



Get a  
fresh start  
this Spring!



**SPRING  
2002**



Make your  
career grow!



**NEW  
PROGRAMS:**

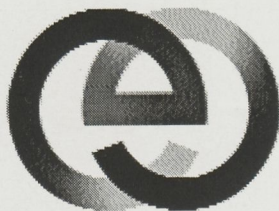
- Electronic Game Design
- Meeting & Event Planning
- Web Design
- Web Administration

**CERTIFICATION  
PROGRAMS:**

- MCSE
- MCDBA
- Oracle 8/8i
- Cisco CNA

**CALIFORNIA STATE UNIVERSITY DOMINGUEZ HILLS  
EXTENDED EDUCATION**

# PROGRAMS OF EXTENDED EDUCATION



## Center for Training & Development

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

### Distance Learning

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

### Special Sessions

Credential, certificate and degree programs offered throughout the year.

Cover: Judith Reeder, King Printing, Torrance.

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### 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.

### Career Certificates

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.

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### Telephone Numbers:

Information.....	(310) 243-3741
Registration.....	(310) 243-3741
Fax Registration..	(310) 516-3971
Extension Prgms..	(310) 243-3782
Special Sessions...	(310) 243-2781
Distance Learning.	(310) 243-2288
American Language & Culture Program..	(310) 243-3830
MSQA Program.....	(310) 243-3880
Dean's Office.....	(310) 243-3737

### Websites:

#### Extended Education

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

#### Distance Learning

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

#### American Language & Culture Program

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

#### Center for Training & Development

[www.csudh.edu/extendeded/training.htm](http://www.csudh.edu/extendeded/training.htm)

#### Extended Education Programs

[www.csudh.edu/extendeded/programs.htm](http://www.csudh.edu/extendeded/programs.htm)

#### Registration

[www.csudh.edu/register.htm](http://www.csudh.edu/register.htm)

#### Extended Education News

[www.csudh.edu/extendeded/eenews](http://www.csudh.edu/extendeded/eenews)

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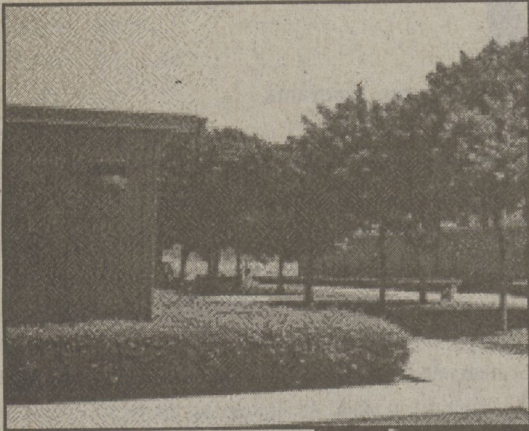
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**ALCP**

## The American Language & Culture Program



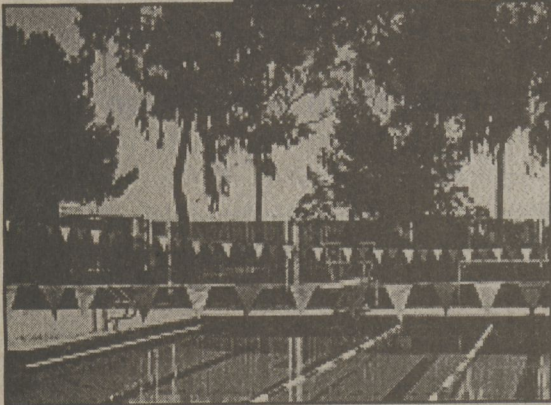
### English Language Courses

For beginning, intermediate and advanced international students, youth programs and onsite work programs



### Intensive English and Work Site Programs

Intensive English language programs for individuals and industry to help them meet their professional goals. Programs are focused to address specific corporate needs including business communications, health and safety issues, and other important topics. Programs are available for domestic and international groups, and a Certificate of Achievement is awarded upon completion of the program.



Call (310) 243-3830 for more information or visit us on the web: [www.csudh.edu/extendeded/](http://www.csudh.edu/extendeded/)



# ALCP 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

# 2002 Schedule

	Orientation	Class Dates	Tuition*
Spring A	January 7 - 8	January 9 - March 1	\$1,600 per session
Spring B	March 4 - 5	March 6 - April 26	\$1,600 per session
Summer A	May 6 - 7	May 8 - June 28	\$1,600 per session
Summer B	July 1 - 2	July 3 - August 23	\$1,600 per session
Fall A	August 26 - 27	August 28 - October 18	\$1,600 per session
Fall B	October 21 - 22	October 23 - December 13	\$1,600 per session

\* \$100 Discount is given for pre-payment of two consecutive 8-week sessions (after the initial 2 session minimum)

**Resident aliens and green card holders:  
ask about our special discounted fees!**

### 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), textbooks, food, housing, transportation, miscellaneous.

### For more information on ALCP/ESL classes:

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

E-mail: [alcp@dvhx20.csudh.edu](mailto:alcp@dvhx20.csudh.edu)

World Wide Web: <http://www.csudh.edu/alcp>

Registration: Tel. (310) 243-3830



**CTD**

## **The Center for Training & Development**

**Custom-designed employee training programs for business, government and non-profit organizations**

Contract Education delivers California State University and Extended Education courses to businesses, industry, government and non-profit organizations throughout the Southern California. Programs are designed to meet the unique needs of your organization and employees. Program components may include:

- **Basic business skills**
- **Management skills**
- **Communication skills**
- **Organization development**
- **Testing skills**
- **Computer training**
- **English fluency**
- **Career & technical writing**

These programs are available on site, on campus or at other CSUDH locations. For more information or to schedule a free consultation, contact Jerry Alston at (310) 243-3355, email: [jalston@csudh.edu](mailto:jalston@csudh.edu) or write

**The Center for Training & Development**

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

**CTD**

**Employers! Since 1998 we've helped  
train 650 students in 60 companies!**

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

## Employment Training Panel (ETP)

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

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 and deliver it on your site*

- ✓ Computer Training
- ✓ IT Training
- ✓ Motion Picture Training
- ✓ Professional Supervision
- ✓ Vocational English
- ✓ HR Management
- ✓ Health & Safety Training
- ✓ Production & Inventory Control
- ✓ New classes for 2002

For more information,  
call

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

Email: [rakpata@csudh.edu](mailto:rakpata@csudh.edu)

For Employer qualifier

forms: [www.csudh.edu/extended-ed/etp/etp.htm](http://www.csudh.edu/extended-ed/etp/etp.htm)

Begin realizing your ETP  
benefits today!

*"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*

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

*Stephanie Wright  
Vice President  
The Queen Mary*

*"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*

# **CT** Computer Training in Wireless Environment

From the basics to the highest tech, Extended Education has programs and individual courses to help you reach your career or personal computer goals. Our new Wireless Classrooms give you access to the newest and most desired programs!

## **Certificate & Certification Programs New This Spring!**

- Cisco CNA
- Electronic Game Design
- Oracle 8/8i
- Web Design
- Web Administration

### **Certificate Programs**

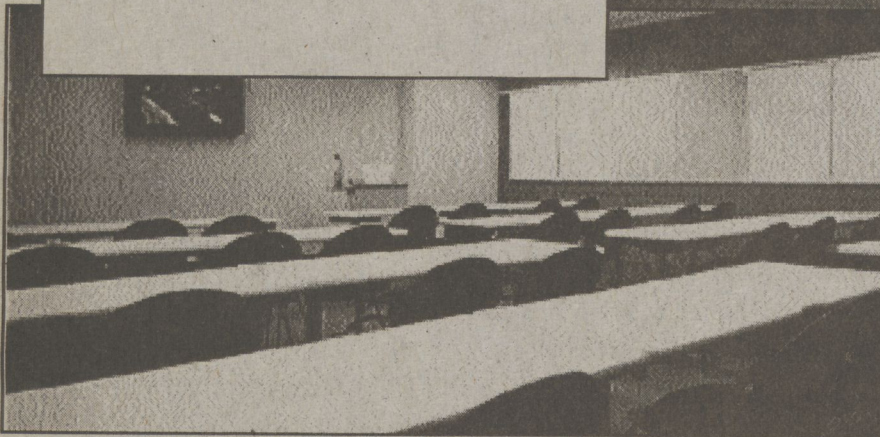
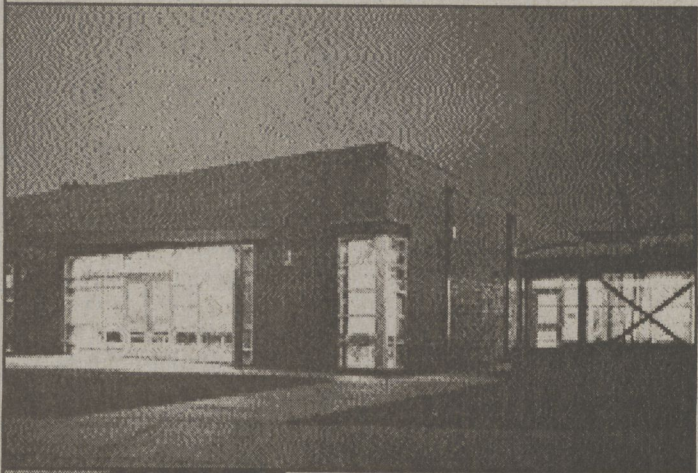
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# CT Computer Training

## Certificate Programs

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 Advanced HTML Publishing...12  
 Building a Better Web Site  
 (Intro to HTML).....12  
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 Intermediate HTML  
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## Certification Programs

CNA/CISCO .....25  
 MCSE Cert Systems Engineer.19  
 MCDBA/Database SQL 2000 ..22  
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## Computer Courses

How to Start a Career in  
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## Certificate of Completion in Computer Graphics

Does your job require you to create logos, brochures, flyers, ads, or newsletters? Learn the skills that you need by taking this "hands-on" series of 4 one-day courses:

- Introduction to Adobe Illustrator
- Introduction to Adobe Photoshop
- Introduction to QuarkXPress
- Pre-Press: Creative Graphics with Illustrator, Photoshop and QuarkXPress

In these courses you will learn the most popular software programs for illustration, photography and page layout. A certificate of completion will be awarded upon completion of the four courses.

### NCGP 108-01 Introduction to Adobe Illustrator

Noncredit CRN 22696

Adobe Illustrator is one of the most popular illustration 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 3-1/2 inch high-density diskettes, or bring a 100 mg ZIP disk. No computer experience is necessary.

#### Bernard Baker

1 mtg: Sat Feb 23  
 9am-4:30pm  
 CSUDH LCH C104  
 \$135

#### About the instructor:

**Bernard Baker** is a Professor of Art at CSUDH and holds an MFA in Design from the University of Kansas and a BFA in Industrial Design from the University of Illinois.

### NCGP 107-01 Introduction to Adobe Photoshop

Noncredit CRN 22699

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 for you. Bring several 3-1/2 inch high-density diskettes or bring a 100mg ZIP disk. Experience is not necessary.

#### Bernard Baker

1 mtg: Sat March 16  
 9am-4:30pm  
 CSUDH LCH C104  
 \$135

**Save \$41!**  
**Sign up for all four courses**  
**by February 8,**  
**and pay only \$499!**  
**(Register for NCGP 111-01**  
**CRN 22933**  
**to receive the discount)**

**NCGP 102-01 Introduction to QuarkXPress**

Noncredit CRN 22693

QuarkXPress 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. Bring several 3-1/2 inch high-density diskettes, or bring a 100mg ZIP disk. Computer experience is not necessary.

**Bernard Baker**

**1 mtg: Sat April 6**

**9am-4:30pm**

**CSUDH LCH C-104**

**\$135**

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

Noncredit CRN 22691

In the "real world" great graphic documents are often created and prepared for printing and 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 Workshops (no substitutions are allowed). Bring several 3-1/2 inch high-density diskettes or bring a 100mg ZIP disk.

**Bernard Baker**

**1 mtg: Sat April 13**

**9am-4:30pm**

**CSUDH LCH C-104**

**\$135**

**Try this popular page layout program!**

**NCGP 104-01 Introduction to PageMaker**

Noncredit CRN 22698

If you have always wanted to learn PageMaker, now is your chance. This intense, one-day workshop will use PageMaker on state-of-the art wireless computers. 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 diskette or a 100mg ZIP disk.

**Bernard Baker**

**1 mtg: Sat April 27**

**9am-4:30pm**

**CSUDH LCH C104**

**\$135**

**Note: This course does not count towards the Certificate of Completion in Computer Graphics.**



# Certificate of Completion in Web Design

## The Certificate

The Certificate of Completion will prepare an individual with the fundamental knowledge and skills necessary for web design. In this series of courses you will learn the fundamentals of HTML web site creation. You will also have the option of learning the most popular web design tools such as Dreamweaver and FrontPage, and you will learn to create animation with Macromedia's Flash.

## Certificate Requirements

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

## Course Schedule

The courses have been scheduled for Fridays (evening) and Saturdays for the convenience of working professionals.

## Certificate Prerequisites

Limited computer experience is all that is needed to take these courses. Programming experience is helpful, but not required.

## The Location

All classes are offered on the CSUDH campus in Carson

## Who Should Attend

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

## Career Opportunities

Courses are designed to prepare you for the following positions:

- Web Designer
- Web Developer
- Web Programmer
- Content Manager

## About the Instructor

Anissa Barton-Thompson, a full-time web developer and graphic designer, has received awards for her work including e-commerce, entertainment, community service and education web sites. She has taught web site design at CSUDH for 6 years.

## Courses

### Required Courses

- CIX 928-01 Building a Better Web Site (Introduction to HTML)
- CIX 913-01 Intermediate HTML Publishing
- CIX 914-01 Advanced HTML Publishing

### Elective Courses

One of each from Electives 1 & 2:

#### Electives 1

- CIX 902-01 Using Dreamweaver
- CIX 904-01 Intro to JavaScript (Summer, 2002)

#### Electives 2

- CIX 935-01 Flash
- CIX 903-01 Using FrontPage (Summer, 2002)

**Note:** You must choose one course each from Elective #1 or Elective #2 to receive a Certificate of Completion.

### Save \$41

Register for the three required courses by January 18, and you will pay only \$439, a savings of \$41! (Register for CIX 950-01 CRN 22931 to receive the discount)

**Note:** The price is for the 3 required courses only, and does not include the two electives that are necessary for the Certificate of Completion.

**CIX 928-01 Building a Better Web Site (Introduction to HTML)**

.9 CEUs CRN 22846

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

2 mgs: Fri & Sat, Feb 1 & 2  
Fri, 6:30-9:30 pm  
Sat, 9am-4 pm (1 hour lunch)  
CSUDH EE 1209  
\$160

**CIX 913-01 Intermediate HTML Publishing**

.9 CEUs CRN 22845

This course builds on the skills gained in the Building a Better Web Site class. Topics covered include: a quick review of basic HTML structure, advanced tags, images, using tables to control layout, and more.

2 mtgs: Fri & Sat, Feb 15 & 16  
Fri 6:30-9:30 pm  
Sat 9 am-4 pm (1 hour lunch)  
CSUDH EE 1205  
\$160

**CIX 914-01 Advanced HTML Publishing**

.9 CEUs CRN 22842

This course builds on the skills gained in the Intermediate class and adds forms, frames, image maps, access counters, sound, video & animation, java applets and more.

2 mtgs: Fri & Sat Mar 1&2  
Fri 6:30-9:30pm  
Sat, 9 am-4 pm(1 hour lunch)  
CSUDH EE 1209  
\$160

**CIX 902-01 Using Dreamweaver**

1.8 CEUs CRN 22847

**Prerequisite:** Basic knowledge of HTML  
Learn to use this popular web design tool! Topics covered include: working with text and graphics, visual page design, tools for creating tables and forms, site management, implementing style sheets, and adding JavaScript or behaviors.

Topics by session:

Day 1: Creating Basic HTML with Dreamweaver

Day 2: Extending Your Web Page Design with CSS and JavaScript

Day 3: Site Management and Dreamweaver Tools

3 mtgs: Sat Apr 20 & 27, and May 4  
9am-4pm (1 hour lunch)  
CSUDH EE 1209  
\$320

**CIX 935-01 Using Flash**

.9 CEUs CRN 22848

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

2 mtgs: Fri-Sat May 10 & 11  
Fri 6:30-9:30pm  
Sat, 9 am-4 pm (1 hour lunch)  
CSUDH EE 1209  
\$160

**CT**

# Certificate of Completion in Web Administration

## The Certificate

The world of web technology is growing more complex each day. Computer users are demanding greater functionality from their web-based activities, and a range of individuals in business must increasingly understand these capabilities.

As a result of training in web administration, you will be exposed to concepts that will separate you from others in the workplace. The certificate not only gives you the big picture, but it also offers the ability to get into the technical details. You will accomplish the following:

- Understand client-side and server-side web technologies
- Learn and apply XML-based technologies
- Understand web production
- Create websites with dynamic functionality
- Manage and integrate components in a web-based project

## Certificate Requirements

To receive the Certificate, candidates must successfully complete six intensive courses. Those who do not wish to pursue a certificate may take individual classes. All courses provide Continuing Education Units (CEUs). A Certificate can be earned in one semester.

## Course Schedule

The courses have been scheduled for Tuesday evenings for the convenience of working professionals.

## Certificate Prerequisites

A familiarity with and knowledge of HTML is required for this certificate. (A Certificate of Completion in Web Design would satisfy this requirement).

## Location

All classes are offered on the CSUDH campus in Carson

## Who Should Attend

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

## Career Opportunities

Courses are designed for the following positions:

- Web Master
- Assistant Web Administrator
- Web Programmer
- Web Integration Specialist

## About the Instructor

D'Sunte Wilson is the owner of Okiedo Technologies ([www.okiedo.com](http://www.okiedo.com)), a web design consulting company. He has developed high-profile web environments, and has taught web administration and related courses for several years.

## Courses

### Required Courses

- CIX 940-01 Web Design and Architecture
- CIX 941-01 Introduction to Active Server Pages
- CIX 942-01 Web Server Technologies for Web Professionals
- CIX 943-01 Web Development with XHTML and XML
- CIX 944-01 Microsoft.NET Planning and Migration
- CIX 945-01 Introduction to Database Management Systems

Save \$81!  
Register for all six courses  
by January 11,  
and you will pay only  
\$799, a savings of \$81!  
(Register for CIX 949-01  
CRN 22932  
to receive the discount)



### **CIX 940-01 Web Design and Architecture**

**1.2 CEUs** **CRN 22854**  
This introductory course exposes you to the essentials of Web design and architecture. You will learn about Web hardware, software, and telecommunications components. A wide variety of issues will be covered, including: Web site style, themes, layouts and user-interface design. You will be exposed to all tiers of next-generation web architecture, including user, business and data tiers.

**4 mtgs: Tue Jan 29, Feb 5, 12, & 19**  
**6 pm-9 pm**  
**CSUDH EE 1209**  
**\$220**

### **CIX 941-01 Introduction to Active Server Pages**

**.6 CEUs** **CRN 22856**  
This course provides an overview of ASP and introduces students to the role that ASP plays in the context of related Microsoft web technologies including Internet Information Server (IIS) and such scripting languages as VBScript, JScript, and Perl. Students will learn how to write simple ASP scripts, execute those scripts on various servers (demonstrating platform-independence), and complete an integration project that demonstrates the concepts covered in the course.

**2 mtgs: Tue Feb 26 & March 5**  
**6 pm-9 pm**  
**CSUDH EE 1209**  
**\$110**

### **CIX 942-01 Web Server Technologies for Web Professionals**

**.6 CEUs** **CRN 22857**  
In this course you will learn about the main features of the two most popular web server environments: Microsoft Internet Information Server (IIS) version 5 running on a Windows platform and Apache web Server running on a Linux platform. This course will explore the set up and management of web sites, in addition to intranets, network protocols, and security. You'll also learn about server configuration, deployment, and maintenance, and gain an overview of Common Gateway Interface (CGI)/ASP.NET database integration, server-side programming basics, and secure eCommerce basics.

**2 mtgs: Tue Mar 12 & 19**  
**6 pm-9 pm**  
**CSUDH EE 1209**  
**\$110**

### **CIX 943-01 Web Development with XHTML and XML**

**.9 CEUs** **CRN 22860**  
XHTML unifies HTML's capability to format information with XML's ability to mark up information. In this course, you'll learn the basics of XHTML, which brings the old workhorse, HTML, and the new rising star, XML, together in building state-of-the-art, next-generation, Web applications.

**3 mtgs: Tue Apr 2, 10, & 16**  
**6 pm - 9 pm**  
**CSUDH EE 1209**  
**\$165**

### **CIX 944-01 MS Net Platform Planning/Migration**

**.9 CEUs** **CRN 22887**  
This course is designed for business executives, IT and e-Business managers, and other technical planners interested in migration from their existing platforms to Microsoft's next-generation .NET platform. The emphasis will be on both technical and business issues that executives and managers will face--migration scenarios, cost, reliability, and backward compatibility, as well as understanding key technical components of the .NET platform.

**3 mtgs: Tue Apr 23, 30 & May 7**  
**6 pm-9 pm**  
**CSUDH EE 1209**  
**\$165**

### **CIX 945-01 Introduction to D-Base Management Systems**

**.6 CEUs** **CRN 22888**  
This course will explore the relational database as a powerful decision-making and record-keeping tool essential to almost any business enterprise. Topics include the fundamental structure of a relational database; tables, entities, and relationships; data queries; fundamentals of database application development; and simple report generation with structured query language.

**2 mtgs: Tue May 14 & 21**  
**6 pm-9 pm**  
**CSUDH EE 1209**  
**\$110**

**CT**

# Certificate of Completion in Electronic Game Design

The Certificate of Completion in Game Design will provide an overview of game design and the industry that has developed. Courses will cover everything from theory of game design, to practical information for finding a position at one of the thirty-plus game companies in the Los Angeles area.

## Requirements

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

## Prerequisites

The only pre-requisite for this certificate is an open mind that is needed for game design. As game designers, you will be drawing upon your prior knowledge and experience to create worlds for players to inhabit.

## The Location

All classes are offered on the CSUDH campus in Carson.

## Who Should Attend

Business professionals and students who want to make a transition into the field of game design.

## Career Opportunities

The following positions are available in the game design industry:

- Programmers
- Game Designers
- Producers
- Graphic Designers
- Audio Specialists
- Marketing Staff
- Licensing & New Business Specialists
- Hardware engineers
- Executives
- Writers

## The Instructor

Tom Sloper has worked in the design and production of videogames and electronic toys for 22 years at Atari, Sega, and Activision. An award-winning designer/producer, he produced 78 unique game titles, designed 25 published games. He made games for platforms from the Atari 2600 and Vectrex on up through the Nintendo Entertainment System, Sega Saturn, Game Boy, and PlayStation, as well as Windows and Macintosh computers.

Learn more about Tom Sloper at [www.sloperama.com](http://www.sloperama.com)

## Cost

Register for all five required courses prior to the start of the first class, and you pay only \$499, a savings of \$51. Register for CGX 100-01 Game Design CRN 22934

## Courses

### Required Courses

- CGX 101-01 Life Cycle of a Video Game
- CGX 102-01 Basic Principles of Game Design
- CGX 103-01 Careers in the Game Business
- CGX 104-01 The Business Side of the Game Business
- CGX 105-01 Trends: Where are Games Headed?

### CGX 101-01 Life Cycle of a Video Game

.3 CEUs CRN 22886

What is it like in the studios where games are made? Find out how a game is created, from conception through development, production, manufacture, and distribution.

1 mtg: Wed Feb 20  
6:30-9:30 pm  
CSUDH EE 1218  
\$50

### CGX 102-01 Basic Principles of Game Design

.9 CEUs CRN 22885

What are the basic philosophies of good game design? Learn how to write game concepts, treatments, and design documents. Learn how gameplay, user interfaces, characters, and worlds are developed. Learn how to design with the capabilities or limitations of the platform in mind.

2 mtgs: Fri & Sat, Mar 8 & 9  
Fri 6:30-9:30 pm  
Sat 9 am-4 pm (1 hour lunch)  
CSUDH EE 1218  
\$150

### CGX 103-01 Careers in the Game Business

.9 CEUs CRN 22884

This course is an in-depth look at game design and related jobs in the game industry. Learn not only how to prepare, but what to expect, including pay scales and job descriptions.

2 mtgs: Fri & Sat Mar 22 & 23  
Fri 6:30-9:30 pm  
Sat 9 am-4 pm (1 hour lunch)  
CSUDH EE 1221  
\$150

### CGX 104-01 The Business Side of the Game Business

.9 CEUs CRN 22882

Look behind the scenes into the executive boardrooms of the game industry. Learn "the business" of game design, including:

- decision process (pre-production)
- production process (managing programmers, designers, artists, and acting talent)
- creating budgets and schedules;
- coordination between studio, marketing, sales, licensing, and quality assurance
- various distribution models (post-production)

2 mtgs: Fri & Sat, Apr 12 & 13  
Fri 6:30-9:30 pm  
Sat 9 am-4 pm (1 hour lunch)  
CSUDH EE 1217  
\$150

### CGX 105-01 Trends: Where are Games Headed?

.3 CEUs CRN 22876

Where are games really headed? Are we at the forefront of MMOGs (massively multi-player online games) and wireless games? A speculative look at future technologies.

1 mtg: Wed Apr 24  
6:30-9:30 pm  
CSUDH EE 1218  
\$50

### How To Start a Career in Videogame Design

Ever wish you could get paid to play games all day? Well, it isn't quite like that, but you can make an excellent living in the enjoyable career of making games. You can help make the games of the future. In this 3-hour seminar, you can determine if the game business is for you. This is a seminar which will provide an overview of the Certificate of Completion in Electronic Game Design. Veteran game designer/producer Tom Sloper will cover:

- Scholastic preparation, what to take
- Things you can do at home
- How to write game concepts, treatments, & design documents
- Protecting your intellectual property
- Philosophy of game design
- Class participation creativity exercise
- How to apply for a game job
- Types of jobs
- Types of game companies
- What to expect in the job
- Trends - where it's all headed next

(Note: This is a non-credit course, and does not count towards the Certificate of Completion in Electronic Game Design)

### NCGD 100-01 How to Start a Career in Videogame Design

.3 CEUs CRN 22875

1 mtg: Wed Feb 6  
6:30-9:30 pm  
CSUDH EE 1213  
\$45

CT

Certification Training

If you can surf the web and know Windows, you're ready for a bright future. Join the leaders and become certified in the most-wanted programs of the new millennium! ...*Los Angeles Times*

See the following pages for information on Certification Programs on campus

- **Microsoft MCSE** -- 19-21  
Microsoft Certified System Engineer
- **Microsoft MCDBA (SQL 2000)**-- 22-23  
Microsoft Certified DataBase Administrator
- **Oracle 8/8i DA/DC** -- 24  
Database Administrator/Developer
- **CISCO CCNA** -- 25  
CISCO Certified Network Associate

Call Jerry Alston, (310) 243-3355 for more information on individual courses or corporate training.



**CT**

# Microsoft Certified Systems Engineer (MCSE)

A meaningful career change program that meets your technology training needs

MCSE training brings you closer to meeting the real-world job specifications demanded by employers in the industry. There are many reasons to pursue Microsoft Certified Systems Engineer Certification:

The MCSE Certification for Windows 2000 is Microsoft's PREMIER CERTIFICATION. This certification has the recognition of the industry for entry-level qualification, promotion, and rapid career growth. Attaining MCSE Certification permits the technical professional to compete for high paying jobs as network engineers or system engineers in the fastest growing job market in California and the United States. According to the Bureau of Labor Statistics, computer support professionals administer and manage computer networks in corporations as they assist

- Other computer users to utilize resources efficiently; and they
- Assign permissions, control access and system security as well as:
- Troubleshoot networks and optimize performance.

California State University Dominguez Hills will help you acquire the valid and reliable measures of technical proficiency and expertise required to pass the five core examinations and two elective examinations required for Microsoft Certified Systems Engineer 2000 (MCSE).

The CSUDH MCSE program prepares individuals as network managers of local and wide area networks (LAN and WAN). Achieving MCSE Certification assures that an individual can install, configure, troubleshoot, and maintain daily operations of several computer workstations and servers. Regular functions of the MCSE include installing software applications, setting up preparation of workstations, adding and removing network users, troubleshooting workstations and servers, and overall management and maintenance of LANS and WANS. The MCSE may also analyze, design, forecast, plan and implement business and networking systems.

**Prerequisites:** This MCSE course work is designed for individuals who have a working knowledge of Windows applications or for those individuals just interested in starting a new career in technology. Unlike on-line programs that may take more than a year to complete, our program is a concurrent face-to-face, lecture-laboratory combination employing the best instructional training strategies available. It is expected that the MCSE will have excellent analytical, communication and interpersonal skills. The current requirement by MICROSOFT CORPORATION is that candidates must pass four core and three electives in order to be certified as MCSEs. The industry requirements can be viewed at [www.microsoft.com/certification/mcse](http://www.microsoft.com/certification/mcse).

**Compensation Expectations:** Salary surveys show that new MCSEs earn starting salaries of \$35-40K annually, and reach \$60-70K within two years.

## TUITION AND COURSE MATERIALS \*\*

The full price for the seven modules series is \$ 5,201.00. Students may either pay for the classes one at a time at the prices indicated or if paid for the whole series prior to the start of the first class, the program is discounted to \$ 4,999.00, a savings of over \$200.00. The cost of the course does not include books and testing vouchers for Microsoft exams.

## Important Note:

- 1) All labs sessions are subject to candidate participation.
- 2) The hours of instruction as projected are subject to change. There may be more or fewer hours depending on the group level of ability.
- 3) All instruction is subject to change in order to accommodate Microsoft and existing IT industry modifications.

Enrollment limited to 18. Seating assignments based on presentation of receipt for fee payment.

**NCDB 210-01 Installing, Configuring and Administering Windows 2000 Professional**

32 Hours CRN 22700  
Mon & Wed Mar 25-Apr 22  
6-10pm  
CSUDH EE1202  
\$743

**NCDB 215-01 Installing, Configuring and Administering Windows 2000 Server**

24 Hours CRN 22701  
Mon & Wed Apr 29-May 15  
6-10pm  
CSUDH EE 1202  
\$743

**NCDB 216-01 Implementing & Administering a Microsoft Windows 2000 Network Infrastructure**

24 Hours CRN 30019  
Mon & Wed May 20-Jun 5  
6-10pm  
CSUDH EE 1202  
\$743

**NCDB 217-01 Implementing and Administering a Microsoft Windows 2000 Active Directory Infrastructure**

24 Hours CRN 30020  
Mon & Wed Jun 10-26  
6-10pm  
CSUDH EE 1202  
\$743

**NCDB 219-01 Designing a Microsoft Windows 2000 Directory Services Infrastructure**

24 Hours CRN 30021  
Mon & Wed Jul 1-17  
6-10pm  
CSUDH EE1202  
\$743

**NCDB 220-01 Designing Security for a Microsoft Windows 2000 Network**

24 Hours CRN 30022  
Mon & Wed Jul 22-Aug 7  
6-10pm  
CSUDH EE1202  
\$743

**NCDB 221-01 Designing a Microsoft Windows 2000 Network Infrastructure**

24 Hours CRN 30023  
Mon & Wed Aug 12-28  
6-10pm  
CSUDH EE1202  
\$743

**NCDB 210 Installing, Configuring and Administering Windows 2000 Professional**

The first two weeks of this course emphasizes basic computer education with additional emphasis on Microsoft DOS. Microcomputer concepts, Windows 95 and computer hardware are also covered. Fundamentals of networking are introduced as well as other key concepts of computer technology. In the remaining six weeks of the course, students are taught the important aspects and details of Windows 2000 Professional computer networks; installing, configuring and troubleshooting Windows 2000 Professional Networks and enhancements over the older version of Windows NT 4.0. Student also will learn how to administer access to shared files, folders, and printers. They will be taught the important concepts of configuring and managing devices, drivers, network adapters and troubleshooting Windows 2000 Professional. Students are expected to complete one Sylvan Prometric exam or VUE test for a certificate. Test 70-210

**NCDB 215 Installing, Configuring and Administering Windows 2000 Server**

In this course students are taught the important aspects and details of Windows 2000 Server computer networks. They also learn to design, implement DNS; install, configure, and administer Active Directory. They will be taught the important concepts of system design, computer networks, security policies, terminal services, configuring remote access, DHCP, DNS, WINS, disk management, disaster protection, and managing and securing files and resources. Students are expected to complete one Sylvan Prometric exam or VUE test for a certificate. Test 70-215

**NCDB 216 Implementing and Administering a Microsoft Windows 2000 Network Infrastructure**

In this course students are taught the important aspects and details of Windows 2000 infrastructure and computer networks. Student will also learn how to design, plan and deploy Windows 2000. They are also taught the important concepts of system design, computer networks, security policies, terminal services, configuring remote access and other important aspects of Windows 2000 network administration. Students are expected to complete one Sylvan Prometric exam or VUE test for a certificate. Test 70-216

**NCDB 217 Implementing and Administering a Microsoft Windows 2000 Active Directory Infrastructure**

Students are taught the important concepts of Active Directory Infrastructure. They will be taught to deploy Windows 2000 operating system remotely using Remote Installation Service. Students will learn to administer the Active Directory. They are also taught to implement and troubleshoot security in a directory services infrastructure, monitor and optimize Active Directory performance. Students are expected to complete one Sylvan Prometric exam or VUE test for a certificate. Test 70-217



**NCDB 219 Designing a Microsoft Windows 2000 Directory Services Infrastructure**

This elective module details the important concepts of Active Directory objects. Students are introduced to the new concept of designing a directory services infrastructure. Students are taught to analyze the current business environment, products, and customers, technical and network infrastructures. Students are expected to complete one Sylvan Prometric exam or VUE test for a certificate. Test 70-219.

**NCDB 220 Designing Security for a Microsoft Windows 2000 Network**

This elective teaches students to plan and identify security risks and requirements and define a baseline, plan security key infrastructure, control access to resources using policies and other methodologies, design terminal services, DNS, Remote Installation Services, SNMP, encryption scheme, IPSec, VPN's, extranet and intranets. This course covers all the important aspects of designing infrastructure in a Microsoft environment. Students are expected to complete one Sylvan Prometric exam or VUE test for a certificate. Test 70-220

**NCDB 221 Designing a Microsoft Windows 2000 Network Infrastructure**

Students are introduced to Microsoft Windows 2000 Networking, implementing DNS, DHCP, WINS, managing Windows 2000 Networks, troubleshooting Windows 2000 Networks and configuring Windows 2000 networks. Students also learn about the Windows 2000 based router, and how to configure internet access and windows 2000 Network deployment, security, and RIS. Students are expected to complete one Sylvan Prometric exam or VUE test for a certificate. Test 70-220

**Recommended Texts for the Course**

*Windows 2000 Core Requirement*  
Publisher: MS-Press-Microsoft Official Curriculum  
ISBN# 0-7356-1130-0  
( This book covers four core courses, i.e. 70-210, 70-215, 70-216, 70-217 )

*Designing Microsoft Windows 2000 Directory Services Infrastructure.*  
Publisher:MS-Press-Microsoft Official Curriculum  
ISBN#: 0-7356-1132-7  
( This book covers one elective exam, i.e. 70-219 )

*Designing Security for a Microsoft Windows 2000 Network*  
MS-Press-Microsoft Official Curriculum  
ISBN# 0-7356-1134-3  
( This book covers one elective course, i.e. 70-220 )

*Designing Microsoft Windows 2000 Network Infrastructure*  
Publisher: MS-Press-Microsoft Official Curriculum  
ISBN#: 0-7356-1130-0  
( This book covers one elective course, i.e. 70-221 )

Pay for all seven  
MCSE modules and  
save  
**\$300!**  
Register for  
**NCDB 222-01**  
CRN 30024

Call Jerry Alston for more information (310) 243-3355 or email [jalston@csudh.edu](mailto:jalston@csudh.edu)



**CT**

# Microsoft Certified Database Administrator (MCDBA) SQL 2000

The MCDBA 2000 (Microsoft Certified Database Administrator) certificate program at CSU Dominguez Hills provides students and IT professionals with the knowledge and skills necessary to become Microsoft Certified Database Administrators (SQL 2000). The framework is designed to grow new careers and IT professionals supporting SQL Server 2000, and the framework to transition into an enterprise architect.

Through the MCDBA program at CSU Dominguez Hills students will come to understand the functionality and features of SQL Server 2000 and analysis services; how to design a relational database, write Transact-SQL queries for a SQL Server 2000 database, install, configure, administer, and troubleshoot SQL Server 2000.

- SQL Server Overview
- Planning to Install SQL Server
- Managing Database Files
- Managing Security
- SQL Server Overview Performing Administrative Tasks
- Backing Up Databases
- Restoring Databases
- Monitoring SQL Server for Performance
- Transferring Data
- Introducing Replication
- Maintaining High Availability
- Overview of Programming SQL Server
- Creating & Managing Databases
- Creating Data Types and Tables
- Implementing Data Integrity
- Planning Indexes

- Creating & Maintaining Indexes
- Implementing Views
- Implementing Stored Procedures
- Implementing User-defined Functions
- Implementing Triggers
- Programming Across Multiple Servers
- Query Performance
- Analyzing Queries Using Graphical SHOWPLAN
- Managing Transactions and Locks

## Target Audience

The MCDBA certification is appropriate for individuals who derive physical database designs, develop logical data models, create physical databases, create data services by using Transact-SQL, manage and maintain databases, configure and manage security, monitor and optimize databases, and install and configure Microsoft SQL Server. MCDBA certification is also for individuals who want to transition into Database field. Job title examples:

- Database administrator
- Database analyst
- Data analyst
- Database specialist
- Database developer

Salaries and wages for MCDBAs range from \$17.50 to \$25.00 per hour, depending on experience, to a yearly rate averaging between \$36,000 to 60,000 per year. (This is the average range)

## Important notes:

- Total cost of the course does not include books and testing vouchers.
- Full tuition for the program is \$4800.00, unless the series is paid for in whole prior to the start of the first class, in which case the tuition is discounted to \$4500.00.
- Total Lab hours are subject to candidate showing up for 10 time and is subject to review.
- Microsoft Certified Database Administrator (MCDBA) candidates need to pass three core exams and one elective exam to provide a valid and reliable measure of technical proficiency and expertise in implementation and administration of Microsoft SQL Server™ databases.
- This curriculum is subject to change with or without any prior notice to the students.

Pay for all four  
MCDBA modules and  
save  
**\$300!**  
Register for  
**NCDB 230-01**  
CRN 22497



## Spring 2001 Schedule

### NCDB 215-01 Installing, Configuring and Administering Windows 2000 Server

36 Hours CRN 22493  
Tue & Thu Jan 15-Feb 12  
6-10pm  
CSUDH EE1202  
\$1200

### NCDB 216-01 Implementing and Administering a Microsoft Windows 2000 Infrastructure

36 Hours CRN 22494  
Tue & Thu Feb 19-Mar 19  
6-10pm  
CSUDH EE1202  
\$1200

### NCDB 228-01 Installing, Configuring, and Administering a Microsoft Windows 2000 SQL Server

36 Hours CRN 22495  
Tue & Thu Mar 26-Apr 23  
6-10pm  
CSUDH EE1202  
\$1200

### NCDB 229-01 Designing and Implementing Databases with Microsoft SQL Server 2000 Enterprise Edition

36 Hours CRN 22496  
Tue & Thu Apr 30-May 28  
6-10pm  
CSUDH EE1202  
\$1200

## Course Descriptions

### NCDB 215 Installing, Configuring and Administering Microsoft Windows 2000 Server

This course teaches the student to install and upgrade the Windows 2000 Server, configure network services for interoperability, manage access to shared system and Web-based resources; administer Windows 2000 disks and data storage, set up and troubleshoot hardware devices and drivers, optimize system performance, reliability, and availability, implement network protocols and services, help ensure system security and more. Students are expected to complete Sylvan Prometric exam or VUE exam. Test 70-215

### NCDB 216 Microsoft® Windows® 2000 Network Infrastructure Administration

Microsoft® Windows® 2000 Network Infrastructure Administration teaches the student planning the infrastructure for networks, installing and configuring TCP/IP. Resolving host names with Windows Internet Name Service (WINS) and Domain Name System (DNS), automating and centrally managing address configuration, providing clients with Remote Access Services (RAS), sharing a single Internet connection with Network Address Translation, and helping secure network communications. Certification for this module is completed with Sylvan Prometric exam or VUE exam. Test 70-216

### NCDB 228 Installing, Configuring, and Administering Microsoft SQL Server™ 2000 Enterprise Edition

In this course students are taught the important aspects and details of installing and upgrading to SQL Server 2000. Configuring database options—capacity, connectivity, and performance automating data transfer and manipulation with Data Transformation Services (DTS) packages is taught as well. Using SQL Server replication services, students will master managing security using authentication, logins, permissions, and alerts and monitoring and fine-tuning system performance with tools such as SQL Server Agent, SQL Profiler, and the Windows® System Monitor. Performing backups and restorations is covered in the classroom/lab sequences. For certification, students are expected to com-

plete Sylvan Prometric exam or VUE exam, Test 70-228.

### NCDB 229 Designing and Implementing Databases with Microsoft® SQL Server™ 2000 Enterprise Edition

In this course students are taught developing a logical data model, creating databases/files, objects, space management, and growth strategy. Students will learn Transact-SQL and Data Transformation Services (DTS) to manipulate data, as well as extracting data in XML format. Programming business logic using stored procedures, transactions, triggers, user-defined functions, and views are covered as are optimizing database performance by using SQL Profiler and the Index Tuning Wizard. Managing security/data access, object-level security, and application roles will be taught. For certification, students are expected to complete Sylvan Prometric exam or VUE exam. Test 70-229.

**Instructor: Al Laique**

**Financial aid is available to qualified applicants. For information on financial aid packages, please phone (310) 243-3647.**

**For more information, contact Jerry Alston at (310) 243-3355 or visit the web site [www.csudh.edu/extendeded](http://www.csudh.edu/extendeded)**

CT

# Oracle 8/8i Database Administrator/Developer Certificate

Over the years, Relational Database Management Systems (RDBMSs) have continued to develop, providing sophisticated storage, retrieval and distribution of data. Oracle has always remained on the forefront of this technology, and with its advantages, it has become the most widely used RDBMS in the world. Now with ORACLE 8/8i, the relational model is extended to include object-orientation for a new Object-Relational technology (ORDBMS). In addition Oracle has realized the importance of the Internet and incorporated web friendly features in the 8i product. The increased demand in Oracle's technology has created an acute shortage of skilled database administrators (DBAs) and application developers.

As a database administrator or other technical support professional, you owe it to yourself to learn the newest information and skills for managing this dynamic technology. As businesses migrate databases and move from different systems, professionals will be needed to make the transition smoothly. This certificate program will provide you with a solid background of the Oracle Object-Relational Architecture, which will enhance not only your knowledge but your marketable skills as well. An Oracle certificate from California State University, Dominguez Hills, will be highly valued and will tell current or prospective employers and colleagues that you are committed to excellence.

## Target Audience

This series of courses is designed for the technical professional who desires to transition into this highly coveted profession; the current database administrator/developer who desires to upgrade his/her skills with the latest Oracle product; or the technical manager who desires a better understanding of how this system works. Prerequisites included understanding of relational database theory, data processing concepts and techniques, and experience

with a prior programming language. Students take five modules in sequence and are awarded a Certificate of Completion in Oracle 8/8i Competency.

## Spring 2002 Schedule

### NCDB 501-01 Introduction to Oracle 8/8i

28 Hours CRN 22434  
Sat Jan 5-26  
9am-4pm  
CSUDH EE1202  
\$1200

### NCDB 502-01 PL/SQL & Application Development

21 Hours CRN 22435  
Sat Feb 2-16  
9am-4pm  
CSUDH EE1202  
\$1100

### NCDB 503-01 Oracle 8/8i for Database Administrators

28 Hours CRN 22436  
Sat Mar 2-23  
9am-4pm  
CSUDH EE1202  
\$1200

### NCDB 504-01 SQL & Oracle Tuning

14 Hours CRN 22437  
Sat Apr 6-13  
9am-4pm  
CSUDH EE1202  
\$800

### NCDB 505-01 Oracle 8/8i: Backup, Recovery, and Networking

14 Hours CRN 22438  
Sat Apr 20-27  
9am-4pm  
CSUDH EE1202  
\$800

## Tuition and Course Materials

The full price for the five course series is \$5,100, which includes course materials. If tuition is paid for the whole series prior to the start of the first class, the program is discounted to \$4,500 — a savings of \$600. If you choose to pay once for the entire program, register for NCDB 500-01 CRN 22433

These courses are non-credit. Class limited to 18 students per module.

## Instructors

All instructors will be provided by Advanced Training International (ATI), a company engaged in a business of providing technical training and specialization in Oracle and RDBMS. ATI's instructors have extensive knowledge and real-life experience in Oracle and other advanced subject areas. They are all currently working in the industry so that the skills and knowledge gained by these technology experts can be immediately brought into the classroom.

Pay for all five  
Oracle 8/8i modules  
and save  
**\$600!**  
Register for  
**NCDB 500-01**  
CRN 22433



# Cisco Certified Network Associate (CCNA)

As major corporate sites and regional offices move into the 21st century, they are realizing the potential of interconnecting and extending their network access to build Intranetwork, Internetworks, and Extranetworks. In addition to providing access to the Internet, the network can be accessed by an ever-increasing population: mobile users, telecommuters and corporate employees on the move. With more people working in locations other than the corporate office building, it makes sense that businesses become more efficient so every user can connect to the office or to an on-line service to access information. The more companies climb on the Internetwork/Intranetwork/Extranetwork bandwagon, the more professionals will be in demand to design, install and maintain such networks. Routers play a key role in this networking world and this course is designed to train student in installation and configuration of routers from Cisco, the world leader in routers on the corporate network.

This certificate course is designed to follow the Cisco Certified Network Associate (CCNA) program. The CCNA is the first of three Cisco certification designations. It demonstrates the ability to install, configure and operate simple-routed LAN, WAN, and switched LAN networks. It is the first step to the more advanced certification CCNP.

## Target Audience

Network administrators responsible for implementing and managing small and medium business networks, network support staff who will perform a help desk role in a medium or enterprise-sized company that has an internal network support escalation staff, CCNA or CCNP candidates.

## The Program

The course is a seven-week course consisting of the following topics:

- OSI and DOD models explained and compared
- TCP/IP
- Router hardware basics
- Routing
- Establishing serial point-to-point connection
- Frame relay
- ISDN and dial on demand routing (DDR)
- IPX protocol
- Cisco discovery protocol (CDP)
- Security via access lists
- Interconnecting catalyst switches
- VLANs
- Voice over IP

## Instructors

All instructors will be provided by TriNet, a company specialized in providing advanced computer training for business. Their current instructor has 22 years experience in networking from IBM mainframes to Novell and Windows NT. He currently holds certification of CCNA, CCNP, CNE, MCSE, and MCT. He is Chief Consultant for Networking Enhanced Technologies, designing, teaching, and troubleshooting networks for firms like 21st Century Insurance, Kaiser, Northrop, TTI, and Anderson.

## Spring 2002 Schedule

### NCDB 600-01 Cisco Certified Network Associate (CCNA)

56 Hours

CRN 22883

Mon-Wed Jan 14-Feb 27

6-10pm

CSUDH EE 1205

\$1995

# Professional Development for Educators

Teachers earn professional development or university credit through Extended Education, on campus or online!

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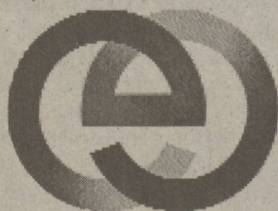
### New for Spring

- Digital Photography for Teachers
- Supporting Teachers of English Learners in Language Arts

### Just for Teachers!

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- Grant Writing Certificate Program!  
See Career Certificate Programs

Community College Teaching Workshop! See page 29!





# Online Courses to assist you on your teaching career path!

These seven courses are computer-based training which you can complete at your own pace. The instructor is accessed by a toll-free number or via email for technical or professional questions. You will receive the course materials via mail after you register. The software package is designed to be loaded from a compact disk (CD) onto the hard drive of your computer and requires Macintosh 7.0 or an IBM/PC compatible system, Windows 95 or newer with color monitor, 30 MB, and printer access. All work must be completed by May 24, 2002. Be advised that the units earned in these classes are not applicable to the baccalaureate degree at CSUDH.

### TEX 495-41 Behavior is Language Part I: Strategies for Managing Disruptive Behavior

**1 ext unit** **CRN 22533**  
Learn behavioral techniques and intervention strategies that remediate disruptive behavior, reduce power struggles, increase classroom control, reduce burn-out and feelings of ineffectiveness, without increasing your work load. Gain a new perspective on students' behavior and learn effective tools to facilitate positive student changes. Then practice your new skills with the simulated classroom scenarios presented in the program. Learn all this at home or work, on your own computer, on your own time, at your own pace. The instructor is accessed by a toll free phone number or through email for technical or professional questions. This is a computer-based training course. Software is designed to be loaded onto the hard drive of your personal computer from a compact disk (CD). Operates on a Macintosh system 7.0 or PC with Windows 95 or newer, with 65 MB available hard drive space, 32 MB RAM and printer access. Offered cooperatively California State University, Dominguez and Virtual Education Software.

**Mick Jackson, MA**, is a behavioral intervention specialist who works in special education classrooms. This course is offered cooperatively by CSUDH and New Perspectives Software.

**\$140**

### TEX 495-42 Behavior is Language Part II: More Strategies for Managing Disruptive Behavior

**1 ext unit** **CRN 22534**  
Prerequisite: Behavior is Language Part I. This sequential course presents new behavioral techniques and intervention strategies to help you gain more control in the classroom with less time and effort. It expands on the concepts learned in Behavior Is Language 1 and then presents ten new intervention strategies to help deal with disruptive students both in and out of the classroom. You will have the chance to practice your new skills in the same simulated classroom setting with the same students as in BIL 1. This is another computer based training course completed on a home or school computer (there is no schedule meeting place or times) where you set your own study times. This is a computer-based training course. Software is designed to be loaded onto the hard drive of your personal computer from a compact disk (CD). Operates on a Macintosh system 7.0 or PC with Windows 95 or newer, with 65 MB available hard drive space, 32 MB RAM and printer access. Offered cooperatively California State University, Dominguez and Virtual Education Software.

**Mick Jackson**  
**\$140**

### TEX 495-43 Attention Deficit Disorder: Information and Interventions for Effective Teaching

**2 ext units** **CRN 22530**  
This course is designed to give students a complete history of ADD along with accepted and experimental treatment methods. The course reviews current treatments of the disorder and practical intervention strategies designed to increase on-task behavior while decreasing disruptive, inappropriate, and off-task behaviors in the classroom. Instructor access is obtained through E-mail or phone office hours. This is a computer-based training course. Software is designed to be loaded onto the hard drive of your personal computer from a compact disk (CD). Operates on a Macintosh system 7.0 or PC with Windows 95 or newer, with 65 MB available hard drive space, 32 MB RAM and printer access. Offered cooperatively by California State University, Dominguez Hills and Virtual Education Software.

**Mick Jackson**  
**\$280**

**Community College Workshop**  
NECC 100-01 CRN 22947 Noncredit  
**Current Trends/Issues in the Community College**  
Saturday, April 20; EE 1213 (Auditorium); 9am-4pm  
\$65 (includes lunch and workshop materials)  
Pre-registration Required. Seating is limited.  
Workshop may meet Flex requirements; consult your campus Flex Committee.  
**Topics include:** Compressed Calendar; Program Review and Master Planning; Conflict Resolution and Dispute Management; Curriculum Development and program Approval Process; Grant Writing Overview; and Accreditation Standards Revision  
Call (310) 243-3741 for more information or to register.

**TEX 495-44 Violence in Schools: Identification, Prevention, and Intervention Strategies**

2 ext units CRN 22529

Violence in the Schools provides a foundational understanding of violence and motivational purposes behind aggression. The correlation and impact of the media, community and family upon violence will be investigated. The course teaches identification and intervention approaches to working with out of control behaviors. In addition, each student will receive information on national resources available for both parents and teachers. This course will help each person to increase their understanding of violence, the motivations behind the use of violence and specific strategies to minimize the occurrence of violence in a school and community. This is a computer-based training course. Software is designed to be loaded onto the hard drive of your personal computer from a compact disk (CD). Operates on a Macintosh system 7.0 or PC with Windows 95 or newer, with 65 MB available hard drive space, 32 MB RAM and printer access. Offered cooperatively California State University, Dominguez and Virtual Education Software. **Mike Sedler, Ph.D.**, teaches distance learning courses throughout the Northwest.

\$280

**TEX 495-45 Drugs & Alcohol in School: Understanding Substance Use & Abuse**

2 ext units CRN 22531

Welcome to Drug & Alcohol in Schools, an instructional computer-based instruction (CBI) course designed to give you a more comprehensive understanding of alcohol, drugs, and their influences in your classroom. Drug & Alcohol in Schools provides a contextual framework for understanding what students may be experiencing through their own substance use or the impact of substance use around them. The course provides a basic historical perspective of substance use along with biological, psychological, and social factors that comprise the disease of addiction. This program will help

you better understand a multitude of complex dynamics that contribute to this biological and social phenomenon.

Software is designed to be loaded onto the hard drive of your personal computer from a compact disk (CD). Operates on a Macintosh system 7.0 or PC with Windows 95 or newer, with 65 MB available hard drive space, 32 MB RAM and printer access. Offered cooperatively by California State University, Dominguez and Virtual Education Software.

**Casey Jackson, MSW**, clinical reviewer and research associate, Washington Institute for Mental Illness Research and training, Washington State University.

\$280

**TEX 495-47 Harassment in Schools: Guidelines & Policies for Prevention**

1 ext unit CRN 22535

Welcome to the Sexual & Other Forms of Harassment interactive computer-based instruction (CBI) course designed to help you to achieve a better understanding of the issues surrounding harassment in the schools and the intervention strategies you can access to assist you or those you care about in protecting themselves from harassment. This course will provide you with the relationship between discrimination and harassment, legal and operational definitions of the forms of harassment, the impact of sexual harassment on victims and the workplace, methods for stopping harassment, and guidelines for creating and implementing policies to prevent harassment. Software is designed to be loaded onto the hard drive of your personal computer from a compact disk (CD). Operates on a Macintosh system 7.0 or PC with Windows 95 or newer, with 65 MB available hard drive space, 32 MB RAM and printer access. Offered cooperatively by California State University, Dominguez and Virtual Education Software.

**Stacy Bannerman, MS**, consultant and speaker and former executive director of the Martin Luther King Jr. Family Outreach Center, Spokane, WA.

\$140

**TEX 495-46 Learning Disabilities: Practical Information for Classroom Teachers**

3 ext units CRN 22532

Welcome to Learning Disabilities. This computer-based instruction (CBI) course will cover diverse theoretical approaches, lay the foundations for sensitive and appropriate assessment and evaluation of students, provide directions for program planning and implementation, indicate the importance of and the need for a close and positive partnership with parents (or alternative care givers) and consider ways for ensuring that the home-school axis is effective and meaningful. This program will also consider some major trends and unresolved issues in the field of Learning Disabilities. Software is designed to be loaded onto the hard drive of your personal computer from a compact disk (CD). Operates on a Macintosh system 7.0 or PC with Windows 95 or newer, with 65 MB available hard drive space, 32 MB RAM and printer access. Offered cooperatively by California State University, Dominguez Hills and Virtual Education Software.

**A.N. (Bob) Pillay Ph.D.**, senior lecturer and executive officer, special education director; Learning Improvement Center.

\$420

## 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 and online. Registrants for GED 594S will perform their internship at a local community college.

## The Courses

### GED 548-71 Effective College Teaching 3 units

#### Online Each Spring

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

#### Online Each Spring

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 594S-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.

# Certificate in Community College Teaching

## Spring 2002 Schedule

### GED 548-41 Effective College Teaching--Online

Note: Must have a masters degree or be completing one  
3 units CRN 22498  
R. McGinness  
Mar 11-Apr 26  
\$435

### GED 549-41 The Community College--Online

Note: Must have a masters degree or be completing one  
2 units CRN 22946  
R. McGinness  
Feb 4-Mar 1  
\$290

### GED 594S-71 Community College Teaching Internship

Note: Must have a masters degree or be completing one  
3 units CRN 22502  
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 (tgiannotti@csudh.edu)  
Jan 28-May 24  
\$435

Call (310)243-2781  
or email  
eepgrams@csudh.edu  
or visit the website  
www.csudh.edu/extension/comcol.htm  
for more information

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

*"The course work provided me with a basic understanding of the goals and objectives of the California Community College system, and how the system operates. In addition, I was given the opportunity to intern at Harbor College which lead directly to my obtaining a teaching position there.*

*I highly recommend the Community College Teaching Certificate Program at California State University Dominguez Hills to anyone who is interested in pursuing a career in teaching at the community college level.*

Ron Maricich

## Community College Workshop

NECC 100-01 CRN 22947 Noncredit

## Current Trends/Issues in the Community College

Saturday, April 20; EE 1213

(Auditorium); 9am-4pm

\$65

(includes lunch  
and workshop materials)

Pre-registration Required.

Seating is limited.

Workshop may meet Flex  
requirements; consult your campus Flex  
Committee.

**Topics include:** Compressed  
Calendar; Program Review and  
Master Planning; Conflict  
Resolution and Dispute  
Management; Curriculum  
Development and program  
Approval Process; Grant Writing  
Overview; and Accreditation  
Standards Revision

**Call (310) 243-3741 for  
more information  
or to register.**

PDE

# ASSISTIVE TECHNOLOGY SPECIALIST CERTIFICATE PROGRAM



*A 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 offer a Certificate Program in the area of Assistive Technology. Federal and state laws require that school personnel be prepared to offer a full range of services to disabled persons in the area of assistive technology. This Certificate Program will prepare individuals to fully understand and implement these state and federal mandates. All of the courses offered meet the professional development hours for licensure renewal as required by the California Speech-Language Pathology and Audiology Board.

## 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 & Physical Therapists
- Speech and Language Specialists
- Rehabilitation Specialists
- Program Specialists
- Resource Specialists
- Psychologists
- Administrators

In addition, the first course, SPE 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.

### SPE 530 Introduction to Assistive Technology (3)

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.

### SPE 531 Basic Assistive Technology (3)

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

### SPE 532 Advanced Assistive Technology (3)

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.

### SPE 533 Administration of Assistive Technology Services (3)

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.

### SPE 537 Capstone Course in Assistive Technology (3)

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

## Spring 2002 Schedule

### SPE 530-41 Introduction to Assistive Technology

3 units CRN 22689  
Jan 31-May 16  
L. Belkin & P. Richard  
\$435

### SPE 531-41 Basic Assistive Technology

3 units CRN 22692  
Jan 31-May 16  
L. Belkin and P. Richard  
\$435

### SPE 532-41 Advanced Assistive Technology

3 units CRN 22694  
Jan 31-May 16  
L. Belkin and P. Richard  
\$435

### SPE 533-41 Administration of Assistive Technology Services

3 units CRN 22695  
Jan 31-May 16  
L. Belkin and P. Richard  
\$435

### SPE 537-41 Capstone Course in Assistive Technology

3 units CRN 22697  
L. Belkin and P. Richard  
Jan 31-May 16  
\$435

## INFORMATION

Contact Paul Richard  
Paul\_richard@ocde.k12.ca.us  
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>



**PDE**

## More Professional Development Classes!

Visit the Honeywell Challenger Center while you discover fascinating space/time facts!

### **TEX 495-02-03 Exploring Time: Astronomy Resources for Inter-curricular Elementary Science** 1 ext unit

*This course is presented by the Honeywell Challenger Center, and has been developed by the Harvard-Smithsonian Center for Astrophysics to prepare science teachers to conduct a discovery-based physical science/astronomy curriculum to students in grades 3 through 6.*

Teachers will study "Time" from historical and cultural perspectives, look at ways ancient peoples measured time, related time to day and night, months and seasons. Projects will include building a sundial, water clock and pendulum timekeeping devices. The instructional design encourages students to predict, observe, record data, make hypotheses, and draw conclusions; as a result the students develop a deep understanding of basic physical science principles and concepts.

495-02 CRN 22890  
3 mtgs: Sat Feb 2, 9, 16  
9am-3pm  
CSUDH SAC 3165  
\$145

495-03 CRN 22891  
3 mtgs: Sat Mar 2, 9, 16  
9am-3pm  
CSUDH SAC 3165  
\$145

Help your students to become "Test-wise" in this ONLINE course!

### **TEX 495-50 Improving Your Students' Test-Taking Skills** 1 ext unit CRN 22900

*This semester-long course can be taken at home or anywhere you "log-in"-- you can enroll anytime during the Spring 2002 semester*

This online course focuses on helping teachers understand concepts related to standardized testing. In addition, it helps teachers work with students on test preparation and test taking skills. Teachers will learn how to develop instructional strategies that facilitate students as they aim for success in testing situations. Emphasis is on testing theory, helping students learn how to prepare for tests, and strategies that students can utilize while taking a test.

Susan M. Abbott  
Feb 26-May 17  
\$110

Improve Reading Instruction for English Language Learners K-8!

### **TEX 495-49 Supporting Teachers of English Learners in Language Arts and Reading** 2 ext units CRN 22864

This course is a one-semester professional development course to train teachers to become online instructional leaders in the area of K-8 Language Arts Instruction for English Language Learners. The e-Course incorporates videos of promising practices, standards-based instruction, materials and activities, interactive discussion groups and more. STELLAR will be expanded to grades 9-12 in its second year. Visit <http://stellar.lacoe.ed>

Rhonda Coleman  
Jan 28-Mar 30  
\$70

#### **Especially for Teachers!**

#### **NEDP 101-01 Digital Photography for Educators**

Noncredit CRN 22935

Have you ever wanted to learn how to enhance courses and add graphics to scholarly documents? Have you wanted to take advantage of the ease, convenience and affordability of digital photography in your everyday work? This course is for educators who have basic desktop competence and want to learn how digital photography can boost productivity and perk up printed creations with a minimum time investment.

In this six-hour course, education instructor Roberta Ambrosino will cover technical aspects: focusing, exposure, file formats; digital darkroom techniques: software, simple cropping and retouching; placing photos in other documents: *Word*, web pages and email attachments.

This class is conducted in a state-of-the-art computer lab for hands-on experience. Students will be provided with a recordable 185MG, 21 minute CDR mini, "Pocket" disk, which can be used with a computer CD-ROM drive.

2 mtgs: Thu Apr 4 & 11  
4:30-7:30pm  
CSUDH EE 1205  
\$110

# Credential in Designated Subject--Adult Education

## 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

High school diploma also required.

\* 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.

Students are also required to complete  
HEA 300 Health in Public Education (3)  
TED 420 Computer Literacy for Teachers (1)

**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)

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

## The Location

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

## The Cost

Each unit is \$147. A two-unit course is \$294.

See Spring 2002 offerings on next page

For more information or to make an appointment for advisement call  
**(310) 243-2887**

or visit the website:

[www.csudh.edu/extendeded/adulted.htm](http://www.csudh.edu/extendeded/adulted.htm)

## 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 420 Computer Literacy for Teachers** 1 unit

Identifies issues in the use of computer technology; provides on-line microcomputer experience in using and evaluating coursework and incorporating instructional computer use into a specific lesson; gives practice in the use of teacher utilities and application programs. CR/NC grading.

### **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 & 421; 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.

### **HEA 300 Health in Public Education**

3 units

Prereq: HEA 100 or equiv. is recommended

Health education is required course for the professional multiple or single-subject, clear credential teaching applicants. Cover all topics designated in the Health Framework for California, including nutrition, the physiological and sociological effects of substance abuse; cardiopulmonary resuscitation and child abuse.

## SPRING 2002 SCHEDULE

### **Teaching Credential in Designated Subjects - Adult Education**

#### **TED 417-71 Seminar: Adult Education Credential Interns**

(must be taken with TED 423)

1 unit CRN 22895

S. Lee & E. Park

2 mtgs: Sat Mar 16 & 23

9am-4pm

CSUDH SAC 1104

\$147

#### **TED 418-71 Methods & Materials Part I**

2 units CRN 22892

R Ceja

4 mtgs: Fri Feb 1 & 8; Sat Jan 26 &

Feb 2

4:30-9pm Fri; 9am-6pm Sat

CSUDH SAC 1102

\$294

#### **TED 419-71 Methods & Materials Part II**

2 units CRN 22893

J Meuret & G Hayes

4 mtgs: Fri Feb 15 & 22; Sat Feb 9&23

4:30-9pm Fri; 9am-6pm Sat

CSUDH SAC 1102

\$294

#### **TED 421-71 Principles of Adult Education**

2 units CRN 22894

R Ross

4 mtgs: Fri Mar 1 & 8, Sat Mar 2 & 9

4:30-9pm Fri, 9am-6pm Sat

CSUDH SAC 1102

\$294

### **TED 420-71 Computer Literacy for Teachers**

1 unit CRN 22899

T Johnson

2 mtgs: Sat Apr 6 & 13

9am-4pm

CSUDH SCC D136

\$147

### **TED 423S-71 Supervised Field Experience**

(must be taken with TED 417)

2 units CRN 22898

T Johnson

3 mtgs: Fri Mar 22, Apr 5 & 12

4:30-9pm

CSUDH SAC 1106

\$294

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

2 units CRN 22901

R. Ross

4 mtgs: Fri Apr 19 & 26; Sat Apr 20 & 27

4:30-9pm

CSUDH SAC 1102

\$294

### **HEA 300-71 Health in Public Education**

3 units CRN 22902

G. Hayes

7 mtgs: Fri May 3, 10, 17 & 24

Sat May 4, 11, 18

4:30-9pm Fri; 9am-6pm Sat

CSUDH SAC 1102

\$441

For more information or to make an appointment for advisement call  
**(310) 243-2887**

# Art Techniques for Educators

Do you need help meeting the new content standards for art? In this series of seminars, teachers are taught HOW to teach art across the curriculum. *Art Techniques for Educators* offers two weekend art education hands-on sessions at the Palos Verdes Art Center.

One extension credit is available  
\$70 (\$35 PVAC and \$35 CSUDH)

The Class Dates are:

Saturdays April 20 and 27

8:30am-4:30pm

EDX 813-01 CRN 22789

Palos Verdes Art Center  
5504 W. Crestridge Road  
Rancho Palos Verdes, CA  
90275

For more information, contact Art for Educators at  
(310) 541-2479



## 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 Division of Performing and Digital Media Arts and the Division of Extended Education at California State University, Dominguez Hills present the 16th 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 10:00am-6:00pm in the CSUDH Dance Studio, Gym A 102. It is suggested that participants wear comfortable clothes and shoes as these sessions are movement-oriented.

### Spring Workshop I

## Calypso, Cha Cha, and the Blues in Your Classroom

**Saturday, March 2, 2002**

**Guest Presenter: Jean F. Wilmouth, Jr.**  
Shake, rattle and roll to a new beat! Bring your favorite percussion instrument, join in the music circle, and learn effective teaching/performance techniques in the fascinating world of rhythm. Through creative activities in sound and motion, become familiar with a variety of rhythmic styles, drawn from multicultural and jazz resources, to enhance your music program.

#### Presenter

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

### Spring Workshop II

## A Musical Serendipity

**Sunday, April 14, 2002**

**Guest Presenter: Christine Ann Martin**

Come share the adventure of discovering a potpourri of ideas for developing the musicality of the young child through creative storytelling, movement, singing games, drama, and an exploration of spring dance ideas. Learn how to integrate the visual and performing arts into the general curriculum with current music materials, classroom instruments, simple costumes, and colorful props.

#### Presenter

**Christine Ann Martin, B.M.**, Chair of the Early Childhood Program at the Colburn School of Performing Arts, is an Early Childhood educator in LAUSD and also serves as Chair for the Spring Dance Program Committee. Trained with Paul Salamunovich, she sings with the Loyola Marymount University Concert Choir, and is a pianist for the church music ministry.

Spring: TEX 495-01

Dalcroze and Kodály for Teachers

CRN 21823

**COST:** Dalcroze members: FREE. Full-time students with ID: \$20 per session. All others: \$60 per session. Credit Registration Fee: \$35. One Semester Unit Credit = One LAUSD Salary Point\*\*. Registration: 10-10:30am. Conference hours: 10:30am-6:00pm (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**

## 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.

## GRE (Graduate Record Examination) General Test 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 Computer-Based Testing General Test

**NXGR 101-01 CRN 22790 •**  
4 mtgs: Sat Apr 13, 20, 27 & May 4  
9am-1pm  
CSUDH EE 1206  
\$245

## 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 2002 Exam

**NXRI 101-01 CRN 21322**  
2 mtgs: Sun Jan 27 & Feb 3  
9am-3pm  
CSUDH EE 1205  
\$165

## RICA Review for April 2002 Exam

**NXRI 101-02 CRN 22791**  
2 mtgs: Sun Mar 17 & 24  
9am-3pm  
CSUDH EE 1205  
\$165

## RICA Review for June 8th Exam

**NXRI 101-03 CRN 22865**  
2 mtgs: Sun May 19 & Jun 2  
9am-3pm  
CSUDH EE 1217  
\$165

Visit the Test Prep website:  
[www.csudh.edu/extended/testprep.htm](http://www.csudh.edu/extended/testprep.htm)

## 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 1-800-462-8669 or see their website at <http://www.gmac.org>

## GMAT Review for Computer Adaptive Test (CAT)

**NXGM 101-01 CRN 22792**  
4 mtgs: Sat Mar 23, Apr 6, 13, 20 (no class 3/30)  
9am-3pm  
CSUDH EE 1218  
\$275

## 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 May 4 Exam

**NXSA 101-01 CRN 22793**  
3 mtgs: Sat Apr 13, 20, 27  
9am-12:30pm  
CSUDH EE 1205  
\$175

## **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.cbest-nesinc.com](http://www.cbest-nesinc.com)

### **CBEST Review for February 2002 Exam**

**NXCB 101-01**                      **CRN 21319**  
3 mtgs: Sat Jan 19, 26, Feb 2  
9am-3pm  
CSUDH EE 1205  
\$225

### **CBEST Review for April 2002 Exam**

**NXCB 101-02**                      **CRN 22795**  
3 mtgs: Sat Mar 9, 16, 23  
9am-3pm  
CSUDH EE 1222  
\$225

### **CBEST Review for June 2002 Exam**

**NXCB 101-03**                      **CRN 22866**  
3 mtgs: Sat May 11, 18, Jun 1  
9am-3pm  
CSUDH EE 1206  
\$225

### **CBEST Review for August 2002 Exam**

**NXCB 101-04**                      **CRN 30036**  
3 mtgs: Sat Jul 13, 20, 27  
9am-3pm  
CSUDH EE 1206  
\$225

## **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 or [www.teachingandlearning.org](http://www.teachingandlearning.org)

### **MSAT Review for March 2002 Exam**

**NXMS 101-03**                      **CRN 21321**  
3 mtgs: Sat/Sun Feb 23, 24, Mar 3  
9am-4pm  
CSUDH EE 1205  
\$275

### **MSAT Review for June 2002 Exam**

**NXMS 101-01**                      **CRN 22867**  
3 mtgs: Sat/Sun Jun 1, 2, 9  
9am-4pm  
CSUDH EE 1205  
\$275

Visit the Test Prep website:

[www.csudh.edu/extendeded/testprep.htm](http://www.csudh.edu/extendeded/testprep.htm)

## 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

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 \$145 per semester unit (\$435 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 Registration Office (located on the west side of the CSUDH campus, EE 1100, in the Extended Education 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 draft, payable to CSUDH in the exact amount required, or by VISA, Discover or MasterCard. Registration will not be complete until all fees are paid. You must complete registration by February 15, 2002. For a complete schedule of classes, please call (310) 243-3741.



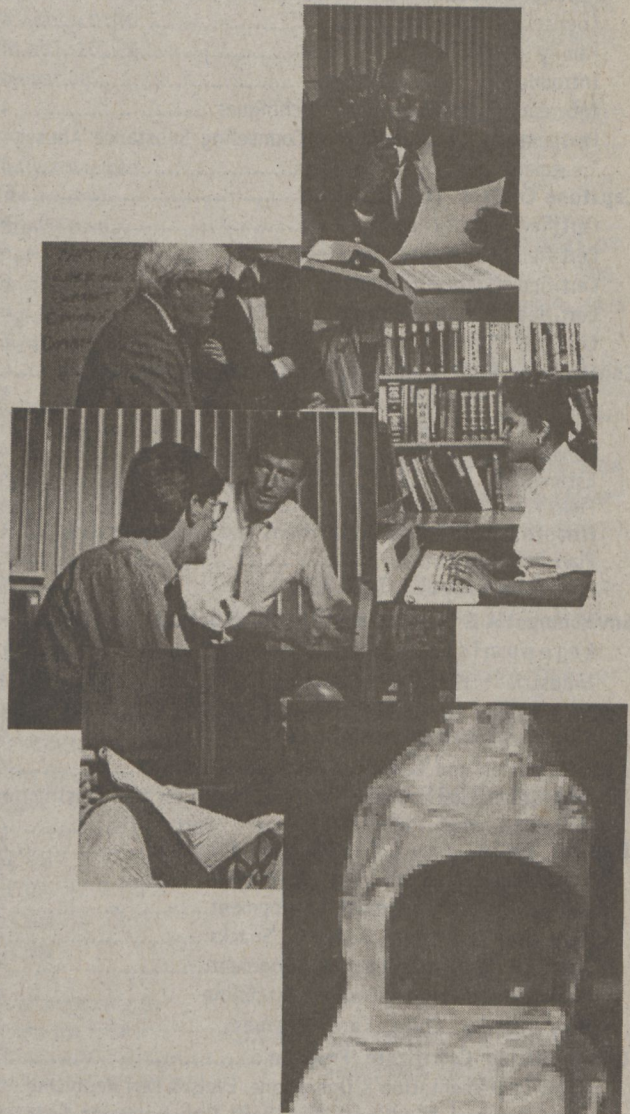
## C Career Certificates

Career opportunities can be enhanced by obtaining professional certificates to help you on your career path!

Come to an informational  
**Open House**  
on all our programs  
**Saturday, April 27**  
**11am-3pm**

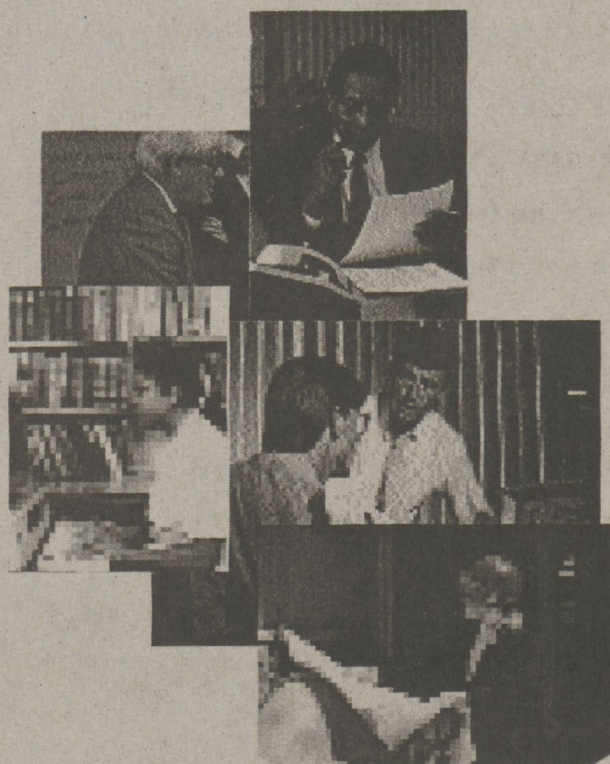
in conjunction with CSUDH campus events  
"Day at Dominguez" and "Unity Fest"  
Learn about the Extended  
Education Programs that  
interest YOU! Learn how our  
professional programs can  
enhance your career and earning  
prospects! Ask questions,  
get the answers you need to  
move ahead!

CSUDH Extended Education is a Continuing Education PCE Provider (#1676) for the Certificate in Alcohol and Drug Counseling. The Certificate of Completion in Environmental and Occupational Health and Safety is endorsed by the National Safety Council (An MCLE Provider - #3897 for HEX 946).



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# Certificate in Alcohol and Drug Counseling

CSUDH Extended Education is a Continuing Education PCE Provider (#1676)

## 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 or have completed **one year of college** and **one year of work experience**.

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 two 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 may be offered for Continuing Education Units (CEUs) for registered nurses and teachers which must be requested at the time of registration if desired. ADX 300, ADX 308 and ADX 309 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 nine courses. Students who successfully complete the certificate are eligible for and may apply to sit for the National Board of Addiction Examiners exam for National Certification.

## Location

Classes are held in the evenings 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.

## Financial Aid

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

## The Courses

Students must successfully complete nine courses in the program. ADX 300-307 are required. Students may choose either ADX 308 or ADX 309 as an elective. Courses transferable to the Human Services Program and their equivalences are as follows:

- ADX 300 Elective
- ADX 301 is equivalent to PSY 367
- ADX 302 Elective
- ADX 303 is equivalent to SOC 363
- ADX 304 is equivalent to PSY 342
- ADX 305 + ADX 307 = PSY 396
- ADX 306 is equivalent to SOC 320
- ADX 308 Elective
- ADX 309 Elective

For students who are majoring in Human Services at CSUDH and who wish to complete the requirements for the Certificate, the equivalences are as follows:

- PSY 342 is equivalent to ADX 304
- PSY 367 is equivalent to ADX 301
- SOC 320 is equivalent to ADX 306
- SOC 363 is equivalent to ADX 303

Students with the bachelor of arts degree in Human Services must complete the following for the Certificate: ADX 300, ADX 302, ADX 308, and ADX 305 and ADX 307. If enrolled in both programs at once, Human Services students may use ADX 300, 302, and 308 as electives for the major.

## Spring Application Submission Deadline

Friday, January 11, 2002

## Orientation

Thursday, January 17, 2002, 6:30-9:30pm, CSUDH EE 1213. Attendance required for newly admitted students and for those whose applications are being reviewed.

## ALCOHOL & DRUG COUNSELING CLASS DATE PLANNER

### Spring Application Submission Deadline

Friday, January 11, 2002

### Orientation

Thursday, January 17, 2002  
6:30pm-9:30pm  
CSUDH EE 1213

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

### ADX 300 Introduction to Alcoholism

Monday, January 28-May 20

### ADX 307 Advanced Practicum

Tuesday, January 29-May 14

### ADX 303 Perspectives on Drug Abuse

Tuesday, January 29-May 21

### ADX 308 Treatment of Eating Disorders

Wednesday, January 30-May 22

### ADX 301 Introduction to Counseling Techniques

Wednesday, January 30-May 22

### ADX 302 Counseling the Individual

Wednesday, January 30-May 22

### ADX 306 Family Dynamics

Thursday, January 31-May 23

For more information, see the web site:  
[www.csudh.edu/extension/adx.htm](http://www.csudh.edu/extension/adx.htm)

### **ADX 300 Introduction to Alcoholism**

*Prerequisite for program*

**3 ext units**

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

### **ADX 301 Introduction to Counseling Techniques**

**3 ext units**

*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**

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.

### **ADX 309 Cognitive-Behavioral Treatment for Domestic Violence**

**3 ext units**

Designed for facilitators of domestic violence treatment groups and to partially meet the requirements of California state law regulating approved domestic violence treatment programs for court-mandated counseling. Utilizes several cognitive-behavioral and relationship skill-building approaches to help clients.

## Spring 2002 Schedule

### ADX 300-01

#### Introduction to Alcoholism

3 ext units CRN 22782

Mary Cook-Lund

16 mtgs: Mon Jan 28-May 20  
(no class 3/25)  
6:30-9:30pm  
CSUDH EE 1210  
\$405

### ADX 301-01 Introduction to Counseling Techniques

3 ext units CRN 22783

M. Jean Hendricks

16 mtgs: Wed Jan 30-May 22  
(no class 3/27)  
6:30-9:30pm  
CSUDH EE 1206  
\$405

### ADX 302-01 Counseling the Individual

2 ext units CRN 22784

Mary Cook-Lund

16 mtgs: Wed Jan 30-May 22  
(no class 3/27)  
6:30-9:30pm  
CSUDH EE 1210  
\$405

### ADX 303-01 Perspectives on Drug Abuse: Counseling the Substance Abuser

3 ext units CRN 22785

James McDaniel

16 mtgs: Tue Jan 29-May 21  
(no class 3/26)  
6:30-9:30pm  
CSUDH EE 1210  
\$405

### ADX 306-01 Family Dynamics

3 ext units CRN 22786

Mary Cook-Lund

16 mtgs: Thu Jan 31-May 23  
(no class 3/28)  
6:30-9:30pm  
CSUDH EE 1206  
\$405

### ADX 307-01 Advanced Practicum

2 ext units CRN 22787

Jacqueline Sorenson-McDaniel

15 mtgs: Tue Jan 29-May 14  
6:30-9:30pm  
CSUDH EE 1206  
\$270

### ADX 308-01 Treatment of Eating Disorders

3 ext units CRN 22788

James McDaniel

16 mtgs: Wed Jan 30-May 22  
(no class 3/27)  
6:30-9:30pm  
CSUDH EE 1209  
\$405

## ADVISORY COMMITTEE

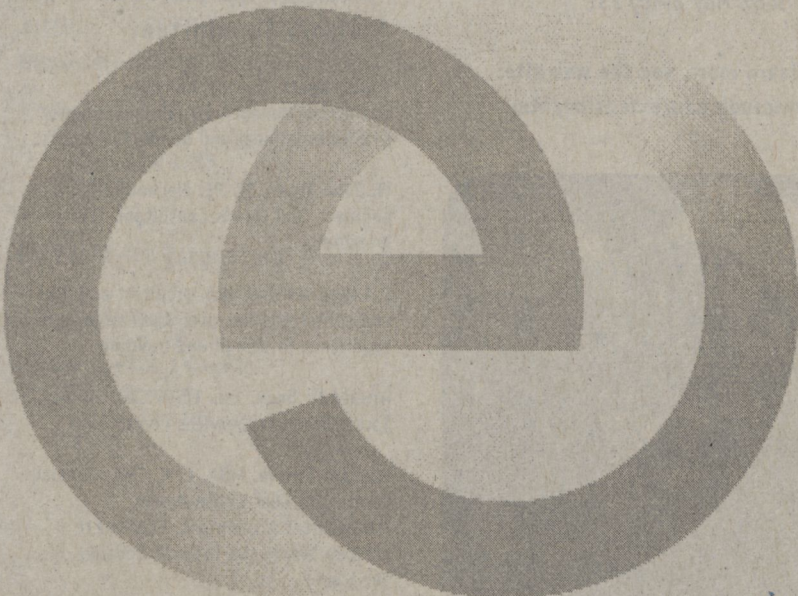
Jean Hendricks, PhD, is in private practice in Manhattan Beach.

Mary Cook-Lund, MA Clinical Psychology, has been treating chemical dependency since 1976.

Jacqueline Sorenson-McDaniel

Counseling Psychology, Licensed Marriage and Family Therapist and Master Addictions Counselor in private practice in Long Beach, Fountain Valley and Newport Beach.

James McDaniel, MA, Counseling Psychology, Licensed Marriage and Family Therapist and Master Addictions Counselor is Director of a Psychiatric Evaluation Team in Long Beach.





# Certificate of Completion Construction Project Management

## CLASS DATE PLANNER SPRING 2002

### CMX 903 Plan Reading

Tuesday, January 29-February 19

### CMX 904 Construction Accounting

Wednesday, January 30-February 13

### CMX 926 Construction Safety

Thursday, February 21-March 28

### CMX 905 Financing Real Estate Acquisitions & Developments

Saturday, February 23

### CMX 902 Estimating

Tuesday, February 26-April 2

### CMX 925 Bidding & Scheduling

Monday, April 1-May 6

### CMX 921 Real Estate Law

Wednesday, April 10-May 1

### CMX 920 Field Project Management

Thursday, May 2-May 23

To learn more, see the web site:

[www.csudh.edu/extension/htm](http://www.csudh.edu/extension/htm)



## 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 eight courses. A certificate can be earned in a five-month period. A certificate will be awarded upon successful completion of the program. **Those who do not wish to pursue a certificate may take individual classes. The curriculum has been revised.** Provider number is available upon completion of *Real Estate Law*.

## Schedule of Courses

Fall courses are offered evenings on the CSUDH campus at the Extended Education Complex.

## Textbooks

Textbooks may be purchased at the bookstore on campus (310) 243-3789.

## Advisory Committee

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

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

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

**Arnold F. Sock, Esq. LL.M.** CEO, Single Source Financial Services Corporation.

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

## The Courses

### CMX 902 Estimating 1.8 CEUs

This course provides cost estimating with emphasis on quantity survey and pricing.

### CMX 903 Plan Reading 1.2 CEUs

This course provides a survey of the fundamentals of Construction Math and plan reading.

### CMX 904 Construction Accounting

1.2 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 905 Financing Real Estate Acquisitions & Developments

.6 CEUs

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

## 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 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.

## CMX 904-01 Construction Accounting

1.2 CEUs CRN 22776

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

3 mtgs: Wed Jan 30-Feb 13  
6:30-9:30pm  
CSUDH EE 1218  
\$105

## CMX 926-01 Construction Safety

1.8 CEUs CRN 22781

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

6 mtgs: Thu Feb 21-Mar 28  
6:30-9:30pm  
FCC Room 8  
\$160

## CMX 903-01 Plan Reading

1.2 CEUs CRN 22775

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

4 mtgs: Tue Jan 29-Feb 19  
6:30-9:30pm  
CSUDH EE 1205  
\$105

## CMX 905-01 Financing Real Estate Acquisitions and Developments

.6 CEUs CRN 22777

William Stinde

1 mtg: Sat Feb 23  
9am-3pm  
CSUDH EE 1218  
\$90

## CMX 902-01 Estimating

1.8 CEUs CRN 22774

I. Lawrence Kaltman

6 mtgs: Tue Feb 26-Apr 2  
6:30-9:30pm  
CSUDH EE 1205  
\$160

## Spring 2002 Schedule

## CMX 925-01 Bidding & Scheduling

1.8 CEUs CRN 22780

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

6 mtgs: Mon Apr 1-May 6  
6:30-9:30pm  
CSUDH EE 1206  
\$160

## CMX 921-01 Real Estate Law

1.2 CEUs CRN 22779

Arnold F. Sock, Esq. LL.M. CEO, Single Source Financial Services Corporation.

4 mtgs: Wed Apr 10-May 1  
6:30-9:30pm  
FCC Room 8  
\$105

## CMX 920-01 Field Project Management

1.5 CEUs CRN 22778

Mike Gugert

4 mtgs: Thu May 2-May 23  
6:30-9:30pm  
FCC Room 8  
\$135

For more information, call  
(310) 243-3782



# C Certificate of Completion in Environmental & Occupational Health & Safety

*Learn how to fulfill OSHA requirements!*

The Certificate of Completion in Environmental & Occupational Health & Safety is endorsed by the National Safety Council. An MCLE Provider (#3897) 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. Six 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.**

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

To learn more, see the web site:  
[www.csudh.edu/extension/hex.htm](http://www.csudh.edu/extension/hex.htm)

## The Schedule

Students may attend classes in any order according to their needs. Courses are offered at convenient times for working adults.

## The Location

All classes are held on the CSUDH campus in Carson.

## 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, RSSP,  
Loyola University.

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

**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,  
Health & Safety Consultant,  
General Safety Services.

**James L. Unmack**, CSP, CIH, PE,  
Vice President, Unmack  
Corporation.

## CERTIFICATE PROGRAM CLASS DATE PLANNER SPRING 2002

### HEX 979 Recognition and Control of Workplace Hazards

Tuesday, January 29-March 12

### HEX 947 Introduction to Workers' Compensation

Wednesday, January 30-March 13

### HEX 960 OSHA and Environmental Law

Thursday, March 28-May 9

### HEX 920 Ergonomics

Tuesday, March 19-April 23

### HEX 936 Industrial Machine Guarding

Saturday, April 6-May 4





## 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 (formerly HEX 917)**

**HEX 960 OSHA and Environmental Law**

**HEX 979 Recognition and Control of Workplace Hazards (formerly HEX 953)**

## ELECTIVE COURSES

One elective is required from the list below.

**HEX 920 Ergonomics**

**HEX 936 Industrial Machine Guarding**

**HEX 963 Workplace Security & Violence Issues**

**HEX 955 Industrial Hygiene Instrumentation and Sampling**

**HEX 956 Bloodborne Pathogens**

**HEX 966 Basic Adult First Aid & CPR**

**HEX 978 OSHA Law Fundamentals**

## TEST PREPARATION COURSES

(May not be used to satisfy requirements for the Certificate)

**HEX 925 Principles of Industrial Hygiene Exam Preparation Part I offered each Spring semester.**

**HEX 926 Principles of Industrial Hygiene Exam Preparation Part II offered each Spring semester.**

For these courses, See Spring 2002 Schedule, next page.

## CORE COURSES

**HEX 910 Safety & Health for the Construction Industry Part A**  
1.5 CEUs

This course provides an overview of safety and health procedures, regulations and their applications as they apply to the California construction industry. Areas covered are CCR Title 8 Construction Code, construction safety programs, hazard communications, ergonomics, personal protective equipment, lockout/blockout, fall protection, excavation, trenching and shoring, demolition operations and crane operations.

**HEX 911 Safety & Health for the Construction Industry Part B**  
1.5 CEUs

This course provides an overview of safety and health procedures, regulations and their applications as they apply to the California construction industry. Areas covered are forklift safety, fleet safety, controlling lead exposures, controlling asbestos exposures, process safety management, confined spaces, heat stress, bloodborne pathogens, substance abuse programs, accident investigations and Cal/OSHA inspection procedures. HEX 910 is prerequisite to this course.

**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 Industrial 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  
(formerly HEX 917)

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 960-01 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 979 Recognition and Control of Workplace Hazards**  
(formerly HEX 953) 2.0 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.

## ELECTIVE COURSES

### **HEX 920-01 Ergonomics**

Elective 1.5 CEUs  
This course will focus on basic principles and applications of ergonomics, as applied to the office and industrial environments. Students will gain knowledge in the following areas: ergonomics as a science, the prevention of cumulative trauma disorders, program implementation strategies, work place design, and current standards and regulations.

### **HEX 936 Industrial Machine Guarding**

Elective 1.5 CEUs  
The course will assist the student in factory and other industrial-type work-sites to incorporate an effective machine guarding safety program that will meet regulatory requirements and protect workers. The course will cover the hazards of unguarded machines, common safeguarding methods, the safeguarding of machines and robots, the methods of machine guarding, training, inspection, maintenance and safeguarding techniques.

## SPRING 2002 SCHEDULE

### CORE COURSES

### **HEX 979-01 Recognition and Control of Workplace Hazards**

2.0 CEUs CRN 22770

**John A. O'Toole**, Ph.D, RSSP, Health & Safety Consultant, General Safety Services.

7 mtgs: Tue Jan 29-March 12  
6-9pm  
CSUDH EE 1217  
\$250

### **HEX 960-01 OSHA & Environmental Law**

2.0 CEUs CRN 22769

**Don Christian**, JD, MA Loyola University.

7 mtgs: Thu March 28-May 9  
6-9pm  
CSUDH EE 1217  
\$250

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

2.0 CEUs CRN 22768

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

7 mtgs: Wed Jan 30-Mar 13  
6-9pm  
CSUDH EE 1221  
\$250

## ELECTIVE COURSES

### **HEX 920-01 Ergonomics**

1.5 CEUs CRN 22772

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

6 mtgs: Tue Mar 19-Apr 23  
6-9pm  
CSUDH SAC 1106  
\$180

### **HEX 936-01 Industrial Machine Guarding**

1.5 CEUs CRN 22771

**George Doria-Medina**, BS, MBA.

5 mtgs: Sat Apr 6-May 4  
9am-12pm  
CSUDH EE 1222  
\$180

## TEST PREPARATION COURSES

(May not be used to satisfy requirements for the Certificate)

### **HEX 925 Safety & Health for the Construction Industry Part I**

1.5 CEUs CRN 22766  
Review of the principles and concepts of occupational hygiene. Includes review of noise and hearing conservation, chemical exposure assessment, toxicology, ionizing and non-ionizing radiation, ergonomics, ventilation, personal protective equipment, regulations and management. Course is designed for those industrial hygienists who are aspiring to attain a high level of competency in the field of industrial hygiene.

**James L. Unmack**, CSP, CIH, PE, Vice President, Unmack Corporation and **Joseph Kukla**, BS, MPH, PE, CIH, CSP, is Regional Manager of CE Heath Cal.

4 mtgs: Sat Jan 26, Feb 9, 23, & Mar 9  
9am-4pm  
CSUDH EE 1217  
\$380

### **HEX 926-Principles of Industrial Hygiene Exam Preparation Part II**

1.5 CEUs CRN 22767  
Consideration of selected substances, controls and personal protection. Review of primary instruments, common process and chemical hazards in the workplace. Standards, measurements, hazard control and other processes will be covered.

**James Unmack & Joseph Kukla**

4 mtgs: Sat Mar 23, Apr 6, 20 & May 4  
9am-4pm  
CSUDH EE 1217  
\$250

See related Certificate of Completion in Safety and Security on page 67



## Family Child Care Certificate of Completion

Family Childcare Providers 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**

### The Courses

#### TEX 906-01 Your Family Child Care Business

An outline of setting up a Family Child Care Home, where non-medical care and supervision to 14 or fewer children is provided in a home-like environment.

#### TEX 907-01 Setting Up Your Home Environment

Information provided on how to obtain a state license, and how to set up your home according to California Code of Regulation Title 22 for family and childcare homes.

#### TEX 908-01 Preparing Nutritious Meals & Snacks

Nutritional information on diet for children from newborns to 12 years of age, including guidelines for preparation.

#### TEX 909-01 Curriculum, Observation & Assessment

Guidelines for appropriate toys for newborns to children of 12 years of age, setting up classrooms effectively, and appropriate curriculum programming and assessment techniques.

#### TEX 910-01 Working with Parents/Positive Discipline

Learn to work together with parents to help parents get involved in every aspect of childcare.

#### TEX 911-01 Networking & Professional Development

Information and suggestions for getting licensed, how to receive reimbursement for meals and snacks served, and information on how to deduct expenses at tax time.

### Family Child Care Certificate Award Program Classes meet on Saturdays

<u>Dates</u>	<u>Times</u>	<u>Cost</u>	<u>Classes</u>	<u>Course No</u>	<u>CRN No</u>
Feb 2	9am-12pm	\$25	Your Family Child Care Business	TEX 906-01	22573
Feb 16	9am-12pm	\$25	Setting Up Your Home Environment	TEX 907-01	22576
Mar 2	9am-12pm	\$25	Preparing Nutritious Meals & Snacks	TEX 908-01	22577
Mar 16	9am-12pm	\$25	Curriculum, Observation & Assessment	TEX 909-01	22578
Apr 13	9am-12pm	\$25	Working with Parents/Positive Discipline	TEX 910-01	22579
Apr 27	9am-12pm	\$25	Networking & Professional Development	TEX 911-01	22580

One-Stop Center, 110 S. LaBrea, 5th Floor, Room 501, Inglewood, 90301. Cost: \$150 for all courses and the certificate awarding 1.8 CEUs. Courses may be taken on an individual basis for \$25 each, however, all six courses are required to receive a certificate. Each course awards .3 CEUs. For further information, call (310) 243-3782.

To register: (310) 243-3741 • Fax: (310) 243-3971 • Visit the web site: [www.csudh.edu/extension/famchcare.htm](http://www.csudh.edu/extension/famchcare.htm)  
career certificates • register by phone (310) 243-3741 • register by fax (310) 516-3971 • [www.csudh.edu/extendeded/](http://www.csudh.edu/extendeded/) • 49

**C**

# Certificate of Completion Program Grant Writing and Administration

A certificate will be awarded upon successful completion of all three courses. The instructor is Federico Rodriguez, BS, MEd, PhD, Assistant Professor of Graduate Education, CSUDH.

## **TEX 914-01 Proposal Writing: Budgeting, Resources and Fund Raising**

2.0 CEUs                      CRN 10003

Participants will be introduced to relevant information needed for a successful grant proposal. In addition, the workshop will provide understanding of the application process, requirements and general guidelines for each funding entity. Visionary and futuristic models will be presented.

### **Federico Rodriguez**

6 mtgs: Tu, Thu & Sat Jan 3, 5, 8, 9, 10,  
and 12

Tu-Thu 6-9pm

Sat 9am-1pm

CSUDH EE 1210

\$145

## **TEX 917-01 Grant Implementation & Operations, Evaluations & Performance Reporting**

2.0 CEUs                      CRN 10004

Participants will learn the methodology, evaluating/assessment, and how to meet programmatic expectations. Participants will learn how to develop an evaluation plan during this session. Timelines and performance reporting are key in carrying out the grant project. In addition, during this session, participants will learn how to leverage resources for maximum financial impact: direct funding and in-kind contributions.

### **Federico Rodriguez**

6 mtgs: Tu, Thu & Sat Jan 15, 17, 19, 22,  
24 and 26

Tu-Thu 6-9pm

Sat 9am-1pm

CSUDH EE 1210

\$145

## **TEX 919-01 Grant Proposals & Foundations of Non-Profit Organizations for Managing Conferences**

2.0 CEUs                      CRN 21601

During this session, participants will learn the role of Principal Investigator and Leadership Development Officer and how to identify and develop high-potential colleagues to lead through conceptual thinking and focused drive. Futuristic and entrepreneurial leadership for developing forums and conferences will be emphasized, as well as how to empower leaders to survive in a politically sensitive arena. High powered networking and creating an in-depth skill development organization is key in this era of globalization.

### **Federico Rodriguez**

6 mtgs: Tue, Thu & Sat Feb 5, 7, 9, 12,  
14 and 15

Tu-Thu 6-9pm

Sat 9am-1pm

CSUDH SAC 1106

\$145

**CERTIFICATE PROGRAM  
CLASS DATE PLANNER  
SPRING 2002**

**BUX 998 Establishing  
Human Resource  
Systems**

*Monday, January 28-February 25*

**BUX 971  
Compensation & Benefits**

*Monday, March 4-25*

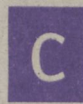
**BUX 982 Labor &  
Employment Law**

*Monday, April 1-22*

**BUX 980  
Communication Dynamics**

*Monday, April 29-May 13*

**To learn more, visit us on the web:  
[www.csudh.edu/extension/hr.htm](http://www.csudh.edu/extension/hr.htm)**



## Certificate of Completion in Human Resource Management

*Candidates explore the practical application of human resource tools*

### 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.

### Program emphasis

- 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 of Completion

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. 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 at the Franklin Community Center, 850 Inglewood Avenue, in Redondo Beach.

### Advisory Committee

**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 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 971 Compensation & Benefits**

1.2 CEUs

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

### **BUX 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.

### **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 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.

## Spring 2002 Schedule

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

1.2 CEUs CRN 22526

**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: Mon Jan 28-Feb 25  
6:30-9:30pm  
FCC Room 8  
\$249

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

1.2 CEUs CRN 22525

**James D. Vigneau, SPHR**

4 mtgs: Mon Mar 4-25  
6:30-9:30pm  
FCC Room 8  
\$249

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

1.2 CEUs CRN 22527

**James D. Vigneau, SPHR**

4 mtgs: Mon Apr 1-22  
6:30-9:30pm  
FCC Room 8  
\$249

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

.9 CEUs CRN 22528

**James D. Vigneau, SPHR**

3 mtgs: Mon Apr 29-May 13  
6:30-9:30pm  
FCC Room 8  
\$145

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

**C**

# Advanced Certificate of Completion in Human Resource Management

Intended for the seasoned Human Resource Professional, the Certificate of Completion 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 (8 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 2002 Schedule

### BUX 929-01 Advanced Human Resource Management

2.4 CEUs CRN 22524

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

#### Analyzing HR

Wednesday, January 30

The first class will examine specific models for establishing benchmarks and measuring department effectiveness.

#### Enhancing the Value of HR

Wednesday, February 6

This session will focus on specific internal marketing and integration techniques to develop HR as a strategic partner in business operations.

#### Behavioral Interviewing

Wednesday, February 13

The class will help the participants to develop specific interviewing skills to identify the right candidate for hire.

#### Union Organizing in the Workplace

Wednesday, February 20

This session will focus on union organizing and effective company responses to maintaining a union-free environment.

#### Understanding Workers' Compensation & Employee Leaves

Wednesday, February 27

The class will simplify and clarify the confusion that surrounds the administration of Workers' Compensation administration. Students will examine the legal and practical aspects of developing and administering company leaves, vacation programs, and other company paid-time-off programs.

#### Ethical Issues in Human Resources Management

Wednesday, March 6

Students will examine the Seven Questions of Ethics, the Ten Critical Components of a Successful Ethics Program, the qualities required for making ethical decisions, and the application of ethics in personnel decision-making. The class will examine several challenging case studies in applying ethical standards and principles.

#### Conducting Workplace Investigations

Wednesday, March 13

This class will focus on proper and effective processes to conduct discrimination, harassment and employee malfeasance investigations.

#### Employee Discipline and Termination

Wednesday, March 20

This session will examine the systems, methods and communication techniques necessary to effectively discipline and terminate an employee.

## 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.

## The Location

All classes are offered at the Franklin Community Center, 850 Inglewood Ave., in Redondo Beach.

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

To learn more, visit us on the web:  
[www.csudh.edu/extension/advhr.htm](http://www.csudh.edu/extension/advhr.htm)



# Certificate Award in Medical Insurance Billing

*Learn the skills to join one of the fastest growing industries*

## 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.

## The Location

Classes are held on the CSUDH campus in Carson and at the Franklin Community Center, 850 Inglewood Ave., in Redondo Beach. All courses are offered each semester.

## The Schedule

Courses are offered weekday evenings and Saturdays on campus and at the Franklin Community Center.

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

## NBMB 105-01 Medical Terminology Noncredit CRN 22521

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**, FHFMA, MS, CSU Northridge. Principal, Morgan & Associates Health Care Consulting Firm.

2 mtgs: Sat Feb 9 & 23

9am-2pm

FCC Room 7

\$110 (fee includes materials)

## NBMB 101-01 Medical Insurance Billing I

**Noncredit CRN 22515**  
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.

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

4 mtgs: Mon & Wed Jan 28-Feb 6

6-9pm

FCC Room 7

\$95 Bring the required text to class:

Physician's Procedural Terminology.

CPT -- latest edition)

## NBMB 102-01 Medical Insurance Billing II

**Noncredit CRN 22516**

**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, Medicaid 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)

## Tuany Reid

4 mtgs: Mon & Wed Feb 18-27

6-9pm

FCC Room 7

\$95 Bring required text to class: latest edition of the ICD-9-Con.



### **NBMB 103-01 Medical Insurance Computer Billing**

**Noncredit** CRN 22517  
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. **Tuany Reid** is a consultant who provides individuals and small and large companies with medical billing, financial and management accounting training.

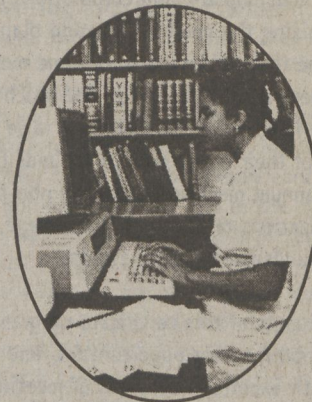
1 mtg: Sat March 2  
9am-3pm  
CSUDH EE 1205  
\$95  
Limited to 20 students

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

**Noncredit** CRN 22518  
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.

**Tuany Reid**  
1 mtg: Sat March 23  
9am-3pm  
CSUDH EE 1205  
\$90 (fee includes materials)



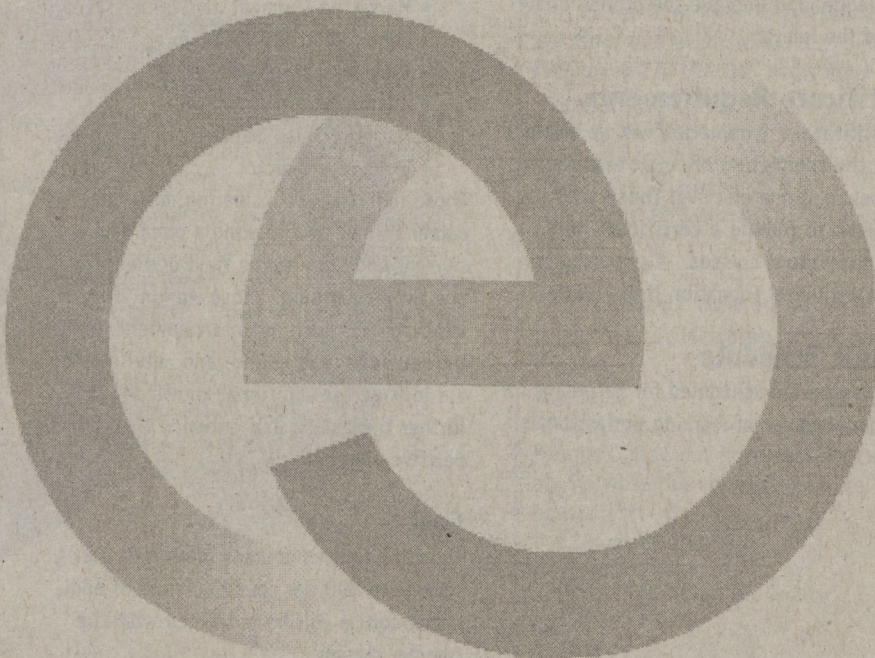
### **NBMB 106-01 Applied Billing Techniques**

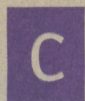
**Noncredit** CRN 22523  
Students who have taken all previous billing courses will have the opportunity to do a half day of hands-on coding and billing. Students will complete several class projects which will allow them to put into practice all the skills an actual biller would use:

- 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.

**Tuany Reid**  
1 mtg: Sat March 16  
9am-12noon  
CSUDH EE 1205  
\$50 (fee includes materials)  
Limited to 20 students





# Certificate of Completion in Meeting and Event Planning

Meeting and Event Planning is a multi-billion dollar industry, and corporations are recognizing the need for meeting planners to hone their skills and to become more proficient at what they do. Too much money is at stake! Associations raise much of their yearly operating funds from their annual meeting, and many non-profit organizations raise a high percentage of their funds from special events.

Participants of this certificate program will learn about career opportunities, and mingle with experts in all areas of meeting and event planning such as convention service managers, hotel sales managers, audio visual equipment providers and production company representatives. Participants will also work together on a project to be presented at the completion of the program.

## The Instructors

All courses are taught by industry professionals, and are experts at what they do. Our instructors are eager to share their knowledge, and improve the professionalism of the industry.

## Certificate Requirements

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

## Course Schedule

The courses are scheduled for Saturdays for the convenience of working professionals.

## Certificate Prerequisites

No pre-requisites are required for the certificate. Some experience in meeting and planning is helpful, but not necessary.

## Location

All classes are offered on the CSUDH campus located at 1000 East Victoria Street in Carson.

## Who Should Attend

Those whose responsibilities include coordinating conferences, fairs, weddings, fundraisers, sport programs, social functions, or other types of events. Some professionals that would benefit from this certificate include:

- Meeting Manager
- Meeting Coordinator
- Event Manager
- Event Coordinator
- Wedding Planner
- Training Director
- Trade Show Manager
- Incentive Travel Manager
- Corporate Travel Manager
- Marketing Manager
- Public Relations Manager
- Executive Assistant
- Administrative Assistant
- National Sales Manager
- Executive Director

Those individuals considering making a career change and seeking a comprehensive introduction to the field of Meeting and Event Planning. Those working in related fields such as entertainment, lighting, audio/visual, sound, and catering who are looking for additional knowledge to further their skills and enhance their competitive edge.

## Cost

The two required courses offered in the spring are \$90 per course. Prices of additional course will be published with the summer classes.

## Course Listings

### Required

- Introduction and Fundamentals of Meeting Planning
- Special Event Management
- Negotiations and Contracts
- Site Selection and Inspections
- Marketing and Promotion/ Financial Management
- Food & Beverage Management/Room Set Ups for Adult Learning
- Audio Visual and Technology Today

### Electives (one of the following)

- Trade Show and Exhibit Management
- Destination Management Companies
- Planning Global and Incentive Meetings

## Spring 2002 Schedule

### MEX 101-01 Introduction and Fundamentals of Meeting Planning

.6 CEUs

CRN 22923

This course will answer the following questions: How can I become a meeting professional and what are my opportunities? What types of jobs are available? Should I work for myself or someone else? What salary can I expect to make? This course will also provide an overview of the industry, and information regarding resources, professional organizations, and career possibilities.

Learn the step-by-step plans to assure that your meeting fits the needs of the audience, creates an environment for learning, stays within budget, and remains on time. This class will not only explain the process, but will provide quick tips for success in the following:

- Identifying Goals and Objectives
- Developing Timelines and Budgets
- Establishing a Meeting Design
- Writing Specifications for the Venue
- Establishing registration procedures
- Managing on-site
- Evaluating

Marjorie Y. Risinger, CMP, is a Partner in the firm of Rosenberg & Risinger, The Meeting Professionals. A meeting planner for 25 years, she has planned meetings and trade shows for both corporations and associations, and has been an instructor for Meeting Professionals International, both on the local and international level, IAEM, PCMA, HSMIA, LABTA and others. She was instrumental in the development of a *Basic Meeting Planning* course for MPISCC and Hyatt Hotels & Resorts of Southern California; the course has been running 13 years. Marjorie is a 20-year member of MPI (Meeting Professionals International).

1 mtg: Sat Apr 20  
9am-4 pm (1 hour lunch)  
CSUDH EE 1221  
\$90

### MEX 102-01 Special Event Management

.6 CEUs

CRN 22924

This course will provide you with tools to improve the effectiveness of your special events. Develop your skills as an Event Manager as you identify the potential challenges to a successful event and select appropriate solutions. Class will provide essential information for success in the following:

- Developing profitable planning strategies
- Identifying event goals & objectives
- Working with planning committees
- Managing volunteers
- Venue selection & resources
- Vendor selection & negotiation
- Improving catering quality while maintaining budgets
- Event logistics
- Marketing your event

**Charmaine Wilkerson** is the Event Planner for CSUDH and formerly Co-Owner of And Here's Lilly event management company. For over 10 years, she has had major contracts with Fortune 500 corporations and was on the event management team for: 3 U.S. Presidential Inaugurals, Academy Awards Governors Ball 2001, Democratic National Convention in L.A. 2000, Emmy Awards Governors Ball 2000, Women's and Men's World Cup, Opening of the L.A. Central Library, Opening of the Reagan Library attended by Presidents Bush, Reagan, Nixon, Ford, and Carter and their First Ladies. Other world leaders she has worked with include Prince Andrew, Margaret Thatcher and Mikhail Gorbachev.

1 mtg: Sat May 18  
9am-4 pm (1 hour lunch)  
CSUDH EE 1210  
\$90

## A Special Introductory Course

### How To Become a Professional Meeting and Event Planner

(Note: This non-credit course does not count towards the Certificate of Completion in Meeting and Event Planning)

Do you have what it takes to juggle a dozen projects at one time; handle a volunteer committee; scrutinize contracts as if you were a lawyer and at the same time, be creative so that there is pizzazz with a small budget? Are you keeping abreast of the ADA rules and regulations, music licensing and the latest and greatest in themes and marketing procedures? Explore what it takes to be a professional meeting and/or event planner.

- What is it all about?
- How can you get into the field?
- What is the best way to start?
- What are the opportunities?
- How broad is the field?
- What are the salary ranges?

During this class you will investigate possibilities for entering this widely popular field. Find out what skills you need to succeed. Hear case studies on how other people got into this business. Find out how many different areas are available in this career path. There is much more to this career than just "Party Planning"! Meetings and events are a \$95 billion dollar industry in the USA and this is your opportunity to explore the job market, skills it takes to succeed and the different areas of expertise.

**Marjorie Y. Risinger, CMP**  
**Charmaine Wilkerson, CSUDH Event Planner**

### NMEP 100-01 How To Become A Professional Meeting and Event Planner

Non-credit

CRN 22925

What is it to be a Meeting and Event Planner? Find out how what it is all about, what the opportunities are, and how to enter the field.

1 mtg: Tue, Mar 5  
6:30-9:30 pm  
CSUDH EE 1213 (Auditorium)  
\$45

## C Certificate Program in Orthotics

The Orthotics Department at Rancho Los Amigos Medical Center, in affiliation with California State University, Dominguez Hills, offers a one-year certificate course in orthotics. This program, which is accredited by the Commission for Accreditation of Allied Health Programs (CAAHEP), is designed to train students in the field of orthotics: the profession of designing, fabrication and fitting of orthopedic appliances for the physically handicapped. Students receive a mixture of practical laboratory instruction, classroom didactics, and exposure to patients in a wide variety of clinical situations. Students rotate through various services to acquaint them with the more prevalent pathologies and treatment philosophies.

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

Enrollment is limited to four students.

For more information, contact:

D. Clark  
Rancho Los Amigos  
Orthotics Department  
7450 Leeds St.  
Downey, CA 90242  
(562) 940-7655

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



## 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
Algebra	
or Higher Math	3 units
Human Anatomy & Physiology	
w/lab	6 units

Certain prerequisites may be taken concurrently with Certificate courses, with consent from the 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 eight classes of students, developed a 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. 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 \$435 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.csudh.edu/oandp](http://www.csudh.edu/oandp)

## 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
HEA 495 Disarticulations	2

### 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
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Please  
contact the  
Orthotics and  
Prosthetics  
Program at  
(310) 243-2700 to  
obtain more  
information and  
to request an  
application

# Law for Life: The Paralegal Certificate Course®

## An Intensive Two-Part Program for Professionals

This intensive, nationally acclaimed program is designed for beginning as well as advanced legal workers. Students will be trained to assist trial attorneys, interview witnesses, investigate complex fact patterns, research the law, and assist in preparing cases for courtroom litigation. The instruction is practice-oriented and relates to those areas of the law in which legal assistants are most in demand. There are no prerequisites, but students will be expected to complete a significant amount of homework for each weekend session. This program will help students increase their office's efficiency, productivity, and billable hours as well as learn new marketable job skills. Successful graduates of both Part I and II will be awarded a Certificate of Completion from CSU Dominguez Hills. To receive a Certificate, students must pass twelve quizzes and successfully complete five legal document writing assignments. Certificates will be mailed to successful graduates within 4 to 6 weeks of completion of Part I and II of the course. All classes meet on Saturday and Sunday 9am-5pm.

### Paralegal Certificate Course Part I

NBLG 201-01      CRN 22426

Subject matter to be covered in Part I includes:

- Legal Terminology, Documents, Ethics, and the Litigation Process
- Introduction to the Evidentiary Predicate
- Identifying Relevant Authority
- Introduction to Legal Research
- Legal Research Practice
- Legal Writing, Appellate Procedure, and Law Office Administration
- An Introduction to Domestic Relations, Wills and Trusts
- Introduction to Corporations, Partnerships, Contracts and Bankruptcy

**Dates:** Sat/Sun February 2-March 24

9am-5pm

CSUDH EE 1206

Part I: \$915

#### Course Fees and Materials

**Textbooks:** Part I: *California Rules of Court: Introduction to Paralegalism*, 5th edition, by William Statsky. *Basics of Legal Document Preparation*, by Robert Cummins, *Paralegal Procedures and Practices*, and *A Paralegal Primer*, 2nd edition, by Scott and Lisa Hatch, which are available for approximately \$200 from the Center for Legal Studies.

Part II: Students will use the same required texts from Part I and the following West Nutshell series books: *Krause's Family Law in a Nutshell*, 3rd edition, and *Schaber and Rohwer's Contracts in a Nutshell*, 4th edition, for an approximate cost of \$65.

#### Fees for this program include:

- Handouts and a voluntary internship for those students finishing in the top 25% of the class who desire legal experience

- Two weeks of WESTLAW access

### Paralegal Certificate Course Part II

NBLG 202-01      CRN 22500

Subject matter to be covered in Part II includes:

- Advanced Legal Research
- Advanced WESTLAW Training
- Advanced Legal Writing
- Advanced Legal Document Preparation
- Constitutional Law and Civil Liberties
- Contracts and the Uniform Commercial Code
- Family Law
- Mediation and Other Forms of ADR
- Probate, Wills and Trusts
- Estate Planning
- Business Law Practice
- Bankruptcy Law Practice
- Entertainment Law and Paralegal Internships

**Dates:** Sat/Sun February 23-May 7

9am-5pm

CSUDH EE 1210

Part II: \$1215

This Certificate provides an individual with the recognition that he or she has achieved the level of professional knowledge and competency necessary to work within the legal field, and it is designed to satisfy the requirements of California Business Professionals Code §6450.

#### Financial Aid

Student loans may be available through TERI Continuing Education at 1-800-255-TERI or through Key Career Loan at 1-800-KEY-LEND.

For more information, call (310) 243-3741

or visit the web site: [www.csudh.edu/extendeded](http://www.csudh.edu/extendeded)

or call the Center for Legal Studies a 1-800-522-7737 or

visit the website: [www.legalstudies.com](http://www.legalstudies.com)

# **C** Professional Training in Supply Chain Management: Production & Inventory Control Certificate Program

in cooperation with the Los Angeles Chapter, APICS (LAPICS)

## **Who Should Attend**

The Certificate program 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 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 APICS CPIM Certification Exams.

## **The Cost**

The tuition fee for a class taken on the CSUDH campus is \$405. (If taken over television-away from campus, there will be an additional fee of \$90). The fee for courses taken over the Internet is \$450 per class.

## **Books and Materials**

Students taking classes on campus should arrange to purchase textbooks and other materials directly from the CSUDH Bookstore. The bookstore is open M-Th 8am-8:45pm, F 8am-4pm, Sa 10am-2pm during fall and spring terms; hours subject to change). You may also order via phone at (310) 243-3829 or visit the website: [www.csudh.bkstr.com](http://www.csudh.bkstr.com). Visa, Mastercard, AMEX and Discover credit cards are accepted. Please allow 5-7 working days for shipping. Books for the Internet classes must be ordered through APICS.

## **Location**

Classes meet on the CSUDH campus in Carson. The classrooms are located in the Extended Education Building, EE 1206 (unless otherwise indicated). A parking fee of \$2/day is charged on campus. Students taking Internet classes do not need to come to campus.

## **Employment Opportunities**

CSUDH/LAPICS Certificate holders find employment in aerospace, electronics, military, hospitals, retail, and warehousing.

## **Requirements**

Courses are offered three trimesters each year and provide three (3) units of upper division degree-applicable academic credit. 15 units must be completed to receive the certificate. Students must achieve an over-all grade point average of 2.3 (C+) or better. The certificate must be completed within 3 years once the student has started the program.

For more information call (310) 243-3741 or email [learn@csudh.edu](mailto:learn@csudh.edu) or visit the website: [www.csudh.edu/lapiconline](http://www.csudh.edu/lapiconline)

Hear from those who have completed the certificate:

*"With more than 20 years of experience in supply chain management, the certificate in Production and Inventory Control both reviewed and enhanced my knowledge of the field, and gave me an academic credential which will enhance future employment prospects."*

*Rodger Hamrick, MBA, MA*

*"When I first started working at the help desk for a manufacturing application, I had years of experience in customer service and application support, but no experience in a manufacturing environment. The Production and Inventory Control Certificate provided me with the knowledge to understand the concepts and terminology I needed to fully support my customers for the past seven years."*

*Jayne Glodowski  
Help Desk, Boeing*



## The Courses

### PIX 319 Basics of Supply Chain Management 3 units

Course 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 319 must be taken first before taking the other courses.

### PIX 331 Detailed Scheduling/Planning 3 units

Students focus on the various techniques for material and capacity scheduling. The course includes detailed descriptions of material requirements planning (MRP), capacity requirements planning (CRP), inventory management practices, and procurement and supplier planning.

### PIX 332 Operations Execution/Control 3 units

Students focus on prioritizing work, executing work plans and implementing controls, reporting activity results and providing evaluation feedback on performance. The course explains techniques for scheduling and controlling production processes, execution of quality initiatives and control of inventories.

### PIX 333 Master Planning of Resources 3 units

Students explore processes to develop sales and operations plans and identify and assess internal and external demand and forecasting requirements. The course focuses on the importance of producing achievable master schedules consistent with business policies, objectives, and resource constraints.

### PIX 340 Strategic Management of Resources 3 units

Students explore the relationship of existing and emerging processes and technologies to manufacturing and supply chain-related functions. Aligning resources with the strategic plan, configuring and integrating operating processes to support the strategic plan, and implementing change are the main topics.

## ON CAMPUS

### SPRING 2002 SEMESTER

(13 weeks)

Begins week of January 7

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

3 units CRN 22687

13 mtgs: Thu Jan 10-Apr 4  
6:30-10pm  
CSUDH EE 1206  
\$405

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

3 units CRN 22688

13 mtgs: Tue Jan 8-Apr 2  
4-6:30pm  
CSUDH ERC E127  
If taking over TV at a company site, specify that you are taking section 92, CRN 22690, then add \$90 to the fee below.  
\$405

### PIX 340-01 Strategic Management of Resources

3 units CRN 22686

13 mtgs: Tue Jan 8-Apr 2  
6:30-10pm  
CSUDH EE 1218  
\$405

### PIX 331-01 (91) Detailed Scheduling and Planning

3 units CRN 22684

13 mtgs: Thu Jan 10-Apr 4  
4-6:30pm  
CSUDH ERC E127  
If taking over TV at a company site specify that you are taking section (91) CRN 22685, then add \$90 to the fee below.  
\$405

## INTERNET (13 weeks)

Begins Week of January 7

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

3 units CRN 22682

Tue Jan 8-Apr 2  
\$450

### PIX 332-41 Operations Execution and Control

3 units CRN 22683

Tue Jan 8-Apr 2  
\$450

\*Offered only on the Internet

### Taking OnLine Classes from CSUDH

Classes 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.

### Minimum Computer Requirements

Courses offered via the web from CSUDH cover the same curriculum as those offered on campus or at local industry sites. In order to participate, you need an e-mail account and access to the World Wide Web. The minimum computer requirements are a Pentium 2, 32mg RAM, Windows 95, 98 or NT, 56K modem, Netscape 4.0 or Internet Explorer 4.0. If you feel comfortable sending email and "surfing the web" you're prepared to participate in CSUDH online coursework.

### Courses offered Summer Trimester 2002

On Campus: PIX 319, 331 and 333  
Internet: PIX 319 and 340

## Who Should Attend

The Certificate Award is designed for those who wish to gain a broad education in the principles of Purchasing. Those already in this field as well as those anticipating a career change will benefit from this practical training taught by leading CPM professionals currently employed in Purchasing. In addition, the coursework is designed to help students prepare for the NAPM CPM certificate exams.

## Employment Opportunities

CSUDH Purchasing Certificate holders find employment in the aerospace, electronics, military, hospital, and retail industries.

## The Cost

The tuition fee for a course taken over the Internet is \$450 per class.

## Location

Students taking Internet classes do not have to come to the campus.

## Books and Materials

Books for the Internet classes must be ordered through NAPM (not available in the bookstore).

## Requirements

Courses are offered three trimesters each year and provide 3 units of Extended Education credit. 15 units must be completed to obtain the certificate. Students must complete the following courses achieving an over-all grade point average of 2.3 (C+) or better. The certificate must be completed within 3 years once the student has started the program.

## The Courses

### PRX 200-41 Purchasing Fundamentals

Course examines the fundamental elements of purchasing. Emphasis is placed on current business trends and their impact on the purchasing profession. Fundamental concepts, methods and techniques used to



# Certificate in Purchasing

Professional Training on the Internet

evaluate requirements for purchasing goods and services are discussed. Case studies allow for application to real-world situations. PRX 200-41 must be taken first before taking the other courses.

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

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

### PRX 330-41 Public Sector Procurement

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

### PRX 340-41 Advanced Purchasing Concepts

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

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

Course 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.

## Spring 2002 Semester (13 weeks)

Begins week of January 8

### PRX 200-41 Purchasing Fundamentals

3 units CRN 22680

Tue Jan 8-Apr 2  
\$450

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

3 units CRN 22681

Tue Jan 8-Apr 2  
\$450

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

3 units CRN 22682

Tue Jan 8-Apr 2  
\$450

## Summer 2002 Semester

### PRX 200-41 Purchasing Fundamentals

3 units CRN 30033

Tue Apr 9-July 2  
\$450

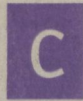
### PRX 330-41 Public Sector Procurement

3 units CRN 30034

Tue Apr 9-July 2  
\$450

After registering for a Purchasing class, contact [hall.joan@verizon.net](mailto:hall.joan@verizon.net) with your e-mail address.

Visit us on the Web!  
[www.csudh.edu/purchasingonline](http://www.csudh.edu/purchasingonline)



## 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. Eugene Watson at (310) 516-3880.

#### Courses required for the Certificate in Service Quality Assurance

- QAS 511 Quality Function Management & TQM (3)
- QAS 530 Statistical Quality for Service Professionals (3)
- QAS 531 Customer Satisfaction & Quality Assurance (3)
- QAS 532 Q A for the Service Delivery Process (3)

### 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 & TQM  
QAS 518 Quality Project Management & Productivity  
QAS 526 Supplier Quality Assurance

or

QAS 527 Quality Measurement  
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 525 ISO 9000 and the Audit Function  
QAS 526 Supplier Quality Assurance

or

QAS 527 Quality Measurement  
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 704 Certified Reliability 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

# Quality 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.

Cost of each course is \$350.

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](mailto:msqa@csudh.edu).

Capstone Courses are offered  
only on the Internet.  
Further information  
may be located at  
[www.csudh.edu/msqa](http://www.csudh.edu/msqa)

Exam Prep Course Title	Start Date	Last Day to Register	End Date
NBQA 701 Certified Quality Manager CRN 22757	Jan 2	Jan 5	Feb 26
NBQA 704 Certified Reliability Engineer CRN 22760	Jan 2	Jan 5	Feb 26
NBQA 702 Certified Quality Engineer CRN 22758	Apr 2	Apr 5	May 28
NBQA 703 Certified Quality Auditor CRN 22759	Apr 2	Apr 5	May 28
NBQA 705 Certified Software Quality Engineer CRN 22761	Mar 26	Mar 29	May 28



# Certificate of Completion in Safety and Security

**CERTIFICATE PROGRAM**  
**CLASS DATE PLANNER**  
**SPRING 2002**

## **HEX 979 Recognition and Control of Workplace Hazards**

*Tuesday, January 29-March 12*

## **HEX 960-01 OSHA & Environmental Law**

*Thursday, March 28-May 9*

## **HEX 936 Industrial Machine Guarding**

*Saturday, April 6-May 4*

**Recognized and  
approved by the  
California Society  
of Safety &  
Security  
Professionals  
(CSSSP)**

### **Certificate Award**

A certificate is awarded upon successful completion of five core courses and one elective. Students not pursuing the certificate may take individual courses.

Recognized and approved by the California Society of Safety and Security Professionals.

### **The Location**

Classes are held evenings on the CSU Dominguez Hills campus in Carson, CA.

### **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 regulatory requirements

### **The Courses**

**Core Courses**  
**HEX 946 Industrial Accident  
Investigation**

**HEX 979 Recognition & Control of  
Workplace Hazards**

**HEX 960 OSHA & Environmental  
Law**

**HEX 963 Workplace Security &  
Violence Issues**

**Elective Courses**  
**HEX 936 Industrial Machine  
Guarding**

### **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, RSSP,**  
Loyola University.

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

**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,**  
Health & Safety Consultant,  
General Safety Services.

**James L. Unmack, CSP, CIH, PE,**  
Vice President, Unmack  
Corporation.

## Core Courses

### HEX 946 Industrial 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 979 Recognition & Control of Workplace Hazards 2.0 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 standards.

Also included:

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

## Elective Course

### HEX 936 Industrial Machine Guarding Elective 1.5 CEUs

The course will assist the student in factory and other industrial-type work-sites to incorporate an effective machine guarding safety program that will meet regulatory requirements and protect workers. The course will cover the hazards of unguarded machines, common safeguarding methods, the safeguarding of machines and robots, the methods of machine guarding, training, inspection, maintenance and safeguarding techniques.

## Spring 2002 Schedule

### HEX 979 Recognition and Control of Workplace Hazards

2.0 CEUs CRN 22770

John O'Toole, PhD, RSSP, Health & Safety Consultant, General Safety Services.

7 mtgs: Tue Jan 29-Mar 12  
6-9pm  
CSUDH EE 1217  
\$250

### HEX 960-01 OSHA & Environmental Law

2.0 CEUs CRN 22769

Don Christian, JD, MA, RSSP, Loyola University.

7 mtgs: Thu Mar 28-May 9  
6-9pm  
CSUDH SAC 1106  
\$250

### HEX 936 Industrial Machine Guarding

1.5 CEUs CRN 22771

George Doria-Medina, BS, MBA.

5 mtgs: Sat Apr 6-May 4  
9am-12pm  
CSUDH EE 1222  
\$180

For more information, call  
(310) 243-3782 or visit us on  
the Web:

[www.csudh.edu/extension/safand sec.htm](http://www.csudh.edu/extension/safand sec.htm)



# INTRODUCING A NEW CONCEPT IN WEB-BASED PROFESSIONAL DEVELOPMENT

CSUDH, in partnership with Skillsoft Corporation, presents a unique opportunity to create a personalized training program specific to your professional needs. Build your own PROFESSIONAL DEVELOPMENT CERTIFICATE from one of the following six options:

- BUDGET AND FINANCE
- e-BUSINESS
- LEADERSHIP AND TEAMBUILDING
- COMMUNICATIONS
- HUMAN RESOURCES
- PROJECT MANAGEMENT
- CUSTOMER SERVICE

These self-paced web-based training courses target essential core competencies and provide viable options for working professionals. To build your own certificate, select FIVE courses from any of the above areas. More than 170 courses from which to choose, all reasonably priced at \$24.00 per hour. See the individual listings on the following pages for total hours per course. You may register at any time between January 15 and May 15 for these self-paced courses. They must be completed by May 31.

For specific course registration numbers, please visit the website: [www.csudh.edu/extendeded/](http://www.csudh.edu/extendeded/) or call (310) 243-3741.

#### TECHNICAL REQUIREMENTS

- Pentium 133 MHz or higher CPU and sound card
- Windows (95/98/NT/2000/ME)
- Macintosh is not supported
- 16 MB RAM (32 MB recommended)
- 640x480 or greater resolution, 256 colors (at least 800x600, 16-bit color recommended)
- Web browser: Internet Explorer or Netscape Navigator, version 4.0 or greater

## Budgeting and Finance

### Business Finance for Managers

Introduction to Finance	2.5 Hours
Making Budgets Work	2.5 Hours
Cash Management	2.5 Hours
Financial Statements and Analysis	2.5 Hours
Sources of Funding	2.5 Hours
The Manager's Performance Guide - Business Finance	1.5 Hours

### Using Financial Statements (Co-Developed with Wharton)

Principles of Financial Statements	3.5 Hours
Components of Financial Statements	3.0 Hours
Analyzing the Income Statement and Balance Sheet	2.0 Hours
The Income Statement and Balance Sheet Connection	2.0 Hours
Analyzing Cash Flow	4.5 Hours
Ratio Analysis for Financial Statements	3.0 Hours
Credibility and Disclosure in an Annual Report	2.5 Hours
Analyzing an Annual Report	4.5 Hours

### Practical Budgeting for Managers

The Basics of Budgeting	4.5 Hours
Building an Operating Budget	3.5 Hours
Capital Budgeting	4.5 Hours
Managing Budgets Effectively	3.0 Hours

## Communications

### Dealing with Conflict and Confrontation

Understanding Conflict	2.5 Hours
Contentious Tactics and Conflict Escalation	2.5 Hours
Resolving Conflict through Problem Solving	3.0 Hours

### The Successful Group Facilitator

The Role of the Facilitator	5.0 Hours
Facilitative Fundamentals: Techniques and Tools	3.5 Hours
Facilitating Work Groups and Meetings	4.0 Hours
Facilitating Challenging Situations	3.5 Hours
Facilitative Formats and Tools: Offering Options	5.0 Hours
The Facilitative Leader	3.0 Hours

### Negotiating to Win: Getting the Results You Want

Crafting a Deal	3.0 Hours
Connect and Communicate	2.5 Hours
The Negotiation Process	2.5 Hours
The Dynamics of Interaction	3.0 Hours
Inclusive Negotiating	2.5 Hours
When the Going Gets Tough	2.5 Hours
The Master Negotiator	2.5 Hours

### Writing to Maximize Business Results

Exploring the New Basics of Business Writing	3.0 Hours
Writing High-impact Reports and Proposals	3.5 Hours
Producing Letters That Drive Your Business	2.5 Hours
Using Good Letters to Deliver Bad News	2.5 Hours
Writing: The Art of In-house Memos	2.0 Hours
Writing Effective E-mail Messages	2.5 Hours

### Powerful Presentation Skills

Planning Your Presentation	2.5 Hours
Delivering Your Presentation	2.0 Hours
Presenting with Confidence and Impact	3.5 Hours

### Meeting the Presentation Challenge

The Foundations of Presentations	3.0 Hours
Basic Presentation Structure	3.0 Hours
Using Presentation Equipment Effectively	3.0 Hours
Effective Presentation Delivery	3.0 Hours
Advanced Presentation Skills	3.0 Hours
Presentation as a Management Tool	2.5 Hours

## Customer Service

### Customer Relations Management

The Customer-Driven Organization	2.0 Hours
Hiring and Retaining Service Professionals	3.5 Hours
Effective Service Recovery	2.5 Hours
Serving your Internal Customers	3.0 Hours
Beginning Electronic Customer Relationships	2.5 Hours
Sustaining Excellent Customer Service	3.5 Hours
Discovering What Your Customers Want	2.5 Hours
Developing Customer Satisfaction Surveys	3.0 Hours
Customer Satisfaction: Analysis and Implementation	2.5 Hours

### Managing a Customer Service-Oriented Culture

Establishing your Team's Desired Performance	4.0 Hours
Coaching in a Service-oriented Culture	2.5 Hours
Exceeding Customer Expectations	2.5 Hours
Customer Service Strategy	2.5 Hours
Improving the Process of Service Delivery	2.0 Hours
Navigating the Change Process Successfully	4.0 Hours

### How to Excel at Customer Service

Building the Service Foundation: Corporate Culture	3.5 Hours
Fundamentals of Exceptional Customer Service	3.5 Hours
The Voice of the Customer	4.5 Hours
Advancing your Service Expertise	4.5 Hours
Customers, Conflict, and Confrontation	5.5 Hours
Overcoming Challenging Service Situations	6.0 Hours
Instilling Service Excellence: The EXCEL Acronym	7.5 Hours
Service Stars and Service Teams	5.5 Hours
Excelling at Customer Service Simulation	.5 Hours

### Frontline Call Center Skills

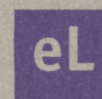
The Call Center Industry	2.5 Hours
Call Center Communication Skills	4.5 Hours
Call Center Customer Service	4.5 Hours
Call Center Telephone Sales	3.0 Hours
Frontline Call Center Simulation	.5 Hours

### Inbound Call Center Management

The Inbound Call Center	2.5 Hours
Inbound Call Center Management Leadership	
Inbound Call Center: People Management	
Inbound Call Center Technology	4.0 Hours
Performance Metrics for an Inbound Call Center	2.5 Hours

### Professional Telephone Skills

Handle Calls with Confidence and Professionalism	3.5 Hours
Turn Difficult Callers into Delighted Customers	4.0 Hours
Managing Telephone Technology	2.0 Hours





## e-Business

### e-Business Foundations

The Fundamentals of e-Business	2.5 Hours
Approaches to e-Business	2.0 Hours
e-Business Opportunities	2.5 Hours
e-Business Design	2.5 Hours
Building a Successful Web Site	2.5 Hours
e-Business Solutions	2.5 Hours

### e-Business for Customer Relationship Management

Introduction to Customer Relationship Management	3.0 Hours
Electronic Customer Relationship Management	3.0 Hours
Data Mining	2.5 Hours
Profiting from Customer Relationship Management	2.0 Hours
Value Nets	2.0 Hours

## Human Resources

### Human Resources Management Essentials

Human Resources Planning and Analysis	2.0 Hours
Getting the Workforce Your Company Needs	2.5 Hours
Workforce Compensation	2.5 Hours
The Climate for Performance	3.5 Hours

### Workplace Issue Fundamentals

Workplace Harassment	2.5 Hours
Diversity in the Workplace	3.5 Hours
Business Ethics	2.5 Hours
Family Medical Leave Act (FMLA)	3.0 Hours
Equal Employment Opportunity	2.5 Hours
Americans with Disabilities Act	2.0 Hours
Rightful Termination	1.5 Hours

### Management Excellence: Performance-Based Appraisal

Effective Management: Performance-based Appraisal	2.5 Hours
Designing Successful Performance-based Appraisals	2.5 Hours
Implementing Performance-based Appraisals	2.5 Hours
Performance-based Appraisal - An Employee View	3.0 Hours
Appraising the Performance-Oriented Team	3.0 Hours

### How to Discipline Employees & Correct Performance Problems

Understand and Confront Performance Problems	2.0 Hours
Setting and Clarifying Standards	1.5 Hours
Motivate and Recognize Employees	2.0 Hours
Use Formal Discipline Measures	3.0 Hours

## Leadership

### Going from Management to Leadership

The Mark of a Leader	2.5 Hours
Communicating a Shared Vision	2.5 Hours
The Enabling Leader	5.0 Hours
Removing Performance Barriers	4.0 Hours
Communicating as a Leader	4.5 Hours
Coaching for Performance	2.5 Hours
Leading through Change	3.0 Hours
The Leader as a Model	3.0 Hours

### Leadership in Senior Management

Senior Leadership Principles	3.0 Hours
Senior Leadership in Action	3.5 Hours

### Leading the Workforce Generations

Introduction to Work Force Generations	2.5 Hours
Attracting, Developing, and Retaining Generations	3.0 Hours
Leading Silent Generation and Baby Boom Workers	3.0 Hours
Leading Generations X and Next	3.5 Hours
Making Cross-Generational Teams Work	3.0 Hours
Cross-Generational Workers in the 21st Century	3.0 Hours

### Making Teams Work: Capitalizing on Conflict

Team Conflict: The Seeds of Dissent	3.0 Hours
Analyzing Workplace War Zones	2.5 Hours
Getting Past Clashes: Valuing Team Diversity	2.5 Hours
Conquering Conflict through Communication	3.0 Hours
The Path to Peace and Harmony	2.5 Hours
Manager's Performance Guide: Team Conflict Skills	1.5 Hours

### Managing and Leading the Virtual Team

Virtual Team Basics	3.5 Hours
Virtual Team Communication	4.0 Hours
Collaboration in Virtual Teams	3.5 Hours
Virtual Project Management	2.0 Hours
Virtual Team Leadership	3.5 Hours
Learning Organizations and the Virtual Team	3.0 Hours

## Project Management

### Participating in a Project Team

The Self-Directed Project Team Member	2.5 Hours
Project Team Communication Skills	3.0 Hours
Team-Building is an Inside Job	3.0 Hours
Troubleshooting for Project Teams	3.0 Hours
The Project Team Star Player	3.5 Hours
Honing Your Leadership Skills	3.0 Hours

### Cultivating a High-Performance Team

Building a High-Performance Team	2.0 Hours
Harnessing Collective Knowledge	2.5 Hours
Managing a Project with Your Team	3.0 Hours
Revving Up Your High Performance Team	2.5 Hours
Maintaining Project Team Peak Performance	2.5 Hours
Fixing Broken Teams	2.5 Hours

### Professional Project Management

Defining the Project	3.0 Hours
Essential Project Management Tools	2.5 Hours
Computer-assisted Project Planning	3.0 Hours
Building the Project Team	3.0 Hours
Leading the Successful Project Team	2.5 Hours
Completing the Project	2.5 Hours

### Professional Project Management Fundamentals

Project Management Context and Processes	2.5 Hours
Project Integration, Scope and Time Management	2.5 Hours
Project Cost and Quality Management	2.5 Hours
Project Human Resources and Communications	2.5 Hours
Project Risk and Procurement Management	1.5 Hours
Manager's Performance Guide - Project Management	1.5 Hours

### To register:

Obtain the number of the course from our website:  
[www.csudh.edu/extendeded/](http://www.csudh.edu/extendeded/)

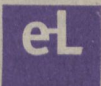
or call (310) 243-3741. Then include the number on the registration form on the inside back cover of this bulletin, and send it with credit card payment or check (payable to CSUDH) to:

### EXTENDED EDUCATION EE 1100

CSU Dominguez Hills  
1000 East Victoria Street  
Carson, CA 90747-0005

or FAX it to: (310) 516-3971

You may also register by phone with credit card:  
(310) 243-3741



**SS**

## Special Sessions

### Residence Credit through Special Sessions

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 the next page to register for these courses only.

#### Certificate and Credential Programs

Assistive Technology Specialist  
Certificate Program  
Community College Teaching  
Certificate Program  
Orthotics & Prosthetics Certificate  
Teaching Credential in Designated  
Subjects - Adult Education

#### Bachelors Degree Programs

Interdisciplinary Studies, Bachelor of  
Arts, PACE Program  
Nursing, Bachelor of Science, Online  
Production & Inventory Control,  
Bachelor of Arts

#### Masters Degree Programs

Master of Business Administration, Online  
Behavioral Science, Master of Arts,  
Negotiation and Conflict Management  
Quality Assurance, Master of Science,  
Online  
Nursing, Master of Science, Online  
Physical Education, Master of Arts in  
Education, Administration Option  
Master of Public Administration, Online

#### CALNET Distance Learning

CSU Dominguez Hills  
CSU Fullerton  
CSU Long Beach  
CSU Los Angeles  
Cal Poly Pomona



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

Date of Application \_\_\_\_\_ Social Security # \_\_\_\_\_ 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 02) \_\_\_\_\_

Have you been enrolled at CSUDH before? yes  no  Date last enrolled \_\_\_\_\_

Course Information						
Schedule #	Dept	Course	Section	Units	Course Fee	Instructor/Dept Consent

# Special Sessions

Course Fee \$ \_\_\_\_\_  
Late Fee \$ \_\_\_\_\_  
Total Fee PAID \$ \_\_\_\_\_

Payment Method  Check/Money Order. Make check payable to CSUDH  
 I authorize the use of my VISA/MC/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 \_\_\_\_\_



**Mail to CSU Dominguez Hills, Extended Education,  
EE 1100, 1000 East Victoria Street, Carson, CA 90747**

**Use T.O.R.O.S. Touchtone  
Registration (some  
restrictions apply)  
(310) 516-3409-3416**



**Stop by Extended Education Registration Office on EE  
1100, 1000 E. Victoria, Carson**

**FAX to Extended  
Education  
(310) 516-3971**



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

10/01

special sessions • register by phone (310) 243-3741 • register by fax (310) 516-3971 • www.csudh.edu/extendeded/ • 73

## **D** Degree Programs

Bachelors and Masters Degree programs available on-site and online allow students to complete their education or explore post-graduate degrees while working or even living far from the campus.

**Applied Studies: Bachelor of Science**

**Behavioral Science; Master of Arts**

**in Negotiation & Conflict Management, Online**

**Master of Business Administration, Online (MBA Online)**

**Humanities Master of Arts (HUX), Correspondence**

**Nursing: Bachelor of Science, Online**

**Nursing: Master of Science, Online**

**Physical Education, Master of Arts in Education**

**Administration Option**

**Production and Inventory Control, Bachelor of Arts**

**Master of Public Administration, Online (MPA Online)**

**Quality Assurance, Master of Science, Online**

**Quality Assurance - Service, Master of Science, Online**



# D

## Degree Programs

### Bachelors Degree Programs

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Production and Inventory Control BA.....	79

### Masters Degree Programs

Behavioral Science, Negotiation & Conflict Management, Master of Arts Online.....	81
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Physical Education, Administration, MA.....	84
Humanities, Master of Arts--Correspondence .....	85
Nursing, Master of Science--Online.....	86
Master of Public Administration, MPA --Online.....	88
Quality Assurance, Master of Science--Online ...	90
Quality Assurance, Service, MS - Online .....	92

### Individual Program Courses

Advanced Experimental Design - MSQA.....	90
Advanced Nursing Roles MSN.....	87
Advanced Probability and Statistics-- MSQA.....	90
Assurance Science: Individual Study - MSQA.....	90
Change Management: Spec Topics - MSQA.....	90
Community Based Nursing - BSN.....	80
Computer Applications, Seminar - BEH.....	82
Conflict Resolution: Internship - BEH.....	82
Continuation Course - BEH.....	82
Curriculum Development in Physical Education - PED.....	84
Evaluation for Outcome Analysis for Health Care Delivery - MSQA.....	90
Fieldwork in Physical Education Administration - PED.....	84
Final Project/Thesis Preparation--MSQA.....	90
Grad Project Continuation -- MSQA.....	90
Health Assessment - BSN.....	80
Health Care Systems, Policy and Finance - BSN.....	80
Health Promotion & Disease Prevention - MSN.....	87
Human Diversity in Health Care - BSN.....	80
Human Factors in QAS-- MSQA.....	90
Humanities Master of Arts -- correspondence .....	85
Individual Study in Assurance Science--MSQA.....	90
Lean Thinking: Spec Topics - MSQA.....	90

Mathematics for Quality Assurance - MSQA.....	90
Measurement and Testing Techniques - MSQA.....	90
Nursing: BSN Online .....	79
Nursing Informatics: MSN.....	87
Nursing: MSN Online .....	86
Nursing and Telehealth - BSN.....	80
Nursing Roles-- Advanced.....	88
Organizational Conflict - BEH.....	82
Pathophysiology - BSN.....	80
Principles LDSP/Mgt in Nursing - BSN.....	80
Production & Inventory Control: Bachelor of Science.....	79
Public Administration Online Masters Degree: .....	89
Quality Assurance for the Service Delivery Process - MSQA.....	90
Quality Assurance - Master of Science Online .....	90
Quality Assurance - Service - Master of Science Online .....	92
Quality Function Management & TQM - MSQA.....	90
Quality Project Management & Productivity-- MSQA.....	90
Software Reliability - MSQA.....	90
SQC for Service - MSQA.....	90
Statistical Quality Control & Sampling - MSQA.....	90
Statistics - BSN.....	80
Supplier Quality Assurance - MSQA .....	90
Technology for the Information Age - BSN.....	80
Theories of Conflict - BEH.....	82
Final Project/Thesis Preparation--MSQA.....	90
Thesis/Project--MSQA.....	90



# Bachelor of Science in Applied Studies

A university program to advance you in your technical career within the changing workplace

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 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. Alex Burckin at  
(310) 243-3583**

# **D** Production and Inventory Control, Bachelor of Arts Degree

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: Dr. Margaret Blue, University Advisement Center, California State University, Dominguez Hills, 1000 East Victoria Street, Carson, CA 90747, (310) 243-3538. email: [mblue@csudh.edu](mailto:mblue@csudh.edu)

## **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, Chicano/a studies, Spanish, sociology/anthropology, adult education, applied studies, and public relations (communications).**

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:

- Accounting (15 units)
- Business Administration (30 units)
- Business Information Systems (15-16 units)
- Communications (12 units)
- Computer science (34 units)
- Health Science (15 units)
- Labor Studies (15 units)
- Chicano/a Studies (18 units)
- Public Administration (15 units)
- Sociology (15 units)
- Spanish (12 - 24 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.

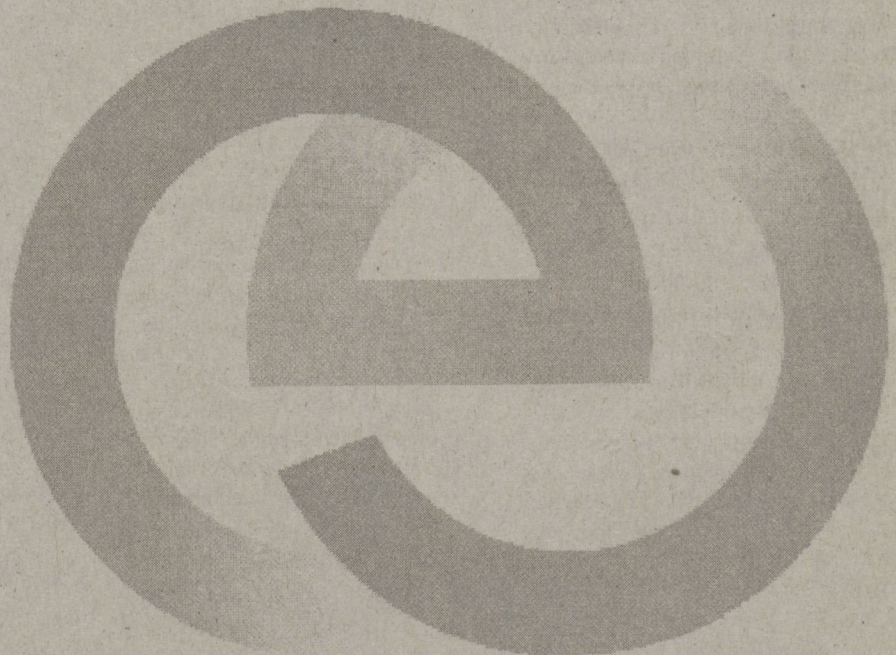
For further information on the Bachelor of Arts Special Major degree program or the LAPICS certificate, please contact Dr. Margaret Blue in the University Advisement Office at (310) 243-3538, email: [mblue@csudh.edu](mailto:mblue@csudh.edu)

### Sample Program 1

General Studies Program	59 units
Special Major:	
LAPICS Certificate	15 units
Second Subject (computer science)	9 units
Minor: (business admin)	30 units
Electives	<u>11 units</u>
<b>TOTAL</b>	<b>124 units</b>

### Sample Program 2

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





# D

## Nursing, Bachelor of Science Degree - Online

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?

Knowledge?

Skills?

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 in a rapidly changing health care system in a variety of roles and health settings.

### Admission Requirements

- 1) RN licensure in USA or its equivalent
- 2) Minimum of 56 semester units of transferable college credit
- 3) University level prerequisites in basic skills of English, math, speech and critical thinking
- 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 - is recommended.

### Technical Requirements

Students participating in courses will need to have access to the following:

- 1) Pentium 100 or faster IBM-compatible or comparable Macintosh computer
- 2) 16 MB of RAM
- 3) Minimum 28.8 modem
- 4) Internet access (including email and World Wide Web)
- 5) Netscape 3.01 or higher or Internet Explorer 4.0 or higher Web browser

### 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 & 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 Complementary & Alternative Health Care Modalities (1)
- BSN 335 Biochemistry (4)
- BSN 416 Continuous Quality Improvement in Healthcare (1)
- BSN 426 Nursing and Telehealth (2)
- BSN 436 Principles of Healthcare Budgeting (2)
- BSN 446 Introduction to Case Management (2)
- BSN 456 Health and the Global Village (1)

### † One-Unit Modules

Courses are delivered in one-unit modules, with the exception of some performance courses.

### \* 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.

The cost of each unit is \$225.

### For further information,

contact us at:

Division of Nursing  
California State University,  
Dominguez Hills  
1000 East Victoria St.  
Carson, CA 90747  
310-243-2029

SOHadvicing@soh.csudh.edu

Phone: 1-800-344-5484

or visit the web site:

[www.csudh.edu/dominguezonline/bsn.htm](http://www.csudh.edu/dominguezonline/bsn.htm)

# National Nursing

## Program Class

### Schedule

#### SPRING 2002

All classes: \$225 per unit

**BSN 301.171 Technology  
for the Information Age**  
CRN 22702 R. Welch  
1 Unit Jan 28- Feb 25

**BSN 305.171 Human  
Diversity in Healthcare**  
CRN 22703 G. Galanti  
4 Units Jan 26 - May 11

**BSN 345.171 Pathophysiology**  
CRN 22704 S. Roberts  
4 Units Jan 26 - May 18

**BSN 380.171 Health  
Assessment**  
CRN 22705 C. Chavez  
3 Units Jan 28 - Apr 29

**BSN 3804.171 Health  
Assessment**  
CRN 22706 C. Chavez  
1 Unit Feb 4 - May 13

**BSN 405.171 Statistics**  
CRN 22707 Frank Rust  
3 Units Feb 1 - May 3

**BSN 410.171 Community  
Based Nursing I**  
CRN 22708 M. Boughen  
3 Units Jan 30 - May 1

**BSN 4104.171 Community  
Based Nursing I**  
CRN 22710 M. Boughen  
2 Units Feb 6 - May 15

**BSN 420.171 Community  
Based Nursing II**  
CRN 22711 W. Whetstone  
3 Units Jan 29 - Apr 30

**BSN 4204.171 Community  
Based Nursing II**  
CRN 22712 W. Whetstone  
2 Units Feb 5 - May 14

**BSN 426.171 Nursing and  
Telehealth**  
CRN 22713 G. Morse  
2 Units Feb 7 - Apr 18

**BSN 430.171 H/C Systems,  
Policy & Finance**  
CRN 22714 J. Wegmann  
3 Units Feb. 2 - May 4

**BSN 450.171 Principles  
LDSP/Mgt in Nursing**  
CRN 22715 K. Johnston  
3 Units Jan 29 - Apr 30

**BSN 4504.171 Principles  
LDSP/Mgt in Nursing**  
CRN 22716 K. Johnston  
2 Units Feb 5 - May 14

For further information,  
contact:  
Division of Nursing,  
California State University,  
Dominguez Hills  
1000 East Victoria St.,  
Carson, CA 90747.  
Phone: 1-800-344-5484  
email:  
sohadvising@soh.csudh.edu

or visit the web site:  
[www.csudh.edu/dominguezonline/bsn.htm](http://www.csudh.edu/dominguezonline/bsn.htm)

# D

## Behavioral Science, Negotiation & Conflict Management Master of Arts Degree -- TV and Live Internet

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 nine, ten-week courses over a two year period in the evenings from 6-9pm. Courses meet one day per week. Students will also be required to pass a comprehensive examination. The weekly course lectures are broadcast live online on the internet.

### The Cost

The cost per unit for 2002 is \$175.

### 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. Applications for new applicants are only accepted in the Fall term.

### The Courses

#### BEH 504 Theories of Conflict (4)

Analysis of theories and models of conflict and conflict resolution among individuals, organizations and governments, exploring causes, levels, functions, and effects. Perspectives from anthropology, economics, history, mathematics, political science, psychology, and sociology.

#### BEH 505 Seminar: Computer Applications (4)

Managerial applications of computers including accounting, data bases (especially for case management), electronic communication, expert systems, literature and information searches, mathematical models, spreadsheets, and word processing.

#### BEH 507 Seminar: Research Design and Interpretation (4)

Prerequisite: BEH 505.

Consideration of research methods used in the behavioral sciences. Elements of research design including problem formulation; sampling, data collection, instrument development; problems of reliability and validity; selection, calculation, and interpretation of appropriate descriptive and inferential statistics.

#### BEH 509 Applied Behavioral Science Research (4)

Prerequisites: BEH 505, BEH 507, and 9 additional units of graduate work.

Application of research design, instrument development, statistics, proposal writing, program planning, and statistics to formulating, completing, and reporting a study of a specified problem in a field setting by a small team of students.

### 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.

**CALL TODAY (310) 243-2162 or visit our website at <http://dominguezonline.csudh.edu>**

### **BEH 522 Seminar: Negotiation Tactics (4)**

Tactics used in negotiations among individuals, institutions, and societies. Planning and conducting personal, corporate, labor, hostage, and diplomatic negotiations. Cross-cultural, ethical, and historical dimensions.

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

Theory and skills including requirements for certification under the California Dispute Resolution Programs Act, especially agreement procedures, case development, consensus building, issue framing and prioritizing, orientations toward conflict, and record keeping.

### **BEH 529 Internship: Conflict Resolution (3)**

Prerequisites: Twelve units of courses dealing with conflict resolution and approval of instructor.

Students will work as interns in agencies in conflict resolution and consult weekly with a faculty supervisor. Total of 120 hours of agency experience.

### **BEH 535 Organizational Conflict (3)**

Prerequisite: BEH 522 recommended.

Origin and types of conflicts which arise within and between complex organizations. Positive and negative effects of organizational conflict. Exploiting, preventing, containing, escalating, and resolving conflict.

### **BEH 540 Seminar: Community Conflict (3)**

The impact of system dynamics on conflict management on communities from neighborhoods to nations. Implications of system dynamics for specifying goals and planning interventions to achieve them, from pre-emptive to corrective. Implications for training and organization. Offered only through Distance Learning.

### **BEH 600 Graduate Continuation Course (0)**

**Before you enroll in the BEH Graduate Program call (310) 243-2162 or email [negotiation@csudh.edu](mailto:negotiation@csudh.edu)**

## Spring 2002 Schedule

### **BEH 505-91 Seminar: Computer Applications (4)**

Grad Standing; Consent of Department. TV course.

CRN 22405

C. Bossler

10 mtgs: Mon Jan 14-Mar 25 (no meeting Jan 21)

6-9pm PST

\$700

### **BEH 529-71 Internship: Conflict Resolution (3)**

Grad Standing; Consent of Department. Twelve units of courses dealing with conflict resolution and approval of instructor.

CRN 22470

D. Williams

10 mtgs: Mon Jan 28-May 24

TBA

\$435

### **BEH 529S-71 Internship: Conflict Resolution (0)**

CRN 22799

D. Williams

10 mtgs: Mon Jan 28-May 24

TBA

### **BEH 535-91 Organizational Conflict (3)**

Grad Standing; Consent of Department. TV course.

CRN 22407

J Ellman

10 mtgs: Wed Jan 16-Mar 20

6-9pm PST

\$525

### **BEH 600 Graduate Continuation Course (0)**

Grad Standing; Contact Advisor.

CRN 21824

TBA

\$135

**D**

# Master of Business Administration MBA Online

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

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

In 1997, **Forbes** magazine identified CSUDH as one of the top 20 Cyber Universities in the United States, recognizing its leadership in distance learning.

The 30 unit MBA curriculum can be completed online within 15 months through the CSUDH MBA Online Program. All MBA courses are three (3) credit units each and are offered on a twelve (12) week schedule.

The program is offered in four (4) terms or sessions each year. Students can enroll and begin studies in any of the four terms.

The curriculum consists of the following components:

Prerequisite Coursework	
Required Core Courses	21 Units
Electives	9 Units

Prerequisite coursework covers nine business core competency areas that provide the necessary background for advanced graduate study. Competency areas consist of the disciplines listed below:

- Financial Accounting
- Marketing
- Business Law
- Economics
- Management
- Operations Research
- Finance
- Information Systems
- Business Statistics

Students who hold an undergraduate degree in business administration, commerce, or a related field from an accredited institution may be deemed to have acquired competency in the core areas if the degree is not more than ten years old and if the core courses were completed with a grade of "C" (or equivalent) or higher.

Students who hold an undergraduate degree in a field other than business administration or a related area will be required to demonstrate competency in the business core areas. Competency can be demonstrated by completing necessary coursework at an accredited institution prior to beginning graduate studies at CSUDH or by completing appropriate bridge courses offered through the MBA Online Program.

For complete information, visit the web site:

<http://mbaonline.csudh.edu/>

or contact:

Kenneth Poertner, Program Director:  
or  
Cathi Nicholson, Program Coordinator:  
email: [cnicholson@soma.csudh.edu](mailto:cnicholson@soma.csudh.edu)

Phone: (310) 243-2714  
Fax: (310) 516-4178

## D

# Physical Education, Administration Option Master of Arts in Education

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 & Development in Physical Education & 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 2002 Schedule

### PED 514-71 Curriculum Development in Physical Education

Prereq: Graduate standing  
3 units CRN 22855  
M. Ernst

15 mtgs: Tue Jan -May 28  
7-9:45pm  
CSUDH EE 1221  
\$435

### PED 593S-71 Fieldwork in Physical Education Administration

Prereq: Consent of Department  
3 units CRN 22927  
Casten

15 mtgs: 1st Mtg: Wed Feb 6;  
others TBA  
3:30-4:30pm  
CSUDH 1st Mtg: SAC 1116; others, TBA  
\$435

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



# Master of Arts in Humanities (HUX) External Degree

25 years of achievement in distance learning through correspondence-based courses

This Master of Arts in Humanities Program provides advanced disciplinary and interdisciplinary study of the Humanities: History, Literature, Music, Art History, and Philosophy. Correspondence courses, guided by expert faculty, engage distance-learners around the world. Students compare major themes in literature, art, philosophy, history and music; evaluate key figures and their works, and research significant historical epochs in diverse cultures.

This is a 30-unit graduate degree program that is fully accredited. Completion time ranges from two to five years. Course fees are \$145.00 per unit.

## The Program Design

- All course requirements completed off campus
- Year round course scheduling in three trimesters
- Most courses conducted via correspondence with Online option for some courses
- Standard Course guides designed by CSUDH professors combined with opportunities for mentored independent research courses
- Opportunity for Disciplinary, Interdisciplinary, or Creative Study concentrations

## The Curriculum

- Phase I Core Courses: 3 to 5 Defining Courses focusing on Individual disciplines and representative writers, approaches, and works
- Phase II Options: Single Discipline Concentration of 12 units, or Interdisciplinary Focus, or Creative Study Concentration for approved applicants
- Phase III Capstone Experience: formal thesis or formally presented project

## Learning Experience

- Practice in-depth critical appreciation of key works in the fine arts
- Skillfully apply research methods and analytical writing
- Use frameworks and theory to examine events and cultural products from western and non-western societies
- Engage in study that promotes reflection and exchange of ideas

*According to Andrew Cox, HUX Graduate and winner of the CSUDH Outstanding Thesis of the Year, 2000:*

"I feel as though the Master's Degree in Humanities has broadened my perspective and my ability to make sense of information."

For more information or a HUX M.A. Catalog and application, contact:

Humanities External Master's Degree Program  
California State University,  
Dominguez Hills  
1000 East Victoria Street  
SAC 2-2126  
Carson, CA 90747

Voice: (310) 243-3743  
Monday-Friday 8am-5pm  
(Pacific Time)

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

E-Mail: [HUXOnline@csudh.edu](mailto:HUXOnline@csudh.edu)  
Web Site:  
<http://www.csudh.edu/hux/>

# D

## Nursing, Master of Science - Online

The MSN program, offered online through the National option, prepares leaders for advanced practice in the roles of Nurse Educator or Gerontology Clinical Nurse Specialist (CNS). Coursework and clinical practice are based on advanced knowledge and the critique and application of theory and research as a scientific foundation for advanced practice in nursing. Through personalized academic advisement, the students' programs of study are tailored to reflect their learning needs and professional goals.

### Program Objectives

Upon completion of the MSN program, graduates should be able to:

1. Use epidemiological, social, environmental, and physiological data to draw inferences regarding the health status of individuals, families, groups, and communities, with a special emphasis on vulnerable, high risk and diverse populations;
2. Develop, monitor and evaluate comprehensive, holistic plans of care that address the health promotion, disease prevention and health deviation needs of client populations;
3. Incorporate theories and research in generating nursing interventions to promote, preserve and restore health and healthy lifestyles in client populations;
4. Foster multidisciplinary approaches to strategies and resources to empower client populations to attain and maintain maximal functional wellness;
5. Influence regulatory, legislative and public policy in private and public arenas to promote and preserve healthy communities; and
6. Practice in advanced leadership roles to influence professional and healthcare systems.

### Admission Requirements

1. Completion of a BSN degree from an NLNAC- or CCNE-accredited program in a regionally accredited institution or its equivalent as determined by the CSUDH Nursing Student Affairs Committee.
2. Overall grade point average of 3.0 (on a 4-point scale) or higher in the last 60 semester (90 quarter) units taken.
3. Current and active RN license in the United States.
4. Satisfaction of the Graduation Writing Assessment Requirement (GWAR) achieved prior to or during the first semester of coursework.

### Graduate Course Prerequisites

Some MSN courses require successful completion of prerequisites not offered as part of the MSN program, but available through the BSN program. The courses must be undergraduate upper division:

1. Statistics course (descriptive and inferential) or equivalent, prerequisite to MSN 530;
2. Nursing research course or equivalent, prerequisite to MSN 530;
3. Health assessment course with clinical lab or equivalent, within the last 5 years; and
4. Pathophysiology course or equivalent for Clinical Nurse Specialist role.

### Nurses with Non-Nursing Bachelor's Degrees

RNs who have earned a bachelor's degree in another field may be eligible for the B.A./B.S. Pathway Program leading to the MSN degree upon completion of designated courses. See the Division of Nursing webpage [www.csudh.edu/soh/don/index.htm](http://www.csudh.edu/soh/don/index.htm) for general information about the Pathway Workshop. Some modifications to the mandatory workshop are made for students in the national option.

### Degree Requirements

Students complete 17 units of core courses and then begin specialty role courses as either a Nurse Educator or a Gerontology Clinical Nurse Specialist (CNS). Nurse Educators must also develop an advanced clinical focus by taking a course related to clinical practice in a specialty. Students complete 33-40 units of coursework and role performance, and additional units allocated to taking a comprehensive examination (registration for 3 elective units), or doing a directed project or thesis (3 units) to meet the MSN degree requirements. Students must also satisfy the GWAR.

### Academic Policies

A cumulative grade point average (GPA) of 3.0 or higher is required in all courses taken to satisfy the requirements for the MSN degree. A student will be placed on probation if, in any term, he or she has failed to earn a GPA of 3.0 or higher for taken through that term. During the subsequent probationary term, the student must achieve a GPA sufficiently high to bring the cumulative GPA to 3.0 or higher. Failure to do so will result in dismissal from the program. Any student receiving a grade of "C" or lower during any term must consult immediately with the graduate advisor as soon as the grade report is issued.

### Curriculum

The curriculum consists of core courses, specialty theory and role performance courses, and electives, with a capstone experience of a comprehensive examination or directed project or thesis.



**Core Courses – taken before enrollment in Role courses**

- MSN 501 Nursing Informatics (1)
- MSN 504 Advanced Nursing Roles (2)
- MSN 510 Theories for Advanced Nursing Roles (3)
- MSN 513 Health Care Policy/Economics (3)
- MSN 514 Health Promotion/Disease Prevention (3)
- MSN 530 Research Utilization in Advanced Nursing Practice (3)
- MSN 535 Ethics in Advanced Nursing Roles (2)

**Role Emphasis Courses**

**A. Nurse Educator Role**

- MSN 521 Nurse Educator: Theory (4)
- MSN 551 Nurse Educator: Role Performance I (2)
- MSN 561 Nurse Educator: Role Performance II (2)
- MSN 571 Nurse Educator: Role Performance III (2)
- Elective (Clinical practice focus) (3)

OR

**B. Gerontology CNS Role**

- MSN 524 CNS: Gerontology (6)
- MSN 526 Advanced Pharmacology (3)
- MSN 527 Advanced Health Assessment (3)
- MSN 554 Gerontology CNS: Role Performance (2)
- MSN 564 Therapeutic Interventions: Gerontology CNS Role Performance (2)
- MSN 574 Organizational Strategies: Gerontology CNS Role Performance (2)
- MSN 584 Culminating Role Performance: Gerontology CNS (2)

These courses must be taken concurrently with the Role Emphasis courses:

- MSN 591 Applied Research for Nursing Practice I (1)
- MSN 592 Applied Research for Nursing Practice II (2) Capstone Experience
- MSN 599 Directed Project or Thesis (3) Comprehensive Examination (0) with additional nursing elective (3)

**Clinical Practice Experience**

Advanced role and graduate-level clinical practice experience is offered through the role performance courses. These courses occur in the student's local field setting and involve a local preceptor, as well as the online course instructor. The required total number of hours of practice varies by role option; in general, one unit of credit equals 48 hours of clinical practice in the field. All students are responsible for maintaining an active RN license, and proof of necessary health exams, immunizations, CPR and universal precautions training, and personal professional liability insurance coverage during role emphasis coursework and role performance experiences.

**For further information contact:**

[www.csudh.edu/soh/don/msn.htm](http://www.csudh.edu/soh/don/msn.htm)

**National Nursing Masters Program**

**Class Schedule**

**SPRING 2002**

**MSN 501**

**Nursing Informatics**

1 Unit CRN 22951  
Begins January 28, 2002  
Ends March 11, 2002

**MSN 504**

**Advanced Nursing Roles**

47676 G. Goss  
2 Units CRN 22952  
Begins February 4, 2002  
Ends April 8, 2002

**MSN 514**

**Health Promotion and Disease Prevention**

3 Units CRN 22953  
Begins Jan 26, 2002  
Ends May 11, 2002

# D

## Master of Public Administration MPA Online

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

California State University Dominguez Hills School of Business and Public Administration presents:

### The Program

The Master of Public Administration (MPA) program is designed to provide a quality graduate professional education for individuals entering or currently employed in public service and non-profit professions. The MPA program prepares students for careers as professional managers of public sector or non-profit organizations as well as for research, consulting, and teaching careers. The MPA curriculum is developed on a theoretical foundation for the practice of effective public management in a wide range of public service functional areas at all levels of government.

The MPA Online Program is offered in four (4) terms or sessions each year. Students can enroll and begin studies in any of the four terms. The 36-unit MPA curriculum consists of core and elective courses (3 credit units each) offered in a twelve (12) week schedule.

### Accreditation

The Master of Public Administration Program is accredited by the National Association of Schools of Public Affairs and Public Administration.

### Program Delivery System

All Online MPA courses are offered online through an Internet based delivery system. After meeting prerequisite requirements, students may complete all other program requirements within one year by taking three (3) courses per session during a four session timeframe. A second alternative is for a student to take two (2) courses for six sessions.

### Visit the Web site:

<http://mpaonline.csudh.edu>

### Admissions Requirements

Applicants for admission to the MPA Online Program must meet the California State University Dominguez Hills admission requirements for post-baccalaureate or graduate study and the graduate admission requirements of the Department of Public Administration. Applicants will be considered for admission if they satisfy the following:

- Hold an acceptable baccalaureate degree from a regionally accredited college or university,
- Are in good standing at the last institution attended,
- Have achieved a minimum undergraduate grade point average of at least 3.0 in the last 60 semester (90 quarter) upper division units,
- Attain a minimum score of 550 on the test of English as a foreign language (TOEFL) (required only of students who have received all, or a significant portion, of their education in a language other than English).

Students admitted with classified status who do not have prior public administration related coursework or who have less than two years public agency administration experience may be required to complete from one to three undergraduate courses.

### **Tuition**

Tuition for all MPA Online courses is \$900 (U.S.) per three unit course. Course fees are the same for both resident and international students. All fees are subject to change.

Applications for the MPA Online program are available on the MPA Online web-page [www.mpaonline.csudh.edu](http://www.mpaonline.csudh.edu). The web site provides information on the application procedure, requirements, fees, and deadlines.

### **Program Course Schedule**

Spring January 7 to April 1, 2002.

### **Application Deadlines**

The application deadlines for the Online MPA program.  
Spring December 15, 2001

### **Registration Deadlines**

The registration deadline for the Online Spring MPA program is January 3, 2002.

For complete information,  
visit the web site:

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

email:

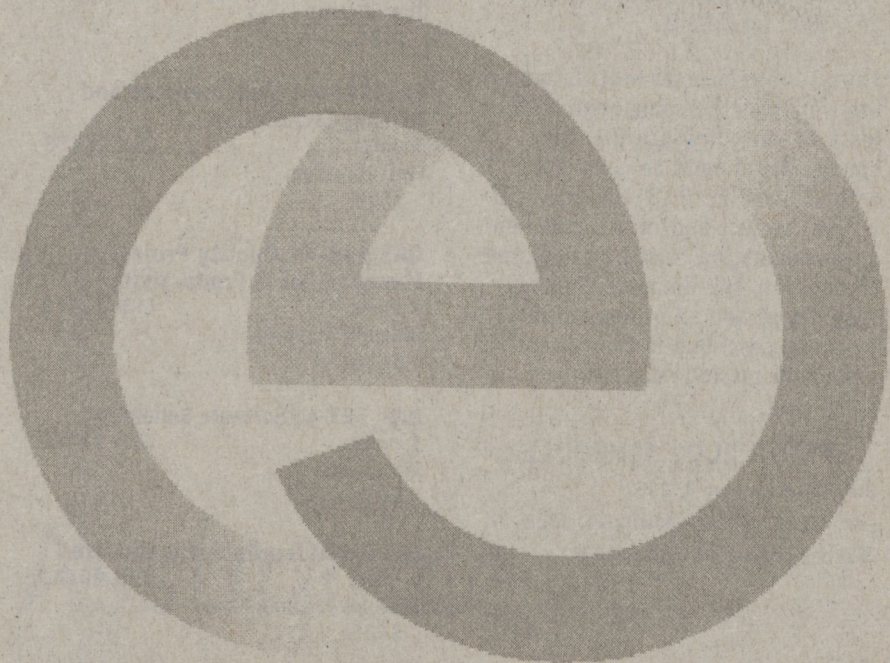
[mpaonline@soma.csudh.edu](mailto:mpaonline@soma.csudh.edu)

or contact:

Dr. Foraker Smith, Program  
Director, (310) 243-3550  
FAX (310) 217-6942

or

Malaika Horne, Program  
Assistant (310) 243-2395



# D

## Quality Assurance, Master of Science - Online

### 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 Dr. Eugene Watson (310) 243-3880 for details.

Thirty-three semester units of graduate work must be completed, with at least 24 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.

### SPRING 2002 SCHEDULE

Start date: January 8, 2002

Last day to register: January 11, 2002

Last day of class: April 16, 2002

**QAS 495-41 Mathematics for QAS**  
1 unit CRN 22472

Note: dates for this class only are  
2/26/02-4/9/02  
Michelle Manning  
\$145

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

Prerequisite: 2 semesters college calculus  
3 units CRN 22473  
Michelle Manning  
\$435

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

3 units CRN 22474  
William Trappen  
\$435

**QAS 513-41 Statistical Quality Control and Sampling**

Prerequisite: QAS 510  
3 units CRN 22475  
Dan Dunahay  
\$435

**QAS 514-41 Advanced Experimental Design**

Prerequisite: QAS 510  
3 units CRN 22476  
Daniel Dunahay  
\$435

**QAS 515-41 Human Factors in QAS**

3 units CRN 22477  
Jim Clauson  
\$435

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

3 units CRN 22478  
Emil Hazarian  
\$435

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

3 units CRN 22479  
William Trappen  
\$435

**QAS 523-41 Software Reliability**

3 units CRN 22480  
Zia Khwaja  
\$435

**QAS 526-41 Supplier Quality Assurance**

3 units CRN 22481  
William Trappen  
\$435

**QAS 530-41 SQC for Service**

3 units CRN 22482  
Emil Hazarian  
\$435

**QAS 532-41 Quality Assurance for the Service Delivery Process**

Prerequisite: QAS 530  
3 units CRN 22483  
Keith Fulton  
\$435

**QAS 594S-41 Individual Study in Assurance Science**

3 units CRN 22484  
Eugene Watson  
\$435

**QAS 595-41 Spec Topics: Lean Thinking**

3 units CRN 22488  
Gerald Verduft  
Fee: \$435

**QAS 595-42 Spec Topics: Change Management**

3 units CRN 22489  
Sharon McFerran  
\$435

**QAS 595-43 Spec Topics: Evaluation and Outcome Analysis for Health Care Delivery**

3 units CRN 22490  
Sharon McFerran  
\$435

**QAS 598S-41 Final Project/Thesis Preparation**

Prerequisite: 18units completed QAS courses  
3 units CRN 22485  
Eugene Watson  
\$435

**QAS 599-41 Thesis/Project**

Prerequisite: QAS 598S Final thesis/Project Preparation  
3 units CRN 22486  
Eugene Watson  
Fee: \$435

**QAS 600-41 Grad Project Continuation**

1 unit CRN 22487  
Eugene Watson  
\$145

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

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

See Quality Assurance Certificate Information on Page 68

### On Site Programs

All MSQA programs  
available  
in-house at  
your site.

Contact  
[msqa@csudh.edu](mailto:msqa@csudh.edu)

For more information  
see our Web Page:

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

**If you are interested in taking courses toward specialized Quality Assurance Certificates or Certification Exam Preparation Courses, please see page 65.**

# Quality Assurance

# D

## Quality Assurance - Service, Master of Science -- Online

"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  
and author of *Desk Reference of Statistical Quality Methods*

### The Program

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

### Who Should Attend

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

### Convenience

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

"I can tell you without a doubt that this stuff works!."

*Dave Duffy*  
Quality Manager

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

### Core Courses (18 units)

\* QAS 511 Quality Function Management & TQM (3)

QAS 515 Human Factors in Quality Assurance (3)

QAS 518 Quality Project Management and Productivity (3)

\* 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)

**Electives ( 9 units)**  
selected in consultation with MSQA academic advisor

### Final Project (6 units)

QAS 598S Final Project/Thesis Preparation (3)

QAS 599 Thesis/Project (3)

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

## Mediated Instruction and Distance Learning pages 93-97

### Degree Programs

BSN Nursing  
MA Behavioral Science  
MBA  
MPA  
MSN Nursing  
MSQA

### Young Scholar Program

Courses for HS seniors

### Certificate Programs

Assistive Technology  
Community College Teaching  
Production & Inventory  
Control  
Purchasing

### Teacher Education

Credential Courses broadcast on weekend mornings

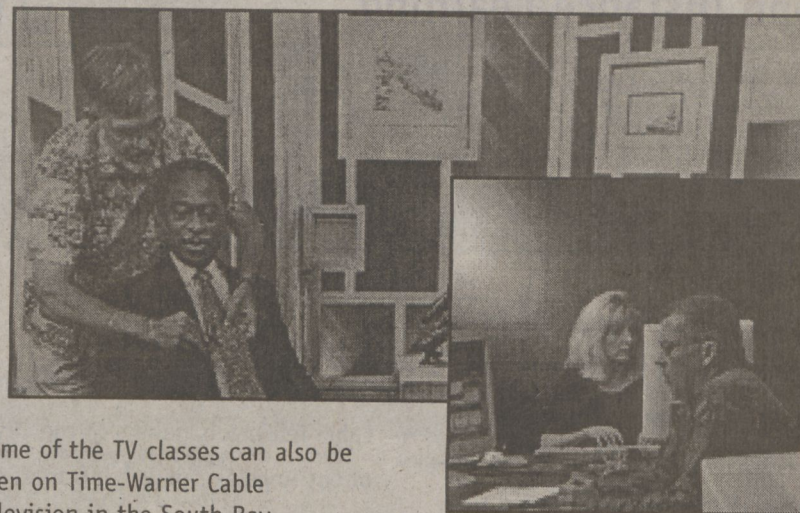
### Internet Programs

BSN Nursing  
CALNET  
Community College Teaching  
MBA  
MPA  
MSN Nursing  
Assistive Technology  
MSQA  
Production & Inventory Control  
Purchasing

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 Time-Warner 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 throughout Southern California.

All of the classes are also broadcast on the Internet. For more information about viewing classes on the Internet, visit our web site at <http://dominguezonline.csudh.edu>



## Mediated Instruction and Distance Learning



### What is DHTV?

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.

Residential subscribers of Tele-TV in Greater Southern California can tune in to DHTV/Channel 434 and put a University in their living room!

Some of the TV classes can also be seen on Time-Warner Cable Television in the South Bay (Torrance, Hawthorne, Lawndale, Gardena and El Segundo).

Cable television viewers in the city of Los Angeles can watch classes on L@36, the interconnected city-wide education network.

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 throughout Southern California.

All of the classes are also broadcast on the Internet. For more information about viewing classes on the Internet, visit our web site at <http://dominguezonline.csudh.edu>



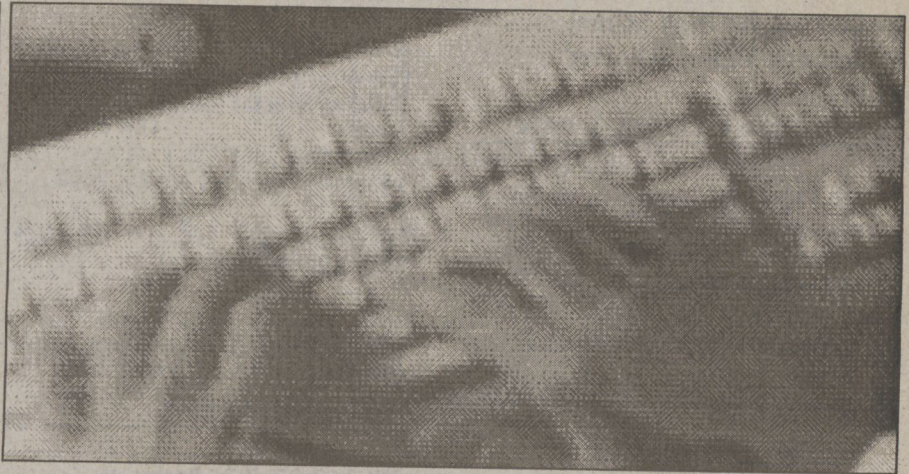
## INTERNET CLASSES

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

Students will need a computer, a modem (minimum 56 kbps) and an Internet provider with Netscape, Explorer 4.0 or higher. For more information see *Computer Skills and Technical Requirements for Online Classes* on the Distance Learning Web Page:

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

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 classes are conducted via the easy-to-use Blackboard software**

**Visit the Blackboard web site:**

<http://toro.csudh.edu>

### More Internet Classes

Calnet -- Take classes from a CSU Consortium on the Web! -- page 74  
Degree Programs: see the following pages for information:

BSN Nursing-- page 79

MSN Nursing-- page 86

MPA Online --page 88

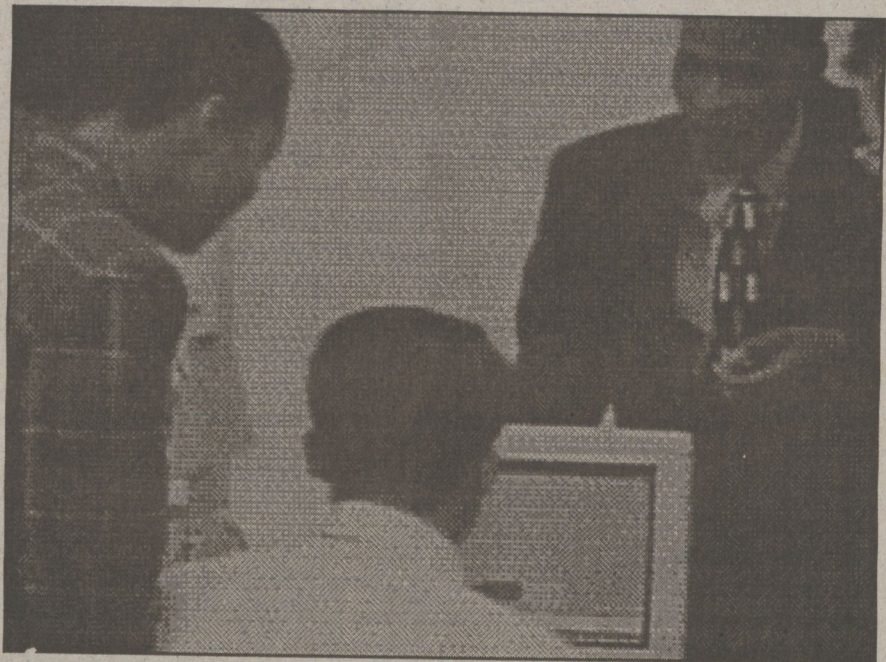
MBA Online-- page 83

MSQA Online-- page 92

Plus, a new category of classes and programs entitled:

E-Learning! -- page 69

Professional Development for Educators E-Classes: page 27



**Courses for High School  
Seniors: Young Scholars  
Program**

**How delivered: L36@, I, DHTV**

**BIO 195-91 Introduction to Marine**

**Biology**

3 units CRN TBA

HS Seniors w/B Average

M. Franklin

14 wks: MTWTh beg Feb 4, 2002

3-4pm

\$3.50 (Fee Waiver)

**Preparing for College**

HS Seniors w/B Average

Staff

14 wks: Fri beg Feb 8, 2002

3-4pm

No fee.

For more information about the Fee Waiver Program call (310) 243-2288 or email washley@csudh.edu

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

**How delivered: , DHTV, I**

**BEH 505-01 (91) Computer  
Applications**

4 units CRN TBA

C. Bossler

10 mtgs: Mon beg Jan 14, 2002

6-9pm

\$700

**How delivered: , DHTV, I**

**BEH 535-01 (91) Organizational  
Conflict**

4 units CRN TBA

J. Ellman

10 mtgs: Wed beg Jan 16, 2002

6-9pm

\$700

**Teacher Education Courses**

**How delivered: C58, DHTV**

**C58, DHTV**

**TBE 520-92 Intro to Computers  
in Education**

3 units CRN 22428

P. Desberg

14 mtgs: Begins Sun Jan 27, 2002

9-11am

ERC A-103

\$145 (Open University)

**I, C58, DHTV**

**TED 405-94 Mainstreaming the  
Child w/Special Needs**

3 units CRN 21522

C. Hanley

14 mtgs: Begins Sat Jan 26, 2002

9-11am

ERC E-133

\$145 (Open University)

**Production & Inventory  
Control**

**How delivered: DHTV**

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

3 units CRN 22688

J. Hall

13 mtgs: Tue Beg Jan 8

4-6:30pm

CSUDH ERC E127

If taking over TV at a company site, specify that you are taking section 92, CRN 22690, then add \$90 to the fee below.

\$405

**PIX 331-01(91) Detailed  
Scheduling and Planning**

3 units CRN 22684

J. Hall

13 mtgs: Thu Beg Jan 10

4-6:30pm

CSUDH ERC E127

If taking over TV at a company site specify that you are taking section (91) CRN 22685 then add \$90 to the fee below.

\$405

All TV classes will be broadcast on Tele-TV, cable television in the South Bay and on the Internet

DHTV= Tele-TV & Cable in the South Bay

L@36= will be broadcast on Cable Channel 36 throughout the City of Los Angeles

C58= will be broadcast on KLCS Channel 58 in Southern California

I= will be broadcast/simulcast on the Internet

**Production and Inventory  
Control Online Schedule**

**How delivered: Internet**  
see page 63

**Certificate in Assistive  
Technology**

**How delivered: Internet**  
see page 30

**MSQA Degree**

**How delivered: Internet**  
see page 90

**Purchasing Online Schedule**

**How delivered: Internet**  
see page 64

**CSUDH Courses  
featured on  
L@36**

L@36, the City-wide educational cable television network, features regularly scheduled broadcasts of CSUDH Distance Learning Courses, public affairs programs and special events of interest to viewers in the City of Los Angeles.

Be sure to check DominguezOnline for up-to-the minute course information and program listings.

<http://dominguezonline.csudh.edu>  
or call  
(310) 243-2288

More classes may be added after publication of this bulletin.

Visit us on the web:  
[www.csudh.edu/extendeded/](http://www.csudh.edu/extendeded/)  
for new listings or call  
Special Sessions (310) 243-2781,  
Extended Education (310) 243-3741  
or individual academic departments  
for more information

One Call: 5 Universities

# CALNET

Distance Learning Programming  
CSU Dominguez Hills • CSU Fullerton  
CSU Long Beach • CSU Los Angeles • Cal Poly Pomona

## What is CALNET Distance Learning?

- You call one number to register, and gain information on the class
- You save commuting time and expenses by taking classes at home or at locations near home or work
- You can take a class you need at another CSU if it is not offered locally

## Who can enroll?

If you are a registered student at any of the participating CSU campuses you may enroll in the classes offered. You will need to meet the prerequisites as described in your university catalog. You will receive credit on your home campus.

## What kind of equipment do I need?

If you are taking online courses, you need access to a computer. If you are taking courses over TV, you need access to TeleTV Call 887-4TeleTV for more information. In the future, there will be other forms of delivery.

## What classes will be offered this Spring?

There will be a variety of upper-division classes available. Call the individual universities for their schedule.

### CSUDH

Call for Schedule  
**(310) 243-3741**

### CSUF

Call for Schedule

### Cal Poly Pomona

Call for Schedule

### CSULA

Call for Schedule

### CSULB

Call for Schedule

## And there's room to grow!

Here's what's in your future when you take advantage of easy-access classes by CALNET:

- More ways to access classes
- More classes offered in this format
- Combinations of distance and on-campus programs

Where do I begin? Call 1-888-5CALNET or visit the website at [www.calnet.edu](http://www.calnet.edu)

Interested? Answers are as close as your phone or internet connection:

**[www.calnet.edu](http://www.calnet.edu) • tel: 1-888-5CALNET**

**PD**

## Personal Development



Courses of general interest, including fitness, workshops in fine arts & humanities, travel, and recreation are offered year round.



### Fitness for the Millennium

Use the facilities of the university to get in shape for the 21st century!

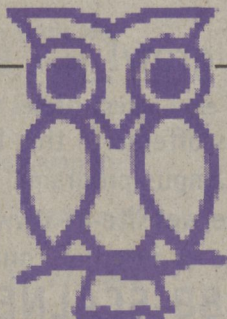
### Travel with your Grandchildren!

New Family Travel Study Programs to Kenya, Greece, Alaska, Egypt and Costa Rica open up the world to you and your grandchildren!



### OMNILORE

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. Join hundreds of other residents of the South Bay who have made OMNILORE their own place of learning.



**PD**

# Personal Development

## 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 22537  
Noncredit

Entitles individuals to utilize all of the above facilities during the designated hours posted between the dates of January 26 and May 29 2002.

\$120

### Limited Membership

NHEX 101-01      CRN 22539  
Noncredit

Entitles individuals to utilize the locker rooms, track and tennis courts between the dates of January 26 and May 29, 2002 (does not include swimming pool or weight room usage).  
\$40

## Canoeing Topock Gorge

RBT 101-01      Noncredit  
CRN 22773

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.

Canoeing field trip starts near Needles, CA (approximately 4-1/2 hour drive from the Los Angeles area).

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

Prerequisites: no prior camping experience is necessary, but participants must be in good physical condition and have basic swimming skills. There will be no pre-trip meeting; participants will receive an information sheet with registration fees.

2 days: Sat-Sun Apr 27 & 28

\$190\* per person includes canoe rental

\*No refunds 28 days prior to trip.

Earn a

## Master of Arts in the Humanities

At Home by Correspondence

The Master of Arts in Humanities Program provides advanced interdisciplinary study of the Humanities: History, Literature, Music, Art and Philosophy. Correspondence courses are guided by experienced faculty, and the program is fully accredited. 30 units are required for completion. Fee: \$145 per unit.

For more information or a program catalog and application, contact:  
**Master of Arts in  
Humanities External  
Degree Program  
California State University,  
Dominguez Hills  
1000 East Victoria Street -  
SAC 2-2126  
Carson, CA 90747  
Voice: (310) 243-3743  
Monday-Friday 8am-5pm  
(Pacific Standard Time)**

**FAX: (310) 516-4399  
24 hours/day, 7 days/week  
E-Mail:  
HUXOnline@csudh.edu  
Web Site:  
<http://www.csudh.edu/hux/>**





## OMNILORE

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 at 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.

### Spring Topics Include:

The Life of Benjamin Franklin  
*from Printer to Patriarch*  
The Clash of Civilizations  
Famous and Infamous Couples  
Creative Writing  
The Surrender of Culture to Technology  
Dead Men Do Tell Tales  
Energy: What is it? Where do we get it? How do we use it?  
The Best American Essays  
Ernest Hemingway--The Short Stories  
Innovation: The Creator and Destroyer of Industries and Corporations  
Art in Photography  
The Development of Religious Ideas (800-500 BC)  
Bertrand Russell's Essays  
Great Feuds in Science  
Understanding the Stock Market  
Whose Taboos?  
Famous Trials--Part 2  
Creation of Weaving and Textiles  
The Pursuit of Wisdom  
Our Future: Technological, Social and Cultural Influences

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

Spring Discussion Groups meet January-May, Monday-Friday either in the morning or afternoon in Room 7 of the Redondo Beach Community Center.

### Membership fee:

• \$60 per individual  
Jan 22-Aug 23, 2002  
CRN 22540

or

• \$100 per couple  
Jan 22-Aug 23, 2002  
CRN 22541

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 formation, or write to:

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

Visit us on the Web site!  
[www.csudh.edu/extended/omnilore.htm](http://www.csudh.edu/extended/omnilore.htm)

### OUR FUTURE: TECHNOLOGICAL, SOCIAL AND CULTURAL INFLUENCES

This course is the fourth in a series given on the campus of CSUDH in the new Extended Education Complex. CSUDH professors will share their expertise with Omnilore members through lectures and discussions of trends shaping the future as indicated by scholarship, research and events, in areas such as transportation and urban studies, energy, science and medicine, government, culture and society. All attendees will be offered a deeper view of how events and research happening today could influence the world of tomorrow.

Lectures presented twice a month. Seven presentations.

Please phone Omnilore at (310) 540-6011 for more information on this lecture series, or visit us on the web: [www.csudh.edu/extended/omnilore.htm](http://www.csudh.edu/extended/omnilore.htm)

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

## Spring 2002 Season

### **ANTIGONE By Sophocles**

In one of the most moving of Greek tragedies, Antigone and Creon are locked in conflict. As the new King of Thebes, he has forbidden the burial of her brother; she knows that she must obey the laws of the gods, defy Creon's edict and face death in order to ensure her sibling's passage to the underworld. Man's law versus divine law – human beings in extraordinary circumstances articulate issues that have echoed down through the centuries.

**Directed by Bill DeLuca**  
**March 1, 2, 7, 8, 9 at 8pm**  
**March 3 and 10 at 2pm**  
**Edison Studio Theatre**

### **GREASE By Jim Jacobs and Warren Casey**

One of the longest-running shows in Broadway history! This rock 'n' roll musical is a song of praise and remembrance of the '50's as embodied by the spirited Rydell High School class of 1959. The music and lyrics by Jim Jacobs and Warren Casey take us back to the days of gum-chewing, hubcap-stealing, hot-rod loving boys with D.A.'s and leather jackets and their wise-cracking girls in teased curls, bobby sox and pedal pushers. "The sheer energy of Grease carries all before it." --N.Y. Daily News. A treat for the whole family!

**Directed by Peter Rodney**  
**April 26, 27, May 3, and 4 at 8pm**  
**April 28 and May 5 at 2pm**  
**University Theatre**

**General Admission: \$ 10.00**      **Students & Seniors \$ 8.00**

Group Rates price varies with the number of people a group is bringing to see our plays. Minimum number of people per group is 10. Call (310) 243-3588 for details.

There are also " Student Specials " available for students, faculty, and staff of CSU, Dominguez Hills. These " Student Specials " can be used as a two tickets for the price of one at the cost of \$6.00. Only CSUDH students, faculty, and staff are qualified for this special and cannot be mixed with any other offer from CSUDH Theatre Arts, CSUDH departments, or any other CSUDH specials.

You can order your tickets at the University Theatre Box office in advance at (310) 243-3589. Cash, credit card, and checks are accepted upon order. Or, you can purchase your tickets on the play dates at the **Box** office depending on the number of seats available in the University Theatre.

## University Art Gallery Spring 2002 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.

### Walls of Heritage, Walls of Pride: African American Murals

February 6 – March 6, 2002

Opening reception: February 6, 6:00 to 8:00 p.m.

Symposium: Talking Walls: What's Up with All Those Street Murals, Museum of Cultural Diversity, South Bay Pavilion Mall, Sunday, February 24, 3 – 5 p.m.

#### Series of Community Lectures:

The Ann Sagan Tuesday with Books:

Slide lecture on the history of African American Murals by Robin Dunitz, Santa Monica Public Library, February 5, 2002, 1:30 p.m.

Angeles Mesa branch of Los Angeles Public Library

Slide lecture on the history of African American Murals by Robin Dunitz, Saturday, February 16, 2002, 2:00 p.m.

Junipero Serra branch of Los Angeles Public Library

Slide presentation on history of African American murals and slide presentation by a local muralist, February 23, 2002, 2:00 p.m.

Two bus tours of African American Murals and Historic Sites:

First tour: Sunday, February 9, 10:00 a.m. – 3:00 p.m., Watts and Compton.

Second tour: Sunday, February 17, 10:00 a.m. – 3:00 p.m., South L.A., Mid-City and Downtown.

Curated by Robin Dunitz, an expert on murals, this exhibit is the first ever to focus on African-American murals. It will include forty photographs of murals and fifteen original works of art related to murals by prominent African-American artists. Highlights include historic as well as contemporary murals across the United States as well as one section devoted to Southern California area murals. Among the featured artists are John Biggers, William Walker, Jacob Lawrence, Noni Olabisi, Richard Wyatt and Charles White. This project is made possible in part by a grant from the California Council for the Humanities, a state affiliate of the National Endowment for the Humanities. This project is also co-sponsored by the Fine Arts Commission for the City of Carson and the Institute for Cultural Diversity and Internationalization, CSUDH.

### Hugh Davies: Architect and Innovator

April 3 – May 2, 2002

Opening reception: April 3, 6 to 8 p.m.

Panel Discussion by architects, historians and leading preservationists on Historic Preservation in Long Beach and its Environs: April 3, 7:00 p.m.

Dr. Louise Ivers, Professor of Art, CSU Dominguez Hills, will curate an interpretive exhibition of photographs and drawings of the buildings of Hugh Davies, a Southern California architect who designed a number of notable buildings in the first half of the twentieth century. This project is made possible in part by a grant from the California Council for the Humanities, a state affiliate of the National Endowment for the Humanities.

### Annual Student Art Exhibition: B.A. Graduates

May 16 – 23, 2002

Opening reception and Student Awards Ceremony: May 16, 6:00 – 8:00 p.m.

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



## 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:

- Escorts, local guides 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 and small groups (average size is 14) which allow flexibility for you to revisit a particular site that has sparked your interest. First class accommodations and local transport allow you to combine a comfortable vacation with learning.
- Contact with local people and their lifestyles through specially arranged small group luncheons in the relaxed and hospitable atmosphere of their own homes.
- View a slide/lecture presentation by the Curator of the Pyramids of Giza at the foot of the great pyramids in Egypt.

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

→ In Morocco, hear a lecture by King Hassan's personal 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 page!

# Spring-Summer-Fall- 2002 Travel Study Programs

These Learning Vacations for Adults balance visits to "shouldn't miss" sites with experiences not available on conventional tours.

 <b>IRELAND</b> April 18 - May 2, July 11 - 25, Sept. 12 - 26 <b>IRELAND</b>	 <b>ITALY</b> April 20 - May 4, July 13 - 27, Oct. 26 - Nov. 9 <b>ITALY</b>	 <b>TURKEY</b> April 27 - May 11, June 22 - July 6, Sept. 21 - Oct. 5 <b>TURKEY</b>
 <b>PERU</b> June 1 - 16, July 13 - 28, Sept. 7 - 22 <b>PERU</b>	 <b>SPAIN</b> April 26 - May 9, June 7 - 20, October 4 - 17 <b>SPAIN</b>	 <b>GREECE</b> May 9 - 20, June 27 - July 8, Sept. 26 - Oct. 7 <b>GREECE</b>
 <b>MOROCCO</b> March 2 - 16, April 13 - 27, Sept. 28 - Oct. 12, Oct. 12 - 26 <b>MOROCCO</b>		 <b>BELIZE</b> March 2 - 10 <b>BELIZE</b>
 <b>KENYA</b> June 12 - 25, August 7 - 20, October 9 - 22 <b>KENYA</b>	 <b>COSTA RICA</b> March 15 - 26, April 5 - 16 <b>COSTA RICA</b>	
 <b>GALAPAGOS ISLANDS</b> March 2 - 15, July 6 - 19, September 28 - October 11 <b>GALAPAGOS ISLANDS</b>	 <b>EGYPT</b> March 3 - 15, June 23 - July 5, Oct. 13 - 25, Nov. 10 - 22 <b>EGYPT</b>	
<p>For Complete Itineraries and Prices, Write or Call:</p>		
 division of extended education california state university dominguez hills 1000 east victoria street carson, california 90747 (310) 243-3741		
 <b>ALASKA</b> May 28 - June 11, June 11 - 25, June 25 - July 9, July 9 - 23, July 23 - August 6, August 6 - 20 <b>ALASKA</b>		 <b>CHINA</b> April 8 - 24, April 19 - May 4, May 1 - 14, May 10 - 25, July 10 - 23, Aug. 2 - 17, Oct. 4 - 19 <b>CHINA</b>
 <b>ANTARCTICA</b> November 12 - 25 <b>ANTARCTICA</b>		

**Come to an informational  
Open House  
on all Extended Education  
programs**

**Saturday, April 27  
11am-3pm**

in conjunction with CSUDH campus events

**"Day at Dominguez" and "UnityFest"**

Learn about the Extended Education Programs that interest YOU! Learn how our professional programs can enhance your career and earning prospects! Ask questions, and get the answers you need to move ahead!

CALL (310) 243-3741 OR VISIT THE WEBSITE FOR MORE INFORMATION  
[www.csudh.edu/extendeded/](http://www.csudh.edu/extendeded/)

We want to hear from you!



Do you have an  
idea for a course or  
program you would  
like us to offer?

Give us a call!

(310) 243-3741

E-mail!

eereg@csudh.edu

Stop in or Write!

Extended Education CSUDH

EE1300

1000 E. Victoria, Carson 90747



## TOROS Touch Tone Registration is easy

Those who have previously taken a class at CSUDH may use Touch Tone

### 11 STEPS TO REGISTER

#### Step 1

Call T.O.R.O.S. @ (310) 516-3409 through 3416.

#### Step 2

Press 1 for registration information.

#### Step 3

Press 1 to register for classes.

#### Step 4

Enter your 9-digit Student I.D. Number (Social Security Number).

#### Step 5

Enter PIN (personal I.D. number). Your PIN Number is your birth date (MMDDYY).

Example: 041272 (April 12, 1972).

#### Step 6

Press 1 to register or drop classes, or 2 to review your schedule or 9 to return to main menu.

#### Step 7

If you entered 1 in Step 6, select one of the following options:

√ Press 1 to add (go to step 8) or,

√ Press 2 to drop.

√ Press 3 to make your entries permanent (REQUIRED FOR ALL REGISTRATIONS AND DROPS).

√ Press 4 to check course availability.

√ Press 5 to list (review) your current schedule.

√ Press 9 to return to main menu.

#### Step 8

Enter Course Reference Numbers from your registration worksheet. T.O.R.O.S. will announce the course and section. T.O.R.O.S. will prompt you to enter additional course reference numbers, or enter \* and # to end this option and return to the previous menu (1 to add, 2 to drop, 3 to make your entries permanent and pay by credit card, etc.).

#### Step 9

If the course is full, Press 1 to Check for Open Sections or 2 to Waitlist.

#### Step 10

When you have entered all your Course Reference Numbers, press the \* key followed by the # key to return to step 7. Press 3 to make your entries permanent. Do not hang up without completing this step. Failure to make your entries permanent will result in the cancellation of your registration and in losing all your entries. Stay on the line until the system completes this step and confirms the courses you are enrolled in. Once completed, press 1.

#### Step 11

If you have finished adding classes, press the \* key and the number 6 to go back to the main menu. YOU MUST NOW PAY FOR YOUR COURSES BY CREDIT CARD. FAILURE TO PAY IN FULL FOR YOUR COURSES WILL RESULT IN THE IMMEDIATE CANCELLATION OF ALL YOUR COURSE ENTRIES. To proceed, press 2.

√ To end this call at any time, press the \* key followed by the 9 key.

√ To return to the selections you heard at the beginning of the call, press the \* followed by the 6 key.

√ To have a prompt or selection repeated, press the \* key followed by the 7 key.

√ For menu help, press the \* key followed by the 4 key at any time.

Register on  
toro Web!

<https://toroweb.csudh.edu/>

toroWeb offers students an easy way to register for classes, obtain access to their records (schedule, grades, transcript), check financial aid, account balance, search for classes, and more.

You can use toroWeb; to access information from your home, office, public library, the student computer labs, or anywhere in the world.

toroWeb is available Mon-Sat, 6AM - midnight. For technical support accessing this system, please go to the web site shown above and read the FAQ for more information and instructions on obtaining assistance during regular business hours.

The best way to get support on toroWeb is by emailing toroWeb User Support; Email technical support is being provided on regular business hours.

## 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 Six 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  
1100 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 T.O.R.O.S.:** You may register by Toro Touchtone--see page 95 for instructions.



**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 new Extended Education Complex area on the west side of the CSUDH campus, just south of Victoria Street. 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; you will be assessed a \$25.00 dishonored check fee plus an additional \$25 late registration charge.

And now: by toroWeb! See page 107!

## 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 \$145 per semester unit (\$435 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 Registration Office (located on the west side of the CSUDH campus, EE 1100, in the Extended Education 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 15, 2002. For a complete schedule of classes, please call (310) 243-3741.

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.

### **Continuing Education Units (CEUs)**

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

CEU grades are for credit or no credit only (C/NC).

## **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 non-credit. These are designed to respond to the various educational interests and needs of those living and working in the University's service area. Course 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.

## 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.

## 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.

## 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.

## CSUDH Crime Statistics

California State University, Dominguez Hills' annual security report includes statistics for the previous three years concerning reported crimes that occurred on campus, and within the City of Carson. The report also includes institutional policies concerning campus security such as policies concerning alcohol and drug use, crime prevention, the reporting of crimes, sexual assault and other matters. You can obtain a copy of this report by contacting the University Police or by accessing the following web site:

<http://www.csudh.edu/dhpd/dhpd.htm>

# 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.

## Extended Education Staff

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### Registration Clerk

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Vacant  
(310) 243-3743

### Program Assistant, Humanities External Degree Program

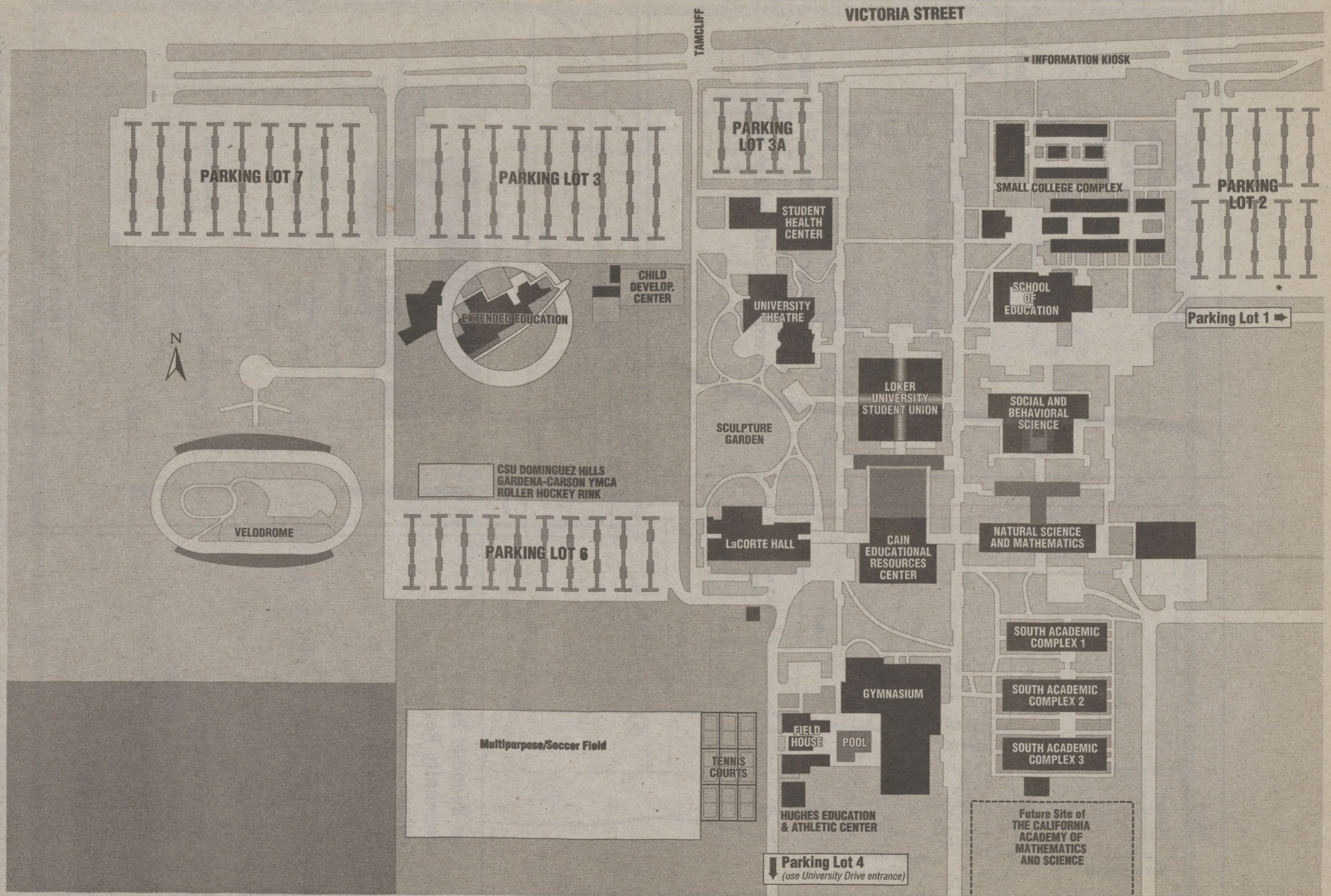
Loretta Edwards  
(310) 243-3743

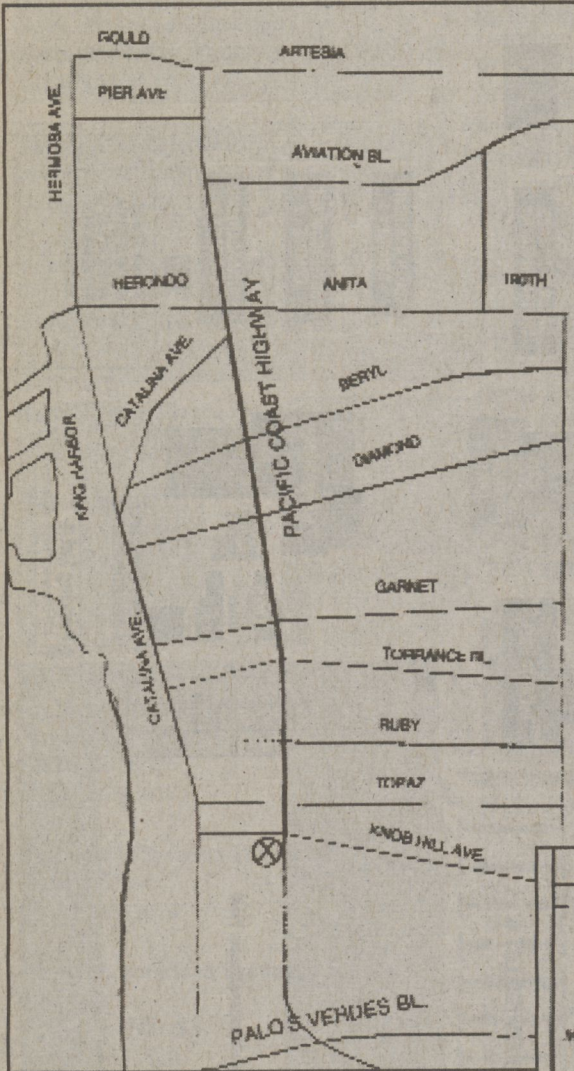
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Lisa Ayres  
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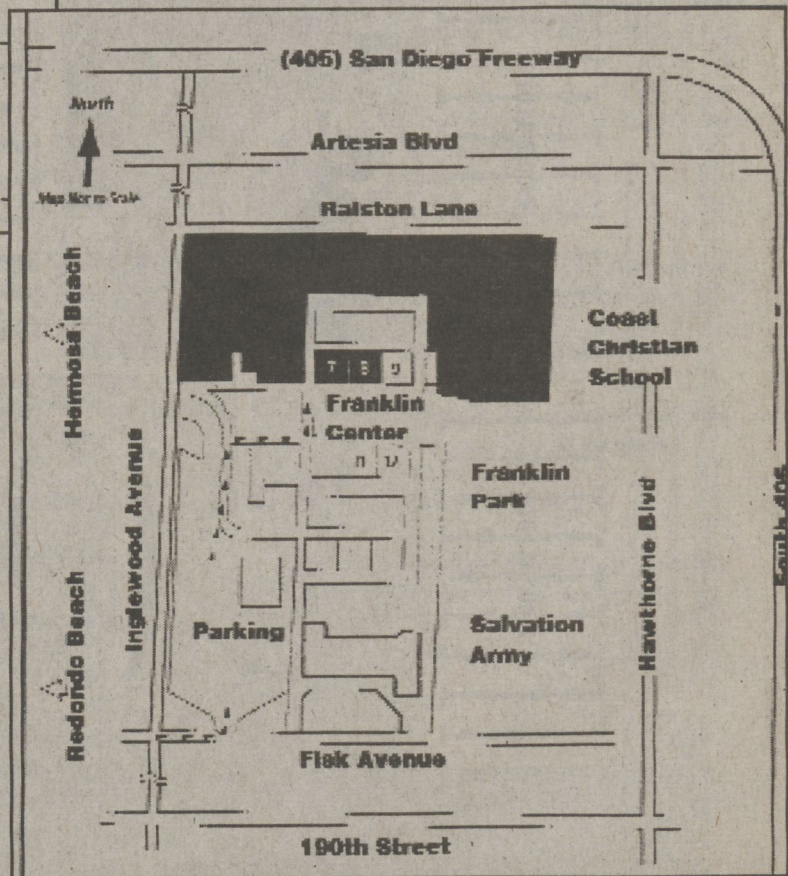
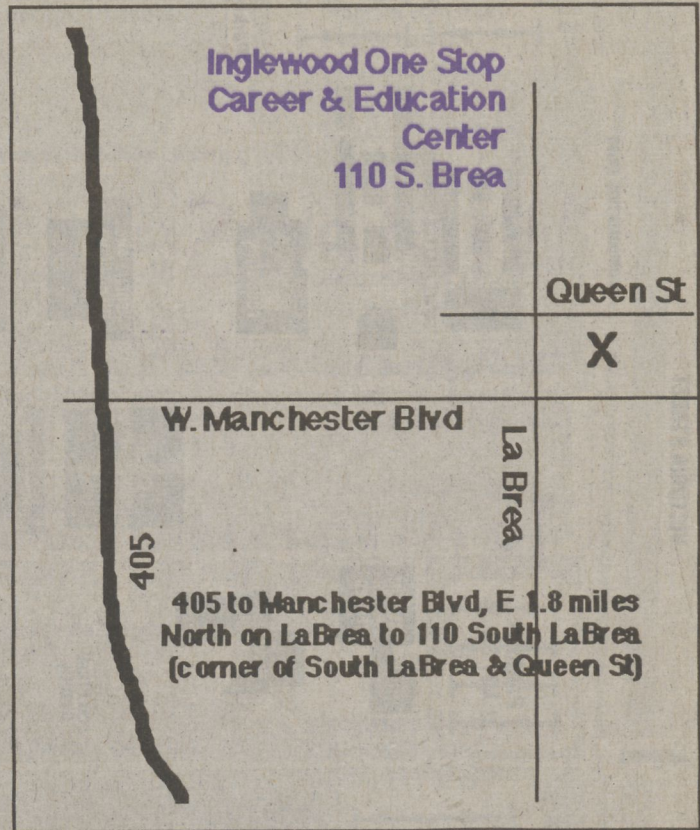


**The Redondo Beach  
Community Resource  
Center**

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



# Winter Session

## 2002

### January 2-23

## Earn up to 4 units in Three Weeks!

List of courses available in November.

Call (310) 243-3741 for more information  
or visit the website:

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

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### Community College Workshop

NECC 100-01 CRN 22947 Noncredit

### Current Trends/Issues in the Community College

Saturday, April 20; EE 1213 (Auditorium);  
9am-4pm

\$65 (includes lunch and workshop materials)  
Pre-registration Required. Seating is limited.  
Workshop may meet Flex requirements; consult your  
campus Flex Committee.

**Topics include:** Compressed Calendar;  
Program Review and Master Planning; Conflict  
Resolution and Dispute Management;  
Curriculum Development and program Approval  
Process; Grant Writing Overview; and  
Accreditation Standards Revision

Call (310) 243-3741 for more information  
or to register.

**California State University, Dominguez Hills  
University Extension Registration Form  
EXTENSION PROGRAMS**

Date of Application \_\_\_\_\_ Social Security No: \_\_\_\_\_ Birthdate \_\_\_\_\_  
month/day/year

Name \_\_\_\_\_  
Last First Middle Initial

Address \_\_\_\_\_  
Street City State Zip

Telephone \_\_\_\_\_  
Day Evening Fax Email

New address? yes  no  male  female

Have you been enrolled at CSUDH before? yes  no  Date last enrolled \_\_\_\_\_

**Course Information**

CRN No	DEPT	SECTION	TERM (i.e. Fall 01)	COURSE TITLE	UNITS	FEE
EXTENSION						

Total Fee Submitted \$ \_\_\_\_\_

**Payment Method**

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

Account Number \_\_\_\_\_ Exp Date \_\_\_\_\_

Cardholder's Name \_\_\_\_\_ Cardholder's Signature \_\_\_\_\_

**Refund Policy**

Refunds are granted in accordance with the State refund schedule. Refunds are not automatic; you must file appropriate forms in the Extended Education Office in order to receive a refund. Refunds take a minimum of six to eight weeks for processing. To receive a refund of fees for a non-credit class or a class offering continuing education, extension credit or professional units, you must notify the Division of Extended Education between the hours of 8:00am and 5:00pm Monday through Thursday, and from 8:00am to 4pm on Fridays, at least two working days before the course begins. You will be asked to send a written request for a refund to our office.

**5 WAYS TO REGISTER**



Mail to CSU Dominguez Hills,  
Extended Education,  
EE 1100, 1000 East Victoria Street, Carson, CA 90747



Phone  
(310) 243-3741



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



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