

# CALIFORNIA STATE UNIVERSITY DOMINGUEZ HILLS



Sports & Recreation



Business



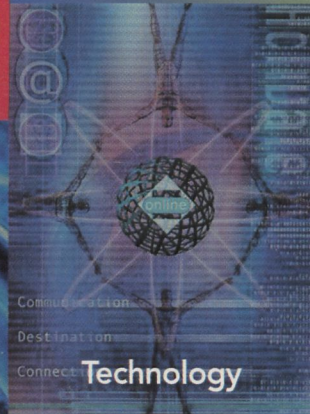
Education



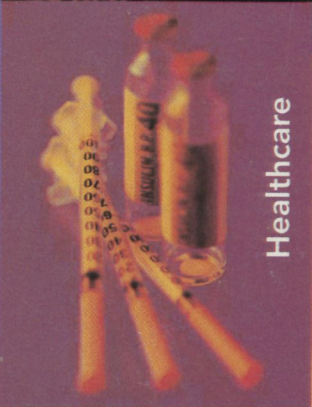
Communications



Entertainment



Technology



Healthcare



Quality Assurance

extended education

Your Resource  
for Education  
and Training  
in the South Bay  
and Los Angeles

Spring 2006

# College of Extended & International Education

*Access*

*Quality*

*Innovation*

## PROGRAMS OF EXTENDED EDUCATION

### Extension

Credit and non-credit courses, career certificates, training and certification programs in a variety of subject areas designed for academic, professional and personal enrichment.

### American Language & Culture Program

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

### 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 webcasting, cable, video-conferencing and online computer.

### Special Sessions

Credential, certificate and degree programs offered throughout the year.

### Learning in Retirement

Learning in retirement and lifelong learning programs, lecture series, and networks for seniors.

### Open University

Access to regular University classes for those who have not been admitted to the University.

# REGISTER TODAY



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



**Stop by** the Office of Extended  
Education on Campus  
1000 East Victoria Street, Carson, CA.



Register by  
Toro's **TOUCHTONE**  
(310) 243-2000



**BY Voice PHONE:** You may register  
by phone with your VISA, Discover or  
MasterCard by calling (310) 243-  
3741.



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



**By ToroWeb**  
<http://cs105.csudh.edu>

# Spring 2006

Cover design by Judith Reeder. The bull or "toro" is the CSUDH mascot.

Quick Reference

Questions?

GENERAL INFORMATION 1-877-GO-HILLS

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

For more information 310-243-3741 • [www.csudh.edu/open](http://www.csudh.edu/open)

FREQUENTLY CALLED NUMBERS

(310) 243-

American Language & Culture Program	3830
Business Administration Advisement	
Undergraduate	3561
Graduate	3465
Disabled Students Services	3360
Extended Education	3741
Financial Aid	3647
Nursing	2120
Open University	3741
Pre-Admission Advising	3696
Graduate Education	3524
Teacher Education	3522
Testing Office	3909
University Advisement	3538

Although this bulletin was prepared on the basis of the best information available at the time, all information is subject to change without notice or obligation including instructors, the class offerings and class descriptions, and statement of tuition and fees.

What's Inside

BUSINESS AND ORGANIZATIONAL TRAINING	2
BUSINESS	6
COMMUNICATIONS	33
COMPUTERS & TECHNOLOGY	36
EDUCATION	47
ENTERTAINMENT	58
HEALTHCARE	59
QUALITY ASSURANCE	71
SPORTS & RECREATION	76
ACADEMIC PROGRAMS	80
DISTANCE LEARNING	84
ENGLISH AS A SECOND LANGUAGE	87
PERSONAL DEVELOPMENT/ TRAVEL	89
TEST PREPARATION	93
REGISTRATION AND ADMINISTRATION	94
INDEX	103

NEW!

## Solutions Academy

Rethinking Old Practices...  
Adopting New Strategies  
The New Face of Business &  
Industry

Current economic conditions are changing the way we do business. Today's turbulent economy presents new problems requiring corporate leaders to rethink their business practices. How can your company adopt new strategies to continue to respond quickly to customer demand, maximize output, and enhance employee performance to achieve higher results?

Training and education will play a pivotal role in the future direction of business. California State University, Dominguez Hills Extended Education is committed to providing access to quality instruction and innovative programs that address the needs of our business community. As an academic institution, we have a network of resources to help you identify solutions to the issues impacting your business performance. Our faculty are recognized not only for their teaching achievements but also for their knowledge and expertise in their respective disciplines. As educators and practitioners, we deliver programs that apply the latest theories and techniques relevant to today's businesses. We can facilitate critical analysis of your current business environment and introduce innovative solutions to the challenges you face.

Let CSUDH College of Extended & International Education be your solution center. We invite you to schedule your free consultation today by contacting Babette Wald at (310) 243-3730 or at [bwald@lists.csudh.edu](mailto:bwald@lists.csudh.edu).

### Strategic Initiatives Programs

- Skills Foundation for New Managers I
- Performance Management for Experienced Managers II
- Mastering Management III
- Effective Presentations for Professional Managers
- Linking Business Strategy to Financial

### Results

- Finance and Accounting for Non-Financial Managers

### HUMAN RESOURCES

- Human Performance Improvement (HPI)
- Corporate Trainers Development Academy
- Strategic HR Planning
- Succession Management
- Organizational Development and Change Management

### FINANCE

- Linking Business Strategy to Financial Results
- Finance and Accounting for Non-Financial Managers

### HEALTH CARE LEADERSHIP

- Dynamic Leadership for Today's Health Care Managers

### MANUFACTURING AND DISTRIBUTION

- Lean Enterprise Concepts

### HOSPITALITY MANAGEMENT

- Performance Analysis in Hospitality Organizations
- Process and Quality Tools for the Hospitality Industry

### SALES, MARKETING AND CUSTOMER SERVICE

- Creating a Customer-Centered Organization
- Creating Effective Sales Development Programs
- Marketing Research and Competitive Intelligence

### LEARN HOW THE SOLUTIONS ACADEMY CAN SUPPORT YOUR CORPORATE LEARNING STRATEGY!

A growing number of companies have taken advantage of the Solutions Academy's Corporate Alliance to help them maximize intellectual assets, improve job performance and develop employees to take on increased responsibilities. The College's multiple learning models are designed to build upon the work experiences of corporate employees to deliver immediate outcomes and bottom-line results.

The College of Extended and International Education can deliver flexible corporate learning requirements on-site, on campus or on-line with competency training that meets the organization's most critical needs.

Through our Solutions Academy, we can help turn experienced managers into effective leaders. Experienced managers are too

## BUSINESS AND ORGANIZATIONAL TRAINING

Solutions Academy . . . . .	2
Custom Designed Training and Development . . . . .	3
Employment Training Panel (ETP) . . . . .	3
Business Communications . . . . .	4
Extended Education Facilities . . . . .	5

valuable to take out of action for prolonged training programs. Our programs can help seasoned managers in your organization keep working while they grow in knowledge, skills and personal effectiveness to achieve results across your enterprise.

General business and basic functional courses do not necessarily translate into effectiveness on the job, but our wide range of specializations deliver up-to-date skills and encourage employees to apply knowledge and behaviors they learn in our Academy into work-driving results today.

The Solutions Academy will help your corporation stretch your training and development budget as it accelerates human assets development. You can guide your employees to courses designed to deliver the management and functional skills that really matter to your organization, and at the same time receive a Corporate Alliance group-fee discount when your shared-learning group numbers ten or more employee learners.

Choose the solution training component that best suits your organization's immediate needs and get quality training from the proven leader and workforce development partner.

For more information:  
call (310) 243-3741,  
email [eereg@csudh.edu](mailto:eereg@csudh.edu) or  
visit the web site  
<http://www.csudh.edu/extendeded>

## Custom Designed Training and Development

Contract Education delivers California State University and Extended Education courses to businesses, industry, government and nonprofit organizations throughout Southern California.

### Who Should Attend

Programs are designed to meet the unique needs of your organization and employees.

- ISO 9000
- Six Sigma
- Business skills
- Advanced Business skills
- Management skills
- Communication skills
- Organization development
- Computer training
- Career & technical writing
- Quality systems certification training
- English as a Second Language
- CISSP

### Special Features

These programs are available on site, on campus or at other CSUDH locations. For more information or to schedule a free consultation, email: [eereg@csudh.edu](mailto:eereg@csudh.edu) or write

### The Center for Training & Development

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



For more information:  
call (310) 243-3741,  
email [eereg@csudh.edu](mailto:eereg@csudh.edu) or  
visit the web site  
<http://www.csudh.edu/extendeded>

## Employment Training Panel (ETP)

Attention Employers!

**Do your employees possess the knowledge and skills to outperform those of your competitors?**

With today's rapidly changing global economy, simply possessing a technical advantage is not enough to secure a company's competitive position. Businesses today need employees that possess the knowledge and skills necessary to effectively apply the latest technology and industry practices to their business strategies.

The College of International & Extended Education at California State University, Dominguez Hills understands business and is committed to helping businesses achieve their training goals. Since 1998, we have worked with qualified employers to implement customized training programs funded by California's Employment Training Panel (ETP).

Begin realizing your ETP benefits today! Call to find out how your company may benefit from this valuable resource.

For more information:  
Call Teresa Stevens (310) 243-2012,  
Email [tstevens@csudh.edu](mailto:tstevens@csudh.edu) or  
Visit us online at  
<http://www.csudh.edu/extendeded>

BUS & ORG

The College of Extended & International Education is an active member of the South Bay Business Resource Network (Network), an association of organizations dedicated to providing access to valuable resources to our business community. The Network offers a range of resources and information to help meet the many challenges businesses face today. Visit the South Bay Business Resource Network website at

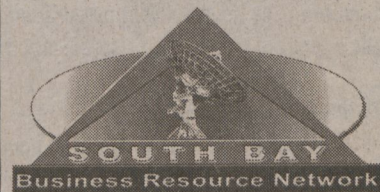
[www.southbayresource.net](http://www.southbayresource.net)

or call  
**(310) 970-7799**

to find out how the

### South Bay Business Resource Network

can help you grow your business and your bottom line!



## Business Communications

### The Program

This program consists of a series of practical courses designed for employees to become confident and effective writers and communicators. The series builds and enhances skills in key areas of communication. Activities include a variety of in-class and out-of-class assignments to produce improved communication in the work place.

### What You Will Learn

Students will learn how to determine the objectives for each writing task; follow conventional business formats to write memos, letters, reports, summaries and e-mails; write effective sentences and paragraphs; use proper punctuation; use appropriate diction and tone for verbal communication; plan and deliver presentations; determine strategies for composing various types of letters and memos, and collaborate on a writing task.

### Who Should Attend

Managers, supervisors, administrators, administrative assistants, and support staff

### Special Features

Business Communications courses may be tailored to fit the needs of your corporation, public agency or not-for-profit organization.

### Certificate Requirements

A Certificate of Completion is awarded upon successful completion of each course. Continuing Education Units (CEUs) are available.

### Courses

Successful Communications at Work

Mastering Report and Complex Writing Situations

Mastering Oral Presentations

Listening and Communicating as a Professional

Critical Thinking, Reading and Evaluation In Business Writing

### Workshops

#### Successful Communications at Work

3 CEUs

A 15-week course using a problem solving approach to writing. Standard and workplace-specific correspondence, reports, memos, electronic communications, collaborative models of writing and the basics of oral presentations are covered. The course has been designed as three separate five-week modules:

- Essential tools for communicating
- The language of business
- Crafting effective messages

#### Mastering Report and Complex Writing Situations

1.5 CEUs

A five-week workshop that builds on the Successful Communications at Work course. This course examines typical short and long reports written by supervisors and managers.

#### Mastering Oral Presentations

1.5 CEUs

A five-week workshop that builds on the Successful Communications at Work course. This course identifies the occasions for professional speaking ranging from brief reports at the workplace to multifaceted oral presentations for outside audiences using visual materials.

#### Listening and Communicating as a Professional

1.5 CEUs

A five-week workshop that builds on the Successful Communications at Work course. This course focuses on several types of verbal and nonverbal communication including paralinguistic and kinesthetic communications as well as communications in the context of corporate culture and for international audiences.

#### Critical Thinking, Reading and Evaluation in Business Writing

1.5 CEUs

A five-week workshop that builds on the Successful Communications at Work course. This course covers the analysis of logic, purpose organization and tone in business communication with the goal of improving critical thinking and evaluation skills in reading and business writing.

For more information:  
Call (310) 243-3730  
Visit the website  
[www.csudh.edu/extendeded](http://www.csudh.edu/extendeded)

## Extended Education Facilities California State University Dominguez Hills

Spurred by the explosive growth in its programs, the Division of Extended Education has built a complex of buildings to serve campus and community groups as a location for new credit and noncredit instructional programs offered by the division. The buildings were financed entirely through revenues generated by the Division of Extended Education. No state funds were used.

### Design

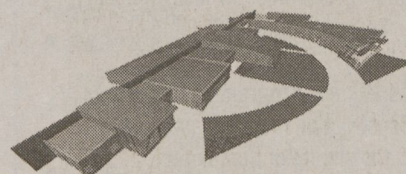
The complex, designed by the firm of Dougherty & Dougherty, has garnered an "Outstanding Building" award from American School & University magazine. The independent functions of Extended Education are expressed in three buildings. The registration building reaches out toward the center of campus and is centrally located as the primary hub of activity. Next to the registration building are the classrooms, as students are able to register and attend classes all in the same complex. Finally, the administration building is formally located at the corner of the site, providing public access facing north and service access to the rear. Flexible space allows for the

continued evolution of educational technology as well as changing educational needs.

Environmentally responsive design techniques include natural and high-efficiency lighting, sunshading, energy-efficient air-distribution systems and easily maintained building materials.

The complex is available for classes, seminars, video conferencing and other events.

BUS &  
ORG



### Facilities

- 10 classrooms
- Lecture Hall
- Executive Conference Room
- Warming Kitchen
- Administrative and registration offices

### Classroom Features

- 42" Plasma Screen
- CPR with OC3 Internet Access
- VCR/DVD Players
- Video Presenter Camera/Projection Capability
- Wireless Network

### Conference Room Features

- 42" Plasma Screen
- CPR with OC3 Internet Access
- VCR/DVD Players
- Video/Presenter Camera/Projection Capability
- Video/Audio Conferencing
- Warming kitchen
- Patio

### Lecture Hall/Theater Features

- 150" Motorized Projection Screen
- CPR with OC3 Internet Access
- VCR/DVD Players
- Video/Audio Conferencing
- Video/Presenter Camera/Projection Capability
- Wireless Network



For more information:  
call Teresa Stevens at (310) 243-2012  
or (310) 243-3737  
email: [tstevens@csudh.edu](mailto:tstevens@csudh.edu)  
for pricing, scheduling and catering  
information.

**BUSINESS**

**Degree Programs**

Business Administration (MBA)  
(online) ..... 7

Engineering Management  
(MSEM) online ..... 6

Negotiation, Conflict Resolution &  
Peacebuilding (MA) online ... 80

Production and Inventory Control  
(Special Major BA) ..... 8

Quality Assurance (MS) (online) . 70

Quality Assurance (BS) (online) . 73

Quality Assurance w/ Measurement  
Science Option (BS) (online) . 72

**Certificate Programs and Courses**

Construction Project Management  
Certificate of Completion ... 13

Entrepreneurship & Leadership  
Studies ..... 30

Environmental/Occupational  
Health/Safety  
Certificate of Completion ... 14

Family Child Care ..... 29

Finance and Accounting for  
Non-Financial Managers ..... 17

Human Resource Mgmt.  
Certificate of Completion ... 18

Advanced Human Resource Mgmt.  
Certificate of Completion ... 19

Lean Enterprise ..... 20

Linking Business Strategy to  
Financial Results ..... 21

Geographic Information Systems  
(GIS) Certificate ..... 27

Management & Supervision ... 30

Meeting and Event Planning  
Certificate of Completion ... 21

Notary Training ..... 27

Production & Inventory Control  
Certificate (online & campus) . 24

Project Management  
Certificate of Completion ... 26

Public Speaking ..... 33

Sexual Harassment ..... 16

Safety and Security  
Certificate of Completion ... 16

Sports Turf Maintenance  
Certificate ..... 76

**Online Business Certificates and Courses**

Administrative Support ..... 9

Budget and Finance ..... 9

Conflict and Confrontation ..... 10

Customer Service ..... 10

e-Business ..... 10

Human Resource Management . 10

Leadership and Teambuilding . 11

Management ..... 11

Marketing and Sales ..... 11

Negotiating ..... 10

Paralegal  
Certificate of Completion ... 85

Presentation Skills ..... 10

Production & Inventory Control  
Certificate ..... 24

Purchasing Certificate ..... 24

Project Management ..... 12

Strategic Planning ..... 12

**Master of Science in  
Engineering  
Management (MSEM)**



**The Program**

The Master of Science in Engineering Management (MSEM) is an online program jointly developed and offered by the College of Engineering, California State University, Long Beach (CSULB) and the College of Business Administration and Public Policy, California State University, Dominguez Hills (CSUDH). The program, offered entirely online has been designed to meet the needs of the practicing engineers and technical professional who are bound by time and place.

**What You Will Learn**

The MSEM is an interdisciplinary degree program that integrates technical, financial, and organizational requirements of technical projects. It is designed to assist engineers to become effective managers by providing them with knowledge, tools and methodologies of both engineering and management disciplines.

**Employment Outlook**

It is well-known that almost two-thirds of all engineering personnel eventually become managers in their professional careers. The MSEM degree is designed to assist experienced, working engineers to become managers by providing them with specific knowledge, tools, and methodologies of both engineering and management disciplines.

The MSEM is an interdisciplinary degree that integrates the development of management and engineering skills, focusing on a problem-solving approach in the synthesis of technical, financial, and organizational requirements for engineering projects in a rapidly changing business and technical environment.

The CSULB College of Engineering is primarily responsible for the engineering component of the program, and, similarly, the CSUDH College of Business Administration and Public Policy has the primary responsibility for the business and management components of the program.

**Who Should Attend**

In summary, upward bound engineering, technical, and managerial professionals may be greatly benefited by availing themselves of the advancement offered by the MSEM online program.

**For further information:**

CSU Long Beach  
College of Engineering  
Dr. Mihir K. Das, Joint Director  
mdas@csulb.edu

CSU Dominguez Hills  
College of Business Administration  
and Public Policy  
Dr. Kenneth Poertner, Joint Director  
kpoertner@soma.csudh.edu



# Master of Business Administration MBA Online

## The Program

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.

## Special Features

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

Online! 

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.

The Master of Business Administration (M.B.A.) Distance Learning program at California State University, Dominguez Hills (CSUDH), has been rated among the top 10 least expensive among major universities in America according to a national survey. GetEducated.com, LLC

For more information:  
 call (310) 243-2714  
 Kenneth Poertner, Program Director  
 kpoertner@csudh.edu  
 or Cathi Ryan, Program Coordinator  
 cryan@csudh.edu  
 Fax: (310) 516-4178  
 or visit the web site  
<http://mbaonline.csudh.edu/>



## Public Speaking— Using Your Voice to Enhance Your Message

### Topics include:

- Creating a presence that conveys poise, confidence and experience
- Maintaining listener attention with a healthy, rich-sounding voice
- Communicating a capable, positive image in person or over the telephone
- Speaking with clarity to increase listener understanding and receptivity
- Using your voice effectively and comfortably

This program will benefit business professionals, sales people, attorneys and those engaged in public speaking who rely on their voice.

For more information:  
 Call Babette Wald at 310-243-3730  
 Email [bwald@csudh.edu](mailto:bwald@csudh.edu) or  
 Visit the website  
[www.csudh.edu/extendeded/businesscommunications.htm](http://www.csudh.edu/extendeded/businesscommunications.htm)

See page 33

BUSINESS

## Special Major Bachelor of Arts Degree

A Special Major degree for those who have completed the Production and Inventory Control Certificate Program

### The Program

Students who have completed the Production and Inventory Control 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.

### Eligibility Requirements

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

### Program Requirements

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 College of Business and Public Policy 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.

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.

### 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 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)

### University Requirements

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.

### 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 Edd Whetmore, University Advisement Center, (310) 243-3822. email: ewhetmore@csudh.edu

### 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.

### 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: Edd Whetmore, University Advisement Center, California State University, Dominguez Hills, 1000 East Victoria Street, Carson, CA 90747, (310) 243-3822. email: ewhetmore@csudh.edu

**Online Courses**

**WEB-BASED PROFESSIONAL DEVELOPMENT**

**5 courses for only \$199!**

CSUDH 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 options:

- ADMINISTRATIVE SUPPORT
- COMMUNICATIONS
- e-BUSINESS
- LEADERSHIP & TEAM BUILDING
- PROJECT MANAGEMENT
- BUDGET AND FINANCE
- CUSTOMER SERVICE
- MANAGEMENT
- MARKETING AND SALES
- STRATEGIC PLANNING

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 and pay only \$199 for the five course package. See the listings on the following pages for the course registration number for each course. You may register at any time between Jan 3 and June 3 for these self-paced courses. They must be completed by June 3.

Hundreds of courses are available with the above options.

**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

BUSINESS

	<b>Cost</b>
5 Course Package	\$199
NDSS 100-01	Reg. No.: 38340
NDSS 100-02	Reg. No.: 38341

**1. Administrative Support *New!***

**The Effective Administrative Support Professional**

- Getting Started-Administrative Support
- Overview to Effective Business Communications
- Using Effective Business Communications
- Administrative Functions
- Advancing Your Administrative Career
- Effective Administrative Support Professional Simulation

**Advance Skills for Administrative Support Professional**

- Behavior: Putting Your Best Foot Forward
- Managing Yourself and Those Around You
- Partnering With Your Boss
- Communicating with Power and Confidence

**2. BUDGETING AND FINANCE**

**Business Finance for Managers**

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

**Advance Business Finance**

- Introduction to Advanced Finance
- Investment Project Analysis and Selection
- Raising Capital and Financing Decisions
- Managing Working Capital
- Corporate Restructuring
- Financial Risk Management
- International Finance

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

- Principles of Financial Statement
- Components of Financial Statement
- Analyzing the Income Statement and Balance Sheet
- The Income Statement and Balance Sheet Connection
- Analyzing Cash Flow
- Ratio Analysis for Financial Statements
- Credibility and Disclosure in an Annual Report
- Analyzing an Annual Report

**Practical Budgeting for Managers**

- The Basics of Budgeting
- Building an Operating Budget
- Capital Budgeting
- Managing Budgets Effectively

## Online Courses

### WEB-BASED PROFESSIONAL DEVELOPMENT

#### Auditing: A Practical Approach

Introduction to Auditing  
Introduction to Internal Auditing  
Principles of Internal Auditing  
Introduction to External Auditing  
Principles of External Auditing

### 3. COMMUNICATIONS

#### Dealing with Conflict and Confrontation

Understanding Conflict  
Contentions Tactics and Conflict Escalation  
Resolving Conflict through Problem Solving

#### The Successful Facilitator

The Role of the Facilitator  
Facilitative Fundamentals: Techniques and Tools  
Facilitating Work Groups and Meetings  
Facilitating Challenging Situations  
Facilitative Formats and Tools: Offering Options  
The Facilitative Leader  
The Successful Facilitator Simulation

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

Crafting a Deal  
Connect and Communicate  
The Negotiation Process  
The Dynamics of Interaction  
Inclusive Negotiating  
When the Going Gets Tough  
The Master Negotiator  
Negotiating to Win Simulation

#### Meeting the Presentation Challenge

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

### 4. CUSTOMER SERVICE

#### Customer Relations Management

The Customer-Driven Organization  
Hiring and Retaining Service Professionals  
Effective Service Recovery  
Serving Your Internal Customers  
Beginning Electronic Customer Relationships  
Sustaining Excellent Customer Service

#### Measuring Customer Satisfaction

Discovering What Your Customers Want  
Developing Customer Satisfaction Surveys  
Customer Satisfaction: Analysis and Implementation

#### Managing a Customer Service-Oriented Culture

Establishing Your Team's Desired Performance  
Coaching in Service Oriented Culture  
Exceeding Customer Expectations  
Customer Service Strategy  
Improving the Process of Service Delivery  
Navigating the Change Process Successfully

#### How to Excel at Customer Service

Building the Service Foundation: Corporate Culture  
Fundamentals of Exceptional Customer Service  
The Voice of the Customer  
Advancing Your Service Expertise  
Customers, Conflict and Confrontation  
Overcoming Challenging Service Situations  
Instilling Service Excellence: The EXCEL Acronym  
Service Stars & Service Teams  
Excelling at Customer Service Simulation  
Customer Service Simulation

#### Frontline Call Center Skills

The Call Center Industry  
Call Center Communications Skills  
Call Center Customer Service  
Call Center Telephone Sales  
Frontline Call Center Simulation

#### Inbound Call Center Management

The Inbound Call Center  
Inbound Call Center Management Leadership  
Inbound Call Center: People Management  
Inbound Call Center Technology  
Performance Metrics for Inbound Call Center

#### Professional Telephone Skills

Handle Calls with Confidence and Professionalism  
Turn Difficult Callers into Delighted Customers  
Managing Telephone Technology

### 5. e-BUSINESS

#### e-Business Foundations

The Fundamentals of e-Business  
Approaches to E-Business  
e-Business Opportunities  
e-Business Design  
Building a Successful Web Site  
e-Business Solution

#### e-Business for Customer Relationship Management

Introduction to Customer Relationship Management  
Electronic Customer Relationship Management  
Data Mining  
Profiting from Customer Relationship Management  
Profit Networks

#### e-Commerce

Integrating e-Commerce with Traditional Business  
e-Commerce: Business to Customer  
e-Commerce: Business to Business  
e-Marketplace: B2B Exchanges  
Customer Relationship Management in e-Commerce  
Performance Measurement and e-Commerce Evaluation

### 6. HUMAN RESOURCES

#### Human Resources Management Essentials

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

## Online courses

### WEB-BASED PROFESSIONAL DEVELOPMENT

#### Management Excellence: Performance-Based Appraisal

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

#### How to Discipline Employees & Correct Performance Problems

Understand and Confront Performance Problems  
 Setting and Clarifying Standards  
 Motivate and Recognize Employees  
 Use Formal Discipline Measures

#### 360-Degree Performance Appraisal

About 360-Degree Performance Appraisals  
 Elements of a 360 Performance Review  
 Delivering the 360 Performance Review Feedback

#### Managing Diversity & Inclusiveness

Workplace Diversity  
 Culture and Behavior  
 Organizational Inclusion  
 Corporate Culture and Diversity  
 Management Skills for the Diverse Workforce  
 Communication and Diversity Adoption  
 Managing Diversity and Inclusiveness Simulation

#### Hostility and Workplace Aggression

Workplace Aggression: The Scope of the Problem  
 The Three Stages of Aggressive Behavior  
 Potential Power Kegs: Identify and Defusing them  
 How to Make Your Company Safer  
 Keep Your Company Out of Legal Trouble  
 Managing a Violent Crisis

#### Workplace Issue Fundamentals: Workplace Compliance

Workplace Harassment  
 Diversity in the Workplace  
 Business Ethics  
 Family Medical Leave Act (FMLA)  
 Equal Employment Opportunity (EEO)  
 Americans with Disabilities Act (ADA)  
 Rightful Termination  
 Understanding Healthcare Rights Under HIPAA  
 E-Mail and Internet Use Policy  
 Questionable Interviewing Questions  
 Documenting Discipline  
 Conflicts of Interest  
 Drug-free Workplace  
 Understanding the Fair Labor Standard Act (FLSA)  
 Record Retention Policy

#### Recruiting and Retention Strategies for the Tight Labor Market

Recruiting for the 21st Century: the Market  
 Recruiting for the 21st Century: Strategies  
 Recruiting Successfully  
 Online Recruiting  
 Facilitating Effective Hiring  
 Retention

### 7. LEADERSHIP AND TEAM BUILDING

#### Going from Management to Leadership

The Mark of a Leader  
 Communicating a Shared Vision

The Enabling Leader  
 Removing Performance Barriers  
 Communicating as a Leader  
 Coaching for Performance  
 Leading Through Change  
 The Leader as a Model  
 Going from Management to Leadership Simulation  
**Leading the Workforce Generations**  
 Introduction to Workforce Generations  
 "Attracting, Developing, and Retaining Generations"  
 Leading Silent Generation and Baby Boom Workers  
 Leading Generation X and Next  
 Making Cross-Generational Team Work  
 Cross-Generational Workers in the 21st Century  
 Leading the Workforce Generation Simulation  
**Making Teams Work: Capitalizing on Conflict**  
 Team Conflict: The Seeds Of Dissent  
 Analyzing Workplace War Zones  
 Getting Past Clashes: Valuing Team Diversity  
 Conquering Conflict Through Communication  
 The Path to Peace and Harmony  
 Manager's Performance Guide- Team Conflict Skills  
 Making Teams Work Simulation  
**Managing and Leading the Virtual Team**  
 Virtual Team Basics  
 Virtual Team Communications  
 Collaboration in Virtual Teams  
 Virtual Project Management  
 Virtual Team Leadership  
 Learning Organizations and The Virtual Team  
 Managing and Leading Virtual Team

### 8. MANAGEMENT

#### Succeeding as a First-Time Manager

Prepare for Your New Management Role  
 Lead and Develop Your Staff  
 Communication Skills and Positive Attitude  
**Essential Skills for Tomorrow's Manager's**  
 Competencies for Tomorrow's Managers  
 Development Tools for Tomorrow's Managers  
 The Manager as a Coach and Counselor  
 The Manager as Project Champion  
 A Manager's Primer for Ensuring Accountability  
 Continuous Learning for Tomorrow's Managers  
 Essential Skills for Tomorrow's Managers Simulation  
 Essential People Management Skills Simulation  
**Managing Others Through Change**  
 Change Leadership  
 Communication and Reinforcing Change  
 Overcoming the Challenges of Change  
 Managing Others Through Change Simulation  
**How to Overcome Negativity in the Workplace**  
 The Path from Pessimism to Optimism  
 Proactive Approaches to stop Negativity  
 Overcoming Organization Negativity

### 9. MARKETING AND SALES

#### Sales: A Focus on Solutions

Moving from Product Selling to Solutions Selling  
 Power Prospecting  
 Finding the Pain You can Cure  
 Influencing Your Customer's Decision  
 Presenting Your Solution  
 Building Relationships for Continuing Success  
 Solution-Sell Simulation: from Lead to Trial Period

BUSINESS

**Online Courses**

**WEB-BASED PROFESSIONAL DEVELOPMENT**

**The Sales Wheel of Success - Advanced Selling Series**

- Sales Motivation
- Developing Your Full Sales Potential
- Advanced Sales Communications Techniques: Part 1
- Advanced Sales Communications Techniques: Part 2
- Maintaining Your Customer Base
- Expanding Your Customer Base
- "Time is Money: Spend it Well"
- Product and Company Knowledge: Key Factors for Success
- Advanced Sales Simulation

**Strategic Marketing in Action**

- Elements of Marketing Strategy
- Analyzing the Market
- Competitive Factors in Strategic Marketing
- Writing a Marketing Plan: Phase 1
- Writing a Marketing Plan: Creative Strategy
- Creating a Marketing Campaign
- Marketing Management
- Financial Analysis for Successful Marketing

**Strategic Brand Management**

- Introduction to Brand Management
- Building Brand Equity
- Managing the Creative Elements of Brands
- Promoting Your Brand to Customers
- Evaluating Brand Effectiveness
- Manage and Maintain Brand Equity

**Online Branding Strategy**

- Introduction to Online Branding
- The Online Branding Environment
- Strategies for Building an Online Brand

**10. PROJECT MANAGEMENT**

**Participating in a Project Team**

- The Self-Directed Project Team Member
- Project Team Communication Skills
- Team-Building is an Inside Job
- Troubleshooting for Project Teams
- The Project Team Star Player
- Honing Your Leadership Skills
- Participating in a Project Team Simulation

**Cultivating a High-Performance Team**

- Building a High-Performance Team
- Harnessing Collective Knowledge
- Managing a Project with Your Team
- Revving Up Your High Performance Project Team
- Maintaining Project Team Peak Performance
- Fixing Broken Teams
- Cultivate a High Performance Project Team Simulation

**Professional Project Management**

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

**Cost**

5 Course Package	\$199
NDSS 100-01	Reg. No.: 38340
NDSS 100-02	Reg. No.: 38341

**11. STRATEGIC PLANNING**

**How to Write a Business Case**

- Fundamental Components of a Business Case
- Developing Target Market Strategy
- Understanding Positioning
- The Marketing and Sales Plan
- Pricing for Profitability
- Presenting Your Case

**Strategic Management**

- Strategic Management- Planning
- Strategic Management- Analysis and Choice
- Strategic Management- Corporate Implementation

**Global Business Strategy**

- Business Management and Strategy
- Technology Management and Strategy

**The Fundamentals of Globalization**

- Globalization and Our Changing World
- Globalization and Your Company
- The Process of Globalizing a Product or Service
- Managing a Global Viewpoint

**Value-Chain Analysis to Create Competitive Advantage**

- Value-Chain: Structure and Analysis
- Cost Advantage via Value-Chain Analysis
- Differentiation Advantage via Value-Chain Analysis
- Focus Advantage via Value-Chain Analysis

**Systems Thinking in the 21st Century**

- What is Systems Thinking?
- Building a Healthy System
- Systems-Thinking Models and Thinking Skills
- Systems Archetypes
- Redesigning Your Organization: Part 1
- Redesigning Your Organization: Part 2
- Taking Systems Thinking Into Your Personal Life

**To register:**

Choose the courses you would like to enroll in and call registration at (310) 243-3741.

College of Extended & International 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

## Construction Project Management Certificate of Completion

### The Program

This course is designed to provide students with the knowledge and skill sets needed to successfully manage projects in today's construction industry.

### What You Will Learn

Students will gain practical knowledge and skills needed to manage and/or supervise projects in today's construction industry. Students will learn how to successfully plan, manage and coordinate construction projects and activities including an understanding of project budgets, construction law and construction safety.

### Who Should Attend

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

### Eligibility Requirements

There are no prerequisites required for the program. A background in construction and/or construction management is desirable.

### Special Features

All program instructors are experienced practitioners in their field of expertise. They bring practical application of project management practices to their classes. All classes are scheduled in the evenings on the CSUDH campus at the Extended Education complex to meet the needs of working adults.

Courses are offered for Continuing Education Units (CEUs). Nationally recognized standards govern attendance requirements to earn CEU credit. A permanent record of attendance is established and students may obtain a copy of their transcripts by calling the Records Office at (310) 243-3621.

### Certificate Requirements

A Certificate of Completion is awarded upon

successful completion of eight required courses. Those who do not wish to pursue a certificate may take individual courses

### Courses

#### Required Courses

Plan Reading	CMX 903
Estimating	CMX 902
Construction Safety	CMX 926
Law for Construction	CMX 921
Construction Accounting	CMX 904
Financing Real Estate Acquisitions	CMX 905
Bidding & Scheduling	CMX 925
Field Project Management	CMX 920

### Program Instructors

**Art Robitaille, MS.** Licensed Contractor and Safety Consultant with over 40 years of experience in the construction industry

**Larry Kaltman, Architect and General Contractor,** has over 40 years of experience in design and building

**Mike Gugert, Director of Construction, Irvine Apartment Communities Inc., The Irvine Company; Investment Properties Group** with 24 years of Domestic and International Construction experience

**W. John (Jack) Irwin II, PE:** Mechanical Engineer and Building/Construction Consultant with 30 years experience in construction, design, management, construction claims and disputes

**Paul Makris, PE, PSP, JD,** Vice President of Delta Consulting Group, Inc. has over 30 years of experience in construction, engineering, construction management, forensic engineering, and claims analysis

### SCHEDULED CLASSES

#### CMX 904 Construction Accounting

.9 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.

Date:	Jan 30 – Feb 13
Time:	Mon 6:30 – 9:30pm
Meetings:	3
Location:	CSUDH EE1206

Fee:	\$100
Instructor:	Paul Makris, JD
Course No.:	CMX 904 Sec 01
Reg. No.:	22233

#### CMX 905 Financing Real Estate Acquisitions

.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 the sale projects.

Date:	Feb 18
Time:	9:00am-4:00pm
Meetings:	1
Location:	CSUDH EE1206
Fee:	\$90
Instructor:	TBA
Course No.:	CMX 905 Sec 01
Reg. No.:	22232

#### 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.

Date:	Feb 25 – Mar 18
Time:	Sat 8:30am – 3:30 pm
Meetings:	6 (No Class 3/4)
Location:	CSUDH EE 1222
Fee:	\$198
Instructor:	Jack Irwin
Course No.:	CMX 925 Sec 01
Reg. No.:	22198

#### CMX 903 Plan Reading

1.2 CEUs

This course provides a survey of the fundamentals of construction math and plan reading. Materials Included.

Date:	Mar 13 – Apr 3
Time:	Mon 6:30-9:30pm
Meetings:	4
Location:	CSUDH EE 1206
Fee:	\$198
Instructor:	Larry Kaltman

## Construction Project Management Certificate of Completion

(continued)

Course No.: CMX 903 Sec 01  
Reg. No.: 22199

### CMX 920 Field Project Management

1.8 CEUs

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

Date: Apr 5 – May 10  
Time: Wed 6:30–9:30pm  
Meetings: 6  
Location: CSUDH EE 1206  
Fee: \$198  
Instructor: Michael Gugert  
Course No.: CMX 920 Sec 01  
Reg. No.: 22201

### CMX 902 Estimation

1.8 CEUs

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

Date: Apr 10 – May 15  
Time: Mon 6:30–9:30pm  
Meetings: 6  
Location: CSUDH EE 1206  
Fee: \$198  
Instructor: Larry Kaltman  
Course No.: CMX 902 Sec 01  
Reg. No.: 22200

For more information:  
Call (310) 243-3741  
Email [eereg@csudh.edu](mailto:eereg@csudh.edu) or  
Visit the website  
[www.csudh.edu/extension/cm.htm](http://www.csudh.edu/extension/cm.htm)



## Environmental & Occupational Health & Safety Certificate of Completion

### The Program

Designed for Health & Safety officers and those planning to enter the field, this program will provide skills and fulfill requirements necessary to function in a Health and Safety Department and to administer health and safety programs in an industrial setting.

All program instructors are experienced practitioners in their field of expertise. Courses are offered at convenient times to meet the needs of working adults.

**On-site instruction is available.**

### Who Should Attend

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

### Eligibility Requirements

This program is open to all students interested in learning more about environmental and occupational health & safety.

### Special Features

Courses are offered for Continuing Education Units (CEUs). Nationally recognized standards govern attendance requirements to earn CEU credit. A permanent record of attendance is established and students may obtain a copy of their transcripts by calling the Records Office at (310) 243-3621. CSUDH is an MCLE Provider (#3897) for HEX 946.



# Environmental & Occupational Health & Safety

## Certificate of Completion

(continued)

### Certificate Requirements

A Certificate of Completion is awarded upon successful completion of six required courses plus one elective course. Elective courses are offered to suit the needs of individuals from various industries. Classes may be taken in any order according to individual needs. **Students not pursuing the certificate may take individual courses.**

### Courses

#### Required Courses

Foundations of Safety and Health Program Administration	HEX 981
Recognition and Control of Workplace Hazards	HEX 979
Industrial Accident Investigation	HEX 946
Ergonomics	HEX 920
Introduction to Workers' Compensation	HEX 947
Introduction to Industrial Hygiene	HEX 950
<b>Elective Courses (Choose One)</b>	
Industrial Machine Guarding	HEX 936
Industrial Hygiene Instrumentation and Sampling	HEX 955
Bloodborne Pathogens	HEX 956
CAL OSHA Law	HEX 960
CAL OSHA Appeals Procedures	HEX 978
Mold Assessment & Remediation	HEX 987
<i>(HEX 987 can be substituted for HEX 950)</i>	
Special Topics	HEX 995

#### Advisory Committee

**Byron Jamerson**, BS, RSSP, Vice-President, IASP

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

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

**Jeffrey L. Malek**, JD, Attorney at Law, Malek & Malek Law Firm

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

**John A. O'Toole**, Ph.D. RSSP, Board

Chairperson, Principal Safety Consultant, General Safety Services,

**Joseph M. Kaplan**, President Emeritus, Los Angeles Safety Council

**Linda Hunter**, RSSP, Certified Trainer, Zee Service Company

**Michael Nicolas**, President, California Loss Control

### SCHEDULED CLASSES

#### REQUIRED COURSES

#### HEX 920 Ergonomics

1.5 CEUs  
This course focuses 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, workplace design, and current standards and regulations. Materials included.

Date:	Feb 6 – Mar 13
Time:	Mon 6:00-9:00pm
Meetings:	5 (No Class 2/20)
Location:	CSUDH EE 1210
Fee:	\$195
Instructor:	<b>Joanette Alpert</b>
Course No.:	HEX 920 Sec 01
Reg. No.:	22195

#### HEX 981 Foundations of Safety and Health Program Administration

2.0 CEUs  
This course covers 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. Materials included.

Date:	Mar 4 – Apr 8
Time:	Sat 8:00am-12:30pm
Meetings:	5 (No class 4/1)
Location:	CSUDH SAC 1102
Fee:	\$265
Instructor:	<b>Hassan Adan</b>
Course No.:	HEX 981 Sec 01
Reg. No.:	22196

#### 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 collections and identification of accident evidence will be covered. Materials included.

Date:	Apr 22 – May 20
Time:	Sat 8:00 – 12:30pm
Meetings:	5
Location:	CSUDH SAC 1102
Fee:	\$265
Instructor:	<b>John O'Toole</b>
Course No.:	HEX 946 Sec 01
Reg. No.:	22197

#### ELECTIVE COURSES

#### HEX 955 Industrial Hygiene Instrumentation and Sampling

1.5 CEUs  
Provides students with an overview of industrial hygiene sampling procedures for real world situations. The course will consist of lectures, demonstrations and hands-on use and calibration of active and passive sampling, using indirect and direct reading instrumentation. It will be beneficial to those responsible for conducting industrial hygiene sampling programs in the workplace. Materials included.

Date:	Jan 28 – Feb 25
Time:	Sat 8:00 – 12:30pm
Meetings:	4 (No Class 2/18)
Location:	CSUDH SAC 1102
Fee:	\$195
Instructor:	<b>Carla Slepak</b>
Course No.:	HEX 955 Sec 01
Reg. No.:	22229

For more information:  
Call (310) 243-3741  
Email [eeereg@csudh.edu](mailto:eeereg@csudh.edu) or  
Visit the website  
[www.csudh.edu/extension/hex.htm](http://www.csudh.edu/extension/hex.htm)

Also see related program in  
**Safety & Security**

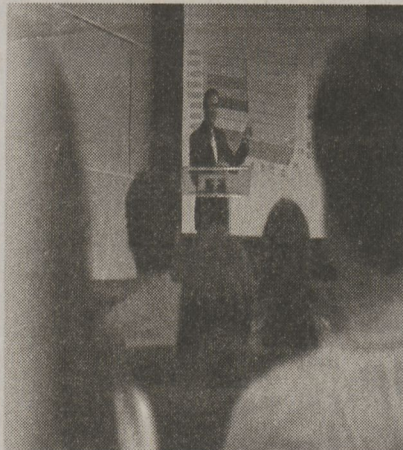
BUSINESS

## Sexual Harassment

### Understanding the Issues & the Law

This course is designed for business owners, managers, supervisors, and administrators. Participants will receive an overview of sexual harassment law and learn to design policies and procedures for their organizations. The workshop format features role playing and practical examples of real life scenarios.

On-site training is available.



For more information:  
Call Jason Vogel (310) 243-3355  
Email [jvogel@csudh.edu](mailto:jvogel@csudh.edu) or  
Visit the website  
[www.csudh.edu/extendeded](http://www.csudh.edu/extendeded)

## Safety and Security Certificate of Completion

### THE PROGRAM

This 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.

All program instructors are experienced practitioners in their field of expertise. Classes are scheduled in the evenings and/or weekends to meet the needs of working adults.

### WHAT YOU WILL LEARN

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

- Professional Orientation
- Taking Suspects into Custody
- Introduction to California Constitutional Law
- Lawful Detention
- Basic Concepts of Criminal Law
- Major Penal Codes
- Laws of Arrest
- Use of Force

### WHO SHOULD ATTEND

Individuals interested in learning how to implement and maintain a safe and secure work environment including:

- Security personnel
- Managers
- Supervisors
- Security Officers who need to fulfill POST regulatory requirements

### ELIGIBILITY REQUIREMENTS

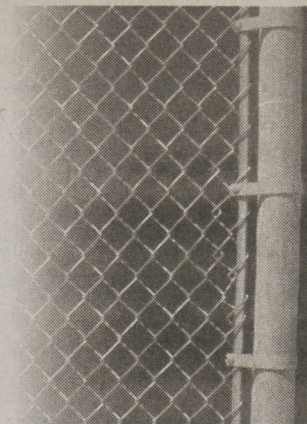
This program is opened to all students interested in learning more about workplace safety and security practices.

### SPECIAL FEATURES

This program is recognized and approved by the California Society of Safety & Security Professional.

Courses are offered for Continuing Education Units (CEUs). Nationally recognized standards

govern attendance requirements to earn CEU credit. A permanent record of attendance is established and students may obtain a copy of their transcripts by calling the Records Office at (310) 243-3621.



### CERTIFICATE REQUIREMENTS

A Certificate of Completion is awarded upon successful completion of six required courses and one elective. Students not pursuing the certificate may take individual courses.

### Courses

#### Required Courses

OSHA Law	HEX 960
Industrial Accident Investigation	HEX 946
Recognition & Control of Workplace Hazards	HEX 979
Introduction to Security Mgt.	HEX 982A
Terrorist Violence in the Workplace	HEX 983
Security and Loss Prevention	HEX 989

#### Elective Courses

Bloodborne Pathogens	HEX 956
CAL OSHA Appeals Procedures	HEX 978
Terrorist Acts & Natural Disasters	HEX 988

### Advisory Committee

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**John A. O'Toole**, Ph.D. RSSP, Board Chairperson, Principal Safety Consultant, General Safety Services,

**Joseph M. Kaplan**, President Emeritus, Los

## Safety and Security Certificate of Completion

(continued)

Angeles Safety Council

**Linda Hunter**, RSSP, Certified Trainer, Zee Service Company

**Michael Nicolas**, President, California Loss Control

employers if they are cited.

**Terrorist Acts and Natural Disasters**

### SCHEDULED CLASSES

#### REQUIRED COURSE

#### 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 collections and identification of accident evidence will be covered. Materials included.

Date: Apr 22 – May 20  
 Time: Sat 8:00 – 12:30pm  
 Meetings: 5  
 Location: CSUDH SAC 1102  
 Fee: \$265  
 Instructor: **John O'Toole**  
 Course No.: HEX 946 Sec 01  
 Reg. No.: 22197



## Accounting for Non-financial Managers

BUSINESS

An intensive three-day program teaching the numbers side of business

### About This Program

This program is an overview of the fundamentals of finance and accounting for non-financial managers. The overriding goal of the program is to present a number of "nuts and bolts" financial concepts, providing managers with useable information, including basic accounting principles, budgeting, and fundamental financial analysis tools. Participants will learn the language of finance; understand what accounting principles are generally accepted, interpret an organization's financial statements and annual report; review budgeting tools; calculate a break-even scenario; and evaluate returns on investments. This highly interactive workshop features case studies, a variety of planning exercises, and other activities designed with an action-learning focus.

### Who Should Attend

This program is for managers in every functional area of responsibility who need to understand and speak the "numbers-side" of business. Whether one is in engineering, production, marketing, health care, project management, or human resources, it is necessary to understand the common financial language of business to succeed.

### You Will Learn To

- Understand the terminology and processes used to set financial goals
- Grasp the numbers side of business
- Effectively utilize procedures required for developing budgets
- Apply key formulas when planning financial performance
- Practice and learn in a friendly environment
- Understand both short-term and longer-term financial planning
- Think and measure in financial terms

### Outline

#### Basic Accounting Principles

- Important accounting concepts
- "T" Accounts
- Typical accounting systems
- Constructing financial statements
- The accounting period
- Three basic accounting principles
- Business and financial management

**Financial Statements**

- Three basic financial statements
- Balance sheet
- Income statement
- Cash flow statement

**Financial Analysis**

- Liquidity ratios
- Debt ratios
- Return on investment/profitability ratios
- Time value of cash flows
- Computers and financial statements

**Budgeting Principles**

- Financial management and budgeting
- An introduction to budgets
- Three uses of budgets
- Budgeting periods
- The budgeting process
- Planning for costs
- Projecting financial targets

**Adding Financial Value**

- Application exercises

For more information  
Please contact Babette Wald at  
bwald@csudh.edu

**Human Resource  
Management  
Certificate of Completion**

**The Program**

This course provides the knowledge and practical skills for career enhancement and job advancement in human resource management. The focus is on current business and personnel management systems to teach 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 (Senior Professional in Human Resources) recertification.

**What You Will Learn**

- How to develop and administer practical HR systems
- How to measure and benchmark HR success
- How to avoid costly mistakes when hiring and dealing with HR issues
- How to develop strategies for reducing corporate risk and liability through effective HR practices

**Who Should Attend**

- Human Resource specialists who need to expand their knowledge and expertise in all aspects of HR 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

**Eligibility Requirements**

This course is open to all students interested in entering or learning more about the Human Resource field.

**Special Features**

All classes are scheduled in the evenings to meet the needs of working adults. Classes are offered at the Franklin Community Center, 850 Inglewood Avenue, Redondo Beach.

Courses are offered for Continuing Education Units (CEUs). Nationally recognized standards govern attendance requirements to earn CEU credit. A permanent record of attendance is established and students may obtain a copy of their transcripts by calling the Cashier's Office at (310) 243-3812.

**Certificate Requirements**

A Certificate of Completion is awarded upon successful completion of four required courses. Students may attend classes in any order according to their needs.

**Required Courses**

Establishing Human Resource Systems	BUX 998
Compensation & Benefits	BUX 971
Labor and Employment Law	BUX 982
Communication Dynamics	BUX 980

**Advisory Board Members**

**James D. Vigneau**, SPHR, HR Director for Fishing Processors, Inc.

**Kent Perkins**, PI, President, Allied Management Resources

**Millicent Sanchez**, Esq. Shareholder-Director, Swerdlow Florence Sanchez Swerdlow & Wimmer

**Program Instructor**

**James D. Vigneau**, SPHR, Corporate Vice President of Human Resources for the Hollyhills Group. He is a lecturer and consultant with over 25 years of experience in the Human Resource field.

**Scheduled Classes**

**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 building an effective human resource management structure to support company operations by developing effective employment applications, personnel policies and procedures as well as completing an employee handbook.

Date: Jan 25-Feb 15  
Time: Wed 6:30-9:30pm  
Meetings: 4  
Location: Franklin Center 8

Fee: \$249  
 Course No.: BUX 998 Sec 01  
 Reg. No.: 22181

**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 needed to accomplish these tasks through an intensive "hands-on" skills development approach. Students will build a compensation plan to be implemented under the parameters established by law and corporate policy. Students will also build a benefits tracking and measurements systems to take back to their workplaces.

Date: Feb 22-Mar 15  
 Time: Mon 6:30-9:30pm  
 Meetings: 4  
 Location: Franklin Center 8  
 Fee: \$249  
 Course No.: BUX 971 Sec 01  
 Reg. No.: 22181

**Labor & Employment Law**

1.2 CEUs

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

Date: Mar 22-April 12  
 Time: Wed 6:30-9:30pm  
 Meetings: 4  
 Location: Franklin Center 8  
 Fee: \$249  
 Course No.: BUX 982 Sec 01  
 Reg. No.: 22182

**Communications 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.

Date: Apr 19-May 3  
 Time: Wed 6:30-9:30pm  
 Meetings: 3  
 Location: Franklin Center 8  
 Fee: \$149  
 Course No.: BUX 980 Sec 01  
 Reg. No.: 22185

For more information:  
 Call Babette Wald (310) 243-3730  
 Email [bwald@lists.csudh.edu](mailto:bwald@lists.csudh.edu) or  
 Visit the website  
[www.csudh.edu/extension/hr.htm](http://www.csudh.edu/extension/hr.htm)



**Advanced  
 Human Resource  
 Management  
 Certificate of Completion**

BUSINESS

**THE PROGRAM**

Rather than focus on a basic understanding of employment wage and hours, and labor laws, this program emphasizes detailed understanding of processes, systems, and practical "how-to" knowledge for administering HR programs and moving into strategic positions on the company management team.

**WHAT YOU WILL LEARN**

Intended for the seasoned Human Resource Professional, the Certificate of Completion in Advanced Human Resource Management is a series of specific topic areas that focuses on today's important HR management issues.

- Analyzing Human Resources
- Enhancing the Value of Human Resources
- Behavioral Interviewing
- Union Organizing in the Workplace
- Understanding Worker's Compensation
- Ethical Issues in Human Resource Mgt.
- Conducting Workplace Investigations
- Employee Discipline & Termination

**WHO SHOULD ATTEND**

- Specialists in the Human Resource field who need to expand their knowledge and expertise in all aspects of Human Resource Management
- Business owners and executives
- Business attorneys
- Business consultants
- MBA students

**SPECIAL FEATURES**

All classes are scheduled in the evenings to meet the needs of working adults. Classes are offered at the Franklin Community Center, 850 Inglewood Avenue, Redondo Beach.

Courses are offered for Continuing Education Units (CEUs). Nationally recognized standards govern attendance requirements to earn CEU credit. A permanent record of attendance is established and students may obtain a copy of their transcripts by calling the Cashier's Office at (310) 243-3812.

**CERTIFICATE REQUIREMENTS**

A Certificate of Completion is awarded upon successful completion of the required course.

**REQUIRED COURSE**

Advanced Human Resource Management  
BUX 929

**ADVISORY BOARD MEMBERS**

**James D. Vigneau**, SPHR, HR Director for Fishing Processors, Inc.

**Kent Perkins**, PI, President, Allied Management Resources

**Millicent Sanchez**, Esq. Shareholder-Director, Swerdlow Florence Sanchez Swerdlow & Wimmer

**PROGRAM INSTRUCTOR**

**James D. Vigneau**, SPHR, Corporate Vice President of Human Resources and Administration for the Hollyhills Group. He is a lecturer and consultant with over 25 years of experience in the Human Resource field.

**SCHEDULED CLASSES**

**Advanced Human Resources Management**

2.4 CEUs

Date: Jan 23-Mar 20  
Time: Mon 6:30-9:30pm  
Meetings: 8 (No class 2/20)  
Location: Franklin Center 8  
Fee: \$498  
Course No.: BUX 929 Sec 01  
Reg. No.: 22177

For more information:  
Call Babette Wald (310) 243-2430  
Email [bwald@lists.csudh.edu](mailto:bwald@lists.csudh.edu) or  
Visit the website  
[www.csudh.edu/extension/advanhr.htm](http://www.csudh.edu/extension/advanhr.htm)

**Lean Enterprise**

An intensive two-day program to learn the fundamentals of implementing "Lean" Concepts

**About This Program**

This program has been designed as an overview of the fundamentals needed to implement "Lean" principles. The overriding program goal is to present a number of practical concepts, tools, and techniques including: 5 s; JIT; Cycle Reduction; Error Proofing (Poka Yoke); Total Productive Maintenance; Visual Management; and, Process-based Management. Participants will learn the language as well as review examples of how these tools have been successfully implemented in organizations. This highly interactive workshop features a variety of activities designed with an action-learning focus.

**Who Should Attend**

This program is for managers in every functional area of responsibility who need to understand the latest process improvement tools and techniques. Whether you are in engineering, production, finance, marketing, health care, project management, or human resources, you need to understand the common language associated with implementing a lean enterprise.

**You Will Learn To**

- Understand Lean terminology
- Relate the knowledge of Lean thinking to other disciplines
- Understand the processes components of a Lean program
- Effectively utilize Lean tools and techniques
- Apply Lean concepts and principles in your organization

**Outline**

**Introduction to Lean**

- What is Lean?
- What business and cultural changes need to be made to become "Lean?"
- Principles of Lean
- Value Stream Mapping

**Identify and Elimination of Different Types of Waste**

- Definitions
- Examples
- Causes

**Lean Tools and Techniques Part I**

- 5 S
- JIT
- Cycle Reduction

**Lean Tools and Techniques Part II**

- Error Proofing
- Total Productive Maintenance
- Visual Management
- Process-based Management

**The Lean Process**

The lean process is quite simply, a business initiative to reduce waste in manufactured products. The idea is to reduce costs systematically throughout the product and production process by means of a series of engineering reviews.

The key insight is that most costs are generated when a product is designed. Why? Because engineers generally specify familiar, safe materials and processes rather than inexpensive, efficient ones. Again, why?

Because familiar and safe reduces project risks: yet safe and familiar increase financial risks and decrease profit potential.

Engineering team review begins with assessing materials, processes, and associated costs. Process adjustments may be eliminated at this review.

Tooling and machinery costs are estimated and compared to feasibility reflecting ROI. Materials, time and form are evaluated for adjustment or substitution.

1. The 5 S Philosophy
2. Cycle Reduction
3. JIT i
4. Error Proofing
5. Total Productive Maintenance (TPM)
6. Visual Management
7. Process-Based Management

**Program Instructor**

**Emil Hazarian**

**SCHEDULED CLASS**

**Lean Enterprise**

14 Hrs

Date: Mar 8 & 9  
Time: Wed & Thu 8:30am - 4:30 pm  
Meetings: 2 (two 7 hour days)  
Location: CSUDH EE 1210  
Fee: \$500  
Instructor: **Emil Hazarian**  
Course No.: MGX 910 Sec 01  
Reg. No.: 21968

## Linking Business Strategy to Financial Results

An applied approach to strategic business planning and execution

### About This Program

This interactive program is designed to link strategy to financial results. Even though financial results represent lagging indicators of performance, these results are a clear indicator of the success of an organization's strategy and/or its ability to execute. Examining the links between an organization's strategies and its financial results is the first step in actively managing its success. In this session participants will develop a process that links their organization's vision, mission, and strategy to logical and realistic actions that produce measurable results. Consequently, this session will also include a discussion about who should be involved in the transition from generating an organization's vision to setting appropriate objectives. This highly interactive workshop features case studies, planning templates, and other activities designed for an active-learning environment.

### Who Should Attend

Business professionals, strategic planners, unit managers and leaders responsible for strategy development and accountable for the financial results of their business unit should attend this program. This program will also help those who want to gain a foundation for linking business strategy to financial results.

### You Will Learn To

- Develop a vision and mission on which action can be taken
- Link strategy to objective measures
- Trace financial results back to actions and strategy
- Identify key personnel to involve in logical and realistic planning
- Share experiences and knowledge with other professionals



### Outline

#### Organizational Planning and Execution

- Developing indicators of successful strategy
- Gaining commitment and ownership to strategy

#### Vision, Mission, and Strategy

- Understanding the difference between vision and mission
- Linking strategy to financial indicators

#### Action Plans

- Utilizing data to drive action planning
- Understanding the keys to successful action planning

#### Measurement and Metrics

- Leveraging data to evaluate strategy
- Establishing performance indicators and metrics

#### Assessing Strategic and Financial Performance

- Identifying and monitoring critical success factors
- Data driven decision making

### SCHEDULED CLASS

Section 1

#### Linking Business Strategy to Financial Results

1.4 CEUs

Date: Mar 14 & 16  
 Time: Tue & Thu 8:30am-4:30pm  
 Meetings: 2 (7 hour days)  
 Location: CSUDH EE 1209  
 Fees: \$500  
 Faculty: Jeff Prinster, PhD  
 Course No.: MGX 916 Sec 01  
 Reg. No.: 21967

For more information  
 Please contact Babette Wald at  
 bwald@lists.csudh.edu

## Meeting and Event Planning Certificate of Completion

### The Program

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.

There are several associations of Meeting Professionals with memberships exceeding 25,000 that are dedicated to the education of meeting and event planners. More and more colleges and universities are offering certificate programs as well as degree programs in Meeting and Event Planning.

### What You Will Learn

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.

### Employment Outlook

What positions might this certificate lead to?

- 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

BUSINESS

# Meeting and Event Planning

## Certificate of Completion

(continued)

### Who Should Attend

- Those whose responsibilities include coordinating conferences, fairs, weddings, fundraisers, sport programs, social functions, or other types of events.
- 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.
- Those in the hospitality industry who work with meeting and event planners such as hotel sales and convention service managers.

### Eligibility Requirements

No prerequisites are required for the certificate. Some experience in meeting and event planning is helpful, but not necessary.

### Special Features

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.

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

Most classes are offered on the CSUDH campus located at 1000 East Victoria Street in Carson. Some classes will be held off-campus as indicated.

Courses are offered for Continuing Education Units (CEUs). Nationally recognized standards govern attendance requirements to earn CEU credit. A permanent record of attendance is established and students may obtain a copy of their transcripts by calling the Records Office at (310) 243-360.

### 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).

### Courses

#### REQUIRED COURSES

Introduction and Fundamentals of Meeting Planning	MEX 901
Special Event Management	MEX 902
Negotiations and Contracts	MEX 903
Site Selection and Inspections	MEX 904
Marketing and Promotion Financial Management	MEX 905
Food & Beverage Management	MEX 906
Room Set Ups	MEX 906
Audio Visual and Technology Today	MEX 907

#### Elective Courses

(Offered Alternate Semesters)

Planning Global and Incentive Meetings	MEX 908
Wedding Planning	MEX 909

### Advisory Board Members

**Barry A. Berlin**, Vice President, Sports and Entertainment, Wolfgang Puck Catering and Events

**Claudia Brett**, CMP, Director, Convention Center Sales, Los Angeles Convention Center

**Mary Lou Cappel**, CSUDH Professor/Coordinator, Recreation & Leisure Studies/Travel & Tourism, California State University Dominguez Hills

**Linda Hilton**, Director of Sales, Hilton Sales Worldwide

**Marjorie Y. Risinger**, CMP, Partner, Rosenberg & Risinger

**Charmaine Wilkerson**, Co-owner, "And Here's Lilly"

### Program Instructors

**Marjorie Y. Risinger**, CMP, is a partner in Rosenberg & Risinger, The Meeting Professionals. She has been a meeting planner for 25 years, and an instructor for Meeting Professionals International, IAEM, PCMA, HSMIA, and LABTA.

**Charmaine Wilkerson** owns "And Here's Lilly", a full event production company specializing in corporate and social events. She has been on the management team of the last three Presidential Inaugurations, the Opening of the Reagan Library, and the Oscars and Emmy's Governor's Ball.

**Gary Rosenberg**, CMP, is a partner in Rosenberg & Risinger, The Meeting Professionals and has 20 years of industry

experience. He serves on the Board of Directors of the Southwest & Pacific Chapter of the Professional Convention Mgmt. Assoc., is a past president of the Southern California Chapter of Meeting Professionals International.

**Carroll Reuben**, holds the Certificate in Meeting Management designation (CMM). She has been a corporate event director for more than 25 years, specializing in high technology events and trade shows. She received the MPI Global Paragon Award for the Best Meetings in 2000.

**Michael Herman** has managed audiovisual departments of the finest hotels in Los Angeles and Santa Monica.

**Marla Harr**, CMP, was the winner of MPI's 2000 Global Paragon Award for excellence in meeting planning. She has over 10 years experience in wedding consulting, special events and meeting planning.

**Liliana Wilkerson** specializes in corporate fine dining, private and off-site entertaining. She has managed events for heads of state and dignitaries, including U.S. Presidents Bush, Sr. and Reagan, Lady Margaret Thatcher, Mikhail Gorbachev, and Prince Andrew, Duke of York.

**David W. Finch**, CMP is a meeting specialist for Amgen Inc. in Thousand Oaks, CA. He is a certified meeting professional (CMP)

### SCHEDULED CLASSES

#### Introduction and Fundamentals of Meeting Planning

.6 CEUs

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 with identifying goals and objectives, developing timelines and budgets, and establishing a



## Meeting and Event Planning

### Certificate of Completion

(continued)

meeting design. You will learn to write specifications for the venue, establish registration procedures, and manage and evaluate the event.

Date: Jan 21  
 Time: Sat 9am-4pm  
 Meetings: 1  
 Location: CSUDH EE 1218  
 Fee: \$90  
 Instructor: **Carroll Reuben**  
 Course No.: MEX 901 Sec 01  
 Reg. No.: 22019

### Site Selection and Inspections

.6 CEUs

Choosing the right site for an event or meeting is an acquired skill. In this course you will learn how to conduct the site inspection, which will result in the selection of a suitable venue. Resources that are available for selecting sites will be discussed, as will the steps required to write the RFP.

Date: Jan 28  
 Time: Sat 9am-4pm  
 Meetings: 1  
 Location: (Note: This course will be off campus.)  
 Fee: \$90  
 Instructor: **G. Rosenberg**  
 Course No.: MEX 904 Sec 01  
 Reg. No.: 22022

### Marketing and Promotion/Financial Management

.6 CEUs

This course will teach you the basics of how to market your event and how to manage your finances. You will learn to set timelines for meeting promotion, how to establish the budget and cash flow, and how to set registration fees. Types of promotional materials will be discussed, as well as important tips for working with designers, typesetters, and printers.

Date: Feb 4  
 Time: Sat 9am-4pm  
 Meetings: 1  
 Location: CSUDH EE 1218

Fee: \$90  
 Instructor: **Carroll Reuben, CMM**  
 Course No.: MEX 905 Sec 01  
 Reg. No.: 22023

### Negotiations and Contracts

.6 CEUs

To obtain the best contract, it is necessary to learn to negotiate skillfully. This course will help you identify what is negotiable, and how to ask for what your client needs. Specifically, contract clauses and liability issues will be discussed.

Date: Feb 11  
 Time: Sat 9am-4pm  
 Meetings: 1  
 Location: CSUDH EE 1218  
 Fee: \$90  
 Instructor: **Gary Rosenberg, CMP**  
 Course No.: MEX 903 Sec 01  
 Reg. No.: 22021

### Food and Beverage Management/Room Set Ups

.6 CEUs

Food and beverages are essential to making an event a success, as is an appropriate room set up. In this course you will learn to work with the catering department to develop exciting and healthy menus, and how to determine the appropriate set up of a room. Tips and tricks for staying within the budget, and the importance of record keeping will be discussed.

Date: Feb 25  
 Time: Sat 9am-4pm  
 Meetings: 1  
 Location: CSUDH EE 1218  
 Fee: \$90  
 Instructor: **Marjorie Y Risinger, CMP**  
 Course No.: MEX 906 Sec 01  
 Reg. No.: 22024

### Special Event Management

.6 CEUs

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.

You will be provided with essential information for success for developing profitable planning strategies, identifying event goals and objectives, working with planning committees, and managing volunteers. You will learn to improve catering quality while maintaining budgets, and how to market your event.

Date: Mar 4  
 Time: Sat 9am-4pm  
 Meetings: 1  
 Location: CSUDH EE 1218  
 Fee: \$90  
 Instructor: **Charmaine Wilkerson**  
 Course No.: MEX 902 Sec 01  
 Reg. No.: 22020

### Audio Visual and Technology Today

.6 CEUs

Knowledge of audio visual technology has become more critical in this age of computers and electronics. You will learn about the technology which is available, and how to use the equipment effectively. Topics such as teleconferencing, multimedia, and the planning of successful productions will be discussed.

Date: Mar 11  
 Time: Sat 9am-4pm  
 Meetings: 1  
 Location: CSUDH EE 1218  
 Fee: \$90  
 Instructor: **Michael Herman**  
 Course No.: MEX 907 Sec 01  
 Reg. No.: 22025

### Wedding Planning

.6 CEUs

Planning a wedding can be a stressful time for brides, grooms, and their families. This course is designed on five proven planning steps. It is the process, the smooth and timely completion of these steps that ensures a successful and perfect wedding day.

- Designing the wedding
- Develop a workable budget
- Guidelines for vendor selection
- Planning: creating a "to do list" and wedding weekend agenda

Date: Mar 18  
 Time: Sat 9am-4 pm (1 hour lunch)  
 Meetings: 1  
 Location: CSUDH EE 1205  
 Fee: \$90  
 Instructor: **Carroll Reuben**  
 Course No.: MEX 909 Sec 01  
 Reg. No.: 22026

## Meeting and Event Planning Certificate of Completion

(continued)

Try one of our additional seminars to expand your knowledge of Meeting & Event Planning!

### Starting Your Own Business in Event Management

This course is for entrepreneur meeting planners who want to start their own business.

Points covered will include:

- Legal and accounting requirements
- Insurance, Marketing; Technology and Communications
- Services and Fees

A wealth of information and interaction will provide essential ingredients to a successful business.

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

Date: Mar 25  
Time: Sat 9am-4pm  
(1 hour lunch)  
Meetings: 1  
Location: CSUDH EE 1218  
Fee: \$90  
Instructor: **Carroll Reuben**  
Course No.: NMEP 104 Sec 01  
Reg. No. 22027

For more information:  
call (310) 243-3741,  
email eereg@csudh.edu or  
visit the web site  
<http://www.csudh.edu/extendeded>

## California Notary 1-Day Exam Preparation



Prepare for the California Notary exam with ease and confidence. All California Notaries must pass a comprehensive test of state Notary laws and procedures. In addition, all California Notaries appointed on or after July 1, 2005, must complete a six-hour Notary training course. This one-day seminar provides the practical training you need to sail through the exam and our program guarantees that you'll pass! The National Notary Association program will provide you with all you need to know about California Notary laws and procedures. You'll also learn tips and tricks to help you with your official duties, and notarize correctly, lawfully and safely.

The fee includes the seminar, program workbook, a certificate of completion and a one-year NNA Membership. A Notary exam is given at the end of the day for which you may register. You must pay the State commission fee on the day of the exam. This fee cannot be paid in advance. The commission fee is separate from the NNA seminar fee, and is payable by a separate check or money order made out to the Secretary of State. New and renewing Notaries (applicants applying for the first time and those currently holding a valid commission): \$40.00; Retaking exam (applicants with a voucher to retake the exam): \$20.00

Date: Thu Jan 12  
Time: 8:30am - 4pm  
Meetings: 1  
Location: EE 1213  
Fee: \$159

Date: Wed Mar 8  
Time: 8:30am - 4pm  
Meetings: 1  
Location: EE1213  
Fee: \$159

Date: Thu May 11  
Time: 8:30am - 4pm  
Meetings: 1  
Location: EE 1213  
Fee: \$159

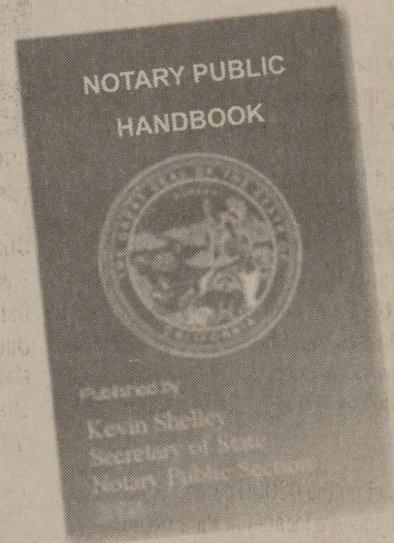
**Check-in begins at 8am**  
**To register for this course call National**

Notary Association: (800) 876-6827 go  
online: [www.NationalNotary.org](http://www.NationalNotary.org).

Registration for the preparation class will be accepted in advance until noon the day before the class.

Onsite registration is available only if space permits and a \$25.00 late fee will apply.

For more information:  
Call Babette Wald (310) 243-3730  
Email [bwald@lists.csudh.edu](mailto:bwald@lists.csudh.edu) or  
Visit the website  
[www.csudh.edu/extendeded/notary.htm](http://www.csudh.edu/extendeded/notary.htm)



## Two Certificate Programs in Supply Chain Management:

- Production & Inventory Control
- Purchasing

### Who Should Attend

The Certificate programs are 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 professionals currently employed in production and inventory control and/or purchasing. In addition to providing a comprehensive introduction to supply chain management, the coursework is designed to

## Two Certificate Programs in Supply Chain Management:

- Production & Inventory Control
- Purchasing

(continued)

help students prepare for the APICS CPIM Certification Exams or ISM (NAPM) Purchasing CPM Certification Exams. APICS is the Association for Operations Management. ISM is the Institute for Supply Management.

### Costs

The tuition fee for a class taken on the CSUDH campus is \$420. 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. Books for the Production & Inventory Control Internet classes must be ordered through APICS at [www.apics.org](http://www.apics.org) or for the Purchasing Internet classes through ISM at [www.ism.ws](http://www.ism.ws)

### Location

Classes meet on the CSUDH campus in Carson. The classrooms are located in the Extended Education Building. A parking fee of \$3.00 per day is charged on campus. Students taking Internet classes do not need to come to campus.

### Employment Opportunities

Production & Inventory Control and Purchasing 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. Students must complete 5 courses and achieve an over-all grade point average of 2.5 (C+) or better to receive the certificate. The certificate must be completed within 3 years once the student has started the program.

### 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. Students who feel comfortable sending e-mail and "surfing the web" are prepared to participate in CSUDH Online coursework.

### Minimum Computer Requirements

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.

## Production & Inventory Control Certificate Program

Cooperation with the Los Angeles Chapter, APICS (LAPICS)

### Courses

Basics of Supply Chain Management PIX 319  
 Detailed Scheduling/Planning PIX 331  
 Operations Execution/Control PIX 332  
 Master Planning of Resources PIX 333  
 Strategic Management of Resources PIX 340

Online!



### SCHEDULED CLASSES Spring 2006

#### Basics of Supply Chain Management

3 Units

Students explore 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 to prepare students for the remaining classes in the certificate program.

Date: Jan 3 – Mar 28  
 Location: online  
 Fee: \$450  
 Instructor: Joan Hall  
 Course No. PIX 319 Sec 41  
 Reg. No. 20049

#### Operations Execution and 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 incentives and control of inventories.

Date: Jan 3 – Mar 28  
 Location: online  
 Fee: \$450  
 Instructor: Joan Hall  
 Course No. PIX332 Sec 41  
 Reg. No. 20050

#### Basics of Supply Chain Management

3 Units

Date: Jan 3 – Mar 28  
 Time: Tue 6-9 PM  
 Meetings: 13  
 Location: CSUDH EE 1205  
 Fee: \$420  
 Instructor: Staff  
 Course No. PIX319 Sec 01  
 Reg. No. 20047

#### Strategic Management 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.

Date: Jan 3 – Mar 28  
 Time: Tue 6-9 PM  
 Meetings: 13  
 Location: CSUDH EE 1210  
 Fee: \$420  
 Instructor: Staff  
 Course No. PIX 340 Sec 01  
 Reg. No. 20048

#### Basics of Supply Chain Management

3 Units

Date: Apr 4 – Jun 27  
 Time: Tue 6-9 PM  
 Meetings: 13  
 Location: CSUDH EE 1205  
 Fee: \$420  
 Instructor: Staff  
 Course No. PIX319 Sec 01  
 Reg. No. 38038

#### Detailed Scheduling and Planning

3 Units

Date: Apr 4 – Jun 27  
 Time: Tue 6-9 PM  
 Meetings: 13

BUSINESS

## Production & Inventory Control Certificate Program

(continued)

Location: CSUDH EE 1210  
 Fee: \$420  
 Instructor: Staff  
 Course No. PIX 331 Sec 01  
 Reg. No. 38040

### Basics of Supply Chain Management 3 Units

Date: Apr 4 – Jun 27  
 Location: online  
 Fee: \$450  
 Instructor: Joan Hall  
 Course No. PIX 319 Sec 41  
 Reg. No. 38039

### Strategic Management of Resources 3 Units


Date: Apr 4 – Jun 27  
 Location: online  
 Fee: \$450  
 Instructor: Joan Hall  
 Course No. PIX 340 Sec 41  
 Reg. No. 38041

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

## Purchasing Certificate Program

### Courses

Purchasing Fundamentals PRX 200  
 Cost/price Analysis and Negotiation PRX 310  
 Public Sector Procurement PRX 330  
 Advanced Purchasing Concepts PRX 340  
 Basics of Supply Chain Management PIX 319

Online! 

### SCHEDULED CLASSES Spring 2006

#### Purchasing Fundamentals

3 Units

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 evaluate requirements for purchasing goods and services are discussed. Case studies allow for application to real-world situations.

Date: Jan 3 – Mar 28  
 Location: online  
 Fee: \$450  
 Instructor: Frank Putz  
 Course No.: PRX 200 Sec 41  
 Reg. No.: 20051

#### Cost/Price Analysis and Negotiation 3 Units

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

Date: Jan 3 – Mar 28  
 Location: online  
 Fee: \$450  
 Instructor: Frank Putz  
 Course No.: PRX 310 Sec 41  
 Reg. No.: 20052

#### Basics of Supply Chain Management 3 Units

Date: Jan 3 – Mar 28  
 Location: online  
 Fee: \$450  
 Instructor: Joan Hall  
 Course No.: PIX319 Sec 41  
 Reg. No.: 20049

#### Purchasing Fundamentals

3 units

Date: Apr 4 – Jun 27  
 Location: online  
 Fee: \$450  
 Instructor: Frank Putz  
 Course No. PRX200 Sec 41  
 Reg. No. 38042

#### Public Sector Procurement

3 units

Date: Apr 4 – Jun 27  
 Location: online  
 Fee: \$450  
 Instructor: Frank Putz  
 Course No. PRX330 Sec 41  
 Reg. No. 38043

#### Basics of Supply Chain Management

3 units

Date: Apr 4 – Jun 27  
 Location: online  
 Fee: \$450  
 Instructor: Joan Hall  
 Course No. PIX319 Sec 41  
 Reg. No. 38039

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

## Project Management Certificate

### The Program

Obtain the management skills required to bring projects in on time and within budget. The results of successfully completing coursework in this program will be visible in your overall job performance, leadership effectiveness, risk analysis and decision-making capabilities, and improved management style.

### What You Will Learn

The curriculum is based on an organized sequence of courses that cover the Project Management Body of Knowledge (PMBOK), which serves as the fundamental knowledge base for project management.

As a result, those who qualify will be better prepared to sit for the Project Management Professional Exam. Recognized domestically and internationally, the PMP Certification has set a standard for excellence in project management. Obtaining use of the PMP designation distinguishes you as an expert in the profession.

### Who Should Attend

Individuals in any discipline who work on projects in either the public or private sector will benefit from course work. Those with 3-5 years work experience who are not currently working in this field will be prepared to pursue career opportunities specifically in the area of project management upon completion of the program.

### Program Benefits

- Obtain a proven, practical body of project management knowledge and skills that will help you avoid making costly mistakes.
- Prepares those qualified to sit for the Project

# Project Management Certificate

(continued)

Management Professional exam.

- Learn techniques for effectively coordinating and managing all aspects of a project including team leadership, project risk and financial analysis, evaluation and control techniques, project planning and decision-making.
- Explore the international dimensions of project management

## Certificate Requirements

A certificate is awarded upon successful completion of five required courses.

After you have completed all requirements, you may request to receive your official certificate by completing the Request for Certificate Form available on the website and return it to our offices.

## Program Instructor

**Byung Hong, PhD**

\*Introduction & Overview of Project Management PMX 900, is a prerequisite for PMX 901, CMX 902, CMX 903, CMX 904.

## Courses

- Introduction & Overview of Project Management PMX 900
- Project Human and Procurement Management PMX 901
- Project Quality and Communication Management PMX 902
- Project Scope & Risk Analysis PMX 903
- Project time and Cost Management PMX 904

## SCHEDULED CLASSES

### Introduction & Overview of Project Management

0.6 CEUs

Students gain an understanding of project management as a scientific and professional business function. The course follows the "Project Management Body of Knowledge" (PMBOK). This is the first course in a five-course certification and will be the prerequisite for all other classes. The Course introduces all phases of the PMBOK model with detailed descriptions of projects, project life cycles, and project integration.

Date: Jan 12-19  
 Time: Thu 6-9pm  
 Meetings: 2  
 Location: CSUDH EE 1210  
 Fee: \$96

Instructor: **Byung Hong, PhD**  
 Course No.: PMX 900 Sec 01  
 Reg. No.: 15004

### Project Management

1.5 CEUs

Date: Jan 26-Mar 2  
 Time: Thu 6-9pm  
 Meetings: 6  
 Location: CSUDH EE 1210  
 Fee: \$240  
 Instructor: **Byung Hong, PhD**  
 Course No.: PMX 903 Sec 01  
 Reg. No.: 21957

### Project Time and Cost Management

1.5 CEUs

Students gain an understanding of how to ensure the project will satisfy the needs for which it was undertaken. This class will focus on generation, collection, dissemination, storage, and ultimate disposition of project information. This class emphasizes the project quality and project communications management knowledge areas in the "Project Management Body of Knowledge" (PMBOK).

Date: Mar 9-Apr 13  
 Time: Thu 6-9pm  
 Meetings: 6  
 Location: CSUDH EE 1210  
 Fee: \$240  
 Instructor: **Byung Hong, PhD**  
 Course No.: PMX 904 Sec 01  
 Reg. No.: 21958

### Project Human Procurement Management

1.5 CEUs

Students gain an understanding of the discipline involved in project scope management. Also included in this class is a discussion of project integration and risk analysis. This class emphasizes management knowledge areas discussed in the "Project Management Body of Knowledge" (PMPBK).

Date: April 20-May 18  
 Time: Thu 6-9pm  
 Meetings: 5  
 Location: CSUDH EE 1210  
 Fee: \$240  
 Instructor: **Byung Hong, PhD**  
 Course No.: PMX 901 Sec 01  
 Reg. No.: 21959

### Project Quality and Communication Management

1.5 CEUs

Date: May 25-June 29  
 Time: Thu 6-9pm  
 Meetings: 6  
 Location: CSUDH EE 1210  
 Fee: \$240  
 Instructor: **Byung Hong, PhD**  
 Course No.: PMX 902 Sec 01  
 Reg. No.: 38029

For more information  
 Please contact Babette Wald at  
 bwald@lists.csudh.edu

# Geographic Information Systems (GIS) Certificate of Completion



## The Program

Geographic Information Systems (GIS) link geographic features on maps with descriptive information associated with those features. Map features and data are combined into map layers that can be analyzed for relationships and patterns that exist within a single layer or with other map layers. Spatial



analysis can be combined with analysis of the tabular data to solve complex, multi-dimensional problems. GIS has enabled mapping to become more dynamic by linking

# Geographic Information Systems (GIS)

## Certificate of Completion

(continued)

current data to existing map features and allowing for the timely production of professional map products.

### What You Will Learn

The certificate program at CSUDH is designed to expose students to the various skills and principles involved with the operation of GIS. Upon completion of the program, students will have the tools necessary for public and private sector employment involving the collection, input processing and analysis of spatial databases for research and management purposes.

(continued)

### Employment Outlook

GIS related jobs have been identified by the U.S. Department of Labor as one of the top ten high-tech employment areas in this decade. GIS is being used in private industry and the public sector.

### Who Should Attend

This program is designed for technical professionals, managers, public sector employees and business professionals who desire to learn the power of GIS. It also provides the necessary skills for the technician who desires employment in entry level technical positions in the exciting field of GIS.

### Eligibility Requirements

Familiarity with Windows operating systems is highly recommended.

### Special Features

Subject areas to which IS is relevant can range from Civil Engineering, Geology, International Relations, Environmental Studies, Economics, Business, Urban Planning, Biology, Public Health and more.

### Certificate Requirements

Students must take the four core courses and four elective courses in order to receive the Certificate of Completion. Credits

obtained from these courses can be counted toward GIS certification with the Urban and courses. To qualify for the certificate, candidates must demonstrate their competence in the use of geographic information systems technologies and their application to problem solving.

### Courses

#### Core Courses

Fundamentals of GIS I	GIX 901
Fundamentals of GIS II	GIX 902
GIS Data Acquisition	GIX 903
GIS Project Design	GIX 904

#### Elective Courses

The Global Positioning System (GPS) and GIS	GIX 905
Remote Sensing and GIS	GIX 906
Introduction to GIS Programming (ArcObjects)	GIX 907
GIS in Local Government	GIX 908
GIS for Public Safety	GIX 909
GIS in Environmental Sciences	GIX 910
GIS for Facilities Management	GIX 911
GIS for Managers	GIX 912

### Costs

Each class is priced individually. **Those who do not wish to pursue a certificate may take individual courses.** The total costs for all classes required for the certificate is \$3,400.

All courses provide Continuing Education Units (CEUs).

### Scheduled Classes

#### Fundamentals of GIS I

1.6 CEUs

*Prerequisite: Familiarity with Windows operating system highly recommended.*

This course is an introduction to the concepts and uses of GIS. Lecture topics include history of GIS, GIS data structures and sources of data, GIS tools, applications, and resources. Exercises include spatial data display and query, map generation, and simple spatial analysis using ArcGIS software.

Date:	Feb 3 & 4
Time:	Fri & Sat 8:30am - 5:30pm
Meetings:	2
Location:	ERC A-127
Fee:	\$425
Instructor:	Staff
Course No.:	GIX 901 Sec 01

Reg. No.: 22206

#### Fundamentals of GIS II

1.6 CEUs

*Prerequisite: Fundamentals of GIS I or similar course recommended.*

This course will focus on many of the analytical tools and techniques available within ArcGIS. Topics include editing, modeling, analysis and management of GIS data, advantages and limitations; appropriate data and procedures, simple raster surface modeling and image integration, production of maps and reports using ArcGIS.

Date:	Feb 24 & 25
Time:	Fri & Sat 8:30am - 5:30pm
Meetings:	2
Location:	ERC A-127
Fee:	\$425
Instructor:	Staff
Course No.:	GIX 902 Sec 01
Reg. No.:	22207

#### GIS in Local Government

1.6 CEUs

*Prerequisite: Fundamentals of GIS or similar course recommended.*

This course is an overview of current uses in GIS in municipal government. Topics covered include economic development, engineering, planning, public safety, utilities, GPS, the Internet, staffing, budgeting and starting a GIS Operation. The course features discussions with practitioners from various cities and lab exercises using city data.

Date:	Mar 10 & 11
Time:	Fri & Sat 8:30 am-5:30 pm
Meetings:	2
Location:	ERC A-127
Fee:	\$425
Instructor:	Staff
Course No.:	GIX 908 Sec 01
Reg. No.:	22209

#### Introduction to GIS Programming (ArcObjects)

1.6 CEUs

*Prerequisite: Fundamentals of GIS or similar course recommended.*

This course explores the basics of VBA and VB application development using ArcMap. Exercises include hands-on programming using VBA and to commonly-used ArcObjects classes as well as some of the typical GIS programming tasks such as accessing map layers and working with data.

Date:	Apr 7 & 8
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Time: Fri & Sat 8:30 am-5:30 pm  
 Meetings: 2  
 Location: ERC A-127  
 Fee: \$425  
 Instructor: Staff  
 Course No.: GIX 907 Sec 01  
 Reg. No.: 22208

For more information:  
 Michael Ferris (310) 243-3405  
 mferris@csudh.edu  
 or  
 Babette Wald (310) 243-3730  
 Email bwald@lists.csudh.edu or  
 Visit the website  
 www.csudh.edu/extendeded/



## Family Child Care Certificate of Completion

### The Program

This program offers a comprehensive training for the family child care provider.

### What You Will Learn

Students will learn how to provide high quality programs for children in their care and how to professionalize their home business.

### Employment Outlook

Employment of child care workers is projected to increase up to 20% through the year 2012. The number of women of childbearing age (widely considered to be ages 15 to 44) in the labor force and the number of children under five years of age is expected to rise through 2012. Also, the proportion of youngsters enrolled full or part time in child care is likely

to continue to increase, spurring demand for additional workers.

### Who Should Attend

Family child care providers already in business or individuals interested in starting their own family child care business.

### Eligibility Requirements

There are no prerequisites required for the program.

### Special Features

Participants will learn through hands on activities, videos and discussions. Experts in various areas will serve as guest speakers.

### Certificate Requirements

Students who attend all six sessions will receive a certificate awarding 1.8 Continuing Education Units (CEU's). Individuals NOT pursuing the certificate may attend individual classes.

### Courses

#### Required Courses

- Your Family Child Care Business TEX 906
- Setting Up Your Home Environment TEX 907
- Preparing Nutritious Meals and Snacks TEX 908
- Curriculum, Observation and Assessment TEX 909
- Working with Parents/Positive Discipline TEX 910
- Networking and Professional Development TEX 911

#### Costs

The cost for the entire six course program is \$180. Individual courses are \$30 each.

### Program Instructor

**Cathy Tate, BS**, Pepperdine University.  
 Center Director, SAGE Before and After School Program.

### SCHEDULED CLASSES

#### Your Family Child Care Business

.3 CEUs

This class provides an outline for setting up a Family Care Home for supervision of up to 14 children in a non-medical care home-like environment.

Date: Feb 4  
 Time: Sat 9am-noon  
 Meetings: 1  
 Location: Inglewood One Stop

Fee: \$30  
 Course No.: TEX 906 Sec 01  
 Reg. No.: 22151

#### Setting Up Your Home Environment

.3 CEUs

This class provides information on how to obtain a state license and how to set up your home according to California Code or Regulation Title 22 for family and child care homes.

Date: Feb 11  
 Time: Sat 9am-noon  
 Meetings: 1  
 Location: Inglewood One Stop  
 Fee: \$30  
 Course No.: TEX 907 Sec 01  
 Reg. No.: 22162

#### Preparing Nutritious Meals and Snacks

.3 CEUs

This class provides information on nutritional diets for children from newborns to 12 years old. It also includes guidelines for preparing food.

Date: Feb 25  
 Time: Sat 9am-noon  
 Meetings: 1  
 Location: Inglewood One Stop  
 Fee: \$30  
 Course No.: TEX 908 Sec 01  
 Reg. No.: 22163

#### Curriculum, Observation and Assessment

.3 CEUs

This class provides guidelines for appropriate toys for newborns and children up to 12 years old and includes setting up an effective classroom, appropriate curriculum programming and assessment techniques.

Date: Mar 4  
 Time: Sat 9am-noon  
 Meetings: 1  
 Location: Inglewood One Stop  
 Fee: \$30  
 Course No.: TEX 909 Sec 01  
 Reg. No.: 22164

#### Working with Parents/Positive Discipline

.3 CEUs

Students will learn to work together with parents to help them get involved in every aspect of child care.

Date: Mar 11  
 Time: Sat 9am-noon  
 Meetings: 1  
 Location: Inglewood One Stop

BUSINESS

## Family Child Care Certificate of Completion

(continued)

Fee: \$30  
Course No.: TEX 910 Sec 01  
Reg. No.: 22165

### Networking and Professional Development .3 CEUs

This class provides students with information and suggestions on how to get licensed, how to receive reimbursements for meals and snacks served and how to deduct expenses on your tax return.

Date: Mar 25  
Time: Sat 9 am-noon  
Meetings: 1  
Location: Inglewood One Stop  
Fee: \$30  
Course No.: TEX 911 Sec 01  
Reg. No.: 22166

All classes are offered at the Inglewood One Stop Center, 110 S. LaBrea, Inglewood, CA.

For more information:  
Call Babette Wald (310) 243-3730  
Email [bwald@lists.csudh.edu](mailto:bwald@lists.csudh.edu) or  
Visit the website  
[www.csudh.edu/extension/famchcare.htm](http://www.csudh.edu/extension/famchcare.htm)

## Entrepreneurship & Leadership Studies Certificate



The Certificate in Entrepreneurship and Leadership Studies is an excellent program for anyone who is interested in starting, owning and operating a business. The courses in the certificate program provide an excellent foundation for either the start-up business owner or the business owner or manager who wants to gain a further understanding of some of the essential principles associated with owning and

operating a start-up or on-going business. Courses in the program include Essentials of Entrepreneurship, Business Plan Development, Positioning for and Finding Financing as well as Buying and Selling a Business. The Certificate program requires the completion of the 4 required courses indicated above. The courses may be taken in any sequence.

### Required Courses

#### Essentials of Entrepreneurship

In this course the student will learn the basics of starting, owning and managing a business. The course will cover the fundamentals from idea generation to implementation. Online access only.

Date: Jan 9-Jun30  
Fee: \$300  
Course No.: NBIV 100 Sec 41  
Reg. No.: 38034

#### Business Plan Development

In this course students will learn the essentials of creating and developing a successful business plan that can be used for both internal strategic management and external positioning for financing. This course is a prerequisite to Positioning for and Finding Financing. Online access only.

Date: Jan 9-Jun 30  
Fee: \$300  
Course No.: NBIV 102 Sec 41  
Reg. No.: 38035



#### Positioning For and Finding Financing

This course is essential for any business owner of manager who must find financing either for start-up purposes or for running the business operations. This course will discuss the various types of financing from venture capital to traditional financing sources. This course if taken as a part of the certificate program requires completion of Business Plan Development. Online access only.

Date: Jan 9-Jun 30  
Fee: \$300  
Course No.: NBIV 103 Sec 41  
Reg. No.: 38036

### Principles of Buying or Selling a Business

In this course students will be exposed to the acquisition and disposition process. Topics will include valuation, strategic positioning and financing options. This course is excellent for anyone interested in buying an ongoing business rather than starting one from an idea as well as for anyone seeking to sell an ongoing business. Online access only.

Date: Jan 9-Jun 30  
Fee: \$300  
Course No.: NBIV 104 Sec 41  
Reg. No.: 38037

All courses are offered online only beginning fall 2005. Each course will require approximately 30 clock hours of online access and participation. Upon request, a certificate of completion in Entrepreneurship will be awarded by The College of Extended and International Education at CSUDH.

EdWay, the courses' provider, will provide the usernames and passwords and access information to the online learning website for students. EdWay programs are delivered through a proprietary system called e-LDStm web based learning.

## Management & Supervision Certificate of Completion

### Program

Participants will learn specific management skills and techniques required to be an effective manager or supervisor and to increase their value to their organization and/or company. The courses will expose participants to the myriad of laws and regulations directly impacting their work as supervisors, managers and agents of their employer.

### What You Will Learn

Through this four course program, students will cover major topics of importance for the success of managers and supervisors in today's workplace. Each class session will focus on "real world" situations, developing participant skills and techniques to effectively address workplace issues and concerns.

### Who Should Attend



## Management & Supervision Certificate of Completion

(continued)

Current leads, supervisors, line and middle managers, as well as individuals seeking to position themselves as viable candidates for promotion into management.

### Eligibility Requirements

This course is open to all students currently working in a management or supervisory capacity or individuals seeking knowledge to advance into a management or supervisory position.

### Special Features

Courses are offered for Continuing Education Units (CEUs). Nationally recognized standards govern attendance requirements to earn CEU credit. A permanent record of attendance is established and students may obtain a copy of their transcripts by calling the Cashier's Office at (310) 243-3812.

Classes are offered at the Franklin Community Center at 850 Inglewood Ave in Redondo Beach.

### Certificate Requirements

A Certificate of Completion is awarded upon the successful completion of four required courses. Classes may be taken in any order according to individual needs. The program can be completed within one semester.

### Required Courses

Management & Supervision: Roles, Responsibilities and Functions  
Legal Aspects of Management  
Managing Performance and Change  
Effective Communicating

### Costs

All materials are included with the course fee.

### About the Instructor

**James D. Vigneau**, SPHR, Corporate Vice President of Human Resources and Administration for the Hollyhills Group. He is a lecturer and consultant with over 25 years of experience in the Human Resource field.

### Scheduled Classes

### Management & Supervision: Roles, Responsibilities & Functions

.6 CEUs

This class will examine the varied functions of management and supervision. Student will learn and understand key management principles including the Hawthorne Effect, the Self-fulfilling Prophecy (Pygmalion Effect), and Three Key Principles of Management. Students will learn to use these and other approaches to effectively resolve conflict at an employee and organizational level, manage cultural and attitudinal diversity, and problem-solving approaches based upon the learned principles.

Date: Mar 27 & Apr 3  
Time: Mon 6:30-9:30pm  
Meetings: 2  
Location: Franklin Center 8  
Fee: \$149  
Instructor: James Vigneau  
Course No.: MGX 911 Sec 01  
Reg. No.: 22186

### Legal Aspects of Management

.6 CEUs

This class will examine the legal aspects, requirements, and liabilities associated with workplace management and supervision. Student will be exposed to numerous practical scenarios dealing with discrimination, sexual harassment, employee safety and security, and their ability to work under such regulatory controls. Capitalizing on this knowledge, students will learn specific approaches to the selection interview process that can support greater success in interviewing and selecting potential employees.

Date: Apr 10 & 17  
Time: Mon 6:30-9:30pm  
Meetings: 2  
Location: Franklin Center 8  
Fee: \$149  
Instructor: James Vigneau  
Course No.: MGX 912 Sec 01  
Reg. No.: 22187

### Managing Performance and Change

.6 CEUs

Students will examine and learn effective time management techniques, communicating and implementing workplace change, and effective approaches to employee performance feedback, coaching, counseling, and discipline.

Date: Apr 27 & May 1  
Time: Mon 6:30-9:30pm  
Meetings: 2  
Location: Franklin Center 8  
Fee: \$149  
Instructor: James Vigneau

Course No.: MGX 913 Sec 01  
Reg. No.: 22188

### Effective Communications

.6 CEUs

Students will gain an understanding of the principles of communication. Students will examine and learn effective communication techniques, approaches and strategies for communicating effectively in a dynamic work environment.

Date: May 8 & May 15  
Time: Mon 6:30-9:30pm  
Meetings: 2  
Location: Franklin Center 8  
Fee: \$149  
Instructor: James Vigneau  
Course No.: MGX 914 Sec 01  
Reg. No.: 22189

## Small Business Development Certificate of Completion

### The Program

This program provides participants with the knowledge and skills to start a business.

### What You Will Learn

Through a series of lectures students gain practical knowledge and skills needed to start a business and become their own boss. Topics include starting a business, writing a business plan, developing a web presence, and on-air promotion.

### Employment Outlook

According to the Senate Committee on Small Business and Entrepreneurship there were about 22.4 million small businesses in the United States in 2001. Approximately 570,000 businesses started that year, with two-thirds surviving at least two years.

### Who Should Attend

- Individuals who have a new business idea
- Individuals who want to turn hobbies or personal interests into a new business
- Entrepreneurs who want to start a business and become their own boss

BUSINESS

**Small Business  
Development  
Certificate of Completion**

(continued)

**Eligibility Requirements**

No prerequisites are required for the certificate.

**Special Features**

The courses are taught by a successful entrepreneur who is eager to share her knowledge of starting successful businesses.

**Certificate Requirements**

A Certificate of Completion will be awarded upon the completion of the four required courses. Those who do not wish to pursue a certificate may take individual classes:

**Courses**

**Required Courses**

- New Business Creation: Let's Get It Started NBSB 100
- A Plan For Business: Creating Your Business Plan NBSB 101
- Getting Your Business Online In No Time: Template Magic NBSB 102
- On-Air Promotions: Facing Your New Business NBSB 103

**Program Instructor**

Michelle Blackwell, CEO, The M.A.P. Firm (Marketing, Advertising and Promotions), is a successful entrepreneur who has started many new businesses including digital radio and television stations.

**New Business Creation: Let's Get It Started**

Noncredit

This course is an introduction to the world of business in which marketing strategies, advertising and promotions campaigns, product development and other aspects of business are discussed. All of the HOW, WHEN, WHY and WHERE to get a business started will be addressed - everything from deciding on a legal business entity, filing a Fictitious Business name with the County Registrar (known as a DBA), and locating

financing and other business necessities. All material supplied.

Date: Mar 12  
 Time: Sun 9am-4pm  
 Meetings: 1  
 Location: EE 1206  
 Fees: \$100  
 Instructor: Michelle Blackwell  
 Course No.: NBSB 100  
 Reg. No.: 22245

**A Plan For Business: Creating Your Business Plan**

Noncredit

In this step by step course each attendee will have the opportunity to discuss and create a business plan. By the end of the course, all attendees will have a completed business plan for their business.

All materials supplied.

Date: Mar 26  
 Time: Sun 9am-4pm  
 Meetings: 1  
 Location: EE 1206  
 Fees: \$100  
 Instructor: Michelle Blackwell  
 Course No.: NBSB 101  
 Reg. No.: 22246

**Getting Your Business Online In No Time: Template Magic**

Noncredit

Details: This is a step-by step course for creating a business website without having any knowledge of web design. The course is perfect for the entrepreneur who wants a web presence without having to spend hundreds of \$\$\$ for a web master. Learn how to do it yourself without having to learn a lick of html, Java script, or any other web designing techniques.

Supplies needed: Students may need to charge \$20 to register a URL (a unique web address) for their proposed business if they don't currently have one.

Date: Apr 9  
 Time: Sun 9am-4pm  
 Meetings: 1  
 Location: EE 1206  
 Fees: \$100  
 Instructor: Michelle Blackwell  
 Course No.: NBSB 102  
 Reg. No.: 22245

**On-Air Promotions: Facing Your New Business**

Noncredit

On-air promotions (also known as on-air promos) are commercials to be aired on radio, TV and/or Internet. The fundamentals of creating an on-air promo (for your new business), such as techniques, verbiage, message and other relevant information will be examined. This is a hands-on production class and each attendee will write and have the opportunity to produce an on-air promo (a visual presentation) for their new business.

Note: Students will need to bring a blank VHS video tape to the class.

Date: Apr 23  
 Time: Sun 9am-4pm  
 Meetings: 1  
 Location: EE 1206  
 Fees: \$100  
 Instructor: Michelle Blackwell  
 Course No.: NBSB 103  
 Reg. No.: 22246

For more information:  
 call Jim Bouchard (310) 243-3729,  
 email [jbouchard@csudh.edu](mailto:jbouchard@csudh.edu) or  
 visit the web site  
<http://www.csudh.edu/extendeded>

## Public Speaking — Using Your Voice to Enhance Your Message

A strong, clear and relaxed voice projects confidence and encourages your audience to be attentive and receptive to your message. Your voice can help improve your relationships with your staff and colleagues. You'll learn how to speak with clarity and to improve the sound of your voice. Be a powerful speaker!

### Topics include:

- Creating a presence that conveys poise, confidence and experience
- Maintaining listener attention with a healthy, rich-sounding voice
- Communicating a capable, positive image in person or over the telephone
- Speaking with clarity to increase listener understanding and receptivity
- Using your voice effectively and comfortably

You'll also learn: how to do daily voice warm-ups; tips for taking care of your voice; practice words; voice projection practice, and tone focus exercises.

### Who Should Attend

This program will benefit business professionals, sales people, attorneys and those engaged in public speaking who rely on their voice.

### About the Instructor

**Janet Steinberg, MA, CCC** Speech Pathologist. Janet has over thirty years of experience providing a full spectrum of speech pathology services.

Bring a bag lunch and wear comfortable clothes for this exciting and fun class!

### Scheduled Class

#### Using Your Voice to Enhance Your Message

1 CEU

Date: Sat Feb 25 & Mar 4  
Time: 8:30am-1:30pm  
Meetings: 2  
Location: CSUDH EE 1210  
Fee: \$99

Instructor: **Janet Steinberg, MA, CCC**  
Course No.: TEX 921 Sec 01  
Reg. No.: 22150

For more information:

Call Babette Wald at 310-243-3730

Email [bwald@lists.csudh.edu](mailto:bwald@lists.csudh.edu) or

Visit the website

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

## Technical Writing Certificate of Completion

### The Program

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



### What You Will Learn

Technical writing plays an extremely important role in the business field and high tech world. With increasing reliance on sophisticated technology, written technical instructions have become the primary paths to understanding complex procedures. Some of the concepts that students will learn include how to determine their audience, purpose and objectives for various documents; how to follow steps to successful technical writing; how to write collaboratively; how to write a procedures manual; and how to design the most common types of technical documents.

### Who Should Attend

Career opportunities are found in the financial, industrial, construction, electronics, automotive, medical, computer, biomedical, healthcare, agricultural and petrochemical industries. Many engineers,

scientists and technicians have increased their effectiveness through improvement of their technical writing skills. Individuals who are interested in becoming technical communicators, or those who are already in technical writing positions and would like to improve their skills.

### Eligibility Requirements

Students must have a command of the English language and understand the basic principles of composition including grammar and sentence construction.

### Special Features

The program will be taught online.

### Certificate Requirements

A Certificate of Completion is awarded upon successful completion of the entire program.

Online! 

### Courses

Fundamentals of Technical Communication  
Advanced Technical Communication  
Information Design

### Costs

The cost of each course is \$450. Total cost for a certificate is \$1,350.

There will be an additional cost for materials and/or textbooks.

### Textbooks

Technical Communication, Markel

Handbook Technical Writing, Alred, Brusaw, Oliu

Human Factors for Technical Communicators, Marlana Coe

Looking Good in Print, 5th ed., Roger C. Parker

### Scheduled Classes


#### Fundamentals of Technical Communication

This 9-week course examines the basic requirements of technical style and organizational patterns used in a variety of business and technical documents. Students learn and practice how to condense extensive information into the fewest words possible

## Technical Writing Certificate of Completion


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without sacrificing content. The class also covers how to identify the audiences and apply various styles to each.

Date: Jan 30 - Apr 2  
 Location: Online   
 Fee: \$450  
 Instructor: Cynthia Meyer  
 Course No.: NWTW 101 Sec 41  
 Reg. No.: 22147


### Advanced Technical Communications

This 9-week course further examines the concepts learned in the "Fundamentals" course. Students hone their skills by writing various types of proposals, informal and formal reports, procedures manuals and oral presentations.

Date: Jan 23 - Mar 26  
 Location: Online   
 Fee: \$450  
 Instructor: Sara Stohl  
 Course No.: NWTW 102 Sec 41  
 Reg. No.: 22148

### Information Design

The final 9-week course gives students a command of the design principals and production processes required for truly effective technical communications. Students will design manuals, procedures handbooks and instructional materials. Students will be required to complete a capstone project that incorporates every aspect of technical writing learned in the program.

Date: Apr 3 - Jun 4  
 Location: Online   
 Fee: \$450  
 Instructor: Sara Stohl  
 Course No.: NWTW 103 Sec 41  
 Reg. No.: 22149

For more information:

Call Babette Wald at 310-243-3730

Email [bwald@lists.csudh.edu](mailto:bwald@lists.csudh.edu) or

Visit the website

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

## Business Communications Certificate of Completion

### The Program

This program consists of a series of practical courses designed for employees to become confident and effective writers and communicators. The series builds and enhances skills in key areas of communication. Activities include a variety of assignments to produce improved communication in the work place.

### What You Will Learn

Students will learn how to determine the objectives for each writing task; follow conventional business formats to write memos, letters, reports, summaries and e-mails; write effective sentences and paragraphs; use proper punctuation; use appropriate diction and tone for verbal communication; plan and deliver presentations; determine strategies for composing various types of letters and memos, and collaborate on a writing task.

### Who Should Attend

Anyone who works in a business environment. Managers, supervisors, administrators, support personnel, customer service representatives.

### Special Features

The first two courses will be taught completely online. The third course will be live in a classroom at CSUDH.

Business Communications modules and courses may be tailored to fit the needs of your corporation, public agency or not-for-profit organization.

### Certificate requirements

A Certificate of Completion is awarded upon successful completion of the entire program.

### Eligibility Requirements

Students must have a command of the English language and a working knowledge of English grammar and sentence construction.

### NEW COURSE. OFFERED BY DEMAND!

#### Costs

The cost of each course is \$250.

#### Textbook

*The Business Writer's Companion*, 4th edition, Alred, Brusaw, Oliu.



### Program

#### Business Communications

Essential Tools - online

Language of Business - online


Crafting Effective Messages - classroom

This 15-week program consists of 3 four week courses using a problem solving approach to writing. Standard workplace-specific correspondence, reports, memos, electronic communications, collaborative models of writing and the basics of oral presentations are covered.


#### Crafting Effective Messages

Date: Sat Jan 21-Feb 25  
 Time: 9 am-noon  
 Meetings: 5  
 Location: CSUDH TBA  
 Fee: \$250  
 Instructor: Kay Kendzora  
 Course No.: NBCO 113 Sec 01  
 Reg. No.: 22205

#### Essential Tools

Date: Mar 6-Apr 7  
 Location: online   
 Fee: \$250  
 Instructor: Kay Kendzora  
 Course No.: NBCO 111 Sec 41  
 Reg. No.: 22203

#### The Language of Business

Date: Apr 17-May 19  
 Location: online   
 Fee: \$250  
 Instructor: Kay Kendzora  
 Course No.: NBCO 112 Sec 41  
 Reg. No.: 22204

The following courses are in development.

## Business Communications Certificate of Completion

(continued)

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### Mastering Report Writing

This course examines typical short and long reports written by supervisors and managers.

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### Mastering Oral Presentations

This course identifies the occasions for professional speaking ranging from brief reports at the workplace to multifaceted oral presentations for outside audiences using visual materials.

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### Listening and Communicating as a Professional

This course focuses on several types of verbal and nonverbal communication including paralinguistic and kinesthetic communications as well as communications in the context of corporate culture and for international audiences.

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### Critical Thinking, Reading and Evaluation in Business Writing

This course covers the analysis of logic, purpose organization and tone in business communication with the goal of improving critical thinking and evaluation skills in reading and business writing.

For more information:

Call Babette Wald at 310-243-3730

Email [bwald@lists.csudh.edu](mailto:bwald@lists.csudh.edu) or

Visit the website

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

COMMUN

**COMPUTERS & TECHNOLOGY**

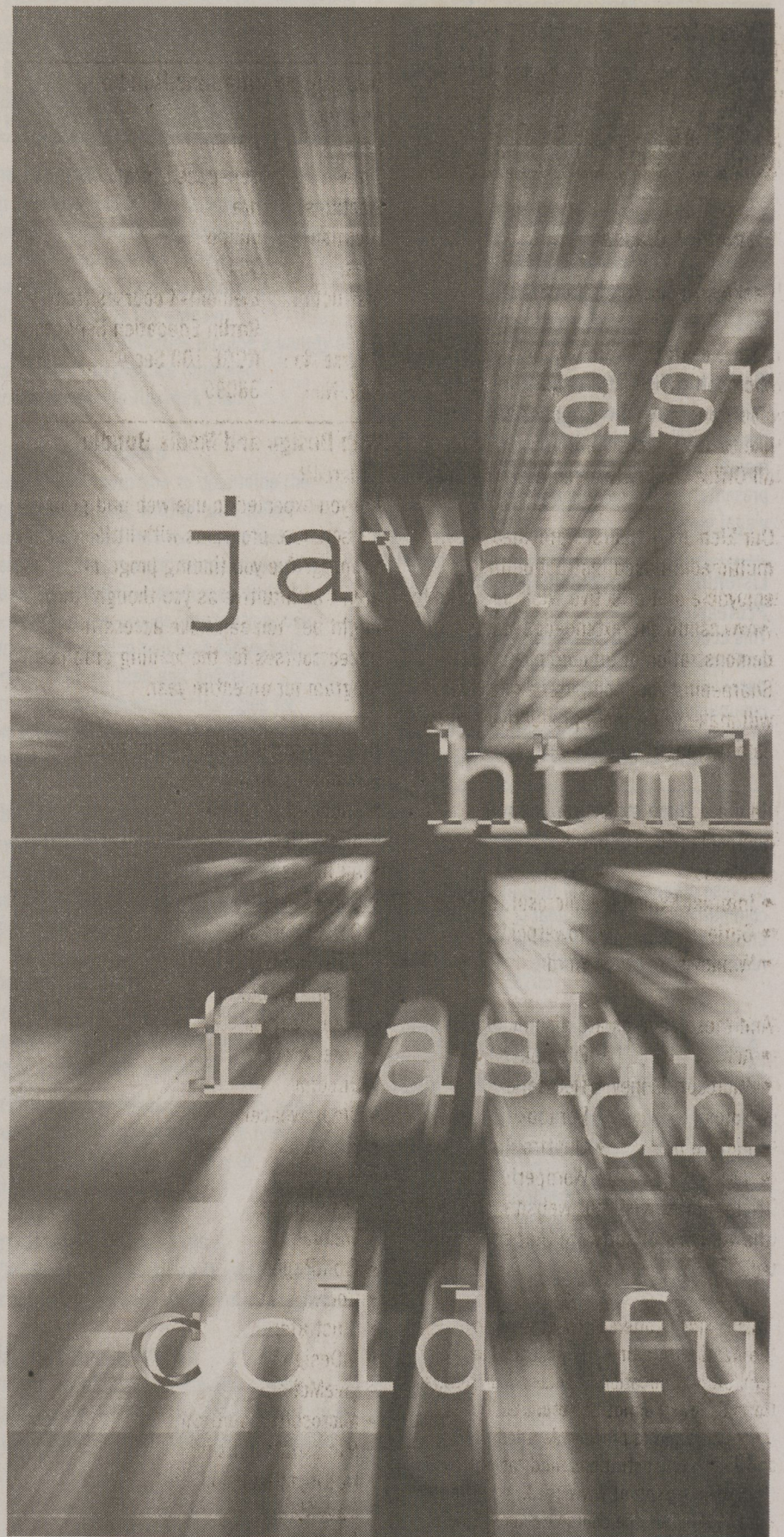
**Online Courses**  
**Office & Productivity**  
**Network Certification & Training**

**On Campus Courses**  
Computer Graphics & Design  
Video Game Design  
Certificate of Completion  
Web Design  
Certificate of Completion

**Online Information  
Technology Courses  
are available**

**Network Certification and Training**  
**Office and Productivity**  
**The Web and e-Business**

For more information  
[www.csudh.edu/itonline.htm](http://www.csudh.edu/itonline.htm)  
or call: (310) 243-3741  
[eereg@csudh.edu](mailto:eereg@csudh.edu)



## Online Computer Training Classes

### Online Computer Training

#### Element-K Classes

##### Desktop Applications Bundle

Do you want to improve your skills with Microsoft Office applications inexpensively and at your own pace? Would you like to have access online at any time to all Office application courses for a year?

Our Element-K courses provided easy, multimedia based instruction that is enjoyable and effective. Visit our website ([www.csudh.edu/extendeded](http://www.csudh.edu/extendeded)) to see a demonstration of an online course. Sharpening your computer skills tools will make you a more productive employee and benefit your career!

Here are some of the applications:  
Microsoft Office courses:

- Access
- Excel
- Internet Explorer
- Microsoft Office
- Outlook
- Powerpoint
- Windows
- Word

And these courses are also included!

- Act!
- Filemaker
- Microsoft Money
- Netscape
- Notes
- Paradox
- Picture It!
- Quattro Pro
- Visio
- Wordperfect

(Note: Please visit our website to view all the versions of software that are included.)

This course is offered cooperatively by California State University, Dominguez Hills and Gatlin Education Services. Due to this format, **fees cannot be refunded**. We encourage you to preview detailed course outlines, demonstrations, and ratings by visiting our website at [www.csudh.edu/exed](http://www.csudh.edu/exed) and clicking on the course demonstration button.

#### Desktop Applications Bundle

Noncredit  
Date: Online  
Time: Self-paced (n/a)  
Meetings: n/a  
Location: online  
Fees: \$249  
Instructor: Element-K courses from Gatlin Education Services  
Course No.: NCGE 100 Sec 41  
Reg. No.: 38095

#### Web Design and Media Bundle

Noncredit  
Are you expected to use web and graphics software programs with little or no training? Are you finding programs aren't as intuitive as you thought they might be? You can have access to self-paced courses for the leading graphics program for an entire year.

Here are some of the applications:

- Adobe Acrobat
- Adobe Atmosphere
- After Effects
- Authorware
- Corel Designer
- Corel Knockout
- Corel Painter
- Corel PhotoPaint
- Corel Ventura
- Corel Draw
- Director
- Dreamweaver
- Fireworks
- Flash
- Framemaker
- Freehand
- FrontPage
- GoLive
- Illustrator
- InDesign
- LiveMotion
- Microsoft PhotoDraw
- Microsoft Publisher
- NetObjects Fusion
- PageMaker
- Painter

- Photoshop
  - QuarkXPress
  - Premiere
  - Web Design and Usability Techniques
- (Note: Please visit our website at [www.csudh.edu/extendeded](http://www.csudh.edu/extendeded) to view all the versions of software that are included.)

#### Web Design and Media Bundle

Noncredit  
Date: Online  
Time: Self-paced (n/a)  
Meetings: n/a  
Location: online  
Fees: \$599  
Instructor: Element-K courses from Gatlin Education Services  
Course No.: NCGE 101 Sec 41  
Reg. No.: 38096

#### Gatlin Education Services

Gatlin Education Services' online computer training programs allow educational institutions to either jump-start their online education programs or augment existing distance learning options.

Please visit our website at [www.csudh.edu/extendeded](http://www.csudh.edu/extendeded) for complete details regarding our online computer classes from Gatlin, and to see demo of their online courses.

#### The Program

We offer online certificate programs to prepare learners to take certification tests for Microsoft Office Specialist, A+ Certification Training, MCSE, and others. Non-certification courses in Web Design, Web Master, Videogame, among others are also available.

#### What You Will Learn

Our online career training courses are designed to provide the workforce skills necessary to acquire professional caliber positions for many in-demand occupa-

## Online Computer Training Classes

### Online Computer Training

(continued)

tions.

#### Employment Outlook

Computer related careers are expected to grow at an average rate of 10-20% over the next several years.

#### Who Should Attend

Professionals and students who would like to improve their

#### Eligibility Requirements

Each certificate has different requirements. Please check the website for information.

#### System Requirements

PC in all cases, and Macintosh in some. Check our website for specific hardware and software requirements for each course.

#### Certificate Requirements

A Certificate of Completion will be awarded upon successful completion of all modules in the program. You must earn 70% on all work submitted to receive the certificate.

#### Courses

Please check the website for specific course information.

#### Cost

Each certificate is priced differently. Please see the listings that follow for pricing. This course is offered cooperatively by California State University, Dominguez Hills and Gatlin Education Services. Due to this format, **fees cannot be refunded**. We encourage you to preview detailed course outlines, demonstrations, and ratings by visiting our website at [www.csudh.edu/exed](http://www.csudh.edu/exed) and clicking on the course demonstration button.

#### Books and Materials

Our online education is always open enrollment and includes everything students need, including textbooks and trained instructors

#### Instructors

Provided by Gatlin Education Services

### Microsoft Office Specialist (MOS)

Noncredit

This nationally recognized Microsoft Office Specialist (MOUS) or Mous certification online training course is a comprehensive, performance-based program that teaches students to be proficient using the popular suite of Microsoft Office 2003 programs including Word, Excel, Power Point, Outlook, and Access. The MOUS program provides computer program literacy, measures proficiency, and identifies opportunities for skills enhancement. Textbooks are included.

Please visit our website at [www.csudh.edu/extendeded](http://www.csudh.edu/extendeded) for greater detail regarding this course.

This course provides training and preparation for industry exams.

Date: Online  
 Time: Self-paced (120 hours)  
 Meetings: n/a  
 Location: Online  
 Fees: \$1395  
 Instructor: Gatlin Education Services  
 Course No.: NCGE 102 Sec 41  
 Reg. No.: 38097

### Internet, Design, and Technical Programs

#### Multimedia Design Certificate

Noncredit

The Multimedia Design program focuses on providing the conceptual, technical, and visual design skills required to create multimedia applications and environments. Students learn professional applications for Adobe Photoshop, Macromedia Flash, Apple Final Cut Pro, and Adobe After Effects, or equivalent digital imaging, animation, digital video editing, and motion graphics tools. Course projects include critique, storyboarding, retouching, compositing, Flash animation and site design, basic Action-Scripting, video and sound editing principles, motion graphics production, and interface design.

This program is instructor-led, project-based, and completed at your own pace. Expert Faculty members provide critique and feedback on projects within 1-2 business days, helping you build a design portfolio for prospective employers.

Please visit our website at [www.csudh.edu/extendeded](http://www.csudh.edu/extendeded) for greater detail regarding this course.

Date: Online  
 Time: Self-paced (225 hours)  
 Meetings: n/a  
 Location: online  
 Fees: \$2995  
 Instructor: Gatlin Education Services  
 Course No.: NCGE 110 Sec 41  
 Reg. No.: 38098

#### Web Database Developer

Noncredit

This nationally recognized IT Database Developer online training certification course will provide students with intermediate IT training, advanced knowledge and skills needed in utilizing and leveraging IT databases on the Internet. Students will be able to incorporate database design, development, and deployment into e-commerce sites, dynamic web sites, and business-to-business data collaboration. Students will train to learn about current and emerging trends impacting high-end web site development and enterprise-class data warehousing along with resources to keep them current in this fast moving technology. Textbooks included! This on-line program is only offered in partnership with major colleges and universities. This certificate program includes five courses and two electives. Materials provided.

Please visit our website at [www.csudh.edu/extendeded](http://www.csudh.edu/extendeded) for greater detail regarding this course.

Date: Online  
 Time: Self-paced (200 hours)  
 Meetings: n/a  
 Location: Online  
 Fees: \$2195  
 Instructor: Gatlin Education Services  
 Course No.: NCGE 111 Sec 41  
 Reg. No.: 38100



## Online Computer Training Classes

### Online Computer Training

(continued)

#### Webmaster

Noncredit

Webmaster is a dynamic Internet based career. Every company, institution, and organization feels a compelling need to be online. At the very least, they want to develop a presence on the Internet. Webmasters design, develop, and maintain these highly visible web sites. As a Webmaster you might be called upon to work in a group developing interactive eCommerce/eBusiness sites. You could be in complete control of an auction site, a discussion group, an online newsletter, a physician's appointment page, an organization's membership site, or develop a marketing presence for a new product.

Webmasters are often the first to test new and state-of-the-art equipment as well as the latest software. They are allowed to indulge in artistic and professional freedoms rarely seen in any other industry. Numerous Webmasters are allowed - even encouraged - to work from home or use flextime. A Webmaster is a respected and sought after member of the Management Information Systems / Information Technology group. This Webmaster course starts with the beginning of web page development and introduces new concepts through involving the student in active web page implementation.

Please visit our website at [www.csudh.edu/extendeded](http://www.csudh.edu/extendeded) for greater detail regarding this course.

Date: Online  
 Time: Self-paced (150 Hours)  
 Meetings: n/a  
 Location: online  
 Fees: \$1595  
 Instructor: Gatlin Education Services  
 Course No.: NCGE 112 Sec 41  
 Reg. No.: 38101

## Networking and CompTIA Certification Training Programs

#### A+ Certification Training

Noncredit

The Comp TIA A+ certification is the industry standard for validating vendor-neutral skills expected of an entry-level computer technician. Those holding the A+ certification have a broad base of knowledge and competency in core hardware and operating system technologies including installation, configuration, diagnosing, preventative maintenance, and basic networking. A+ opens the door to an exciting career in computer technology at an affordable price. A+ certification is the perfect launch pad into other more challenging careers in information technology. This course includes two units and requires that students have an extra computer running with Windows 98 and Widows 2000.

This course provides training and preparation for industry exams.

Please visit our website at [www.csudh.edu/extendeded](http://www.csudh.edu/extendeded) for greater detail regarding this course.

Date: Online  
 Time: Self-paced (160 hours)  
 Meetings: n/a  
 Location: online  
 Fees: \$1495  
 Instructor: Gatlin Education Services  
 Course No.: NCGE 120 Sec 41  
 Reg. No.: 38099

#### Cisco CCNA Certification Training

Noncredit

This online program is comprised of two sections. The first section, "Introduction to Network Engineering," is an ideal first step into the world of network engineering. Students learn the fundamentals of data network theory and the technologies that make the Internet tick. They apply this knowledge by performing hands-on network engineering work on Cisco network devices in a simulated network environment.

The second section, "Practical Network Engineering," covers some of the most powerful networking technologies and prepares students to achieve Cisco CCNA certification. This program involves extensive hands-on work on Cisco routers, switches, and firewalls in a simulated network environment. This course provides training and preparation for industry exams.

Please visit our website at [www.csudh.edu/extendeded](http://www.csudh.edu/extendeded) for greater detail regarding this course.

Date: Online  
 Time: Self-paced (80 hours)  
 Meetings: n/a  
 Location: online  
 Fees: \$1595  
 Instructor: Gatlin Education Services  
 Course No.: NCGE 121 Sec 41  
 Reg. No.: 38102

#### Linux+/LPI Level One Certification Training

Noncredit

The LPI Certification has been developed by the Linux Professional Institute (LPI), a non-profit organization. This Professional Linux Certification is designed to provide a usable, common measurement of Linux skills when considering people for hire, contracting or other roles. The Linux Professional Institute LPIC is an industry recognized certification. The Linux Professional Institute believes in the need for a standardized, multi-national, and respected program to certify levels of individual expertise in Linux. This program must be able to satisfy the requirements of Linux professionals, as well as organizations, which would employ or contract such professionals. The goal is to design and deliver such a program from within the Linux community, using both volunteer and hired resources as necessary. The LPI resolve to undertake a well-considered, open, disciplined development process, leading directly to the establishment of a recognized and widely-endorsed Linux certification body. This course provides training and preparation for industry exams.

Please visit our website at [www.csudh.edu/extendeded](http://www.csudh.edu/extendeded) for greater detail regarding this course.

Date: Online  
 Time: Self-paced (300 hours)  
 Meetings: n/a  
 Location: online  
 Fees: \$2095  
 Instructor: Gatlin Education Services  
 Course No.: NCGE 122 Sec 41  
 Reg. No.: 38103

## Online Computer Training Classes

### Online Computer Training

(continued)

#### Network+/Server+ Certification Training

Noncredit

The CompTIA Network+ certification is the worldwide standard of competency for professionals with nine months experience in network support or administration. The Network + certification validates technical competency in networking administration and support. Those holding Network+ certification demonstrate critical knowledge of media and topologies, protocols and standards, network implementation and network support. This certification is geared toward those with nine months field experience in network administration and support. The technology community identifies Network+ as the perfect entry point into a networking career. Server+ certified professionals provide planning, installation, configuration, and maintenance of servers, with knowledge of server-level hardware implementations, data storage subsystems, data recovery, and I/O subsystems. The demand for skilled network support professionals has grown significantly.

This course provides training and preparation for industry exams.

Please visit our website at [www.csudh.edu/extendeded](http://www.csudh.edu/extendeded) for greater detail regarding this course.

Date: Online

Time: Self-paced (80 hours)

Meetings: n/a

Location: online

Fees: \$1295

Instructor: Gatlin Education Services

Course No.: NCGE 123 Sec 41

Reg. No.: 38104

#### Security+ Certification Training

Noncredit

This course is designed to provide students with the fundamentals of security, and to help prepare for the CompTIA Security+ exam. It covers material related to general

security concepts, communications security, infrastructure security, basics of cryptography, and operational/organizational security.

This course provides training and preparation for industry exams.

Please visit our website at [www.csudh.edu/extendeded](http://www.csudh.edu/extendeded) for greater detail regarding this course.

Date: Online

Time: Self-paced (120 hours)

Meetings: n/a

Location: online

Fees: \$1495

Instructor: Gatlin Education Services

Course No.: NCGE 124 Sec 41

Reg. No.: 38105

### Microsoft Certification Training Programs

#### Microsoft Certified Database Administrator (MCDDBA)

Noncredit

The Microsoft Certified Database Administrator (MCDDBA) on Microsoft SQL Server 2000 credential is the premier certification for professionals who implement and administer Microsoft SQL Server databases. This program will train and prepare students to sit for the official Microsoft MCDDBA certification. The 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 SQL Server. The MCDDBA on SQL Server 2000 Certification is appropriate for database administrators, database analysts or database developers. By earning the premier MCDDBA on SQL Server 2000 credential, individuals are demonstrating that they have the skills necessary to lead organizations in the successful design, implementation, and administration of SQL Server databases.

This course provides training and preparation for industry exams.

Please visit our website at

[www.csudh.edu/extendeded](http://www.csudh.edu/extendeded) for greater detail regarding this course.

Date: Online

Time: Self-paced (460 hours)

Meetings: n/a

Location: online

Fees: \$2995

Instructor: Gatlin Education Services

Course No.: NCGE 130 Sec 41

Reg. No.: 38106

#### Microsoft Certified System Administrator 2003 (MCSA)

Noncredit

Microsoft Certified Systems Administrator for Microsoft Windows Server, 2003 (MCSA 2003) certificate program is designed to provide the students the skills needed to acquire entry-level employment in the field of network administration. The emphasis is on hands-on network administration and is supported by relevant theory. The students focus on communication, study, and self-learning skills in addition to the technical skills that make up the core of the program. Students receive instruction that provides preparation foundation for the MCSA series of exams. Graduates of the program can seek successful employment as computer technicians, systems support specialists, or network administrators. (NOTE: 2000 version also available.)

This course provides training and preparation for industry exams.

Please visit our website at [www.csudh.edu/extendeded](http://www.csudh.edu/extendeded) for greater detail regarding this course.

Date: Online

Time: Self-paced (440 hours)

Meetings: n/a

Location: online

Fees: \$2395

Instructor: Gatlin Education Services

Course No.: NCGE 131 Sec 41

Reg. No.: 38107

#### Microsoft Certified System Administrator+ 2003 (MCSA+)

Noncredit

MCSA+ is for those that hold one of the following third-party certifications or certifica-

## Online Computer Training Classes

### Online Computer Training

(continued)

tion combinations: Security+ Certification, A+ and Network+ certifications or -A+ and Server+ certifications. Microsoft Certified Systems Administrator for Microsoft Windows Server, 2003 (MCSA 2003) certificate program is designed to provide the students the skills needed to acquire entry-level employment in the field of network administration. The emphasis is on hands-on network administration and is supported by relevant theory. The students focus on communication, study, and self-learning skills in addition to the technical skills that make up the core of the program. Students receive instruction that provides preparation foundation for the MCSA series of exams. Graduates of the program can seek successful employment as computer technicians, systems support specialists, or network administrators.

This course provides training and preparation for industry exams.

Please visit our website at [www.csudh.edu/extendeded](http://www.csudh.edu/extendeded) for greater detail regarding this course.

Date: Online  
 Time: Self-paced (340 hours)  
 Meetings: n/a  
 Location: online  
 Fees: \$2095  
 Instructor: Gatlin Education Services  
 Course No.: NCGE 132 Sec 41  
 Reg. No.: 38108

### Microsoft Certified System Engineer 2003 (MCSE)

Noncredit  
 The Microsoft Certified Systems Engineer Security course on Microsoft Windows 2003 training certification ensures IT professionals the knowledge and skill to design, plan, and implement security on the Microsoft platform and as part of a secure computing environment. The MCSE: Security training and certification will allow IT professionals to demonstrate security-specific

skills appropriate to the systems engineer, which includes designing, planning, and implementing security on Windows 2003 .Net Platform. In addition, this certification will allow individuals to show proficiency with Microsoft Internet Security. The MCSE credential is one of the most widely recognized technical certifications in the industry, a credential in high demand. By earning the premier MCSE credential, individuals are demonstrating that they have the skills necessary to lead organizations in the successful design, implementation, and administration of the most advanced Microsoft Windows platform and Microsoft server products.

(MCSE 2000 also available)

This course provides training and preparation for industry exams.

Please visit our website at [www.csudh.edu/extendeded](http://www.csudh.edu/extendeded) for greater detail regarding this course.

Date: Online  
 Time: Self-paced (700 hours)  
 Meetings: n/a  
 Location: online  
 Fees: \$3195  
 Instructor: Gatlin Education Services  
 Course No.: NCGE 133 Sec 41  
 Reg. No.: 38109

### Video Game Design and Development Programs

3ds Max  
 Noncredit  
 This exciting new certificate program will teach students how to use both 3ds max and Character Studio to design, develop, and animate 3D video game characters. This program includes an internship opportunity for an additional fee. Internships are either three or six months and are performed remotely from your current location. See the FAQs for more details!

Art/Character Development is one of the most important skills behind the success of digital games. The Character Creation specialization included in this program prepares you to create 2D and 3D artwork for digital games. You'll complete individual assignments to develop the knowledge and skills necessary to create characters, models, textures, and environmental art for games.

You'll learn to use a variety of tools to create Character game art.

Quality 3D animation is the standard for today's videogames. To be a successful 3D Animator takes the marriage of both traditional artistic talents and the mastery of a barrage of computer programs and digital design techniques.

This awesome 3D game design and animation certificate course offers the chance for students to immerse themselves in a 3D world. If you are looking to design professional 3D games that look and feel just like the ones you play at home then you don't want to miss this course!

The character development section applies the principles to the process of creating 3D game art/Character development. Emphasis is placed on modeling, texturing, and preparing models for animation. Once you have mastered character development, you will learn 3D animation. This program is designed for aspiring game animators who have a passion for creating complex virtual 3D landscapes, create models, design levels, assign character actions, develop customizable skins, and create lighting and shadow effects.

Please visit our website at [www.csudh.edu/extendeded](http://www.csudh.edu/extendeded) for greater detail regarding this course.

Date: Online  
 Time: Self-paced (650 hours)  
 Meetings: n/a  
 Location: online  
 Fees: \$4095  
 Instructor: Gatlin Education Services  
 Course No.: NCGE 140 Sec 41  
 Reg. No.: 38110

### Video Game Design and Development

Noncredit  
 Developing and managing the complex environments for games and related visualization applications can be a challenging task. The Video Game Design and Development online program lays the groundwork for students who wish to learn the high-end techniques and engineering principles behind modern videogame technology. Using a comprehensive and analytical approach to game development principles and techniques, students will begin to develop the skills that are

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**Online Computer Training Classes**  
**Online Computer Training**

*(continued)*

necessary to implement their own game ideas.

The Video Game Design and Development program is an appropriate starting point for students who seek a professional career as a game developer. It is also well-suited for enthusiastic amateurs and gamers looking to explore this exciting field as a recreational endeavor.

In this online program, students will learn the core programming and mathematics skills necessary for game developers and receive an introduction to 3D graphics pipeline programming. This program will fully prepare students for more advanced training in the game technology field which you can receive in the Advanced Video Game Design and Development online program. No assumptions about prior game or graphics programming experience are made although a reasonable familiarity with computers and a background in high school level mathematics are required.

Please visit our website at [www.csudh.edu/extendeded](http://www.csudh.edu/extendeded) for greater detail regarding this course.

Date: Online  
 Time: Self-paced (300 hours)  
 Meetings: n/a  
 Location: online  
 Fees: \$2395  
 Instructor: Gatlin Education Services  
 Course No.: NCGE 141 Sec 41  
 Reg. No.: 38111

**Advanced Video Game Design and Development**

Noncredit

In the Advanced Video Game Design and Development online program students will move on to learn more advanced 3D graphics programming techniques. Students will explore mesh optimizations and hierarchical animation techniques, the use of level of detail (LOD) algorithms to improve application performance by reducing polygon counts in distant objects, skeletal animation sys-

tems for realistic character animation, and more. Direct3D 9.0 will continue to be the API of choice. Students will also undertake an examination of artificial intelligence routines commonly used in games, which includes decision making architectures, finite state automata, efficient environment navigation and obstacle avoidance strategies for game agents.

Students will continue their studies of advanced 3D graphics techniques and conclude their examination of Direct3D 9.0. Focus is on per-pixel lighting and shadowing techniques using advanced texture mapping concepts and programmable pipeline processing via shaders. Topics include high-quality diffuse lighting and shadows, dynamic environment mapping for highlights on metallic surfaces, reflection and refraction for transparent surfaces, and bump mapping for increasing surface detail. Adding physics to real-time game engines will also be discussed and will include topics like collision detection and response, vehicle physics, and realistic animation.

As students move through this program, they will continue their studies of 3D graphics and game engine design strategies, and now switch rendering APIs to OpenGL. In addition to the OpenGL API, new topics will continue to be introduced such as advanced radiosity lighting, tree structures and traversal algorithms for efficient sorting and rendering of polygon datasets. Focus will shift to the use of spatial partitioning and offline pre-processing of scene geometry to optimize polygon drawing and intersection routines as well as real-time terrain rendering strategies. Network programming for multiplayer games will also be discussed. Topics include discussion of client/server and peer-to-peer network architectures, TCP/IP, and the use of multithreading for asynchronous data packet reading and writing.

In the final courses, students conclude their 3D graphics and game engine design studies as well as their examination of the OpenGL API. Students will lay the foundation for a robust game architecture using high performance cross-platform renderers and scene graphs. Topics include spatial relationships and common data structures, advanced bounding volume computation, visible surface determination, and advanced

animation and render state management. The incorporation of sound and music into games will also be discussed. Students will complete a number of different game projects for use in their own demo reels.

Please visit our website at [www.csudh.edu/extendeded](http://www.csudh.edu/extendeded) for greater detail regarding this course.

Date: Online  
 Time: Self-paced (350 hours)  
 Meetings: n/a  
 Location: online  
 Fees: \$2995  
 Instructor: Gatlin Education Services  
 Course No.: NCGE 142 Sec 41  
 Reg. No.: 38112

## Web Design Certificate of Completion

### The Program

The Certificate of Completion will prepare an individual with the fundamental knowledge and skills necessary for web design.

### What You Will Learn

In this series of courses you will learn the fundamentals of HTML website creation. You will also have experience with a web design application, and a web animation application.

### Employment Outlook

Courses are designed to prepare you for the following positions:

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

### 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.

### Eligibility Requirements

Only limited computer experience is needed to take these courses. Programming experience is helpful, but not required.

### Special Features

All classes are offered on the CSUDH campus in Carson. The courses have been scheduled for Fridays (evening) and Saturdays for the convenience of working professionals.

### Certificate Requirements

A Certificate of Completion will be awarded upon the completion of four 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). A Certificate can be earned in one semester.

### Courses

#### Required Courses

Using Dreamweaver	CIX 902
Introduction to HTML Publishing (Building a Better Web Site)	CIX 912
Intermediate HTML Publishing	CIX 913
Advanced HTML Publishing	CIX 914

#### Elective courses (one of the following)

Using Flash	CIX 935
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Using Fireworks

CIX 936

### Program Instructor

**Anissa Barton-Thompson**, a full-time web developer and graphic designer, has received awards for her work on high-end e-commerce, entertainment, community service and education sites. She has taught web site design at CSUDH since 1995, and is the developer of this certificate. Anissa is a Macromedia Certified Dreamweaver MX Developer, and holds Master Level Certifications in HTML and Dreamweaver MX. Learn more about Anissa Barton-Thompson at <http://webcert.anissat.com>.

### Scheduled Classes

#### Beginning HTML (Building a Better Web Site)

.9 CEUs

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

Date:	Feb 3-4
Time:	Fri 6:30-9:30 pm; Sat 9am-4pm (1 hour lunch)
Meetings:	2
Location:	CSUDH EE 1201
Fee:	\$160
Instructor:	<b>Anissa Barton-Thompson</b>
Course No.:	CIX 912 Sec 01
Reg. No.:	22029

#### Intermediate HTML Publishing

.9 CEUs

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.

Date:	Feb 11-12
Time:	Fri 6:30-9:30 pm; Sat 9am-4pm (1 hour lunch)
Meetings:	2
Location:	CSUDH EE 1205
Fee:	\$160
Instructor:	<b>Anissa Barton-Thompson</b>
Course No.:	CIX 913 Sec 01
Reg. No.:	22030

#### Advanced HTML Publishing

.9 CEUs

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.

Date:	Feb. 17-18
Time:	Fri 6:30-9:30 pm; Sat 9am-4pm (1 hour lunch)
Meetings:	2
Location:	CSUDH EE 1205
Fee:	\$160
Instructor:	<b>Anissa Barton-Thompson</b>
Course No.:	CIX 914 Sec 01
Reg. No.:	22031

### Using Dreamweaver

.9 CEUs

*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:

- Creating Basic HTML with Dreamweaver
- Extending your web page design with CSS and JavaScript
- Site Management and Dreamweaver tools

Date:	Mar 10, 11, 17 & 18
Time:	Fri 6:30-9:30 pm; Sat 9am-4pm (1 hour lunch)
Meetings:	4
Location:	CSUDH EE 1202
Fee:	\$320
Instructor:	<b>Anissa Barton-Thompson</b>
Course No.:	CIX 902 Sec 01
Reg. No.:	22028

### Using Fireworks

1.2 CEUs

*Prerequisite: Basic knowledge of HTML*

Macromedia Fireworks is the premier program for bridging the gap between graphic design and web development. Fireworks eliminates the need for expensive image editing programs with high learning curves, allowing you to manipulate photos, design design fantastic web graphics and create animation with little or no design experience. And, it takes things a step further: import your web design into or create a new design in Fireworks, and let it optimize and slice your images, and create the HTML and JavaScript as well.

Date:	Apr 15 & 22
Time:	Sat 9am- 4pm (1 hour lunch)
Meetings:	2
Location:	CSUDH EE 1201
Fee:	\$215
Instructor:	<b>Anissa Barton-Thompson</b>
Course No.:	CIX 936 Sec 01
Reg. No.:	22036

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## Web Design Certificate of Completion

(continued)

### Using Flash

1.2 CEUs

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.

Date: Apr 29 & May 6  
 Time: Sat 9am- 4pm (1 hour lunch)  
 Meetings: 2  
 Location: CSUDH EE 1202  
 Fee: \$215  
 Instructor: Anissa Barton-Thompson  
 Course No.: CIX 935 Sec 01  
 Reg. No.: 22035

## Video Game Design Certificate of Completion

### The Program

The Introduction to 2D VideoGame Design, Animation is designed to provide a fun and exciting perspective on how to design and develop flash-based games and videogame websites.

The Program focuses on VideoGame Development, Animation, and Web Design. You'll learn how to use HTML, Flash, Photoshop and other computer software to develop games. At the end of the two week session, you will have developed your own videogame and a mini website.

### What You Will Learn

This course will cover the following topics:

#### Technology:

- Introduction to the VideoGame Industry
- Building a VideoGame Website: Dreamweaver & HTML 1
- Designing Games for the Web: Flash
- Planning your Game: Flash
- Developing your Game: Flash – Design Elements
- Developing your Game: Flash – Collision

- Detection
- Artificial Intelligence: Flash – Opponent A.I.
- Marketing Your Game Online: Flash – Packaging a Product

#### Design:

- VideoGame and Web Art Design
- Concepts of Design: Photoshop
- Writing and Storyboarding: Visio
- Writing and Storyboarding: Visio/ MS Power Point
- Character Design
- Free Hand / Illustrator 1
- Character Design: Free Hand / Illustrator
- Introduction to Animation: Flash
- Animation Concepts: Flash

### Who Should Attend

This course is designed for individuals who want hands-on experience developing videogames. Those who are considering a career in videogame design, including high school and college students and working professionals.

### Eligibility Requirements

Students should be comfortable using the Web and Internet. Students should have a passion for videogames

### Location

This course is taught on campus at CSUDH in Carson.

### Courses

Introduction to 2D VideoGame Design and Animation???

### Scheduled Class

#### Introduction to 2D VideoGame Design

Noncredit

Date: Sept 26 – Dec 7  
 Time: Mon & Wed, 6-9pm  
 Meetings: 20  
 Location: CSUDH EE- TBA  
 Fee: \$595  
 Instructor: Staff  
 Course No.: TBA  
 Reg. No.: TBA

For more information:  
 call (310) 243-3729,  
 email [jbouchard@csudh.edu](mailto:jbouchard@csudh.edu) or  
 visit the web site  
<http://www.csudh.edu/extendeded>



# Computer Graphics and Design Certificate of Completion

## The Program

This program allows participants to jump start their career in graphic design by developing fundamental graphic design skills. The program also allows experienced designers to acquire new skills. Through this series of convenient 1-day weekend classes, students will have hands-on instruction using the latest computer programs and state of the art equipment in small classes.

## What You Will Learn

Participants will learn techniques for taking simple concepts and turning them into the kind of powerful visual messages that get results in today's competitive marketplace. The design tools students will learn will be applicable to designing magazine layouts, company promotions or CD covers.

## Employment Outlook

Graphic design related fields are growing faster than average employment categories.

## Who Should Attend

- Individuals interested in pursuing employment and/or advancement in graphic design
- Students interested in pursuing a career in advertising art, computer graphics or digital illustration
- Individuals who design logos, newsletters, or company brochures
- Non-designers responsible for company promotions
- Traditional designers seeking to update skills
- Beginning design students

## Eligibility Requirements

These courses are open to all individuals interesting in learning more about graphic design.

## Special Features

This series of intensive one-day classes

combines lectures from design experts with hands-on computer experience.

## Certificate Requirements

A certificate of completion will be awarded upon successful completion of five required courses.

## Courses

### Required Courses

- Introduction to Elements and Principles of Design
- Introduction to Photoshop: Electronic Illustration
- Advanced Photoshop Techniques
- Introduction to Electronic Layout: Adobe InDesign:
- Entering the Design Field: Professional Practices

### Program Instructor

**Jill Thayer**, award-winning advertising and digital imagery designer. Credits include: Disney, NBC, Nestle Dairies, Pepsi Cola Bottling and World Records.

**Ashley Gaines**, Graphic designer and web development specialist providing new media solutions for a wide range of corporate and educational clients.

Instructors are experienced presenters who teach art and design on several California State University campuses.

## Introduction to the Elements & Principles of Design

Learn about today's trends and technologies that influence the graphics field. Get an overview of the elements and principles of art, design and layout for a variety of graphics applications. Exercises with line, shape, color, balance, composition and design theory will provide a foundation for creating effective visual solutions for a variety of print layouts, brochures, ads and electronic design applications.

**(Students should bring to this class: a #2 pencil, black fine line marker, ruler, X-acto knife, and a colorful magazine)**

Date: Feb 26  
Time: Sun 9am-4pm  
Meetings: 1  
Location: EE 1202  
Fees: \$150  
Instructor: **Jill Thayer, Ashley Gains**

Course No.: NCWE 100 Sec 01  
Reg. No.: 22247

## Introduction to Photoshop: Electronic Illustration

Develop skills and techniques for creating basic digital illustration for a variety of design applications. Workshop topics cover essential Photoshop tools, channels and layers, typography, .gif and .jpeg files, color and image enhancements and photo montage. Projects include creating and refining illustrations, photographic images and special effects.

Date: Mar 12  
Time: Sun 9am-4pm  
Meetings: 1  
Location: EE 1202  
Fees: \$150  
Instructor: **Jill Thayer, Ashley Gains**  
Course No.: NCWE 101 Sec 01  
Reg. No.: 22248

## Advanced Photoshop

Use beginning and intermediate Photoshop skills to learn advanced electronic illustration techniques. Through hands-on computer workshop sessions students will explore the special effects capabilities of Photoshop for merging typographic and pictorial elements. Attendees will learn a variety of visual techniques relevant to both advertising and editorial illustration. design applications.

Date: Mar 26  
Time: Sun 9am-4pm  
Meetings: 1  
Location: EE 1202  
Fees: \$150  
Instructor: **Jill Thayer, Ashley Gains**  
Course No.: NCWE 102 Sec 01  
Reg. No.: 22249

## Adobe InDesign: Intro to Electronic Layout

Learn the latest techniques in electronic page layout and desktop publishing featuring the highly acclaimed software Adobe InDesign. Class topics include importing text and graphics, creating and saving files, multiple page design, typesetting, color management, and

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## Computer Graphics and Design

### Certificate of Completion

(continued)

integrating text and images. Acquired skills directly relate to creating advertisements, corporate brochures, publication design and a variety of print projects.

Date: Apr 9  
Time: Sun 9am-4pm  
Meetings: 1  
Location: EE 1202  
Fees: \$150  
Instructor: TBA  
Course No.: NCWE 103 Sec 01  
Reg. No.: 22250

### Entering the Design Field: Professional Practices

Discover the business side of the computer graphics and design field and get answer such questions as: What constitutes a professional portfolio? What are freelance versus full-time assignments? What do I prepare for a job interview? What are copyrights and trademarks? How much do I charge? From starting a design service to finding clients to understanding the marketplace, this class provides a sound introduction to the business side of the art field.

Date: Apr 23  
Time: Sun 9am-4pm  
Meetings: 1  
Location: EE 1202  
Fees: \$150  
Instructor: TBA  
Course No.: NCWE 104 Sec 01  
Reg. No.: 22251

For more information:  
call Jim Bouchard (310) 243-3729,  
email [jbouchard@csudh.edu](mailto:jbouchard@csudh.edu) or  
visit the web site  
<http://www.csudh.edu/extendeded>



## EDUCATION

### Degree Program

Physical Education, Administration  
Option (MA) Education .....76

### Online Professional Development Courses

Abused & Neglected Children ..50  
Aggressive Behavior .....49  
Attention Deficit Disorder .....48  
Autism & Asperger's Disorders ..49  
Behavior Assessments .....49  
Advanced Classroom  
Management .....50  
Disruptive Behavior .....48  
Drugs & Alcohol in School ....48  
Harassment in Schools .....49

High Achievers .....49  
Learning Disabilities .....48  
Sexually Transmitted Infections .49  
Special Needs Students .....49  
Traumatized Children .....50  
Violence in Schools .....48

### Early Childhood Professional Development Courses

How to Begin with Culturally  
Diverse Young Children .....51  
How to Communicate with English  
Language Learners .....51  
How to Help Young ELL's Build  
Language & Literacy .....51  
Key Strategies to Support Learning  
& Classroom Management ..51

### Certificate Programs

Assistive Technology Specialist  
(online) .....54  
Community College Teaching  
(online or on campus) .....55  
Grant Writing  
Certificate of Completion ...56

### Credential Program

Teaching Credential in Designated  
Subjects  
—Adult Education .....52

### Teacher Education Courses

Art for Educators .....57  
Using Your Voice  
in the Classroom .....55

EDUCATION

## Professional Development Courses Distance Learning

### The Program

These distance learning courses are computer-based, and designed by experts who carefully and thoughtfully craft the courseware which allows you to complete them at your own pace. The instructors establish regular office hours and provide access by a toll-free number and/or by email for technical or professional questions.

### Who Should Attend

Educators who need the flexibility of e-learning to advance their careers to the next step or compensation level. Learn at home or work, on your own computer, on your own time, at your own pace.

### Special Features

All program instructors are experienced practitioners in their field of expertise. Students receive course materials by mail after registration. These courses are designed to run from a compact disk (CD) and saves user data on the hard drive.

The following requirements are needed:  
Macintosh Operating Systems  
Mac OS 9.x or OSX, 256MB of RAM and 5MB of free hard disk space, 15" or larger color monitor with a minimum resolution of 800 x 600, CD drive 4x minimum speed and a printer connected to your computer.

Windows Operating Systems  
Windows 2000, XP Home, Professional or newer, 256MB of RAM and 5MB of free hard disk space, 15" or larger color monitor with a minimum resolution of 800 x 600, CD drive 4x minimum speed and a printer connected to your computer.

### Credit Information

Credit varies depending on course.

### Courses

Behavior is Language: Strategies for  
Managing Disruptive Behavior  
TEX 495 Sec 41  
Attention Deficit Disorder: Information &  
Interventions for Effective Teaching  
TEX 495 Sec 43  
Violence in Schools: Identification, Prevention  
& Intervention Strategies  
TEX 495 Sec 44  
Drugs & Alcohol in Schools: Understanding  
Substance Use & Abuse  
TEX 495 Sec 45  
Learning Disabilities: Practical Information  
for Classroom Teachers  
TEX 495 Sec 46  
Harassment in Schools: Guidelines & Policies  
for Prevention  
TEX 495 Sec 47  
Sexually Transmitted Infections: Information  
for Education Faculty & Personnel  
TEX 495 Sec 48  
Autism & Asperger's Disorder: Information &  
Effective Intervention Strategies  
TEX 495 Sec 49  
Functional Analysis: Introduction in  
Completing Behavior Assessments

TEX 495 Sec 50  
Inclusion: Working with Special Needs  
Students in Mainstream Classrooms  
TEX 495 Sec 51  
Talented & Gifted: Working with High  
Achievers TEX 495 Sec 52  
Understanding Aggression: Coping with  
Aggressive Behavior in the Classroom  
TEX 495 Sec 53  
Child Abuse: Working with Abused &  
Neglected Children TEX 495 Sec 56  
Traumatized Children: The Effects of Stress,  
Trauma & Violence on Student Learning  
TEX 495 Sec 57  
Advanced Classroom Management: Children  
as Change Agents TEX 495 Sec 59  
Teaching Diversity: Influences & Issues in  
the Classroom TEX 495 Sec 60  
Educational Assessment: Assessing Student  
Learning in the Classroom  
TEX 495 Sec 61

### Costs

Each class is priced individually. **There are no refunds.**

### Instructors

**Margie Arzen**, MS Ed. Counselor, Spokane Public Schools, Assistant Principal, Bancroft Center.

**Fay Cadwallier**, MSW, LICSW. Private practitioner, Youth Force, Spokane, Washington and social worker, Sacred Heart Medical Center, Spokane.

**Jeff Driskell**, MSW. Case Manager, Spokane AIDS Network and adjunct faculty, Eastern Washington University.

**Joan Halverstadt**, MS Ed. School counselor,

## Professional Development Courses

(continued)

Rochester (WA) Primary School.

**Casey Jackson, MSW.** Clinical reviewer and research associate, Washington Institute for Mental Illness Research and Training, Washington State University. Also in private practice.

**Mick Jackson, MS Ed.** President and CEO for Virtual Education Software, Spokane, WA.

**Joe Kaplan, Ed.D.** Professor of Education, Portland State University.

**Karen Lea, Ph.D.,** Director of Teacher Education, Olivet Nazarene University, Bourbonnais, Illinois.

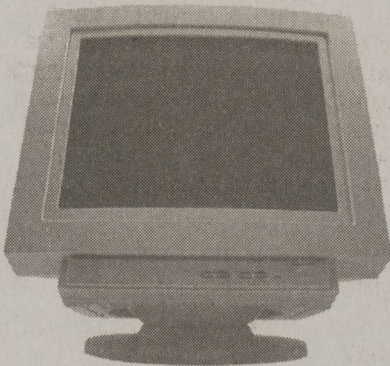
**Flora Luseno, Ph.D.** Assistant Professor, Chicago State University.

**A.N. (Bob) Pillay, Ed.D.,** senior lecturer, executive officer, special education and director, Learning Improvement Center, The University of Melbourne (Australia).

**Terrie Scott, MSW.** Spokane Mesa Center Director, Washington State University. Adjunct Faculty, Eastern Washington University.

**Michael Sedler, Ph.D., MSW,** teaches distance learning courses throughout the northwest.

**Marrea Winnega, Ph.D.,** in private practice and a consultant on autism and related disorders in Chicago.



### SCHEDULED CLASSES

#### Behavior is Language: Strategies for Managing Disruptive Behavior

3 Ext Units

Learn behavioral techniques and intervention strategies that remediate disruptive behavior, reduce power struggles, increase classroom control, reduce burn-out and the feeling of ineffectiveness, without increasing your work load. Gain a new perspective on students' behavior and learn effective tools to facilitate positive student change. Practice your new skills with simulated classroom scenarios.

Date: Jan 2-May 15

Meetings: n/a

Location: Distance Learning ☞

Fee: \$450

Instructor: **Mick Jackson**

Course No.: TEX 495 Sec 41

Reg. No.: 21997

For those who have recently completed Behavior is Language Part I: Strategies for Managing Disruptive Behavior for 1 Ext Unit, Behavior is Language Part II: More Strategies for Managing Disruptive Behavior for 1 Ext Unit will be offered. Call 310-243-3730 for more information.

#### Attention Deficit Disorder: Information & Interventions for Effective Teaching

2 Ext Units

This course is designed to provide students with a complete history of ADD along with accepted and experimental treatment methods. The course reviews current treatments and practical intervention strategies designed to increase on-task behavior while decreasing disruptive, inappropriate and off-task classroom behaviors.

Date: Jan 2-May 15

Meetings: n/a

Location: Distance Learning ☞

Fee: \$300

Instructor: **Mick Jackson**

Course No.: TEX 495 Sec 43

Reg. No.: 21998

#### Violence in Schools: Identification, Prevention & Intervention Strategies

2 Ext Units

This course provides a foundational understanding of violence and the motivation

behind aggression and specific strategies to minimize the occurrence of violence in a school and community. Students will learn how to identify and intervene with "out of control" behaviors. The correlation and impact of the media, community and family upon violence will be explored. Students will also be provided with information on national resources available for both parents and teachers.

Date: Jan 2-May 15

Meetings: n/a

Location: Distance Learning ☞

Fee: \$300

Instructor: **Michael Sedler**

Course No.: TEX 495 Sec 44

Reg. No.: 21999

#### Drugs & Alcohol in Schools: Understanding Substance Use & Abuse

2 Ext Units

Drugs and Alcohol in Schools provides a contextual framework for understanding what your students may be experiencing through their own substance use or substance use around them and how it may impact your classroom. The course provides a basic historical perspective of substance use along with biological, psychological and social factors that comprise the disease of addiction. Students will gain a better understanding of the complex dynamics that contribute to this biological and social phenomenon.

Date: Jan 2-May 15

Meetings: n/a

Location: Distance Learning ☞

Fee: \$300

Instructor: **Casey Jackson**

Course No.: TEX 495 Sec 45

Reg. No.: 22000

#### Learning Disabilities: Practical Information for Classroom Teachers

3 Ext Units

This course will lay the foundation for sensitive and appropriate assessment and evaluation of students; provide directions for program planning and implementation; illustrate the importance and the need for a close and positive partnership with parents (or alternative caregivers); and consider ways for ensuring that the home-school axis is effective and meaningful. Major trends and unresolved issues in the field of learning disabilities will also be covered.

Date: Jan 2-May 15

Meetings: n/a

## Professional Development Courses

(continued)

Location: Distance Learning ☑  
 Fee: \$450  
 Instructor: **A.N. (Bob) Pillay**  
 Course No.: TEX 495 Sec 46  
 Reg. No.: 22001

### Harassment in Schools: Guidelines & Policies for Prevention

1 Ext Unit

This course is designed to help you understand the issues surrounding harassment in schools and the intervention strategies to assist you or those you care about in protecting themselves from harassment. You will also learn the relationship between discrimination and harassment; legal and operational definitions 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.

Date: Jan 2-May 15  
 Meetings: n/a  
 Location: Distance Learning ☑  
 Fee: \$150  
 Instructor: **Terrie Scott**  
 Course No.: TEX 495 Sec 47  
 Reg. No.: 22002

### Sexually Transmitted Infections: Information for Education Faculty & Personnel

1 Ext Unit

This course was designed to provide an in-depth understanding of sexually transmitted infections and the epidemic that affects so many students each year. Pictures have been provided as an aid for understanding specific sexually transmitted infections. Students who choose not to view the pictures have the option to close the link to the pictures. This will in no way affect mastery, learning outcome or final grade.

Date: Jan 2-May 15  
 Meetings: n/a  
 Location: Distance Learning ☑  
 Fee: \$150  
 Instructor: **Fay Cadwaller**  
 Course No.: TEX 495 Sec 48  
 Reg. No.: 22003

### Autism & Asperger's Disorder: Information & Effective Intervention Strategies

2 Ext Units

An introduction to Autism and Asperger's Disorder provides information on the characteristics of the disorder; learning styles associated with the disorder; communication weakness; and the various intervention strategies to enhance communication and learning and to teach more conventional behaviors that have proven to be successful when working with students with autism spectral disorders. Also provided are resources for educators, related service personnel and parents who would like more information on Autism and Asperger's Disorder.

Date: Jan 2-May 15  
 Meetings: n/a  
 Location: Distance Learning ☑  
 Fee: \$300  
 Instructor: **Marrea Winnega**  
 Course No.: TEX 495 Sec 49  
 Reg. No.: 22004

### Functional Analysis: Introduction in Completing Behavior Assessments

2 Ext Units

To facilitate positive student behavior, this course is designed to provide you with an understanding of Functional Behavior Assessment (FBAs) and Positive Behavior Support (PBS) strategies. It will include an overview of the hierarchy of assessment procedures used to conduct Functional Behavior Assessments. It will also cover an overview of functional analysis procedures and treatment packages that can be implemented based on the results of the functional analyses. Particular emphasis will be placed on reinforcement-based interventions and dimensions of reinforcements. This course is of particular interest to educators who work with children with disabilities because results often lead directly to proactive intervention.

Date: Jan 2-May 15  
 Meetings: n/a  
 Location: Distance Learning ☑  
 Fee: \$300  
 Instructor: **Mick Jackson**  
 Course No.: TEX 495 Sec 50  
 Reg. No.: 22005

### Inclusion: Working with Special Needs Students in Mainstreaming Classrooms

1 Ext Unit

This course is designed to assist special and

general educators gain a better understanding of inclusion, a current educational reform movement that advocates educating students with disabilities in to the general student population.

Date: Jan 2-May 15  
 Meetings: n/a  
 Location: Distance Learning ☑  
 Fee: \$150  
 Instructor: **Florah Luseno**  
 Course No.: TEX 495 Sec 51  
 Reg. No.: 22006

### Talented & Gifted: Working with High Achievers

2 Ext Units

This course provides history, current law and accepted methods for referral, assessment and identification of talents and gifted students. It also covers major program models and methods of differentiating instruction to meet the rate and level of learning for students identified as well as ways to meet the affective needs of these students in a regular classroom. A list of resources is also provided for teachers and parents who would like more information.

Date: Jan 2- May 15  
 Meetings: n/a  
 Location: Distance Learning ☑  
 Fee: \$300  
 Instructor: **Margie Arzen**  
 Course No.: TEX 495 Sec 52  
 Reg. No.: 22007

### Understanding Aggression: Coping with Aggressive Behavior in the Classroom

3 Ext Units

This class includes classroom aggressive behavior topics such as violence; youth gangs; aggression in sports and on television; drugs and alcohol; and "hot spots." This course is designed to assist school personnel become more aware of the causes of aggression and the various ways to evaluate aggression and how to intervene. It also addresses aggression which is a result of driving, dating, sports, television, music and how these issues affect our communities.

Date: Jan 2- May 15  
 Meetings: n/a  
 Location: Distance Learning ☑  
 Fee: \$450  
 Instructor: **Mick Jackson**  
 Course No.: TEX 495 Sec 53  
 Reg. No.: 22008


## Professional Development Courses

(continued)

### Child Abuse: Working with Abused & Neglected Children

2 Ext Units


This course is designed to help you identify and effectively teach students affected by child abuse and/or neglect. The course teaches you to recognize the signs of physical abuse, emotional abuse, sexual abuse, physical neglect and emotional neglect in students. It also discusses the specific factors that exist in families who abuse or neglect their children. A major emphasis in this course is on helping the participant understand the special learning needs of the abused or neglected child and how to meet those needs in the regular classroom. Working with parents and community agencies is also covered.

Date: Jan 2- May 15  
 Meetings: n/a  
 Location: Distance Learning   
 Fee: \$300  
 Instructor: Joan Halverstadt  
 Course No.: TEX 495 Sec 56  
 Reg. No.: 22009

### Traumatized Children: The Effects of Stress, Trauma & Violence on Student Learning

2 Ext Units

This course is designed to help you identify and effectively teach students affected by stress, trauma and/or violence. Learn to recognize the signs of stress, trauma and violence in students. It also covers the factors which exist in families and communities where stress and violence are common. Emphasis is on helping the participant understand the special learning needs of the student who is experiencing stress, trauma or violence in his/her life and how to meet their needs. Working with parents and community agencies is covered.


Date: Jan 2- May 15  
 Meetings: n/a  
 Location: Distance Learning   
 Fee: \$300  
 Instructor: Joan Halverstadt  
 Course No.: TEX 495 Sec 57  
 Reg. No.: 22010

### Advanced Classroom Management: Children as Change Agents

2 Ext Units

*Prerequisite: any introductory behavior management course*


This course is geared primarily for educational professionals who serve children and youths presenting behavior problems in the school or community. It focuses on cognitive and cognitive-behavioral interventions (often lumped together under the rubric "social skills") with an emphasis on teaching students how to change and manage their own behavior. Since previous knowledge and understanding of traditional behavioral (operant) concepts and strategies is required, it is strongly recommended that students take an introductory behavior management course to learn the basic terms and concepts of behavior management prior to taking this "advanced" course.

Date: Jan 2- May 15  
 Meetings: n/a  
 Location: Distance Learning   
 Fee: \$450  
 Instructor: Joe Kaplan  
 Course No.: TEX 495 Sec 59  
 Reg. No.: 22011

### Teaching Diversity: Influences & Issues in the Classroom

1 Ext Unit


This course is designed to give you the knowledge, tools and dispositions to effectively facilitate a diverse classroom. This course will help you understand and identify differences in approaches to learning and performance, including different learning styles and ways in which students demonstrate learning. An emphasis in this course will be on understanding how students' learning is influenced by individual experiences, talents, disabilities, gender, language, culture, family and community values. You will be challenged to apply knowledge of the richness of contributions from our diverse society to your teaching field.

Date: Jan 2-May 15  
 Meetings: n/a  
 Location: Distance Learning   
 Fee: \$150  
 Instructor: Karen Lea  
 Course No.: TEX 495 Sec 60  
 Reg. No.: 22012

### Educational Assessment: Assessing Student Learning in the Classroom

2 Ext Units

This course is designed to further develop the conceptual and technical skills required by teachers to help them identify their educational goals, and implement meaningful instructional strategies for effective learning by students with special needs. The focus of this course will therefore be on assessment for instructional programming. The course will outline procedures for designing or selecting, administering and interpreting, a variety of informal assessment measures typically used in schools. The use of a range of informal assessment measures in the academic and social skills areas will form the core of the content to be covered. The presentation of assessment information in an acceptable format to parents and teachers will also be addressed.

Date: Jan 2-May 15  
 Meetings: n/a  
 Location: Distance Learning   
 Fee: \$300  
 Instructor: A.N. (Bob) Pillary  
 Course No.: TEX 495 Sec 61  
 Reg. No.: 22013

## Early Childhood Professional Development Courses



### The Program

These new early childhood professional development courses are designed to capture learners' interest, motive and teach key skills that are immediately transferable to work settings. Courses are provided on CD-ROM or DVD and workbooks with course activities, video examples and exercises. Students receive a loaner DVD or CD-ROM and course workbook via mail, and return completed assignments and loaners to the instructor.

### Who Should Attend

Educators who need the flexibility of e-learning to advance their careers to the next step or compensation level. Learn at home or work, on your own computer, on your own time, at your own pace.

## Early Childhood Professional Development Courses

(continued)

### Special Features

Each course is self-paced and interactive. An engaging narrative guides learners through a learn and practice format that includes a series of assignments to: write reflection that draw on prior knowledge; view lessons demonstrating teaching strategies and techniques; document observations through analyzing video scenes; create action plans for transferring new strategies into the classroom; expand learning with field practice and/or observation experiences; research for more information or resources; and assess and evaluate learners' growth and course effectiveness.

### Credit Information

Credit varies depending on course.

### Courses

- Starting Points 1: How to Begin with Culturally Diverse Young Children (DVD)  
TEX 495 Sec 411
- Starting Points 2: How to Communicate with English Language Learners (DVD)  
TEX 495 Sec 412
- Starting Points 3: How to Help Young ELL's Build Language and Literacy (DVD)  
TEX 495 Sec 413
- The Power of Positive Communications: Key Strategies to Support Learning and Classroom Management (CD-ROM)  
TEX 495 Sec 414

### Costs, Books, & Materials

Each class is priced individually. There are no refunds.

### Program Instructor

Lynn Reer, Ph.D., Visiting Asst. Professor of Bilingual/ESOL Education, Lewis and Clark College, Portland, Oregon

### SCHEDULED CLASSES

#### Starting Points 1: How to Begin with Culturally Diverse Young Children

1 Ext Unit

Discover core strategies for working successfully with culturally and linguistically diverse children. This video-based course highlights the dilemmas for mainstream teachers and the social-emotional issues of children entering their classrooms. Learn responsive strategies that help children ages three through eight years learn, cooperate and follow classroom expectations. These include: how to convey a sense of trust, how to connect with children and families, and how to build a community of acceptance that validates each child's language and culture.

Date: Jan 2 - May 15  
Meetings: n/a  
Location: Distance Learning ✓  
Fee: \$150  
Instructor: Lynn Reer  
Course No.: TEX 495 Sec 411  
Reg. No.: 22014

#### Starting Points 2: How to Communicate with English Language Learners

1 Ext Unit

Learn a critical set of communication strategies every early childhood educator and child care provider needs to be able to reach English language learners. See how to bridge the language barrier, transmit more of the curriculum and reduce guidance problems. This video-based course teaches how to use nonverbal communication very intentionally to ensure that children 3 to 8 years of age with diverse language backgrounds and diverse learning styles can take advantage of all the learning opportunities in classrooms and child care settings.

Date: Jan 2-May 15  
Meetings: n/a  
Location: Distance Learning ✓  
Fee: \$150  
Instructor: Lynn Reer  
Course No.: TEX 495 Sec 412  
Reg. No.: 22015

#### Starting Points 3: How to Help Young ELL's Build Language and Literacy

1 ext Unit

A single classroom or child care setting may have children at many different stages of language development. Learn how to boost language and literacy skills for all children, including English language learners. This video-based course vividly shows how children acquire both their first and second languages and what to expect at each stage of language acquisition. Observe and analyze teaching practices that help children develop language comprehension. Strategies include how to help children build vocabulary in

context and how to use multi-sensory experiences that integrate understanding and learning.

Date: Jan 2-May 15  
Meetings: n/a  
Location: Distance Learning ✓  
Fee: \$150  
Instructor: Lynn Reer  
Course No.: TEX 495 Sec 413  
Reg. No.: 22016

#### The Power of Positive Communication: Key Strategies to Support Learning and Classroom Management

1 Ext Unit

Gain foundational skills that significantly change what happens in classrooms and child care settings. Learn how to use positive communication to assist every child, including English language learners and children with special needs. Build skills that support learning, social-emotional development and classroom management efforts. Presented on CD-ROM, this unique training has sequenced lessons, video examples, teacher interviews, interactive learning activities, opportunities to reflect, create action plans and practice new skills. Critical strategies for working with children from three to eight years.

Date: Jan 2-May 15  
Meetings: n/a  
Location: Distance Learning ✓  
Fee: \$150  
Instructor: Lynn Reer  
Course No.: TEX 495 Sec 414  
Reg. No.: 22017

For more information:  
Call Babette Wald (310) 243-3730  
Email [bwald@lists.csudh.edu](mailto:bwald@lists.csudh.edu) or  
Visit the website  
[www.csudh.edu/extendeded](http://www.csudh.edu/extendeded)

# Credential in Designated Subject—Adult Education

## Employment Outlook

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.

## Who Should Attend

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

## Program Requirements for a Five-Year Preliminary Credential

### Academic subjects:

Adult Basic Education English  
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  
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.

## Program Requirements and Courses for a Clear Credential

Possession of a valid preliminary Adult Credential, plus	
Principles of Adult Education	TED 421
Methods and Materials of Adult Education Part I	TED 418
Methods & Materials of Adult Education Part II	TED 419
Supervised Field Experience	TED 423
Seminar in Adult Education: Credential Interns	TED 417
Counseling & Guidance for Teachers of Adult Education	TED 424

## Students are also required to complete

Health in Public Education (3) or	HEA 300
Health for Educators (1)	HEA 395
Computer Literacy for Teachers (1)	TED 420

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

### Level I

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

### Level II

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

## Students are also required to complete

Health in Public Education (3) or	HEA 300
Health for Educators (1)	HEA 395
Computer Literacy for Teachers (1)	TED 420

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

## Costs

Each unit is \$160. A two-unit course is \$320.

## The Location

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

## The Courses

Seminar: Adult Education Credential Interns	TED 417
Methods & Materials of Adult Education, Part I	TED 418
Methods & Materials of Adult Education, Part II	TED 419
Computer Literacy for Teachers	TED 420
Principles of Adult Education	TED 421
Supervised Field Exp in Adult Education	TED 423S
Counseling & Guidance for Teachers in Adult Education	TED 424
Health in Public Education	HEA 300
Special Topics: Health for Educators	HEA 395

## SCHEDULED CLASSES

### Seminar In Adult Education

1 Unit

*Corequisite: TED 423S-71 (27051), Consent of Instructor or Department*  
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.

Date:	Jan 28 - Feb 4
Time:	Sat 9am-5:30pm
Meetings:	2 (Sat Jan 28 & Feb 4)
Location:	CSUDH SAC 1210
Fee:	\$165
Instructor:	<b>Ted Johnson</b>
Course No.:	TED 417 Sec 71
Reg. No.:	22235

### Fieldwork Experience: Adult Education

2 Units

*Prerequisite: 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.

Date:	Jan 27 - Apr 15
Time:	Fri 6-9pm, Sat 9am-12pm
Meetings:	2 (Fri Jan 27 mandatory mtg. 6-9pm & Sat Apr 15 final mtg. 9am-12pm)
Location:	CSUDH EE1210

## Credential in Designated Subject—Adult Education

(continued)

Fee: \$330  
 Instructor: **Ted Johnson**  
 Course No.: TED 423S Sec 71  
 Reg. No.: 22236

### Materials & Methods Part I

2 Units

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

Date: Feb 10, 11, 17, 18  
 Time: Fri 4:30–9pm,  
 Sat 9am–6pm  
 Meetings: 4 (Feb 10 & 17,  
 Feb 11 & 18)

Location: CSUDH SAC 1104  
 Fee: \$330

Instructor: **Roberto Ceja**  
 Course No.: TED 418 Sec 71  
 Reg. No.: 22237

### Materials & Methods 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.

Date: Mar 3, 4, 10, 11  
 Time: Fri 4:30–9pm,  
 Sat 9am–6pm

Meetings: 4 (Mar 3&4, 10&11)  
 Location: CSUDH SAC 1104  
 Fee: \$330

Instructor: **Gina Hayes & Julie Meuret**  
 Course No.: TED 419 Sec 71  
 Reg. No.: 22238

### 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.

Date: Mar 18, Mar 25  
 Time: Sat 9am–5:30pm  
 Meetings: 2 (Mar 18 & 25)  
 Location: CSUDH WH TBA  
 Fee: \$165  
 Instructor: **Ted Johnson**  
 Course No.: TED 420 Sec 71  
 Reg. No.: 22239

### 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.

Date: Jan 27 & 28, Feb 3 & 4  
 Time: Fri 4:30–9pm, Sat 9am–6pm  
 Meetings: 4 (Jan 27 & 28, Feb 3 & 4)

Location: CSUDH SAC 1104  
 Fee: \$330

Instructor: **Ron Ross**  
 Course No.: TED 421 Sec 71  
 Reg. No.: 22240

### Counseling & Guidance/ Adult Education

2 Units

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

Date: Apr 21 & 22, Apr 28 & 29  
 Time: Fri 4:30–9pm, Sat 9am–6pm  
 Meetings: 4 (Apr 21 & 22, Apr 28 & 29)

Location: CSUDH SAC 1104  
 Fee: \$330

Instructor: **Ron Ross**  
 Course No.: TED 424 Sec 71  
 Reg. No.: 22241

### Health for Educators

1 Unit

This class fulfills the coursework portion of the California Health Education requirement for the Designated Subjects Adult & Vocational Credentials.

Date: May 12 & 13  
 Time: Fri 4:30–9pm, Sat 9am–6pm  
 Meetings: 2 (May 12 & 13)

Location: CSUDH SAC 1104  
 Fee: \$165

Instructor: **Gina Hayes**  
 Course No.: HEA 395 Sec 71  
 Reg. No.: 22234

For more information or to make an appointment for advisement call the Adult Education Office at: (310) 243-2887 or (310) 243-2781 or visit the website: [www.csudh.edu/extendeded/adulted.htm](http://www.csudh.edu/extendeded/adulted.htm)

# 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.

Introduction to Assistive Technology	SPE 530
Basic Assistive Technology	SPE 531
Advanced Assistive Technology	SPE 532
Administration of Assistive Technology Services	SPE 533
Capstone Course in Assistive Technology	SPE 537

## SCHEDULED CLASSES

### Introduction to Assistive Technology

3 Units

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.

Date: Jul 11–Sep 19  
 Location: online ☺  
 Fee: \$480  
 Instructor: **Larry Belkin/Paul Richard**  
 Course No.: SPE 530 Sec 41  
 Reg. No.: 45032

### Introduction to Assistive Technology

3 Units

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.

Date: Oct 3–Dec 12  
 Location: online ☺  
 Fee: \$480  
 Instructor: **Larry Belkin/Paul Richard**  
 Course No.: SPE 530 Sec 42  
 Reg. No.: 45035

### Basic Assistive Technology

3 units

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

Date: Jul 11–Sep 19  
 Location: online ☺  
 Fee: \$480  
 Instructor: **Larry Belkin/Paul Richard**  
 Course No.: SPE 531 Sec 41  
 Reg. No.: 45033

### Advanced Assistive Technology

3 Units

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. ▶

Date: Oct 3–Dec 12  
 Location: online ☺  
 Fee: \$480  
 Instructor: **Larry Belkin/Paul Richard**  
 Course No.: SPE 532 Sec 41  
 Reg. No.: 45036

### Administration of Assistive Technology Services

3 Units

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.

Date: Oct 3–Dec 12  
 Location: online ☺  
 Fee: \$480  
 Instructor: **Larry Belkin/Paul Richard**  
 Course No.: SPE 533 Sec 41  
 Reg. No.: 45037

### Capstone Course in Assistive Technology

3 Units

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.

Date: Jul 11–Sep 19  
 Location: online ☺  
 Fee: \$480  
 Instructor: **Larry Belkin/Paul Richard**  
 Course No.: SPE 537 Sec 41  
 Reg. No.: 45034

### Capstone Course in Assistive Technology

3 Units

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.

Date: Oct 3–Dec 12  
 Location: online ☺  
 Fee: \$480  
 Instructor: **Larry Belkin/Paul Richard**  
 Course No.: SPE 537 Sec 42  
 Reg. No.: 45039



## Certificate in Community College Teaching

### The Program

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.

### 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.

### Location

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

### Courses


Effective College Teaching	GED 548
The Community College	GED 549
College Teaching Internship	GED 594S

### Scheduled Classes

#### Effective College Teaching

3 Units


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

Date: Mar 13 - May 5  
 Meetings: 6  
 Location: online   
 Fee: \$495  
 Instructor: **Rodger McGinness, PhD**  
 Course No.: GED 548 Sec 41  
 Reg. No.: 22137

#### The Community College

2 Units

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

Date: Feb 6 - Mar 3  
 Meetings: 4  
 Location: online   
 Fee: \$330  
 Instructor: TBA  
 Course No.: GED 549 Sec 41  
 Reg. No.: 22138

#### Independent Study - Community College Teaching Internship

3 units

*Completion of GED 548 & 549 with "B" or better*

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 Internship Coordinator.

Date: Jan 23 - May 19  
 Fee: \$495  
 Time: TBA  
 Instructor: **Martha Sklar, PhD**  
 Course No.: GED 594S Sec 71  
 Reg. No.: 22140

**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**

For more information:  
 call (310) 243-2781,  
 email [eeprograms@csudh.edu](mailto:eeprograms@csudh.edu) or  
 visit the web site  
[www.csudh.edu/extension/comcol.htm](http://www.csudh.edu/extension/comcol.htm)

## Better Teaching— Using Your Voice in the Classroom To Engage Your Students

Your voice is your most valuable classroom tool. A strong, clear and relaxed voice projects confidence and encourages your students to be attentive and receptive to your message. It can help improve your relationships with your students. You'll learn how to use your voice to enhance your message and project the powerful YOU.

### Topics include:

- Speaking for hours without throat soreness or strain
- Learning how to take care of your most important asset—your voice
- Projecting your voice to increase student receptivity to your message
- Creating a presence that conveys confidence and experience
- Communicating a capable, positive image over the telephone or in person
- Using your voice effectively and comfortably

You'll also learn: how to do daily voice warm-ups; tips for taking care of your voice; practice words; voice projection practice, and tone focus exercises.

### Who Should Attend

This program will benefit teachers, administrators and those who rely on their voice for their profession.

### About the Instructor

**Janet Steinberg, MA, CCC** Speech Pathologist. Janet has over thirty years of experience providing a full spectrum of speech pathology services.

Bring a bag lunch and wear comfortable clothes for this exciting and fun class!

### Scheduled Class

#### Using Your Voice to Engage Your Students

1 CEU  
 Date: Feb 25 & Mar 4

EDUCATI

Time: Sat 8:30 am-1:30 pm  
 Meetings: 2  
 Location: EE 1210  
 Fee: \$99  
 Instructor: Janet Steinberg, MA, CCC  
 Course No.: TEX 921 Sec 01  
 Reg. No.: 22150



For more information:  
 Call Babette Wald (310) 243-3730  
 Email [bwald@lists.csudh.edu](mailto:bwald@lists.csudh.edu) or  
 Visit the website  
[www.csudh.edu/extendeded](http://www.csudh.edu/extendeded)

## Grant Writing and Administration Certificate of Completion

### The Program

This program provides participants with a practical background to plan, write and manage successful grant proposals.

### What You Will Learn

Students will gain practical knowledge needed to develop and strengthen funding proposals. Topics covered include:

- Strategic planning and program design
- Understanding the application process
- Managing projects and performance reporting

### Who Should Attend

Individuals interested in learning how to write and manage winning grant proposals including educators, public administrators and nonprofit personnel.

### Eligibility Requirements

This program is open to all individuals interested in learning about grant writing and administration.

### Special Features

Courses are offered for Continuing Education Units (CEUs). Nationally recognized standards govern attendance requirements to earn CEU credit. A permanent record of attendance is established and students may obtain a copy of their transcripts by calling the Records Office at (310) 243-3621.

### Certificate Requirements

A Certificate of Completion will be awarded upon completion of three required courses.

### Required Courses

Pre Award Grant Administration TEX 914  
 Evaluation and Grant Implementation TEX 917  
 Post Award Grant Administration TEX 919

### Program Instructor

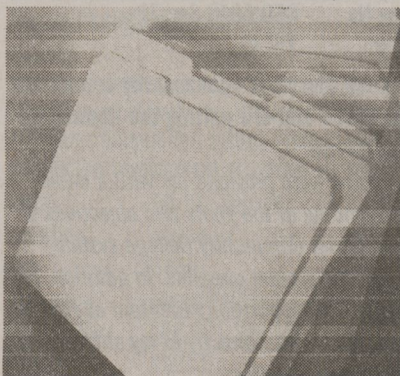
Tami Foy, MPA, Executive Director, Compton Unified School District Education Foundation

### REQUIRED CLASSES

**TEX 914 Pre Award Grant Administration**  
 2.0 CEUs

**TEX 917 Evaluation and Grant Implementation**  
 2.0 CEUs

**TEX 919 Post Award Grant Administration**  
 2.0 CEUs



**Register today!**  
*Enrollment is limited*

### Scheduled Classes

#### Pre Award Grant Administration

2.0 CEUs  
 Participants will be introduced to relevant information needed for planning a successful grant proposal. Topics include: finding funders, developing budgets, gathering background information, identifying

resources, and developing a 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. Materials Included.

Date: Jan 21-Jan 30  
 Time: Mon 6-9:30pm & Sat 9am-4:30pm  
 Meetings: 4  
 Location: CSUDH EE1202  
 Fee: \$150  
 Course No.: TEX 914 Sec 01  
 Reg. No.: 15002

### Evaluation and Grant Implementation

2.0 CEUs  
 Participants will learn how to assess and develop an evaluation plan during this session as well as how to meet programmatic expectations. Timelines and performance reporting are critical in carrying out the grant project. Participants will work in groups during this session. Materials Included.

Date: Feb 4-Feb 14  
 Time: Mon 6:00-9:30pm & Sat 9am-4:30pm  
 Meetings: 4  
 Location: CSUDH EE1202  
 Fee: \$150  
 Course No.: TEX 917 Sec 01  
 Reg. No.: 20054

### Post Award Grant Administration

2.0 CEUs  
 During this session, participants will learn the roles of principal investigator/project director. In addition, participants will learn how to complete financial and progress reports, prepare for an audit, manage the program/project and build capacity in their non-profits. Materials Included.

Date: Feb 25 - Mar 6  
 Time: Mon 6-9:30pm & Sat 9am-4:30pm  
 Meetings: 4  
 Location: CSUDH EE1202  
 Fee: \$150  
 Course No.: TEX 919 Sec 01  
 Reg. No.: 20055

For more information:  
 Call Babette Wald (310) 243-3730  
 Email [bwald@lists.csudh.edu](mailto:bwald@lists.csudh.edu) or  
 Visit the website  
[www.csudh.edu/extendeded](http://www.csudh.edu/extendeded)

# Art for Educators Presents

## Spirit and Life: Character & Community in African American Art

### The Program

Palos Verdes Art Center Presents—Art for Educators: Spirit and Life: Character and Community in African American Art

Find the artist within yourself and learn to bring it out in your students.

### What You Will Learn

In conjunction with a celebration of Black History Month, this workshop will explore the cultural life and art of the African American community. Inspired by the narrative work of artist Jacob Lawrence, educators will create a variety of projects, including a diorama and a doll, while they explore character and community in African American Art. Using primarily natural and recycled materials, participants will incorporate the elements of form, texture and color to create original and expressive works of art that tell stories without words.

### Who Should Attend

Any K-12 educator, including generalists and specialists who are interested in incorporating art into their curriculum. The course is also open to current education students and is highly recommended for teachers seeking certification in general and special education.

### Eligibility Requirements

The class is open to all current-educators and education students.

### Special Features

Palos Verdes Art Center has been a leader in the visual arts since 1931. With 200 classes, and 20 changing exhibitions and outreach programs, the Center serves thousands of adults and children each year, continuing their mission to "celebrate, appreciate and create art."

### EXTENSION CREDIT REQUIREMENT

Students must attend both meetings in order to be awarded the extension unit.

### Courses

Art for Educators: Spirit and Life: Character and Community in African American Art  
EDX 495-01

### Costs, Books, & Materials

\$40 to CSUDH for one extension credit.  
\$50 to Palos Verdes Art Center for materials.

### Program Instructor

**Angela Briggs** draws from more than 40 years of experience in making and teaching art. Angela teaches workshops all over the United States, Mexico and Europe and is currently teaching an after-school program in the Carson elementary schools.

### Scheduled Classes

#### Art for Educators: Spirit and Life: Character and Community in African American Art

1 Ext Unit

Date: Mar 18 & 25  
Time: Sat 8:30am-4:30pm  
Meetings: 2  
Location: Palos Verdes Art Center  
5504 W. Crestridge Rd.  
Rancho Palos Verdes, CA  
90275  
Fee: \$40 made payable to CSUDH  
\$50 for materials made payable to Palos Verdes Art Center  
Instructor: **Angela Briggs**  
Course No.: EDX 495 Sec 01  
Reg. No.: 22146

**Preregistration is required.** Those students not interested in the extension credit should contact Gail Phinney, Palos Verdes Art Center, 310-541-2479 directly.

For more information please call:  
Gail Phinney, Palos Verdes Art Center at  
310-541-2479.

EDUCATION

## Independent Filmmaking A-Z

Produce, Write, Direct, and Distribute Feature Films

### The Program

This is the course that launched the careers of Quentin Tarantino, Christopher Nolan (Momento), and Guy Ritchie (Snatch). In one weekend you learn how to take an idea, obtain the script, create a budget, finance the project, direct the shoot, edit the film, attend festivals, secure an agent, and then market, sell, and distribute around the world.

### What You Will Learn

Saturday (Filmmaking) focuses step-by-step on the actual process of shooting the film, from scheduling to lighting to cinematography. Sunday (Film Business) is dedicated to the business of financing, distributing, and selling that film globally. The course applies to feature films with budgets ranging from as low as \$5,000 to as high as \$5 million.

- Producing low-budget features
- Directing independent film
- Writing screenplays that sell
- Shooting artistically but cost-effectively
- Financing films
- Foreign sales, video and cable deals, festival awards

### Special Features

#### Bonus: Digital Filmmaking Nuts-and-Bolts and Screenwriting A-Z.

All enrollee's receive a filmmaker's workbook and a certificate of completion. **Enrollment is limited.** The class is one weekend in length.

### Program Instructor

**Dov S-S Simens**, founder of the Hollywood Film Institute, has been producing films for the past decade, and has taught in the film schools at USC, UCLA, and NYU in addition to his independent film workshops.

### Independent Filmmaking A-Z

Noncredit

Date: Feb 11 & 12  
 Time: Sat 9am-6pm,  
 Sun 9am-6pm  
 Meetings: 2  
 Location: Hollywood Film Institute  
 1223 Olympic Blvd.  
 Santa Monica, CA 90404  
 Fee: \$389  
 Instructor: **Dov S-S Simens**  
 Course No.: NAFL 104 Sec 01  
 Reg. No.: 22038

*(Note: Register early to ensure a seat in the class. Must register by the Thursday before the class, close of business! Enrollment is limited!)*

### Independent Filmmaking A-Z

Noncredit

Date: Apr 1&2  
 Time: Sat 9am-6pm,  
 Sun 9am-6pm  
 Meetings: 2  
 Location: Hollywood Film Institute  
 1223 Olympic Blvd.  
 Santa Monica, CA 90404  
 Fee: \$389  
 Instructor: **Dov S-S Simens**  
 Course No.: NAFL 104 Sec 02  
 Reg. No.: 22040

### Independent Filmmaking A-Z

Noncredit

Date: Jun 3&4  
 Time: Sat 9am-6pm,  
 Sun 9am-6pm  
 Meetings: 2  
 Location: Hollywood Film Institute  
 1223 Olympic Blvd.  
 Santa Monica, CA 90404  
 Fee: \$389  
 Instructor: **Dov S-S Simens**  
 Course No.: NAFL 104 Sec 03  
 Reg. No.: 22298

### The Reviews...

*"Amazing... A massive amount of information."*

*LA Times*

*"Brilliant... It's a boot camp for filmmakers."*

*Wall St. Journal*



For more information:  
 call (310) 243-3741,  
 email eereg@csudh.edu or  
 visit the web site  
<http://www.csudh.edu/extendeded>

## Nursing Master of Science Online

### The Program

The MSN program 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 know-ledge 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.

### What You Will Learn

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.

### Special Features

#### 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. Contact the School of Nursing for more information at eereg@csudh.edu or (310) 243-3741

#### 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

## HEALTHCARE

### Degree Programs

Nursing (MS) (online) . . . . .	59
Nursing (BS) (online) . . . . .	60

### Certificate Programs

Administrative Medical Specialist (online) . . . . .	61
Advanced Coding for the Physician's Office Certificate (online) . . .	61
Advanced Hospital Coding & CCS Prep (online) . . . . .	62
Alcohol and Drug Counseling Certificate . . . . .	64
Assistive Technology Certificate	.54
Medical Insurance Billing Certificate of Completion . . .	67
Advanced Medical Insurance Billing Certificate of Completion . . .	68
Medical Transcription Certificate (online) . . . . .	63
Orthotics Certificate . . . . .	69
Orthotics-Prosthetics Certificate	.69

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.

### 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

HEALTHCARE

## Nursing Master of Science Online

*continued*

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.

### Courses

#### Core Courses – taken before enrollment in Role courses

Nursing Informatics (1)	MSN 501
Advanced Nursing Roles (2)	MSN 504
Theories for Advanced Nursing Roles (3)	MSN 510
Health Care Policy/Economics (3)	MSN 513
Health Promotion/Disease Prevention (3)	MSN 514
Research Utilization in Advanced Nursing Practice (3)	MSN 530
Ethics in Advanced Nursing Roles (2)	MSN 535

#### Role Emphasis Courses

##### A. Nurse Educator Role

Nurse Educator: Theory (4)	MSN 521
Nurse Educator: Role Performance I (2)	MSN 551
Nurse Educator: Role Performance II (2)	MSN 561
Nurse Educator: Role Performance III (2)	MSN 571

##### Elective (Clinical practice focus) (3)

OR

##### B. Gerontology CNS Role

CNS: Gerontology (6)	MSN 524
Advanced Pharmacology (3)	MSN 526
Advanced Health Assessment (3)	MSN 527
Gerontology CNS: Role Performance (2)	MSN 554
Therapeutic Interventions: Gerontology CNS Role Performance (2)	MSN 564
Organizational Strategies: Gerontology CNS Role Performance (2)	MSN 574
Culminating Role Performance: Gerontology CNS (2)	MSN 584

#### These courses must be taken concurrently with the Role Emphasis courses:

Applied Research for Nursing Practice I (1)	MSN 591
Applied Research for Nursing Practice II (2)	MSN 592
Capstone Experience Directed Project or Thesis (3)	MSN 599

#### Comprehensive Examination (0) with Additional nursing elective (3)

## Nursing Bachelor of Science Online

Complete the B.S. degree in Nursing via World Wide Web at a time and place convenient to you!

### The Program

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.

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).

### 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

### Courses

#### Introductory Courses

Technology for the Information Age (1)	BSN 301
Expanding Professional Nursing Horizons (2)	BSN 310

#### Nursing Support Courses

Life Cycle (3)	BSN 315
Human Diversity and Health Care (4)	BSN 305
Pathophysiology (4)	BSN 345
Statistics (3)	BSN 405

#### Integrated Nursing Support Courses

Professional Collaboration (3)	BSN 340
Health Assessment* (4)	BSN 380
Health Promotion & Teaching (3)	BSN 400
Community Based Nursing I* (5)	BSN 410
Community Based Nursing II* (5)	BSN 420
Health Care Systems, Policy and Finance (3)	BSN 430
Professional Nursing Roles (3)	BSN 440
Principles of Leadership & Management in Nursing* (5)	BSN 450
Research Utilization (3)	BSN 460

#### Elective Courses (Choose 3 units)

Complementary & Alternative Health Care Modalities (1)	BSN 325
Biochemistry (4)	BSN 335
Continuous Quality Improvement in Healthcare (1)	BSN 416
Nursing and Telehealth (2)	BSN 426
Principles of Healthcare Budgeting (2)	BSN 436
Introduction to Case Management (2)	BSN 446
Health and the Global Village (1)	BSN 456

#### \* 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.

#### Costs

The cost of each unit is \$225

For further information contact:  
(310) 243-3741 eereg@csudh.edu  
www.csudh.edu/extendeded

## Administrative Medical Specialist Certificate of Completion (Introduction to Medical Billing, Coding and Front Office Skills)

Online! 

### About the Program

Through this self-paced, online program students will gain basic working knowledge of medical billing and reimbursement and will be introduced to national diagnostic and procedural coding systems. An introduction to medical office computer software is also included along with basic medical terminology. The program prepares students for the Certified Coding Associate (CCA) exam offered by the American Health Information and Management Association (AHIMA) as well as the Certified Medical Administrative Specialist (CMAS) exam offered by the American Medical Technologists Association (ATM).

### What You Will Learn

Upon successful completion of the course, students should:

- Be able to perform valuable front office functions for a medical office
- Be prepared for the CCA and CMT national certification exams
- Be knowledgeable of medical coding and medical billing
- Know how to complete insurance claim forms
- Be able to input patient information, schedule, and code using medical software
- Be prepared to take an advanced coding course

### Employment Outlook

There is a tremendous demand for individuals with knowledge of medical office operations, billing and coding. Every health care provider must submit proper documentation to a number of insurance companies for reimbursement, creating numerous opportunities for trained individuals in

medical offices, clinics, and hospitals, as well as home-based employment.

### Who Should Attend

This certificate is valuable for anyone seeking an entry-level position in medical billing or coding or those interested in changing job skills for opportunities in medical offices.

### Eligibility Requirements

Students should be proficient in keyboarding, have a basic understanding of a word processing computer program (Microsoft Word recommended), and have command of English grammar and punctuation. No healthcare or medical office work experience is required.

### PC Requirements

This online course must be taken from an IBM Compatible (PC) computer running Windows (98 or any later version) with a CD ROM drive for installing the MediSoft Patient Accounting Software demo. Students will need to have access to a word processing program like Microsoft Word or Works and a free version of Adobe Acrobat Reader. This course is not for Macintosh computer users.

### Special Features

This program is offered online to provide a concise web-based training experience for the independent learner. This course is self-paced and is available for immediate registration.

### Certificate Requirements

A Certificate of Completion will be awarded upon successful completion of all modules in the program. You must earn 70% on all work submitted to receive the certificate.

### Courses

Administrative Medical Specialist MDX 905

### The Cost

The cost for the entire program is \$1,470. All work must be completed within six months of your registration.

This course is offered cooperatively by California State University, Dominguez Hills and Gatlin Education Services. Due to this format, **fees cannot be refunded**. We encourage you to preview detailed course outlines, demonstrations, and ratings by visiting our website at

[www.csudh.edu/extension/healthonline](http://www.csudh.edu/extension/healthonline) and clicking on the course demonstration button.

For student loan information for continuing education students, call The Education Resources Institute (TERI) at (800) 255-8374, extension 2.

### Books and Materials

All materials are included with the course fee: Medical Terminology Made Easy with audiotape, current ICD-9 and CPT-4 code books, Book of Medical Abbreviations, medical dictionary, and MediSoft Patient Accounting demo CD.

### Instructors

All instructors will be provided by GES.

### SCHEDULED CLASS


#### Administrative Medical Specialist

24 CEUs

Date:	Online
Time:	Self-paced
Meetings:	240 Hours
Location:	Online
Fee:	\$1470
Instructor:	Gatlin Education Services
Course No.:	MDX 905 Sec 01
Reg. No.:	38051

For more information:  
Call (310) 243-3741  
Email [eereg@csudh.edu](mailto:eereg@csudh.edu) or  
Visit the website  
[www.csudh.edu/extension/healthonline](http://www.csudh.edu/extension/healthonline)

## Advanced Coding for the Physician's Office Certificate of Completion

Online! 

### The Program

This online program is designed to advance the coding skills of front desk personnel—those coding even the most extensive procedures. This program offers complete and accurate instruction, which helps

HEALTHCARE

## Advanced Coding for the Physician's Office Certificate of Completion

students improve their skills in compliance and reimbursement and acquire the skills necessary to maintain coding accuracy. For individuals seeking to advance in the coding industry, this course provides the knowledge needed to do so. Not only will individuals advance in their knowledge, but will also be more confident in their abilities. As a result, there will be increased accuracy in code selections causing a smoother billing process and timely reimbursement.

### What You Will Learn

Complete details in CPT-4, ICD-9-CM (Volumes 1 & 2), and HCPCS coding are covered as well as information on the Correct Coding Initiative (CCI), compliance and reimbursement issues, and E&M guidelines. Code by code details and tips are provided to ensure that in-depth knowledge is acquired.

The American Academy of Professional Coders (AAPC) study guide for the Certified Professional Coder (CPC) certification exam is included at the end of the course. This course prepares students for the CPC certification exam.

### Employment Outlook

Continuous changes in the coding and billing industry have created an incredible demand for individuals trained in advanced coding. This growth is driven by the health care needs of the aging population and the growing number of health care practitioners. As a result, the demand for qualified individuals able to handle the complexity of paper and electronic information is increasing.

### Who Should Attend

This certificate is valuable for experienced coding practitioners. This includes:

- Individuals who have completed the Administrative Medical Specialist course and want to advance their coding knowledge
- Individuals seeking to enhance

their coding skills specifically for a physician's office setting

- Individuals seeking to enhance their coding skills to make themselves more marketable in the workplace
- Individuals seeking preparation for national industry certification as a Certified Procedural Coder

### Eligibility Requirements

This course is not an entry level course and is designed specifically for students with previous coding experience, previous education, or those who have successfully completed the Administrative Medical Specialist course. Students should possess knowledge of Medical Terminology and basic understanding of CPT-4 (CPT), ICD-9-CM (ICD-9) and HCPCS coding principles.

### Special Features

This program is offered online to provide a concise web-based training experience for the independent learner. This course is self-paced and is available for immediate registration.

### Certificate Requirements

A Certificate of Completion will be awarded upon successful completion of all modules in the program. You must earn 70% on all work submitted to receive the certificate.

### Courses

Advanced Coding for the Physician's Office MDX 902

### The Cost

The cost for the entire program is \$1,270. All work must be completed within three months of your registration.

This is course offered cooperatively by California State University, Dominguez Hills and Gatlin Education Services. Due to this format, **fees cannot be refunded**. We encourage you to preview detailed course outlines, demonstrations, and ratings by visiting our website at [www.csudh.edu/extension/healthonline](http://www.csudh.edu/extension/healthonline) and clicking on the course demonstration button.

For student loan information for continuing education students, call The Education Resources Institute (TERI) at (800) 255-8374, extension 2.

### Books and Materials

All books and materials are included. Students are expected to have their own reference books (Current year CPT, HCPCS, and ICD-9-CM coding books).

### Instructors

All instructors will be provided by GES.

### SCHEDULED CLASS


#### Advanced Coding for the Physician's Office

8 CEUs

Date: Online  
Time: Self-paced  
Meetings: 80 Hours  
Location: Online  
Fee: \$1,270  
Instructor: Gatlin Education Services  
Course No.: MDX 902 Sec 01  
Reg. No.: 38049

For more information:  
Call (310) 243-3741  
Email [eereg@csudh.edu](mailto:eereg@csudh.edu) or  
Visit the website  
[www.csudh.edu/extension/healthonline](http://www.csudh.edu/extension/healthonline)

## Advanced Hospital Coding and CCS Prep Certificate of Completion

Online! 

### The Program

This course prepares students for the Certified Coding Specialist (CCS) certification exam offered by American Health Information Management Association (AHIMA). This course utilizes existing knowledge of medical terminology and health care science and is designed for the experienced coding practitioner. Students will heighten their facility coding skills and be prepared for employment testing job performance and successful completion of industry certification exam.

### What You Will learn

- This course provides an overview of the



payment systems used by health care facilities enabling students to gain an understanding of the impact of their codes. This objective will be obtained by the use of DRG's and APC's.

- The format and content of medical records are discussed, enabling students to find and understand information in a medical record.
- The course provides the coding guidelines used in facility coding for inpatients, ambulatory surgery and outpatient diagnostic patients by reviewing the Official Coding Guidelines in detail.
- This course prepares students for the AHIMA CCS exam. This course provides study tips for the exam and includes the official study guide.

**Employment Outlook**

Coders of all levels must undergo continuing education to stay current with constantly changing regulations. Certification is increasingly becoming an industry standard, with most hospitals using coders with previous exposure to facility coding or those who are already certified.

**Who Should Attend**

This certificate is valuable for experienced coding practitioners. This includes:

- Individuals currently coding for a physician's office or working for a billing service who want to learn and develop facility coding skills
- Individuals seeking to enhance their coding skills to make themselves more marketable in the workplace
- Individuals seeking preparation for national industry certification as a Certified Coding Specialist

**Eligibility Requirements**

This course is not an entry level course and is designed specifically for students with previous coding experience, previous education, or those who have successfully completed the Administrative Specialist course. Students should have a high school diploma/GED and a minimum of 2 years experience with:

- Medical Terminology
- Anatomy, Physiology, & Pathology
- ICD-9-CM coding
- CPT-4 coding

**Special Features**

This course is offered online to provide a concise web-based training experience for the independent learner. This course is self-paced and is available for immediate registration.

**Certificate Requirements**

A Certificate of Completion will be awarded upon successful completion of all modules in the program. You must earn 70% on all work submitted to receive the certificate.

**Courses**

Advanced Coding for the Physician's Office MDX 904

**Cost**

The cost for the entire program is \$1,570. All work must be completed within three months of your registration.

This course is offered cooperatively by California State University, Dominguez Hills and Gatlin Education Services. Due to this format, **fees cannot be refunded**. We encourage you to preview detailed course outlines, demonstrations, and ratings by visiting our website at [www.csudh.edu/extension/healthonline](http://www.csudh.edu/extension/healthonline) and clicking on the course demonstration button.

For student loan information for continuing education students, call The Education Resources Institute (TERI) at (800) 255-8374, extension 2.

**Books and Materials Included**

Faye Brown's Coding Handbook and Workbook  
AHIMA's Clinical Coding Workout: Practice Exercises for Skill Development

**Required Books NOT Included**

Current ICD-9-CM Volumes 1, 2 & 3  
Current CPT codebook  
HCPCS codebook


**Instructors**

All instructors will be provided by GES.

**SCHEDULED CLASS**


**Advanced Hospital Coding and CCS Prep.**

8 CEUs  
Time: Self-paced  
Meetings: 80 Hours

Location: Online   
Fee: \$1,570  
Instructor: Gatlin Education Services  
Course No.: MDX 904 Sec 01  
Reg. No.: 38050

For more information:  
Call (310) 243-3741  
Email [eereg@csudh.edu](mailto:eereg@csudh.edu) or  
Visit the website  
[www.csudh.edu/extension/healthonline](http://www.csudh.edu/extension/healthonline)

**Medical Transcription Certificate of Completion**

Online! 

**The Program**

This online program provides students with a working knowledge of medical terminology as well as the skills needed to transcribe medical reports. The program is designed to provide students with a beginning knowledge of the transcription of medical records and to provide students with the skills needed to obtain an entry-level position as a medical transcriptionist.

**What You Will Learn**

Upon successful completion of the course, the student will be able to accomplish the following.

- Describe the importance of the confidential nature of medical reports.
- Describe the content and purpose of the medical reports used.
- Transcribe medical reports using correct report format.
- Transcribe medical reports using correct capitalization, number, punctuation, abbreviation, symbols, and metric measurement rules
- Spell correctly the English and medical terms in addition to the abbreviations, either by memory or by using a dictionary/reference book.
- Define the medical terms and abbreviations presented, either by memory or by using a dictionary/reference book.
- Define the prefixes, combining forms and

HEALTHC

## Medical Transcription Certificate of Completion

(continued)

suffixes presented and use them to build medical terms.

- Identify and/or define the knowledge, skills, abilities, and responsibilities required of medical transcriptionists.
- Understand networking through the professional organization as well as career opportunities.

### Employment Outlook

Healthcare is a rapidly growing field, and the demand for quality documentation is increasing.

### Who Should Attend

This certificate is valuable for anyone interested in gaining the education and skills necessary to enter the Medical Transcription field or those interested in changing careers to become a medical transcriptionist.

### Eligibility Requirements

No previous medical experience is required; however, students should have:

1. command of a word-processing computer program to include the ability to create documents, proficiency in keyboarding, sending email, printing, and browsing the Internet, and
2. knowledge of English grammar, punctuation and sentence structure
3. excellent editing and proofreading skills

### System Requirements

- Windows 98 or later OR Mac OS 9.0 or later
- 32 MB RAM
- 25 MB hard disk space (additional space required to store voice files)
- Display mode set to 800x600 pixels with 256 colors or higher
- Double-speed CD-ROM
- USB port or Serial port

**Not for Mac Users.** The Hillcrest Beginning Medical Transcription textbook includes a floppy disk that includes templates you will use for transcribing. This diskette is only compatible with PC computers. GES has converted the templates to MS Word format for students who have compatibility issues with the disk, so you will need a word processing program that is compatible with MS Word.

### Special Features

This program is offered online to provide a concise web-based training experience for the independent learner. This course is self-paced and is available for immediate registration.

### Certificate Requirements

A Certificate of Completion will be awarded upon successful completion of all modules in the program. You must earn 70% on all work submitted to receive the certificate.

### Courses

Medical Transcription MDX 906

### Costs

The cost for the entire program is \$1,470. All work must be completed within six months of your registration.

This course is offered cooperatively by California State University, Dominguez Hills and Gatlin Education Services. Due to this format, **fees cannot be refunded.** We encourage you to preview detailed course outlines, demonstrations, and ratings by visiting our website at [www.csudh.edu/extension/healthonline](http://www.csudh.edu/extension/healthonline) and clicking on the course demonstration button.

For student loan information for continuing education students, call The Education Resources Institute (TERI) at (800) 255-8374, extension 2.

### Books and Materials

Digital transcription equipment and all textbooks are included. Students will receive: Medical Terminology Made Easy (with audio), Book of Medical Abbreviations, Hillcrest Medical Center: Beginning Medical Transcription (with audio), and Stedman's Medical Dictionary (with CD ROM).


### Instructors

All instructors will be provided by GES.

### SCHEDULED CLASS

#### Medical Transcription

24 CEUs

Date: Online  
 Time: Self-paced  
 Meetings: 240 Hours  
 Location: Online   
 Fee: \$1,470  
 Instructor: Gatlin Education Services

Course No.: MDX 906 Sec 01

Reg. No.: 38052

For more information:

Call (310) 243-3741

Email [eereg@csudh.edu](mailto:eereg@csudh.edu) or

Visit the website

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

## Alcohol and Drug Counseling Certificate

### The Program

The Certificate Program in Alcohol/Drug Counseling consists of 9 courses designed to prepare individuals for entry into the field at a professional level. The Certificate is widely recognized by alcoholism treatment centers.

### Eligibility Requirements

Students may enter the program in either the Fall or Spring Semester. Applicants should have completed at least two years of college or have at least two years of work experience in a health or human service agency. If the applicant is a recovering substance abuser, two years of continuous sobriety is strongly recommended.

Prospective students must complete an application form and supply transcripts and letters of recommendation. Call (310) 243-3782 for more information.

### Special Features

CSUDH Extended Education is a Continuing Education PCE Provider (#1675)

Six courses offered in this program are degree applicable. Courses transferable to the Human Services Program and their equivalents are as follows:

ADX 301 is equivalent to PSY 367  
 ADX 303 is equivalent to SOC 363  
 ADX 304 is equivalent to PSY 342  
 ADX 305 + ADX 307 is equivalent to PSY 396  
 ADX 306 is equivalent to SOC 320

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

PSY 342 is equivalent to ADX 304  
 PSY 367 is equivalent to ADX 301

# Alcohol and Drug Counseling Certificate

*continued*

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, 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.

## Certificate requirements

Upon satisfactory completion of all eight required courses plus one elective course with a 2.5 grade point average and 300 hours of field work, students will receive a Certificate as recognition of educational achievement and professional status. Students are required to pass each course with a grade of C or better and maintain a 2.5 GPA.

ADX 300, 308, and 309 may be taken on an individual basis without formal entrance into the Certificate Program.

## Orientation

Attendance is required for newly admitted students and for those whose applications are being reviewed. The orientation is scheduled for **Thursday, January 19, 2006 from 6:30-9:30pm at CSUDH EE 1218**

## Spring 2006 Application Submission Deadline

January 6, 2006

## Fall Application Submission Deadline

TBA

## Courses

### Required Courses

Introduction to Alcoholism	ADX 300
Introduction to Counseling	ADX 301
Counseling the Individual	ADX 302
Perspectives on Drug Abuse: Counseling the Substance Abuser	ADX 303
Group Counseling Techniques	ADX 304
Introductory Practicum	ADX 305

Family Dynamics	ADX 306
Advanced Practicum	ADX 307

### Elective Courses (Choose One)

Treatment of Eating Disorders	ADX 308
Cognitive-Behavioral Treatment for Domestic Violence	ADX 309

ADX 300-307 are required. Students may choose either ADX 308 or ADX 309.

## Costs

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.

## Program Instructors

**Jacqueline McDaniel, MA.** Counseling Psychology, Licensed Marriage and Family Therapist and Master Addictions Counselor in private practice.

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

**Jean Hendricks, Ph.D.,** is in private practice in Manhattan Beach.

**Mary Cook Lund, MA,** Clinical Psychologist, Registered addiction specialist and author. Mary has 30 years of clinical teaching experience and has a private practice in San Pedro.

## SCHEDULED CLASSES

### Required Courses

#### Introduction to Alcoholism

3 Ext Units

#### Prerequisite for program

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.

Date:	Jan 23 – May 22
Time:	Mon 6:30-9:30pm
Meetings:	16 (No class 3/20 & 3/27)
Location:	CSUDH EE1205
Fee:	\$420
Instructor:	Mary Cook Lund
Course No.:	ADX 300 Sec 01
Reg. No.:	22219

#### Perspectives on Drug Abuse: Counseling the Substance Abuser

3 Ext Units

#### Prerequisites: ADX 300, ADX 301

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

Date:	Jan 24 – May 16
Time:	Tue 6:30-9:30pm
Meetings:	16 (No class 3/28)
Location:	CSUDH EE1210
Fee:	\$420
Instructor:	James Mc Daniel
Course No.:	ADX 303 Sec 01
Reg. No.:	22222

#### Advanced Practicum II

2 Ext Units

#### Prerequisite ADX 300, ADX 301, ADX 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.

Date:	Jan 24 – May 9
Time:	Tue 6:30-9:30pm
Meetings:	15 (No class 3/28)
Location:	CSUDH EE1205
Fee:	\$280
Instructor:	Jacqueline McDaniel
Course No.:	ADX 307 Sec 01
Reg. No.:	22224

#### Introduction to Counseling Techniques

3 Ext Units

#### Prerequisite for program

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.

Date:	Jan 25 – May 17
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HEALTHCARE

## Alcohol and Drug Counseling Certificate

*continued*

Time: Wed 6:30-9:30pm  
 Meetings: 16 (No class 3/29)  
 Location: CSUDH EE1210  
 Fee: \$420  
 Instructor: Jean Hendricks  
 Course No.: ADX 301 Sec 01  
 Reg. No.: 22220

### Counseling the Individual

3 Ext Units

*Prerequisites: ADX 300, ADX 301*

This course develops an understanding of the psychological factors in 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.

Date: Jan 25 – May 17  
 Time: Wed 6:30-9:30pm  
 Meetings: 16 (No class 3/29)  
 Location: CSUDH EE1205  
 Fee: \$420  
 Instructor: Mary Cook Lund  
 Course No.: ADX 302 Sec 01  
 Reg. No.: 22221

### Family Dynamics

3 Ext Units

*Prerequisites: ADX 300, ADX 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.

Date: Jan 26 – May 18  
 Time: Thu 6:30-9:30pm  
 Meetings: 16 (No class 3/30)  
 Location: CSUDH EE1205  
 Fee: \$420  
 Instructor: Mary Cook Lund  
 Course No.: ADX 306 Sec 01  
 Reg. No.: 22223

### Elective Courses

#### Treatment of Eating Disorders

3 Ext Units

An introduction to the treatment of eating disorders such as Anorexia Nervosa, Bulimia, Compulsive Eating, and Obesity. Biological, psychoanalytic, behavioral, psychosocial, and other theoretical perspectives are explored. The history of the interrelationship of alcohol and food as substances sometimes abuse is explored. The course will provide an overview of techniques necessary for counseling individuals with eating problems.

Date: Jan 26 – May 18  
 Time: Thu 6:30-9:30pm  
 Meetings: 16 (No Class 3/30)  
 Location: CSUDH EE1206  
 Fee: \$420  
 Instructor: James McDaniel  
 Course No.: ADX 308 Sec 01  
 Reg. No.: 22225

For more information:

Call (310) 243-3730  
 Email [bwald@lists.csudh.edu](mailto:bwald@lists.csudh.edu) or  
 Visit the website  
[www.csudh.edu/extension/adx.htm](http://www.csudh.edu/extension/adx.htm)

## Medical Insurance Billing Certificate Award

### The Program

This program provides instruction and hands-on training in how to decipher medical insurance coding and how to process insurance claims accurately to obtain maximum reimbursement.

### Employment Outlook

Medical insurance billing is a stable and lucrative field within the medical industry. The business office of every healthcare provider must provide proper documentation to a number of insurance companies for reimbursement for services. Opportunities for employment of insurance billers include physicians' offices, clinics, hospitals, and medical supply companies. The demand is driven by the growing need for healthcare services of an aging population as well as the need for individuals able to handle the complexities of paper and electronic information.

### Who Should Attend

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

### Eligibility Requirements

This course is open to all individuals interested in learning more about medical insurance billing. Please check prerequisites for individual courses.

### Special Features

Classes are offered on Saturdays on campus and at the Franklin Community Center at 850 Inglewood Ave in Redondo Beach.

### Certificate requirements

A certificate is awarded upon successful completion of each course.

### Courses

Medical Terminology	NBMB 105
Medical Insurance Billing I	NBMB 101
Medical Insurance Billing II	NBMB 102

## Medical Insurance Billing Certificate Award

(continued)

Medical Insurance Computer Billing NBMB 103  
Applied Billing Techniques NBMB 109

### Books & Materials

Books and materials are available in the student bookstore for purchase. Students will use the following textbooks for the program:

- Medical Terminology: A Short Course
- ICD-9-CM Coding Book
- CPT-4 Coding Book
- Insurance Handbook for the Medical Office with Student Workbook

Students should bring the required text to each class.

### Program Instructor

**Victoria Morgan** FHFMA, MS. She is the Principal for Morgan & Associates Health Care Consulting Firm and has over 20 years of experience in healthcare financial management.

### SCHEDULED CLASSES

#### Medical Terminology

Noncredit

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.

Students should bring the required textbook to class: Medical Terminology: A Short Course

Date: Jan 7, Jan 21  
Time: Sat 9am-3pm  
Meetings: 2 (no class Jan 14)  
Location: Franklin Center 7  
Fee: \$110  
Instructor: Victoria Morgan, FHFMA, MS  
Course No.: NBMB 105 Sec 01  
Reg. No.: 15003

#### Medical Insurance Billing I

Noncredit

*Prerequisite: Medical Terminology or equivalent coursework and/or experience are recommended.*

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.

Students should bring the required text to class: CPT-4 Coding Book—latest edition & Insurance Handbook for the Medical Office with Student Workbook

Date: Feb 11, Feb 25  
Time: Sat 9am-3pm  
Meetings: 2 (no class Feb 18)  
Location: Franklin Center 7  
Fee: \$110  
Instructor: **Victoria Morgan**, FHFMA, MS  
Course No.: NBMB 101 Sec 01  
Reg. No.: 21950

#### Medical Insurance Billing II

Noncredit

*Prerequisite: Medical Terminology or equivalent coursework and/or experience are recommended.*

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

- ICD-9 Coding
- Constructing a "clean" claim for Medicare, Medi-Cal and other private insurance companies
- Managed Care Plans: unraveling HMO, PPO and 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)

Students should bring the required textbooks to class: ICD-9-CM Coding Book—latest edition & Insurance Handbook for the Medical Office with Student Workbook

Date: Mar 4, Mar 11  
Time: Sat 9am-3pm  
Meetings: 2  
Location: Franklin Center 7  
Fee: \$110  
Instructor: **Victoria Morgan**, FHFMA, MS  
Course No.: NBMB 102 Sec 01  
Reg. No.: 21951

#### Medical Insurance Computer Billing

Noncredit

Medical Insurance Billing I & II are suggested prerequisites for the class.

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.

Students should bring all required textbooks to class.

Date: Mar 18  
Time: Sat 9am-3pm  
Meetings: 1  
Location: CSUDH EE 1209  
Fee: \$95  
Instructor: **Victoria Morgan**, FHFMA, MS  
Course No.: NBMB 103 Sec 01  
Reg. No.: 21954

#### Applied Billing Techniques

Noncredit

This class will provide hands on practice of the concepts taught in previous classes. Students will be given the opportunity to simulate common activities in a "day in the life" of a Medical Office Biller. Focus will include collecting data, charges, and codes necessary to create Medical Claims.

Students should bring all required textbooks to class.

Date: Mar 25  
Time: Sat 9:00am-2:00pm  
Meetings: 1  
Location: CSUDH EE 1201  
Fee: \$95  
Instructor: Victoria Morgan, FHFMA, MS  
Course No.: NBMB 109 Sec 01  
Reg. No.: 21953

For more information:  
Call (310) 243-3730  
Email [bwald@lists.csudh.edu](mailto:bwald@lists.csudh.edu) or  
Visit the website  
[www.csudh.edu/extension/bmb.htm](http://www.csudh.edu/extension/bmb.htm)

## Advanced Medical Insurance Billing Certificate of Completion

### The Program

This program is designed to give the student with previous experience and/or training in medical billing a more in-depth understanding of complex issues involved in the medical insurance billing industry.

### What You Will Learn

Students will gain practical knowledge to enhance their understanding of medical insurance billing practices as well as learn skills required to operate efficiently in today's medical offices, hospitals and clinics.

### Who Should Attend

This program is best suited to the individual with previous experience and/or training in medical insurance billing including:

- Individuals who have completed the Medical Insurance Billing Certificate Program or similar program
- Experienced healthcare personnel seeking to augment and improve their skills in this field

### Eligibility Requirements

Individuals who have completed the Medical Insurance Billing I & II classes or similar coursework as well as individuals with at least one year of experience in healthcare financial management.

### Certificate requirements

A Certificate of Completion is awarded upon successful completion of three required courses plus one elective course. Those who do not wish to pursue a certificate may take individual courses.

### Courses

#### Required Courses

Adv. Medical Office Billing	NBMB 201
Medical Office Operations & Management	NBMB 202
Regulatory Requirements – HIPPA Compliance & Ethics	NBMB 203

#### Elective Courses

Facility Billing	NBMB 204
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Billing for Skilled Nursing Facilities  
NBMB 205

### Books & Materials

Books and materials are available in the student bookstore for purchase. Students will use the following textbooks for the entire program:

- ICD-9-CM Coding Book
- CPT-4 Coding Book
- Insurance Handbook for the Medical Office with Student Workbook

### Program Instructor

**Victoria Morgan** FHFMA, MS. She is the Principal for Morgan & Associates Health Care Consulting Firm and has over 20 year of experience in healthcare financial management.

### Summer 2006 Scheduled Classes

#### Advanced Medical Office Billing

Noncredit

This course will build upon the topics introduced in Medical Insurance Billing I and II. Course will begin with a review of Procedures and diagnostic coding, including a focus on Evaluation & Management Coding. Advanced topics include detail review of Medicare, Medicaid, 3rd Party Insurance, Worker's Compensation, Blue Cross and Managed Care. Emphasis will include providing payers with "clean claims" and techniques to employ to minimize claims denials. Topics will also include follow-up procedure, collections and utilization of electronic media to improve cash flow and minimize errors.

Date: Jun 3 – Jun 17  
Time: Sat 9:00am – 3:00pm  
Meetings: 3  
Location: Franklin Center 7  
Fee: \$280  
Course No.: NBMB 201 Sec 01  
Reg. No.: 38024

#### Medical Office Operations & Management

Noncredit

This course provides details concerning the Operations within a Medical Practice. This course will cover topics such as: Job Descriptions, Human Resources Office Operations, and Best Practices Budgeting, Accounting, and Cost Analysis.

Date: Jul 8  
Time: Sat 9:00am – 3:00pm  
Meetings: 1  
Location: Franklin Center 7  
Fee: \$95  
Course No.: NBMB 202 Sec 01  
Reg. No.: 38025

#### Regulatory Requirements – HIPPA, Compliance & Ethics

Noncredit

*Prerequisites: For students not presently working in healthcare, completion of Medical Insurance Billing I & II and Advanced Medical Office Billing is required.* This course will focus on the Regulatory Requirements impacting the operation of the Healthcare/Physician Practice.

Major topics include:

- Regulatory Agencies
- Fraud & Abuse
- False Claims Act
- Medical Necessity Denials
- Compliance programs for Physician Offices
- Compliance Programs for 3rd party billing companies
- Healthcare Insurance Portability & Accountability Act (HIPPA)
- Ethics

Date: Jul 15 – Jul 22  
Time: Sat 9:00 am – 3:00pm  
Meetings: 2  
Location: Franklin Center 7  
Fee: \$190  
Course No.: NBMB 203 Sec 01  
Reg. No.: 38026

#### Facility (Hospital/Non-Physician) Billing

Noncredit

*Prerequisites: For students not presently working in healthcare, completion of Medical Insurance Billing I & II and Advanced Medical Office Billing is required.* This course will focus on entitles which bill for facility charges using the UB-92. Specialized billing requirements for Hospital Inpatients, Outpatients, Therapies, and Home Health will be covered. Reimbursement systems such as Diagnostic-Related Groups (DRGs) and Outpatient Prospective Payment System (OPPS or APCs) will be reviewed.

Date: Aug 5  
Time: Sat 9:00am-3:00pm

## Advanced Medical Insurance Billing Certificate of Completion

*continued*

Meetings: 1  
 Location: Franklin Center 7  
 Fee: \$95  
 Course No.: NBMB 204 Sec 01  
 Reg. No.: 38027

### Billing for Skilled Nursing Facilities

Noncredit

*Prerequisites: For students not presently working in healthcare, completion of Medical Insurance Billing I & II and Advanced Medical Office Billing is required.* This course will cover billing requirements for Skilled Nursing Consolidated Billing and Exclusion Billing. Reimbursement system based on RUG Codes will be discussed.

Date: Aug 12  
 Time: Sat 9:00 am – 3:00pm  
 Meetings: 1  
 Location: Franklin Center 7  
 Fee: \$95  
 Course No.: NBMB 205 Sec 01  
 Reg. No.: 38028

For more information:  
 Call (310) 243-3741  
 Email eereg@csudh.edu or  
 Visit the website  
[www.csudh.edu/extendeded/AdvMedInsBill.htm](http://www.csudh.edu/extendeded/AdvMedInsBill.htm)



## Orthotics Certificate Program

### The Program

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.

### Eligibility Requirements

This program 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 a certificate program in Prosthetics as part of Special Sessions.

The **CSUDH Orthotic and Prosthetic Certificate Program** is now located at:  
 24702 Aliso Viejo Parkway  
 Aliso Viejo, CA 92656

For more information:  
 call Kerry Gilbert at the new phone number for Certificate information:  
 (949) 643-5374  
 Scott Hornbeak can also be reached at this number.

## Prosthetics Certificate Program

### School of Health

#### FACT SHEET

California State fulfills the unmet need for O&P practitioners. The U.S. Department of Education identifies O&P training as a national priority with a practitioner deficit. While only eight institutions nationwide currently offer O&P education, the demand for provider services is expected to increase by 25% for orthotic care and 47% for prosthetic care by 2020.

#### Who Should Attend

Students who wish to obtain post baccalaureate training in the field of prosthetics.

This program benefits health care professionals, practitioner assistants, O&P technicians, and other professionals seeking to enhance their knowledge of prosthetic evaluation and provision of prosthetic services.

#### Program Benefits

Evaluation of patients who are in need of artificial limbs (prostheses).

Development of designs appropriate to prosthetic patients.

Fit, fabrication, and follow-up of prosthetic devices.

Understanding of current O&P business and practice management models.

Promotion of professional competency and enhancement of professional practice.

#### Why California State University?

CSUDH offers a comprehensive clinical and didactic Prosthetics Certificate Program which was reaccredited by NCOPE/CAAHEP in 1999.

CSUDH utilizes experience, faculty, curriculum, and teaching materials developed over a 20 year period of successful training.

Qualifies the student to sit for the American Board for Certification (ABC) Examinations in Prosthetics after completion of the certificate program and completion of one year working in an accredited residency program.

HEALTHCARE

## Prosthetics Certificate Program

(continued)

Three nationally recognized faculty members who have been selected by the industry as "Educator of the Year".

Small class size allowing for individualized learning with one-on-one interaction.

Financial aid available.

Excellent professional skills development and team building opportunities with a diverse group of health care professionals.

Advancement of the profession through scholarship, research, and leadership.

### Frequently Asked Questions

#### What are the prerequisites?

Bachelors Degree, preferably in a health related major.

Completion of pre-requisite courses with a grade of "C" or better:

Biology minimum 3 units

Chemistry minimum 3 units

Physics minimum 3 units

Psychology minimum 3 units

Algebra or higher math  
minimum 3 units

Human Anatomy & Physiology (with lab)  
minimum 6 units

*Note: Prior working or volunteer experience in the Orthotics and Prosthetics field is an additional selection criterion.*

#### Is enrollment in the program limited?

Yes. Due to the limited laboratory space, only 16 students can be accommodated in each certificate class.

#### Where is the program located?

The program is located in a new, state of the art laboratory housed by OSSUR, North America, a world leader in prosthetic design and manufacturing.

The clinical laboratory is located in Aliso Viejo, CA, in the center of Orange County.

#### Do I need to fill out a separate California State University application for the Certificate Program?

No, you apply directly to the O&P program. Applications are available online every

January and July.

#### How long does it take to complete the program?

The Prosthetic Certificate can be completed in 6 months, which includes a required 250 hour clinical rotation.

#### When are courses offered?

Certificate courses are offered twice a year at our off site clinical laboratory.

Each class of 16 starts in late August and late January every year.

#### Financial Aid

There are Federal loan programs available.

#### "At the forefront of health careers."

For more information, Call, 949-643-5374

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

For more information:  
call Kerry Gilbert for Certificate  
information:

(949) 643-5374

Scott Hornbeak can also be reached at  
the above number.

Orthotics and Prosthetics Program CSUDH  
(310) 243-2700



## Leader in Quality Assurance Education

Online      On Site      On Campus

CSUDH offers a full range of educational opportunities in Quality ranging from degree programs and certificate programs to seminars on cutting edge topics. Learn how to apply Quality management methods to manufacturing and service enterprises from instructors who are professionals in Quality fields.

### Degree Programs

Master of Science Quality Assurance Options in Manufacturing *Healthcare* Service .....	71
Bachelor of Science Quality Assurance .....	73
B.S. Quality Assurance Measurement Science Option .....	73
Special Major Bachelor of Arts Degree .....	8

### Certificate Programs

Production and Inventory Control Certificate .....	25
Purchasing Certificate .....	24
Project Management Certificate of Completion .....	26

### Individual Course

Lean Enterprise .....	20
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## Quality Assurance Master of Science Online

### The Program

Participants in the Master of Science in Quality Assurance receive education in both the technical and administrative foundations of this dynamic field. Graduates will have been trained in current practices and methods required by management for implementing and improving operational

performance and customer satisfaction.

In order to help manage and lead today's organization toward the objective of "total quality," an interdisciplinary approach is taken to blend study in management, quality concepts, and statistical tools. The curriculum is designed to meet the needs and interests of the working professional. Included are relevant theoretical and practical course work, independent study, interaction with fellow students and leading learning experience.

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.

A unique feature of the MSQA program is the opportunity students have to customize their program of study to include areas of personal and professional interest.

### What You Will Learn

During the course of the program students will acquire knowledge and skills from among the following areas, chosen to appeal to professionals seeking a unique and satisfying interdisciplinary experience:

- Managing a quality organization.
- Planning and implementing a quality assurance program.
- Troubleshooting and solving quality problems both administrative and technical.
- Incorporating quality concepts and human factor techniques in the design of organizational operations.
- Creating and managing supplier control systems.
- Developing and analyzing statistical process control charts.
- Developing and analyzing acceptance sampling plans.
- Design of experiments (analysis of variance techniques).
- Performing quality cost analysis.
- Performing reliability maintainability, and safety systems reviews.
- Performing quality system audits.
- The ISO 9000 Series of Quality System Standards

### Who Should Attend

The Master of Science in Quality Assurance (MSQA) is designed to prepare professionals in manufacturing, service, government, and healthcare for career advancement. Professionals in the following fields, among many others, will benefit: quality, manufacturing, engineering, science, management, health care, government, utilities, retail, insurance, telecommunications, banking, finance, education, entertainment, transportation and other service industries.

Quality Assurance is an interdisciplinary profession utilized in all areas of management. The career opportunities in this rapidly growing field are excellent, as the demand for graduate Quality Assurance professionals continues to increase.

Students can emphasize course work in manufacturing, healthcare or service.

### Admission 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 call (310) 243-3880 for details.

To graduate, 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 thesis must be completed. In addition, the Graduate Writing Assessment and all other requirements as described in the current university catalog must be completed.

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.

If you are interested in taking courses toward specialized Quality Assurance Certificates or Certification Exam Preparation Courses, please see pages 00-00.

QUALITY

# Quality Assurance Master of Science Online

## Scheduled Classes - SPRING 2006

Start date: Jan 17, 2006  
Last day to register: Jan 13, 2006  
Last day of class: April 25, 2006

### Advanced Probability/Statistics

3 Units

Requires 2 semesters of college calculus

Date: Jan 17-April 25  
Location: online ☑  
Fee: \$510  
Instructor: John Miller  
Course No.: QAS 510 Sec 41  
Reg. No.: 22072

### Quality Function Management & TQM

3 Units

Requires Graduate Standing

Date: Jan 17-Apr 25  
Location: online ☑  
Fee: \$510  
Instructor: William Trappen  
Course No.: QAS 511 Sec 41  
Reg. No.: 22073

### Statistical Quality Control & Sampling

3 Units

Requires completion of QAS 510

Date: Jan 17-Apr 25  
Location: online ☑  
Fee: \$510  
Instructor: Dan Dunahay  
Course No.: QAS 513 Sec 41  
Reg. No.: 22076

### Adv Experimental Design

3 Units

Requires completion of QAS 510

Date: Jan 17-Apr 25  
Location: online ☑  
Fee: \$510  
Instructor: Dan Dunahay  
Course No.: QAS 514 Sec 41  
Reg. No.: 22077

### Human Factors in Quality Assurance

3 Units

Date: Jan 17-Apr 25

Location: online ☑  
Fee: \$510  
Instructor: Jim Clauson  
Course No.: QAS 515 Sec 41  
Reg. No.: 22078

### Measurement & Testing Techniques

3 Units

Date: Jan 17-Apr 25  
Location: online ☑  
Fee: \$510  
Instructor: Emil Hazarian  
Course No.: QAS 516 Sec 41  
Reg. No.: 22079

### Quality Project Management

3 Units

Requires Graduate Standing

Date: Jan 17-Apr 25  
Location: online ☑  
Fee: \$510  
Instructor: Robert Spencer  
Course No.: QAS 518 Sec 41  
Reg. No.: 22080

### Supplier Quality Assurance

3 Units

Requires completion of QAS 511

Date: Jan 17-Apr 25  
Location: online ☑  
Fee: \$510  
Instructor: Nannette Monreal  
Course No.: QAS 526 Sec 41  
Reg. No.: 27281

### Statistic Quality Control for Service

3 Units

Date: Jan 17-Apr 25  
Location: online ☑  
Fee: \$510  
Instructor: Dan Dunahay  
Course No.: QAS 530 Sec 41  
Reg. No.: 22086

### Quality Assurance for the Service Delivery Process

Requires completion of QAS 531

3 Units

Date: Jan 17-Apr 25  
Location: online ☑  
Fee: \$510  
Instructor: Keith Fulton  
Course No.: QAS 532 Sec 41

Reg. No.: 22087

### Special Topic: "Lean Thinking"

3 Units

Date: Jan 17 -Apr 25  
Location: online ☑  
Fee: \$510  
Instructor: Gerald Verduft  
Course No.: QAS 595 Sec 41  
Reg. No.: 22088

### Special Topic: Change Management

3 Units

Date: Jan 17 -Apr 25  
Location: online ☑  
Fee: \$510  
Instructor: Robert Spencer  
Course No.: QAS 595 Sec 42  
Reg. No.: 22089

### Special Topic: Evaluation & Outcome

3 Units

Date: Jan 17 -Apr 25  
Location: online ☑  
Fee: \$510  
Instructor: Jim Clauson  
Course No.: QAS 598S Sec 41  
Reg. No.: 22090

### Directed Research

3 Units

Must have 18 units of QAS course work completed and the GVAR and must apply for graduation before enrolling in this course

Date: Jan 17 -Apr 25  
Location: online ☑  
Fee: \$510  
Instructor: William Trappen  
Course No.: QAS 598S Sec 41  
Reg. No.: 22091

### Thesis/Project


3 Units

Requires completion of QAS598S, the Graduate Writing Assessment Requirement (GVAR) & Application to graduate

Date: Jan 17-Apr 25  
Location: online ☑  
Fee: \$510  
Instructor: William Trappen  
Course No.: QAS 599 Sec 41  
Reg. No.: 22092

**Graduation Continuation Course**

Requires completion of QAS598S, the Graduate Writing Assessment Requirement (GWAR) & Application to graduate

Date: Jan 17-Apr 25  
 Location: online   
 Fee: \$170  
 Instructor: William Trappen  
 Course No.: QAS 600 Sec 41  
 Reg. No.: 22094


Start date: January 17, 2006

Last day to register: January 13, 2006

Last day of class: April 25, 2006

**Mathematics for Quality Assurance**

1 Unit

Date: Mar 7-Apr 25  
 Location: online   
 Fee: \$170  
 Instructor: Keith Fulton  
 Course No.: QAS 495 Sec 41  
 Reg. No.: 22071

For more information:  
 visit the web site  
<http://www.csudh.edu/msqa>

**On Site Programs**

All MSQA programs available in-house at your site. Contact [msqa@csudh.edu](mailto:msqa@csudh.edu)

**Quality Assurance Bachelor of Science Quality Assurance Bachelor of Science with Measurement Science Option**

**The Program**

The BSQA program blends studies of the basic sciences, technologies, management principles, quality concepts and statistical tools needed to prepare professionals for careers in Quality Assurance, and enhance the careers of working Quality Assurance professionals. For those students more interested in the technical areas of Quality there is a Measurement Science option.

**Online/On Site**

The online and on site BSQA programs are designed primarily as upper division transfer programs for students who have completed the majority of their lower division general education courses. The program requires no on-campus attendance. Courses are offered throughout the year on a trimester basis.

**What You Will Learn**

- Prepares professionals in Quality Assurance for careers in the design, development, manufacture and support of products and service.
- Meets the needs and interests of the Quality Assurance professional through a combination of theoretical and practical course work, independent study, and interaction with fellow students and leading professionals.
- Provides an interdisciplinary approach that blends the basic sciences, technologies, management principles, quality concepts and statistical tools.
- Provides a well-rounded learning experience as well as preparation for advanced studies (e.g. Masters Degree) by means of a broad based curriculum that includes a culminating project and a practical off-campus internship.
- Enables students to customize their programs of study to include areas of personal and professional interest.
- Develops problem-solving skills with a customer-based focus leading to the continuous improvement of process,

product and service.

**Admission Requirements**

- Minimum of 60 units and completion of all general education requirements of the California State University system with a 2.0 GPA
- Completion of one semester of college-level calculus
- TOEFL score of 550 (for students whose primary language of instruction was not English)

**On Campus Program**

The on-campus BSQA is a four year college program, and general admission requirements for the BSQA at California State University, Dominguez Hills are stated in the current CSUDH catalog.

**SCHEDULED CLASSES**


Start date: Jan 17, 2006

Last day to register: Jan 13, 2006

Last day of class: Apr 25


**Fundamentals of Quality**

3 Units

Date: Jan 17-Apr 25  
 Location: online   
 Fee: \$510  
 Instructor: Keith Fulton  
 Course No.: QAS 200 Sec 41  
 Reg. No.: 22063


**Fundamentals of Measurement**

3 Units

Date: Jan 17-Apr 25  
 Location: online   
 Fee: \$510  
 Instructor: Emil Hazarian  
 Course No.: QAS 220 Sec 41  
 Reg. No.: 22064


**Technical Communications**

4 Units

Date: Jan 17-Apr 25  
 Location: online   
 Fee: \$680  
 Instructor: Craig Carpenter  
 Course No.: QAS 335 Sec 41  
 Reg. No.: 22065

**Statistical Quality Control and Inspection**

3 Units

Date: Jan 17-Apr 25  
 Location: online 

QUALITY

Fee: \$510  
 Instructor: Dan Dunahay  
 Course No.: QAS 330 Sec 41  
 Reg. No.: 22066

**System Failure Analysis**

3 Units

Date: Jan 17-Apr 25  
 Location: online  
 Fee: \$510  
 Instructor: Craig Carpenter  
 Course No.: QAS 445 Sec 41  
 Reg. No.: 22067

**Senior Project**

3 Units

*Prerequisites: Completion of all 300 level courses in the major. To be selected only upon rec-ommendation of a faculty advisor, in instances where it is not desirable for the student to enroll in QAS 496, Internship in Quality Assurance.*

Date: Jan 17-Apr 25  
 Location: online  
 Fee: \$510  
 Instructor: William Trappen  
 Course No.: QAS 499S Sec 41  
 Reg. No.: 22070

To reach the Extended Education Registration office please call (310) 243-3741, fax (310) 516-3971, or by email at eereg@csudh.edu. The telephone number for Extended Education touchtone registration is (310)243-2000.

\*Please note that the last day to enroll in a course has been changed to the Friday before the first class meeting. No enrollments will be accepted after this date

For more information:  
[www.csudh.edu/bsqa](http://www.csudh.edu/bsqa)  
[bsqa@csudh.edu](mailto:bsqa@csudh.edu)  
 (310) 243-3880

**Quality Certificates of Completion**

**The Program**

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.

**Certificates of Completion**

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**

- Quality Function Management & TQM QAS 511
- Quality Project Management & Productivity QAS 518
- Supplier Quality Assurance QAS 526
- or
- Quality Measurement QAS 527
- Certified Quality Manager Preparation (capstone) NBQA 701

**Certificate in Quality Engineering**

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

**Certificate in Quality Auditing**

- Quality Function Management & TQM QAS 511
- ISO 9000 and the Audit Function QAS 525
- Supplier Quality Assurance QAS 526
- or
- Quality Measurement QAS 527
- Certified Quality Auditor (capstone) NBQA 703

**Certificate in Reliability Engineering**

- Advanced Probability & Statistics QAS 510
- Reliability QAS 512
- Statistical Quality Control & Sampling QAS 513
- Certified Reliability Engineer Preparation (capstone) NBQA 704

**Certificate in Software Quality Engineering**

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

**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, at (310) 243-3880.

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

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

For more information:  
[www.csudh.edu/msqa](http://www.csudh.edu/msqa)  
[msqa@csudh.edu](mailto:msqa@csudh.edu)  
 (310) 243-3880

## ASQ Exam Preparation Quality Capstone

### The Program

California State University, Dominguez Hills, 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 bound to enhance your career and personal marketability. 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. 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.

### NBQA 701 Certified Quality Manager (CQM) Exam Preparation

This course provides the student with an in-depth overview of the American Society for Quality (ASQ) Body of Knowledge surrounding the profession of Quality Manager. It is designed to address each aspect in the detail needed to refresh the memory of the Quality Manager aspiring to achieve certification.

### NBQA 702 Certified Quality Engineer (CQE) Exam Preparation

This course serves as a review of the ten major elements of the American Society for Quality (ASQ) Certified Quality Engineer examination.

### NBQA 703 Certified Quality Auditor (CQA) Exam Preparation

This course serves as a review of the five major elements of the American Society for Quality (ASQ) Certified Quality Auditor examination, including:

- General Knowledge, Conduct, Ethics & Audit Administration
- Audit Preparation
- Audit Performance
- Audit Reporting, Corrective Action, Follow-up & Closure
- Auditing Tools & Techniques

### NBQA 704 Certified Reliability Engineer (CRE) Exam Preparation

This course provides the student with all of the fundamental and some of the advanced theories of reliability engineering. The course is designed to assist the student in passing the ASQ Certified Reliability Engineer (CRE) examination.

### NBQA 705 Certified Software Quality Engineer Preparation Capstone

The course provides the student with a nine week overview of the American Society for Quality (ASQ) Body of Knowledge (BOK) surrounding the profession of Software Quality Engineer. This course is not intended as primary instruction in this subject. It is designed to refresh the memory of the Software Quality Engineer aspiring to achieve ASQ Certified Software Quality Engineer (ASQ/CSQE) status. This is ultimately achieved by taking and successfully passing the certification exam offered by ASQ's examination schedule. The ninth and final unit of this class is scheduled for completion during the week of

the ASQ certification exam.

### Certified Quality Manager Exam Prep

NonCredit

Date: Jan 3 - Feb 28

Location: online

Instructor: **Nanette Monreal**

Course No.: NBQA 701 Sec 41

Reg No.: 22082

### Certified Reliability Engineer Exam Preparation

Mar 28-May 16

Date: Jan 3 - Feb 28

Location: online

Instructor: **Michael Falk**

Course No.: NBQA 704 Sec 41

Reg. No.: 22142

### Certified Quality Engineer Exam Preparation

Mar 28-May 16

Date: Mar 28-May 16

Location: online

Instructor: **Catherine French**

Course No.: NBQA 702 Sec 41

Reg. No.: 22084

### Certified Quality Auditor Exam Preparation

Mar 21-May 16

Date: Mar 21-May 16

Location: online

Instructor: **Bhagwan Ramnani**

Course No.: NBQA 703 Sec 41

Reg. No.: 22141

### Certified Software Quality Engineer Exam Preparation

Mar 21-May 16

Date: Mar 21-May 16

Instructor: **William Harwood**

Course No.: NBQA 705 Sec 41

Reg No.: 22143

QUALITY

Exam Prep Course Title	Start Date	Last Day to Register	End Date
NBQA 701 Sec 41 Certified Quality Manager Exam Prep Reg No.: 22082	Jan 3	Jan 6	Feb 28
NBQA 704 Sec 41 Certified Reliability Engineer Exam Prep. Reg No.: 22142	Jan 3	Jan 6	Feb 28
NBQA 702 Sec 41 Certified Quality Engineer Exam Prep. Reg No.: 22084	Mar 28	Mar 24	May 16
NBQA 703 Sec 41 Certified Quality Auditor Exam Prep. Reg No.: 22141	Mar 28	Mar 24	May 16
NBQA 705 Sec 41 Certified Software Quality Engineer Exam Prep. Reg No.: 22143	Mar 21	Mar 17	May 16

## Physical Education, Administration Option Master of Arts in Education

### The Program

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

### What You Will Learn

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.

### Courses

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

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

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

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

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

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

### 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.

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

### For more information:

contact Dr. Mike Ernst, Graduate Program Coordinator, (310) 243-3659 or email [mernst@csudh.edu](mailto:mernst@csudh.edu) or visit the web site <http://www.csudh.edu/extendeded>

## Sports & Recreation

Physical Education, Administration	
Option (MA) Education	.....76
Sports Turf Maintenance	.....76
Personal Fitness Trainer	.....79
Sport & Fitness Psychology	.....78

## Sports Turf Maintenance Certificate of Completion

### The Program

This program provides participants with foundational knowledge and skills needed for employment or advancement in sports turf maintenance and related industries. Students will receive an overview of key areas needed for proper sports field maintenance.

### What You Will Learn

Through lectures and activities students gain practical knowledge and skills needed to support sports turf managers in maintaining sports fields found in schools, universities, public parks and sports stadiums.

### Employment Outlook

The growing popularity of sports played on turf grass such as soccer, football, baseball and golf continues to attract new audiences. As a result, participation and attendance is also on the rise for all levels of play at schools, parks, universities and athletic stadiums. As a result, there is a growing job market for individuals who are able to maintain high quality turf that looks good and is safe for play.

### Who Should Attend

- Individuals interested in pursuing employment and/or advancement in sports turf management
- Landscape maintenance workers groundskeepers, and greenskeepers
- Youth sports coordinators and coaches

# Sports Turf Maintenance Certificate of Completion

(continued)

## Certificate Requirements

A certificate of completion will be awarded upon successful completion of six required courses.

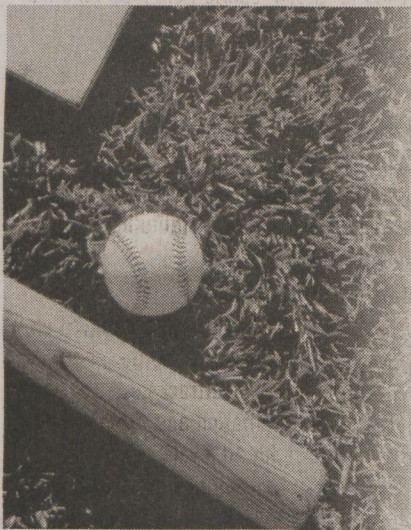
## COURSES

### Required Courses

Turf Grass Science Basics	NMST 101
Soils and its Impact on Sports Turf	NMST 102
Fertilizers	NMST 103
Pest Management Practices for Sports Fields	NMST 104
Sports Turf Irrigation	NMST 105
Sports Turf Management	NMST 106

### Electives

Introduction to Sports Turf Management	NMST 108
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## About the Instructors

**Kelly Parkins, MS**, Parkins & Associates Consulting. She is a California State Certified Pesticide Trainer, Qualified Applicator and Pest Control Advisor. Her expertise includes developing and assessing sports turf maintenance practices, serving as a horticultural and pest management advisor, and conducting training.

**Kent Kurtz, Ph.D.**, Professor Emeritus, CSU Pomona, has served the turfgrass industry both nationally and internationally as a

sports field and golf course specialist. He has prepared stadiums for the Super Bowl, Rose Bowl, Fiesta Bowl, Freedom Bowl and has been involved with tow major league All Star Games. He was the first Executive Director for the Sports Turf Managers Association.

**Kyle Waters, BS**, Superintendent of Sports Turf & Grounds, Home Depot Center. He has managed fields for Oklahoma State University baseball, soccer and football as well as for the AAA Buffalo Bisons Baseball Team.

**Steve Dugas, BS**, Landscape Services Manager, CSU Fullerton, is a California State Certified Arborist, Qualified Applicator and Pest Control Advisor. He is also the past president and founding member of the Greater Los Angeles basin Chapter of the Sports Turf Managers Association.

## SCHEDULED CLASSES

### Turf Grass Science Basics

Noncredit

Students will be introduced to the names and types of turf grasses and learn about the factors that influence its growth. Topics will include a discussion of regional climatic zones in the United States and the types of turf grass that can best adapt to each region.

Date:	Mar 16-Mar 18
Time:	Thu 4:30-7:30pm & Sat 9am-4pm
Meetings:	2
Location:	TBA
Fee:	\$60
Instructor:	TBA
Course No.:	NMST 101 Sec 01
Reg. No.:	22213

### Soils and its Impact on Sports Turf

Noncredit

The practical aspects of soils as they relate to sports fields will be covered. Students will learn about soil types and how the physical properties of soils affects turf grass growth.

Date:	Mar 23-Mar 25
Time:	Thu 4:30-7:30pm & Sat 9am-4pm
Meetings:	2
Location:	TBA
Fee:	\$60
Instructor:	Kelly Parkins, MS
Course No.:	NMST 102 Sec 01
Reg. No.:	22214

### Fertilizers

Noncredit

This course will cover the main components of fertilizers, basic requirements for plant growth and development, and basic application techniques. Students will also learn how to perform basic calculations needed for mixing and applying fertilizers on the field.

Date:	Apr 6- Apr 8
Time:	Thu 4:30-7:30pm & Sat 9am-4pm
Meetings:	2
Location:	TBA
Fee:	\$60
Instructor:	TBA
Course No.:	NMST 103 Sec 01
Reg. No.:	22215

### Pest Management Practices for Sports Fields

Noncredit

The practical strategies and safety practices for controlling and/or preventing weeds, disease, and insects in turfgrass will be introduced. Students will learn about environmental and safety considerations including regulatory agencies governing pesticide usage, licensing requirements for applicators, and labeling.

Date:	Apr 20-Apr 22
Time:	Thu 4:30-7:30pm & Sat 9am-4pm
Meetings:	2
Location:	TBA
Fee:	\$60
Instructor:	Kelly Parkins, MS
Course No.:	NMST 104 Sec 01
Reg. No.:	22216

### Sports Turf Irrigation

Noncredit

This course teaches the basics of sports turf irrigation systems and the basic relationship between soil, water and turfgrass. It will also introduce basic system components employed for efficient operation.

Date:	Apr 27-Apr 29
Time:	Thu 4:30-7:30pm & Sat 9am-4pm
Meetings:	2
Location:	TBA
Fee:	\$60
Instructor:	Kyle Waters, BS
Course No.:	NMST 105 Sec 01
Reg. No.:	22217

SPORTS  
& REC

## Sports Turf Maintenance

### Certificate of Completion

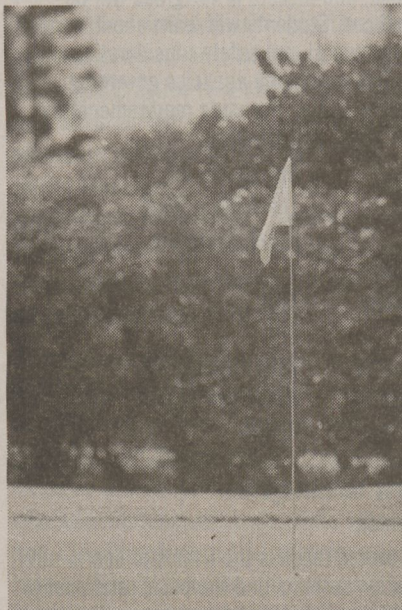
(continued)

#### Sports Turf Management

Noncredit

This course will provide a broad overview of the basic management principles and practices required for establishing and maintaining specific turfgrass systems used in a variety of sports fields.

Date: May 4-May 6  
 Time: Thu 4:30-7:30pm  
 & Sat 9am-4pm  
 Meetings: 2  
 Location: TBA  
 Fee: \$60  
 Instructor: TBA  
 Course No.: NMST 101 Sec 01  
 Reg. No.: 22218



For more information:

Call Babette Wald at 310-243-3730

Email [bwald@lists.csudh.edu](mailto:bwald@lists.csudh.edu) or

Visit the website

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

## Sport & Fitness Psychology

### Certificate

Take one course or the whole certificate to acquire tools to perform your job more effectively or expand your present job skill set. Parent coaches will learn how to build cooperative teams. High school coaches can use these courses towards a teaching credential. Fitness instructors can increase their employability. Athletes will advance their careers.

Best of all, you can do all of this anywhere, anytime via our online courses.

#### Courses

The Sport and Fitness Psychology Certificate Program consists of 5 courses of 3 units each.

#### The Five Courses

##### PSY 480: Sport Psychology

An in-depth analysis and application of psychological principles and research in motivation, psychophysiology, personality, cognition, and emotion in sport settings.

##### PSY 481: Applied Sport and Fitness Psychology

Scientific research results in the field of psychology are used to illustrate how participation in sports and physical activity can facilitate psychological development and physical well-being.

##### PSY 482: Psychology of Coaching and Team-Building

Group processes, team-building techniques, leadership skills, and interpersonal communication skills will be applied to the enhancement of team sports performance and individual well-being.

##### PSY 483: Contemporary Issues in Sport and Fitness Psychology

Psychological theories will be applied to the identification and treatment of problems people who participate in sports may have as well as applied to the promotion of mental health.

##### PSY 484: Internship in Sport and Fitness Psychology

Supervised application of psychological principles applied to sports and fitness to promote performance and optimal well-being. A special feature of this program is the opportunity to work with professional teams at the Home Depot Center or Staples Center in Los Angeles through a cooperative arrangement with the Anschutz Entertainment Group.

#### Faculty

**Beverly B. Palmer, Ph.D.** Professor, Department of Psychology, California State University, Dominguez Hills. Dr. Palmer is an expert in creating online instructional programs that are maximally interactive and engaging. In addition to receiving the Outstanding Professor award at California State University, Dominguez Hills, Dr. Palmer has a private practice as a clinical psychologist in Torrance, California, where she helps athletes achieve optimal performance and helps corporate administrators apply the principles of team-building to a variety of situations. contact: [bpalmer@csudh.edu](mailto:bpalmer@csudh.edu)

**Mark Cartiglia, Ph.D.** Instructor, Department of Psychology, California State University, Fullerton

Besides teaching at California State University, Fullerton, Dr. Cartiglia also teaches an online course at North Central University. His areas of interest include psychological testing and sport psychology. contact: [cartiglia@fullerton.edu](mailto:cartiglia@fullerton.edu)

**Ruben Barajas, M.A.** Executive Director, The Scott Newman Center, Torrance, California

Mr. Barajas has developed the programs at the Scott Newman Center, which provides a national community outreach/drug prevention program through a summer camp for adult women and their children. Since 1988 Ruben has competed in over 50 triathlons.

Contact: [reuben@scottnewmancenter.org](mailto:reuben@scottnewmancenter.org)

For more information:

Contact Joanne Zitelli at

[jzitelli@csudh.edu](mailto:jzitelli@csudh.edu) or

Visit the website

<http://www.csudh.edu/extendeded/sportpsychology.htm>



## Personal Fitness Trainer Certificate



### The Program

Whether you are looking to change careers or just want to enhance your knowledge, this course provides you with all the information you need to become a Certified Personal Trainer.

### What You Will Learn

The course is taught over a six-week period consisting of 15 hours of lectures including the following topics: anatomy, exercise physiology, nutrition, musculoskeletal injuries, and health screening. The program also includes 15 hours of "hands-on" practical training that prepares you to work individually with clients.

### Employment Outlook

Top personal fitness trainers make \$60,000 or more a year while the median salary is nearly \$30,000 according to the Bureau of Labor Statistics. Employment in California for fitness trainers is due to increase over 50% from 2002 to 2012.

### Who Should Attend

Fitness enthusiasts or anyone seeking a new career in the health and fitness industry.

### Eligibility Requirements

There are no prerequisites required for the program. Proof of CPR is required before the certificate can be issued.

### Special Features

A twenty-hour internship will help prepare you to work in the fitness field.

### Certificate requirements

The National Exam is held on the 6th week. Proof of CPR and internship is required before the certificate can be issued.

### Costs, Books, & Materials

The cost of the program is \$399.

Students are also required to purchase a textbook, *ACSM Health Fitness Instructor Handbook*, 4th edition by Howley and Franks.



### For more information:

Call Babette Wald (310) 243-3730  
Email [bwald@lists.csudh.edu](mailto:bwald@lists.csudh.edu) or  
Visit the website  
[www.csudh.edu/extension/cmh.htm](http://www.csudh.edu/extension/cmh.htm)  
or Call Ryan Stavella (888) 330-9487  
or  
email [witswest@cox.net](mailto:witswest@cox.net)  
or [www.witseducation.com](http://www.witseducation.com)

### Scheduled Classes

#### Fitness Certification

This course includes 15 hours of lectures that include the following topics: anatomy, exercise physiology, nutrition, musculoskeletal injuries, and health screening. It also includes 15 hours of "hands-on" practical training covering evaluating clients, equipment usage, biomechanics or exercise and weight-training techniques and program design.

Date: Jan 21 - Mar 4  
Time: Sat 9am-4pm  
Meetings: 6 (no class Feb 18)  
Location: EE 1221 & Fitness Center  
Fee: \$399  
Instructor: TBA  
Course No.: NHEX 110 Sec 01  
Reg. No.: 22202

**Academic Programs**

**Masters Degree Programs**

Business Administration (MBA) (online) . . . . . 7  
 Education, Physical Education Administration (MA) . . . . . 76  
 Engineering Management (MSEM) online . . . . . 6  
 Humanities (MA) (correspondence) . . . . . 80  
 Negotiation, Conflict Resolution & Peacebuilding (MA) (online) . . 81

Nursing (MS) (online) . . . . . 59  
 Public Administration (MPA online) 82  
 Quality Assurance (MS) (online) .71  
 Bachelors Degree Programs  
 Applied Studies (BS) . . . . . 83  
 Nursing (BS) (online) . . . . . 60  
 Production and Inventory Control (Special Major) (BA) . . . . . 8  
 Quality Assurance (BS) (online) .73  
 Quality Assurance w/Measurement Science Option (BS) (online) . . . . . 73

**Certificate Programs**

Alcohol & Drug Counseling . . . . . 64  
 Assistive Technology . . . . . 54  
 Community College Teaching . . 55  
 Production & Inventory Control .24  
 Purchasing . . . . . 26

**Credential Program**

Adult Education Teaching Credential . . . . . 52

**Humanities (HUX)**

**Master of Arts**

**30 Years of Achievement in Distance Learning through Correspondence Study**



**The Program**

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 30-unit graduate degree program is fully accredited. Students may take 5 years to complete the program. The cost is \$175.00 per unit.

**What You Will Learn**

- Practice in-depth critical appreciation of key works in the Humanities
- Skillfully apply research methods and analytical writing
- Use frameworks and theory to examine events and cultural products from western and nonwestern societies
- Engage in study that promotes reflection and exchange of ideas

**Special Features – 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
- Course guides designed by CSUDH professors.
- Opportunities for mentored independent research courses
- Disciplinary, Interdisciplinary, and Creative Study concentrations available

**Degree Requirements**

- Phase I Core Courses: 3 to 5 Defining Courses focusing on individual disciplines and representative writers, approaches, and works
- Phase II Options: Single Discipline, Interdisciplinary, or Creative Study concentrations for approved applicants
- Phase III Capstone Experience: Formal thesis or project

**"I feel that the Master's Degree in Humanities has broadened my perspective and my ability to make sense of information."**

*Andrew Cox, HUX Graduate and winner of the CSUDH Outstanding Thesis of the Year, 2000*

For more information or a HUX M.A. information packet and application, contact:

Humanities External Master's Degree  
 California State University, Dominguez Hills  
 1000 East Victoria Street  
 SAC 2-2126  
 Carson, CA 90747

Email: [huxonline@csudh.edu](mailto:huxonline@csudh.edu)  
 Voice: (310) 243-3743  
 Monday-Friday 8am-5pm  
 (Pacific Time)

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

All program information is available on the website.

For more information:  
 email: [HUXOnline@csudh.edu](mailto:HUXOnline@csudh.edu)  
 website: <http://www.csudh.edu/hux/>

**Master of Arts in Negotiation, Conflict Resolution and Peacebuilding\* –Distance Learning**

Online!

**The Program**

The Master of Arts in Negotiation Conflict Resolution and Peacebuilding Program (MA/NCRP 30 units) involves a comprehensive study of the practical skills, methods, theory, and research required to be an effective negotiator, conflict resolver and peacebuilder. The degree addresses needs of beginning and mid-career professionals in government, business, and non-profit organizations, and those interested in a career change.

# Master of Arts in Negotiation, Conflict Resolution and Peacebuilding\*

(continued)

## Admission

Admission Application Deadline: May 1 for

Fall. Students are admitted on a cohort basis. Completed applications and supporting documentation must be received no later than May 1 for admission to the following Fall semester.

The requirements for admissions are as follows:

- GPA of 3.20 or above (using a 4-point scale) in any major during the last 60 semester units or 90 quarter units
- Degree from an accredited college or university
- Students whose primary language is not English must meet the University TOEFL requirement
- Each applicant must submit a 500 word personal statement describing:
  1. The applicant's background relative to the area of study
  2. Reason for seeking the degree
  3. How the applicant plans to use the degree once obtained
- Three letters of reference are also required, specifically addressing the applicant's suitability for a degree in the area of negotiation and conflict management

Applications should be requested from:  
Division of Extended Education  
California State University Dominguez Hills  
1000 E. Victoria Street  
Carson, CA 90747 USA  
NCM Program EE1431

Or  
Send your mailing address to:  
negotiation@csudh.edu

## Special Features – Distance Learning with a Difference

The degree can be completed without coming to the campus by anyone anywhere in the world who has Internet access. Any student with a PC Pentium II and reliable access to

the Internet should be able to attend class online.

Classes are both synchronous and asynchronous. Current platform subject to change. Students will be notified. Synchronous involves a live, interactive lecture that is accessed through the internet. Students also have the option to review broadcast lectures at a later time by accessing them through the archive.

Asynchronous involves completing assignments posted at the course website on or off line at your convenience.

Communication with instructors during class is either by toll-free telephone lines (in the U.S. and Canada) or by Instant Messaging using the Internet.

Additional features include home pages for students and instructors, chat and discussion rooms, electronic submission and return of papers. Access to personal course records is individual and secure at all times. Students can complete the course of study in two years or they have up to five years to complete the program. Students must maintain continuous enrollment in the NCR program.

## Degree Requirements

Courses are broadcast via Internet webcast 6:00 pm to 9:00 pm Pacific Standard Time (PST) on specified days.

Courses are archived for later viewing for those out of the PST zone.

Currently, the program consists of the following courses:

### A. Required Courses (15 units)

to be taken in the order listed (the sequence of NCR 504, 507, 508 may be altered by consent of the program coordinator)

#### 1. Negotiation Area of Emphasis

Theories of Conflict (3)	NCR 504
Seminar: Research Design and Interpretation (3)	NCR 507
Communication and Conflict (3)	NCR 508
Negotiation Tactics (3)	NCR 522
Alternative Dispute Resolution Processes (3)**	NCR 544

#### 2. Mediation Area of Emphasis

Theories of Conflict (3)	NCR 504
Seminar: Research Design and Interpretation (3)	NCR 507
Communication and Conflict (3)	NCR 508

Negotiation Tactics (3)	NCR 522
Mediation (3)**	NCR 525

### 3. Arbitration Area of Emphasis

Theories of Conflict (3)	NCR 504
Seminar: Research Design and Interpretation (3)	NCR 507
Communication and Conflict (3)	NCR 508
Negotiation Tactics (3)	NCR 522
Arbitration (3)**	NCR 527

### B. Elective Courses (9-12 units,

depending on whether 6 or 3 units are completed for the Capstone requirement) to be taken from the following (as they become available) to bring the total to 30\*\*\*

Internship in Conflict Resolution (3)	NCR 529
Online Dispute Resolution (3)	NCR 530
Divorce and Family Mediation (3)	NCR 531
Dispute Resolution Clinical Studies (3)	NCR 532
Labor Conflict (3)	NCR 533
Organizational Conflict (3)	NCR 535
Dispute Resolution for Sports (3)	NCR 536
International Conflict (3)	NCR 537
Seminar: Public Policy Conflict (3)	NCR 538
Seminar: Community Conflict (3)	NCR 540
Restorative Justice (3)	NCR 541
Collaborative Law (3)	NCR 542
Reducing School Violence through Conflict Resolution (3)	NCR 543
Intercultural Conflict Resolution (3)	NCR 545

Cross-cultural Family Values and Behavior (3)	MFT 580
Legal and Ethical Aspects of Counseling (3)	MFT 584

\*\* (When this is not a required course for the designated area of emphasis it may be taken as an elective)

\*\*\* (NCR 525, 527, or 544, as applicable, may be added to this list of elective courses when not required for the respective area of emphasis)

### C. Graduate Writing Assessment Requirement (GWAR)

must be met upon admission through either (i) prior graduation from a California State University campus other than Dominguez Hills in 1984 or later, (ii) a score of eight (8) on the Graduate Writing

DEGREE  
PROG

Examination (GWE), or (iii) passing another examination (like our GWE) that is certified as meeting the requirement by the CSUDH GEAR Coordinator. Otherwise, students will be required to enroll in the Graduate Writing Course (presently NCR 595.01) as their first course and without credit toward the 30-unit minimum for the master's degree. A grade of "B" will be required to "pass" this course.

**D. Capstone (Culminating Event) Requirement**

1. NCR 591 (3 units) is the Capstone course for those electing to take the comprehensive examination as their culminating event. Students will be limited to two (2) attempts to pass the comprehensive examination. Once election of the comprehensive examination as the culminating event has been made, students will not be permitted to change their election to a thesis or project.
2. The revised degree required core curriculum consists of NCR 504, 507, 508, 522, and either 525, 527, or 544. If a thesis or project is elected as the culminating event, then NCR 598 and 599 will be required (but together may not exceed a total of 6 units). If the comprehensive examination is elected as the culminating event, NCR 598 and 599 will not be required but 591 will be substituted. (Once election of the thesis or project as the culminating event has been made, students will not be permitted to change their election to the thesis or project.)
3. After calculating these adjustments, any remaining units required to reach 30 may be satisfied by electives from the available courses set forth in section B above.

**COST**

Current fees are \$225 per unit (*subject to change*). Additional expenses (at current rates, "*subject to change*"): \$35 examination fee, a \$35 diploma fee, books estimated at \$750 total, and personal Internet Service Provider fees.

For more information:  
call (310) 243-3741,  
email [plabaun@csudh.edu](mailto:plabaun@csudh.edu) or  
visit the web site  
<http://www.csudh.edu/negcon>

**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**

**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.

**What You Will Learn**

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.

**Special Features**

**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.

**Eligibility 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.

**Costs**

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.

**Accreditation**

The Master of Public Administration Program is accredited by the National Association of Schools of Public Affairs and Public Administration.

Applications for the MPA Online program are available on the MPA Online web-page [www.mpaonline.csudh.edu](http://www.mpaonline.csudh.edu). The website provides information on the application procedure, requirements, fees, and deadlines.

**Application and Registration Deadlines**

Contact the MPA Online Program Office at (310) 243-3917 or email [mpaonline@csudh.edu](mailto:mpaonline@csudh.edu)

For more information:  
call Ken Poertner (310) 243-3165, or  
Malaika Horne, Program Assistant  
(310) 243-3917  
email [eereg@csudh.edu](mailto:eereg@csudh.edu) or visit the web  
site <http://mpaonline.csudh.edu/>

# Bachelor of Science in Applied Studies

## The Program

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

## Goals

- To provide majors with the foundation necessary to facilitate occupational achievement and leadership by bridging technical skills, knowledge and background with management, administration, and communication skills
- To assist majors in achieving leadership in their respective fields by providing focused studies in appropriate disciplines for occupational leadership and providing breadth of knowledge through social sciences, natural sciences, and humanities
- To enable majors to obtain key transferable skills for the workplace in the areas of critical reasoning, problem solving, and clear communication
- To provide a degree completion program that combines quality and efficiency by emphasizing flexible delivery, convenient scheduling and continuous faculty advising

## Benefits

- Transfer up to 18 units of technical coursework not typically transferable in other bachelors programs
- Satisfy individual educational and career goals
- Enhance professional status by completing a bachelor's degree and preparing for leadership positions in chosen occupation
- Acquire problem-solving skills through a curriculum that emphasizes analytical thinking, effective communication skills, and application of management and leadership theories
- Attend courses in formats and at times and locations convenient to you
- Earn a quality degree in an affordable manner

## Admission Requirements

Applicants will qualify for admission to CSU,

Dominguez Hills' Applied Studies Program if they have completed 56 transferable semester college units, have a grade point average of "C" (2.0) or better, and have completed the four (4) general education basic skills courses with grades of "C" or better: freshman composition, college math, critical reasoning/logic, and speech. Maximum number of units accepted from a community college is 70 semester units. See the APS website for steps to apply at [www.csudh.edu/apscoast](http://www.csudh.edu/apscoast) or call for a fact sheet at 1-877-GOHILLS)

## Special Features

The curriculum enables students to receive upper division instruction leading to a baccalaureate degree from California State University without leaving the community college setting. CSU faculty will travel to the convenient Coastline Garden Grove Center to conduct evening courses for working adults. Applied Studies is designed to incorporate up to 18 units of coursework in applied skills from the technical associate degree into a flexible course of study to accommodate individual career paths toward occupational leadership. Through intensive advising and participation in APS 395 and 490, specially designed courses focused on occupational leadership theory and practice, students will be guided through an interdisciplinary curriculum that blends skills and perspectives from liberal arts, social sciences and technical fields.

## Degree Requirements

### A. General Education

Remaining General Education requirements and the Graduation Writing Requirement

### B. Liberal Arts Component (18 upper division units)

Upper division units from the Colleges of Liberal Arts and Natural and Behavioral Sciences, including the nine-unit upper division general education breadth requirements and three additional upper division liberal arts courses (9 units)

### C. Ethos of the Liberal Studies and the Role of Work (3 units)      APS 300

### D. Applied Component (18 upper division units)

The following courses or other courses by advisement:

Management Theory (3 units)      MGT 310

Organizational Behavior (3 units)      MGT 312  
 Human Resource Management (3 units)      MGT 313  
 Principles of Marketing (3 units)      MKT 350  
 Administration of Financial Resources (3 units)      PUB 302  
 Public Personnel Administration (3 units)      PUB 303  
 Industrial and Organizational Psychology (3 units)      PSY 372  
 Contracts and Negotiations (3 units)      LBR 411  
 Labor Law (3 units)      LBR 412  
 Sociology of Work (3 units)      SOC 315

### E. Capstone Seminar (3 units)

Seminar in Occupational Leadership (3 units)      APS 490

### F. Electives

After completing requirements for a minor, electives sufficient to reach a total of 120 units

For more information:  
 call Jeff Badrtalei  
 (310) 243-3575  
 email [jbadrtalei@csudh.edu](mailto:jbadrtalei@csudh.edu)  
<http://www.csudh.edu/apscoast>  
 CSUDH College of Extended & International Education:  
 877-GO HILLS (877-464-4557)

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## Mediated Instruction & Distance Learning

### TV Classes are broadcast live

from specially equipped classrooms on the campus to provide a truly interactive learning experiences. 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.

TV classes can be seen on Time-Warner Cable Television in the South Bay (channel 6 in Torrance, Hawthorne, Lawndale, Gardena and El Segundo) on L@36, (the Los Angeles City Cable Television Education Interconnect Channel) and CityTV Channel 16 in Santa Monica.

Be sure to check your local cable listings for the location of DHTV in your area.

All of the classes are also broadcast on the Internet. For more information about viewing classes on the Internet, visit our website at <http://dominguezonline.csudh.edu> or call (310) 243-2288.



### 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:

<http://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.

Many CSUDH internet classes are conducted via the easy-to-use Blackboard software

Visit the Blackboard website:  
<http://toro.csudh.edu>

### Young Scholar Program

The Young Scholar Program provides high school and Community College students an opportunity to enroll in 2 distance learning courses and earn up to 6 units of college credit for \$3.50. Credits will be recorded on a transcript at Cal State Dominguez Hills and are fully transferable to other colleges and universities.

Courses are taught using a combination of TV/Internet broadcasts and a course website. Students who cannot view the live class will have access to archived video files of the webcasts.

Classes can be seen on **L@36** which serves cable television subscribers in the City of Los Angeles, **Channel 6** in the South Bay, City View **Channel 16** in Santa Monica/Malibu, **Channel 64** in Pasadena and a number of other cable television systems in southern California. Television viewers will be given a toll-free number they can use to speak with the instructor during the live broadcast. Students will also be able to see the broadcast and send email to the instructor on the Internet. Internet viewers will need at least a PC Pentium II or a G4 Mac with 128 MGs of RAM and a robust, reliable connection to the Internet. Students can go to: <http://dominguezonline.csudh.edu> to download the software and preview the university's webcasting application.

**Each student must also identify an adult at the school site who will serve as his or her sponsor. The sponsor will be asked to verify assignments and proctor examinations.**

Courses will be offered in the fall. If you are interested in learning more about these courses or would like an application, call the Center for Mediated Instruction and Distance Learning at (310) 243-2288 and ask to speak with Joy Jones EdD, Administrator of the Young Scholar Program.

Open to high school juniors and seniors and community college students for \$3.50

### Degree Programs

BS Nursing	.60
BS Quality Assurance	.73
MA Negotiation, Conflict Resolution & Peacebuilding	.81
MBA	.7
MPA	.82
MSEM	.6
MS Nursing	.59
MS Quality Assurance	.71

### Certificate Programs

Assistive Technology	.54
Community College Teaching	.55
Production & Inventory Control	.24
Purchasing	.26

### Self-Paced Courses

Business	.9
Computers & Technology	.36
Education	.47
Healthcare	.59
Paralegal	.85

### SCHEDULED CLASSES

#### Young Scholar Program

Classes begin February 6, 2006

#### Introduction to Astronomy

Date:	Feb 6
Time:	Mon & Wed 3 - 4pm
Meetings:	27 Sessions
Instructor:	<b>Bruce Betts</b> , The Planetary Society
Course No.:	PHY 195 Sec 91
Reg. No.:	21081

#### Introduction to Television, Film & Theatre

Date:	Feb 7
Time:	Tue & Thu 3 - 4pm
Meetings:	26 Sessions
Instructor:	<b>Bill DeLuca</b>
Course No.:	THE 100 Sec 91
Reg. No.:	22212

#### General Education Courses

Classes begin January 24, 2006

#### Jazz in the Modern Era

Date:	Jan 24
Time:	Tue 7 - 10pm
Meetings:	14 Sessions
Instructor:	Chet Hanley
Course No.:	IDS 336 Sec 91
Reg. No.:	TBA

**Politics of the Middle East**

Date: Jan 28  
 Time: Sat 12 -3pm  
 Meetings: 12 Sessions  
 Instructor: Hamoud Salhi  
 Course No.: POL 495 Sec 91  
 Reg. No.: TBA

**Gardens of California**

Date: Jan 29  
 Time: Sun 12 - 3pm  
 Meetings: 12 Sessions  
 Instructor: Frank McDonough, Botanist  
 Los Angeles County Arboretum  
 Course No.: IDS 350 Sec 91  
 Reg. No.: TBA

**Teacher Education Courses**

Classes begin January 21, 2006

**Language Learning**

Date: Jan 21  
 Time: Sat 9 - 11am  
 Meetings: 13 Sessions  
 Instructor: TBA  
 Course No.: TED 407 Sec 97  
 Reg. No.: 20630

**Multicultural Education**

Date: Jan 22  
 Time: Sun 9 - 11am  
 Meetings: 13 Sessions  
 Instructor: Janice Filer  
 Course No.: TED 415 Sec 93  
 Reg. No.: 20684

**Special Programming**

**The President's Notebook**

Date: Jan 29  
 Time: Sun 11 - 11:30am  
 Meetings: 12 sessions  
 Instructor: Dr. James E. Lyons Sr.,  
 President, CSU Dominguez Hills

**Lifelong Learning for Seniors**

**Ollionline**

Date: Feb 8  
 Time: Wed 1 - 2pm  
 Meetings: 14  
 Location: www.ollionline.tv  
 Live/Microwave  
 Instructor: TBA

see page 90 and www.ollionline.tv

**Law for Life: The Paralegal Certificate Course®**

**An Intensive Two-Part Program for Professionals**

**The Program**

This intensive, nationally acclaimed program is designed for beginning as well as advanced legal workers.

**What You Will Learn**

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 are online.**

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.

**Costs**

Textbooks: Part I: Federal Civil Rules Booklet: Introduction to Paralegalism, 6th edition, by William Statsky. Basics of Legal Document Preparation, by Robert Cummins, Paralegal

Procedures and Practices, and A Paralegal Primer, 3rd edition, by Scott and Lisa Hatch, which are available for approximately \$230 from the Center for Legal Studies.

Part II: Students will use the same required texts from Part I. Additional textbooks will vary depending on the topic(s) taken.

Advanced Legal Research: Cohen and Olsons' Legal Research in a Nutshell, 8th edition.

Constitutional Law: Barron and Dienes' Constitutional Law in a Nutshell, 5th edition.

Family Law: Krause's Family Law in a Nutshell, 4th edition.

Mediation: Nolan-Haley's Alternative Dispute Resolution in a Nutshell, 2nd edition.

Estate Planning: Lynn's Introduction to Estate Planning in a Nutshell, 5th edition.

Business Law: Basics of Legal Document Preparation, by Robert Cummins.

Bankruptcy Law: Basics of Legal Document Preparation, by Robert Cummins and A Paralegal Primer, 3rd edition, by Scott and Lisa Hatch.

Criminal Law: Loewy's Criminal Law in a Nutshell, 4th edition

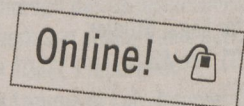
Victim Advocacy: No required textbook.

**Fees for this program include:**

- Handouts and a voluntary internship for those students finishing in the top 25% of the class who also desire legal experience
- Two weeks of WESTLAW access
- Job Placement Assistance

**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.



**SCHEDULED CLASSES**

**Paralegal Certificate Course Part I**

Noncredit

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

DISTANCE LEARN

**Law for Life: The  
Paralegal Certificate  
Course®  
An Intensive Two-Part  
Program  
for Professionals**

*(continued)*

- Legal Writing, Appellate Procedure, and Law Office Administration
- An Introduction to Domestic Relations, Wills and Trusts
- Introduction to Corporations, Partnerships, Contracts and Bankruptcy

**Paralegal Certificate Part I**

**Noncredit**  
Date: Jan 9 - Apr 21 No classes the week of Feb 27  
Location: Online ☺: 14 weeks of online instruction  
Fee: \$989  
Instructor: Center for Legal Studies  
Course No.: NBLG 201 Sec 41  
Reg. No.: 22276

**Paralegal Certificate Part I**

**Noncredit**  
Date: Mar 6 - June 16 No classes the week of April 24  
Location: Online ☺: 14 weeks of online instruction  
Fees: \$989  
Instructor: Center for Legal Studies  
Course No.: NBLG 201 Sec 42  
Reg. No.: 38282

**Paralegal Certificate Part I**

**Noncredit**  
Date: May 1 - Aug. 11. No classes the week of June 19, 2006.  
Location: Online ☺: 14 weeks of online instruction  
Fees: \$989  
Instructor: Center for Legal Studies  
Course No.: NBLG 201 Sec 42  
Reg. No.: 38283

**Paralegal Certificate Part II**

**Noncredit**  
To receive a certificate, students must complete at least 6 of the 9 substantive law topics. Students may choose any of the following topics:  
• Advanced Legal Research and Writing  
• Mediation and Other Forms of ADR  
• Constitutional Law and Civil Liberties  
• Criminal Law  
• Family law  
• Estate Planning: Probate, Wills and Trusts  
• Business Law Practice  
• Bankruptcy Law Practice  
• Victim Advocacy  
Date: Jan 9 - April 21  
Location: Online ☺: 14 weeks of online instruction  
Fees: \$1,350  
Instructor: Center for Legal Studies  
Course No.: NBLG 202 Sec 41  
Reg. No.: 22277

**Paralegal Certificate Part II**

**Noncredit**  
Date: Mar 6 - June 16. No classes the week of April 24  
Location: Online ☺: 14 weeks of online instruction  
Fees: \$1,350  
Instructor: Center for Legal Studies  
Course No.: NBLG 202 Sec 42  
Reg. No.: 38333

**Paralegal Certificate Part II**

**Noncredit**  
Date: May 1 - Aug. 11. No classes the week of June 19, 2006.  
Location: Online ☺: 14 weeks of online instruction  
Fees: \$1,350  
Instructor: Center for Legal Studies  
Course No.: NBLG 202 Sec 42  
Reg. No.: 38335

**SUMMER**

**Paralegal Certificate Course Part I**

**Noncredit**  
Date: Jun 27 - Oct. 6. No classes the week of August 14, 2006.  
Location: Online ☺: 14 weeks of online instruction  
Fee: \$989  
Instructor: Center for Legal Studies  
Course No.: NBLG 201 Sec 41  
Reg. No.: 40014

**Paralegal Certificate Course Part II**

**Noncredit**  
Date: Jun 27 - Oct. 6. No classes the week of August 14, 2006.  
Location: Online ☺: 14 weeks of online instruction  
Fee: \$1,350  
Instructor: Center for Legal Studies  
Course No.: NBLG 202 Sec 41  
Reg. No.: 40015

For more information:  
call (310) 243-3741,  
email eereg@csudh.edu or  
visit the web site  
<http://www.csudh.edu/extendeded>



## The American Language & Culture Program

### (ESL, ESP & VESL)

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 limited to 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 both native and 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, medical, 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. Classes can be offered on-line.

#### 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

20-25-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.

#### 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.

#### 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.

#### 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.

#### 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.

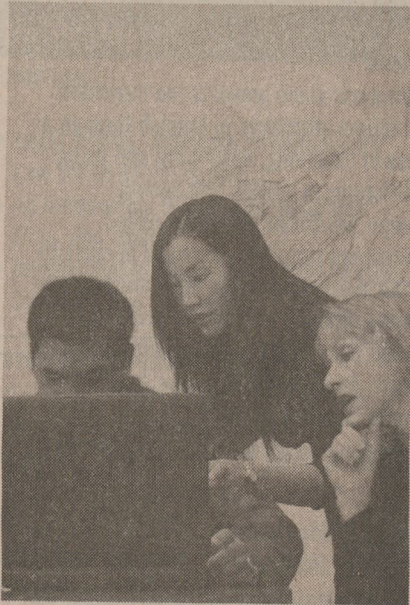
- TOEFL Preparation
- Language Lab, Internet Café & e-mail
- WWW and Internet Access
- Pronunciation and Accent Reduction
- Sports, Activities, Field Trips, Movies & Music

For more information:  
call Tajauta Ortega (310) 243-3830,  
email [alcp@csudh.edu](mailto:alcp@csudh.edu) or  
visit the web site  
<http://www.csudh.edu/alcp>

ESL

**The American Language & Culture Program (ESL, ESP & VESL)**

(continued)



**English Language Courses**

For beginning, intermediate and advanced international students, youth programs and on site work programs  
Call (310) 243-3830 for more information or visit us on the web: [www.csudh.edu/alcp](http://www.csudh.edu/alcp)

**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.

2006 Schedule			
SESSION	TESTING & ORIENTATION	*CLASS DATES	**TUITION
Spring Spring A Mid-session start	Orientation Jan 3	Class Dates Jan 4 - Feb 24 Jan 30	Tuition \$1,600 per session
Spring B Mid-session start	Feb 27 - 28	Mar 1 - April 21 Mar 27	\$1,600 per session

Resident aliens, H-1b and green card holders: ask about our special discounted fees!

\* Students may begin their studies on any of the testing and orientation days.  
\*\* \$100 An additional discount is given for pre-payment of two consecutive 8-week sessions (after the initial 2 session minimum)

- 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:  
call Tajauta Ortega (310) 243-3830,  
Fax: (310) 516-4418  
email [alcp@csudh.edu](mailto:alcp@csudh.edu) or  
visit the web site  
<http://www.csudh.edu/alcp>  
Registration: Tel. (310) 243-3830

## Omnilore - Learning in Retirement



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.

Courses of general interest, including fitness, workshops in fine arts & humanities, travel, and recreation are offered year round.

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 Franklin Community Center, and parking is easy and free. The Omnilore program consists of three trimesters. During each trimester about 15 study/discussion subjects are offered.

Each group of 8-16 members focuses on a chosen subject, and meets twice a month for eight two-hour sessions. Members can choose one or several study/discussion groups per trimester.

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

Discussion groups meet year-round, Monday-Friday either in the morning or afternoon in Room 7 & 8 of the Franklin Community Center. The Franklin Center is located at 850 Inglewood Avenue in Redondo Beach.

### Fall Membership Fee:

To register starting in June for the Fall Trimester, the fees are as follows:

\$ 60 per individual	CRN 38134
\$100 per couple	CRN 38135

### A Note About Membership Fees:

The charge for an annual membership (September–August) is \$90 for individuals or \$150 per couple. However, fees are pro-rated so that those joining in January register for the spring and Fall trimesters (January–August) pay \$60 individual/\$100 couple, and those joining in the June register for only the Fall trimester (June–August) \$30 individual/\$50 couple.

There are currently 240 enthusiastic Omnilore compatriots, mostly living in the South Bay. Omnilore is actively seeking new members from a diversity of backgrounds.

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

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

Visit the Omnilore website at [www.omnilore.org](http://www.omnilore.org)

### 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!

See page 86

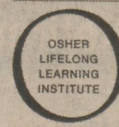


For more information:  
visit the web site  
<http://www.omnilore.org>

Discover lifelong learning.

Engage your mind, and network with others!

# Osher Lifelong Learning Institute



## Participate in OLLonline

**What is "OLLonline?"** OLLonline, an Osher Lifelong Learning Institute, is an adventure in learning involving television and web-based programs.

**Who can participate?** The programs are designed for retired individuals over 50 years of age but everyone is welcome.

**Participate in the Spring 2006 OLLonline Program**  
This Spring we will continue the exploration of the history of film as an art form, each Wednesday at 1pm starting February 8 through May 10. Our Spring 2006 series will be "The Portrayal of Law in American Film and Television".

**Why is OLLonline being broadcast?** OLLonline is supported by a generous grant from the Bernard Osher Foundation to promote lifelong learning among seniors and individuals who are seeking intellectual activities

and engagement with like-minded adults.

Visit the OLLonline website ([www.ollonline.tv](http://www.ollonline.tv)) for Spring 2006 program details and schedule or complete the member form and a color brochure and schedule will be sent to you.

Now you can enjoy the previous televised broadcasts on the OLLonline website.

### Where can I watch the OLLonline television series?

- Los Angeles – Channel 36 (LA36)
- Carson and Gardena – Channel 27 (RCN Cable only)
- Southbay/Southern Los Angeles County – El Segundo, Gardena, Hawthorne, Lawndale, Lomita and Torrance – Channel 6
- Watch broadcasts on TV or online at [www.OLLonline.com](http://www.OLLonline.com)

## MEMBERSHIP REGISTRATION

**Register today! As a member of OLLonline you will:**

- Receive a program schedule for each series
- Receive emails about OLLonline activities
- Have access to activities on the OLLonline website

The charge for membership is \$10. Please make checks payable to "CSUDH".

PLEASE COMPLETE TO FORM BELOW AND MAIL TO:

OLLonline  
California State University Dominguez Hills  
College of Extended and International Education  
1000 E. Victoria Street • Carson, CA 90747

NAME: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_  
 CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_  
 PHONE: \_\_\_\_\_

[www.ollonline.tv](http://www.ollonline.tv)

(310) 243-3208

**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 in the following column!



**Spring 2006 Travel Study Programs**

These Learning Vacations for Adults balance visits to "shouldn't miss" sites with experiences not available on conventional tours.



**FALL 2005 - WINTER/SPRING 2006  
LEARNING VACATIONS FOR ADULTS**

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

Unique Features of these Learning Vacation for Adults include:

- Escorts, local guides and in-country specialists who share their insights about the contemporary, natural and historical aspects of the destinations visited.
- National and local guides chosen for their knowledge, efficiency, enthusiasm, and fluency in English.
- Comfortably paced itineraries and small groups (average size is 14 participants) which 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.

<b>ITALY</b> Oct 22 - Nov 5, April 22 - May 6	<b>BELIZE</b> January 7 - 13 February 11 - 17	<b>PERU</b> Aug 20 - Sept 4
<b>KENYA</b> October 4 - 19, January 10 - 25	<b>AUSTRALIA</b> October 2 - 19	<b>COSTA RICA</b> December 2 - 13, January 20 - 31, Feb 24 - March 7
<b>SPAIN</b> Sept 30 - Oct 13, April 7 - 20	<b>C. EUROPE</b> Sept 28 - Oct 13	<b>TURKEY</b> Sept 17 - Oct 1, April 22 - May 6
<b>ALASKA</b> Departures May - September	<b>CHINA</b> Departures March - October	<b>ANTARCTICA</b> Departures Dec - March
<b>EGYPT</b> October 9 - 21, November 6 - 18, January 15 - 27	<b>IRELAND</b> September 8 - 22, May 18 - June 1	
<b>RUSSIA</b> August 31 - September 16, May 30 - June 15	<b>MOROCCO</b> October 1 - 15, October 15 - 29	
<b>GALAPAGOS ISLANDS</b> October 2 - 15, January 8 - 21, March 12 - 25	<b>GREECE</b> September 1 - 12, October 6 - 17, April 13 - 24, May 18 - 29	

For complete itineraries and prices, Write or Call:

College of Extended & International Education  
For more information  
877-GO-HILLS  
eereg@csudh.edu  
www.csudh.edu/extendeded/travel.htm



PERSONAL  
DEV

**CSUDH**

**University Art Gallery**

Spring Semester 2006

For more information:  
call Kathy Zimmerer (310) 243-3334

**By Any Means: Works from the National Drawing Invitationals**

February 8 – March 8, 2006

Opening reception: February 8, 2005, 6-8pm  
Gallery tour by Diane Hayden, artist and drawing specialist, will be held on February 8, 6:30 p.m. in the gallery.

By Any Means consists of 42 works on paper from the collection of the Norman R. Eppink Art Gallery at the Emporia State University in Kansas. The Eppink Gallery hosted the Annual National Invitational Drawing Exhibition for twenty-five years. Featuring drawings by artists of the highest caliber who have committed themselves to the rigorous discipline of drawing, the exhibit includes works by noted artists Phillip Pearlstein, Donald Roller Wilson, Robert Stackhouse, Robert Cottingham and William T. Wiley.



**The Department of Theater Arts**

**Before It Hits Home**

By Cheryl West  
Directed by Donis Leonard  
February 24 - March 5

A gripping, relentlessly forthright story of a black bisexual Jazz musician, whose double life endangers both himself and his loved ones. Before It Hits Home shows that there are things about AIDS we haven't grasped yet-as playwrights, audiences and people."

- NY Magazine.

..... is an authentic, at times almost hysterical wake-up call to the black community,

- Village Voice

*NOTE: Contains adult themes and strong language*

**A Doctor in Spite of Himself**

by Moliere  
Translated by Albert Bermel  
Directed by Peter Rodney  
April 21 - 30

Moliere's scalpel sharp satire on the medical profession comes to life in this brilliant translation by Albert Bermel. Follow the hilarious adventures of the notorious Sganarelle as he finds himself pushed into the world of medicine and miracles in this classic French farcé.

**Object Lessons: Maddy LeMel and Kelly Reemtsen**

April 5 - 26, 2006

Opening reception: April 5, 6 to 8 p.m.  
Gallery tour by at Maddy LeMel and Kelly Reemtsen will be held at 6:30pm in the gallery.

Featuring 50 works of art by Maddy Le Mel and Kelly Reemtsen who depict ordinary objects in widely different ways. Kelly Reemtsen will exhibit her luscious, brilliantly colored paintings of dresses, shoes and purses and design objects from the 50's, 60's and 70's, while Maddy LeMel will exhibit her ghostly handmade paper assemblages that shroud the ordinary in mystery, ranging from tools to discarded keys.

**Annual Student Art Exhibition: B.A. Graduates**

May 11-18, 2006

Opening reception: May 11, 6 – 8 pm

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

## Test Preparation Courses

### The Program

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 college and graduate entrance examinations. By request only, these programs are now offered at 30 universities, colleges and law schools. 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.

### Program Instructors

The staff is comprised of math and reading specialists and other expert instructors who are fully credentialed and have advanced degrees.

### SCHEDULED CLASSES

#### GMAT

(Graduate Management Admission Test)

Effective preparation for the GMAT is important! This course provides you with expert instruction, introduces test-taking strategies, and offers timed-practice testing. Areas covered are: Math Ability/Problem Solving (including a short review of algebra and geometry), Data Sufficiency, Reading Comprehension, Sentence Correction, Critical Reasoning, and the Analytical Writing Assessment. Call ETS for test application at (800) 462-8669 [www.mba.com](http://www.mba.com)

Date: Mar 18 - Apr 8  
 Time: Sat 9am-3pm  
 Meetings: 4  
 Location: CSUDH EE 1205  
 Fee: \$345  
 Course No.: NXGM 101 Sec 01  
 Reg. No.: 20058

#### CBEST

(California Basic Educational Skills Test)

Let our outstanding teachers give you the edge to pass this very important exam! A special emphasis will be placed on a review of mathematics and applying math skills to

CBEST question types. The Essay Section will also be carefully reviewed followed by a short review of the Reading Comprehension Section including skills necessary to help potential teachers understand, interpret and analyze passages. For test application and information call NES (916) 928-4001 or [www.cbest.nesinc.com](http://www.cbest.nesinc.com).

Date: Jan 21 - Feb 4  
 Time: Sat 9am-3pm  
 Meetings: 3  
 Location: CSUDH EE 1206  
 Fee: \$265  
 Course No.: NXCB 101 Sec 01  
 Reg. No.: 20053

#### CSET Multiple Subjects Exam

(California Subjects Exam for Teachers)

Get the edge in preparing for the CSET! The CSET: Multiple Subjects test preparation workshop will review the test format and analyze the question types. Strategies and techniques for the multiple-choice and constructed-response questions will be discussed with short reviews in selected areas. This program is designed to help students apply their knowledge to meet exam requirements in each of the exam subtests including: Subtest I-History/Social Science and Literature/Language Arts/Reading, Subtest II-Science and Math, Subtest III-Visual and Performing Arts, Physical Education and Human Development. This class is not meant as a substitute for course work in these areas. For information about test application and administration call (916) 928-4003 or visit [www.cset.nesinc.com](http://www.cset.nesinc.com).

##### Session I

Date: Dec 17 - Jan 8  
 Time: Sat & Sun 9am-4pm  
 Meetings: 3 (No Class Dec 24, 25, & 31 Jan 1 & 7)  
 Location: CSUDH EE 1206  
 Fee: \$345  
 Course No.: NXCS 101 Sec 01  
 Reg. No.: 15001

##### Session II

Date: Mar 4 - 12  
 Time: Sat & Sun 9am-4pm  
 Meetings: 3  
 Location: CSUDH EE 1205  
 Fee: \$345  
 Course No.: NXCS 101 Sec 01  
 Reg. No.: 20056

#### GRE Review

(Graduate Record Exam - General Test.)

Learn how to maximize your test-taking potential! This workshop emphasizes analyzing and reviewing each of the sections: Quantitative Reasoning; Verbal

Reasoning (antonyms, analogies, sentence completion and reading comprehension); and the new Analytical Writing Assessment. A short review of mathematics is also included. For test information and application call (800) 473-2255 or visit [www.gre.org](http://www.gre.org).

Date: Mar 4 - 25  
 Time: Sat 9am-1pm  
 Meetings: 4  
 Location: CSUDH EE 1206  
 Fee: \$325  
 Course No.: NXGR 101 Sec 01  
 Reg. No.: 20057

## CSU Dominguez Hills Test Preparation Courses

#### RICA

(Reading Instruction Competence Assessment)

1 CEU

The workshop is designed to help potential school teachers prepare for the RICA written examination. This workshop, designed and taught by CSUDH instructors, includes studying and test taking strategies, information about the test and a review of the content areas. Materials are included.

Fees paid for test preparation classes do not include fees for actual examination.

##### Session I

Date: Jan 14 & Feb 4  
 Time: Sat 9am - 3pm  
 Meetings: 2  
 Location: CSUDH EE 1213  
 Fee: \$199  
 Instructor: TBA  
 Course No.: TEX 922 Sec 02  
 Reg. No.: 21991

##### Session II

Date: Mar 25 & Apr 8  
 Time: 9am - 3pm  
 Meetings: 2  
 Location: CSUDH EE1213  
 Fee: \$199  
 Instructor: TBA  
 Course No.: TEX 922 Sec 04  
 Reg. No.: 21994

For more information  
 Call Babette Wald (310) 243-3730  
 Email [bwald@lists.csudh.edu](mailto:bwald@lists.csudh.edu) or  
[www.csudh.edu/extended/testprep.htm](http://www.csudh.edu/extended/testprep.htm)

TEST  
PREP

## Registration Information

### Who May Register

Extension classes are open to the public. You do not need a college degree or to be registered in a degree program at the University. Please note, however, that registration in the College of Extended & International Education does not constitute admission to California State University, Dominguez Hills.

### Six Ways to Register



**Register By Mail:** Complete the Registration Form on the inside back cover of this bulletin and mail it to:

**CSU Dominguez Hills  
Registration Office, EE 1100  
1000 East Victoria Street  
Carson, CA 90747**

Include your check, money order or credit card information; do not send cash.



**By Phone:** You may register by phone with your VISA/ MasterCard/ Discover by calling (310) 243-3741, Monday through Thursday 8am - 8pm; Friday 8am - 5pm and 8am-1:30pm on Saturdays.



**By Fax:** FAX your completed Registration Form (inside back cover) and your credit card information to (310) 516-3971.



**In Person:** You can register in person at the College of Extended & International Education Registration Office located on the CSU Dominguez Hills campus, EE 1100. The Office accepts checks, money orders, Visa, MasterCard and Discover Card. Hours are 8am-8pm Monday-Thursday, 8am-5pm Friday and 8am-1:30pm Saturdays.



**ToroWeb:** College of Extended & International Education students who have previously taken a class at Dominguez Hills can register via ToroWeb: <https://toroweb.csudh.edu> Click on "Extended Education" to register.



**TOROS Touchtone:** You may register by Toro Touchtone—see instructions on page 00.

### Early Registration

Reasons to Enroll Early in Extension Courses

- It's a fact—all classes need a minimum number of students. Enroll early to make sure that classes you want can be held.
- Many of the most popular classes fill quickly. Be sure that you have a place in the class you want by enrolling early.
- There are several easy ways to enroll early; when you do, you will be mailed a confirmation receipt to take to the first class meeting.

### Fee Payment

Students are required to pay in full for their courses at the time of registration. The fees for courses are listed in this bulletin. Please note that there is an additional \$30 per unit charge for TV courses. The fees are the same for residents and nonresidents. Payment may be made by check, money order, or Visa, Mastercard or Discover card payable to CSUDH in the exact amount required. Registration will not be considered complete until all fees are paid. Fees and refunds are subject to change.

### 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 confirmation is 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 College of Extended & International Education's office at your earliest convenience.

### Returned Checks

There is a \$25.00 service charge for checks returned for any reason.

### Refund of Fees

You must file appropriate forms in the College of Extended & International 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 College of Extended & International Education. The effective date of the refund is the day the forms are received by the Office of the College of Extended & International Education. To receive a refund of fees for any course, you must notify of College of Extended & International 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 a 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 \$10 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 or less, or four weeks 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.



**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.

**Withdrawal from classes during final exam week** (last week of session) is not permitted, except in such cases as accident or serious illness where circumstances causing the withdrawal are clearly beyond the student's control, and the assignment of a grade of Incomplete is not practical. Such requests require a Petition with the signature and approval of the instructor and Dean of Extended Education. The form is available in the Extended Education Registration Office and must be filed in the Extended Education with documentation by the last day of the session in which the student was enrolled.

**A student who does not officially withdraw shall receive "F" or "WU" grades for all courses on his/her official record.**

**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.

**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 from the University. When you pre-enroll, therefore, please give us a daytime telephone number and email address so that you will not be inconvenienced if the class must be cancelled.

**Change of Address**

If you are receiving several copies of the College of Extended & International 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:

College of Extended & International Education, CSU Dominguez Hills, Carson, CA 90747-0005.

**Open University**

Students not admitted to the University 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 \$160 per semester unit (\$480 for a three-unit class). Please note that there is an additional \$30 per unit charge for TV courses.

**To register for Open University classes, follow the instructions below:**

1. Pick up an Open University registration form from the College of Extended & International 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 College of Extended & International Education Registraton 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 11, 2006. For a complete schedule of classes, please call (310) 243-3741.

REGISTR/  
ADMIN

### High School Students

Qualified high school students who will enter the junior or senior year in Fall 2005 can register for Spring OPEN University lower division (100 level) courses with a letter of recommendation from the school principal or counselor and written authorization from the parents. Address letters to the Dean of the College of Extended & International Education, California State University, Dominguez Hills. Students pay regular Open University registration fees, and the course credit they earn may be applicable to a degree from CSUDH or another institution.

### Standards

Degree credit courses in the College of Extended & International 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 College of Extended & International 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.

### TOROS Touchtone

#### 11 Steps to Register

- Step 1 ▶ Call T.O.R.O.S. @ (310) 243-2000
- Step 2 ▶ Press 6 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 (MMD-DYY). 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.

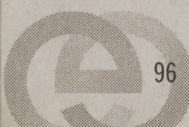
- To have a prompt or selection repeated, press the \* key followed by the 7 key.

- For menu help, press the \* key followed by the 4 key at any time.

#### Helpline

If you need assistance, call (310) 243-3741 during the following hours:

Mon–Thu	8am–8pm
Friday	8am–5pm
Sat	8am–1:30pm



## Academic Information

### 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 (Welch Hall, Suite 290). 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) 243-3621.

### 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 credit 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 class ends. Official transcripts with current grades will not be available for at least five weeks after the end of the course. To learn your grade for any graded class, including Extension, Special Sessions, Summer Sessions and Winter Session, call (310) 516-4308.

### Grades

For Academic Programs, student performance in each course is reported at the end of the session by one of the following grades (with grade points earned):

GRADE	GRADE POINTS
A.....	4.0
A-.....	3.7
B+.....	3.3
B.....	3.0
B-.....	2.7
C+.....	2.3
C.....	2.0
C-.....	1.7
D+.....	1.3
D.....	1.0
F.....	0

The following grades are to be used for approved courses only:

- I** (Incomplete authorized--not counted in GPA)
- IC** (Incomplete charged)
- WU** (Withdrawal Unauthorized)
- W** (Withdrawal--not counted in GPA)
- AU** (Audit--not counted in GPA, no units allowed)
- CR** Credit (not counted in grade average, but units allowed).
- CR\*** (Credit in sub-collegiate course, no units)
- NC** No Credit (not counted in GPA, no units allowed).
- RP** (Report in Progress-- credit is deferred until completion of course)
- \*\*\*** (Graduate Continuation Course)
- RD** (Report Delayed)

### 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 to matriculated students for Special Sessions classes through Extended Education. Registration is open to both matriculated students and to the community. For the course numbering system, see below.

### 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 (CR/NC).

### Noncredit

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

### Course Numbering 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.

## Policies

### Nondiscrimination Policy

The College of Extended & International 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.

### 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 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.

### Use of Social Security Number

CSUDH provides all students with generic 9 digit student ID numbers. These ID numbers are used to identify student records,

registration, and to conduct all University business. However, students are still 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 may, if necessary, use the social security number 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.

### 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.

### Americans with Disabilities Act

It is the policy of California State University Dominguez Hills to comply with the Section 504 Regulations [now, Americans with Disabilities Act] adopted by the Department of Health, Education and Welfare. Accordingly, any student at California State University Dominguez Hills who believes that there has been a violation of the Regulations is encouraged to discuss the matter with the Dean of University College\* and the campus Handicapped Regulations Coordinator and/or the Handicapped Services Coordinator\*\* and such persons as may be identified by the Handicapped Regulations Coordinator in order to resolve the matter in a prompt and equitable manner.

### Sexual Harassment Policy

It is the policy of California State University, Dominguez Hills, that the campus maintain a working and learning environment free from sexual harassment of its students, employees, and those who apply for student or employee status. All should be aware that California State University, Dominguez Hills is concerned and will take action to eliminate sexual harassment. Sexual harassment includes such behavior as sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature directed towards an employee, student, or applicant when one or more of the following circumstances are present:

- Submission to or toleration of the conduct is an explicit or implicit term or condition of appointment, employment, admission or academic evaluation:
- Submission to rejection of such conduct is used as a basis for a personnel decision or an academic evaluation:

The conduct has the purpose or effect of

**Sexual Harassment Policy**

*(Sexual Harassment Policy continued)*

interfering with an employee's work performance, or creating an intimidating, hostile, offensive or otherwise adverse learning environment, or adversely affecting any student.

In determining whether conduct actually constitutes sexual harassment, the circumstances surrounding the conduct will be carefully considered. However, where the facts support the allegations, all appropriate measures including disciplinary action will be taken. For more detailed information on this policy see website at [www.csudh.edu/pms/printable/99-02.htm](http://www.csudh.edu/pms/printable/99-02.htm).

**Campus Smoking Policy**

California State University, Dominguez Hills has a responsibility to its students and employees to provide a safe and healthful learning and working environment. The University recognizes the harmful effects of involuntary contact with smoke. It also recognizes the need to preserve the reasonable individual rights of smokers as long as doing so does not interfere with the right of the non-smoker to a smoke-free environment.

The following policy shall be effective immediately:

Smoking is prohibited in all campus buildings; including offices, work areas, classrooms, lecture halls, laboratories, libraries, theaters, practice rooms, listening rooms, gymnasiums, kitchens, hallways, stairwells, elevators, eating areas and restrooms. Certain areas external to buildings which do not have adequate ventilation (e.g. patios, stairways and walkways) may also be designated as non-smoking areas by the Director of Environmental Health and Safety.

Smoking is prohibited in all State automobiles, vans and trucks.

Members of the campus community who willfully violate the University smoking policy will be subject to disciplinary action through recognized administrative channels and/or in accord with the applicable collective bargaining agreement.

Appropriate signs designating no smoking and smoking areas shall be posted. At least

one copy of this policy shall be posted in each campus building.

**Services**

**Computer Labs**

Student identification cards are available at the Extended Education Office. These entitle enrolled students 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**

Location and services may be moved due to construction schedules. Please check campus postings for relocation.

For further information, call (310) 243-3559.

**Grab & Go**

**Food Outlet in Welch Hall**

In an effort to provide an additional food service venue on campus, a "grab-and-go" outlet is on the first floor of Welch Hall on the south side of the building. Offerings include: coffee, pastries, sandwiches, salads, snacks, soft drinks and similar items. The name of the venue is "Grab 'n GO TOROS." Hours of operation are expected to be 7:30 AM to 8 PM on Monday - Thursday; 8 AM to 2 PM on Friday and Saturday.

**Parking**

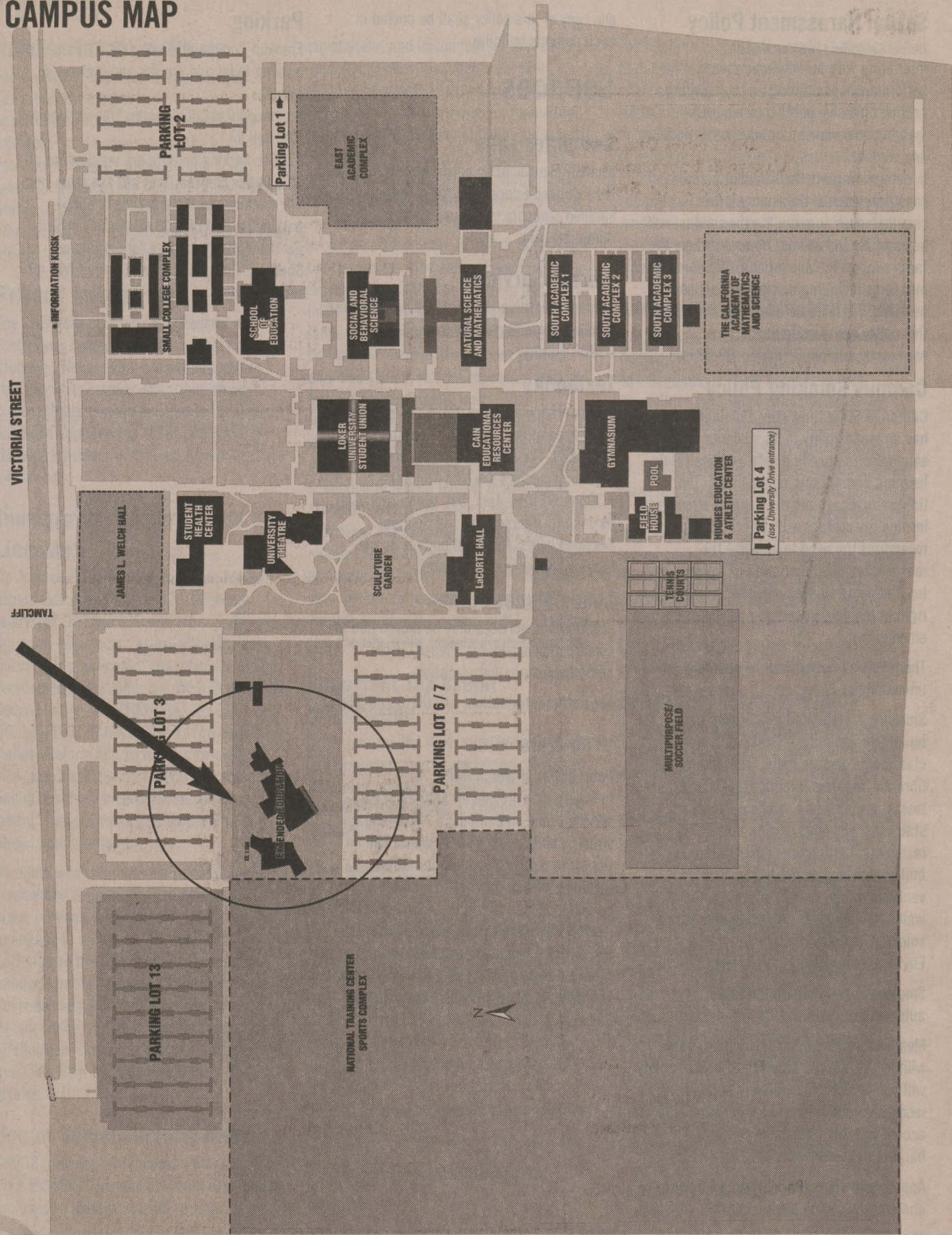
Franklin Community Center (FCC): Free parking in lot and on Fisk and Inglewood Avenues.

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 \$3.00 per day or \$72 per semester. No charge for parking on Sundays. (Bring dollars and/or quarters for the machines).

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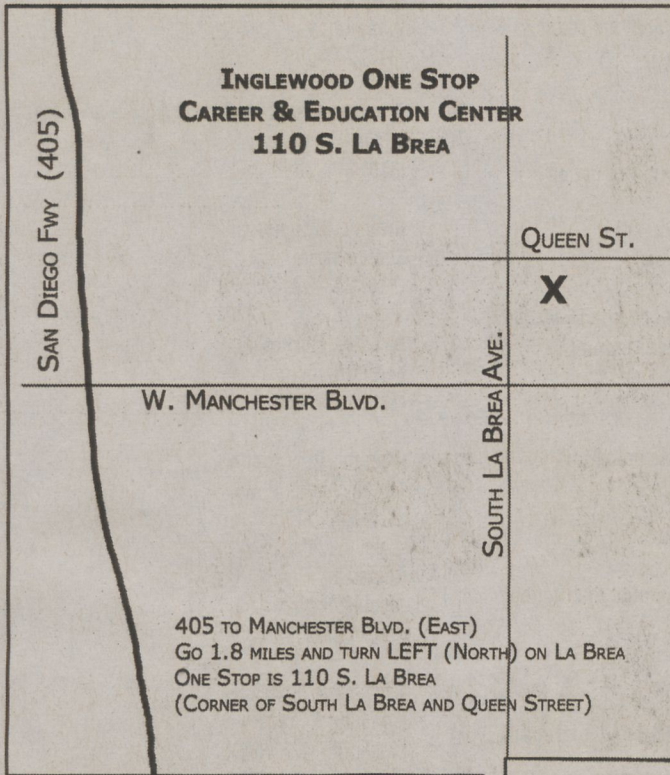
CAMPUS MAP



VICTORIA STREET

TAMCLIFF

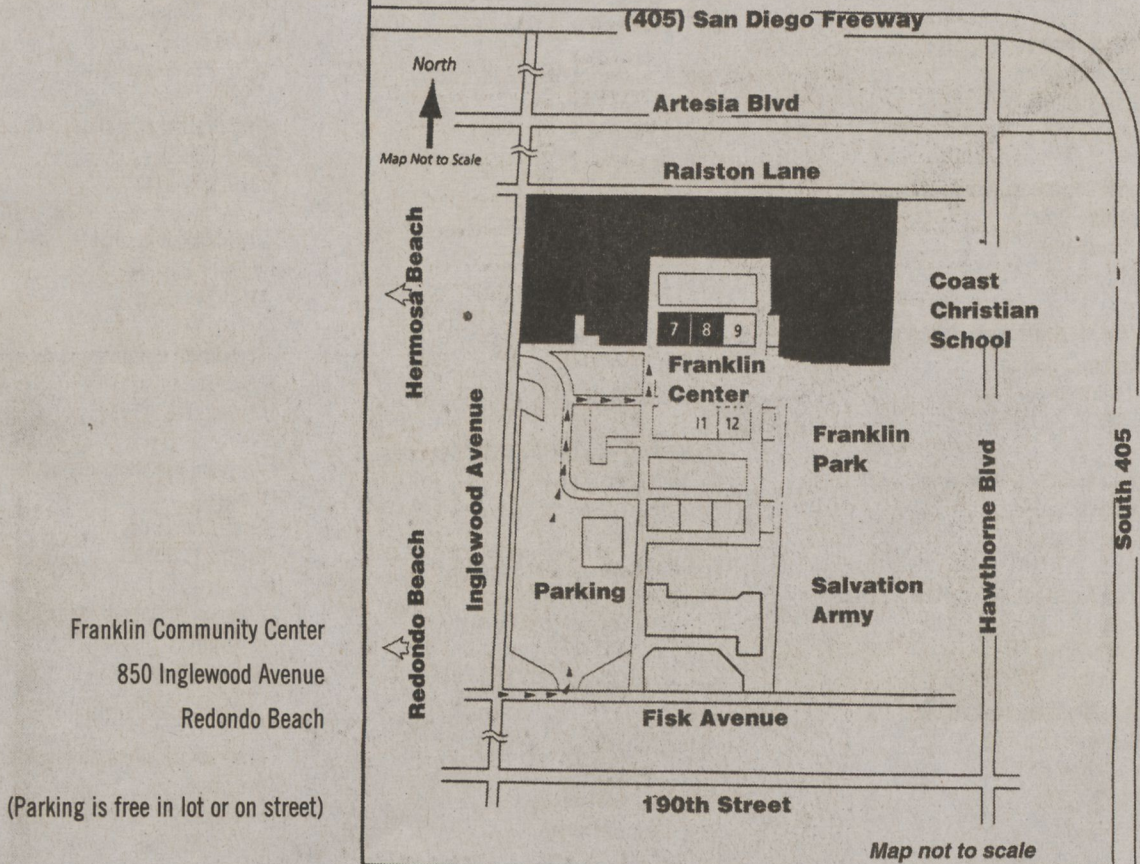
MAPS



**SUMMER  
COLLEGE OF EXTENDED  
& INTERNATIONAL  
EDUCATION**

**MAY 2006**

Call (310) 243-3741 or  
1-877-GO HILLS  
for more information or  
visit the website:  
[www.csudh.edu/extendeded/](http://www.csudh.edu/extendeded/)  
email: [eereg@csudh.edu](mailto:eereg@csudh.edu)



Franklin Community Center  
850 Inglewood Avenue  
Redondo Beach

(Parking is free in lot or on street)

REGISTR/  
ADMIN

**Dean, Extended & International Education**  
Margaret Gordon, Ph.D.  
(310) 243-3737

**Associate Dean**  
Joanne Zitelli, Ph.D.  
(310) 243-3737

**Facilities Coordinator and  
Executive Assistant to the Dean**  
Teresa J. Stevens  
(310) 243-3737/2012

**Financial Manager**  
Brenda Blow  
(310) 243-2422

**Secretary to the Dean**  
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**Receptionist**  
Connie Pimental  
(310) 243-3737

**Network Analyst**  
Oladele Moore  
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**Equipment Systems Specialist**  
Sharleen Pettis  
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**Senior Producer, Mediated Instruction  
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**Instructional Design, Mediated Instruction  
and Distance Learning**  
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**Program Assistant, Mediated Instruction  
and Distance Learning**  
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(310) 243-2288

**Production Support, Mediated Instruction  
and Distance Learning**  
Garry Jacobs  
(310) 243-3066

**Staff Producer, Mediated Instruction  
and Distance Learning**  
Mario Congreve  
(310) 243-2053

**Director, Corporate Relations**  
vacant  
(310) 243-3355

**Director, Extension Programs**  
vacant  
(310) 243-2425/3352

**Senior Program Development Specialist**  
Jim Bouchard, MA Ed.  
(310) 243-3729

**Program Development Specialist**  
Babette Wald, MA  
(310) 243-3730

**Director, Special Sessions**  
vacant  
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**Program Assistant**  
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**Program Assistant**  
Jeanette Gimenez  
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**Program Assistant**  
Diana Ulloa  
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## INDEX

11 Steps to Register 96  
 2D VideoGame Design 44  
 3Ds Max 41  
 360-Degree Performance Appraisal 11  
 5 courses for only \$199 9

### A

A Doctor in Spite of Himself 92  
 Academic Information 97  
 Academic Programs 80  
 Administrative Medical Specialist 61  
 Adult Education 52  
 Advance Business Finance 9  
 Advanced Human Resource 19  
 Advanced Human Resource Management 19  
 Advanced Coding for the Physician's Office 61  
 Advanced Hospital Coding and CCS Prep 62  
 Advanced Medical Insurance Billing 68, 69  
 African American Art 57  
 Alcohol and Drug Counseling 64, 65, 66  
 ALCP 87  
 American Language & Culture Program 87  
 Americans with Disabilities Act 98  
 Annual Student Art Exhibition: B.A. Graduates 92  
 Applied Studies 83  
 Art for Educators 57  
 Art Gallery 92  
 ASQ 75  
 ASQ Exam Preparation Quality Capstone 75  
 Assistive Technology Specialist 54  
 Auditing: A Practical Approach 10

### B

B.S. Quality Assurance 73  
 Bachelor of Science in Applied Studies 83  
 Before It Hits Home 92  
 Beginning HTML 43  
 Better Teaching— Using Your Voice in the Classroom 55  
 BSQA 73  
 Building a Better Web Site 43  
 BUSINESS 6  
 Business Communications 34, 35  
 Business & Industry 2  
 BUSINESS AND ORGANIZATIONAL TRAINING 2  
 Business Communications 4  
 Business Finance for Managers 9  
 By Any Means: Works from the National Drawing Invitationals 92

### C

California Notary 24  
 Campus Map 100  
 CBEST 93  
 CCS Prep 62  
 Center for Legal Studies 86  
 Certificate in Community College Teaching 55  
 Class Cancellation 95  
 Classroom Features 5  
 Coastline Community College 83  
 Coding for the Physician's Office 62  
 COMMUNICATIONS 9, 33  
 Community College Teaching 55  
 Computer Graphics and Design 45, 46  
 Computer Labs 99  
 COMPUTERS & TECHNOLOGY 36  
 Conference Room Features 5  
 Construction Project Management 13  
 Continuing Education Units 97  
 Continuing Education Units (CEUs) 97  
 Course Numbering System 97  
 Credential in Designated Subject 52  
 Credential in Designated Subject—Adult Education 52, 53  
 CSET Multiple Subjects Exam 93  
 CSU Dominguez Hills Test Preparation 93  
 CSUDH University Art Gallery 92  
 Cultivating a High-Performance Team 12  
 Custom Designed Training and Development 3  
 Customer Relations Management 10  
 CUSTOMER SERVICE 9, 10

### D

Dealing with Conflict and Confrontation 10  
 Degree Programs 84  
 Department of Theater Arts 92  
 Digital Filmmaking 58  
 Directing independent film 58  
 Distance Learning 84

### E

e-BUSINESS 9, 10  
 e-Business for Customer Relationship Management 10  
 e-Business Foundations 10  
 e-Commerce 10  
 Early Childhood Professional Development Courses 50  
 Early Registration 94  
 EDUCATION 47  
 Educators 57  
 Employment training panel 3  
 English Language Courses 87, 88

Entertainment 58  
 Entrepreneurship 30  
 Entrepreneurship & Leadership Studies Certificate 30  
 Environmental & Occupational Health & Safety 14  
 ESL 87  
 ESL, ESP & VESL 88  
 ESP & VESL 87  
 ETP 3  
 Extended Education Facilities 5  
 Extended Education Staff 102

### F

Facilities 5  
 Fall 2005 Travel Study Programs 91  
 Family Child Care 29  
 Family Travel Study 89  
 Fee Payment 94  
 Filmmaking 58  
 FINANCE 2  
 Finance and Accounting for Non-financial Managers 17  
 Financing films 58  
 Fireworks 43  
 Food Outlet 99  
 Franklin Community Center 101  
 Frequently Called Numbers 1  
 Frontline Call Center Skills 10

### G

Gardens of California 85  
 General Education Courses 84  
 General information 1-877-GO-HILLS 1  
 Geographic Information Systems 27, 28  
 GIS 27  
 Global Business Strategy 12  
 GMAT 93  
 Going from Management to Leadership 11  
 Grab & Go 99  
 Grab & Go Food Outlet 99  
 Grade Reports 97  
 Grades 97  
 Grading Procedures 97  
 Grant Writing 56  
 Grant Writing and Administration 56  
 GRE Review 93

### H

HEALTH CARE LEADERSHIP 2  
 Healthcare 59  
 Helpline 96  
 High School Students 96  
 Hospital Coding 62  
 HOSPITALITY MANAGEMENT 2

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 ADMIN

**INDEX**

**H** (continued)

Hostility and Workplace Aggression 11  
 How to Discipline Employees & Correct Performance Problems 11  
 How to Excel at Customer Service 10  
 How to Overcome Negativity in the Workplace 11  
 How to Write a Business Case 12  
 HTML 43  
 Human Resource 18  
 Human Resource Management 18  
 HUMAN RESOURCES 2, 9, 10  
 Human Resources Management Essentials 10  
 Humanities 80  
 HUX 80

**I**

Inbound Call Center Management 10  
 Independent Filmmaking A-Z 58  
 Insurance Billing 66  
 Intensive English and Work Site Programs 88  
 Intensive english program (IEP) 87  
 Internet Classes 84  
 Introduction to 2D VideoGame Design 44  
 Introduction to Marine Life 84

**J**

Jazz in the Modern Era 84

**L**

Language Learning 85  
 Law for Life 85  
 LEADERSHIP AND TEAM BUILDING 11  
 Leading the Workforce Generations 11  
 Lean Enterprise 20  
 Lecture Hall/Theater Features 5  
 Library Services 99  
 Lifelong Learning for Seniors 85  
 Linking Business Strategy to Financial Results 21  
 Loker Student Union 99  
 Looking at Art 84

**M**

Making Teams Work: Capitalizing on Conflict 11  
 MANAGEMENT 11  
 MANAGEMENT & SUPERVISION 30  
 Management Excellence: Performance-Based Appraisal 11

Managing a Customer Service-Oriented Culture 10  
 Managing and Leading the Virtual Team 11  
 Managing Diversity & Inclusiveness 11  
 Managing Others Through Change 11  
 MANUFACTURING AND DISTRIBUTION 2  
 Maps 101  
 MARKETING AND SALES 9, 11  
 Master of Arts in Negotiation, Conflict Resolution and Peacebuilding 80  
 Master of Arts in Humanities 80  
 Master of Business Administration 7  
 Master of Public Administration 82  
 Master of Science in Engineering Management 6  
 Master of Science Quality Assurance 71  
 MBA 7  
 Measuring Customer Satisfaction 10  
 Mediated Instruction & Distance Learning 84  
 Medical Insurance Billing 67  
 Medical Insurance Billing 66  
 Medical Specialist 61  
 Medical Transcription 63, 64  
 Meeting and Event Planning 21  
 Meeting the Presentation Challenge 10  
 Membership Registration 90  
 Microsoft Certification Training Programs 40  
 MPA 82  
 MPA Online 82  
 MSEM 6  
 MSN program 59  
 MSQA 71

**N**

Negotiating to Win: Getting the Results You Want 10  
 Negotiation, Conflict Resolution and Peacebuilding 80, 81  
 New Strategies 2  
 NEW! 6, 7  
 Noncredit 97  
 Nursing 60  
 Nursing Bachelor of Science Online 60  
 Nursing Master of Science 59

**O**

Object Lessons: Maddy LeMel and Kelly Reemtsen 92  
 Official Withdrawal from Credit Courses 95  
 OLLonline 85, 90  
 ollionline.tv 90  
 Omnimore 89  
 Omnimore - Learning in Retirement 89  
 Online Computer Training Classes 37, 38, 39, 40, 41

Online Branding Strategy 12  
 Online Courses 9, 10, 11, 12  
 Open University 1, 95  
 Orthotics 69  
 Osher Lifelong Learning Institute 90

**P**

Paralegal Certificate 85, 86  
 Paralegal Certificate Course 85  
 Parking 99  
 Participating in a Project Team 12  
 Personal Development 89  
 Personal Fitness Trainer 79  
 Physical Education, Administration Option 76  
 Physician's Office 61  
 Policies 98  
 Politics of the Middle East 85  
 Practical Budgeting for Managers 9  
 President's Notebook 85  
 Produce, Write, Direct, and Distribute Feature Films 58  
 Production & Inventory Control 25, 26  
 Production & Inventory Control 24  
 Production & Inventory Control Certificate Program 8  
 Professional Development Courses 48  
 Professional Development Courses Online 47  
 Professional Project Management 12  
 Professional Telephone Skills 10  
 Project Management 9, 12, 26  
 Prosthetics 69, 70  
 Public Speaking 7, 33  
 Purchasing 24, 26

**Q**

Quality 72  
 Quality Certificates of Completion 74  
 Quality Assurance Bachelor of Science 73  
 Quality Assurance Master of Science 71  
 Quality Assurance Master of Science Online 72  
 Quality Assurance Education 71  
 Quick Reference 1

**R**

Recruiting and Retention Strategies for the Tight Labor Market 11  
 Refund of Fees 94  
 Registration 94  
 Registration Information 94  
 Retirement 89  
 Returned Checks 94  
 RICA 93

## INDEX

### S

Safety and Security 16  
SALES, MARKETING AND CUSTOMER SERVICE  
2  
Sales: A Focus on Solutions 11  
Schedule Changes 95  
Screenwriting A-Z 58  
Services 99  
Sexual Harassment 16  
Sexual Harassment Policy 98  
Six Ways to Register 94  
Small Business Development 31  
Solutions Academy 2  
South Bay Business Resource 3  
Special Major 8  
Special Major Bachelor of Arts Degree 8  
Special Programming 85  
Sport & Fitness Psychology 78  
Sports & Recreation 76  
Sports Turf 76, 77  
Sports Turf Maintenance 76  
Spring 2005 Travel Study 91  
Strategic Brand Management 12  
Strategic Management 12  
Strategic Marketing in Action 12  
Strategic Planning 9, 12  
Student Union 99  
Supply Chain Management 24  
Systems Thinking in the 21st Century 12

### T

Tax Credit Information 98  
Teacher Education Courses 85  
Teaching 55  
TECHNICAL REQUIREMENTS 9  
Technical Writing 33  
Test Preparation 93  
Textbooks 99  
The Paralegal Certificate Course® 85  
The Fundamentals of Globalization 12  
The President's Notebook 85  
The Sales Wheel of Success - Advanced  
Selling Series 12  
The Successful Facilitator 10  
Theater Arts 92  
To register 12  
TOEFL 87  
TOROS Touchtone 96  
Touchtone 96  
Transcripts 97  
Travel 91

TV Classes 84

### U

University Art Gallery 92  
Using Financial Statements 9  
Using Fireworks 43  
Using Your Voice to Enhance Your Message 33

### V

Value-Chain Analysis to Create Competitive  
Advantage 12  
Video Game Design Certificate 44  
Video Game Design, 3D 41

### W

Web Design 43, 44, 45  
WEB-BASED PROFESSIONAL DEVELOPMENT 9  
website creation 43  
Withdrawal 95  
Work-Site Programs (WSP) 87  
Workplace Issue Fundamentals: Workplace  
Compliance 11  
Writing screenplays 58  
www.omnilore.org 89

### Y

Young Scholar Program 84

















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