

CALIFORNIA STATE UNIVERSITY DOMINGUEZ HILLS

Spring 2000

EXTEND YOUR WORLD

CSUDH
40
1960-2000

EXTENDED EDUCATION

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.

Mediated Instruction and Distance Learning

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

Special Sessions

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

Cover: Judith Reeder, King Printing, Torrance.
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Quick Reference

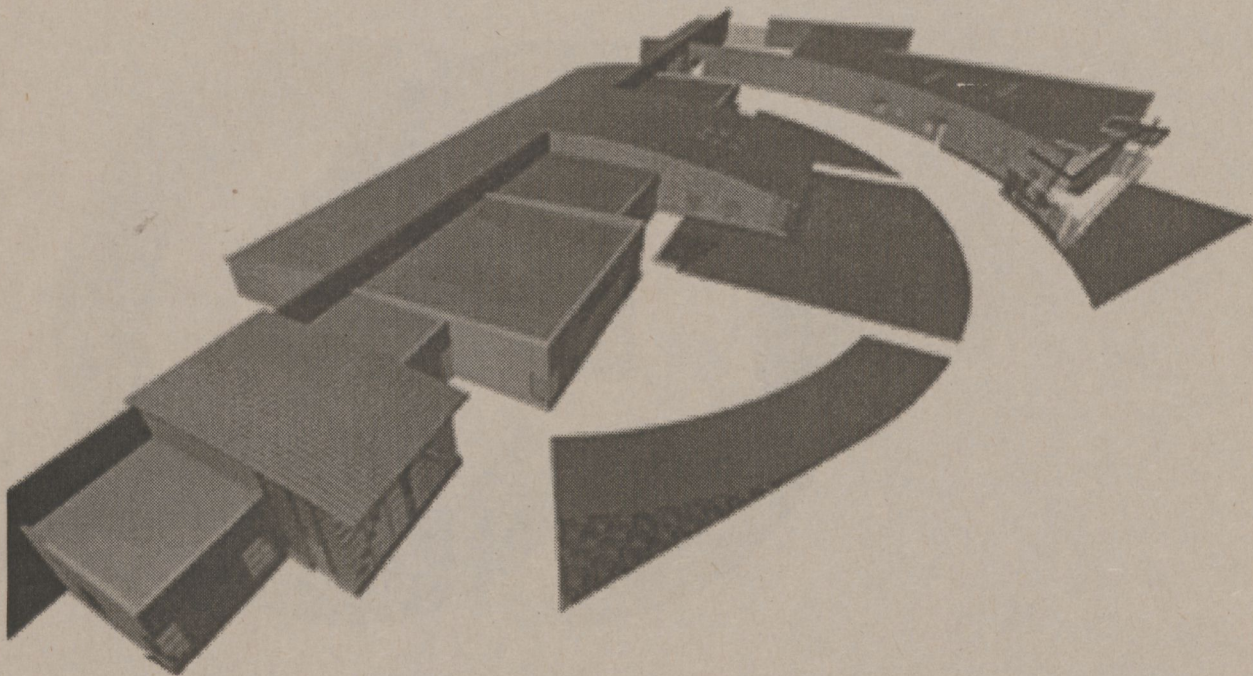
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Visit the new

Extended Education Building

In early 2000, California State University, Dominguez Hills will open the Extended Education building, a brand new, state-of-the-art instructional facility.

The building, located near the intersection of Victoria and Avalon, northeast of the Olympic Velodrome, will serve campus and community groups as a location for new credit and non-credit instructional programs offered by the Division of Extended Education.



Spurred by the fast-growing demand for new Extended Education programs, the 25,000 square foot facility will feature 10 classrooms, each with the newest available classroom technology, a large lecture facility; conference space and offices. Students will be able to register and take classes all in the same complex, and nearby parking is available. Designed by the award-winning architectural firm of Dougherty & Dougherty, the structure is financed entirely through revenues from Extended Education programs. No taxpayer dollars have been expended in construction of the building.

To accompany our new building, we have developed a **new logo**, reflecting our commitment to serving our campus, community and students worldwide.

Come and visit us!



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| 1/26 | Counseling Techniques--Introduction | 3/25 | Applied Billing Techniques |
| 1/27 | Chamber Music Ensemble | 3/28 | Presentation Skills |
| 1/27 | OSHA & Environmental Law | 4/2 | RICA Review for April 15 Exam |
| 1/27 | Family Dynamics | 4/4 | GRE Review -March Sess II Comp Test |
| 1/29 | Computer Applications/Scientists+ L | 4/8 | Introduction to PageMaker 6.5 |
| 1/29 | RICA Review for Feb 12 Exam | 4/8 | Spec Topics: Telecom Plng/Cnslting |
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Parking: \$2.00/day Bring quarters for permit machine!

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

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- 1/29 How to Start a Successful Investment Club
- 1/29 Principles of Industrial Hygiene & Exam Prep Part I
- 2/3 Introductory Law for Business Manager
- 3/25 Principles of Industrial Hygiene Part II

**Classes held at
Inglewood One Stop Center
110 S. LaBrea, Inglewood
Free Parking on Saturdays
across the street at City
Hall Parking Lot**

- 1/29 Your Family Child Care Business
- 2/5 Setting Up Your Home Environment
- 2/12 Preparing Nutritious Meals & Snacks
- 2/19 Curriculum, Observation & Assessment
- 2/26 Working with Parents/Positive Discipline
- 3/4 Networking & Professional Development

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

- 1/24 Foundations of Safety and Health Program Administration
- 1/25 Information Design
- 1/26 Workplace Security & Violence Issues
- 1/27 Estimating & Plan Reading
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DEGREE PROGRAM

- 8 Humanities, MA degree

Be sure and see these two new classes on page 17:

How to Start a Successful Investment Club

and

Introductory Law for the Business Manager

Teachers!

See

Using Multimedia Tools in the Classroom

and

Grant Writing for Educators

on page 75



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

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

The Humanities Master of Arts Program provides a broad interdisciplinary exposure to all areas of the Humanities: History, Literature, Music, Art and Philosophy. Courses are completely by correspondence (either by mail or by computer via the Internet) and are fully accredited. Fee: \$140 per unit.

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

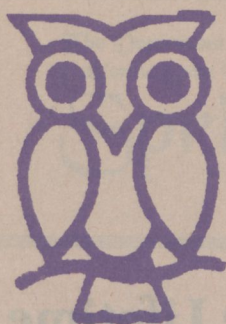
Humanities External Degree Program
California State University, Dominguez Hills
1000 East Victoria Street - SAC 2126
Carson, CA 90747

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

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

E-Mail:
HUXOnline@dhvx20.csudh.edu





OMNIOLORE

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

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

Peer Learning Provides Intellectual Stimulation

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

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

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

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

Annual membership fee:

• \$90 per individual
(NHSN 101-01 CRN 30002)

or

• \$150 per couple
(NHSN 101-02 CRN 30003)

There are currently 160 enthusiastic Omnilore compatriots, mostly living in the South Bay. Omnilore is actively seeking new members from a diversity of backgrounds.

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

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

IMPORTANT TAX CREDIT INFORMATION

If you are enrolled in an eligible degree or certificate program or are taking courses to acquire or improve job skills, you **may** qualify for a

Hope Scholarship or Lifetime Learning Tax Credit.

The Hope Scholarship Tax Credit

The Hope Scholarship tax credit is available only to students in their first two years of postsecondary education who are enrolled at least half-time in an eligible program. The tax credits are based on the amount of qualified tuition and fees, less grants and other tax-free educational assistance and the taxpayer's modified adjusted gross income.

Hope credits apply to fees paid after December 31, 1997.

The Lifetime Learning Tax Credit

The Lifetime Learning tax credit is available to students at all educational and enrollment levels who are enrolled at an eligible educational institution. As with the Hope Scholarship tax credit, this opportunity is based on the amount of qualified tuition and fees, less grants and other tax-free educational assistance and the taxpayer's modified adjusted gross income.

The Lifetime Learning credit applies to fees paid after June 30, 1998.

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

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

Spring 2000 Season

personal
development

The Shadow Box

by Michael Cristofer
March 10-19, 2000

Nunsense

by Dan Goggin
April 14-30, 2000

Call the Theater Box Office for Tickets & Subscriptions (310) 243-3589

University Art Gallery

Spring 2000 Schedule

The University Art Gallery hosts showings of paintings and sculpture several times throughout the school year in a 2,000 square foot area. Local and national artists are represented. The public is encouraged to attend all events. Gallery hours are Monday-Thursdays 9:30am-4:30pm. Call (310) 243-3334 or 243-3310 for more information.

Self-Help Graphics: Images of the Millennium

February 3 - April 13, 2000

Opening Reception: February 3, 7-9pm

Curated by Dr. Miguel Dominguez, Chair, Department of Foreign Languages, CSU Dominguez Hills, this exhibition will focus on Latino symbols of the Millennium in a series of prints produced by the well-known Chicano artists of Self-Help Graphics. Self-Help Graphics is a creative center in East Los Angeles that has encouraged and promoted Chicano art since 1972. On display will be thirty-five brilliantly-colored prints with dramatic themes relating to the Millennium. Pre-Colombian images such as pyramids, eagles, serpents, skull and skeletons will mix with images of contemporary life in Los Angeles. A public lecture series will also be held in conjunction with this exhibition with dates TBA.



Annual Student Art Exhibition: B.A. Graduates ***May 11-24, 2000***

Opening Reception: May 11, 7-9pm

An Exhibition highlighting works of art in various media by graduates in Studio Art and Design.



14TH ANNUAL DALCROZE SEASON
1999-2000 DALCROZE CONFERENCE
THE ARTS IN ACTION

offering
**Professional Development Opportunities
in Music Through Movement**

for
Educators and Performers

The Dalcroze Society of America, Los Angeles Chapter, a chartered member of the Dalcroze International Society of Geneva, Switzerland and host of this year's Conference on Music and Movement, together with the Department of Music and the Division of Extended Education at California State University, Dominguez Hills present the 14th Annual Dalcroze Season!

**CONFERENCE ON MUSIC AND
MOVEMENT**

The following workshops are suitable for early childhood, classroom, music, dance/movement, and drama educators; teachers of special learners and physical therapists; choral and instrumental directors; performing arts professionals; performing arts students and teaching credential candidates; arts administrators; parents and caregivers. Each workshop will take place from 9:00am-5:30pm in the CSUDH Dance Studio, Gym A 102. It is suggested that participants wear comfortable clothes and shoes as these sessions are movement-oriented.

Let the Music Move You!

SPRING WORKSHOP I

Percussion on the Move: Swinging and Swaying the Dalcroze Way

Saturday, February 26, 2000

Guest Presenter: Jean F. Wilmoth, Jr.

Internationally-acclaimed clinician of percussion and movement, Jean F. Wilmoth, Jr., will lead an exciting day of hands-on percussion experiences in a music/movement setting, that will include rhythm games, singing activities, percussion techniques, as well as practical materials for the classroom. Discover fascinating world rhythms from the Calypso and the Mambo to the Samba and the Conga! Explore the colorful sounds of authentic percussion instruments and bring your recorder and a favorite percussion instrument to enhance the ensemble.

TEX 495-02

CRN 22624

COST: Dalcroze members: FREE. Full-time students with ID: \$15 per session. All others: \$50 per session. Credit Registration Fee: \$35 One Semester Unit Credit = One LAUSD Salary Point**. Registration: 9:30-10am. Conference hours: 10am-5:30pm (includes working lunch). ** Both Workshops must be attended for credit and separate checks are needed for credit unit fee (make check to CSUDH) & session fee (make check to DSALAC). **Information: Jacqueline Paquette (323) 773-0758 or (310) 243-3948**

SPRING WORKSHOP II

**The Music Connection:
Music is the Common Ground**

Saturday, April 8, 2000

Guest Presenters: Jean L. Strickland & Sandra Wheeler

Music is the natural connector for integrating the curriculum. Using *The Music Connection* state-adopted K-8 music series, this workshop will celebrate the music of many cultures and explore musical connections to reading and language arts. Become familiar with current music teaching/learning resources, and experience the music through active participation in cross-curricular activities. Music materials provided.

Presenters:

Jean L. Strickland, M.A., a Divisional Music Consultant for Silver Burdett Ginn, is a well-known presenter for national and international music education workshops, and serves as Music Industry Representative for CMEA. A music specialist and professional flutist, she is certified in Orff Schulwerk and holds a certificate in Electronic Music and Music Recording Engineering.

Sandra Wheeler, B.M., is Music Coordinator for the Ten Schools Program in LAUSD and has over 35 years of music teaching experience and Kodaly certification from Budapest, Hungary. A frequent clinician for staff development and teacher training workshops, she has served as Music Advisor in LAUSD and President of the Los Angeles City Elementary Schools Music Association.

Jean F. Wilmoth, Jr., M.M., Co-Founder of the Dalcroze Society of America, is on the music faculty at Duquesne University. A renowned Dalcroze/Orff expert, he has been a featured clinician-lecturer throughout the U.S., Canada, Europe, and Asia. Mr. Wilmoth is the leader of the Pittsburgh Percussion Ensemble and President of Musik Innovations in Pittsburgh, PA.

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

Get in on the Action!

Support CSU Dominguez Hills Athletics!

Call the Athletics
Office to request a
schedule for any of the
following events:

**Men's & Women's
Basketball**

Soccer

Men's Golf

Women's Volleyball

Men's Baseball

Women's Softball

**Women's
Cross Country**

Track & Field

Call

(310) 243-3893

or

(310) 243-3764

for a Spring Schedule

Today!

Fitness for the New Millennium

NHEX 101-01/02

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

Full Membership

NHEX 101-02 CRN 22580
Noncredit

Entitles individuals to utilize all of the above facilities during the designated hours posted between the dates of 1/24-5/26, 2000.
\$120

Limited Membership

NHEX 101-01 CRN 22579
Noncredit

Entitles individuals to utilize the locker rooms, track and tennis courts between the dates of 1/24-5/26, 2000.
(does not include swimming pool or weight room usage).
\$40

Canoeing Topock Gorge

NRBT 101-01/02

Noncredit

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

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

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

Session I

NRBT 101-01 CRN 22629

2 Days:

Sat-Sun April 29 & 30

**\$50* (completed insurance release forms must be returned to the Extended Education Office by Apr 2)
Maximum enrollment: 10 (w/ waiting list)

* plus \$40 for canoe rental, canoe transportation, and shuttle fee payable to instructor.

Session II

NRBT 101-02 CRN 22630

2 Days:

Sat-Sun May 13 & 14

** \$50* (completed insurance release forms must be returned to the Extended Education Office by Apr 30)

Maximum enrollment: 10 (w/ waiting list)

* plus \$40 for canoe rental, canoe transportation, and shuttle fee payable to instructor.

** No refund 22 days prior to the trip.

Learn, don't yearn to Travel!

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

→ College faculty escorts and in-country specialists who share their insights about the contemporary, natural and historical aspects of the destination visited.

→ National and local guides chosen for their knowledge, efficiency, enthusiasm, and fluency in English.

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

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

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

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

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

What are you waiting for?

See the exciting trips on the following pages!

Winter - Spring - Summer 2000 Travel Study Programs

 <p>IRELAND</p> <p>Mar 30 - April 13, July 6 - 20</p> <p>IRELAND</p>	 <p>INDONESIA</p> <p>April 12 - 26, August 2 - 16</p> <p>INDONESIA</p>	 <p>SOUTH AFRICA</p> <p>March 31 - April 17 May 5 - 22, May 26 - June 12</p> <p>S. AFRICA</p>
 <p>PERU</p> <p>June 3 - 18, July 15 - 30, Sept. 2 - 17</p> <p>PERU</p>	 <p>NOVA SCOTIA</p> <p>July 9 - 23, August 6 - 20, Sept. 10 - 24</p> <p>NOVA SCOTIA</p>	 <p>GREECE</p> <p>May 11 - 22, June 29 - July 10, October 5 - 16</p> <p>GREECE</p>
 <p>TURKEY</p> <p>April 29 - May 13, June 24 - July 8</p> <p>TURKEY</p>	 <p>ISRAEL</p> <p>March 12 - 25, June 11 - 24</p> <p>ISRAEL</p>	 <p>MOROCCO</p> <p>March 25 - April 8</p> <p>MOROCCO</p>
 <p>ITALY</p> <p>April 29 - May 13, July 8 - 22, August 2 - 16</p> <p>ITALY</p>	 <p>GALAPAGOS</p> <p>March 4 - 17, July 22 - Aug 4, August 5 - 18</p> <p>GALAPAGOS</p>	 <p>EGYPT</p> <p>February 6 - 18, March 5 - 17, June 25 - July 7</p> <p>EGYPT</p>
 <p>KENYA</p> <p>January 24 - February 9, June 12 - 28, July 10 - 26, August 7 - 23</p> <p>KENYA</p>	 <p>ALASKA</p> <p>June 19 - July 4, July 3 - 18, July 17 - Aug 1, July 31 - Aug 15, August 14 - 29</p> <p>ALASKA</p>	
<p>For Complete Itineraries and Prices, Write or Call:</p>		
 <p>California State University Dominguez Hills</p> <hr/> <p>DIVISION OF EXTENDED EDUCATION 1000 East Victoria Street Carson, CA 90747 (310) 243-3741</p>		
 <p>CHINA</p> <p>April 17 - May 6, July 17 - August 5</p> <p>CHINA</p>		 <p>COSTA RICA</p> <p>February 4 - 15, March 10 - 21, April 7 - 18</p> <p>COSTA RICA</p>
 <p>ANTARCTICA</p> <p>January 5 - 20, January 16 - 28, January 24 - February 8, February 4 - 26</p> <p>ANTARCTICA</p>		

Personal Finance

NBIV 101-01 How to Start a Successful Investment Club

Noncredit

CRN 22577

Would you like to become a more profitable investor and have fun doing it? How? By starting an investment club! The key to making good investment choices is knowledge. After all, the more you know, the easier it is to make smart choices that you can potentially turn into profit. An investment club will provide you with:

- * enjoyable social activities
- * educational and profitable programs
- * hands-on portfolio management

Michael Bullis, BS, Business Finance, AS, Real Estate, Ferris State University, is an Investment Consultant with a Santa Monica securities firm.

2 mtgs: Thu Jan 20 & 27
7-9:30pm
RBCC rm 7
\$30

Business Law

NBLG 101-01 Introductory Law for the Business Manager

Noncredit

CRN 22578

Participants will gain an overview of business entities in today's economy and the roles of shareholders, directors and managers. Topics to be covered are:

- * kinds of businesses
- * dividend distributions & financial statements
- * closely held corporations
- * roles of directors & managers
- * shareholders' rights
- * capital formation
- * securities regulation

Mark W. Bidwell, JD, Loyola, BS, Accounting, University of Colorado, Executive Education Program, UCLA. Asst. to In-House General Counsel, Western Bancorp, Newport Beach.

3 mtgs: Thu Feb 3, 10 & 17
6:30-9:30pm
RBCC rm 7
\$55

Music Ensemble

MUX 170 (370)-01 Chamber Music Ensemble (for all instruments & voice)

1 ext unit

MUX 370-01

CRN 22625

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 Jan 27-May 11
(no class 4/20)
7-8:50pm
CSUDH LCH A207
\$135

When on campus...

Visit the CSUDH

Women's Center for upcoming activities and events, resource information, and a place to relax.

Come to SBS E-216 or call (310)243-2486

CSUDH, Division of Performing and Digital Media Arts, in conjunction with Extended Education, present a three-part series on how to make it in the music business.

The series is of interest to everyone connected with the music business, from artists to A&R personnel, from independents to industry executives, from producers to promoters.

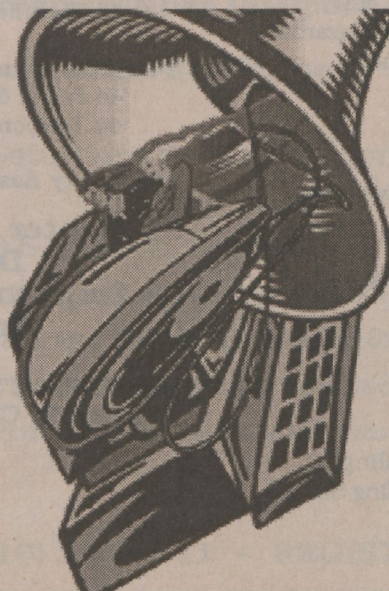
Call 310-243-3741 or contact:

Questions About Content

(rbutler@csudh.edu)

Questions about Registration

(eereg@csudh.edu)



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

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BUSINESS

32, 45-48, 52 Degrees

- 32 BS in Production & Inventory Control
- 45 BS in Applied Studies
- 46 MS in Quality Assurance
- 48 MS in Quality Assurance, Service, Internet
- 50 CPIM Exam Review Schedules
- 51 MBA -- Televised

19 Certificate Programs

19 Family Child Care

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

20 Construction Management

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

22 Environmental & Occupational Health & Safety

- 24 Foundations of Safety & Health for Program Administration
- 24 Industrial Hygiene Instrumentation & Sampling
- 24 Introduction to Industrial Hygiene
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- 24 Workplace Security & Violence Issues

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- 26 Labor & Employment Law

27 Advanced Human Resource Management

28 Medical Insurance Billing

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- 28 Medical Insurance Billing II
- 29 Medical Insurance Computer Billing
- 29 How to Start & Run Your Own Billing Service
- 29 Applied Billing Techniques

30 Production & Inventory Control

- 31 Basics of Supply Chain Management
- 31 Inventory Management
- 31 Production Activity Control & Restraints Management
- 31 Just-in-Time/Total Quality Management

34 Production & Inventory Control--Online

36 Professional Supervision

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- 38 Conducting Effective Employee Interviews
- 38 Coaching for Improved Work Performance
- 38 Team-Building Concepts & Strategies
- 38 Success Skills in Supervising Cultural Diversity
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39 Purchasing - Online

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40 Safety & Security

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- 43 Proposal Preparation & Writing
- 43 Writing Technical Instructions
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- 44 Telecommunications Planning & Consulting

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SEE COMPUTER SECTION FOR INTERNET CERTIFICATE PROGRAMS

Family Child Care Certificate Award Program

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

Come and learn how to provide quality care and professionalize your home business. CSU Dominguez Hills, Extended Education, offers a comprehensive training program designed for family child care providers. Students who attend all six sessions will receive a certificate awarding 1.8 Continuing Education Units (CEU's). **Those not pursuing the certificate may attend individual classes.**

Who should attend

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

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

<u>Course no</u>	<u>Classes</u>	<u>Dates</u>	<u>CRN no</u>
TEX 906-01	Your Family Child Care Business	1/29	22554
TEX 907-01	Setting Up Your Home Environment	2/5	22556
TEX 908-01	Preparing Nutritious Meals & Snacks	2/12	22557
TEX 909-01	Curriculum, Observation & Assessment	2/19	22558
TEX 910-01	Working with Parents/Positive Discipline	2/26	22559
TEX 911-01	Networking & Professional Development	3/4	22560

All Classes on Saturdays from 9am-noon at the Inglewood
One-Stop Center,
110 S. LaBrea, Inglewood, 90301.

Free Parking in City Hall Lot across the street.

Cost: \$150 for all courses and the certificate, or \$25 for individual classes.

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

REGISTER BY PHONE: (310) 243-3741 • REGISTER BY FAX (310) 516-3971 19

Certificate Award in Construction Management

**CERTIFICATE
PROGRAM CLASS
DATE PLANNER
Spring 2000**

**CMX 924
Estimating & Plan
Reading**
Thursday,
January 27-March 16

**CMX 921 Real
Estate Law**
Wednesday,
February 2-23

**CMX 923
Construction
Finance**
Wednesday,
March 1-15

**CMX 922
Construction
Accounting**
Monday & Wednesday,
March 20-April 25

**CMX 926
Construction Safety**
Thursday,
April 6-May 11

**CMX 925 Bidding &
Scheduling**
Monday,
April 10-May 15

**CMX 920 Field
Project Management**
Monday & Thursday,
May 22-June 5

The Program

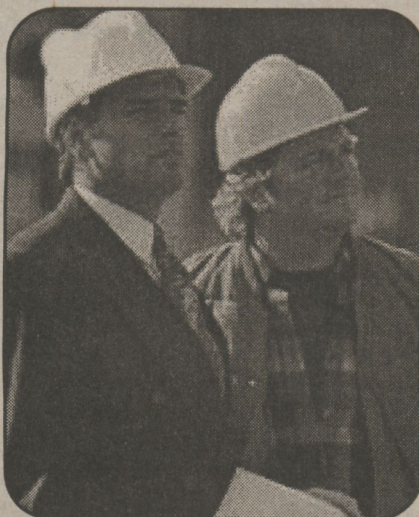
This innovative and timely program is designed for individuals in construction, architects, engineers, property owners, developers and those who wish to develop and expand their managerial skills in construction.

Certificate Award

A Certificate is awarded at the successful completion of all seven courses. A certificate can be earned in a five-month period. Total program awards 11.4 Continuing Education Units (CEUs). **Those who do not wish to pursue a certificate may take individual classes. The curriculum has been revised.** Successfully completed courses by candidates in the program prior to Spring 1999 will automatically be counted toward the revised certificate requirements. Provider number is available upon completion of *Real Estate Law*.

Schedule of Courses

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



Textbooks

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

COURSES

CMX 920 Field Project Management 1.5 CEUs
Become a successful project manager by learning the basic principles and responsibilities of construction project management and how they relate to the total construction process. Learn how to identify and manage the vital components of project planning, budgeting and scheduling, resource allocation, legal requirements and ethical considerations, construction safety, and project supervision.

CMX 921 Real Estate Law 1.2 CEUs

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

CMX 922 Construction Accounting 1.8 CEUs

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

CMX 923 Construction Finance

.9 CEUs

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

CMX 924 Estimating and Plan Reading

2.4 CEUs

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

CMX 925 Bidding & Scheduling

1.8 CEUs

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

CMX 926 Construction Safety

1.8 CEUs

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

SPRING 2000 SCHEDULE

CMX 924-01 Estimating & Plan Reading

2.4 CEUs CRN 22702

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

8 mtgs: Thu Jan 27-Mar 16
6:30-9:30pm
FCC rm 7
\$210

CMX 926-01 Construction Safety

1.8 CEUs CRN 22705

Mike Gugert, Snyder Langston; Operations Manager, 20 years experience with international and domestic projects.

6 mtgs: Thu Apr 6-May 11
6:30-9:30pm
FCC rm 7
\$160

CMX 925-01 Bidding & Scheduling

1.8 CEUs CRN 22704

W. John Irwin, II, PE, Mechanical Engineer, and Claims Consultant, O'Brien-Kreitzberg, Inc.

6 mtgs: Mon Apr 10-May 15
6:30-9:30pm
FCC rm 8
\$160

CMX 921-01 Real Estate Law

1.2 CEUs CRN 22703

Arnold F. Sock, Esq. LL.M. (Taxation) Director & officer Homesontour.com Inc. and Tax Debt Negotiators, Inc. Corporate, and real estate, finance & operations.

4 mtgs: Wed Feb 2-23
6:30-9:30pm
FCC rm 8
\$105

CMX 920-01 Field Project Management

1.5 CEUs CRN 30027

Paul Imrie, Senior Project Construction Superintendent, Snyder Langston.

4 mtgs: Mon&Thu May 22-Jun 5
6:30-9:30pm
FCC rm 7
\$135

CMX 922-01 Construction Accounting

1.8 CEUs CRN 22706

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

6 mtgs: Mon & Wed Mar 20-Apr 25
6:30-9:30pm
FCC rm 8 (Mon) 7 (Wed)
\$160

CMX 923-01 Construction Finance

.9 CEUs CRN 22707

William Stinde

3 mtgs: Wed Mar 1-15
6:30-9:30pm
FCC rm 7
\$90

For more information, call
(310) 243-3782



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

REGISTER BY PHONE: (310) 243-3741 • REGISTER BY FAX (310) 516-3971 21

CERTIFICATE AWARD IN ENVIRONMENTAL & OCCUPATIONAL HEALTH & SAFETY

Learn how to fulfill OSHA requirements!

CERTIFICATE PROGRAM CLASS DATE PLANNER SPRING 2000

HEX 963 Workplace Security & Violence Issues

Wednesday, January 26 -
February 23

HEX 945 Foundations of Safety & Health Program Administration

Monday, January 24 -
March 13

HEX 960 OSHA and Environmental Law

Thursday, January 27 -
March 30

HEX 947 Introduction to Worker's Compensation

Monday, March 13-April 24

HEX 946 Industrial Accident Investigation

Wednesday, March 15-May 3

HEX 950 Introduction to Industrial Hygiene

Monday, March 20-April 10

HEX 953 Recognition & Control of Workplace Hazards

Wednesday, May 10-June 7

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

The Certificate

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

Who Should Enroll

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

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

The Schedule

Students may attend classes in any order according to their needs. Courses are offered at convenient times for working adults. The program can be completed in five months.

The Location

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

Core Courses

HEX 945 Foundations of Safety and Health Program Administration

HEX 946 Industrial Accident Investigation

HEX 947 Introduction to Workers' Compensation

HEX 950 Introduction to Industrial Hygiene

HEX 953 Recognition and Control of Workplace Hazards

HEX 960 OSHA and Environmental Law

ELECTIVE COURSES

One elective is required from the list below.

HEX 956 Environmental Fundamentals for the Safety Practitioner

HEX 963 Workplace Security & Violence Issues

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

HEX 955 Industrial Hygiene Instrumentation and Sampling

HEX 978 OSHA Law Fundamentals

CORE COURSES

HEX 945 Foundations of Safety and Health Program Administration 2.0 CEUs

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

HEX 946 OSHA Laws and Accident Investigation 2.0 CEUs

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

HEX 947 Introduction to Workers' Compensation 2.0 CEUs

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

HEX 950 Introduction to Industrial Hygiene 1.0 CEU

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

HEX 953 Recognition and Control of Workplace Hazards 1.5 CEUs

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

HEX 960 OSHA & Environmental Law 2.0 CEUs

Provides a basic foundation to understand, analyze and apply federal and CAL/OSHA requirements. The current laws, legislation 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.

PROFESSIONAL ADVISORY COMMITTEE

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

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

Don Christian, JD, MA, Loyola
University.

Carl Cronin, REA, RSSP,
Principal Safety Engineer,
General Safety Services.

Dolores Johnson, BSBA
Administrator Workers
Compensation, Boeing
Corp.

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

Michael Nicolas, REA, RSSP,
Safety Consultant
California Loss Control.

John A. O'Toole, Ph.D, RSSP,
Safety Consultant,
CAL/OSHA Consultation,
Chairman of Advisory
Committee.

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



SPRING 2000 **SCHEDULE**

HEX 945-01 Foundations of Safety and Health Program Administration

2.0 CEUs CRN 22597

Bob Middo, BA, Biology,
CAL/OSHA Consultant.

7 mtgs: Mon Jan 24-Mar 13 (no
class 2/21)
6-9pm
FCC rm 8
\$250

HEX 960-01 OSHA & Environmental Law

2.0 CEUs CRN 22593

Don Christian, JD, MA Loyola
University.

7 mtgs: Thu Jan 27-Mar 9
6-9pm
CSUDH SAC 1108
\$250

HEX 963-01 Workplace Security & Violence Issues

1.5 CEUs CRN 22599

Mike Nicolas, REA, RSSP,
Safety Consultant, California
Loss Control.

5 mtgs: Wed Jan 26-Feb 23
6:30-9:30pm
FCC rm 7
\$180

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

2.4 CEUs CRN 22598

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

4 mtgs: Sat Jan 29, Feb 12, 26
& Mar 11
9am-4pm
RBCC rm 8
\$350

HEX 978-01 OSHA Law Fundamentals

1.5 CEUs CRN 22602

Alan Coie, JD, Staff Legal
Counsel, CAL/OSHA.

4 mtgs: Thu Mar 21-Apr 18
6-9pm
CSUDH SAC 1108
\$180

HEX 946-01 OSHA Laws and Accident Investigation

1.5 CEUs CRN 22600

John O'Toole, Ph.D., REA,
RSSP, Safety Consultant,
CAL/OSHA Consultation.

7 mtgs: Wed Mar 15-May 3
6-9pm
CSUDH SAC 1106
\$250

HEX 950-01 Introduction to Industrial Hygiene

1.0 CEU CRN 22595

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

4 mtgs: Mon Mar 20-Apr 10
6-9pm
CSUDH SAC 1108
\$150

HEX 926-01 Principles of Industrial Hygiene Part II

2.4 CEUs CRN 22601

James Unmack & Joe Kukla.

4 mtgs: Sat Mar 25, Apr 8, 22,
May 6
9am-4pm
RBCC rm 7
\$250

HEX 955-01 Industrial Hygiene Instrumentation and Sampling

1.0 CEU CRN 22594

Dan Leiner

4 mtgs: Mon Apr 17-May 8
6-9pm
CSUDH SAC 1108
\$150

HEX 947-01 Introduction to Worker's Compensation

2.0 CEUs CRN 22596

Delores Johnson, BSBA,
Administrator Workers
Compensation, Boeing Corp.

7 mtgs: Mon Mar 20-May 1
6-9pm
FCC rm 7
\$250

HEX 953-01 Recognition & Control of Workplace Hazards

1.5 CEUs CRN 30023

John O'Toole

5 mtgs: Wed May 10-Jun 7
6:30-9:30pm
CSUDH SAC 1106
\$180

For more information,
call (310) 243-3782

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

See the related new certificate award program
Safety & Security on page 40

**CERTIFICATE
PROGRAM CLASS
DATE PLANNER
SPRING 2000**

**BUX 998 Establishing
Human Resource
Systems**

Tuesday, January 25-February 15

**BUX 971 Compensation
& Benefits**

Tuesday, February 22-March 14

**BUX 982 Labor &
Employment Law**

Tuesday, March 21-April 11

**BUX 980
Communication
Dynamics**

Tuesday, April 25-May 9

**THE CERTIFICATE
PROGRAM**

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

**Certificate Award in
Human Resource Management**

Candidates explore the practical application of human resource tools

**PROGRAM EMPHASIS
IS ON**

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

WHO SHOULD ATTEND

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

CERTIFICATE AWARD

A certificate is awarded upon completion of all four modules. Upon completion of the Certificate Program 4.5 Continuing Education Units (CEU's) are awarded. University transcripts are available upon request. The Certificate can be earned in 15 weeks. **(Students not pursuing the certificate may take individual courses).**

THE SCHEDULE

Students may attend classes in any order according to their needs. Courses are offered at times convenient for working adults. The program can be completed in one semester.

THE LOCATION

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

Advisory Board

James D. Vigneau, SPHR, Human Resource Executive for VIAM Manufacturing, Inc., B.S., USF, is a lecturer, consultant and executive with over 20 years of experience in the Human Resource field, assisting companies with the development of their Human Resource systems.

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

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

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

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

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

THE COURSES

BUX 998 Establishing Human Resource Systems 1.2 CEUs

Find and hire the *right* candidate. Build effective internal HR management systems to meet the personnel needs of the company, and to assist with the management of the Human Resource function. Students will take a "hands-on" approach to developing effective employment applications, personnel policies and procedures, and a complete employee handbook--all necessary for building an effective Human Resource management structure to support company operations.

BUX 971 Compensation & Benefits

1.2 CEUs

How do I build an entire compensation program for my company? What benefits are right for my company's employees, and how do I manage them? This class will develop the tools necessary for accomplishing these tasks through an intensive "Hands-on" skills development approach. Students will actually build a compensation plan from scratch and implement that plan under the parameters established by law and corporate policy. Students will also build benefits tracking and measurement systems they can take back to their own workplaces.

BUX 982 Labor & Employment Law

1.2 CEUs

Corporate and company success is more and more dependent on the ability of the organization to effectively manage its employees in an environment of dramatic change, increasing legal constraints, and workplace conflict. This class will examine the increasingly important role Human Resources plays in managing the workplace, and provide you with the tools and knowledge necessary to develop personnel systems to effectively address the myriad of employee/management problems faced in today's workplace.

BUX 980 Communication Dynamics

.9 CEUs

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

SPRING 2000 SCHEDULE

BUX 998-01 Establishing Human Resource Systems

1.2 CEUs CRN 22588

James D. Vigneau, SPHR, Human Resource Executive for VIAM Manufacturing, Inc., B.S., USF, is a lecturer, consultant and executive with over 20 years of experience in the Human Resource field, assisting companies with the development of their Human Resource systems.

4 mtgs: Tue Jan 25-Feb 15
6:30-9:30pm
FCC rm 8
\$249

BUX 971-01 Compensation & Benefits

1.2 CEUs CRN 22589

James D. Vigneau, SPHR
4 mtgs: Tue Feb 22-Mar 14
6:30-9:30pm
FCC rm 8
\$249

BUX 982-01 Labor & Employment Law

1.2 CEUs CRN 22590

James D. Vigneau, SPHR
4 mtgs: Tue Mar 21-Apr 11
6:30-9:30pm
FCC rm 8
\$249

BUX 980-01 Communication Dynamics

.9 CEUs CRN 22591

James D. Vigneau, SPHR
3 mtgs: Tue Apr 25-May 9
6:30-9:30pm
FCC rm 8
\$145

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

Advanced Certificate Award in Human Resource Management

THE CERTIFICATE PROGRAM

Intended for the seasoned Human Resource professional, the Certificate Award in Advanced Human Resource Management is a series of classes in specific topic areas that focus on the important HR management issues of today. Rather than focus on a basic understanding of employment wage, and hour, and labor laws, the Advanced Certificate curriculum places emphasis on a detailed understanding of processes, systems, and practical "how-to" knowledge for administering HR programs and moving into strategic positions as part of the company management team in today's competitive business environment. The Certificate can be earned in one semester (15 weeks), and awards 2.4 CEU's (Continuing Education Units)

PROGRAM EMPHASIS IS ON:

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

SPRING 2000 SCHEDULE

BUX 929-01 Advanced Human Resource Management

2.4 CEUs CRN 22592

8 mtgs: See below
6:30-9:30pm
FCC rm 8
\$498

Analyzing HR

Thursday, January 27

Enhancing the Value of HR

Thursday, February 3

Behavioral Interviewing

Thursday, February 10

Union Organizing in the Workplace

Thursday, February 17

Understanding Workers' Compensation

Thursday, February 24

Employee Leaves & Paid Time Off

Thursday, March 9

Conducting Workplace Investigations

Thursday, March 16

Employee Discipline and Termination

Thursday, March 23

THE INSTRUCTOR

James D. Vigneau, SPHR, Human Resource Executive for VIAM Manufacturing, Inc., B.S., USF, is a lecturer, consultant and executive with over 20 years of experience in the Human Resource field, assisting companies with the development of their Human Resource systems.

For more information, call (310) 243-3782

Certificate of Completion in Medical Insurance Billing

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

The Program

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

Who should attend

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

NBMB 105-01 Medical Terminology

Noncredit

CRN 22561

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

Victoria Morgan

2 mtgs: Sat Feb 12, 19

9am-2:30pm

FCC rm 7

\$100 (fee includes materials)

FCC

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

NBMB 101-01 Medical Insurance Billing I

Noncredit

CRN 22562

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

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

4 mtgs: Mon & Wed, Feb 7-16

6-9pm

CSUDH SAC 1106

\$95 Bring the required text to

class: Physician's Procedural

Terminology, CPT -- latest edi-

tion

The Location

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

The Schedule

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

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

NBMB 102-01 Medical Insurance Billing II

Noncredit

CRN 22563

Prerequisite: Medical Billing I or previous billing experience

Build upon your knowledge of basic procedure coding with these topics:

- ICD9 Coding
- Constructing a "clean" claim for Medicare, Medi-Cal and other private insurance companies
- Managed Care Plans: unraveling HMO, PPO, & IPA
- What to do when the insurance company refuses to pay or pays an unacceptable amount of the bill
- Interpreting explanation of benefits (EOB's)

Tuanya Reid

4 mtgs: Mon & Wed, Feb 28-Mar 8

6-9pm

CSUDH SAC 1106

\$95 Bring required text to class:

latest edition of the

ICD-9-Con.

NBMB 103-01 Medical Insurance Computer Billing

Noncredit CRN 22564

Medical Insurance Billing I & II suggested as prerequisites.

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

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

1 mtg: Sat Mar 11
9am-3pm
CSUDH SBS B109
\$95 Limited to 20 students

NBMB 106-01 Applied Billing Techniques

Noncredit CRN 22566

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

- Creating a billing database
- Inputting charges for offices
- Calculating write-offs and adjustments
- Assigning appropriate ICD-9 and CPT codes

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

Tuanya Reid

1 mtg: Sat Mar 25
9am-12noon
CSUDH SBS B109
\$50 (fee includes materials)
Limited to 20 students

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

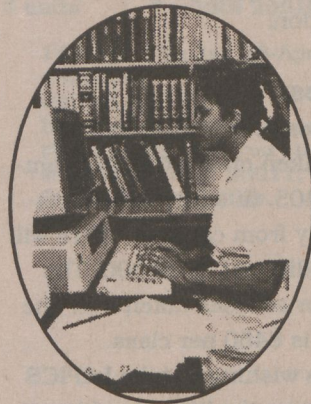
Noncredit CRN 22572

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, market their services and select appropriate computer software, as well as a number of start-up requirements to enable them to work at home.

Tuanya Reid

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



Certificate in Production & Inventory Control

Professional Training in Supply Chain Management Important LAPICS Program Modification!

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

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

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

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

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

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

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

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

The new Certificate format will allow students the flexibility to complete the Certificate as it existed prior to January 1998 (PIX 319, 320, 321, 322, and 324) or choose courses which better fit individual career interests and job-site requirements. In addition to leading to the well-known and Industry respected CSUDH Production and Inventory Control Certificate, the courses continue to be excellent preparation for students studying to take their CPIM certification exams.

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

Who Should Enroll

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

The Cost

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

Books and Materials

Note: LAPICS will no longer distribute materials in class or via courier to ITFS sites. Students should arrange to purchase textbooks and other materials directly from the CSUDH Bookstore. (APICS members receive a discount ONLY if ordered directly from APICS at 1-800-444-2742).

Bookstore hours are M-Th 8am-6:30pm, F 8am-4pm, Sa 10am-2pm. You may order via phone or Bookstore website with credit card (Visa, MC, AMEX, DISC) at (310) 243-3829 or www.csudh.bkstr.com Please allow 5-7 working days for shipping.

Location

Classes meet on the CSU Dominguez Hills campus in Carson. The classrooms are located in the South Academic Complex (unless otherwise indicated). A parking fee of \$2/day is charged on campus.

The Courses

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

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

Course Offerings

PIX 319 Basics of Supply Chain Management (3)

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

PIX 320 Inventory Management (3)

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

PIX 321 Material & Capacity Requirements Planning (3)

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

PIX 322 Production Activity Control and Constraints Management (3)

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

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

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

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

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

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

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

*Offered only on the Internet

SPRING 2000 TRIMESTER (13 weeks)

Begins week of January 10

PIX 319-01 Basics of Supply Chain Management

3 units CRN 20006

13 mtgs: Thu Jan 13-Apr 6
6:30-10pm
CSUDH SAC 1106
\$405

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

3 units CRN 20007

13 mtgs: Tue Jan 11-Apr 4
4-6:30pm
CSUDH ERC E127
If taking over TV at a company site, specify that you are taking section 92, CRN 20008, then add \$90 to the fee below.
\$405

PIX 322-01 Production Activity Control and Constraints Management

3 units CRN 20009

13 mtgs: Tue Jan 11-Apr 4
6:30-10pm
CSUDH SAC 1102
\$405

PIX 324-01(91) Just-In-Time/Total Quality Management

3 units CRN 20010

13 mtgs: Thu Jan 13-Apr 6
4-6:30pm
CSUDH ERC E127
If taking over TV at a company site, specify that you are taking section 91, CRN 20011, then add \$90 to the fee below.
\$405

SPRING 2000 TRIMESTER (13 weeks)

Begins week of April 10

PIX 319-01 Basics of Supply Chain Management

3 units CRN 30017

13 mtgs: Th Apr 13-Jul 13
6:30-10pm
CSUDH SAC 1106
\$405

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

3 units CRN 30018

13 mtgs: Tu Apr 11-Jul 11
4-6:30pm
CSUDH ERC E127
If taking over TV at a company site, specify that you are taking section 92, CRN 30019, then add \$90 to the fee below.
\$405

PIX 324-01 Just-in-Time/Total Quality Management

3 units CRN 30020

13 mtgs: Tu Apr 11-Jul 11
6:30-10pm
CSUDH SAC 1102
\$450

PIX 320-01(91) Inventory Management

3 units CRN 30021

13 mtgs: Thu Apr 13-Jul 13
4-6:30pm
CSUDH ERC E127
\$405
If taking over TV at a company site, specify that you are taking section 92, CRN 30022, then add \$90 to the fee below.
\$405

BACHELORS DEGREE IN PRODUCTION AND INVENTORY CONTROL

for those who have completed the

LAPICS Certificate Program

The Program

Students who have completed the LAPICS program at California State University, Dominguez Hills, are invited to apply the credits earned to a bachelor's degree program as part of a unique program entitled Special Major. Through this program, students can integrate their studies in Production and Inventory Control with at least two other disciplines to obtain the degree. Working with an advisory committee, participants design a path that best suits their individual and career objectives. Working adults and their employers will appreciate the career-specific approach of this innovative course of study.

Getting Started

Students should contact the Director of University Advisement approximately six months prior to the beginning of the semester they wish to enter California State University, Dominguez Hills. The Director will assist the student in contacting an appropriate program advisor, who will help the student apply for admittance, prepare the required program proposal and assemble the student's program advisory committee. Contact: Director, University Advisement Center, California State University, Dominguez Hills, 1000 East Victoria Street, Carson, CA 90747, (310) 243-3538.

University Admission

Formal admittance to the University is not required for participation in the LAPICS Certificate program, but is required for participation in the balance of the Bachelor's Degree

Program. All students are required to pay extension tuition for LAPICS courses. Students desiring to enter the University to earn a Special Major BA must follow standard University application procedures as outlined in the University Catalog

Special Major Bachelor of Arts

The Special Major Bachelor of Arts degree requires the completion of 124 semester hours including both lower and upper division course work. Participating students must complete all general studies program requirements (52-59 semester units) and integrate at least one other discipline outside of the School of Management with the LAPICS units to achieve a total of 24 units of upper division credit to complete the Special Major. Students must also complete an acceptable University minor. Other graduation requirements are listed in the general University Catalog.

Important Academic Information

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

Residence Requirements

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

The Advisory Committee

Each Special Major student has a specially-appointed Faculty advisory Committee. The committee works with and gives special attention to the student. In addition to the LAPICS advisor, each student has faculty advisors over each area of concentration and in their minor.

The Special Major

The minimum requirement for the Special Major is 24 semester units of approved upper division work. The credit hours earned while completing the Production and Inventory Control Certificate serve as the foundation for the Special Major. The remaining upper division credit hours, in consultation with the student's advisory committee, should be chosen from at least one other department outside the School of Management. Although not limited to these fields, possible areas of upper division course work might include:

Labor studies, computer science, communication, health care/medical technology, statistics, Chicano/a studies, Spanish, sociology/anthropology, adult education, applied studies (industrial technology—in development), and public relations.

Students should remember that proposed upper division course work may have prerequisites that must be met prior to enrolling in class. Please check the University Catalog for further information.

The Minor

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

Examples of minors that might be of interest, and the number of units required to complete each include:

- Business Administration (31 units)
- Business Information Systems (24 units)
- Communications (12 units)
- Computer science (24 units)
- Health Science (24 units)
- Labor Studies (15 units)
- Chicano/a Studies (15 units)
- Public Administration (15 units)
- Sociology (15 units)
- Spanish (12 - 24 units)
- Statistics (29 units)
- Actuarial Studies (39 units)

Sample Programs

For complete requirements, please consult the University Catalog and program advisor. Additional prerequisite units may be required in the major and minor.

Sample Program 1

General Studies Program	59 units
Special Major:	
LAPICS Certificate	15 units
Second Subject (computer science)	9 units
Minor: (business admin)	31 units
Electives	<u>10 units</u>
TOTAL	124 units

Sample Program 2

General Studies Program	59 units
Special Major:	
LAPICS Certificate	15 units
Second Subject (statistics)	9 units
Minor: (Spanish)	14 units
Second Minor (labor studies)	15 units
Electives	<u>12 units</u>
TOTAL	124 units

For further information on the Bachelor of Arts Special Major degree program or the LAPICS certificate, please contact the Program Coordinator at (310) 243-3782.

ONLINE CERTIFICATE IN PRODUCTION AND INVENTORY CONTROL

Training in Supply Chain Management on the World Wide Web!

<http://www.csudh.edu/LapicsOnLine>
e-mail: learn@csudh.edu

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

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

Who Should Enroll

The Online Certificate Program in Production and Inventory Control is designed for those who wish to gain a broad education in the principles of supply chain management. Those already in this growing field as well as those anticipating a career change will benefit from this practical training taught by leading CPIM certified professionals currently employed in production and inventory control. In addition to providing a comprehensive introduction to supply chain management, the coursework is designed to help students prepare for the CPIM Certification Exams.

Employment Opportunities

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

The Cost

The tuition for each three-unit online course is \$450. Textbooks and syllabi are required and are not included in the tuition. They can be obtained directly from APICS. Please allow at least two weeks for delivery via mail. Further information regarding acquiring required materials is available at <http://www.csudh.edu/LapicsOnline>

Taking OnLine Courses from CSUDH

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

Want To Know More or Ready to Get Started?

Complete instructions are available on the World Wide Web at <http://www.csudh.edu/LapicsOnline>. You may also contact the Program Director via e-mail at learn@csudh.edu or by phone at (310) 243-3782

The Courses

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

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

Foundation Course

PIX 319 Basics of Supply Chain Management (3)

Core Courses

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

PIX 320 Inventory Management (3)

PIX 321 Material and Capacity Requirements Planning (3)

PIX 322 Production Activity Control & Constraints Management (3)

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

PIX 325 Master Planning (3)

PIX 326 Manufacturing Management Systems and Technology (3)

After registering for an Online class,
contact
learn@csudh.edu
with your e-mail address.

LAPICS Certificate Online Course Offerings

PIX 319 Basics of Supply Chain Management (3)

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

PIX 320 Inventory Management (3)

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

PIX 321 Material & Capacity Requirements Planning (3)

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

PIX 322 Production Activity Control and Constraints Management (3)

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

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

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

PIX 325 Master Planning (3)

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

PIX 326 Manufacturing Management Systems and Technologies (3)

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

Schedule

SPRING 2000 TRIMESTER

Begins January 11

PIX 319-41 Basics of Supply Chain Management

3 units CRN 20012

Tue Jan 11-Apr 4
\$450

PIX 321-41 Material & Capacity Requirement Planning

3 units CRN 22746

Tue Jan 11-Apr 4
\$450

SUMMER TRIMESTER 2000

Begins Tuesday, April 11

PIX 319-41 Basics of Supply Chain Management

3 units CRN 30014

Tue Apr 11-Jul 11
\$450

PIX 322-41 Production Activity Control & Constraints

3 units CRN 30015

Tue Apr 11-Jul 11
\$450

For further information about all
LAPICS-Online courses, please visit the
LAPICS-Online website at
<http://www.csudh.edu/lapiconline>

When registering for an Online class, please make sure you submit your email addresses. Also, after registering, send an e-mail to learn@csudh.edu and tell us which classes you signed up for and the e-mail address you'll be using during the course.

CERTIFICATE AWARD IN PROFESSIONAL SUPERVISION

Offered in Summer, 2000

Who Should Attend

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

The Certificate

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

The Location

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

Now in Spanish

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

The Cost

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

The Courses

BUX 973 Success Skills in Supervising Cultural Diversity .5 CEUs

Each participant will learn to: understand cultural diversity as a positive difference in age, languages, gender or ethnic backgrounds and learn to avoid stereotyping strangers by giving everyone an opportunity to contribute to the work effort. Learn to recognize diversity of cultures as a source of new skills, valid perspectives and performance. Overcome preconceived opinions and bias that limit opportunities for full employee's team participation. Learn to recognize and avoid assumptions, cultural symbols, slang, acronyms, and non-verbal signals which act as barriers to communication. Also, learn to perform employee selection, work assignments, coaching, training, communicating, motivating, appraisal with a sensitivity to the impact of cultural diversity.

BUX 974 Delegation Techniques & Strategies .5 CEUs

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

BUX 975 Intro to the Role of Supervision .5 CEUs

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

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

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

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

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

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

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

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

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

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

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

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

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

**BUX 984 Productivity
Motivation** .5 CEUs

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

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

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

BUX 994 Conducting Effective Employee Interviews .5 CEUs

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

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

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

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

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

BUX 997 Positive Discipline Strategies .5 CEUs

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

The Center for Training and Development

Customized Training for Business & Industry!

The Center for Training and Development at CSUDH works closely with the business community to develop custom-designed training programs to help meet the demands of the fast-paced workplace of the new millennium.

As companies experience the need for a highly skilled workforce, many are choosing to train and upgrade the skills of existing staff, because it's often more efficient and cost-effective than hiring new people.

At the Center for Training and Development, we develop individualized programs to meet the unique training needs of businesses in the community.

We design training programs for:

- Computer applications for the workplace
 - Internet and Intranet
 - English-as-a-Second-Language
 - Total Quality Management
 - Business Communication and Presentation Skills
 - Technical Writing
- And More!



For more information:

**Call Leticia Rodriguez at 310 243-2425, or
Send e-mail to lmrodriguez@csudh.edu**

Training in Purchasing Management on the World Wide Web

<http://www.csudh.edu/PurchasingOnline>
e-mail: learn@csudh.edu

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

Who Should Enroll

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

The Cost

The tuition for each three-unit course is \$450. Textbooks and syllabi are required and are not included in the tuition. Further information regarding required materials and how to obtain them is available at

www.csudh.edu/PurchasingOnline

NEW!

ONLINE CERTIFICATE AWARD IN PURCHASING

Taking Online Courses from CSUDH

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

www.csudh.edu/PurchasingOnline

Requirements

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

PRX 200-41 Purchasing Fundamentals

PRX 310-41 Cost/Price Analysis and Negotiation

PRX 330-41 Public Sector Procurement

PRX 340-41 Advanced Purchasing Concepts

SPRING 2000 TRIMESTER

Classes begin January 11

PRX 200-41 Purchasing Fundamentals

3 units CRN 20015

Tue Jan 11-Apr 4
\$450

PRX 330-41 Public Sector Procurement

3 units CRN 20016

Tue Jan 11-Apr 4
\$450

SUMMER 2000 TRIMESTER

Classes begin week of

April 11

PRX 200-41 Purchasing Fundamentals

3 units CRN 30012

Tue Apr 11-Jul 11
\$450

PRX 340-41 Advanced Purchasing

3 units CRN 30013

Tue Apr 11-Jul 11
\$450

Important Registration Information:

For further information about all Purchasing-Online courses please visit the Purchasing-Online website at <http://www.csudh.edu/purchasingonline>. When registering for an Online class, please make sure you submit your email addresses. Also, after registering, send an e-mail to learn@csudh.edu and tell us which classes you signed up for and the e-mail addresses you'll be using during the course.

REGISTER BY PHONE: (310) 243-3741 • REGISTER BY FAX (310) 516-3971 39

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

Certificate Programs

Employers: This program is eligible for ETP funding! See page 53

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

Certificate Award

A certificate reflecting 70 hours and 7.0 Continuing Education Units (CEUs) is awarded upon successful completion of the program. Courses may also be taken independently of the program.

Course Schedule

The certificate can be earned in six months. Courses are offered evenings or Saturdays on campus or at the Franklin Community Center in Redondo Beach.

The Program

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

Who Should Attend

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

The Courses

HEX 946 OSHA Laws & Accident Investigation

1.5 CEUs

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

HEX 953 Recognition & Control of Workplace Hazards

1.5 CEUs

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

HEX 960 OSHA & Environmental Law

2.0 CEUs

Provides a basic foundation to understand, analyze and apply federal and CAL/OSHA requirements. The current laws, legislation 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.

HEX 963 Workplace Security & Violence Issues

1.5 CEU

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

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

SPRING 2000 SCHEDULE

HEX 963-01 Workplace Security & Violence Issues

1.5 CEUs CRN 22599

Mike Nicolas, RSSP, Safety Consultant, California Loss Control,

5 mtgs: Wed Jan 26-Feb 23
6:30-9:30pm
FCC rm 7
\$180

HEX 960-01 OSHA & Environmental Law

2.0 CEUs CRN 22593

Don Christian, JD, MA Loyola University.

7 mtgs: Thu Jan 27-Mar 9
6-9pm
CSUDH SAC 1108
\$250

HEX 953-01 Recognition & Control of Workplace Hazards

1.5 CEUs CRN 30023

John O'Toole, Ph.D., REA, RSSP, Safety Consultant, CAL/OSHA Consultation.

5 mtgs: Wed May 10-Jun 7
6-9pm
CSUDH SAC 1106
\$180

HEX 946-01 OSHA Laws and Accident Investigation

1.5 CEUs CRN 22600

John O'Toole, Ph.D., REA, RSSP, Safety Consultant, CAL/OSHA Consultation.

7 mtgs: Wed Mar 15-May 3
6-9pm
CSUDH SAC 1106
\$250

See the related Certificate Program
in
CERTIFICATE AWARD IN ENVIRONMENTAL & OCCUPATIONAL HEALTH & SAFETY
Learn how to fulfill OSHA requirements!

see page 22



CERTIFICATE IN TECHNICAL WRITING

Certificate
Programs

Employers: This program is eligible for ETP funding! See page 53

The Program

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

The Certificate

A certificate is awarded upon the completion of all eight courses. All courses provide Continuing Education Units (CEUs). **Courses may be taken individually by those not wishing to earn a certificate.** A Certificate reflecting 14.4 Continuing Education Units is awarded upon successful completion of the program.

Who Should Enroll

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

BUX 900-01 Presentation Skills

1.5 CEUs

This course helps students to increase their confidence and proficiency in structure and delivery of presentation, whether one-on-one or before an audience. Participants will experience the current impact of individual voice production, body energy and word choice. They will acquire skills they can implement at once to make their voice stronger, their body language more effective and their verbal presentation more powerful.

BUX 905 Writing Technical Instructions

1.5 CEUs

Participants will learn how to apply the Technical Writing principles to the writing of simple procedures. Discussions cover presentation, grammar, syntax, punctuation, and sentence structure as well as proper use of mood and voice in writing step-by-step procedures. Chapters in the text-

book are assigned for reading, and for participants to interactively question and share ideas in class.

BUX 927 Fundamentals of Technical Writing

2.7 CEUs

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

BUX 931 Information Design

2.7 CEUs

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

BUX 932 People Skills for Technical Writers

1.5 CEUs

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

BUX 948 Proposal Preparation & Writing

1.5 CEUs

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

BUX 949 Graphics for Technical Writing

1.5 CEUs

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

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

BUX 950 Online Documentation

1.5 CEUs

An overview of online documentation concepts on Adobe Acrobat 4.0 application for Macintosh. Course will consist of step-by-step instructions from required training workbook, along with class exercises and projects. Basic computer experience is a prerequisite for the course.

BUX 970 Technical Editing

1.5 CEUs

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

SPRING 2000 SCHEDULE

BUX 927-01 Fundamentals of Technical Writing

2.7 CEUs CRN 22647

Penny Post has performed as a speaker and storyteller for hundreds of professionals and community audiences for 15 years. She has worked as a technical writer for such companies as Rand, Northrop & Von's.

9 mtgs: Thu Feb 3-Mar 30
6:30-9:30pm
CSUDH SAC 1102
\$225

BUX 931-01 Information Design

2.7 CEUs CRN 22604

Sara Stohl, MA, has over 20 years experience preparing proposals for such clients as TRW, Hughes, McDonnell Douglas and Northrop-Grumman, and is president of the Society for Technical Communication

9 mtgs: Tue Jan 25-Mar 21
6:30-9:30pm
FCC rm 7
\$225

BUX 948-01 Proposal Preparation & Writing

1.5 CEUs CRN 22603

Sara Stohl

5 mtgs: Tue Apr 4-May 2
6:30-9:30pm
FCC rm 7
\$105

BUX 905-01 Writing Technical Instructions

1.5 CEUs CRN 22626

Kent S. Pearson, Quality Control Editor, American Honda Motor Co., Inc.

5 mtgs: Wed Mar 1-29
6:30-9:30pm
FCC rm 8
\$105

BUX 900-01 Presentation Skills

1.5 CEUs CRN 22636

Penny Post

5 mtgs: Tue Mar 28-Apr 25
6:30-9:30pm
CSUDH SAC 1110
\$105

BUX 949-01 Graphics for Technical Writing

1.5 CEUs CRN 22638

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

5 mtgs: Wed May 3-31
6:30-9:30pm
FCC rm 7
\$105

BUX 970-01 Technical Editing

1.5 CEUs CRN 22628

Kent S. Pearson

5 mtgs: Wed Apr 5-May 3
6:30-9:30pm
FCC rm 8
\$105

BUX 950-01 Online Documentation

1.5 CEUs CRN 30026

Michelle Anderson

5 mtgs: Wed Jun 7-Jul 5
6:30-9:30pm
CSUDH ERC A115
\$105 (Textbook required and available at CSUDH Bookstore (310) 243-3829)

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

Certificate Programs

New! Certificate Program in Telecommunications

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

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

Courses are scheduled at times and locations that take into account the needs of working adults. Whenever possible, the Certificate Program in Telecommunications courses will be delivered to work sites using telecommunications technology, taking in account the needs of working adults. Instructors will be drawn from the regular university faculty and augmented by experienced practitioners from the Telecommunications industry. All credit earned in courses in this Certificate Program will be applicable to a planned Bachelor of Science Telecommunications degree program. The certificate may be earned in one calendar year. The cost is \$140 per unit (\$420 per course) plus an additional \$30 per unit when telecommunications technology is used to deliver courses to a worksite.

Classes will begin in Spring, 2000, and may be completed within one calendar year by taking two classes in the Spring 2000 term, an Internship in Summer Sessions, two classes in Fall, 2000, and two classes during the Spring, 2001 term. Cost is \$140 per unit (\$420 for a 3-credit course) plus an additional \$30 per unit when telecommunications technology is used to deliver courses to a worksite.

The Courses

COM 303 Policy and Regulation Issues for Telecommunications (3)

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

COM 312 Telecommunications Technologies (3)

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

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

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

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

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

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

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

Spring 2000 Schedule

COM 403-71 Policy & Regulation Issues in Telecommunications

3 units CRN 22622
Staff

6 mtgs: Sat Feb 19-Mar 25
9am-4pm
CSUDH SAC 1104
Fee: \$420

COM 495-71 Spec Topics: Telecom Png/Cnsltng

3 units CRN 22623
Staff

6 mtgs: Sat Apr 8-May 20 (no meeting 4/22)
9am-4pm
CSUDH SAC 1104
Fee: \$420

NOTE: If you are a telecommunications industry professional and are interested in teaching in this program, please call Dr. James Sudalnik at the number below.

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

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

BACHELOR OF SCIENCE IN APPLIED STUDIES

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

The program offers some special features:

Credit for courses already completed elsewhere:

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

Attend while you keep your day job:

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

Tailor the program to your needs:

You are involved in the design of your own curriculum.

A well-rounded program:

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

On-the-job skills:

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

Your degree breaks down career barriers:

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

Requirements

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

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

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

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

MASTER OF SCIENCE QUALITY ASSURANCE

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

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

Contact

msqa@csudh.edu

Who Should Attend

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

The Program

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

The Requirements

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

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

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

Quality

**Spring 2000
Schedule of MSQA
CLASSES
via the Internet**

**QAS 495-41
Mathematics for QAS**
1 unit CRN 22664
Michelle Manning
Dates: Apr 25-Aug 1
Fee: \$140

**QAS 510-41 Advanced
Probability & Statistics**
3 units CRN 22666
Michelle Manning
Dates: Jan 11-Apr 18
Fee: \$420

**QAS 511-41 Quality
Function Management
& TQM**
3 units CRN 22667
Bill Trappen
Dates: Jan 11-Apr 18
Fee: \$420

**QAS 515-41
Human Factors**
3 units CRN 22668
Jim Clauson
Dates: Jan 11-Apr 18
Fee: \$420

**QAS 516-41
Measurement & Testing
Techniques**
3 units CRN 22669
Emil Hazarian
Dates: Jan 11-Apr 18
Fee: \$420

**QAS 518-41 Quality
Project Management**
3 units CRN 22670
Bill Trappen
Dates: Jan 11-Apr 18
Fee: \$420

**QAS 520-41 Cost of
Quality**
3 units CRN 22671
Bill Trappen
Dates: Jan 11-Apr 18
Fee: \$420

**QAS 523-41 Software
Reliability**
3 units CRN 22672
Michelle Manning
Dates: Jan 11-Apr 18
Fee: \$420

**QAS 530-41 SQC for
Service Professionals**
3 units CRN 22674
Michelle Manning
Dates: Jan 11-Apr 18
Fee: \$420

**QAS 532-41 Quality
Assurance for the
Service Delivery Process**
3 units CRN 22673
Keith Fulton
Dates: Jan 11-Apr 18
Fee: \$420

**QAS 594S-41
Independent Study**
3 units CRN 22657
Eugene Watson
Dates: Jan 11-Apr 18
Fee: \$420

**QAS 595-41 Spec
Topics: Thesis
Preparation**
3 units CRN 22658
Eugene Watson
Dates: Jan 11-Apr 18
Fee: \$420

**QAS 595-43 Quality
Assurance in Health
Care**
3 units CRN 22659
Sharon McFerran
Dates: Jan 11-Apr 18
Fee: \$420

**QAS 595-44 Special
Topics: Lean Thinking**
3 units CRN 22660
Jerry Verduft
Dates: Jan 11-Apr 18
Fee: \$420

**QAS 595-45 Quality
Assurance in Clinical
Epidemiology**
3 units CRN 22661
Al-Said Haffor
Dates: Jan 11-Apr 18
Fee: \$420

**QAS 599-41
Project (Thesis)**
3 units CRN 22662
Eugene Watson
Dates: Jan 11-Apr 18
Fee: \$420

**QAS 600-41 Project
Continuation**
1 unit CRN 22663
Eugene Watson
Dates: Jan 11-Apr 18
Fee: \$135

All classes (expt QAS 495):
Start date: 1/11/2000
Last day to register:
1/14/2000
Last day of class:
4/18/2000

For QAS 495 ONLY:
Start date: 4/25/2000
Last day to register: 4/28
Last day of class: 8/1/00

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

After registering for an
Online class, contact
msqa@csudh.edu
with your e-mail
address. See **Quality
Assurance Certificate
Information on Page 49!**

Degree
Programs

Assurance

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

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

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

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

The Program

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

Now on the INTERNET!

See page 46 for more information or check us out on the Web:
www.csudh.edu/msqa

Who Should Enroll

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

Convenience

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

Contact

msqa@csudh.edu

for

MSQA - Service

information

See next page

for

information on

Certificate in

Quality

Assurance!

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

Core Courses (12 units)

* QAS 511 Quality Project Management & 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 --the following courses + 9 units of student's choice

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

* QAS 531 Customer Satisfaction and Quality Assurance (3)

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

Final Project (3 units)

QAS 599 Project

* Students may complete the MSQA Certificate in Service Quality Assurance by completing these 4 courses. Matriculation into the full MSQA Program is not required.

Quality Certificates and Certification Exam Preparation Courses

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

In addition, the University, in cooperation with the American Society for Quality in Los Angeles, can help you prepare for ASQ exams. This certification is a recognized professional accomplishment designed to enhance your career and personal marketability.

Certificate in Service Quality Assurance

Students who complete the four required courses for the Master of Quality Assurance -- Service with a cumulative GPA of 3.0 (B) or better will receive a Professional Certificate issued through the California State University, Dominguez Hills Division of Extended Education. Admission to the University is not required, but a bachelor's degree which includes some probability and/or statistics is a requirement. Exceptions to this requirement can be approved by the MSQA program coordinator, Dr. Gene Watson (310) 516-3880.

Courses required for the Certificate in Service Quality Assurance

- QAS 511 Quality Function Management & TQM**
- QAS 530 Statistical Quality for Service Professionals**
- QAS 531 Customer Satisfaction & Quality Assurance**
- QAS 532 Quality Assurance for the Service Delivery Process**

Certificates

Each student who satisfactorily completes three Master degree level courses and the associated capstone course from the MSQA program will be provided with the following certificate(s):

Certificate in Quality Management

- QAS 511 Quality Function Management and TQM**
- QAS 518 Quality Project Management and Productivity**
- QAS 520 Quality Cost and Supplier Evaluation**
- NBQA 701 Certified Quality Manager Preparation (capstone)**

Certificate in Quality Engineering

- QAS 510 Advanced Probability & Statistics**
- QAS 513 Statistical Quality Control & Sampling**
- QAS 514 Advanced Experimental Design**
- NBQA 702 Certified Quality Engineer Preparation (capstone)**

Certificate in Quality Auditing

- QAS 511 Quality Function Management & TQM**
- QAS 520 Quality Cost and Supplier Evaluation**
- QAS 594.1 ISO 9000 and the Audit Function**
- NBQA 703 Certified Quality Auditor (capstone)**

Certificate in Reliability Engineering

- QAS 510 Advanced Probability & Statistics**
- QAS 512 Reliability**
- QAS 513 Statistical Quality Control & Sampling**
- NBQA 702 Certified Quality Engineer Preparation (capstone)**

Certificate in Software Quality Engineering

- QAS 523 Software Reliability**
- QAS 510 Advanced Probability & Statistics**
- QAS 513 Statistical Quality Control & Sampling**
- NBQA 705 Certified Software Quality Engineer**

Capstone Courses

Capstone courses provide a complete overview of the body of knowledge prescribed by ASQ and CSU Dominguez Hills for each discipline. These courses prepare a student for certification by ASQ or registration as a Professional Quality Engineer, PE, by the state of California.

As noted above, these courses also serve as a final review for a series of four courses that result in a certificate of competence in a specialized area of Quality.

Each student will receive a certificate of completion following successful completion of a capstone course. ASQLA will award 0.1 Re-certification Units (RU's) per hour of classroom instruction to those students who successfully complete each course.

For further information regarding course descriptions, class schedules, registration, and other information, please call the MSQA office at (310) 243-3880 or e-mail us at msqa@csudh.edu.

Capstone Courses are
offered only on the
Internet.

Schedules and prices
may be located at
www.csudh.edu/msqa

Exam Prep Course Title	Start Date	Last Day to Register	End Date
NBQA 701 Certified Quality Manager - CRN 22786	1/4	1/7	2/29
NBQA 702 Certified Quality Engineering - CRN 22787	4/4	4/7	5/23
NBQA 703 Certified Quality Auditor - CRN 22788	4/4	4/7	5/23
NBQA 704 Certified Reliability Engineer - CRN 22789	1/4	1/7	2/29
NBQA 705 Certified Software Quality Engineer - CRN 22790	4/4	4/7	5/30

High-Quality MBA Program TELEVISED ON L@36, Tele-TV, and the Internet

**Earn an MBA
from The School
of Management at
California State
University,
Dominguez Hills
by taking classes
over television or
Internet in your
own home!**

All graduate courses will be offered on L@36, Tele-TV, some Cable TV systems and the Internet. Students will have the ability to interact with faculty during class by telephone and e-mail. Classes will be broadcast from noon to 3pm.

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

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

Course areas are:

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

The Faculty

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

Accreditation

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

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

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

pputz@soma.csudh.edu

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 are 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.

SPRING 2000 SCHEDULE

Live on campus

FIN 500-71 Advanced Topics in Finance

Prerequisites: Graduate standing, consent of instructor or department.

3 units CRN 22679

Staff

13 mtgs: Sat Jan 8-Apr 8

12noon-3pm

CSUDH ERC A103

\$507

TV/Internet

FIN 500-91 Advanced Topics in Finance

Prerequisites: Graduate standing, consent of instructor or department.

3 units CRN 22680

Staff

13 mtgs: Sat Jan 8-Apr 8

12noon-3pm

\$597

MGT 590-91 Strategic Management

Prerequisites: Graduate standing, consent of instructor or department.

3 units CRN 22683

TBA

13 mtgs: Sat Jan 8-Apr 8

9am-12noon

\$597

Live on campus

MGT 500-71 Human Behavior in Organizations

Prerequisites: Graduate standing, consent of department.

3 units CRN 22681

Staff

13 mtgs: Sun Jan 9-Apr 9

12noon-3pm

CSUDH ERC A103

\$507

TV/Internet

MGT 500-91 Human Behavior in Organizations

Prerequisites: Graduate standing, consent of department.

3 units CRN 22682

Staff

13 mtgs: Sun Jan 9-Apr 9

12noon-3pm

\$597

Employers! In 1998-99 we helped train 550 students in 60 companies!

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

Employment Training Panel (ETP)

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

"We gained a philosophy of learning the company will incorporate across the board through this great experience!"

Lulie Leonard
Human Resources
Juanita's Foods, Inc

"It's the most beneficial training we've had for our supervisors. Excellent teachers. We're continuing!"

Stephanie Wright
Vice President
The Queen Mary

"On-site computer, material planning, and leadership training classes provided through this program have helped increase our productivity significantly here at Hughes Electron Dynamics."

Tim Fong
General Manager
Hughes Electron Dynamics

In 1982, the State of California founded the Employment Training Panel to assist employers in training their workforce. Funding comes from the pool of employer contributions to unemployment funds (approximately \$100 million per year). *CSUDH will tailor-make a program suited to your training needs.*

- ✓ Computer Training
- ✓ Motion Picture Training
- ✓ Professional Supervision
- ✓ Vocational English
- ✓ Human Resource Management
- ✓ Health & Safety Training
- ✓ Production & Inventory Control
- ✓ New classes for 2000

And now:

Allied Signal Challenger Learning Center, located on the CSUDH campus offers

The Quantum Leap Challenger Training Program

Space-Age Team Building Skills and Dynamic Communications Training

For more information, call

Reginald Akpata at (310) 243-3747

Email: **rakpata@csudh.edu**

Begin realizing your ETP benefits today!

COMPUTERS

- 55 Adobe Illustrator, Intro
- 55 Adobe Photoshop, Intro
- 57 Designing an Effective Web Site
- 57 Finding It Fast on the Internet
- 57 Internet Applications for Business & Professionals
- 59 Internet, Intro
- 54 One Stop Programs
- 56 Prepress, Introduction
- 56 Pagemaker, Intro to 6.5
- 56 QuarkXPress, Intro

Certificate Programs

- 55 Computer Graphics Competency
- 57 Internet Business and Marketing Fundamentals

See

Distance Learning

Section

for

Internet

Degree Programs

Page 58

Computer Classes at the Inglewood One-Stop Center

Learn many of the most important
computer programs

Beginning Computer Programs

Windows 95

MS Word I

MS Excel I

Power Point

MS Access I

ACT I

MS Project I

ABC Flowchart I

MS Front Page

Intermediate Computer Programs

MS Word II

MS Excel II

Power Point II

MS Access II

Using Internet
(NETSCAPE NAVIGATOR 4.0)

ACT II

MS Project II

ABC Flowchart II

Advanced Computer Programs

MS Word III

MS Excel III

MS Access III

All classes meet at the Inglewood One-Stop Center, 110 S. LaBrea, Inglewood, from 8am-4pm in room 508. Cost is \$85 per class.

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

Textbook required and sold on site, approximate cost: \$24, payable by check or cash.

Parking at City Hall Lot across the street.

For more information or to register, call

(310) 243-3741

Certificate of Completion in Computer Graphics Competency

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

NCGP 108-01 Introduction to Adobe Illustrator 8.0

Noncredit CRN 22631

Adobe Illustrator 8.0 is one of the most popular illustrative software programs around. Illustrators, designers, artists, and many others use the powerful software to create art work and commercial illustrations. This intensive one-day, hands-on workshop will teach you the fundamentals. The workshop will cover the basic tools, layers, manipulation of shapes including typography, color application, the viewing modes plus the fundamental structure and process to actually create original illustrations. Workshop projects will be realistic and diverse, from very simple to more complex. You will be able to printout color copies of your work and save it on diskette to continue working at home. Come with several high-density Mac diskettes (either double density or high density), or bring a 100mg ZIP disk. No Macintosh computer experience is necessary.

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

**1 mtg: Sat Feb 12
9am-5pm
CSUDH SCC E129
\$125**

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

NCGP 107-01 Introduction to Photoshop 5.0

Noncredit CRN 22632

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

Bernard Baker

**1 mtg: Sat Feb 26
9am-5pm
CSUDH SCC E129
\$125**

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

Don't Delay!

Be sure to register early

so that we know

you're coming---otherwise,

we may have to

cancel

the class

before it starts!

NCGP 102-01 Introduction to QuarkXPress 4.0

Noncredit

CRN 22633

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

Bernard Baker

**1 mtg: Sat Mar 11
9am-5pm
CSUDH SCC E129
\$125**

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

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

Noncredit

CRN 22634

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

Bernard Baker

**1 mtg: Sat Mar 25
9am-5pm
CSUDH SCC E129
\$125**

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

NCGP 104-01 Introduction to PageMaker 6.5

Noncredit

CRN 22635

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

Bernard Baker

**1 mtg: Sat Apr 8
9am-5pm
CSUDH SCC E129
\$125**

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

Certificate Award in Internet Business & Marketing Fundamentals

CIX 934-01 Finding It Fast on the Internet (replaces CIX 908 Surfing the Internet)

.3 CEUs

CRN 22607

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

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

1 mtg: Sat Mar 18

9am-noon

CSUDH ERC A-115 (Two students per computer)

\$60

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

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

The Certificate

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

CIX 923-01 Designing an Effective Web Site

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

.3 CEUs

CRN 22606

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

There are thousands of Web sites on the Internet and hundreds more are being added each day. How will your target users find your site among all the others? What will make them come back? Learn the latest techniques for attracting target customers to your Web site. Discover the most recent developments in effective Web site design and learn what you can do to keep users returning to your Web site.

This is a conceptual class designed to prepare students for the Certificate capstone course CIX 928 Building a Better Web Site. Under the guidance of the instructor students will think through the design and objectives of the Web site they will be creating in CIX 928.

Lynda Palmer

1 mtg: Sat Mar 18

1-4pm

CSUDH ERC A-115 (Two students per computer)

\$60

Mediated Instruction and Distance Learning

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

Distance Learning

TV Classes are broadcast live from specially equipped classrooms on the campus. Students have an 800 number they can use to call in and speak to the instructor during the broadcast. The broadcasts can be seen on a variety of television systems.

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

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

Some of the TV classes can also be seen on Turner Cable Television in the South Bay (Torrance, Hawthorne, Lawndale, Gardena and El Segundo) and on L@36, the Los Angeles City Cable Television Education Interconnect Channel.

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

Some of the classes are also simulcast on the Internet. For more information about viewing classes on the Internet, visit our web site at www.csudh.edu/dominguezonline

Degree Programs

- 59 MBA Program
- 59, 63 MA in Behavioral Science
- 59, 63 BA in Interdisciplinary Studies (PACE)
- 62, 87 BSN Nursing
- 61 MSQA

Fee Waiver Classes

- 59 ART 100 for HS seniors

Certificate Programs

- 60, 62 Production & Inventory Control
- 61 Assistive Technology
- 62 Purchasing

Teacher Education

- 60 TED 407
- 60 GED 535

Internet Programs

- 60, 87 BSN Nursing
- 61 Assistive Technology
- 61 MSQA
- 62 Production & Inventory Control
- 62 Purchasing

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

DHTV = Tele-TV & Cable in South Bay

L@36 = can also be seen on the L@36 Channel in the City of Los Angeles

C58 = can also be seen on KLCS Channel 58 in Southern California

I = can be seen on the Internet

MBA Program

How delivered: L@36, I,
DHTV

L@36, I, DHTV
**FIN 500-91 Advanced
Topics in Finance**

Prerequisites: Graduate stand-
ing, consent of instructor or
department.

3 units CRN 22680

Staff
13 mtgs: Begins Sat Jan 8
12noon-3pm
\$597

L@36, I, DHTV
**MGT 500-91 Human
Behavior in Organizations**

Prerequisites: Graduate stand-
ing, consent of department.

3 units CRN 22682

Staff
13 mtgs: Begins Sun Jan 9
12noon-3pm
\$597

Before you enroll in the TV
MBA program, call (310) 243-
2162 or email
pputz@csudh.edu

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

How delivered: DHTV, I

I, DHTV
**BEH 505-91 Computer
Applications in the Behavioral
Sciences**

4 units CRN 22675

C Bossler
10 mtgs: Begins Mon Jan 24
6-9pm
\$680 (Special Sessions)

I, DHTV
**BEH 535-91 Organizational
Conflict**

4 units CRN 22678

R Eber
10 mtgs: Begins Wed Jan 26
6-9pm
\$680 (Special Sessions)

I, DHTV
BEH 507-91 Research Design

4 units CRN 22783

Staff
10 mtgs: Begins Wed Apr 12
6-9pm
\$680 (Special Sessions)

I, DHTV
BEH 525-91 Mediation

4 units CRN 22781

D. Williams
10 mtgs: Begins Mon Apr 10
6-9pm
\$680 (Special Sessions)

B.A. in Interdisciplinary Studies (PACE)

How delivered: L@36, I,
DHTV

DHTV, L@36, I
**IDS 326-91 The Blues in
Literature**

3 units CRN TBA

J. Johnson
13 mtgs: Begins Tue Feb 15
7-10pm
\$510 (Special Sessions)

Fee Waiver Courses for High School Seniors

How delivered: L36@, I,
DHTV

ART 100-91 Living with Art

3 units CRN TBA

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

For more information about
the Fee Waiver Program call
(310) 243-2288 or email

washley@csudh.edu

See Page 97
for CSU
CALNET
Classes

All TV classes can be seen on
TeleTV and cable television in
the South Bay

DHTV= TeleTV & Cable in
South Bay

L@36= can also be seen on
L@36 in the City of Los
Angeles

C58= can also be seen on
KLCS Channel 58 in
Southern California

I. can be seen on the
Internet

INTERNET CLASSES

Certificate in Production & Inventory Control

How delivered: TV@specific worksites

PIX 319-92 Basics of Supply Chain Management

3 units CRN 20008

13 mtgs: Begins Tu Jan 11
4-7:30pm
CSUDH ERC E127
\$495

PIX 322-91 Production Activity Control and Constraints Management

3 units CRN 20010

13 mtgs: Begins Tue Jan 13
4-6:30pm
CSUDH ERC E127
\$495

Teacher Education Courses

How delivered: C58, DHTV

C58, DHTV TED 407-91 Language Learning

3 units CRN TBA

S. Russell

14 mtgs: Begins Sat Feb 5
9-11:30am
\$510 (Open University)

C58, DHTV GED 535-91 Introduction to Computers in Education

3 units CRN TBA

P. Desberg

14 mtgs: Begins Sun Feb 6
9-11:30am
\$510 (Open University)

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

Students will need a computer, a modem (minimum 14.4 kbps) and an Internet provider with a Netscape compatible browser.

For more information see *Computer Skills and Technical Requirements for Online Classes* on the Distance Learning Web Page:
<http://www.csudh.edu/dominguezonline>

Although students enrolled in Internet classes may be asked to find a proctor in their community to administer an examination, they will not have to come to campus to complete

the course. Some of the Internet classes can be used as electives or to complete requirements for an undergraduate degree. The MSQA classes are part of a graduate program which allows students to earn a masters of science degree without ever coming to campus.

Many CSUDH internet programs are conducted via the easy-to-use Blackboard software (see below)

Spring Internet Classes

Certificate in Assistive Technology

GED 530-41

Administration of Assistive Technology Services

3 units CRN 22698

L Belkin & P. Richard

\$420

GED 532-41 Advanced Assistive Technology

3 units CRN 22697

L. Belkin and P. Richard

\$420

MSQA Degree

QAS 495-41 Mathematics for QAS

1 unit CRN 22664

Michelle Manning

Dates: Apr 25-Aug 1

Fee: \$140

QAS 510-41 Advanced Probability & Statistics

3 units CRN 22666

Michelle Manning

Dates: Jan 11-Apr 18

Fee: \$420

QAS 511-41 Quality Function Management & TQM

3 units CRN 22667

Bill Trappen

Dates: Jan 11-Apr 18

Fee: \$420

QAS 515-41 Human Factors

3 units CRN 22668

Jim Clauson

Dates: Jan 11-Apr 18

Fee: \$420

QAS 516-41 Measurement & Testing Techniques

3 units CRN 22669

Emil Hazarian

Dates: Jan 11-Apr 18

Fee: \$420

QAS 518-41 Quality Project Management

3 units CRN 22670

Bill Trappen

Dates: Jan 11-Apr 18

Fee: \$420

QAS 520-41 Cost of Quality

3 units CRN 22671

Bill Trappen

Dates: Jan 11-Apr 18

Fee: \$420

QAS 523-41 Software Reliability

3 units CRN 22672

Michelle Manning

Dates: Jan 11-Apr 18

Fee: \$420

QAS 530-41 SQC for Service Professionals

3 units CRN 22674

Michelle Manning

Dates: Jan 11-Apr 18

Fee: \$420

QAS 532-41 Quality Assurance for the Service Delivery Process

3 units CRN 22673

Keith Fulton

Dates: Jan 11-Apr 18

Fee: \$420

QAS 594S-41 Independent Study

3 units CRN 22657

Eugene Watson

Dates: Jan 11-Apr 18

Fee: \$420

QAS 595-41 Spec Topics: Thesis Preparation

3 units CRN 22658

Eugene Watson

Dates: Jan 11-Apr 18

Fee: \$420

QAS 595-43 Quality Assurance in Health Care

3 units CRN 22659

Sharon McFerran

Dates: Jan 11-Apr 18

Fee: \$420

QAS 595-44 Special Topics: Lean Thinking

3 units CRN 22660

Jerry Verduft

Dates: Jan 11-Apr 18

Fee: \$420

QAS 595-45 Quality Assurance in Clinical Epidemiology

3 units CRN 22661

Al-Said Haffor

Dates: Jan 11-Apr 18

Fee: \$420

QAS 599-41 Project (Thesis)

3 units CRN 22662

Eugene Watson

Dates: Jan 11-Apr 18

Fee: \$420

QAS 600-41 Project Continuation

1 unit CRN 22663

Eugene Watson

Dates: Jan 11-Apr 18

Fee: \$135

Note: Before you enroll in the MSQA Program contact the MSQA office at (310) 243-3880 or email msqa@csudh.edu

**Production and
Inventory Control
Online Schedule**

Spring 2000 Trimester

Begins January 11

**PIX 319-41 Basics of
Supply Chain Management**
3 units CRN 20012

Tue Jan 11-Apr 4
\$450

**PIX 322-41 Production
Activity Control &
Constraints**
3 units CRN 20013

Tue Jan 11-Apr 4
\$450

**PIX 320 Inventory
Management**
3 units CRN 20014

Tue Jan 11-Apr 4
\$450

SUMMER 2000 TRIMESTER

Begins Tuesday, April 11

**PIX 319-41 Basics of
Supply Chain Management**
3 units CRN 30017

Tue Apr 11-Jul 11
\$450

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

3 units CRN 30015

Tue Apr 11-Jul 11
\$450

**PIX 320-41 Inventory
Management**

3 units CRN 30016

Tue Apr 11-Jul 11
\$450

**Purchasing
Online Schedule**

Spring 2000 Trimester

Begins January 11

**PRX 200-41 Purchasing
Fundamentals**
3 units CRN 20015

Tue Jan 11-Apr 4
\$450

**PRX 330-41 Public Sector
Procurement**
3 units CRN 20016

Tue Jan 11-Apr 4
\$450

SUMMER 2000 TRIMESTER

Classes begin week of

April 11

**PRX 200-41 Purchasing
Fundamentals**

3 units CRN 30012

Tue Apr 11-Jul 11
\$450

**PRX 340-41 Advanced
Purchasing**

3 units CRN 30013

Tue Apr 11-Jul 11
\$450

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

**CALL THE OFFICE OF
SPECIAL SESSIONS
(310) 243-2781
OFFICE OF EXTENDED
EDUCATION
(310) 243-3741
OR INDIVIDUAL
ACADEMIC
DEPARTMENTS FOR
MORE INFORMATION**

Now Online!

**Bachelor of Science in
Nursing**

The CSUDH Program, approved by the Western Association of Schools and Colleges, (WASC) and accredited by the National League for Nursing is now on the Internet! See page 87 for more information, or visit the website at:

www.e-education.com/college-connection/univs/csubsn.html

Note: Before beginning the Production & Inventory Control Certificate or the Purchasing certificate you must contact Joan Hall at jhall@gateway.net or call (562) 428-5278.

Bachelor of Arts Degree in Interdisciplinary Studies

Students can complete their Bachelor's Degree at home!

The Program

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

The Courses

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

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

The Cost

The cost per unit for the Spring 2000 academic term is \$170 (price includes TV surcharge and all fees but not books or materials).

The Requirements

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

For more information, call Professor David Heifetz at (310) 243-3640 or email dheifetz@csudh.edu

Spring 2000

Schedule

Via DHTV, L@36 and the Internet

How delivered: DHTV, I, L@36

IDS 326-91

The Blues in Literature
3 units CRN TBA

J. Johnson

**13 mtgs: Begins Tue Feb 15
7-10pm
\$510 (Special Sessions)**

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

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

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

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

The Program

Participants complete eight, ten-week courses over a two year period in the evenings from 7-10pm. Courses meet one day per week.

The Cost

The cost per unit for 1999-2000 is \$170 (price includes TV surcharge and all fees but not books and materials).

The Requirements

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

The Courses

- BEH 510**
Theories of Conflict (4)
- BEH 505**
Computer Applications (4)
- BEH 525**
Mediation (4)
- BEH 540**
Community Conflict (3)
- BEH 522**
Negotiation Tactics (4)
- BEH 535**
Organizational Conflict (3)
- BEH 507**
Research Design (4)
- BEH 509**
Applied Behavioral Science (4)

Before you enroll in the BEH Graduate Program call (310) 243-2288 or email washley@csudh.edu

See schedule of classes page 59

NOW AVAILABLE ON Tele-TV and the Internet

All courses are broadcast live from a classroom on campus. 800 numbers are available for students to call-in during the broadcast and communicate with their instructor. Home reception or DHTV is possible in Southern California by subscribing to Tele-TV (888-4TELETV).

CALL TODAY (310) 243-2288 or visit our website at www.csudh.edu/dominguezonline

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--Computer-Based Testing

This program is geared to the latest format of the CBT with emphasis on quantitative ability--arithmetic, algebra, and geometry. Verbal ability--analogies, antonyms, reading comprehension, sentence completion, and analytical ability--will all be carefully examined and reviewed. For information about test application call ETS at (800) 473-2255 or see their website at <http://www.gre.org>

GRE Review for March Session II Exam -- Computer-based testing

Session I NXGR 101-01
CRN 22614

4 mtgs: Sat Apr 4, 11, 18, 25
9am-1pm
CSUDH SBS B 203
\$225

The New RICA Exam Preparation Program Reading Instruction Competence Assessment

Bobrow Test Preparation Services presents a new program to help teachers and potential elementary school teachers in preparing for the New RICA Written Examination. The workshop will focus on introducing test-taking strategies and applying knowledge and abilities necessary to do well on the test. *This preparation workshop is not meant to substitute for formal or informal classes in reading and reading instruction.*

RICA Review for February 12 Exam

Session I NXRI 101-02
CRN 20004

2 mtgs: Sat Jan 29, Feb 5
9am-3pm
CSUDH SBS B203
\$155

RICA Review for April 15 Exam

Session II NXRI 101-01
CRN 22611

2 mtgs: Sun Apr 2, 9
9am-3pm
CSUDH SBS F225
\$155

RICA Review for June 10 Exam

Session III NXRI 101-02
CRN 30024

2 mtgs: Sun May 21, Jun 4 (no class 5/28)
9am-3pm
CSUDH rm SBS F225
\$155

EDUCATION

- 71 Adult Educ, Computer Literacy
- 71 Adult Educ, Counseling
- 71 Adult Education, Fieldwork
- 71 Adult Education, Methods & Materials I & II
- 71 Adult Education, Principles
- 71 Adult Education, Seminar
- 68 Assistive Technology, Admin
- 68 Assistive Technology, Adv
- 68 Assistive Technology, Intro
- 65 Bobrow Test Preparation
- 66 CBEST Review
- 66 GMAT Review
- 65 GRE Review
- 66 MSAT Review
- 65 RICA Review
- 66 SAT Review
- 69 California Teacher Corps -- Math & Science
- 66 CFA Review
- 67 The Community College
- 67 Community College Internship
- 76 Seminar in Curriculum Development -- PED
- 13, 77 Dalcroze Music Workshop
- 67 Effective College Teaching
- 75 Grant Writing for Educators
- 75 Multimedia Tools in the Classroom
- 78 Open University
- 76 Fieldwork in Physical Education Administration

Certificate Programs

- 69 Assistive Technology Specialist
- 67 Community College Teaching

Credentials

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

Degree Program

- 76 Master of Arts in Education: Physical Education, Administration Option

GMAT (CAT) (Graduate Management Admission Test) Review (geared to the new computer adaptive test)

A special course offered to prepare students for the computer adaptive GMAT. CAT areas covered include: Math Ability (problem solving), Data Sufficiency, Reading Comprehension, Sentence Correction, Critical Reasoning and Analytical Writing Assignment. A short review of basic algebra and geometry is also included. The Computer-based GMAT testing is administered by Educational Testing Services. For information regarding test application, call ETS at (510) 873-8100 or see their website at <http://www.gmat.org>

GMAT Review for March Session II for Computerized Test (CAT) Session III NXGM 101-01 CRN 22610

4 mtgs: Sat Mar 18, 25, Apr 1, 8
9am-3pm
CSUDH SBS F225
\$245

The Scholastic Assessment Test (SAT I) Review

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

SAT I. NOTE: Early enrollment is advisable. Class contingent upon a minimum enrollment. For information about test application call your high school or class ETS at (510) 873-8100 or see the ETS website: <http://www.collegeboard.org>

SAT I Review for June 3 Exam

Session I NXSA 101-01
CRN 22609
3 mtgs: Sat May 6, 13, 20
9am-12:30pm
CSUDH SBS F225
\$155

CBEST (California Basic Educational Skills Test) Review

These workshops are designed to assist students and teachers in preparation for the latest version of the CBEST. Each area--reading comprehension, essay writing, and mathematics--will be carefully explained and analyzed. Special emphasis will be placed on a review of mathematics. The CBEST exam is now administered by National Evaluation Systems. For further information about test application call (916) 928-4001 or visit www.cbestnesinc.com

CBEST Review for February 12 Exam

Session IV NXCB 101-03
CRN 20005
3 mtgs: Sat Jan 22, 29, Feb 5
9am-3pm
CSUDH SBS A210
\$195

CBEST Review for April 15 Exam

Session V NXCB 101-01
CRN 22613
3 mtgs: Sat Mar 25, Apr 1, 8
9am-3pm
CSUDH SBS E122
\$195

CBEST Review for June 10 Exam

Session VI NXCB 101-01
CRN 30025
3 mtgs: Sat May 13, 20, Jun 3
(no class 5/27)
9am-3pm
CSUDH SBS D225
\$195

MSAT (Multiple Subject Assessment for Teachers) Review

This program is designed to familiarize test-takers with the new Multi-Subjects exam question types and format. Strategies and techniques for multiple choice and constructed response questions will be emphasized. This program is designed to help students apply their knowledge of science, math, history/social science, literature/language arts, physical education, visual and performing arts and human development to meet the exam requirements. This class is not meant as a substitute for coursework in those areas. For further information about test application call ETS at (800) 772-9476.

MSAT Review for March 11 Exam

Session I NXMS 101-02
CRN 22616
3 mtgs: Sat/Sun Feb 26/7, Mar 5
9am-4pm
CSUDH SBS F225
\$245

MSAT Review for April 29 Exam

Session II NXMS 101-01
CRN 22615
3 mtgs: Sat/Sun Apr 8, 9, 16
9am-4pm
CSUDH SBS B131
\$245

Chartered Financial Analyst (CFA) Level I of III Review for May Exam

Includes review of Asset Valuation: Project Analysis & Evaluation, Financial Analysis, Bond Markets, International Equity Markets, International Perspectives of Financial Accounting, and First Principles of Valuation.

Call for dates:

**Reginald Akpata at
(310) 243-3747**

Email:

rakpata@csudh.edu

Certificate in Community College Teaching

Who Should Attend

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

The Certificate

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

Location

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

The Courses

GED 548-71 Effective College Teaching 3 units

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

GED 549-71 The Community College 2 units

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

GED 594-71 College Teaching Internship 3 units

A discipline-specific internship will be arranged for each eligible student through the Internship Coordinator and will be jointly supervised by community college faculty and CSUDH graduate program faculty.

Spring 2000 Schedule

GED 549-71 The Community College

Note: Must have a masters degree or be completing one

2 units CRN 22568

R. Hudson

4 mtgs: Sat Feb 5-Mar 4 (no mtg 2/19)

9am-4pm

CSUDH LCH A224

\$270

GED 548-71 Effective College Teaching

Note: Must have a masters degree or be completing one

3 units CRN 22665

R. McGinness

6 mtgs: Sat Mar 18-May 6 (no meeting 4/1 & 4/22)

9am-4pm

CSUDH LCH NSM D123

\$405

GED 594S-71 Community College Teaching Internship

Note: Must have a masters degree or be completing one

3 units CRN 22619

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

\$405

Join those who have successfully completed the program and are putting the knowledge gained to use:

"This program gave me the tools that enabled me to compete successfully for a Community College teaching position. Since the instructors were actively involved at a Community College, their first-hand experience proved to be invaluable."

Sharyn Seaton, History Instructor, Long Beach City College and Orange Coast College

"The Community College Teaching Program was invaluable for me. I particularly appreciated the course that required me to prepare a full semester syllabus and the internship that gave me the hands-on experience of teaching a class for a full semester."

Linda Adams, Instructor in English Composition, private test review firm

"Oftentimes, as I stand in front of my class of 40-50 students, I realize what an overwhelming experience this would have been if I had not gone through this program. I highly recommend this program for anyone considering teaching at a community college."

Janet Young, Instructor in Child Development, Long Beach and Cerritos Community Colleges

ASSISTIVE TECHNOLOGY SPECIALIST CERTIFICATE PROGRAM

Now Online!

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

This course available online!

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

This course available online!

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

GED 532 Advanced Assistive Technology

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

GED 533 Administration of Assistive Technology Services

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

GED 537 Capstone Course in Assistive Technology

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

SPRING 2000 SCHEDULE

GED 533-71

Administration of Assistive Technology Services

3 units CRN 22698
L. Belkin and P. Richard
14 mtgs: Thu Jan 29-May 31
4-7pm
Costa Mesa HS Annex
1150 Arlington Dr.
Costa Mesa, CA 92626
\$405

Via the Internet

GED 530-41 Introduction to Assistive Technology

3 units CRN 22696
L. Belkin and P. Richard
Jan 29-May 31
\$420

GED 532-41 Advanced Assistive Technology

3 units CRN 22697
L. Belkin and P. Richard
Jan 29-May 31
\$420

INFORMATION

Contact Paul Richard
Orange County Department of Education, PO Box 9050
Costa Mesa, CA 92628-9050
(714) 966-4140
Home Page:
<http://www.csudh.edu/soe/dcc/ATSCP.html>
Online Information:
<http://www.csudh.edu/dominguezonline/asistech.htm>

California Math/Science Teacher Corps Project

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

Become an elementary or secondary teacher -- Join the California Math/Science Teacher Corps Project in cooperation with the Division of Extended Education! The Teacher Education Department at California State University, Dominguez Hills offers outstanding credential programs in elementary education and math & science at the secondary level.

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

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

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

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

A Unique Program

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

A Cohort Approach

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

Other Options

For individuals interested in other areas of teaching, alternative programs are available. For further information, call (310) 243-3997.

Qualifications

To enter the California Math/Science Teacher Corps Project, you must hold a bachelor's degree from an accredited college or university, submit two letters of reference and have a background in mathematics, engineering and/or science for the secondary program, or a liberal studies bachelor's degree for the elementary program. To enter the teaching profession, you must maintain a GPA of 3.0 or better throughout the program, pass the CBEST and related content area examinations, and complete the requirements for either a preliminary or professional clear credential. Course fees are \$195 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) and RICA, the written exam for competency in teaching reading for elementary teachers or the Single Subject Assessment for Teachers (SSAT/PRAXIS).

Financial Aid

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

For further information

**contact: Joan Jefferson,
CSUDH School of
Education
(310) 243-2826**

Credential in Designated Subject Adult Education Teaching

Who should enroll

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

Program Requirements for a Five-Year Preliminary Credential

Academic subjects:

Adult Basic Education
English
Humanities
Foreign Language
Mathematics
Science
Social Science
and 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)

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

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*

completion of the US Constitution requirement (POL SCI 101 equivalent) or exam.

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

Career Opportunities

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

Program Requirements and Courses for a Clear Credential

Possession of a valid preliminary Adult Credential, plus
TED 421 Principles of Adult Education
TED 418 Methods and Materials of Adult Education Part I
TED 419 Methods & Materials of Adult Education Part II
TED 423 Supervised Field Experience
TED 417 Seminar in Adult Education: Credential Interns Counseling
TED 424 Guidance for Teachers of Adult Education or verification of 2 years full-time teaching experience as authorized by the Preliminary Credential.

CLEAR CREDENTIAL CANDIDATES MUST COMPLETE THE LEVEL I COURSES BEFORE THE END OF THE SECOND YEAR OF THEIR PRELIMINARY CREDENTIAL.

In addition to these 6 courses students are also required to complete HEA 300 Health in Public Education TED 420 Computer Literacy for Teachers.

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

Level I

TED 418 Methods & Materials I (2)
TED 419 Methods & Materials II (2)
TED 421 Principles of Adult Education (2)

Level II

TED 417 Seminar in Adult Education: Credential Interns (1)
TED 423 Supervised Field Experience/Adult Education (2)
TED 424 Counseling & Guidance for Teachers of Adult Education (2)

The Location

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

The Cost

Each unit is \$140. A two-unit course is \$280.

See Fall 1999 offerings on next page

For more information, call Steven Lee at (310) 243-2704

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

The Courses

TED 417 Seminar: Adult Education Credential Interns

1 unit

Must be taken concurrently with TED 423.

Addresses beginning adult education intern needs for working in ethnically, culturally, and language diverse adult school settings. Emphasis is on problem solving, discussion of competency checklists used in fieldwork.

TED 418 Methods & Materials of Adult Education, Part I 2 units

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

TED 419 Methods & Materials of Adult Education, Part II 2 units

Prerequisite: TED 418

Covers instructional techniques, instructional technology, strategies to address the needs of diverse learners and resources in the Adult Education community. Emphasis will be placed on three specific groups: ESL students, older adults and exceptional adults.

TED 421 Principles of Adult Education 2 units

Course is designed to meet the requirements for the Designated Subject Credential. Topics include scope and function of adult education, knowledge of cultural differences in students and communities, curriculum, media and community relationships.

TED 423 Supervised Field Exp in Adult Education

2 units

Prereq: TED 418, 419 & 42; must be taken concurrently w/ TED 417.

Practical experience in teaching adults, including classroom, school, community, and individualized assignments to fulfill the particular needs of each intern.

TED 424 Counseling & Guidance for Teachers in Adult Education 2 units

Counseling techniques to meet the special needs of adult students, career counseling, interpersonal and communication skills.

SPRING 2000 SCHEDULE

Teaching Credential in Designated Subjects - Adult Education

TED 417-71 Seminar in Adult Education

1 unit CRN 22648

E Park

2 mtgs: Sat Apr 8 & 15
9am-4:30pm Sat
CSUDH LCH A228
\$147

TED 418-71 Methods & Materials

2 units CRN 22649

R Ceja

4 mtgs: Fri & Sat Feb 11-26
4:30-8:45pm Fri, 9am-6pm Sat
CSUDH SBS B101
\$294

TED 419-71 Methods & Materials II

2 units CRN 22650

J Meuret & G Hayes

4 mtgs: Fri & Sat Mar 3-11
4:30-8:45pm Fri, 9am-6pm Sat
CSUDH SBS B203
\$294

TED 421-71 Principles of Adult Education

2 units CRN 22652

R Ross

4 mtgs: Fri & Sat Mar 24-Apr 1
4:30-8:45pm Fri, 9am-6pm Sat
CSUDH LCH A219 (Fri)
LCH A224 (Sat)
\$294

TED 420-71 Computer Literacy

1 unit CRN 22651

T Johnson

2 mtgs: Sat Apr 22 & 29
9am-4:30pm Sat
CSUDH rm SCC E139
\$147

TED 423S-71 Supervised Field Experience

2 units CRN 22653

T Johnson

2 mtgs: Fri & Sat May 6 & 26
4:30-8:45pm Fri, 9am-6pm Sat
CSUDH LCH A228
\$294

TED 424-71 Counseling & Guidance for Teachers of Adult Education

2 units CRN 22654

R. Ross

4 mtgs: Fri & Sat May 12, 19;
13, 20
4:30-8:45pm Fri, 9am-6pm Sat
CSUDH LCH A224
\$294

**For more information,
call Steven Lee at (310)
243-2704**

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

The Credential

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

Preliminary Application

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

1. Attend credential advising meeting
2. Meet with faculty advisor
3. Be admitted to the University (application available at Information and Service Center)
4. Submit preliminary application to the Multiple Subject Internship Credential Program (application available at credential advising 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 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 course work including:
2. TED 405 Mainstreaming Children with Special Needs (3.0)
3. HEA 300 Health in Public Education
4. TED 420 Computer Literacy for Teachers (1.0) (limited to CSUDH Preliminary Credential candidates) or GED 535 Introduction to Computers in Education (3.0).

**For more informa-
tion call the
Teacher Education
Department at
(310) 243-3522.**

Administrative Services Credential

The Program

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

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

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

Preliminary Credential (34 units)

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

Admission Requirements

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

A. Prerequisite Course

TED 405 Mainstreaming Children with Special Needs (3)

B. Required Courses (34 units) TIER I

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

Professional Credential (27 units) TIER II

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

For more information on this program, contact:

Coordinator, Tier I

Fred Rodriguez
(310) 243-3896

Coordinator, Tier II

Jitsuo Furasawa
(310) 243-3965

Special classes for teachers, trainers and administrators

TEX 495-01 Using Multimedia Tools in the Classroom

1 ext unit CRN 22605

Teachers! Trainers! Expand your teaching and presentation skills by learning new techniques in how to use the overhead, flip chart, and many other types of multimedia equipment in a fun and exciting workshop. Video and computer projection as well as nonverbal presentation techniques will be covered.

Course topics include:

- * Student needs & expectations
- * Using the Overhead Projector
- * Handouts
- * Classroom presentation skills
- * Flip chart techniques
- * Computer projection
- * Video presentations

Jeff R. Spalsbury, management consultant, media center director and community college faculty member, has 25 years experience as an educator, trainer and instructional designer.

2 mtgs: Fri & Sat Mar 10 & 11
4-10pm Fri, 8am-6pm Sat
CSUDH SAC 1102
\$135

TEX 900-01 Grant Writing for Educators

2 CEUs CRN 10083

This course is designed for professionals who are either practicing administrators or other interested educators. The course content has been developed in accordance with the requisites for administrators who work in culturally diverse environments, whether they are urban, suburban and/or rural.

Students will learn how to develop successful grant proposals. Funding sources and fund raising activities will also be examined.

Course objectives:

- * To analyze the current structure of a grant proposal
- * To describe and identify major events and timelines
- * To understand how grant proposals are reviewed and evaluated
- * To analyze the administrative hierarchy and implications when submitting grant proposals

Topics to be covered include:

- * Introduction
- * Getting started
- * Identifying funding sources
- * Important distinctions
- * Project development
- * Writing to selection criteria
- * Preparing the budget
- * Summary -- Tips for Proposal Writers

Fred Rodriguez, CSUDH faculty.

6 mtgs: Tue, Thu, Sat Jan 11-22
6-9pm Tue, Thu; 9am-1pm Sat
CSUDH SBS B110
\$145

Did you know?

Extended Education offers one of the only Master of Science, Quality Assurance degrees available online, and serves students worldwide?

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

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

See the index for your key to find out more about these exciting programs

....and more!

Master of Arts in Education: Physical Education, Administration Option

This is a new graduate program for physical education teachers who are interested in furthering their education and professional development.

Graduates of this program will receive a Master of Arts in Education with an emphasis in Physical Education Administration. The Physical Education Administration option is designed to provide advanced studies in physical education, as well as knowledge and understanding of the basic foundations and theories of educational administration. The curriculum objectives promote a blending of theory and practice to assist students who seek advancement within their chosen field in education, public service, or the private sector. Graduates from this program will meet requirements necessary for teaching physical education at the community college level, as well as meeting requirements for various school administrative positions.

The Master of Arts in Education, Physical Education Administration Option is structured as a differential tuition program, with graduates completing a total of 30 units. Students will complete 18 units (graduate education curriculum) under state support and 12 units (physical education courses) through Special Sessions. Students will be enrolled as regular university students for the extent of the program, but will pay the current Special Sessions fees for the 12 physical education units.

Degree Requirements

The following courses (A-C) constitute the program of study for the Master of Arts in Education: Physical Education Administration Option. Students enrolling in these courses must have a degree in Physical Education, Kinesiology, Exercise Science, or Human Performance or have completed the prerequisite courses (outlined in part II below). All students receiving this degree must successfully complete these courses.

A. Graduate Education Common Core Requirements. Classes taken under state support.

- GED 500 Research Methods in Education
- GED 501 Seminar in Learning & Development
- GED 503 Socio-Cultural Issues in Education

B. Graduate Education Required Courses. Classes taken under state support.

- GED 506 Law & Ethics in Public Education
- GED 570 Supervision of Instruction
- GED 571 School Management & Finance

C Physical Education Required Courses. Classes taken through Special Sessions.

- PED 500 Seminar in Contemporary Issues, Topics, and Trends in Physical Education
- PED 514 Seminar in Curriculum Development in Physical Education
- PED 516 Public Relations and Development in Physical Education and Athletics
- PED 593 Field Work in Physical Education Administration

Program Prerequisites

Students who have not completed a degree in Physical Education, Kinesiology, Exercise Science or Human Performance must complete all of the following courses before enrolling in 500 level physical education courses.

- BIO 250 Human Anatomy & Physiology
- BIO 251 Human Anatomy & Physiology Lab
- PED 300 Tests and Measurements
- PED 301 Kinesiology
- PED 303 Exercise Physiology
- PED 425 Physical Education in the Elementary School
- PED 448 Teaching Effectiveness in Secondary Physical Education

Spring 2000 Schedule

PED 493-71 Fieldwork in Physical Education Administration

3 units CRN 22573

C. Casten

15 mtgs: Thu Feb 3-May 25 &

TBA

7-9:45pm

CSUDH SAC 1110

\$405

PED 514-71 Seminar in Curriculum Development

3 units CRN 22571

B. Christie & M. Ernst

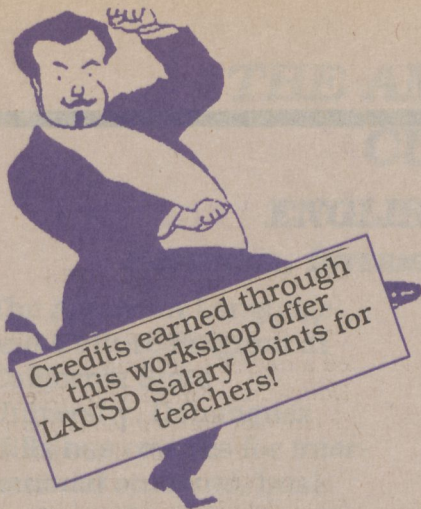
15 mtgs: Tue Feb 1-May 23

7-9:45pm

CSUDH SAC 1116

\$405

For more information, contact Dr. Mike Ernst, Graduate Program Coordinator, (310) 243-3659 or email rernst@csudh.edu



14TH ANNUAL DALCROZE SEASON
1999-2000 DALCROZE CONFERENCE
THE ARTS IN ACTION

offering
**Professional Development Opportunities
in Music Through Movement**

for
Educators and Performers

The Dalcroze Society of America, Los Angeles Chapter, a chartered member of the Dalcroze International Society of Geneva, Switzerland and host of this year's Conference on Music and Movement, together with the Department of Music and the Division of Extended Education at California State University, Dominguez Hills present the 14th Annual Dalcroze Season!

CONFERENCE ON MUSIC AND MOVEMENT

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

Let the Music Move You!

SPRING WORKSHOP I

Percussion on the Move: Swinging and Swaying the Dalcroze Way

Saturday, February 26, 2000

Guest Presenter: Jean F. Wilmoth, Jr.

Internationally-acclaimed clinician of percussion and movement, Jean F. Wilmoth, Jr., will lead an exciting day of hands-on percussion experiences in a music/movement setting, that will include rhythm games, singing activities, percussion techniques, as well as practical materials for the classroom. Discover fascinating world rhythms from the Calypso and the Mambo to the Samba and the Conga! Explore the colorful sounds of authentic percussion instruments and bring your recorder and a favorite percussion instrument to enhance the ensemble.

SPRING WORKSHOP II

**The Music Connection:
Music is the Common Ground**

Saturday, April 8, 2000

Guest Presenters: Jean L. Strickland & Sandra Wheeler

Music is the natural connector for integrating the curriculum. Using *The Music Connection* state-adopted K-8 music series, this workshop will celebrate the music of many cultures and explore musical connections to reading and language arts. Become familiar with current music teaching/learning resources, and experience the music through active participation in cross-curricular activities. Music materials provided.

Presenters:

Jean L. Strickland, M.A., a Divisional Music Consultant for Silver Burdett Ginn, is a well-known presenter for national and international music education workshops, and serves as Music Industry Representative for CMEA. A music specialist and professional flutist, she is certified in Orff Schulwerk and holds a certificate in Electronic Music and Music Recording Engineering.

Sandra Wheeler, B.M., is Music Coordinator for the Ten Schools Program in LAUSD and has over 35 years of music teaching experience and Kodaly certification from Budapest, Hungary. A frequent clinician for staff development and teacher training workshops, she has served as Music Advisor in LAUSD and President of the Los Angeles City Elementary Schools Music Association.

Jean F. Wilmoth, Jr., M.M., Co-Founder of the Dalcroze Society of America, is on the music faculty at Duquesne University. A renowned Dalcroze/Orff expert, he has been a featured clinician-lecturer throughout the U.S., Canada, Europe, and Asia. Mr. Wilmoth is the leader of the Pittsburgh Percussion Ensemble and President of Musik Innovations in Pittsburgh, PA.

TEX 495-02

CRN 22624

COST: Dalcroze members: FREE. Full-time students with ID: \$15 per session. All others: \$50 per session. Credit Registration Fee: \$35 One Semester Unit Credit = One LAUSD Salary Point**. Registration: 9:30-10am. Conference hours: 10am-5:30pm (includes working lunch). ** Both Workshops must be attended for credit and separate checks are needed for credit unit fee (make check to CSUDH) & session fee (make check to DSALAC). **Information: Jacqueline Paquette (323) 773-0758 or (310) 243-3948**

REGISTER BY PHONE: (310) 243-3741 • REGISTER BY FAX (310) 516-3971 77

Open University

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

Open University is for you if you:

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

Call (310) 243-3741 for a brochure now

THE AMERICAN LANGUAGE & CULTURE PROGRAM

ENGLISH LANGUAGE COURSES FOR

BEGINNING, INTERMEDIATE AND ADVANCED INTERNATIONAL STUDENTS

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

Work-Site Programs (WSP)

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

Intensive English Program (IEP)

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

Listening & Conversation

This class offers extensive individual student practice in both speaking and listening. Students learn to use authentic language in situations related to work, school, leisure and social life. Classroom assignments utilize pair work, small-group discussions and information-sharing activities. Face-to-face discussions simulate real-life social interaction, encouraging the use of eye contact and accurate intonation. Furthermore, each student is given the opportunity to participate in a variety of in-class activities using tapes, videos, and guest speakers. Each listening exercise allows students to progress from controlled listening activities to more complex ones.

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

Writing

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

Grammar

The Grammar class presents the important grammatical structures in English through a process of observing, describing and using the structures in written and spoken language. Controlled and open-ended exercises and tasks are practiced in class to help the students increase their mastery over the forms. Special attention is given to grammar points that are most difficult for students. Additionally, the ways in which grammar is tested in the TOEFL are examined and practice TOEFL exercises are done. 16 meetings per session.

Reading & Vocabulary

The focus of Reading & Vocabulary is to help students increase their vocabulary within the context of meaningful, high-interest readings. Each student will learn the skills needed to find the meanings of unfamiliar words and then incorporate them into active, everyday use. Reading and vocabulary skills will be practiced through an integrated approach that uses a variety of topics, genres, moods and styles. Interesting subjects will be read and then examined through paired discussions, small group work and whole-class activities. 16 meetings per session.

Optional Afternoon Classes

- TOEFL Preparation
- Computer, e-mail
- WWW and Internet
- Pronunciation
- Sports/Activities

2000 Schedule Intensive English Language Program

Eight-Week Sessions

Session	Orientation	Class Dates	Tuition
5 Per Year	Monday & Tuesday	8 Weeks	
Spring A	January 3-4	January 5-February 25	\$1,500
Spring B	February 28	March 1 - April 21	\$1,500
Summer A	May 1-2	May 3 - June 23	\$1,500
Summer B	June 26-27	June 28 - August 18	\$1,500
Fall A	August 28-29	August 30 - October 20	\$1,500
Fall B	October 23-24	October 25 - December 15	\$1,500

Registration and Payment for two consecutive 8-week session allow for a one-hundred-dollar discount. Prices and dates subject to change without prior notice.

TO APPLY SEND:

1. Completed Application Form. See ALCP brochure or Web-Site.
2. \$55 U.S. Application Fee written to: CSUDH. Non-refundable.
Cash cannot be accepted.
3. Financial Verification. If you are requesting an I-20 in order to enter the U.S. on an F-1 Student Visa for full-time study only. The financial verification is usually a bank statement, which must verify a minimum of \$7,000 U.S. available for the student's studies.
4. Additional Costs: Health Insurance (required), text books, food, housing, transportation, miscellaneous.

For more information on ALCP/ESL classes:

Tel: (310) 243-3830 Fax: (310) 516-4418

E-mail: alcp@dhvx20.csudh.edu

World Wide Web:

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

Registration: Tel. (310) 243-3830

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

Certificate Program in Orthotics

for applicants who have a bachelor's degree. Applicants must have some experience with hand tools and light duty power equipment. The program begins in July each year and applications must be submitted by December 31 of the preceding year. Enrollment is limited to six students.

For more information, contact:
 D. Clark
 Rancho Los Amigos
 Orthotics Department
 7450 Leeds St.
 Downey, CA 90242
 (310) 940-7655

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

HEALTH & BEHAVIORAL SCIENCES

- 84 Advanced Practicum
- 84 Alcoholism -- Introduction
- 84 Counseling the Individual
- 84 Counseling Techniques - - Introduction
- 84 Family Dynamics
- 84 Perspectives on Drug Abuse
- 84 Treatment of Eating Disorders

Certificate Programs

- 82 Alcohol and Drug Counseling
- 81 Orthotics
- 85 Orthotics and Prosthetics

Degree Programs

- 87 Bachelor of Science in Nursing- Online
- 89 Bachelor of Science in Occupational Therapy
- 91 Master of Science in Health Science, Physician Assistant Option

Certificate in Alcohol and Drug Counseling

Who Should Attend

Applicants should have completed at least 2 years of college or have at least 2 years of work experience in a health or human service agency. If the applicant is a recovering substance abuser, two years of continuous sobriety is strongly recommended. Prospective students must complete an application form and supply transcripts and letters of recommendation. Call (310) 243-3782 for more information.

The Certificate

The Certificate Program in Alcohol/Drug Counseling consists of 9 courses designed to prepare individuals for entry into the field at a professional level. All courses provide Continuing Education Units (CEUs) for registered nurses and teachers which must be requested at the time of registration if desired. ADX 300 may be taken on an individual basis without formal entrance into the Certificate Program. Students may enter the program in either the Fall or Spring Semester. Students are expected to pass each course with a grade of C or better and maintain a 2.5 G.P.A. Those seeking a Certificate must apply to the program and successfully complete all courses.

Location

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

The Cost

The fee is \$135 per unit; a three-unit course is \$405. Tuition fees must be paid before classes begin. Fees are subject to change.

The Courses

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

ADX 301 is equivalent to PSY 367

ADX 303 is equivalent to SOC 363

ADX 304 is equivalent to PSY 342

ADX 305 is equivalent to PSY 496

ADX 306 & 307 are equivalent to SOC 320

Spring Application Submission Deadline

Friday, January 14, 2000.

Orientation

Thursday, January 20, 2000, 6:30pm, CSUDH campus SAC 1102. Attendance required for newly admitted students and for those whose applications are being reviewed.

ADX 300 Introduction to Alcoholism

Prerequisite for program
3 ext units

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

CERTIFICATE IN ALCOHOL AND DRUG COUNSELING DATE PLANNER

Spring Application Submission Deadline

Friday, January 14, 2000

Orientation

Thursday, January 20, 2000
6:30pm

CSUDH SAC 1102

Attendance required for newly-admitted students and those whose applications are being reviewed

ADX 300 Introduction to Alcoholism

Monday, January 24-May 22
(no class 2/21 & 3/17)

ADX 301 Introduction to Counseling Techniques

Wednesday, January 26-May 17
(no class 4/19)

ADX 302 Counseling the Individual

Wednesday, January 26-May 17
(no class 4/19)

ADX 303 Perspectives on Drug Abuse

Tuesday, January 25-May 16 (no class 4/18)

ADX 306 Family Dynamics

Thursday, January 27-May 18
(no class 4/20)

ADX 307 Practicum II

Tuesday, January 25-May 16 (no class 4/18)

ADX 308 Treatment of Eating Disorders

Wednesday, February 2-May 24
(no class 4/19)

ADX 301 Introduction to Counseling Techniques

3 ext units

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

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

ADX 302 Counseling the Individual

3 ext units

Prerequisite: ADX 300, 301

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

ADX 303 Perspectives on Drug Abuse: Counseling the Substance Abuser

3 ext units

Prerequisite 300, 301

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

ADX 304 Group Counseling Techniques

3 ext units

Prerequisite 300, 301

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

ADX 305 Introductory Practicum

2 ext units

Prerequisite 300, 301

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

ADX 306 Family Dynamics

3 ext units

Prerequisite 300, 301

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

ADX 307 Advanced Practicum

2 ext units

Prerequisite 300, 301, 305

This course demonstrates how to link clients with community resources. The student learns charting techniques, becomes aware of the needs of special populations and develops a further understanding of the counselor-client relationship, including confidentiality and legal aspects. The student learns about the multi-disciplinary treatment team, how to take histories and make psychosocial evaluations. The various alcoholism treatment agencies and program modalities--their staffing, funding, operational procedures--are studied.

ADX 308 Treatment of Eating Disorders

3 ext units

Prerequisite 300, 301

An introduction to the treatment of eating disorders such as anorexia nervosa, bulimia, compulsive eating, and obesity, biological, psychoanalytic, behavioral, psychosocial, and other theoretical perspectives will be highlighted. The history of the interrelationship of alcohol and food as substances often abused is explored. Multidimensional treatment techniques will be explored for a comprehensive understanding of this illness.

Spring 2000 Schedule

ADX 300-01 Introduction to Alcoholism

3 ext units CRN 22583

Mary Cook-Lund, MA Psychology, has 20 years experience in the practice and teaching of clinical psychology.

16 mtgs: Mon Jan 24-5/22 (no class 2/21, 3/17)
6:30-9:30pm
CSUDH SAC 1102
\$405

ADX 301-01 Introduction to Counseling Techniques

3 ext units CRN 22586

M. Jean Hendricks, PhD, MFCC, is a licensed Psychologist in private practice in Manhattan Beach.

16 mtgs: Wed Jan 26-May17 (no class 4/19)
6:30-9:30pm
CSUDH SAC 1102
\$405

ADX 302 Counseling the Individual

3 ext units CRN 22584

Mary Cook-Lund

16 mtgs: Wed Jan 26 - May 17
(no class 4/19)
6:30-9:30pm
CSUDH SAC 1104
\$405

ADX 303 Perspectives on Drug Abuse

3 ext units CRN 22582

James McDaniel, MA, is a MAC/MFCC.

16 mtgs: Tue Jan 25 - May 16
(no class 4/18)
6:30-9:30pm
CSUDH SAC 1106
\$405

ADX 306-01 Family Dynamics

3 ext units CRN 22585

Mary Cook-Lund

16 mtgs: Thu Jan 27-May 18
(no class 4/20)
6:30-9:30pm
CSUDH SAC 1104
\$405

ADX 307-01 Advanced Practicum

2 ext units CRN 22581

Jacqueline McDaniel

16 mtgs: Tue Jan 25-May 16
(no class 4/18)
6:30-9:30pm
CSUDH SAC 1104
\$270

ADX 308-01 Treatment of Eating Disorders

3 ext units CRN 22587

Renée Johnson, MA, is a Registered Nurse.

16 mtgs: Wed Feb 2-May 24 (no class 4/19)
6:30-9:30pm
CSUDH SAC 1108
\$405

CERTIFICATE PROGRAMS IN ORTHOTICS - PROSTHETICS

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

Who May Attend

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

Prerequisites

(Introductory College Level Acceptable)

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

The computer prerequisite may be waived and certain prerequisites may be taken concurrently with Certificate courses, with consent Admissions Committee.

About the Program

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

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

Two Options

The Prosthetic Certificate is offered every Fall and the Orthotic Certificate is offered every other year with the next Orthotic class beginning in June 2001. Each discipline will consist of one academic year credit. A successful applicant may pursue both Certificates sequentially, but applications are only accepted for one Certificate at a time.

The Cost

The tuition is \$395 per unit; subject to change. Scholarship assistance may be available. Books and course materials will cost up to \$300 per semester.

O&P Website

Learn more about the field of orthotics and prosthetics at

www.oandp.com

Highlight "Education Programs" for more information on the CSUDH program

Prosthetic Option Only 32 units

Fall Semester

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 482 Special Radiographic Procedures/Pathologies Related to Amputation	2
HEA 491 Research & Seminar in O&P	1
HEA 493 O&P Preceptorship	2

Winter Session (3-week intensive)

HEA 335 Practice Management for O&P	2
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Spring Semester

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

Orthotic Option Only 33 Units

Special Session (New Students Only)

HEA 495 Special Topics: Anatomy & Kinesiology, and Intro to Normal and Pathological Gait	
---	--

Summer Session (All Students)

HEA 340 Lower Limb Orthotics I	3
HEA 344 Spinal Orthotics	3
HEA 240 Biomech. & Kinesio. (Upper & Lower)	2
HEA 250 Normal & Pathological Gait (Orthotics)	1
HEA 491 Research & Seminar in O&P	1
HEA 493 O&P Preceptorship I	2

Fall Semester

HEA 440 Upper Limb Orthotics	2
HEA 342 Lower Limb Orthotics II	3
HEA 317 Pathophysiology for O&P	3
HEA 482 Special Radiographic Procedures (new students)	2
HEA 444 Spinal Orthotics II	2
HEA 442 Advanced Topics in Lower Limb Orthotics	1
HEA 492 Research & Seminar	1
HEA 493 O&P Preceptorship	2

Winter Session (3 weeks -- new students only)

HEA 335 Practice Management for O&P	2
-------------------------------------	---

Please
contact the
Orthotics and
Prosthetics
Program at
(310) 243-2700
to obtain more
information
and to request
a
program
brochure

Bachelor of Science in Nursing -- Worldwide

Complete the B.S. degree in Nursing via World Wide Web at a time and place convenient to you!

B.S. Degree in Nursing

A prestigious program that is individualized for the self-directed, working nurse...an ideal way for RNs to complete their B.S. Degree in Nursing via the World Wide Web.

California State University, Dominguez Hills is fully accredited by the Western Association of Schools and Colleges (WASC), and the Division of Nursing is fully accredited by the National League for Nursing Accrediting Commission (NLNAC).

As a nurse, you care for the needs of others every day.... But what about your needs?

Professional Advancement? Earning Power? Autonomy? Flexibility?

A bachelor's degree can help you achieve your goals, and now you can earn your degree at home via the World Wide Web, at times convenient to you. No need to quit your job to go back to school, or commute long distances to campus.

The Division of Nursing at California State University, Dominguez Hills offers a Web-based program to complete your Baccalaureate Degree in Nursing to English speaking nurses worldwide. Graduates are prepared to function as:

**Leaders
Managers
Resource persons**

..in a variety of health settings.

INTRODUCTORY COURSES

BSN 301 Technology for the

Information Age (1)

BSN 310 Expanding Professional

Nursing Horizons (2)

NURSING SUPPORT COURSES

BSN 315 Life Cycle (3)

BSN 305 Human Diversity and

Health Care (4)

BSN 345 Pathophysiology (4)

BSN 405 Statistics (3)

INTEGRATED NURSING COURSES

BSN 340 Professional

Collaboration (3)

BSN 380 Health Assessment* (4)

BSN 400 Health Promotion and

Teaching (3)

BSN 410 Community Based

Nursing I* (5)

BSN 420 Community Based

Nursing II* (5)

BSN 430 Health Care Systems,

Policy and Finance (3)

BSN 440 Professional Nursing

Roles (3)

BSN 450 Principles of Leadership

& Management in Nursing* (5)

BSN 460 Research Utilization (3)

ELECTIVES (Choose 3 units)

BSN 325 Complimentary &

Alternative Health Care

Modalities (1)

BSN 335 Biochemistry (4)

BSN 416 Continuous Quality

Improvement in Healthcare (1)

BSN 426 Telehealth (2)

BSN 436 Principles of Healthcare

Budgeting (2)

BSN 446 Introduction to Case

Management (2)

BSN 456 Health and the Global

Village (1)

* Performance Courses

Performance courses have a required clinical field experience component that can be completed under the guidance of an approved preceptor in your home locale. A variety of health care settings can be used, depending upon the course content and desired objectives.

Admission Requirements

- 1) RN licensure in USA or its equivalent
- 2) Minimum of 56 semester units of transferable college credit (RNs with fewer units are admissible to Undergraduate Preparatory Program)
- 3) University level prerequisites in basic skills of English, math, speech and logic
- 4) Grade point average of 2.0 if education completed in English or 2.4 if English is a second language
- 5) There are no entrance exams prior to admission. However, academic advisement - via e-mail - must be conducted before applying.

Technical Requirements

- Students participating in courses will need to have access to the following:
- 1) TV with a videotape player/recorder
 - 2) Pentium 100 or faster IBM-compatible or comparable Macintosh computer
 - 3) 16 MB of RAM
 - 4) Minimum 28.8 KBPS modem
 - 5) Internet access (including email and World Wide Web)
 - 6) Netscape 3.01 or higher or Internet Explorer 4.0 or higher Web browser

**For further information,
contact us at:
National Nursing Program,
Division of Nursing
California State University,
Dominguez Hills
1000 East Victoria St.
Carson, CA 90747
310-243-2029**

Nationalnurse@soh.csudh.edu

For more information, see website: Nationalnurse@soh.csudh.edu

National Nursing Program Class Schedule

Spring 2000 Term begins January 16

BSN #	DATE	(UNITS)	COURSE TITLE	INSTRUCTOR
301.1	2/16-4/15	(1)	Technology for the Information Age	Rose Welch
305.1,2,3,4	1/16-4/15	(4)	Human Diversity and HealthCare	Geri-Ann Galanti
310.1,2	2/16-4/1	(2)	Professional Nursing Horizons	Rose Welch
315.1,2,3	1/16-3/19	(3)	Life Cycle	Jan Smithers
340.1,2,3	1/16-4/8	(3)	Professional Collaboration/Nursing Practice	Angela Albright
345.1,2,3,4	1/16-4/15	(4)	Pathophysiology	Susan Roberts
*380.1,2,3,4	1/16-4/29	(4)	Health Assessment	Crystal Chavez
405.1,2,3	1/16-4/30	(3)	Statistics	Frank Rust
410.1,2,3,4	1/16-4/22	(5)	Health Management I	Martha Boughen
420.1,2,3,4	1/16-4/15	(5)	Health Management II	Sharon Tipple
490.1,2,3*	1/16-4/15	(3)	Management in Nursing Practice	Marlene Jenkins

*Students must complete both BSN 480 and BSN 490 by the end of Summer 2000 as this combination will be eliminated after Summer 2000.

Summer 2000 Term begins May 14

BSN #	DATE	(UNITS)	COURSE TITLE	INSTRUCTOR
301.1	6/4-7/30	(1)	Technology for the Information Age	Rose Welch
310.1,2	5/14- 7/18	(2)	Professional Nursing Horizons	Rose Welch
**360.1,2,3,4	5/14-8/5	(4)	Professional Issues in Nursing	Kathleen Johnston
400.1,2,3	5/14-7/15	(3)	Health Promotion and Teaching	Judith Lewis
405.1,2,3	5/14- 8/31	(3)	Statistics	Frank Rust
460.1,2,3	5/14-8/5	(3)	Research in Nursing Utilization	Ellen Daroszewski
*480.1,2,3	5/14-7/29	(3)	Leadership in Nursing Practice	Maggie Pierce

**Students must complete all 4 modules of BSN 360 by the end of Summer 2000 as BSN 360 will be eliminated after Summer 2000.

For further information, contact us at:

Division of Nursing

California State University, Dominguez Hills

1000 East Victoria St.

Carson, CA 90747

(310) 243-2029

Nationalnurse@soh.csudh.edu

Bachelor of Science in Occupational Therapy

How is the program structured?

The CSUDH Occupational Therapy Program is a "2+2" with differential tuition, which means that the first two years of general education prerequisites are taken through the regular university program. The final two years or professional units are taken through the Division of Extended Education, and professional unit fees apply.

Do I need to apply to the University first?

General Studies, Anatomy and Physiology (with a lab, taken within three years of application to the major), Statistics, (math, psych or behavioral sciences). Abnormal Psychology (must cover use of DSM IV and the entire lifespan) may be taken at either a community college or university.

The Occupational Therapy Program prerequisites are now offered under CSU Dominguez Hills Spring 2000 Class Schedule, page 75. Prior to registering for the OTR prefix courses, students must complete a "Restricted Registration Exception Form" and have it signed by an OT advisor. It is recommended that students complete the remaining prerequisites to the Occupational Therapy Program at CSUDH.

The prerequisites are as follows:

CSC 101 Computer Application for Scientists (2)

*CLS 201 Health Perspectives (3)

PED 301 Kinesiology (for OT majors) (3)

*OTR 101 Introduction to Occupational Therapy (3)

*OTR 205 Activities Across the Lifespan (3)

Prerequisite: OTR 101

*OTR 206 Growth & Development (3)

Prerequisite: OTR 101

Complete 5 to 6 units or obtain certification in a foreign language by the Foreign Language Department

Complete General Studies, Basic Skills, Statutory and Graduation Writing Exam (GWE).

Upper division Integrative Studies (Section F in General Studies).

*Indicates courses which must be taken at CSUDH. Please see below.

Is it a full-time program?

Yes, you can expect to be enrolled in 12 or more units per semester. Once admitted to the major, students will be expected to spend from 8-16 hours during the week at fieldwork sites. Allowances must be made for these blocks of time.

Is financial aid available?

Yes. There are grants, loans, and scholarships available to eligible students. There is a Financial Aid officer assigned to assist occupational therapy students. Early application is recommended.

Can I transfer courses taken elsewhere?

Waivers may be granted for courses other than those with an asterisk (*) by them. It is recommended that you make an appointment with a faculty advisor for evaluation of your transcripts.

Are there any other criteria for admission to the Program?

3.0 GPA in prerequisite courses

80 hours documented volunteer experience under a practicing OTR (Occupational Therapist, Registered)

3 letters of recommendation (2 from OTR course faculty and one practicing OTR in the community)

Extemporaneous essay and interviews

Relevant extracurricular activity (i.e., an active member or officer of the OT Club)

How many students are admitted per semester?

The program is impacted, which means that there are more students eligible than there are fieldwork sites. This makes the program competitive. The goal of the program is to admit up to 30 qualified students per semester.

Is the program fully accredited?

Yes. The program was awarded accreditation in December of 1998. by the Accreditation Council for Occupational Therapy Education (ACOTE) located at 4720 Montgomery Lane, PO Box 31220 Bethesda, MD 20824-1220. Phone: (310) 652-AOTA.

How long is the program?

Once admitted to the major (the final two years) the program takes four semesters and two 3-month clinical affiliations to graduate.

What degree will I have when I finish the coursework?

Upon successful completion of two 3-month affiliations, students will graduate with a B.S. degree in occupational therapy. They will be eligible to sit for the NBCOT certification exam to earn the title, OTR.

How do I begin the process?

Contact the Occupational Therapy Program office on campus to schedule an advisement appointment. To expedite this process, please bring copies of all college transcripts to this meeting.

Contact:

(310) 243-2726

or via email:

OTinfo@csudh.edu

**Program Director:
Marilyn Masunaka-
Noriega, MA, OTR**

**The Occupational
Therapy Program Office
is located in LaCorte
Hall, B-102**



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 a program in which the course work is completed off-campus. The following clinical residencies are offered through the masters degree program. Each clinical residency requires full-time attendance for 12 months beginning the last week in August. Residencies are held only at sites designated by the program. Some residencies provide stipends while others do not. Students should indicate their first and second choices for residency placement in the space provided on the application form the the masters degree.

Emergency Medicine*
Cardiac Medicine & Surgery*
Gerontology
Surgery*
Pediatrics*
Neonatology*
Internal Medicine
Family Medicine

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

Who May Enroll

- 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;
- are in good standing at the last college attended;
- have graduated from a primary care physician assistant training program approved by the American Medical Association Committee on Allied Health Education and Accreditation, or successor agency; and
- have passed the National Commission of Physician Assistants examination
- and have current certification;
- have a current physician assistant license in California or eligibility;
- have submitted three letters of recommendation, including one from the director of the physician assistant training program where graduated and one from a supervising physician (applicants who have graduated from a postgraduate physician assistant program must also submit a letter of recommendation from the postgraduate program director); and
- have completed a successful interview with the program's Graduate Coordinator and representatives from the department faculty.

How to Apply

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

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

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

For more information, call
(310) 243-2217.

Health &
Behavioral
Sciences
Degree

Special Sessions

Residence Credit through Special Sessions

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

These courses are representative of those available during the year.

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

Use the Special Session Registration Form on page 96 to register for these classes only.

Certificate and Credential Programs

- 74 Administrative Services Credential
- 68 Assistive Technology Specialist Certificate Program
- 67 Community College Teaching Certificate
- 72 Multiple Subject Teacher Credential
- Single Subject Teacher Credential (call Joel Colbert at (310) 243-2747)
- 85 Orthotics & Prosthetics Certificate
- 70 Teaching Credential in Designated Subjects - Adult Education
- 45 Telecommunications Certificate Program

Bachelors Degree Programs

- 59, 63 Bachelor of Arts -- Interdisciplinary Studies (PACE Program)
- 63, 87 Bachelor of Science Nursing -- (Online)
- 89 Bachelor of Science Occupational Therapy

Masters Degree Programs

- 51, 59 Masters Degree, Business Administration
- 62, 67 Masters Degree, Behavioral Science, Negotiation and Conflict Management
- 91 Masters Degree, Physician's Assistant, Health Science
- 46 Master of Science, Quality Assurance
- 76 Master of Arts in Education: Physical Education Administration Option

CALNET Distance Learning Programming

- 97 CSU Dominguez Hills
- CSU Fullerton
- CSU Long Beach
- CSU Los Angeles
- Cal Poly Pomona

Spring 2000 Schedule

Community College Teaching

GED 549-71 The Community College

Note: Must have a masters degree or be completing one

2 units CRN 22568

R. Hudson

4 mtgs: Sat Feb 5-Mar 4 (no mtg 2/19)

9am-4pm

CSUDH LCH A224

\$270

GED 548-71 Effective College Teaching

Note: Must have a masters degree or be completing one

3 units CRN 22665

R. McGinness

6 mtgs: Sat Mar 18-May 6 (no meeting 4/1 & 4/22)

9am-4pm

CSUDH LCH NSM D123

\$405

GED 594S-71 Community College Teaching Internship

Note: Must have a masters degree or be completing one

3 units CRN 22619

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

\$405

Teaching Credential in Designated Subjects - Adult Education

TED 417-71 Seminar in Adult Education

1 unit CRN 22648

E Park

2 mtgs: Fri & Sat Apr 7 & 8
4:30-8:45pm Fri, 9am-6pm Sat
CSUDH LCH A227 (Fri)
LCH A228 (Sat)

\$147

TED 418-71 Methods & Materials

2 units CRN 22649

R Ceja

4 mtgs: Fri & Sat Feb 11-26
4:30-8:45pm Fri, 9am-6pm Sat
CSUDH SBS B101

\$294

TED 419-71 Methods & Materials II

2 units CRN 22650

J Meuret & G Hayes

4 mtgs: Fri & Sat Mar 3-11
4:30-8:45pm Fri, 9am-6pm Sat
CSUDH SBS B203

\$294

TED 421-71 Principles of Adult Education

2 units CRN 22652

R Ross

4 mtgs: Fri & Sat Mar 24-Apr 1
4:30-8:45pm Fri, 9am-6pm Sat
CSUDH LCH A219 (Fri)
LCH A224 (Sat)

\$294

TED 420-71 Computer Literacy

1 unit CRN 22651

T Johnson

2 mtgs: Sat Apr 22 & 29
9am-4:30pm Sat
CSUDH rm SCC E139

\$147

TED 423S-71 Supervised Field Experience

2 units CRN 22653

T Johnson

2 mtgs: Fri & Sat May 6 & 26
4:30-8:45pm Fri, 9am-6pm Sat
CSUDH LCH A228

\$294

TED 424-71 Counseling & Guidance for Teachers of Adult Education

2 units CRN 22654

R. Ross

4 mtgs: Fri & Sat May 5-13
4:30-8:45pm Fri, 9am-6pm Sat
CSUDH LCH A224

\$294

**For more information,
call Steven Lee at
(310) 243-2704**

Master of Arts in Education: Physical Education Administration Option

PED 493-71 Fieldwork in Physical Education Administration

3 units CRN 22573

C. Casten

15 mtgs: Thu Feb 3-May 25 & TBA
7-9:45pm
CSUDH SAC 1110

\$405

PED 514-71 Seminar in Curriculum Development

3 units CRN 22571

B. Christie & M. Ernst

15 mtgs: Tue Feb 1-May 23
7-9:45pm
CSUDH SAC 1116

\$405

Assistive Technology Specialist Certificate

GED 533-71 Administration of Assistive Technology Services

3 units CRN 22698

L. Belkin and P. Richard
14 mtgs: Thu Jan 29-May 31
4-7pm
Costa Mesa HS Annex
1150 Arlington Dr.
Costa Mesa, CA 92626

\$405

Via the Internet

GED 530-41 Introduction to Assistive Technology

3 units CRN 22696

L. Belkin and P. Richard
Jan 29-May 31

\$420

GED 532-41 Advanced Assistive Technology

3 units CRN 22697

L. Belkin and P. Richard
Jan 29-May 31

\$420

**REC 260
Outdoor Education
2 units
Dates, Times TBA**

**For more information
call the P.E. Department
at
(310) 243-3761**

Special Sessions

REGISTER BY PHONE: (310) 243-3741 • REGISTER BY FAX (310) 516-3971 93

MBA Program

Live on campus

FIN 500-71 Advanced Topics in Finance

Prerequisites: Graduate standing, consent of instructor or department.

3 units CRN 22679

Staff

13 mtgs: Sat Jan 8-Apr 8

12noon-3pm

CSUDH rm TBA

\$507

MGT 500-71 Human Behavior in Organizations

Prerequisites: Graduate standing, consent of department.

3 units CRN 22681

Staff

13 mtgs: Sun Jan 9-Apr 9

12noon-3pm

CSUDH rm TBA

\$507

TV/Internet

FIN 500-91 Advanced Topics in Finance

Prerequisites: Graduate standing, consent of instructor or department.

3 units CRN 22680

Staff

13 mtgs: Sat Jan 8-Apr 8

12noon-3pm

\$597

MGT 500-91 Human Behavior in Organizations

Prerequisites: Graduate standing, consent of department.

3 units CRN 22682

Staff

13 mtgs: Sun Jan 9-Apr 9

12noon-3pm

\$597

B.A. in Interdisciplinary Studies (PACE) Tele-TV

DHTV, L@36, I

IDS 326-91 The Blues in Literature

3 units CRN TBA

J. Johnson

13 mtgs: Begins Tue Feb 15

7-10pm

\$510 (Special Sessions)

Computer Science

CSC 101-71 Computer Applications for Scientists

2 units CRN 22709

H. Yarchun

16 mtgs: Begins Fri Jan 29

6-6:50pm

\$284 (Special Sessions)

CSC 101 Lab-71 Computer Applications for Scientists

0 units CRN 22710

H Yarchun

16 mtgs: Begins Fri Jan 29

7-9:30pm

\$0 (Special Sessions)

Certificate in Telecommunications

COM 403-71 Policy & Regulation Issues in Telecommunications

3 units CRN 22622

Staff

6 mtgs: Sat Feb 19-Mar 25

9am-4pm

CSUDH SAC 1104

Fee: \$420

COM 495-71 Spec Topics: Telecom Png/Cnslting

3 units CRN 22623

Staff

6 mtgs: Sat Apr 8-May 20 (no meeting 4/22)

9am-4pm

CSUDH SAC 1104

Fee: \$420

MA in Behavioral Science: Negotiation & Conflict Management- TV

Live on campus

BEH 505-71 Computer Applications

4 units CRN 22675

C. Bossler

10 mtgs: Mon Jan 10-Mar 20

6-9pm

CSUDH rm TBA

\$560 (Special Sessions)

BEH 535-71 Organizational Conflict

4 units CRN 22677

R. Eber

10 mtgs: Wed Jan 12-Mar 22

6-9pm

CSUDH rm TBA

\$560 (Special Sessions)

BEH 507-71 Research Design

4 units CRN 22782

Staff

10 mtgs: Begins Apr 12

6-9pm

\$560 (Special Sessions)

BEH 525-71 Mediation

4 units CRN 22780

D. Williams

10 mtgs: Begins Mon Apr 10

6-9pm

\$560 (Special Sessions)

TV/Internet

BEH 505-91 Computer Application in Behavioral Science

4 units CRN 22676

C Bossler

10 mtgs: Begins Mon Jan 10

6-9pm

\$680 (Special Sessions)

BEH 535-91 Organizational Conflict

4 units CRN 22678

R Eber

10 mtgs: Begins Wed Jan 12

6-9pm

\$680 (Special Sessions)

BEH 507-91 Research Design

4 units CRN 22783

Staff

10 mtgs: Begins Wed Apr 12

6-9pm

\$680 (Special Sessions)

BEH 525-91 Mediation

4 units CRN 22781

D. Williams

10 mtgs: Begins Mon Apr 10

6-9pm

\$680 (Special Sessions)

Master of Science Quality Assurance, Internet

QAS 495-41 Mathematics for QAS

1 unit CRN 22664
Michelle Manning
Dates: Apr 25-Aug 1
Fee: \$140

QAS 510-41 Advanced Probability & Statistics

3 units CRN 22666
Michelle Manning
Dates: Jan 11-Apr 18
Fee: \$420

QAS 511-41 Quality Function Management & TQM

3 units CRN 22667
Bill Trappen
Dates: Jan 11-Apr 18
Fee: \$420

QAS 515-41 Human Factors in QA

3 units CRN 22668
Jim Clauson
Dates: Jan 11-Apr 18
Fee: \$420

QAS 516-41 Measurement & Testing Techniques

3 units CRN 22669
Emil Hazarian
Dates: Jan 11-Apr 18
Fee: \$420

QAS 518-41 Quality Project Management & Productivity

3 units CRN 22670
Bill Trappen
Dates: Jan 11-Apr 18
Fee: \$420

QAS 520-41 Cost of Quality

3 units CRN 22671
Bill Trappen
Dates: Jan 11-Apr 18
Fee: \$420

QAS 523-41 Software Reliability

3 units CRN 22672
Michelle Manning
Dates: Jan 11-Apr 18
Fee: \$420

QAS 530-41 SQC for Service Professionals

3 units CRN 22674
Michelle Manning
Dates: Jan 11-Apr 18
Fee: \$420

QAS 532-41 Quality Assurance for the Service Delivery Process

3 units CRN 22673
Keith Fulton
Dates: Jan 11-Apr 18
Fee: \$420

QAS 594S-41 Independent Study

3 units CRN 22657
Eugene Watson
Time: TBA
Fee: \$420

QAS 595-41 Spec Topics: Thesis Preparation

3 units CRN 22658
Eugene Watson
Dates: Jan 11-Apr 18
Fee: \$420

QAS 595-43 Quality Assurance in Health Care

3 units CRN 22659
Sharon McFerran
Dates: Jan 11-Apr 18
Fee: \$420

QAS 595-44 Special Topics: Lean Thinking

3 units CRN 22660
Jerry Verduft
Dates: Jan 11-Apr 18
Fee: \$420

QAS 595-45 Quality Assurance in Clinical Epidemiology

3 units CRN 22661
Al-Said Haffor
Dates: Jan 11-Apr 18
Fee: \$420

QAS 599-41 Project (Thesis)

3 units CRN 22662
Eugene Watson
Dates: Jan 11-Apr 18
Fee: \$420

QAS 600-41 Project Continuation

1 unit CRN 22663
Eugene Watson
Dates: Jan 11-Apr 18
Fee: \$135

Note: special instructions for MSQA
Internet courses are listed on page
48. Call (310) 243-3741 to enroll.

Master of Science Quality Assurance, on campus

QAS 512-71 Reliability

3 units CRN 22464
Z. Khwaja
13 mtgs: Mon Jan 10-Apr 17
7-9:45pm
CSUDH SBS A246
\$405

QAS 514-71 Advanced Experimental Design

3 units CRN 22465
Z. Khwaja
13 mtgs: Wed Jan 12-Apr 20
7-9:45pm
CSUDH FH C008
\$405

QAS 521-71 Process Control & Capability

3 units CRN 22796
R. Abramovitch
13 mtgs: Thu Feb 2
7-9:45pm
CSUDH SCC E145
\$405

QAS 595-71 Quality Improvement & Producing Function in the Entertainment Industry

3 units CRN 22784
R. Abramovitch
13 mtgs: Mon Jan 31
7-9:45pm
CSUDH NSM C239
\$405

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 E-Mail

New address? yes no male female Term/Year (i.e. Sp 99) _____
Have you been enrolled at CSUDH before? yes no Date last enrolled _____

Course Information

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

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/Discover account (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 _____

USE THIS FORM TO REGISTER 3 WAYS

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.

Special
Sessions

ONE CALL: 5 UNIVERSITIES

CALNET

DISTANCE LEARNING PROGRAMMING

CSU DOMINGUEZ HILLS • CSU FULLERTON
CSU LONG BEACH • CSU LOS ANGELES • CAL POLY POMONA

CSUF

What is CALNET Distance Learning?

- You call one number to register, and gain information on the class
- You save commuting time and expenses by taking classes at home or at locations near home or work
- You can take a class you need at another CSU if it is not offered locally

Who can enroll?

If you are a registered student at any of the participating CSU campuses you may enroll in the classes offered. You will need to meet the prerequisites as described in your university catalog. You will receive credit on your home campus.

What kind of equipment do I need?

If you are taking online courses, you need access to a computer. If you are taking courses over TV, you need access to TeleTV. Call 887-4TeleTV for more information. In the future, there will be other forms of delivery.

What classes will be offered this Fall?

There will be a variety of upper-division classes available:

COMM 410 Principles of Communications Research

3 units

February 3-June 3

Research methods used to assess the effects of print, broadcast, and film communications on audience attitudes, opinions, knowledge and behavior. Research design and data analysis in communications. Prerequisite: COMM 233 and junior standing.

www.commfaculty.fullerton.edu/etrotter

Instructor: Dr. Edgar Trotter

Cost: \$474

To register call (714) 278-3080

CSUDH

IDS 326-91 The Blues in Literature

3 units

Begins Tue Feb 15, 7pm-10pm

Instructor: J. Johnson

Cost: \$510 (Internet)

To register, call (310) 243-3741

AND THERE'S ROOM TO GROW!

Here's what's in your future when you take advantage of easy-access classes by CALNET:

- More ways to access classes
- More classes offered in this format
- Combinations of distance and on-campus programs

Where do I begin? Call 1-888-5CALNET or visit the website at www.calnet.edu

Interested? Answers are as close as your phone or internet connection:

www.calnet.edu • tel: 1-888-5CALNET

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

CSULB

FCS309 Family Stress and Coping

3 units
Feb 1- May 19

Examination of theories and research associated with stressors affecting family functioning throughout the lifecycle. Consideration given to both normative transitions and non-normative stressors.

Emphasis on strategies to assist families to deal productively with stress and change.

<http://www.ideas.uces.csulb.edu/on-line/309oview.html>

Meets CSULB Human Diversity Requirement.

Instructor: Dr. James Koval, MFCC

Cost: \$540 (Internet)

OCST 388I Technological Literacy

3 units
Feb 1- May 19

Exploring technological concepts as they impact on humans, society and culture. Emphasis will be placed on technology as a human adaptive system and its relationship to sociological and ideological systems.

<http://www.ideas.uces.csulb.edu/on-line/388oview.html>

Meets CSULB Interdisciplinary requirement.

Instructor: Eric Moore

Cost: \$540 (Internet)

EDP 350 Education of Exceptional Individuals

3 units
Feb 1- May 19

A survey course of the education of individuals who have disabilities as well as those labeled as gifted and talented. Each lesson will be accompanied by

- 30 min of audio streaming
- Case studies
- Power Point visuals
- Student participation

Meets mainstreaming requirement for teachers.

<http://www.edpac.csulb.edu/edp350>

Instructor: Dr. Gary Greene

Cost: \$435 (Internet)

OCST422 Grant and Contract Writing in Occupational Education

3 units
Feb 1- May 19

Study of process of contract and grant writing for public and private funding agencies, including budget preparation, for occupational education.

Instructor: Jo Ann Aguirre

Cost: \$540

To register for these courses call (562) 895-5561 or (800) 963-2250

CSULA

EDIT 472/Sec 70 World Builders

4 quarter units
March 27-June 10

Students will work in teams to construct planets, using the lesson material and links provided at the site: <http://www.curriculum.calstatela.edu/courses/builders/> Teams will construct solar systems, geology and climate, aquatic and terrestrial plants and animals Consistently with the laws of science, but using their imaginations to do what-if creations. Contact with instructor will be by e-mail. Students must have access to the Web, be able to use e-mail, and should know a word processing and simple graphics program. HTML experience is helpful, as we will be posting our completed planets on the Web site.

Instructor: Dr. Elizabeth Viau
Cost: \$500 (Internet)
To register call (323) 343-4916
FAX (323) 343-4936

CAL POLY POMONA

ANT 201 Human Nature/Human Affairs

4 quarter units Section 3
January 3-March 16
MTWTh 7:00am -7:50am

Bio-evolutionary /cultural-historical exploration of the "nature" of the human animal. Students gain understanding of who & what they are as human beings, where they come from and why they behave as they do; & how to face modern problems with broad-based, holistic anthropological training.

Instructor: Dr. Harold Turnbull
Cost: \$415 (Cable TV)
To register for this course call (909) 869-2930; F (909) 869-3933

How and When to Register

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

There are Four Convenient Ways to Register for Courses:

BY MAIL:

Complete the original or photocopy of the registration form on the inside back cover. Please provide all of the information requested on the form to ensure quick processing of your registration. Please print clearly. Mail the form with a check or money order to CSUDH Extended Education, or a credit card authorization to CSUDH Extended Education
1000 E. Victoria St.
Carson, CA 90747-0005



BY PHONE: You may register by phone with your VISA, Discover or MasterCard by calling (310) 243-3741, Monday through Thursday 8am - 6pm; Friday 8am - 5pm; and Saturday, 8am - 1:30pm.



BY FAX: You may register by FAX with your VISA, Discover 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, Discover or MasterCard. No cash payments, please.



Confirmation/Receipts

You are considered officially enrolled when your registration fees are paid 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, Discover or MasterCard draft, payable to CSUDH in the exact amount required. Registration will not be considered complete until all fees are paid. Fees are subject to change.

Tax Deduction

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

Refund of Fees

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

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

Do not put a stop payment on a check to withdraw from a course. This results in a financial obligation to the University for the course fee, plus an additional \$25 charge.

Schedule Changes

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

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

Extended Education Courses

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

Special Sessions

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

Professional Credit

A few courses in the Bulletin are offered for Professional Credit. Professional Credit is designed for professionals who benefit from credit for salary or step advancement. The awarding of Professional Credit requires completion of out-of-class assignments. One Professional Credit equals 15 hours of participation in lecture. Professional Credit is not degree-applicable. Course numbering is 800-899 for educational professional credit. Course numbering is 601-699 for business professional credit.

Official Withdrawal from Credit Courses

Courses less than 1 week

Prior to the first class meeting a student may withdraw and no grade is assigned; the enrollment does not appear on the student's permanent transcript. An administrative grade of "W" will be assigned if a student withdraws at any time during the course.

One Week Courses

During the first day of the week a student may withdraw and no grade is assigned; the enrollment does not appear on the student's permanent transcript. An administrative grade of "W" will be assigned if a student withdraws at any time after the first day of the week.

Two Week Courses

During the first three days of the first week a student may withdraw and no grade is assigned; the enrollment does not appear on the student's permanent transcript. An administrative grade of "W" will be assigned if a student withdraws at any time after the first three days of the week.

Three Week Courses

During the first week a student may withdraw and no grade is assigned; the enrollment does not appear on the student's permanent transcript. Prior to the last two days of the session a student may withdraw with a "W". During the last two days of the session a student may withdraw with a "W" for serious and compelling reasons only.

Four and Five Week Courses

During the first week a student may withdraw and no grade is assigned; the enrollment does not appear on the student's permanent transcript. Prior to the last four days of the session a student may withdraw with a "W". During the last four days of the session a student may withdraw with a "W" for serious and compelling reasons only.

Six, Seven, and Eight Week Courses

During the first two weeks a student may withdraw and no grade is assigned; the enrollment does not appear on the student's permanent transcript. Prior to the last week of the session a student may withdraw with a "W". During the last week of the session a student may withdraw with a "W" for serious and compelling reasons only.

Courses of more than Eight Weeks

For courses longer than eight weeks, refer to the withdrawal policy in the University catalog.

Final Exams

Once final examinations begin, no drops or withdrawals are allowed. A student who does not officially withdraw shall receive "F" or "U" grades for all courses on his/her official record.

Noncredit

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

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

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

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

E=Environmental:

ER=Ergonomics; HZ=Hazardous Waste; IH=Industrial Hygiene; OC=Occupational Therapy.

F=Foreign Language:

SP=Spanish; JP=Japanese.

H=Health: GH=General Health.

K=Kids: EX=Exams; RD=Reading;

VO=Vocabulary; WR=Writing

L=Letters: LT=Literature;

SR=Speed Reading; WS=Writing Skills.

P=Psychology: FM=Family;

GH=General Health; TH=Therapy;

YO=Youth

R=Recreation: CO=Canoeing;

FI=Fitness; FL=Flying;

MA=Martial Arts; SL=Sailing

S=Seniors: OM=Omnilore

T=Travel

X=Exam Test Prep: CB=CBEST;

GM=GMAT; LS=LSAT; MS=MSAT;

SA=SAT

Course Numbering System

The course numbering system for the University is based upon three-digit numbers as follows:

- 000-099 Sub-collegiate courses, not for baccalaureate credit.
- 100-199 Lower division courses, normally taken in the freshman year.
- 200-299 Lower division courses, normally taken in the sophomore year.
- 300-399 Upper division courses, normally taken in the junior year.
- 400-499 Upper division courses, normally taken in the senior year.
- 500-599 Graduate courses, normally limited to graduate students.

Continuing Education Units (CEUs)

Some extension workshops and courses award Continuing Education Units (CEUs). The CEU is nationally recognized for recense, promotion or career advancement. One CEU equals ten hours of participation in lecture. CEUs are not degree-applicable. A cumulative permanent transcript of all CEU study undertaken is provided to Extension students upon written request. Course numbering is 900-999. CEU grades are for credit or no credit only (C/NC).

Extended Education Grading Procedures

Unless a course is offered for a grade of credit/noncredit only, all extension credit courses are offered for letter grades. However, an undergraduate student in an extension class offered for a letter grade may choose to be graded on a credit/noncredit basis by informing the instructor in writing at the beginning of the class. For Special Sessions classes, follow University procedures.

Grade Reports

Grade reports will be sent approximately three weeks after the term ends. Official transcripts with current grades will not be available for at least five weeks after the end of the term. To learn your grade for any graded class, including Extension, Special Sessions, Summer Sessions and Winter Session, call (310) 516-4308.

Transcripts

A student may obtain an official transcript of his/her record by completing a Request for Transcript form, available from the Records and Registration Office (Small College Complex, J103). A fee of \$4 is charged for each transcript. Additional copies of transcripts prepared at the same time (up to 10) are \$2 each. (310) 243-3600.

Class Cancellation

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

Change of Address

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

Nondiscrimination Policy

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

Privacy Information

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

Use of Social Security Number

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

Standards

Degree credit courses in Extended Education adhere to the academic standards of the University. All activities usually associated with regular University course work are integral parts of the degree credit instruction program. It is our aim, through course review, planning and the selection of quality, experienced Extended Education faculty, to provide you with meaningful learning experiences. We realize, however, that on rare occasions your expectations and the course do not match. Should this occur, let us know. It is through your feedback that we are able to make changes and adjustments for future courses.

Disabled Student Services

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

Immigration Requirements for Licensure

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

Students who will require a professional or commercial license provided by a local, state, or federal government agency in order to engage in an occupation for which the CSU may be training them must meet the immigration requirements of the new Personal Responsibility and Work Opportunity Reconciliation Act to achieve licensure. Information concerning the regulation is available from the Vice President of Student Affairs, (310) 243-3784.

Resources for Students Computer Labs

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

Library Services

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

Textbooks

Unless otherwise noted, textbooks may be purchased at the University Bookstore, (310) 243-3829. The Bookstore hours during regular semesters are Mon-Thu 8am-7:30pm, Fri 8am-4pm, Sat 10am-2pm. Call for January Intersession and Summer Sessions hours. Registration fees do not include textbooks unless noted.

Loker Student Union

Hours are 7:30am to 8pm Monday through Thursday, from 7:30am to 2pm Friday, and from 8am to 2pm on Saturday. Breakfast is served from 8am - 10:30am. Other food areas open at 10am. There is no food service on Sundays. Food vending machines are available on the first floors of the Social and Behavioral Sciences building and the Educational Resources Center. They are available Saturdays, 7:30am -2pm. For further information, call (310) 243-3814.

Parking

Redondo Beach Community Center (RBCC): Free parking. Franklin Community Center (FCC): Free parking in lot and on Fisk and Inglewood Avenues. Inglewood One-Stop Center: Free Parking in City Hall lot. CSUDH: Parking permits are required for all on-campus classes. They are available from the machines at the entrance to each parking lot and cost \$2.00 per day or \$63 per semester. No charge for parking on Sundays. (Bring dollars and/or quarters for the machines).

Open University

Students may enroll in regular CSUDH classes through a program called Open University. To enroll in a course you need the consent of the instructor and you must have completed any prerequisites for the course. You will earn special sessions credit that may be used toward a degree at our campus or most other colleges or universities. Course fees are \$140 per semester unit (\$420 for a three-unit class).

To register for Open University classes, follow the instructions below:

1. Pick up an Open University registration form from the Division of Extended Education (located on the CSUDH campus, Building 2, room B141 in the Small College Complex).
2. Complete the student information on the registration form, including the course information.
3. If you have been assigned a CSUDH student identification number, please be sure to indicate it on the form.
4. Take the Open University registration form to the first session of each course and ask the instructor to sign the form, permitting you to enroll. All enrollments through Open University are on a space-available basis. Remember, all prerequisites for a course must be completed before you will be permitted to enroll.
5. Bring the signed and completed registration form to the Extended Education office and pay the required fees. Payment may be by check, money order or VISA, Discover or MasterCard draft, payable to CSUDH in the exact amount required. Registration will not be complete until all fees are paid. You must complete registration by February 18, 2000. 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

Administrative Assistant to the Dean

Teresa J. Stevens
(310) 243-3737/2012

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(310) 243-3737

Budget Analyst

Brenda Blow
(310) 243-2422

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(310) 243-3830

Academic Coordinator, American Language and Culture Program

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(310) 243-3830

Clerical Assistant, American Language and Culture Program

Vacant
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Director, Mediated Instruction and Distance Learning

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(310) 243-2288

Coordinator, Distance Learning

Van Bridgeman
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Staff Producer, Distance Learning

Bernard Clinch
(310) 243-2674

Coordinator, Internet Applications

Steven Williams
(310) 243-3049

Instructional Design, Distance Learning

Wendy Anson
(310) 243-3098

Program Assistant, Distance Learning

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(310) 243-2288

Television Studio Manager

Garry Jacobs
(310) 243-3066

Media Production Specialist

Mario Congreve
(310) 243-2053

Program Assistant, Televised MBA Program

Penny Putz
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Coordinator, Extension Program

Letty Rodriguez
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Program Assistant, Extension Program

Gabrielle Meachem McKeney
(310) 243-3782

Director, Publications

Karen P. Blank
(310) 243-3998

Director, Marketing

Keith Otterberg
(310) 243-3069

Director, Special Sessions

Lynn Hutcherson
(310) 243-3972

Program Assistant Special Sessions

Jeanette Gimenez
(310) 243-2781

Program Assistant Special Sessions

Diana Ybarra
(310) 243-2781

Program Assistant MSQA Program

Rodger Hamrick
(310) 243-3880

Director, Operations

Timothy Mozia, Ph.D.
(310) 243-2190

Registrar

Jacqueline McKenzie
(310) 243-3741

Accounting Technician

Christina Baltazar
(310) 243-3741/5305

Payroll Technician

Diedre Fisher
(310) 243-3741/3041

Registration Clerk

Gayle Heifetz
(310) 243-3741

Registration Clerk

Michelle Bacaloso
(310) 243-3741

Coordinator, Humanities External Degree Program

Joanne Zitelli, Ph.D.
(310) 243-3743

Program Assistant, Humanities External Degree Program

Loretta Edwards
(310) 243-3743

Program Assistant, Humanities External Degree Program

Nicole Ballard
(310) 243-3744

Director, Occupational Therapy Program

Marilyn Noriega, OTR
(310) 243-2726

Program Assistant Occupational Therapy Program

Traci St. Pierre
(310) 243-2726

Program Coordinator, California Math/Science Teacher Corps Project

Joan Jefferson
(310) 243-2826

Summer Sessions 2000

Session I

June 5-July 14

Session II

June 26-August 4

Session III

July 17-August 25

Call (310) 243-2781

Instructors Needed:

If you are a telecommunications industry professional and are interested in teaching in CSUDH's Telecommunications Certificate program, please call Dr. James Sudalnik at the number below.

Department of Communications

(310) 243-3313

Instructors for Extended Education

Do you have formal education or training in your area of expertise? Are you interested in sharing your knowledge with students? If so, we want to hear from you. We are recruiting qualified instructors to join the Division of Extended Education in order to meet the needs of our new and expanding programs. Our classes are held in the evenings and weekends. The program areas include: professional supervision, entrepreneurship, e-commerce, family business, working with seniors, writing, computer programming, and information technologies just to name a few.

Just send a copy of your resume and a letter expressing your interests to:

Leticia Rodriguez

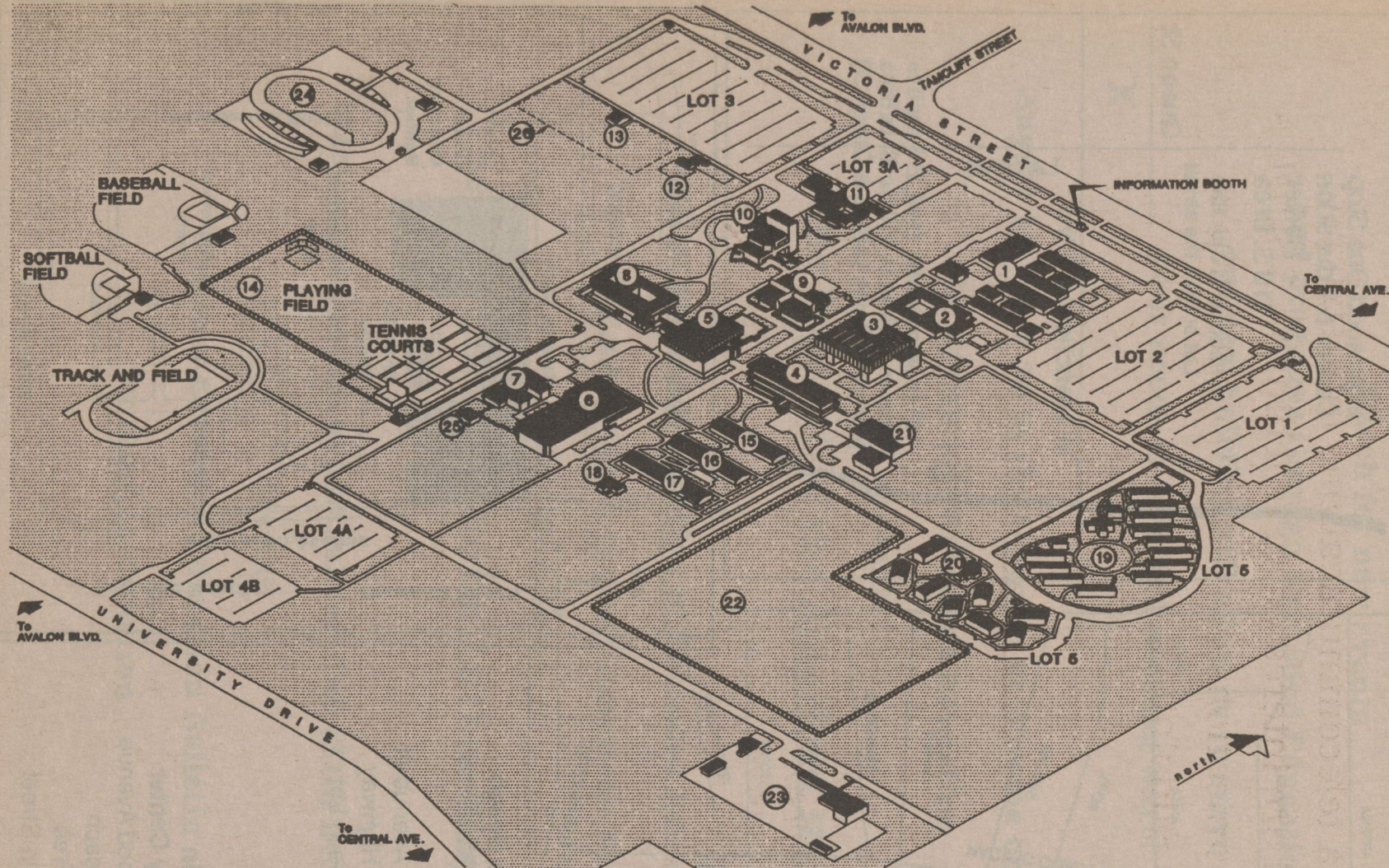
Coordinator, Extended Education Programs

California State University at Dominguez Hills

1000 E Victoria St

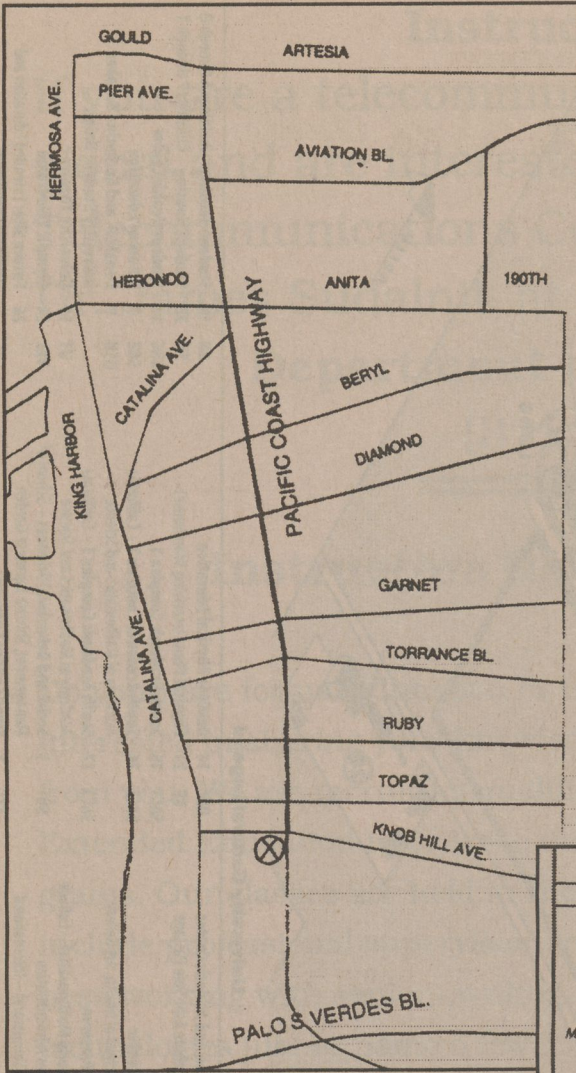
Carson, CA 90747 Fax (310)516-3753

EMail: LMRodriguez@dhvx20.csudh.edu



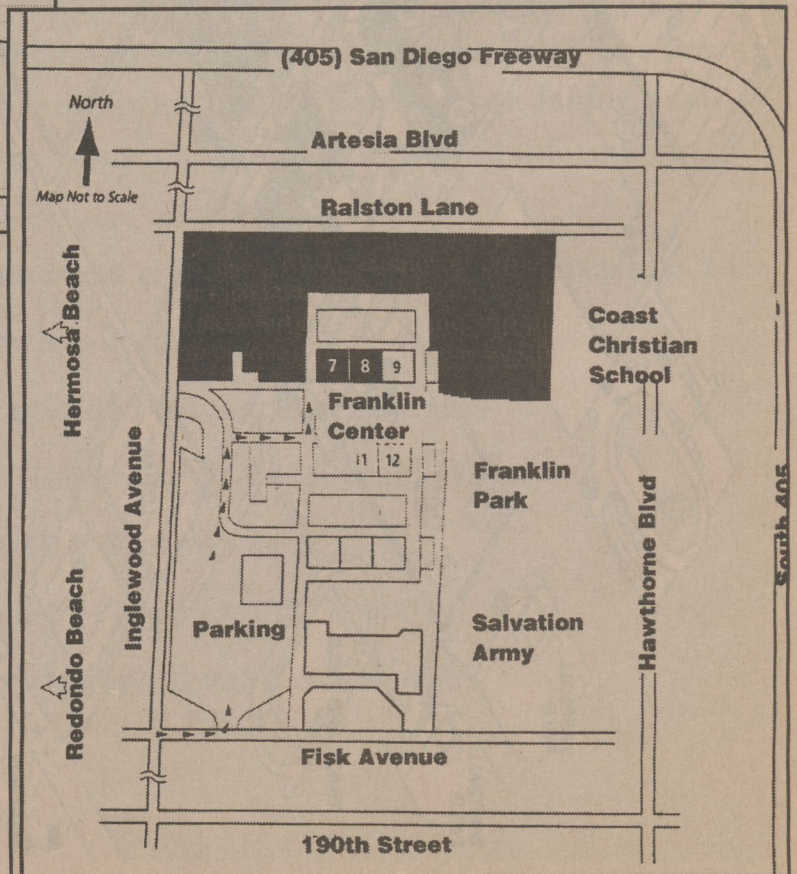
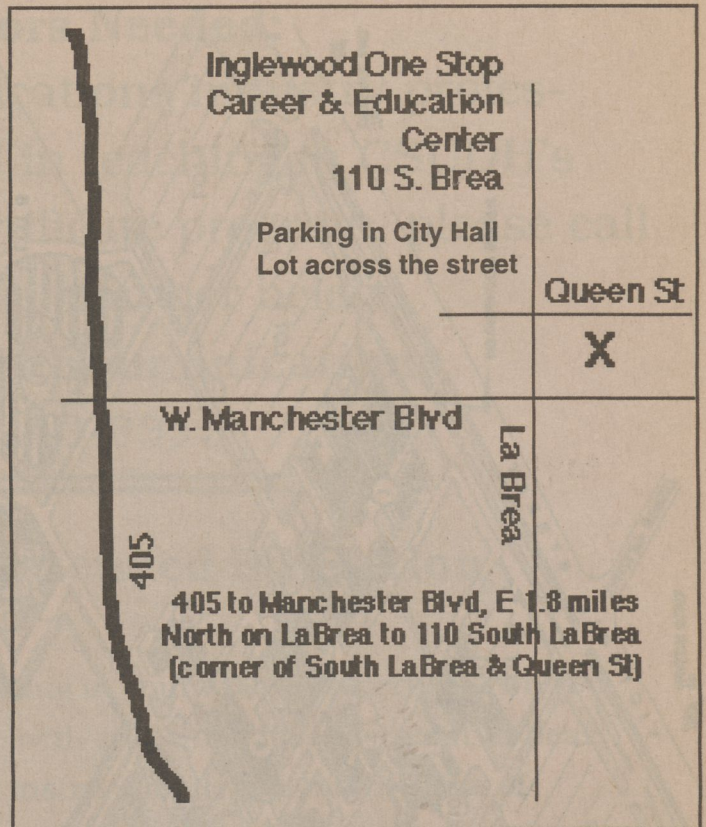
University General Legend

CDC 12	Child Development Center	HC 25	Hughes Education and Athletic Center – Athletic Offices, Arthure Ashe Safe Passage Program	OPE 14	Outdoor Physical Education	SH 19	Student Housing – Buildings A through O
CMS 18	California Academy of Mathematics and Science Laboratory	ITC 12	Infant Toddler Center	PP 23	Physical Plant (receiving Warehouse)	SH 20	Student Housing – Buildings P through X
CP 21	Central Utility Plant	LCH 8	LaCorte Hall – School of Health, Art Gallery	SAC1 15	South Academic Complex 1	SHC 11	Student Health Center
ERC 5	Cain Educational Resources Center – Library, Central Administrative Offices, Distance Learning, Instructional Media	NHP 22	Natural History Preserve	SAC2 16	South Academic Complex 2 – California Academy of Mathematics and Science	SOE 2	School of Education
FH 7	Field House (Athletics)	NSM 4	Natural Science and Mathematics – College of Arts and Sciences Administration	SAC3 17	South Academic Complex 3 – California Academy of Mathematics and Science	USU 9	Donald P. and Katherine B. Loker University Student Union
GYM 6	Gymnasium	N-TRL 13	Nursing Trailer (Temporary) – International Nursing Program	SBS 3	Social and Behavioral Sciences – School of Management, Shinwa Japanese Garden	UT 10	University Theatre
				SCC 1	Small College Complex	VEL 24	Olympic Velodrome
						26	Future Site: Extended Education and University Foundation



The Redondo Beach Community Resource Center
 320 Knob Hill Avenue at Pacific Coast Highway.
 Parking is Free in Lot

The Franklin Community Center
 850 Inglewood Avenue
 Redondo Beach
 Parking is Free
 -- in Lot or in Street



**Watch for new events
and programs through Extended Education:
our new building will allow us to serve
your needs in new and exciting ways!**

**August 18, 19 & 20 in the Olympic Velodrome on campus
the Division of Extended Education**

presents

The Pageant of the American Hero

**The first annual production of Extended Education
honoring a twentieth-century American Hero**

First Honoree:

The Reverend Dr. Martin Luther King, Jr.

Many participation opportunities: Call (310) 243-3741

See the

Summer Extended Education Bulletin

for more information

REGISTER BY PHONE: (310) 243-3741 • REGISTER BY FAX (310) 516-3971 109

Open University

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

Open University is for you if you:

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

Call (310) 243-3741 for a brochure now

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month/day/year

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Last First Middle Initial

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Street City State Zip

Telephone _____
Day Evening Fax Email

New address? yes no male female

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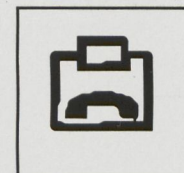
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