1106
\$399

ADX 305-01 Introductory Practicum

2 ext units CRN 43002

Jacqueline McDaniel, MA, counseling psychology, MFCC intern is Program Therapist for Counseling Center in Bellflower.

15 mtgs: Thu 8/29-12/19 (no class 11/28)
6:30-9:30pm
CSUDH SAC 1108
\$266

ADX 306-01 Family Dynamics

3 ext units CRN 43003

Mary Cook-Lund, MA
15 mtgs: Thu 8/29-12/19 (no class 11/28)
6:30-9:30pm
CSUDH SAC 1106
\$399

ADX 307-01 Advanced Practicum

Jacqueline McDaniel,

15 mtgs: Tue 8/27-12/10
6:30-9:30pm
CSUDH SAC 1108
\$266

ADX 308-01 Treatment of Eating Disorders

3 ext units CRN 43042

Lorin O'Donnell, MA, Marriage, Family, Child Counseling, MFCC, on staff at Center for Counseling & Recovery, Torrance.

15 mtgs: Mon 9/9-12/16
6:30-9:30pm
CSUDH SAC 1106
\$399

CERTIFICATE PROGRAM IN ORTHOTICS

The Orthotics Department at Rancho Los Amigos Medical Center, in affiliation with California State University, Dominguez Hills, offers a one-year certificate course in orthotics. This program, which is accredited by the National Commission on Orthotic and Prosthetic Education, is designed to train students in the field of orthotics: the profession of designing, fabrication and fitting of orthopedic appliances for the physically handicapped. Students receive a mixture of practical laboratory instruction, classroom didactics, and exposure to patients in a wide variety of clinical situations. Students rotate through various services to acquaint them with the more prevalent pathologies and treatment philosophies. This course is designed for applicants who have a bachelor's degree. Applicants must have some experience with hand tools and light duty power equipment. The program begins in July each year and applications must be submitted by December 31 of the preceding year. Enrollment is limited to six students.

For more information, contact:

**D. Clark,
Rancho Los Amigos
Orthotics Department
7450 Leeds St.
Downey, CA 90242
(310) 940-7655**

In addition to this program offering, Extended Education also offers an on-campus program in a comprehensive Prosthetics Certificate Program as part of Special Sessions.

See information on page 68.

The Statewide Nursing Program Goes National!

Now it's here! The Bachelor of Science Degree in Nursing is available over satellite with Mind Extension University.

**For additional information, call ME/U Education at
1-800-777-MIND
6am-8pm M-F PST
6am-4pm Sa-Su PST**

**HEALTH &
BEHAVIORAL
SCIENCES
CERTIFICATES**

CERTIFICATE PROGRAM IN PROSTHETICS

The Orthotics and Prosthetics Program in the Health Science Department at California State University, Dominguez Hills now offers a Certificate Program consisting of a nine-month curriculum in Prosthetics, which will fulfill the unmet need for practitioners who provide orthotic and prosthetic rehabilitations to individuals requiring custom made orthotic braces and artificial limbs. The classes for the Certificate program in Orthotics will begin in late August, 1997..

Who May Attend

Up to fourteen students will be admitted to each Certificate class. Applicants must possess a bachelors degree, preferably in a health-related major, and must also meet the special criteria for admission established by the Admissions Review Committee. Prerequisites and course content for the Certificate Programs in Orthotics and Prosthetics will adhere to the Essentials and Guidelines for an Accredited Educational Program for the Orthotist and Prosthetist approved by the National Commission on Orthotic and Prosthetic Education (NCOPE) in 1993.

Prerequisites

(Introductory College Level Acceptable)

Course	Minimum req.
Biology	3 units
Chemistry	3 units
Physics	3 units
Psychology	3 units
Computer Science	3 units
Algebra or Higher Math	3 units
Human Anatomy & Physiology with lab	6 units

Certain prerequisites may be waived or taken concurrently with Certificate courses, with consent of the Director.

About the Program

The Orthotics and Prosthetics Program at California State University, Dominguez Hills offers the highest quality baccalaureate level degree available in orthotics and prosthetics. The Program has developed and refined its teaching materials, attracted a highly-respected director and clinical faculty, matriculated its first six classes of students, developed strong program, student and faculty evaluation procedures, and engaged in active minority, disabled, and women recruitment.

The Program has continued in a close clinical affiliation with Rancho Los Amigos Medical Center, and in 1994 entered into a clinical affiliation agreement with the Long Beach Veterans Medical Center.

Two Options

The Prosthetic Certificate is now being offered, and the Orthotic Certificate will begin in late August, 1997. Each discipline will consist of one academic year credit, or 30 Carnegie units. A successful applicant may pursue both Certificates sequentially, with a summer off between classes, but applications are only accepted for one Certificate class at a time.

The Cost

Tuition of \$350 per unit, half payable at the time classes start, with the balance due the following January 1. Scholarship assistance may be available. Books and course materials will cost up to \$300 per semester.

Please contact
the Orthotics
and Prosthetic
Department at
(310) 243-3818
to obtain more
information and
to request an
application for
the program.

Prosthetic Option Only 30 units

Fall Year One	Units
HEA 240* Lower Limb Biomechanics & Kinesio	3
HEA 250* Normal & Pathological Gait	2
HEA 350 Below Knee Prosthetics I	3
HEA 354 Above Knee Prosthetics I	3
HEA 491 Research & Seminar in O&P	1
HEA 493* O&P Preceptorship	2
Winter Session (3-wk intensive)	
HEA 355 Practice Management for O&P	2
Spring	
HEA 450 Upper Limb Prosthetics	3
HEA 242* Upper Limb Biomechanics and Kinesio	2
HEA 352 Below Knee Prosthetics II	3
HEA 452 Above Knee Prosthetics II	3
HEA 492 Research & Seminar in O&P I	1
HEA 493* O&P Preceptorship II	2
Orthotics Option Only -31 Units	
Fall	
HEA 240* Lower Limb Biomechanics & Kinesio	3
HEA 250* Normal & Pathological Gait	2
HEA 340 Lower Limb Orthotics	3
HEA 344 Spinal Orthotics	3
HEA 482 Special Radiographic Procedures	2
HEA 491 Research & Seminar in O&P	1
HEA 493* O&P Preceptorship	2
Winter Session (3-Wk Intensive)	
HEA 355 Practice Management for O&P	2
Spring	
HEA 342 Lower Limb Orthotics II	3
HEA 317* Pathophysiology for O&P	3
HEA 242* Upper Limb Biomechanics & Kinesio	2
HEA 440 Upper Limb Orthotics	2
HEA 491 Research & Seminar in O&P I	1
HEA 493* O&P Preceptorship II	2

*denotes off campus location

HEALTH &
BEHAVIORAL
SCIENCES
CERTIFICATES

MASTER OF SCIENCE IN HEALTH SCIENCE PHYSICIAN ASSISTANT OPTION

A new Master of Science in Health Science: Physician Assistant Option is now offered through Extended Education. Those who choose this course of study will find this an increasingly important and rewarding field.

The Program

The Master of Science in Health Science, Physician Assistant Option, is designed as an External Degree, or one where the course work is completed off-campus. The following clinical residencies are offered through the masters degree program. Each clinical residency requires full-time attendance for 12 months beginning the last week in August. Residencies are held only at sites designated by the program. Some residencies provide stipends while others do not. Students should indicate their first and second choices for residency placement in the space provided on the application form the the masters degree.

Emergency Medicine*
Cardiac Medicine & Surgery*
Gerontology
Surgery*
Pediatric*s
Neonatology*
Internal Medicine
Family Medicine

*Students who have completed a physician assistant postgraduate residency program in this specialty may be awarded academic credit by examination.

Who May Attend

Those who hold an acceptable bachelors degree from a regionally-accredited institution or have equivalent preparation as determined by the university; have a GPA of at least 2.5 (4.00 scale) in their last 60 semester units; be in good standing at the last college attended; have graduated from a primary care physician assistant training program approved by the American Medical Association Committee on Allied Health Education and Accreditation, or successive agency; and have passed the National Commission of Certification of Physician Assistants examination and have current certification; have a current physician assistant license in California or eligibility; have submitted three letters of recommendation, including one from the director of the physician assistant training program where graduated and one from a supervising physician (applicants who have graduated from a postgraduate physician assistant program must also submit a letter of recommendation from the postgraduate program director); and have completed a successful interview with the program's Graduate Coordinator and representatives from the department faculty.

How to Apply

To apply for admission, an applicant must obtain and complete a Health Science External Degree Application and a Supplemental Health Science External Degree Application. A \$55 application fee must be submitted with the completed application forms. Make checks payable to CSUDH. Two official copies of all transcripts are required from the institution granting the baccalaureate degree and those institutions where you have received academic credit for graduate work.

The applications for admission to the program, letters of recommendation, two official copies of transcripts the \$55 non-refundable application fee must be forwarded to:

Department of Health Science,
MSHS-PA California State
University, Dominguez Hills,
1000 East Victoria Street,
Carson, CA 90747.

For more information, call
(310) 243-3818 or
FAX (310) 516-3846.

TRAVEL & SPORTS

72 Travel Study Series
73 Canoeing Black Canyon
73 Fitness for the '90s
73 Shopping Secrets of Southern California

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

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

Learn, don't yearn
to Travel!

→ Comfortably-paced itineraries that allow time to revisit a particular site that has sparked your interest. First class accommodations and local transport allow you to combine a comfortable vacation with learning.

→ Contact with local people and their lifestyles through specially arranged small group luncheons in the relaxed and hospitable atmosphere of their own homes.

→ View a slide/lecture presentation by the Curator of the Pyramids of Giza at the foot of the great pyramids in Egypt.

→ Learn about animal behavior and the inter-relationship of "land, people and animals" from a wildlife researcher at her camp at the foot of Mt. Kilimanjaro in East Africa.

→ In Morocco, hear a lecture by King Hassan's personal interpreter and have lunch in the homes of Moroccan families in the ancient Medina of Fez.

What are you waiting for?

See the exciting trips on the following pages!

FUN,
TRAVEL,
& SPORTS

Fall, Winter & Spring 1996-97 Travel Study Programs




















WINTER/SPRING/SUMMER 1997 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 and small groups (average size is 14 participants) which allows flexibility for you 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.

 <p>March 9 - 18 BERMUDA</p>	 <p>April 21 - May 10, June 30 - July 19 CHINA</p>	 <p>April 10 - 24, July 10 - 24 IRELAND</p>
 <p>April 26 - May 10 July 5 - 19 TURKEY</p>	 <p>July 13 - 27 August 3 - 17 NOVA SCOTIA</p>	 <p>May 8 - 19, June 26 - July 7 GREECE</p>
 <p>January 5 - 17, Feb 9 - 21, March 2 - 14, June 29 - July 11 EGYPT</p>	 <p>February 12 - 26, May 14 - 28, August 6 - 20 INDONESIA</p>	
 <p>Jan 11 - 19, Feb 15 - 23, March 22 - 30, July 12 - 20 BELIZE</p>	 <p>January 17 - February 3, April 4 - 21, July 11 - 28 SOUTH AFRICA</p>	
 <p>February 24 - March 9, March 17 - 30, June 16 - 29 ISRAEL</p>	 <p>Jan 6 - 22, June 9 - 25, July 7 - 23, July 28 - Aug 13 KENYA</p>	
 <p>June 29 - July 15, July 13 - 29, July 27 - Aug 12, Aug 10 - 26 ALASKA</p>	 <p>Jan 11 - 24, March 15 - 28, June 21 - July 4, July 12 - 25, August 2 - 15 GALAPAGOS ISLS</p>	
 <p>February 8 - 22, March 15 - 29, July 12 - 26 MOROCCO</p>	 <p>February 8 - 22, April 12 - 26, July 12 - 26 ITALY</p>	 <p>January 4 - 14, February 8 - 18, March 8 - 18 COSTA RICA</p>

FUN,
TRAVEL,
& SPORTS

Call for more information: (310) 243-3741

Fitness for the '90s

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

There are two categories for enrollment in the course:

Full Membership

RFI 101-01 **Noncredit**
Entitles individuals to utilize all of the above facilities during the designated hours posted.
\$120

Limited Membership

RFI 101-02 **Noncredit**
Entitles individuals to utilize the locker rooms, track and tennis courts (does not include swimming pool or weight room usage).
\$40

Canoeing Black Canyon

RCO 101-02

Noncredit

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 in 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 September 23.

Chuck Reynolds has taught canoeing, wilderness survival, rescue skills, back-packing, scuba and skin diving for 17 years.

2 Days: Sat-Sun 11/2&3
\$55 (plus \$50 materials fee payable to the instructor for canoe rental, canoe transportation and shuttle fee)
Maximum enrollment: 10 (w/ waiting list)

Learn Shopping Secrets of Southern California

AMS 102-01

Noncredit

Your retail dollar can go three, four, even five times as far, if you know where to shop and how. Get more bang for your buck by learning how to spot the thousands of opportunities for legitimate discounts all around us. Bargain columnist Mindy Glazer will teach you how to buy almost anything, at any time, at savings of up to 95%!

Mindy Glazer, "The Queen of the Deal," has appeared on many radio and TV programs, hosted her own radio program, and writes "Shopping with Mindy" syndicated in Thomson-LA newspapers.

1 mtg: Sat 10/26
9-11am
CSUDH SCC E147
\$25 (optional book purchase, \$10)

FUN,
 TRAVEL,
 & SPORTS

SPECIAL SESSIONS

Residence Credit through Special Sessions

The following courses are offered for residence credit through Extended Education. Special Sessions courses are available to both matriculated students and members of the community.

These courses are representative of those available during the year.

Call the Office of Extended Education (310) 243-3741 for the latest information on additional classes.

Use the Special Session Registration Form on page 78 to register for these classes only.

Certificate and Credential Programs

- 58 Administrative Services Credential
- 53 Assistive Technology Specialist Certificate Program
- 51 Community College Teaching Certificate
- 57 Multiple Subject Credential
- 29 Quality Assurance Service Certificate
- 54 Resource Specialist Certificate
- 56 Teaching Credential in Designated Subjects - Adult Education
- 68 Prosthetics Certificate
- 52 Certificate in Urban Settings Counseling

Bachelors Degree Program

- 67 Bachelor of Science Nursing -- (via Satellite)
- 46 Bachelor of Arts -- Interdisciplinary Studies (PACE Program)

Masters Degree Programs

- 45 Masters Degree, Negotiation and Conflict Management
- 31 Masters Degree, Business Administration
- 70 Masters Degree, Physician's Assistant
- 27 Master of Science, Quality Assurance

Fall 1996 Schedule

Community College Teaching

GED 548-71 Effective College Teaching

Sch no: 42966 3 sem units
P. McKenna
6 mtgs: Sat 10/5-11/9
9am-4pm
CSUDH
\$375

GED 549-71 The Community College

Sch no: 42967 2 sem units
N. Doffoney
4 mtgs: Sat 9/7-9/28
9am-4pm
CSUDH
\$250

GED 594S-71 Community College Teaching Internship

Sch no: 42968 3 sem units
 Prerequisite: GED 548 and GED 549, master's degree by the time the program is completed and minimum grade of "B" in both prerequisite courses in the program and the approval of the Internship Coordinator.

T. Giannotti
TBA
\$375

Certificate in Resource Specialist

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

Sch no: 42960
Staff
6 mtgs: Sat 10/26-12/7 no class 11/30)
8:30am-4:30pm
CSUDH rm TBA
\$414

GED 529-71 Adv Service: Resource Specialist III (3)

Sch no: 42961
K. Skindrud
6 mtgs: Sat 9/7-10/19
9am-4pm
CSUDH rm TBA
\$414

Credential in Designated Subjects Adult Education

TED 495-71 Principles of Adult Education (2)

Staff Sch no: 42941
13 mtgs: Fri 9/6-12/6
4-6:30pm
CSUDH rm TBA
\$276

TED 495-72 Methods & Materials of Adult Education - Part I (2)

Staff Sch no: 42942
6 mtgs: Sat 9/7-10/12
9am-2pm
CSUDH rm TBA
\$276

TED 495-73 Methods & Materials of Adult Education - Part II (2)

Staff Sch no: 42943
6 mtgs: Sat 10/26-12/7
9am-2pm
CSUDH rm TBA
\$276

MBA Program


BUS 495-71 Business Computing (2)

L.Press
14 mtgs: Sat 9/7-11/9
12:30-2:30pm
\$338

BUS 495-72 Financial Accounting (2)


M. El-Badawi
14 mtgs: Sat 9/7-11/9
2:30-4:30pm
\$338

***BUS 595-71 Seminar in International Management (3)**

G. Sadri
 14 mtgs: Sun 9/8-12/14
9am-noon
\$507 (if taking over TV, register for BUS


595-71 and add \$90
* can also be seen on KLCS UHF Channel 58

FIN 500-91 Advanced Topics in Finance (4)


R. Ulivi
 14 mtgs: Sat 9/7-12/13
9am-noon
\$507

M.A. in Behavioral Science: Negotiation & Conflict Management- TV

BEH 510-91 Theories of Conflict (4)

D. Churchman
 10 mtgs: Mon 10/7-12/14
6-9:45pm
\$672

BEH 522-91 Negotiation Tactics (4)

D. Churchman
 10 mtgs: Wed Beg 9/25
7-9:45pm
\$672

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

BEH 510-71 Theories of Conflict (4)

D. Churchman
10 mtgs: Mon 10/7-12/14
6-9:45pm
\$552

BEH 522-71 Negotiation Tactics (4)

D. Churchman
10 mtgs: Wed Beg 9/25
6-9:45pm
\$552

SPECIAL SESSIONS

On-Line Playwriting Course

THE 353-41 Playwriting

W. DeLuca
8/28-12/14
\$375

new!



Assistive Technology Specialist Certificate

GED 530 Introduction to Assistive Technology

Sch no: 42937

14 mtgs: Tue 9/3-12/3

4-7pm

Orange County Dept of
Education*

\$375

GED 531 Basic Assistive Technology Sch no: 42938

14 mtgs: Thu 8/29-Dec 5

4-7pm

Orange County Dept of
Education

\$375

Certificate in Orthotics & Prosthetics

HEA 240-71 Lower Limb Biomech & Kinesiol (3)

D. Clark

15 mtgs: Tue 8/27-12/10

3:30-6:30pm

\$1050

HEA 250-71 Normal & Pathological Gait (2)

E. Ayyappa

15 mtgs: Thu 3:30-5:30pm

3:30-6:30pm

\$700

HEA 350-71 Below Knee Prosthetics I (3)

S. Alpert

15 mtgs: Tue & thu 8/27- 10/17

8am-3pm

\$1050

HEA 354-71 Above Knee Prosthetics II (3)

S. Alpert

15 mtgs: Tue & Thu 10/22-12/12

8am-3pm

\$1050

HEA 491-71 Res Sem Orth/Prosth I (1)

E. Ayyappa

15 mtgs: Thu 8/29-12/12

5:30-6:30pm

\$350

HEA 493-71 Precp Orth/Pros (2)

S. Hornbeak

15 mtgs: Fri 8/30-12/13

8am-5pm

\$700

Master of Science Quality Assurance

Classes on CSUDH campus

QAS 513-71 Statistical Quality Control & Sampling (3)

Seq no: 42920

A. Golant

15 mtgs: Fri 8/30-12/13

11am-2pm

CSUDH ERC E133

\$414

QAS 516-71 Measurement & Testing Techniques (3)

Seq no: 42924

G. Watson

15 mtgs: Wed 8/28-12/11

11am-2pm

CSUDH ERC E-133

\$414

QAS 595-71 Special Topics: Directed Study (3)

Sch no: 42934

E. Watson

15 mtgs: Sat 8/24-12/13

Time, location TBA

\$414

QAS 599-71 Project (3)

Sch no: 42935

E. Watson

15 mtgs: Mon 8/26-12/9

Time, location TBA

\$414

SPECIAL
SESSIONS

Anaheim**QAS 514-72 Advanced
Experimental Design(3)**

Sch no: 42923

D. Gill

15 mtgs: Tue 8/27-12/10

6-9pm

\$414

**QAS 518-71 Quality
Administration & Productivity
(3)**

Sch no: 42926

W. Trappen

15 mtgs: Mon 8/26-12/9

6-9pm

\$414

**QAS 530-71 Statistical Quality
Control for Service
Professionals (3)**

Sch no: 42927

S. McFerran

15 mtgs: Mon 8/26-12/7

6-9pm

\$414

**QAS 531-71 Customer
Satisfaction & QAS (3)**

Sch no: 42928

S. McFerran

15 mtgs: Tue 8/27-12/10

6-9pm

\$414

**QAS 594S-71
Independent Study in
Assurance Science (3)**

Sch no: 42933

B. Carpenter

15 mtgs: Sat 8/24-12/13

Time TBA

\$414

San Diego**QAS 510-71 Advanced
Probability & Statistics (3)**

Sch no: 42918

T. Vaden

7 mtgs: 8/26-12/7

9am-4pm

\$597

**QAS 514-71 Advanced
Experimental Design(3)**

Sch no: 42922

D. Dunahay

15 mtgs: Mon 8/26-12/2

Time TBA

\$597

QAS 599-72 Project (3)

Sch no: 42936

E. Watson

15 mtgs: Mon 8/26-12/9

Time TBA

\$414

Internet*** QAS 510-41 Advanced
Probability & Statistics (3)**

Sch no: 43074

G. Hart

8/26-12/7

\$414

*** QAS 511-41 Quality Project
Management & Planning(3)**

Sch no: 42919

W. Trappen

8/26-12/7

\$414

*** QAS 594S-41
ISO 9000 & the Auditing
Function (3)**

Sch no: 42932

W. Trappen

8/6-12/7

\$414



*** For MSQA Internet
classes, call (310) 243-
3355 to enroll**

Register for all the courses
listed in this section with the
Special Sessions
Registration Form on the
next page.

SPECIAL
SESSIONS

**California State University, Dominguez Hills
Special Sessions Registration Form**

Date of Application _____ Social Security No: _____ Birthdate _____
Month/Day/Year

Name _____
Last First Middle Initial

Address _____
Street City State Zip

Telephone _____
Day Evening

New address? yes no male female Term/Year (i.e. Fall/95) _____
Have you been enrolled at CSUDH before? yes no Date last enrolled _____

Course Information

Schedule #	Dept	Course	Section	Units	Course Fee	Instructor/Dept Consent
SPECIAL SESSIONS						

Course Fee \$ _____
Late Fee \$ _____
Total Fee PAID \$ _____

Payment Method

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

Account Number _____ Exp Date _____

Cardholder's Name _____ Cardholder's Signature _____

Refund Policy (Read and Sign Below)

Refunds are granted in accordance with the State refund schedule. If a course is cancelled, the entire course fee will be returned. If you withdraw 24 hours prior to the first class meeting, 100 percent of the course fee will be refunded (less a \$10 processing fee). If you withdraw after the first class and before 25 percent of the course has elapsed, 65 percent of the total fee will be refunded. After 25 percent of the course time has elapsed, no refund will be made, however, a drop form must still be filed. A stop payment on a check is NOT an acceptable withdrawal from the course(s) and will result in a financial penalty. I have read and understand the rules regarding the refund policy and I authorize the use of the credit card number if entered above.

Signature _____ Date _____

3 WAYS TO REGISTER



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



Stop by the Office of Extended Education on Campus in Carson
1000 East Victoria, Carson



FAX to Extended Education, (310) 516-3971

For more information, call the Office of Extended Education, (310) 243-3741.

How and When to Register

Enrollment is open now for all of the courses listed in this Bulletin. Because enrollments are taken in order received, we recommend that you register early.

There are Four Convenient Ways to Register for Courses:

BY MAIL :



Complete the original or photocopy of the registration form on the inside back cover. Please provide all of the information requested on the form to ensure quick processing of your registration. Please print clearly. Mail the form with a check or money order to

CSUDH Extension, or a credit card authorization to

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

BY PHONE: You may register by phone with your VISA or MasterCard by calling (310) 243-3741, Monday through Thursday 8am - 6pm and Friday 8am - 4pm.



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 Extended Education office at your earliest convenience.

Fees

The fees for each course are listed in this Bulletin. Please note that there is an additional \$30 per unit charge for TV courses. The fees are the same for residents and nonresidents. Payment may be made by check, money order or VISA/MasterCard draft, payable to CSUDH in the exact amount required. Registration will not be considered until all payments have cleared the bank. Fees are subject to change.

Tax Deduction

An income tax deduction may be allowed for educational expenses undertaken to maintain or improve professional skills. For specific information, please contact your local Internal Revenue Service Center.

Refund of Fees

You must file appropriate forms in the Extension Office in order to receive a refund. Students must officially drop their courses. For credit courses, students must file the appropriate "drop" and "request for refund" forms in the Office of Extended Education. The effective date of the refund is the day the forms are received by the Office of Extended Education. To receive a refund of fees for a noncredit class, or a class offering Continuing Education or Professional Units, you must notify the Division of Extended Education between the hours of 9am and 4pm at least two working days before the course begins. You will be asked to send a written request for a refund of fees to our office. If you need to withdraw on or after the day of the first class meeting, notify the Extended Education office immediately. Refunds are granted in accordance with the State refund schedule.

- If an Extension course is cancelled, the entire course fee will be refunded
- If you withdraw prior to the first class meeting, 100 percent of the course fee will be refunded (less a \$5 processing fee for credit courses)
- If you withdraw after the first class and before the first 25 per cent of the course has elapsed, 65 percent of the total fee will be refunded
- After 25 percent of the course time has elapsed, no refund will be made
- Courses of four meetings duration or less, no refund will be made

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

REGISTRATION
INFORMATION

Schedule Changes

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

The Division of Extended Education at CSUDH offers a variety of credit and non-credit courses.

Extension Courses

Academic credit is awarded for successful completion of formally recognized institutional extension courses. A maximum of 24 units of extension credit may be applied toward a baccalaureate degree and up to 6 units toward a master's degree, subject to departmental approval.

Special Sessions

Resident academic credit is given for Special Sessions classes through Extended Education. Registration is open to both matriculated students and to the community. For the course numbering system, see the University catalog.

Professional Credit

A few courses in the Bulletin are offered for Professional Credit. Professional credit is designed for professionals who benefit from credit for salary or step advancement. The awarding of professional credit requires completion of out-of-class assignments. One Professional Credit equals 15 hours of participation in lecture. Professional credit is not degree-applicable. Course

numbering is 800-899 for educational professional credit. Course numbering is 600-699 for business professional credit.

Official Withdrawal from Credit Courses

Courses less than 1 week

Prior to the first class meeting a student may withdraw and no grade is assigned; the enrollment does not appear on the student's permanent transcript. An administrative grade of "W" will be assigned if a student withdraws at any time during the course.

One Week Courses

During the first day of the week a student may withdraw and no grade is assigned; the enrollment does not appear on the student's permanent transcript. An administrative grade of "W" will be assigned if a student withdraws at any time after the first day of the week.

Two Week Courses

During the first three days of the first week a student may withdraw and no grade is assigned; the enrollment does not appear on the student's permanent transcript. An administrative grade of "W" will be assigned if a student withdraws at any time after the first three days of the week.

Three Week Courses

During the first week a student may withdraw and no grade is assigned; the enrollment does not appear on the student's permanent transcript. Prior to the last two days of the session a student may withdraw with a "W". During the last two days of the session a student may withdraw with a "W" for serious and compelling reasons only.

Four and Five Week Courses

During the first week a student may withdraw and no grade is assigned; the enrollment does not appear on the student's permanent transcript. Prior to the last four days of the session a student may withdraw with a "W". During the last four days of the session a student may withdraw with a "W" for serious and compelling reasons only.

Six, Seven and Eight Week Courses

During the first two weeks a student may withdraw and no grade is assigned; the enrollment does not appear on the student's permanent transcript. Prior to the last week of the session a student may withdraw with a "W". During the last week of the session a student may withdraw with a "W" for serious and compelling reasons only.

Courses of more than Eight Weeks

For courses longer than eight weeks, refer to the withdrawal policy in the University catalog.

Final Exams

Once final examinations begin, no drops or withdrawals are allowed.

A student who does not officially withdraw shall receive "F" or "U" grades for all courses on his/her official record.

Noncredit

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

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

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

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

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

F=Foreign Language: SP=Spanish; JP=Japanese.
H=Health: GH=General Health.
K=Kids: EX=Exams; RD=Reading; VO=Vocabulary; WR=Writing

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

P=Psychology: FM=Family; GH=General Health; TH=Therapy; YO=Youth
R=Recreation: CO=Canoeing; FI=Fitness; FL=Flying; MA=Martial Arts; SL=Sailing

S=Seniors: OM=Omnileve
T=Travel

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

Continuing Education Units (CEUs)

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

Extension Grading Procedures

Unless a course is offered for a grade of credit/noncredit only, all extension credit courses are offered for letter grades. However, an undergraduate student in an extension class offered for a letter grade may choose to be graded on a credit/noncredit basis by informing the instructor in writing at the beginning of the class. For Special Sessions classes, follow University procedures.

Grade Reports

Grade reports will be sent approximately three weeks after the term ends. Official transcripts with current grades will not be available for at least five weeks after the end of the term.

Transcripts

A student may obtain an official transcript of his/her record by completing a Request for Transcript form, available from the Records and Registration Office (Small College Complex, J103). A fee of \$4 is charged for each transcript. Additional copies of transcripts prepared at the same time (up to 10) are \$2 each. (310) 243-3600.

Class Cancellation

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

Change of Address

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

Nondiscrimination Policy

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

Privacy Information

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

REGISTRATION
INFORMATION

Standards

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

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

Resources for Students Computer Labs

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

Library Services

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

Loker Student Union

Hours are 7:30am to 8pm Monday through Thursday, from 7:30am to 2pm Friday, and from 8am to 2pm on Saturday. Breakfast is served from 8am - 10:30am. Other food areas open at 10am. There is no food service on Sundays. Food vending machines are available on the first floors of the Social and Behavioral Sciences building and the Educational Resources Center. They are available Saturdays, 7:30am - 2pm. For further information, call (310) 243-3814.

Parking

Redondo Beach Community Center (RBCC): Ample free parking.

Franklin Community Center (FCC): Free parking in lot and on Fisk and Inglewood Avenues.

CSUDH: Parking permits are required for all on-campus classes. They are available from the machines at the entrance to each parking lot and cost \$1.50 per day or \$54 per semester. No charge for parking on Sundays. (Bring dollars and/or quarters for the machines).

Textbooks

Unless otherwise noted, textbooks may be purchased at the University Bookstore, (310) 243-3829. The Bookstore hours during regular semesters are Mon-Thu 8am-7:30pm, Fri 8am-4pm, Sat 10am-2pm. Call for January Intercession and Summer Sessions hours. Registration fees do not include textbooks unless noted.

Open University

Extension students may enroll in regular CSUDH classes through a program called Open University. 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 \$133 per semester unit (\$399 for a three-unit class).

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

1. Pick up an Open University registration form from the Division of Extended Education (located on the CSUDH campus, Building 2, room B141 in the Small College Complex).
2. Complete the student information on the registration form, including the course information.
3. If you have been assigned a CSUDH student identification number, please be sure to indicate it on the form.
4. Take the Open University registration form to the first session of each course and ask the instructor to sign the form, permitting you to enroll. All enrollments through Open University are on a space-available basis. Remember, all prerequisites for a course must be completed before you will be permitted to enroll.
5. Bring the signed and completed registration form to the 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 13. For a complete schedule of classes, please call (310) 243-3741.

Extended Education Staff

**Dean,
Extended Education**
Margaret Gordon, Ph.D.
(310) 243-3737

Associate Dean
Gary R. Levine
(310) 243-3737

Assistant to the Dean
Teresa J. Stevens
(310) 243-3737

**Director, American
Language & Cultural
Program**
John Thaxton
(310) 243-3830

**Program Assistant,
American Language
and Culture Program**
Laura Lesko
(310) 243-3830

**Director, The Center
for Training &
Development**
R. Scott MacKay
(310) 243-3355

**Director, Distance
Learning**
Warren Ashley, Ph.D.
(310) 243-2288

**Coordinator, Distance
Learning**
Van Bridgeman
(310) 243-2675

**Staff Producer,
Distance Learning**
Bernard Clinch
(310) 243-2674

**Program Assistant,
Distance Learning**
Joy Jones
(310) 243-2288

**Director, Extension
Program**
Tia Jerger Kuhl
(310) 243-3352

**Program Assistant,
Extension Program**
Gabrielle Meachem
McKeney
(310) 243-3782

**Director, Marketing &
Promotion**
Karen P. Blank
(310) 243-3998

**Director, Special
Sessions**
Laura Foster
(310) 243-3972

**Program Assistant
Special Sessions**
Jeanette Gimenez
(310) 243-2781

**Program Assistant
Special Sessions**
Diana Ybarra
(310) 243-2781

**Supervisor,
Registration & Finance**
Timothy Mozia
(310) 243-2190

Budget Analyst
Brenda Blow
(310) 243-4422

Registrar
Jacqueline McKenzie
(310) 243-3741

Accounting Technician
Christina Baltazar
(310) 243-3741

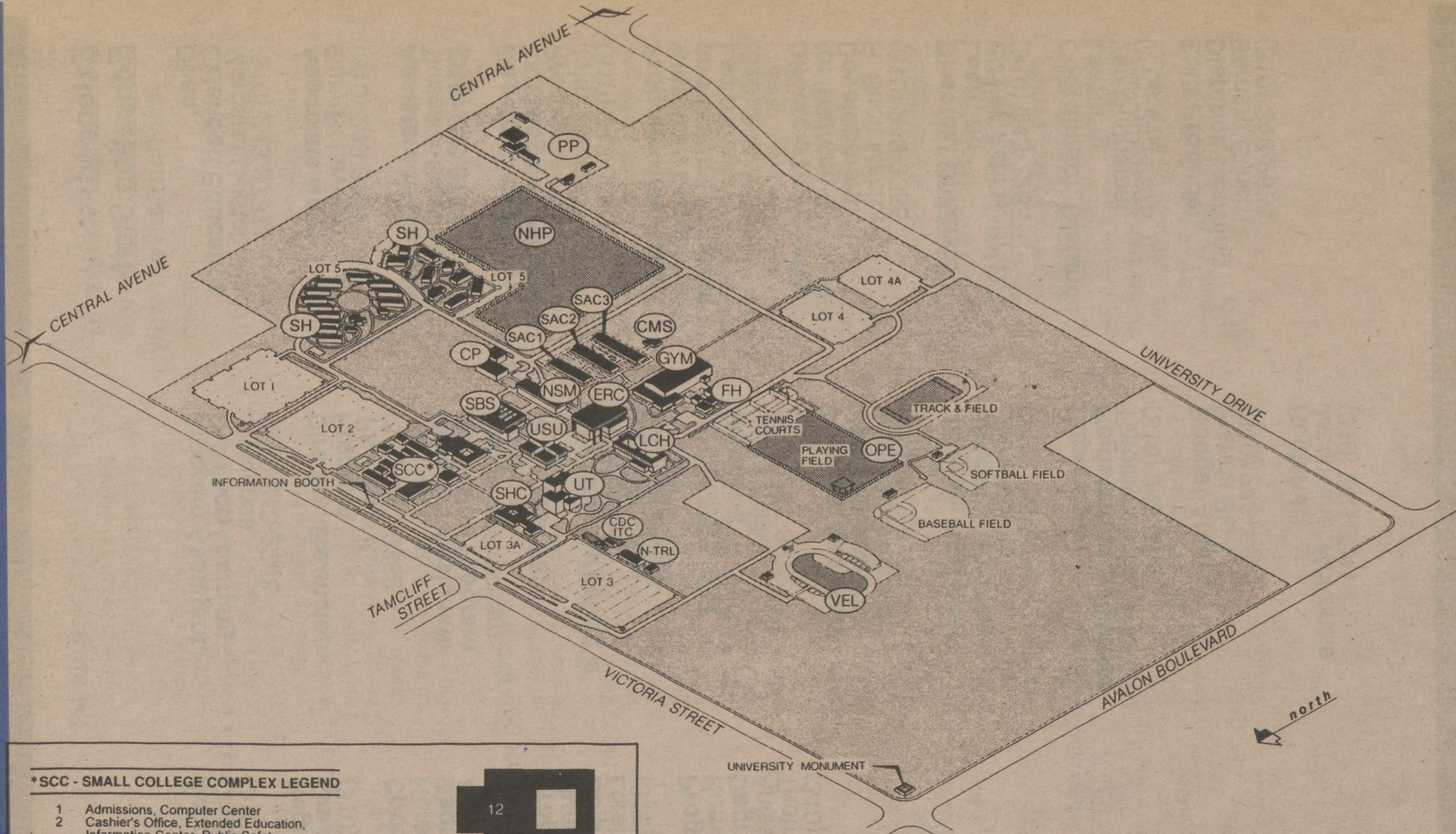
Registration Clerk
Kim Holloway
(310) 243-3741

**Coordinator,
Humanities External
Degree Program**
Arthur Harshman, Ph.D.
(310) 243-3743

**Program Assistant,
Humanities External
Degree Program**
Loretta Edwards
(310) 243-3743

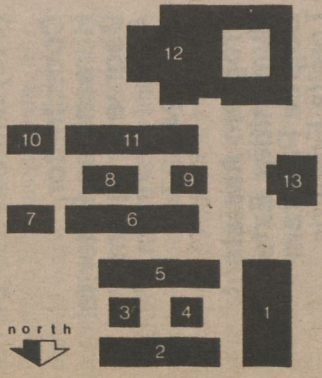
**Program Analyst,
Humanities External
Degree Program**
Anissa Barton-
Thompson
(310) 243-3743

REGISTRATION
INFORMATION



***SCC - SMALL COLLEGE COMPLEX LEGEND**

- 1 Admissions, Computer Center
- 2 Cashier's Office, Extended Education, Information Center, Public Safety
- 3 Advising Center
- 4 Educational Opportunity Program
- 5 Enrollment Services, Financial Aid, International Students, Student Affirmative Action, Student Development (Career and Counseling Center), Testing
- 6 Classrooms, Student Computer Lab
- 7 Classrooms
- 8 Classrooms
- 9 Classrooms
- 10 (Future Site 1994) Orthotics and Prosthetics Program
- 11 (Future Site 1994) Learning Assistance Center, Talent Search, Testing, Women's Center
- 12 (Future Site 1994) School of Education Registrar; Records and Registration
- 13



UNIVERSITY GENERAL LEGEND

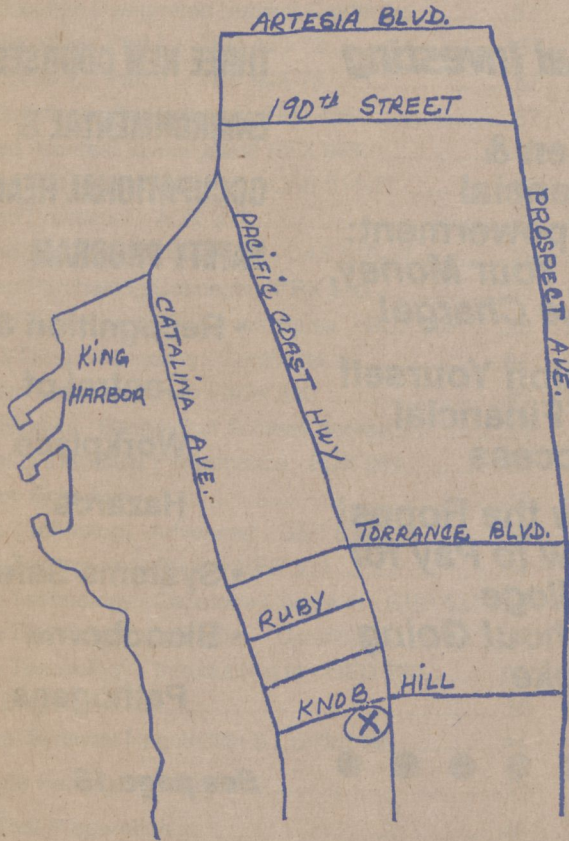
- CDC** - Child Development Center
- CMS** - The California Academy of Mathematics and Science Laboratories
- CP** - Central Utility Plant
- ERC** - Cain Educational Resources Center
Central Administrative Offices, Instructional Media, TV Studios, University Library
- FH** - Field House (Athletics)
- GYM** - Gymnasium
- LCH** - LaCorte Hall (formerly Humanities and Fine Arts)
School of Education
- ITC** - Infant Toddler Center
- NHP** - Natural History Preserve
- NSM** - Natural Sciences and Mathematics
- N-TRL** - Nursing Traller (Temporary)
School of Health, Statewide Nursing Program
- OPE** - Outdoor Physical Education
- PP** - Physical Plant
Receiving Warehouse
- SAC1** - South Academic Complex 1
Department and Faculty Offices
- SAC2** - South Academic Complex 2
The California Academy of Mathematics and Science, Faculty Offices
- SAC3** - South Academic Complex 3
The California Academy of Mathematics and Science, AlliedSignal Challenger Learning Center, Faculty Offices
- SBS** - Social and Behavioral Sciences
School of Management, Shinwa Japanese Garden
- SCC** - Small College Complex (See legend at left)
- SH** - Student Housing
- SHC** - Student Health Center
Disabled Students Center, Health Services and Psychological Counseling, Veterans Affairs
- USU** - Donald P. and Katherine B. Loker University Student Union
Bookstore, Dining and Meeting Facilities, Recreation, Associated Students, Inc., Student Activities
- UT** - University Theatre
- VEL** - Olympic Velodrome

KELLYGRAPHICS 1993

MAPS

See Registration Form Inside Back Cover

• Map of Redondo Beach Community Center (RBCC) & Franklin Community Center (FCC) •



The Redondo Beach Community Resource Center

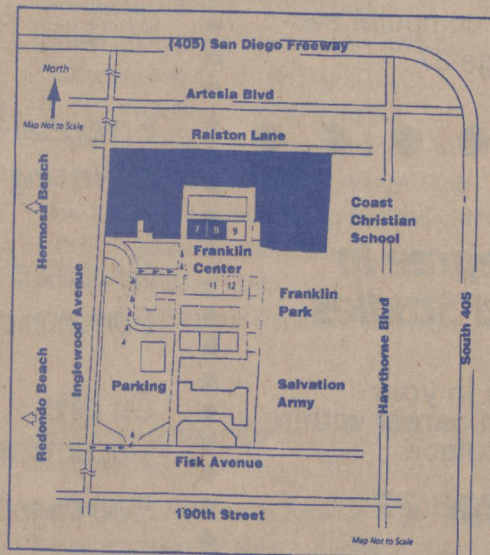
320 Knob Hill Avenue at Pacific Coast Highway.

Parking is Free in Lot

The Franklin Community Center

850 Inglewood Avenue
Redondo Beach

Parking is Free
-- in Lot or in Street



MAPS

What's New?

The MSQA is ONLINE!

CSUDH's Master of Science degree in Quality Assurance is now available on the Internet!

see pg 31 for details!



If you're not certain how to surf the Net-- sign up for our new

Internet Certificate Programs

See the computer section, page 37



B.S. Degree In Applied Studies

Advance in your technical career within the workplace

See page 27

Financial Investing

- **Women & Financial Empowerment: It's Your Money, Take Charge!**
- **Position Yourself for Financial Success**
- **Know the Ropes! How to Pay for College without Going Broke**



Three new courses in the Technical Writing Program:

Proposal Preparation & Writing

Graphics for Technical Communication

On Line Documentation

See page 25

THREE NEW COURSES IN THE ENVIRONMENTAL & OCCUPATIONAL HEALTH & SAFETY PROGRAM

- **Recognition & Control of Workplace Hazards**
- **Systems Safety**
- **Bloodborne Pathogens**

See page 16



Career Development

Special Weapons Training: Post Approved PC 832 Concepts for Law Enforcement Security Officers

see page 34!

AB

Accounting for the Construction Industry CMX 975 11 ...13
Administration of Assistive Technology - GED 53354
Administrative Services Credential.....59
Adult Education Designated Subject Credential.....57
Adult Education - Part I - TED 495-7257
Adult Education - Part II - TED 495-73.....57
Adult Education - Principles of - TED 495-7.....57
Advanced Accident Investigation HEX 949.....16
Advanced Experimental Design - QAS 514-71.....29
Advanced Practicum - ADX 307.....66
Advanced Probability & Statistics - QAS 510-71.....29
Advanced Purchasing Concepts - PRX 34024
Advanced Technical Writing Techniques - BUX 907.....25
Alcohol & Drug Counseling - Certificate.....64
Alcoholism - Introduction to - ADX 30066
Applied Studies - Bachelor of Science degree.....27
Appraisal of Individual Performance - BUX 981.....23
Art Gallery Schedule.....10
Assistive Technology -Advanced - GED 532.....54
Assistive Technology - Basic - GED 53154
Assistive Technology - Capstone Course in - GED 537 ..54
Assistive Technology Specialist - Certificate54
Assistive Technology - Introduction to - GED 530.....54
Aviation English - ESL.....63
Behavioral Science: Negotiation & Conflict MS44
Bloodborne Pathogens - HEX 935.....16
Bobrow Test Preparation.....48
Bookkeeping - Basics of Small Business BSB 104-02.....34
Business Administration - MBA on TV32
Business English.....63

CD

Canoeing Black Canyon - RCO 101-0273
Career Degrees.....27
Career Development.....33
CBEST Review49
Chamber Music Ensemble.....5
Children's Conversation Program - ESL.....63
Coaching for Improved Work Performance - BUX 979 ...23
Communication & Listening Skills Workshop - BUX 976..23
Community College - GED 549-7152
Community College Teaching - Certificate.....52
Community College Teaching Internship - GED 594S-71.52
Comparative Work Ethics: U.S. & Asia - IDS 326-95.....45
Conduct Business on the Internet - How to - CIX 909.....39
Conducting Effective Employee Interviews BUX 99423

Conflict -Theories of - BEH 510-9144
Construction Management - Certificate Award12
Continuation Project- QAS 600S-7229
Coping with Stress & Reducing Conflict - BUX 97823
Cost-Price Analysis and Negotiation - PRX 31025
Counseling for the Individual - ADX 30266
Counseling Techniques - Introduction to - ADX 30166
Credential Programs.....57
Customer Satisfaction & QAS - QAS 531-71.....29
Dalcroze Workshops.....61
Delegation Techniques & Strategies - BUX 97423
Developmental Psychology - PSY 350.....51
Directed Study - QAS 595-7129
Distance Learning.....44
Documentation - On Line BUX 950.....26

EFGH

Early Childhood Education - Certificate.....50
Eating Disorders - Treatment of - ADX 30866
Effective College Teaching - GED 548-7152
Elections '96 - IDS 326-9545
English as a Second Language.....62
Environmental/Occupational Health/ Safety - Certificate..14
ESL Teachers' Programs.....63
Family Dynamics - ADX 30666
Finance - FIN 500-91 - Advanced Topics44
Fitness for the '90s.....73
Graphics for Technical Communication BUX 949.....24
GMAT Reviews.....48
GRE Reviews48
Greenhouse Effect - IDS 350-95.....45
Group Counseling Techniques - ADX 30466
Guitar Workshop, Beginning5
Guitar Workshop, Contemporary.....5
Health in Public Education- HEA 300-9144
Home Page Design - Basic Internet - Lab - CIX 91039
How to StartYour Own Billing Service - BMB 402-01.....18
HTML Publishing - Certificate.....40
HTML Publishing - Lab - CIX 911.....40
Humanities External Degree.....7

IJKL

Illustrator - Introduction to - CCB 10437
Importing and Exporting - BIX 10134
Ind Study in Assurance Science - QAS 594S-71.....29
Interdisciplinary Studies -- Bachelor of Arts Degree.....47
Industrial Accident Investigation HEX 93016

Intensive English Program (IEP) - ESL	62
International Business: New Era Trade Pacts BIT 101.....	34
International Management - Seminar in I - S 495-91	44
Internet Business & Marketing - Certificate.....	38
Internet Business Productivity Improvement - Certificate.....	41
Internet Fundamentals - Lecture CIX 907.....	38
Internet Marketing Plan--Developing Your - CIX 915.....	41
Internet Marketing Plan--Focusing Your - CIX 916.....	41
Introduction to Worker's Compensation HEX 931.....	16
Introductory Practicum - ADX 305	66
Inventory Management & Master Planning - PIX 320.....	19
ISO 9000 & the Auditing Function QAS- 594S-41.....	29
Know the Ropes! How to Pay for College BPF 106-03....	35
Live Concert Audio Basics.....	5

MNO

Magic of Educational Kinesiology in Music and Dance.....	8
Mainstreaming Children w/Special Needs - TED 405-91..	44
Materials Management - Introduction to - PIX 319.....	20
Material Requirements Planning & Purchasing - PIX 321..	20
Math - Basic - MAT 100	45
Math for Young Children - TEX 425-02.....	51
Measurement & Testing Techniques - QAS 516-71.....	29
Medical Billing - Certificate of Completion.....	18
Medical Billing I BMB 101-01.....	18
Medical Billing II BMB 201-02.....	18
Medical Insurance Computer Billing BMB 301-01/02	18
Microsoft Office - Creating Dynamic Reports CSX 951...	36
Modern American Social Problems - IDS 320-95.....	45
MSAT Review	49
Multiple Subject Credential.....	58
Music Workshop - Dalcroze.....	61
Natural Processes - SMT 312-91	45
Negotiation Tactics - BEH 522-91	44
Odyssey Theatre Internship.....	6
Omnilore Society.....	5
Open University.....	60
Orthotics - Certificate	68
Orthoptics & Prosthetics Certificate.....	69

PQR

PACE classes	48
PageMaker - Introduction to - CCB 105.....	37
Parents of Young Children -: TEX 425-03.....	51
Personal Computer - How to Choose - CCB 101	36
Photoshop - Introduction to - CCB 107-01	37
Physician's Assistant - Master of Science Degree	70
Play Writing on the Internet.....	5

Position Yourself for Financial Success BPF 106-02.....	35
Positive Discipline Strategies - BUX 997	23
Preschool Development I TEX 353.....	51
Production & Inventory Control - Certificate	19
Productivity Motivation - BUX 984	23
Professional Supervision - Certificate Award.....	21
Program Planning Resource Specialist - GED 527-71.....	55
Project - QAS 599-71	29
Proposal Preparation & Writing - BUX 948.....	25
Public Sector Procurement - PRX 330	24
Purchasing - Certificate	24
Purchasing Fundamentals - PRX 200	24
Quality Assurance - Master of Science Degree.....	28
Quality Assurance - Master of Science Degree Online ...	31
Quality Assurance - Master of Science - Service	30
QuarkXPress - Introduction to - CCB 103	37
Recognition & Control of Workplace Hazards HEX 962...	16
Role of Supervision - Introduction to the - BUX 975.....	23

STUVW

SAT Review	49
Scheduling for Construction Management - CIX 915.....	13
Screenwriting- Write a Screenplay in One Semester.....	6
Shopping Secrets of Southern California AMS 102	73
Special Children - Meeting the Needs -- TEX 425-01.....	51
Special Education Resource Specialist - Certificate.....	55
Special Weapons Training: PC 832.....	34
Statistical Quality Control - QAS 530-71	29
Statistical Quality Control & Sampling - QAS 513-71	29
Successful Money Management - BPF 301.....	35
Supporting Customers Internet - Lab CIX 917	41
Surfing The Internet - Lab - CIX 908	39
Systems Safety - HEX 957.....	16
Teacher Corps - CA Math/Science.....	56
Technical Writing - Certificate	25
Technical Writing Fundamentals - BUX 935.....	26
Theatre Arts Schedule.....	9
Time Management Strategies Workshop - BUX 985	23
Travel Study Series.....	71
Urban Settings Counseling - Certificate.....	53
Work-Site Programs - ESL.....	62
Women & Financial Empowerment:- BPF 106-01.....	35
Worker's Compensation--Introduction - HEX 931.....	16

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

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

Name _____
Last First Middle Initial

Address _____
Street City State Zip

Telephone _____
Day Evening Fax

New address? yes no male female

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

Course Information

CRN No	DEPT	SECTION	TERM (i.e. Spr 95)	COURSE TITLE	UNITS	FEE

Total Fee Submitted \$ _____

Payment Method

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

Account Number _____ Exp Date _____

Cardholder's Name _____ Cardholder's Signature _____

Refund Policy

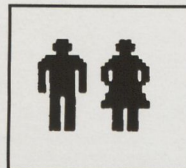
Refunds are granted in accordance with the State refund schedule. Refunds are not automatic; you must file appropriate forms in the Extended Education Office in order to receive a refund. Refunds take a minimum of six to eight weeks for processing. To receive a refund of fees for a non-credit class or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

4 WAYS TO REGISTER



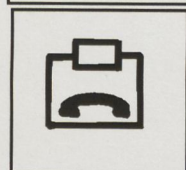
Mail to CSU Dominguez Hills, Extended Education, SCC B141, 1000 East Victoria Street, Carson, CA 90747

Stop by the Office of Extended Education on Campus in Carson, 1000 East Victoria, Carson.



Phone (310) 243-3741

FAX to Extended Education, (310) 516-3971



For more information, call the Office of Extended Education, (310) 243-3741

Office use only	
Semester:	Total
Sum Fall	Fees _____
Win Spr	Grade _____
Yr _____	
Date:	Initial _____

VOTE

for **success**

education
quality

call

call →

310/243-3741

2-425



California State University
Dominguez Hills

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

NON-PROFIT
ORGANIZATION
U.S. POSTAGE
PAID
PERMIT NO. 246
GARDENA, CA